Coronavirus Disease 2019

Ohio | **Department of Health**

BinaxNOW Home Test: Administrator User Guide

Each location where BinaxNOW Home tests are distributed must have one or more individuals designated as an administrator. The role of the administrator is to track the distribution of tests using an online "click-and-go" inventory-tracking system within the NAVICA Connect portal (accessible through any internet-enabled device).

Distribution of the tests will not incorporate scanning of either an individual's NAVICA pass or the test, or to collect any information about the individual. Instead, the administrator will simply click a button within NAVICA Connect each time a test is distributed.

Logging In
In order to gain access to the portal, the administrator will receive two emails from the email address "noreply@navica.abbott." One email will confirm the creation of their Connect account and provide a link to login; the other will include a temporary password. Use the temporary password and your email to login for the first time.

Once logged into NAVICA Connect, the administrator will have a single tab available for selection on the left-hand menu: "Test Kit Tracker."
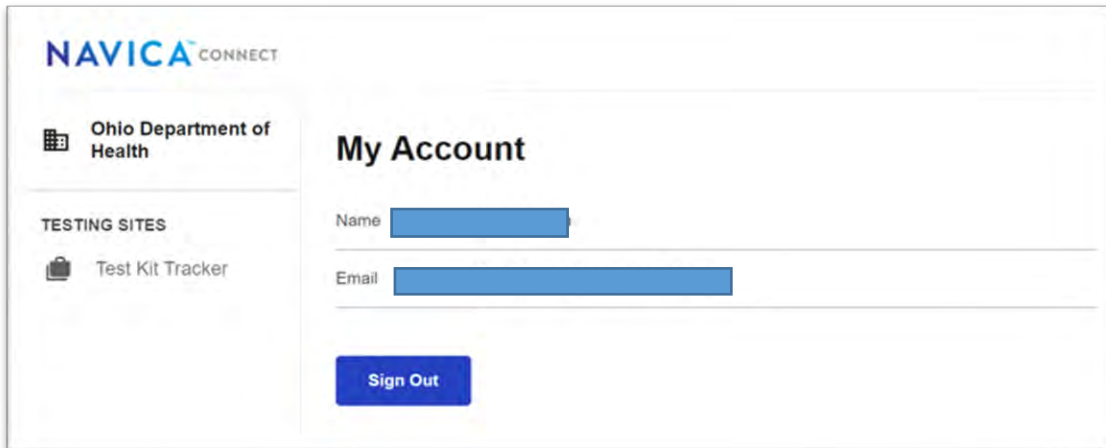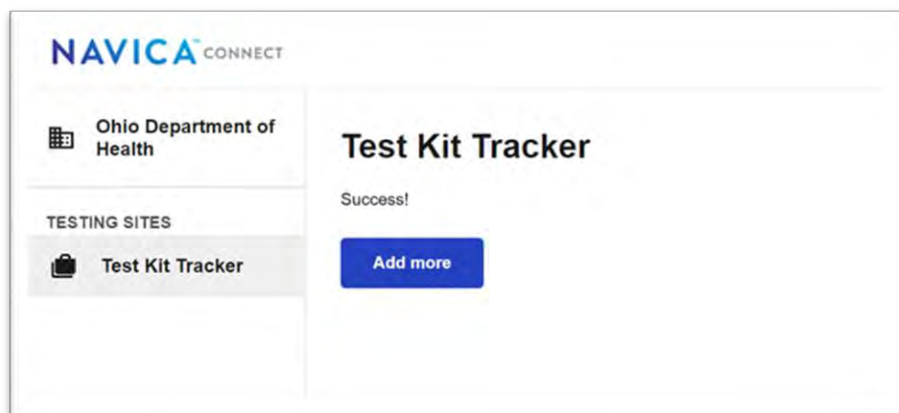

Distributing Tests

After selecting the Test Kit Tracker menu, the administrator will have access to a single button ("Distribute Test Kit") to be clicked one time for each test distributed. For example:

- One test distributed to one person = one click;
- Three tests distributed to one person = three clicks
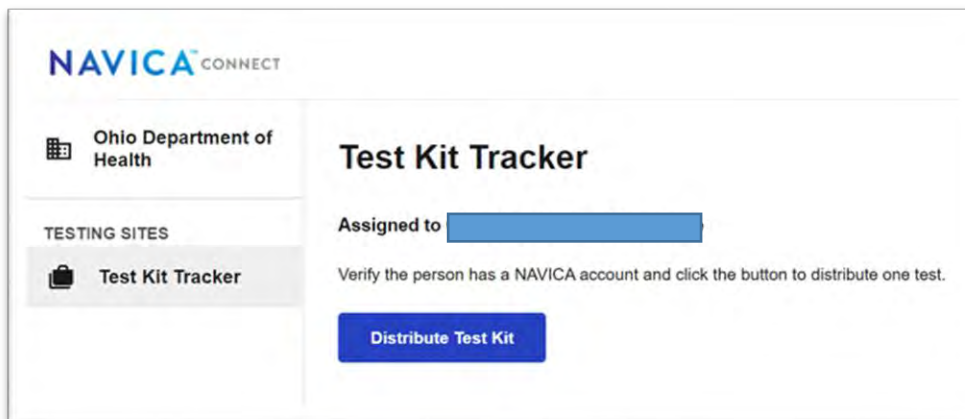
There will be a message confirming each successful click/distribution.

Verification of NAVICA ID

Verification of a NAVICA account at the time of distribution is encouraged (and is required at the time the test is administered), but should not be a barrier to receiving a test. The person requesting a test may verify they have a NAVICA account by displaying their NAVIA ID in the NAVICA app. If requesting tests for multiple people, the person should ideally show a NAVICA ID for each person. Again, this is intended to help ensure that the person will be successful in completing the test, rather than as a barrier to receiving tests.
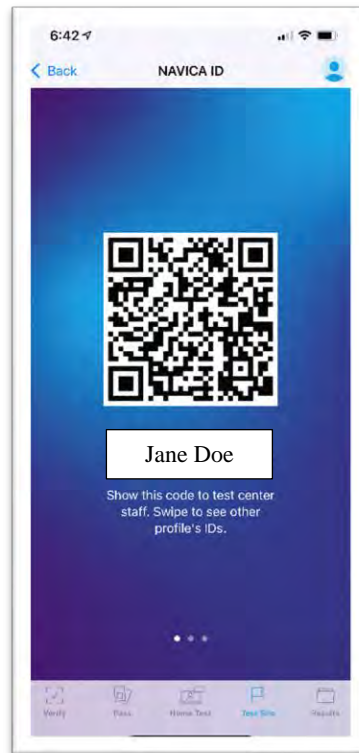
Reporting Distributions

The NAVICA Connect Portal collects all of the information needed for tracking test distributions. There is no other reporting requirement and the State does not require the collection of any information for an individual to receive a test.

Please send any questions to TestingRequests@odh.ohio.gov.