

## **BIAS DATA ENTRY**

### **Instructions to Client**

In order to assist you in generating your BIAS reports, please follow the instructions below.

1. Visit the following website: <http://client.biri.org>
2. Login using the File # provided to you and your date of birth.

NOTE: Date of birth format **mmddyy** (no dashes, spaces or slashes between month day or year)

Beginning with the first tab on the left, answer all questions and complete all entries.  
Each of the various tabs must be completed:

Client Data  
General Symptoms  
SPP Questionnaire 1  
SPP Questionnaire 2  
BIA Questionnaire

Note: All highlighted items must be completed before questionnaires or tests may be processed.

Once all questions and tabs have been answered and all fields populated, select the Exit- Submit tab. Your test results and questionnaire responses will be forwarded to your health care consultant for processing and generating your reports.