

Instructions for Work Site Monitors

Dear Work Site Monitor,

The TMF-PHP uses Affinity eHealth as a monitoring tool for our participants. Here are few things to know about how to submit your Work Site Monitor Report each quarter.

1. Our reporting due dates are January 5, April 5, July 5 and October 5. Report e-mails will be sent out 10 days before the end of the period. Please try to submit your report by the corresponding due date.
2. The Affinity portal uses a standard Work Site Monitor form that can only be completed electronically.
3. The Work Site Monitor report will be emailed to you via the Affinity eHealth system automatically. The system will also remind the participant (the person you monitor) periodically, to keep up with their report submission deadlines. A Login and a Link to access the report will be included in the email you receive from Affinity eHealth.
4. If you do not receive an email from Affinity eHealth, you may need to check your spam folder or whitelist the domain "AffinityeHealth" with your email service provider.
5. Question number 8 asks about drug screening that is likely not applicable to you. Simply answer "no" to this question, if not applicable.
6. Please remember to enter your name and title in the spaces provided at the bottom of the report.

Thank you for your willingness to serve as a Work Site Monitor. If you have any questions, please let us know.

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