

A Quick Reference Guide to eReports

Clients with an established account can simply click <http://www.geotestreports.com> to login and begin using GeoTest's eReports system for their construction materials reports.
Simply enter your E-mail address and password to get started.

New Clients must request access to a project prior to a report being sent to the website.

➤ E-mail Notifications – The eReports system provides three (3) types of e-mail notifications.

1.) First Time, New User Notification:

This e-mail contains a link to a page on the eReports website that allows you to request a password creation / reset. Please follow this link and enter your e-mail address as your User Name and a password reset e-mail will be generated and sent to you. You will have 24 hours to complete those instructions.

2.) Password Reset Notification:

This e-mail contains a link to a page on the eReports website that allows you to enter a new password for your account. If you are unable to complete this action within 24 hours, please visit <http://www.geotestreports.com> to restart the process.

3.) Web Notification:

Copies of reports, attachments, and other project documentation will be posted to our eReports website as PDF files immediately after they are signed. An alert notification with a link to the website <http://www.geotestreports.com> is sent to you at the end of the business day when new reports are available on the website. You have the option to turn off this notification once you are logged into the eReports website if you desire.

(Note: Files will be available for viewing within approximately 15 minutes from the time they are signed, even if you have not received a Web Notification alert!)

GeoTest's eReports system is intuitive and easy to use...

➤ Login to Website

Visit <http://www.geotestreports.com> and enter your e-mail address as your user name and the password you created from the above instructions. If you have lost / forgotten your password, select the "Request New Password" on the log in page to begin the password reset process.

➤ Locate Projects

You will see a list of projects on the left hand side of the page that you have been approved to view. If you are approved for several projects, use the search function to help you find the specific project you are looking for. Once you find your project, click on the project to view all files available for that project.

➤ Locating Reports

To open a report, simply click on the Report No. link to open the PDF file. To help find a Specific report, you may use the search function to search for a report by Report #, Type, Date, etc. Finally, you have the ability to do any of the following on the eReports website:

- Select reports to E-MAIL to others that are not identified on the distribution list
- DOWNLOAD all selected reports to your directory as individual PDF files.
- You may select ALL REPORTS for bulk e-mail or downloading.

Customer Service:

If you have questions and/or comments, please contact Jeff Anderson or Shane Savin at 888-GEOTEST.