



Here is how to schedule your drug screening appointment:

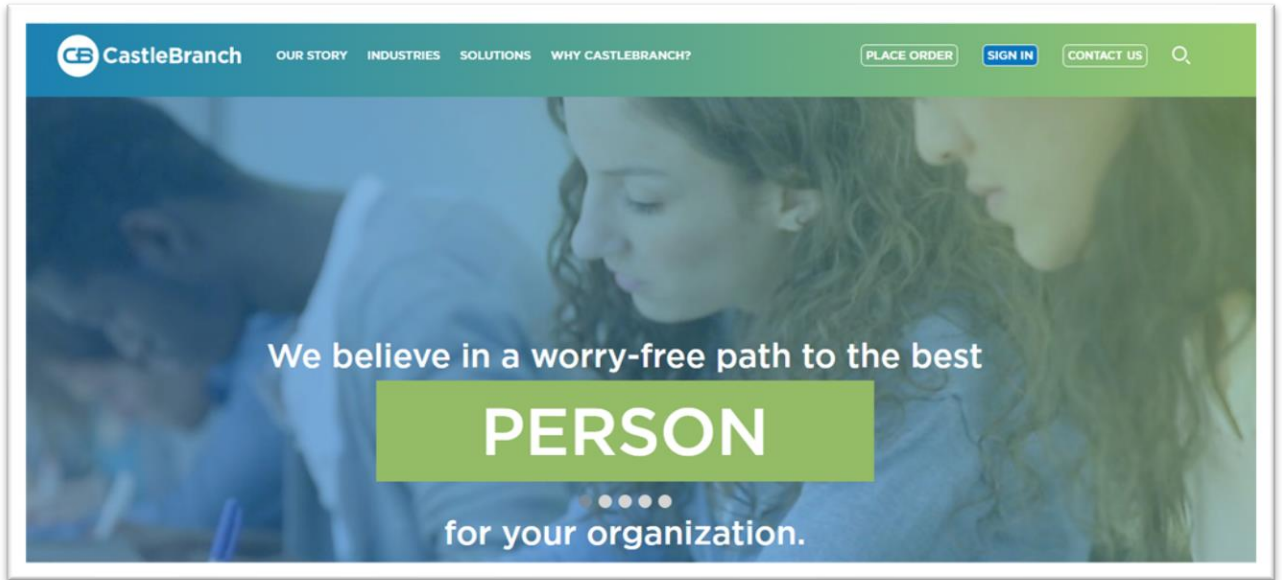
1. Log on to [www.castlebranch.com](http://www.castlebranch.com) to schedule appointment.
2. Click on “Place Order” icon at the top of the page.
3. On the Package Code window enter SV50 and click the blue submit button.
4. On this page click the box to accept the Terms and Condition & click Continue icon.
5. On the place order page, enter your personal information and click Next to continue.
6. Create a password
7. Your name should appear in the box, click Next to continue.
8. Continue to follow prompts until you reach the end.

If you encounter difficulty with your online order, contact customer service at 888-723-4263 or

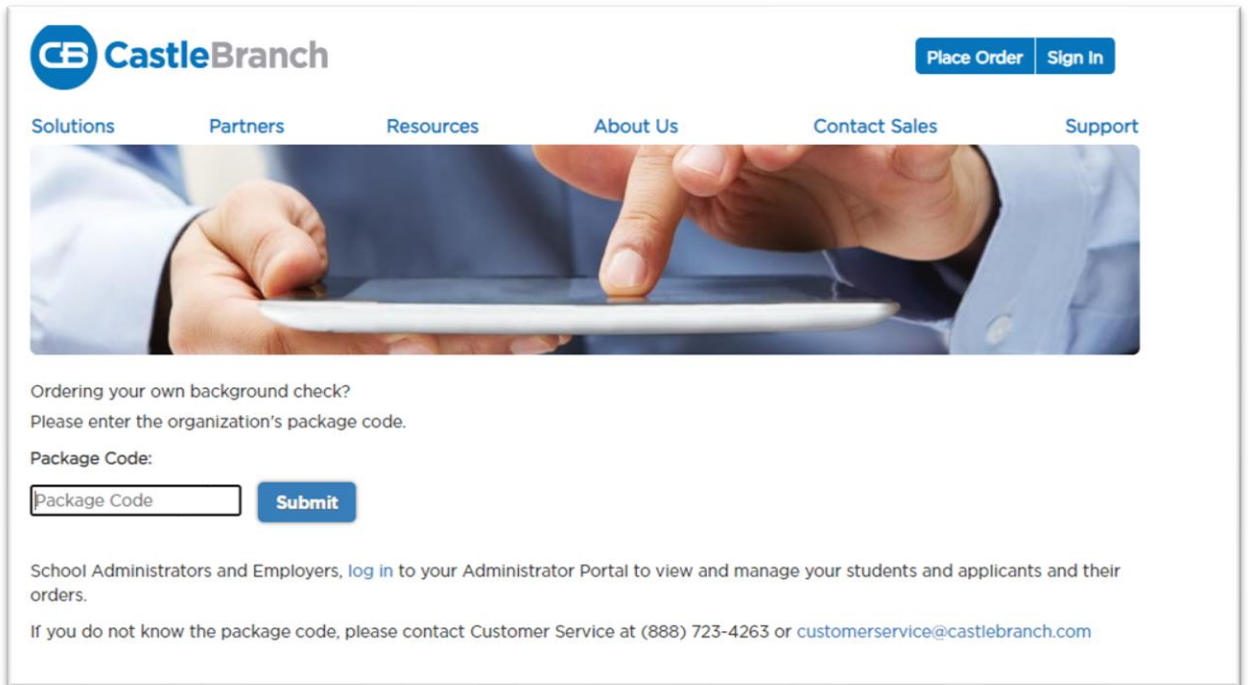
[customerservice@castlebranch.com](mailto:customerservice@castlebranch.com)

Step 1. Castlebranch.com


Step 2. Click on Place Order




Step 3. Enter Package code: SV50 and click submit



Step 4. Click to accept Terms & Conditions, click continue

[Place Order](#) [Sign In](#)

[Solutions](#) [Partners](#) [Resources](#) [About Us](#) [Contact Sales](#) [Support](#)



**Please review**

Southwest Florida Public Service Academy includes the following package contents:

Package: SV50  
Drug Test

Package Cost: \$35.00

**Additional Information**  
There is no additional information for this package. If you are having difficulty with your online order, please contact Customer Service.

Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

I have read, understand and agree to the [Terms and Conditions of Use](#).

[Continue](#)

Step 5. Enter your personal information & click Next to continue.

[Contact Us](#) [Logout](#)

## Place Order:

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8

### PERSONAL INFORMATION

Legal First Name:

Legal Middle Name:

No Middle Name  
As the applicant, I certify that I do not have a legal middle name.  
Alternatively, if I am placing this order on behalf of the applicant, I certify to the best of my knowledge, that the applicant does not have a legal middle name.

Legal Last Name:

Suffix:

Phone:

Alt Phone:

Email Address:

Confirm Email:

Country:

Address 1:

Address 2:

City:

State:

Zip Code:

Important: The email address you provide will be used for important order communication. Please enter your valid email address and look for an immediate confirmation email after submitting your order. If you do not see your confirmation email please check your SPAM or Junk folder.

### PERSONAL IDENTIFIERS

Social Security Number:  -  -  If you are not a US citizen and therefore do not have a Social Security Number, please enter 111-11-1111 to proceed with your order

Date of Birth:  /  /   
mm / dd / yyyy

Sex:  Female  Male

### STUDENT INFORMATION

Designation:  Undergraduate  Graduate


Degree/Certification:

Expected Date of Graduation:  /

\* Indicates required information

**Next**

## Step 6. Create a password and select Create Account



### Place Order:

Progress indicator: 1 (checked), 2 (current), 3, 4, 5, 6, 7, 8

CastleBranch is committed to securely storing your information. As shown below, your myCB username is your email address. Please create a password. These credentials will be required to access your account in the future.

\*All of the form fields are required

**Email Address:**  
This email address is your username.

\*Username:


**Password:**

\*Password:  Passwords are case-sensitive and must be at least 8 characters long.


\*Confirm:

[Create Account](#)

Step 7. Your name should appear in the box, Click Next

Contact Us Logout

## Place Order:



[Go Back](#)

### DRUG TEST

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Name \*

\* Indicates required information

[Next](#)

Step 8. Continue through the steps, clicking Next as needed.

[Contact Us](#) [Logout](#)

## Place Order:

Progress indicator: 8 steps, step 4 is active. Buttons: Go Back (step 7), Next (step 8).

### CastleBranch Badge

The CastleBranch badge<sup>™</sup> gives YOU the POWER to share your background check results<sup>™</sup> at any time with any one, saving you the costs and hassle of repeating background check requirements.

Why order the CastleBranch badge?

**Save Money**  
Don't pay twice for a background check! Most volunteer organizations, clinical sites and employers require background checks. Proving you've already completed one could save you hundreds of dollars.

**Prepare for YOUR Future**  
Get in front of the line for a job. In today's struggling job market, proving that you have already completed a background check gives you the advantage over your competition.

**Stay in Compliance**  
From hospitals to schools to volunteer activities to clinical sites, prove your background check compliance at a glance, without a hassle.

**Yes! Please add a CastleBranch badge to my order for \$12.00**  
 No thanks, continue with my order

1. Badge applies to the current order. Please see the Order Summary page (next) for details. <-->  
2. Immunization records cannot be shared via the CastleBranch badge. <-->

## Place Order:



[Go Back](#)

### ORDER REVIEW

School Name: Southwest Florida Public Service Academy  
CAC: SV50

Personal Information:

Your Name:   
DOB:   
SSN:

### ORDER INCLUDES

SV50

Drug Test:   
Name:

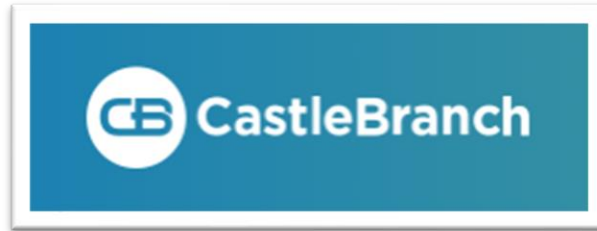
Total Price: \$35.00

\* Indicates required information

[Next](#)



If you successfully complete the process you will receive an order confirmation. Follow the instructions on the bottom of the page.



Example  
Order Confirmation

Date of Order: October 26, 2020

School Name: Southwest Florida Public Service Academy

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Personal Information:

Name:  
Order Number: 9016-1013-1425-2000  
Name on Credit Card:  
Credit Card Number: \*\*\*\* \*  
Expiration Date: 10/2026

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Package -SV50: 35.00  
Drug Test

Total Price: \$35.00

**Additional Information:**

There is not additional information for this package. If you are having difficulty with your online order, please contact Customer Service.

**Important Drug Test Information:**

Your drug testing form will be available to you within 24 business hours. You will either receive an email from myCB with your registration form attached or you will receive a notification to return to your Castlebranch account and read the instructions within your Drug Test To-Do List.

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Log into your myCB account by going to [Castlebranch.com](https://Castlebranch.com) and entering your username (the email used during order placement) and your secure password OR download the myCB app to your smartphone. For assistance, use the Need Help? menu within your account.