




How to Order Your COVID Test Through GVP

BEFORE CREATING AN ACCOUNT

1. **Do NOT download the GVP mobile app.** You should open GVP in your browser only through the links below.
2. **If you have any issues/questions related to creating your GVP Account or scheduling a test, contact support@globalviruspass.com.**
3. [Click here to watch an instructional video of how to create your account and order your COVID test](#)

CREATE YOUR ACCOUNT (one time process)

- [Click Here to Create Your Account](#)
- Enter in your Email Address, First Name, and Last Name
- Create a password then click Create Account
- You will be sent an email to confirm your account
- Confirm account via email and Log in.
- Once logged in, click on your name or  icon in the upper right and select My Profile
- Complete your information as requested in the General Information and Insurance Information tabs
- **Click My Circle and click Insert to add any family members who may also receive COVID-19 testing.**
- Once all family members have been added, click confirm.
- **Once your account is created you can take the step to MAKE AN APPOINTMENT by following the instructions below.**

MAKING AN APPOINTMENT

- When logged into your GVP account, click on My Schedule, then By Facility
- Search for the location that you wish to schedule testing at:
 - **Beechwood School**
- Click on PCR Test (Lab)
- Select which person you would like to schedule an appointment for (if you have added others to your circle.)
 - If you do not see the person you are trying to schedule for, click my profile and go to My Circle to add a family member
 - **There must be a user created for each person that will receive testing to ensure the patient's information is sent to the laboratory**
- Click into the date field to select desired date
- Select an appointment time
- Complete all forms as necessary.
- Once all steps are completed, you will receive an on-screen confirmation of your appointment. Click Confirm and Send and you will receive an email confirmation as well.
- If you need to schedule another appointment for yourself or a circle user, click on My Schedule and By Facility once again to go back to your location's scheduling page
- You can view your scheduled appointments by clicking on My Schedule and then clicking History