



OFFICE OF HOUSING

HUD has partnered with HHS to provide free at-home COVID-19 test kits to all Multifamily Assisted Housing properties.

OFFICE OF MULTIFAMILY HOUSING PROGRAMS

U.S. Department of Health and Human Services (HHS)
Administration for Strategic Preparedness and Response (ASPR)
and
U.S. Department of Housing and Urban Development (HUD)

hud.gov/COVID-testing

Agenda

1. HPOP Self-Service

- Site Registration

2. Ordering / Processing

- How to Place an Order (Site's Perspective)

3. Help Desk and Support

- Contact Information

HPOP Self-Service

Site Registration

<https://hpop.hhs.gov/ords/r/ohrr/self-service-registration>

Initial Self-Service Request

ASPR Administration for Strategic Preparedness & Response
Health Partner Order Portal | Self Service Registration Portal

Self-Service Site Sign Up

[Sign Up](#)

Instructions
Welcome to Self-Service Site Sign Up!

- You will need to provide your name, contact details, and physical address in order to proceed with this self-service sign-up process.
- Once you sign up, you will receive an email with a link to the Site Portal. Within the Site Portal you can complete setting up other account details and then enter your Site details.

If you are not authorized to enter as a self-service Site then please exit immediately. Failure to do so may lead to prosecution for trespassing!

First Name
Enhanced
Required

Last Name
HPOP
Required

Job Title

Email
Enhanced HPOPDx@mailinator.com
Required

Phone number, Phone Extension, and Fax will only accept numeric input.

Phone
2028675309
Required

Phone Exten...

Fax

Required:

- First Name
- Last Name
- Email
- Phone
- Registration

Initial Self-Service Request

ASPR Administration for Strategic Preparedness & Response
Health Partner Order Portal | Self Service Registration Portal

Self-Service Site Sign Up

[Sign Up](#)

Instructions
Welcome to Self-Service Site Sign Up!

- You will need to provide your name, contact details, and physical address in order to proceed with this self-service sign-up process.
- Once you sign up, you will receive an email with a link to the Site Portal. Within the Site Portal you can complete setting up other account details and then enter your Site details.

If you are not authorized to enter as a self-service Site then please exit immediately. Failure to do so may lead to prosecution for trespassing!

First Name
Enhanced
Required

Last Name
HPOP
Required

Job Title

Email
Enhanced HPOPDx@mailinator.com
Required

Phone number, Phone Extension, and Fax will only accept numeric input.

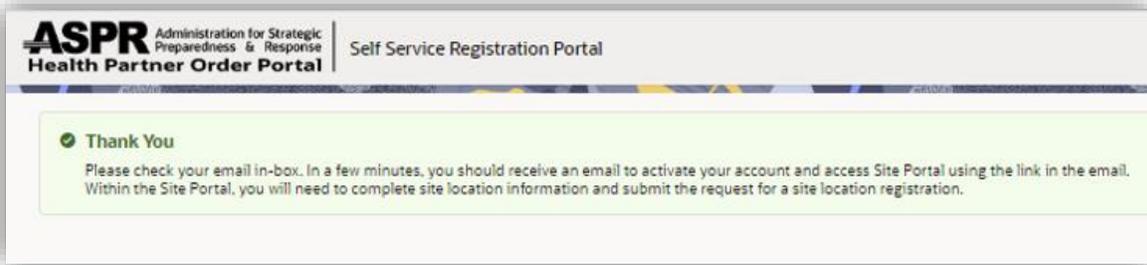
Phone
2028675309
Required

Phone Extension
Fax



Once complete, select “Sign Up” found in the upper right corner

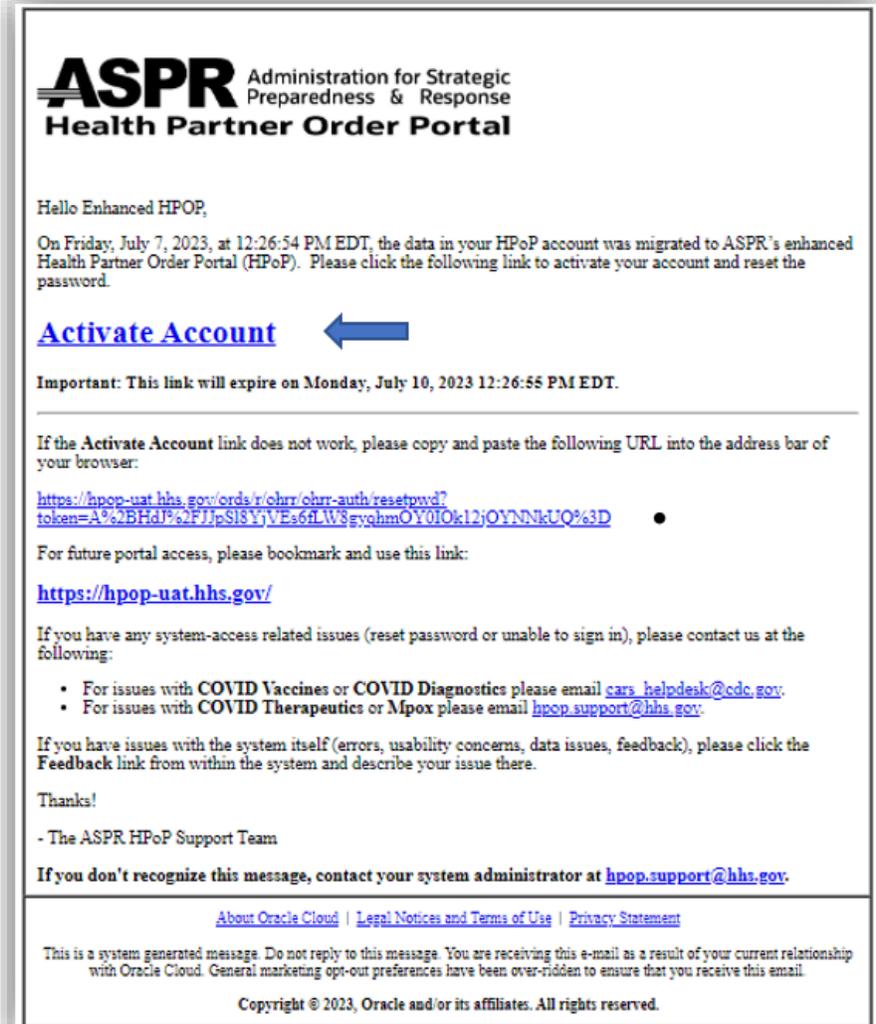
Initial Self-Service Request - (ACTIVATION LINK)



Thank You screen to validate completion of initial Self-Service request.

Please check your email for the "Activate Account" link.

<https://hpop.hhs.gov> will be used for future logins



Self-Service (Setting Password)

ASPR Administration for Strategic Preparedness & Response
Health Partner Order Portal
Password Reset

Enter Password
.....

Required

Confirm Password
.....

Required

Reset Password

Password Policy

- Password:
 - Must be between 8 and 25 characters
 - Cannot be the same as the last 4 passwords
 - Expires after 120 days
- Password must include the following:
 - 1 uppercase letter
 - 1 lowercase letter
 - 1 number
 - 1 special character
- Password must not contain the following:
 - The user's first name
 - The user's last name
 - The user's username

Please adhere to the Password Policy as shown (12 Character Minimum)

Once the password requirements have been met, select “Reset Password”

HPOP Log In

ASPR Administration for Strategic
Preparedness & Response
Health Partner Order Portal

UAT Environment

User Name

User name or email

Password

Password

[Forgot Password?](#)

Sign In



[Need help signing in?](#)

For issues with COVID Vaccines or COVID Diagnostics email cars_helpdesk@cdc.gov

For issues with COVID Therapeutics or Mpox email hpop.support@hhs.gov

hpop.hhs.gov

Login with your
Username and Password

Select "Sign In"

Self-Service (Authentication)

ASPR Administration for Strategic Preparedness & Response
Health Partner Order Portal

UAT
Enhanced_Hpop@mailinator.com

Identity domain ⓘ
ohrr-uat-ext

Enable Secure Verification

Secure verification methods prove who you are. Two types of verification methods are passwordless and multi-factor authentication (MFA). Passwordless verification allows you to verify your identity without requiring you to remember a password. MFA is an extra security step to the authentication process. Your administrator might have set up one or both verification methods and require that you enroll in them before accessing your account.

Password + Proof = Secure Access



Click below to enable secure verification methods for your account.

Enable Secure Verification

[What is Secure Verification?](#)

Multifactor Authentication
Select: “Enable Secure Verification”

Self-Service (Authentication)

ASPR Administration for Strategic Preparedness & Response
Health Partner Order Portal

UAT
Enhanced_Hpop@mailinator.com

Identity domain ⓘ
ohrr-uat-ext

Select Your Default Secure Verification Method

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

Email

Or, setup a new Secure Verification method to be added as a default method.

Mobile App Phone Number

[What is Secure Verification?](#)

Multifactor Authentication

Select one:

1. Email
2. Mobile App
3. Phone

Self-Service (Authentication)

ASPR Administration for Strategic Preparedness & Response
Health Partner Order Portal

ASPR HPoP - UAT
enhancedhpopdx@mailinator.com

Identity domain ⓘ
ohrr-uat-ext

Select Your Default Secure Verification Method

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

Email

An email that contains a verification code has been sent to enhancedhpopdx@mailinator.com.

Code

[Resend code](#)

Select Email and you'll receive a verification code to your email.
(Example Below)

Enter code and select
"Verify Email Address"

ASPR Administration for Strategic Preparedness & Response
Health Partner Order Portal

Hello Enhanced HPOP,

A one-time passcode was generated for enhXXXXX@mailinator.com to access ASPR's Health Partner Order Portal (HPoP).

863644

Important: This link will expire in 15 minutes.

If you have any system-access related issues (reset password or unable to sign in), please contact us at the following:

- For issues with COVID Vaccines or COVID Diagnostics please email cas_helpdesk@cdc.gov.
- For issues with COVID Therapeutics or Mpox please email hpop.support@hhs.gov.

If you have issues with the system itself (errors, usability concerns, data issues, feedback), please click the **Feedback** link from within the system and describe your issue there.

Thanks!
- The ASPR HPoP Support Team

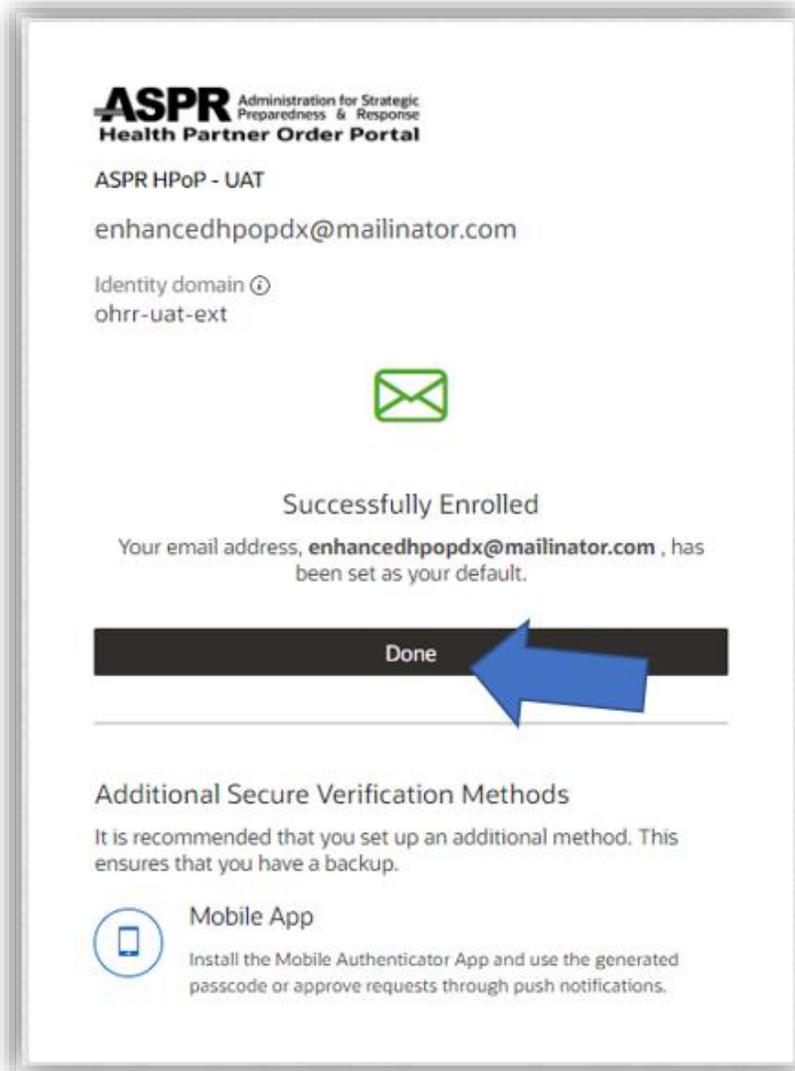
If you don't recognize this message, contact your system administrator at hpop.support@hhs.gov.

[About Oracle Cloud](#) | [Legal Notices and Terms of Use](#) | [Privacy Statement](#)

This is a system generated message. Do not reply to this message. You are receiving this e-mail as a result of your current relationship with Oracle Cloud. General marketing opt-out preferences have been over-ridden to ensure that you receive this email.

Copyright © 2023, Oracle and/or its affiliates. All rights reserved.

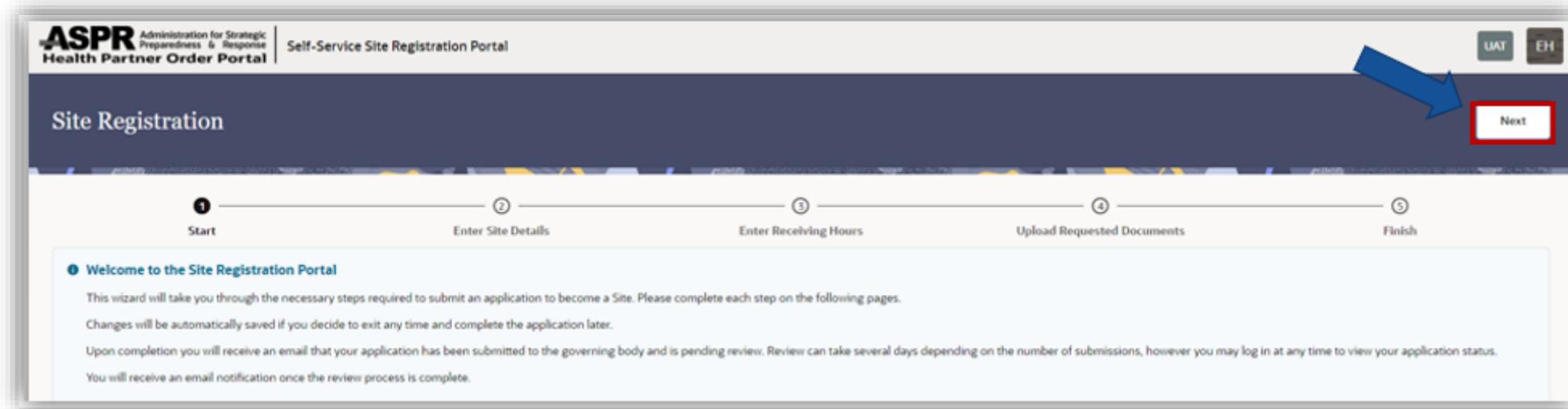
Self-Service (Authentication)



Email has successfully been set as default authentication method.

Select “Done” to proceed.

Self-Service (Site Registration) - Start



Welcome to the Site Registration Portal.

Select "Next"

Self-Service (Site Registration) – Enter Site Details

Required Fields:

- Site Name
- Partner
 - Select “HUD (HU2)”
- Site Type
 - Select “Other”
- Setting(s)
 - Select “Other”
- Other Location Type
 - Select “Other”
- **Special Instructions**
 - Enter “iREMS #”
- Address Line 1
- Zip Code
- Receiving Email
- Receiving Phone #

Select “Next” to Continue

ASPR Administration for Strategic Preparedness & Response
Health Partner Order Portal

Self-Service Site Registration Portal

UAT EH

Site Registration

Previous Save and Exit **Next**

Start Enter Site Details Enter Receiving Hours Upload Requested Documents Finish

Instructions
Welcome to the Site Registration Portal!
• First you will need to enter all of the Site details, then enter the Receiving Hours (which is when your Site can accept product deliveries), followed by uploading the requested documents. You can save your Site request by selecting Save and Exit button which will save your information, but not submit the Site request.
• Once all of the details have been successfully entered, the governing body or one of its agents will review your submission. Please be patient as reviews may take several days depending on the number of submissions.
• If approved, you will receive an email notification. After being approved, the next time you log in, you will be able to start utilizing the Site Portal to enter Orders, complete Wastage reports, and other inventory functions. If rejected you will also be sent a notification.

Site Name Partner National Provider ID (NPI) Non-Public

Site Type Setting(s) where this location will administer products (Select one or more)

Pharmacy Type Population(s) served by this location (Select one or more)

License License Expiry Date

Address Line 1 Address Line 2 City State Zip

Special Instructions Loading Dock

The Receiving Email and Phone must be monitored for communications from the distribution center.

Receiving Email
Email must be 40 characters or less.

Phone Number, Phone Extension, and Fax will only accept numeric input.

Phone Number Phone Extension Fax

Special Instructions:

- enter the project’s 9-digit iREMS, FHA/Contract #

Self-Service (Site Registration) – Enter Site Details

Approximate number of patients/clients routinely served by this location

Instructions
(Enter "0" if the location does not serve this age group.)

Children 18 years of age and younger

Adults 19 – 64 years of age

Adults 65 years of age and older

Unique patients/clients seen per week on average

Not applicable (e.g., for commercial vaccination service sites)

Select “Unknown” for each of the age group fields and seen per week on average field:

- Children 18 years of age and younger
- Adults 19 – 64 years of age
- Adults 65 years of age and older
- Unique patients/clients seen per week on average

Self-Service (Site Registration) – Enter Receiving Hours

Complete accordingly

Select “Next” to Continue

The screenshot shows the 'Enter Receiving Hours' step of the site registration process. The page includes a progress bar at the top with five steps: Start, Enter Site Details, Enter Receiving Hours (current), Upload Requested Documents, and Finish. Below the progress bar is an 'Instructions' section with the following text:

Instructions
Please enter the hours you can receive deliveries.

- Click within any field to start selecting hours you can receive deliveries or toggle 24 Hours Switch!
- If you can receive deliveries 24 hours a day simply click '24 Hours' for that day. Otherwise, enter the 'Opening 1' and 'Closing 1' hours.
- If there are certain hours during the day you can't receive deliveries, also fill out 'Opening 2' and 'Closing 2'.
- When editing Opening and Closing values 12:00 am at the top of the list represents 00:00. However, 12:00 am at the bottom of the list represents 24:00.

The main form area contains a table for entering receiving hours for each day of the week and for holidays. Each row includes a '24 Hours' toggle switch and four dropdown menus for 'Opening 1', 'Closing 1', 'Opening 2', and 'Closing 2'.

Day	24 Hours	Opening 1	Closing 1	Opening 2	Closing 2
Monday	<input type="checkbox"/>	Monday Opening 1 9:00	Monday Closing 1 17:00	Monday Opening 2	Monday Closing 2
Tuesday	<input type="checkbox"/>	Tuesday Opening 1 9:00	Tuesday Closing 1 17:00	Tuesday Opening 2	Tuesday Closing 2
Wednesday	<input type="checkbox"/>	Wednesday Opening 1 9:00	Wednesday Closing 1 17:00	Wednesday Opening 2	Wednesday Closing 2
Thursday	<input type="checkbox"/>	Thursday Opening 1 9:00	Thursday Closing 1 17:00	Thursday Opening 2	Thursday Closing 2
Friday	<input type="checkbox"/>	Friday Opening 1 9:00	Friday Closing 1 17:00	Friday Opening 2	Friday Closing 2
Saturday	<input type="checkbox"/>	Saturday Opening 1	Saturday Closing 1	Saturday Opening 2	Saturday Closing 2
Sunday	<input type="checkbox"/>	Sunday Opening 1	Sunday Closing 1	Sunday Opening 2	Sunday Closing 2
Holiday	<input type="checkbox"/>	Holiday Opening 1	Holiday Closing 1	Holiday Opening 2	Holiday Closing 2

Self-Service (Site Registration) – Enter Requested Documents

The screenshot displays the ASPR Self-Service Site Registration Portal. The page title is "Site Registration". A progress bar at the top shows five steps: Start, Enter Site Details, Enter Receiving Hours, Upload Requested Documents (current step), and Finish. The "Finish" button is highlighted with a red border and a blue arrow. Below the progress bar, there are three sections: "Instructions" (blue background), "No documents required to be uploaded" (green background), and "Upload Requested Documents- REQUIRED" (orange background). The "Precertification" section is highlighted with a red border and contains a checked checkbox: "I certify that I already supplied the requested documents to an approved partner."

ASPR Administration for Strategic Preparedness & Response Health Partner Order Portal | Self-Service Site Registration Portal

Site Registration

Previous Save and Exit Finish

Start Enter Site Details Enter Receiving Hours Upload Requested Documents Finish

Instructions
Please review Upload Requested Documents below, and upload appropriate records as requested! If you have already provided all necessary documentation, click the checkbox below.

- After completing this step your request to be added as a Site will be submitted to the governing body for review.

No documents required to be uploaded
This site does not require any additional documentation to be submitted at this time. Please click Submit to complete your application.

Upload Requested Documents- REQUIRED

Precertification
 I certify that I already supplied the requested documents to an approved partner.

- Click “Precertification”
 - Memorandum of Understanding has been generated between ASPR and Partner
- Select “Finish” to Continue

Self-Service (Site Registration) – Finish

The screenshot displays the ASPR Self-Service Site Registration Portal. The header includes the ASPR logo (Administration for Strategic Preparedness & Response Health Partner Order Portal) and the page title "Self-Service Site Registration Portal". In the top right corner, there are "UAT" and "EH" buttons. The main content area is titled "Site Registration" and features a progress bar with five steps: "Start", "Enter Site Details", "Enter Receiving Hours", "Upload Requested Documents", and "Finish". All steps are marked with a green checkmark, indicating completion. Below the progress bar, a green message box states: "Pending Approval - Submitted. ✓ Your request has been successfully submitted. Pending Approval. The governing body or one of its agents will review your submission. Please be patient as reviews may take several days depending on the number of submissions. If approved, you receive an email notification. After approval, the next time you log in, you can start using the HPoP Provider Portal to enter Orders, complete Wastage reports, and Return reports. If rejected, you will receive an email notification and cannot use the HPoP Provider Portal. Please close your browser tab".

- Self-Service Site Registration is now Complete.
- Please be patient, as review may take several days.

HPOP Self-Service

How to Place an Order (Provider Site's Perspective)

Site Ordering (Create)

ASPR Administration for Strategic Preparedness & Response Health Partner Order Portal Partner Portal Administration for Community Living Feedback Help LB

Home > Sites > South Carolina DD Council Orders / Inventory

Federal PIN: 000142 State PIN: Group: STATE DEVELOPMENT DISABILITIES COUNCIL

Created by ALLISON.CRUIZ@ACL.HHS.GOV on 01/09/2023 11:00 EST
Updated by KATHLEEN.VOTAW@ACL.HHS.GOV on 01/11/2023 07:37 EST

Orders Stock Administered Dispositions Transfers Replacements Reconciliations

Search...

Response Product Type	Order Key	Order Date	Order Lines	Response Product Label	Site Requested	Partner Processed	Apportionment	Order Status	Order Type	Processing Type	Special Event	Actions
COVID / DX	OR003552221	06/30/2023	1	Siemens CLINITEST® Rapid COVID-19 Self-Test (00816490025948)	3 Packages	3 Packages	No	Transmitted	Internal	Standard	No	...
COVID / DX	OR000075330	04/10/2023	1	Siemens CLINITEST® Rapid COVID-19 Self-Test (00816490025948)	0 Packages	0 Packages	No	Shipped	Internal	Standard	No	...
COVID / DX	OR000073935	03/17/2023	1	Siemens CLINITEST® Rapid COVID-19 Self-Test (00816490025948)	0 Packages	0 Packages	No	Shipped	Internal	Standard	No	...
COVID / DX	OR000072729	03/01/2023	1	Siemens CLINITEST® Rapid COVID-19 Self-Test (00816490025948)	1 Package	1 Package	No	Shipped	Internal	Standard	No	...
COVID / DX	OR000070443	02/01/2023	1	Siemens CLINITEST® Rapid COVID-19 Self-Test (00816490025948)	0 Packages	0 Packages	No	Shipped	Internal	Standard	No	...
COVID / DX	OR000068337	01/09/2023	1	Siemens CLINITEST® Rapid COVID-19 Self-Test (00816490025948)	0 Packages	0 Packages	No	Transmitted	Internal	Standard	No	...

- Login to <https://hpop.hhs.gov>
- Click “Create Order”

Site Ordering (Response Product Type)

ASPR Administration for Strategic Programs, Plans, Policy, & Research
Health Partner Order Portal Partner Portal

Administration for Community Living Feedback Help LB

Home > Sites > South Carolina DD Council >

Create Order

Cancel

1 Response Product Type 2 Response Product 3 Quantity 4 Create Order

Select A Response Product Type

COVID-19 / Diagnostic

Response Product Types Not Accessible To You

No Invalid Response Product Types.

Select a Response Product Type

- Click “COVID-19 / Diagnostic”

Site Ordering (Response Product)

ASPR Administration for Strategic Preparedness & Response Health Partner Order Portal Partner Portal Administration for Community Living Feedback Help LB

Home > Sites > South Carolina DD Council >

Create Order

Cancel Previous

1 Response Product Type: COVID-19 / Diagnostic 2 Response Product 3 Quantity 4 Create Order

Select A Response Product

- Quidel (20402)
- Siemens CLINITEST® Rapid COVID-19 Self-Test (00816490025948)
- Cepheid Xpert® Xpress CoV-2/Flu/RSV plus (XP3COV2/FLU/RSV-10)
- Ellume COVID-19 Home Test - 1CT (2195787)
- Abbott BinaxNOW COVID-19 Ag CARD 40 (195-000)

Select a Response Product (Site Dependent)

- Quidel (20402)

Create Order (Quantity)

ASPR Administration for Strategic Preparedness & Response Health Partner Order Portal Partner Portal

Administration for Community Living Feedback Help LB

Home > Sites > South Carolina DD Council >

Create Order

Cancel Previous

Response Product Type: COVID-19 / Diagnostic

Response Products: Quidel (20402)

Quantity

Create Order

Select Quantity

1 Package 90 Tests	2 Packages 180 Tests	3 Packages 270 Tests	4 Packages 360 Tests	5 Packages 450 Tests
6 Packages 540 Tests	7 Packages 630 Tests	8 Packages 720 Tests	9 Packages 810 Tests	10 Packages 900 Tests
11 Packages 990 Tests	12 Packages 1,080 Tests	13 Packages 1,170 Tests	14 Packages 1,260 Tests	15 Packages 1,350 Tests

Select Quantity

- Site dependent (use # of units/occupants)

Create Order (Submit)

ASPR Administration for Strategic Preparedness & Response
Health Partner Order Portal Partner Portal

Administration for Community Living Feedback Help LB

Home > Sites > South Carolina DD Council >

Create Order

Cancel Add Line Submit Order

Response Product Type

COVID-19 / Diagnostic

Order Lines

Order Line	Response Product	Quantity	Actions
1	Quidel (20402)	7 Packages	

Options:

- Add Line (Add New Product)

or

- Submit Order

Order Timeline (Logistics)

- After completing HPOP registration, distribution sites will be reviewed and approved by HUD.
- Once approved by HUD, provider sites will have the ability to order test kits.
- Orders will be processed on a **weekly** basis.
- Provider sites should only order an amount of test kits they estimate can be fully distributed in a **7-day period**.
- 1 package includes 45 test kits, there are **2 – 4 tests** in each kit; depending on brand.
- Ordering Deadline is **every Monday** by midnight (12:00am) Eastern Standard Time.
- Packages are shipped out **every Wednesday**.
- Expect deliveries within **7-10 calendar days** after the shipping date.
- Test kit storage: Room temperature (15-25°C/59-77°F)

Test Kit Information & Self-Testing Resources



Quidel Corporation: [QuickVue At-Home OTC COVID-19 Test](#):

- Rapid antigen test that an individual can self-administer
- Can be self-administered for use by those 14 years of age and older and for those 2-13 years of age, if an adult performs the test
- Results available within 10-15 minutes
- Can be used if symptomatic, asymptomatic, or within 6 days of symptom onset

Self-Testing Resources

Quidel QuickVUE At-Home OTC COVID-19 Test Instructions For Use (Infographic Insert): [Spanish Version](#)

- Quidel QuickVUE [Self-Testing Video](#)
- **Customizable Self-Test Kit | CDC Handout** ([Infographic](#))
- **Self-Testing | CDC** ([Guidance](#))

Test Kit Information & Self-Testing Resources



The QuickVue At-Home OTC COVID-19 Test expiration extension

The Quidel: QuickVue At-Home OTC COVID-19 Test has been granted FDA Emergency Use Authorization to extend expiration dating from 12 months to 16 months. A copy of the letter is [available here](#). Please note the expiration dates on the outer kit box may not reflect the 16-month dating for product that is already distributed.

Is your test nearing its expiration date?

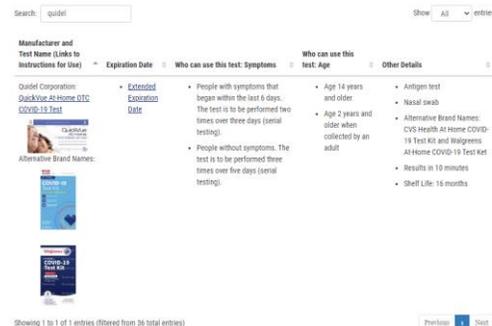
To verify if the expiration date for a particular lot has been extended:

- Scroll down to view the list of lot numbers with updated expiration dating.
- You will require the lot number on your test kit box.
- **Lot number is found on back of package.**

- [Click Here](#) for the Quidel: QuickVue expiration extension granted by FDA
- [FDA webpage for all Authorized OTC Diagnostic Tests](#)
- [At-Home COVID19 Diagnostic Test FAQs \(FDA.gov\)](#)

Quidel Corporation: QuickVue At-Home OTC COVID-19 Test
12-month to 16-month self-life extension granted by the FDA on September 23, 2022

Lot Number	Tests with this printed expiration date (Year-Month-Day)	Now have this extended expiration date (Year-Month-Day)
2201005	2022-12-22	2023-04-22
F40549	2022-12-26	2023-04-25
F40546, F40547, F40548, F41052	2022-12-27	2023-04-26
2201001, 2201003, 3668729, 3668730, 3668731, 3668732, 3668733, 3668734, 3668735, 3668736, 3668737, 3668738, 3678798, F40550, F40557	2022-12-29	2023-04-28
2203008, 3668739, 3668740, 3668741, 3668742, 3668743, 3668744, 3668745, 3668746, 3668747, 3668748, 3668749, 3668750, 3668751, 3669590, 3669591, 3669592, 3669593, 3669594, 3669595, 3669596, 3677838, 3681536, F40560	2022-12-30	2023-04-29
707399, F40597, F40598	2023-01-02	2023-05-02
F40677	2023-01-03	2023-02-24
707429, F40599, F40601, F40608, F40632, F40633, F40634, F40635	2023-01-03	2023-05-03
F40648, F40649	2023-01-04	2023-02-24
3669608, 3669609, 3669610, 3669611, 3669612, 3669613, 3669614, 3669615, 3669616, 3669617, 3669618, 3669619, 3669620, 3669621, 3669622, 3670074, 3670075, 3670076, 3670077, 3670078, 3670079, 3670080	2023-01-04	2023-03-25



Help Desk and Support

Program	Help Needed...	Contact Information
HUD Questions	<ul style="list-style-type: none">• Ensure you include the following:<ol style="list-style-type: none">1. Property ID or iREMS # or Contract #2. Email Contact3. Phone Number4. Project Name5. Project Address	<p>HUD_COVID19_Test_Kit_Registration@hud.gov</p> <p>(toll free number coming soon)</p>
HPOP Diagnostics Questions	<ul style="list-style-type: none">• Ensure you include the following:<ol style="list-style-type: none">1. Clearly label the subject as related to HPOP diagnostics2. Include a call back phone number to enable a faster follow-up response3. Include the partner name (HUD) and provider name4. Be specific on the issue5. Include a screenshot of the issue, <u>including the URL</u>	<p>cars_helpdesk@cdc.gov</p> <p>or (833) 748-1979</p>

Questions?

HUD Questions to:

HUD_COVID19_Test_Kit_Registration@hud.gov

Registration Link

<https://hpop.hhs.gov/ords/r/ohrr/self-service-registration>

Sign In Link

<https://hpop.hhs.gov>

Thank you.