

# Checklist for new VetConnect PLUS administrators


**IMPORTANT:** You must have MyIDEXX administrator privileges in order to be a VetConnect PLUS administrator.

## Invite teammates


**Note:** Teammates can also create a new MyIDEXX single sign-on account by selecting **Create a MyIDEXX account** on the VetConnect™ PLUS login screen and entering the applicable information when prompted.

1. Sign in to MyIDEXX at **my.idexx.com**.
2. Select **Manage Users**.
3. In the **Add a new user** field, enter the teammate's email address and then select **Add**.
4. Inform the teammate that you've added them to the account and, if they don't already have a MyIDEXX single sign-on account, that they should check the email address you specified in step 3 for an email from IDEXX that will help them to complete the registration process.

## Add an email signature for a veterinarian in your practice


1. In VetConnect PLUS, select the gear icon  in the upper-right corner of the screen.
2. On the left side of the screen, select **Signatures**. Existing signatures are listed in the Signatures section of the screen.
3. Select **Add Signature**.
4. Enter the applicable information and select **Save**. The saved signature will be available in the From list when emailing results and sharing client-friendly summaries.

## Set the result preferences

In VetConnect PLUS, select the gear icon  in the upper-right corner of the screen and then select the desired units, decimal/digit grouping, and time zone.

## Set up your VetConnect PLUS integration credentials

If you're planning to integrate VetConnect PLUS with your IDEXX VetLab™ Station and/or practice information management system (PIMS), follow these steps:


1. In VetConnect PLUS, select the gear icon  in the upper-right corner of the screen.
2. On the Practice Preferences screen, select **+ Add integrations** in the Integrations section.
3. Enter the applicable information and select **Save**.

## Connect your VetConnect PLUS account to your PIMS

Use the integration credentials created above to integrate VetConnect PLUS within your PIMS (see your PIMS documentation for detailed instructions).

## Connect your VetConnect PLUS account to your IDEXX VetLab Station

Ensure that in-house laboratory results appear in VetConnect PLUS by following these steps:

1. On your IDEXX VetLab Station, tap the gear icon  and then tap **Settings**.
2. Tap **VetConnect PLUS**.
3. Tap **Connect Now** and follow the on-screen instructions.