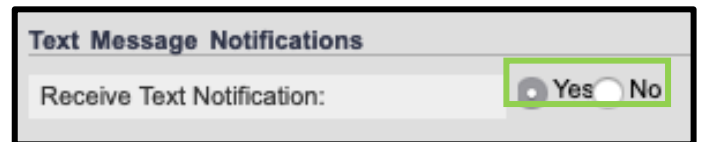
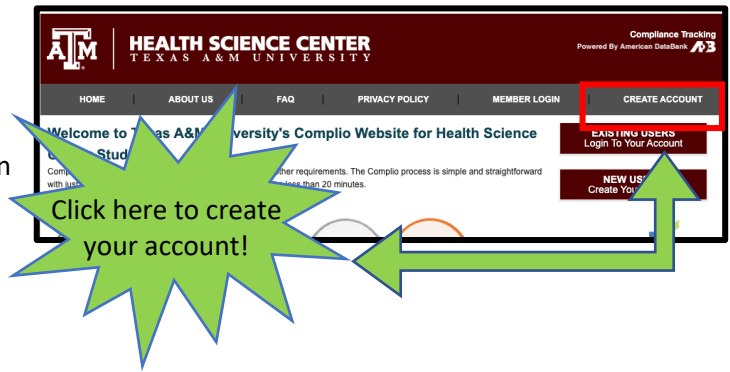


# Complio Instructions- Class of 2026

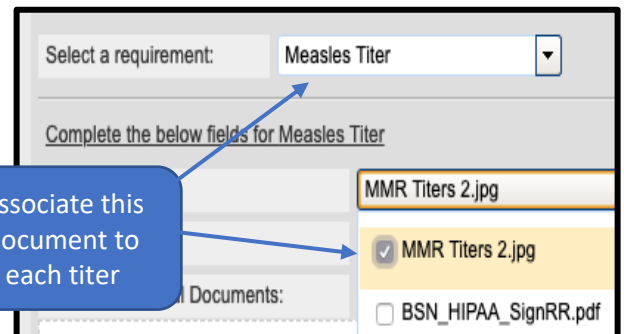
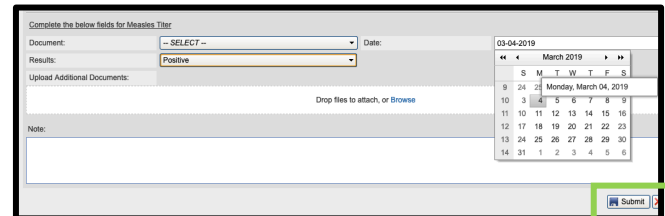
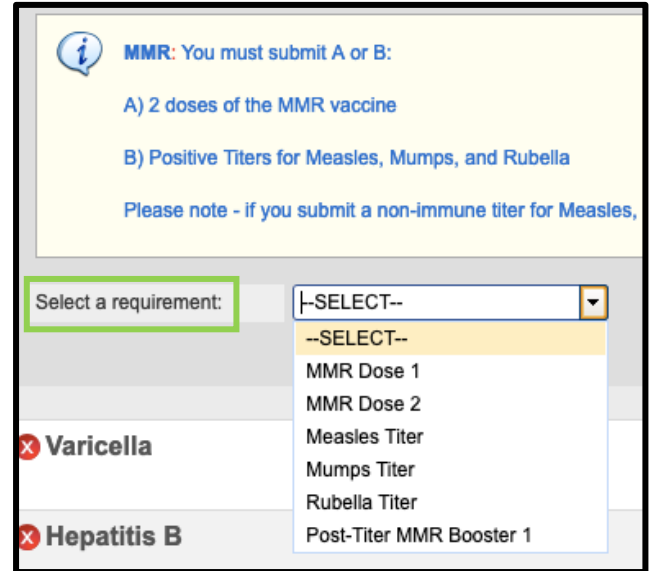
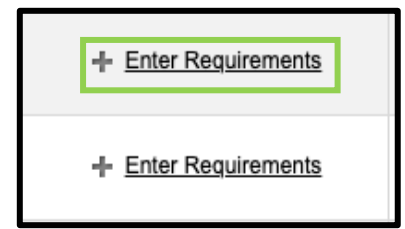
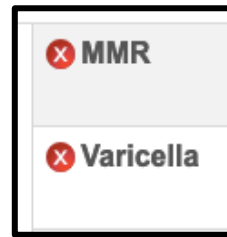
## How to set up your Complio account

1. Go to <http://www.txamcompliance.com> to create your account by clicking on the "Create Account" button.
2. Once you create your account, you will receive an email with an activation link.
  - a. Follow this link to login to your account. If you do not click on the link, your account will not be activated
3. Click on the Get Started button to begin the ordering process
4. Select your Program ("College of Pharmacy") and Class of 2026, then click on "Load Packages"
  - a. You will **ONLY** order the Background check and drug screening
  - b. The College of Pharmacy package will be available to purchase at a later time.
5. Step 2 will ask you to confirm all details you entered when you created your account.
6. **Opt-in to receive Text notifications regarding your Complio account.**
7. Signing Forms
  - a. There will be several forms to sign. Review the document and scroll down to the bottom of the page where you will check that you've read and agreed to the documentation. Using your mouse or track pad, sign your name and click Next to proceed. The form will refresh to show your signature in the form. You will click Next to move forward.
8. Order Review
  - a. You will confirm your order on the Order Review page. Please double check your package selections as once you enter your payment information your order is not eligible for a refund. Please confirm your order before proceeding.



## How to set up your Complio account

9. Return to your home page, where you will see a video that shows you how to upload documents. Watch this video
10. Once you've watched the video, you will be able to see a list of all your requirements. Click on "Enter Requirements" on the right side and indicate which required items you are submitting.
  - a. You will see what steps are required to become compliant for each category as soon as you click "Enter Requirements"
11. Choose your pathway to compliance in the dropdown
  - a. Once you choose your option, Complio will ask you for additional information. Please enter all applicable details
  - b. Don't forget to click Submit!
12. You may need to submit multiple items for a single compliance category
  - a. Once you've uploaded a document once, it can be associated to as many items as you need. Just click the "Document" drop down once you select your requirement. In this screenshot, the student is associating their document "MMR Titer 2" to each titer individually (Measles, Mumps, and Rubella).
  - b. Label your documents with the contents. It will save you a great deal of time.
13. American DataBank (ADB) will review your documents within 1-3 business days once they are submitted
  - a. ADB reviewed your documents to ensure they meet your school's standards. They are following the direction of the school and do not make the standards themselves.
  - b. You will be notified via email and text (if you opted in) as to the status of the document you submitted.
  - c. If your document did not meet the standards, it is considered not approved and you will need to determine the next steps. If your document does meet the standards, it will be approved.
14. If you have any questions about what information your documents need to have in order to be approved, please click on Requirement Explanation at the top of your screen.



Associate this document to each titer

Once you submit your documents, they will have a status. Green = approved, Red = not compliant, Yellow = Pending Review

