

DLT On The Go!

Donor Registration Anywhere

Sign Up. Save Lives.®



What is Donate Life Texas?

Donate Life Texas (DLT) - is the official state organ, eye & tissue donor registry.

- Created in 2006 as part of Donate Life America registry network
- A database of Texas residents who voluntarily give legal authorization to be organ, eye and tissue donors after death
- Led by the 3 Texas OPOs in partnership with 11 eye & tissue banks serving Texas



How To Register

There are several ways to join the Donate Life Texas Donor Registry:

- Go online to www.DonateLifeTexas.org to register in 60 seconds or less!
- **OR**, complete and mail or fax a paper application
- **OR**, say “Yes” when asked if you would like to register as an organ donor when applying for or renewing your Texas driver license or ID card.
- **OR**, say “Yes” when applying for or renewing your Texas vehicle registration
- **OR**, using the Med ID tab in the iPhone Health App
- **OR**, using the DLT Mobile App at an event

Whichever method is used to join the Donate Life Texas registry, duplication is never a problem. Should a person register more than once, the system will combine duplicate records based on driver license number or other personal identifying information.

And, people can change or update their registration at any time on the DLT website.
The most recent record reflects their registration status.



DLT – There’s an App for That!

The DLT Scan App will make registering people at events as easy as *Scan. Click. Done!*

The App scans the digital bar code on the back of Texas driver licenses and ID card to populate a registration form. The card holder then reviews the information then clicks the electronic signature to send their information securely to the DLT Registry.

The App will be available to authorized staff and representatives of DLT Organizations who have been granted DLT Registry Admin Access.

An authorized user can download the App to an Apple or Android-based device using a unique login and password which are assigned at the time DLT Registry Admin Access is established but can be updated to your preference.

App usage is trackable by a user’s individual, password-protected login. No registration information is captured by the device at any time.

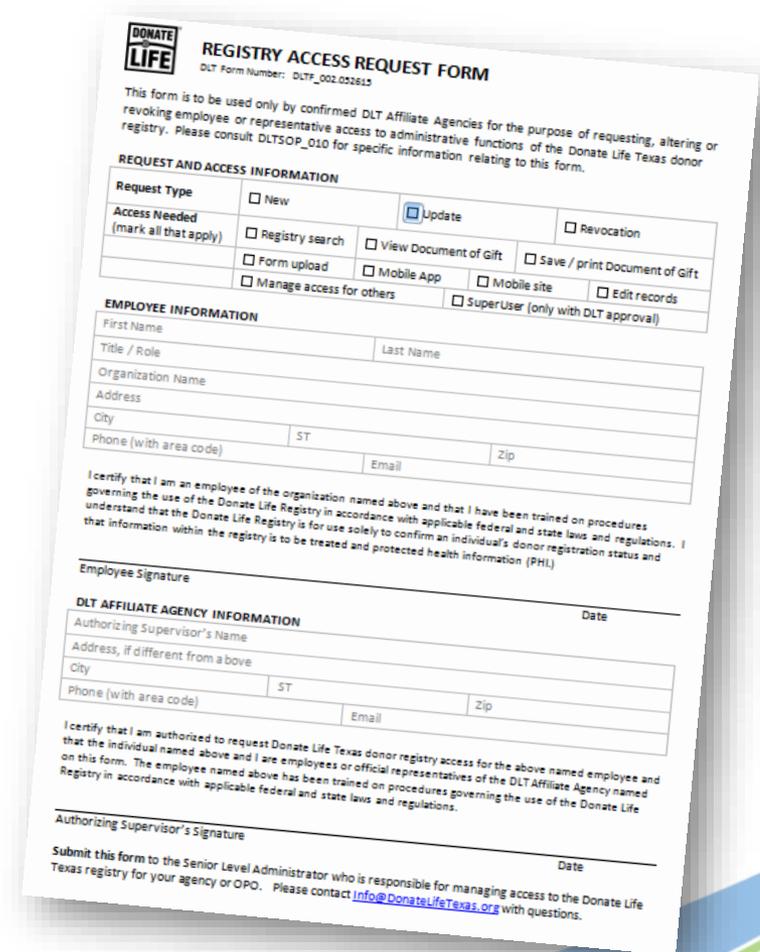


Access to use the DLT Scan App

The DLT Scan App can ONLY be downloaded and used by a person with DLT Registry Admin Access for the DLT Mobile App.

If you don't have DLT Registry Admin Access, please complete a DLT Registry Admin Access Form and submit it to the person at your organization who is responsible for setting up systems access.

The following pages detail how to load and use the DLT Scan App on Android and Apple devices. The DLT Scan App is not currently available for the Windows operating system.



DONATE LIFE REGISTRY ACCESS REQUEST FORM
DLT Form Number: DLTFF_002.052615

This form is to be used only by confirmed DLT Affiliate Agencies for the purpose of requesting, altering or revoking employee or representative access to administrative functions of the Donate Life Texas donor registry. Please consult DLTSOP_010 for specific information relating to this form.

REQUEST AND ACCESS INFORMATION

| | | | | |
|-------------------------------------|---|---|--|---------------------------------------|
| Request Type | <input type="checkbox"/> New | <input checked="" type="checkbox"/> Update | <input type="checkbox"/> Revocation | |
| Access Needed (mark all that apply) | <input type="checkbox"/> Registry search | <input type="checkbox"/> View Document of gift | <input type="checkbox"/> Save / print Document of Gift | |
| | <input type="checkbox"/> Form upload | <input type="checkbox"/> Mobile App | <input type="checkbox"/> Mobile site | <input type="checkbox"/> Edit records |
| | <input type="checkbox"/> Manage access for others | <input type="checkbox"/> SuperUser (only with DLT approval) | | |

EMPLOYEE INFORMATION

| | | | |
|------------------------|-----------|-----|--|
| First Name | | | |
| Title / Role | Last Name | | |
| Organization Name | | | |
| Address | | | |
| City | | | |
| Phone (with area code) | ST | Zip | |
| Email | | | |

I certify that I am an employee of the organization named above and that I have been trained on procedures governing the use of the Donate Life Registry in accordance with applicable federal and state laws and regulations. I understand that the Donate Life Registry is for use solely to confirm an individual's donor registration status and that information within the registry is to be treated and protected health information (PHI).

Employee Signature _____ Date _____

DLT AFFILIATE AGENCY INFORMATION

| | | | |
|----------------------------------|----|-----|--|
| Authorizing Supervisor's Name | | | |
| Address, if different from above | | | |
| City | | | |
| Phone (with area code) | ST | Zip | |
| Email | | | |

I certify that I am authorized to request Donate Life Texas donor registry access for the above named employee and that the individual named above and I are employees or official representatives of the DLT Affiliate Agency named on this form. The employee named above has been trained on procedures governing the use of the Donate Life Registry in accordance with applicable federal and state laws and regulations.

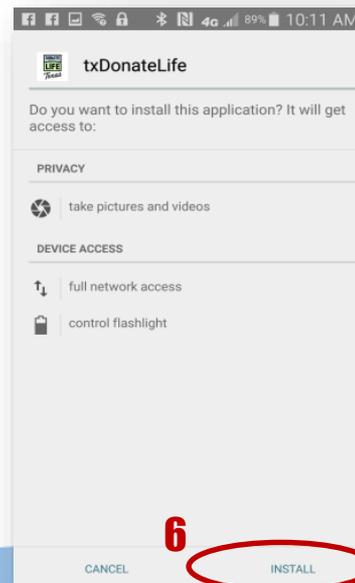
Authorizing Supervisor's Signature _____ Date _____

Submit this form to the Senior Level Administrator who is responsible for managing access to the Donate Life Texas registry for your agency or OPO. Please contact info@donatelifetexas.org with questions.

DLT Scan App Installation Instructions for Android Devices

To install the DLT Scan App on your Android Device, complete the following steps using the device (not on your desktop.)

1. On the device, open the Settings – General menu and open the Security page. Click to allow installation of applications from unknown sources. (You can turn this back off once the DLT App has been installed.)
2. Open your internet browser and navigate to the DLT Admin Access site: <https://register.donatelifetexas.org/admin/>
3. Log in using your DLT Admin username and password.
4. Select Mobile App from the left menu
5. Click Download Here
6. After the App has downloaded, click Install
7. Find the new **txDonateLife** app icon on your device screen. Reposition as desired.



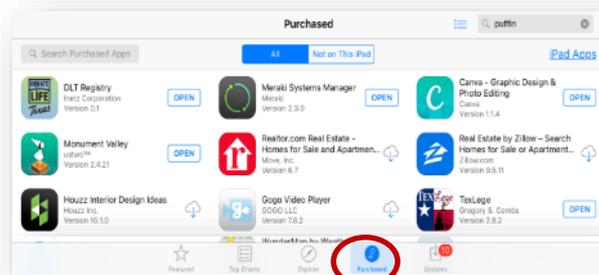
DLT Scan App Installation Instructions for Apple Devices

To install the DLT Scan App on your Apple Device, complete the following steps:

1. Once your DLT Admin Access is set up, request an Apple DLT Scan App link from DLT by sending an email to: Info@DonateLifeTexas.org
2. The reply email from DLT will have a unique, coded Redemption Link. This link is only good for a single use. **Do not** attempt to re-use or share the link – it won't work
3. On the device you wish to install the Apple DLT Scan App, open the email and click the coded link.
4. You will be prompted to sign in to the iTunes Store using your iTunes account log in.
5. Click the "Open" button on the next screen with the message that you've successfully redeemed the code. The App will load automatically to the device.
6. The App can also be loaded onto any Apple device connected to your iTunes account through the App Store:

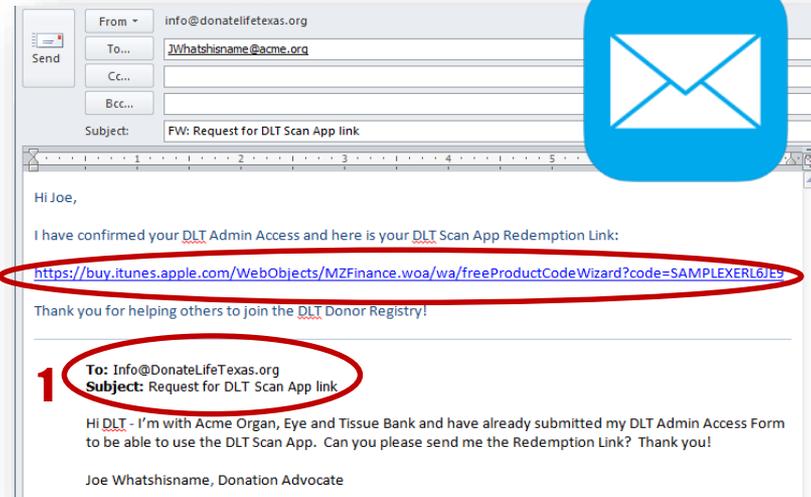
Example: if you have both an iPhone and an iPad on your iTunes account, you can load the DLT Scan App to both devices from the Purchased section of the App Store.

6

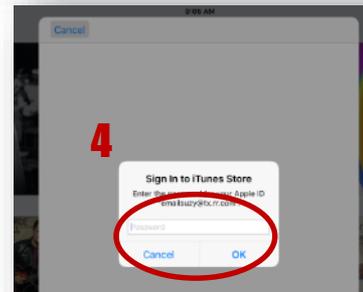


NOTE: If you have downloaded the App but cannot find it on your device, check the Purchased section of your App Store.

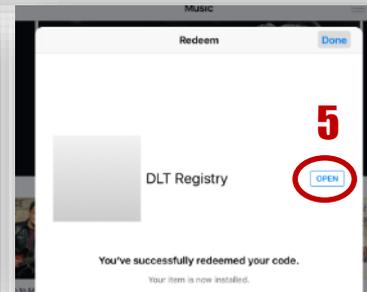
2 & 3



4



5



Get the Signal

Apple or Android, the App requires a strong, consistent signal to work properly. A weak signal or one with fluctuating strength can cause problems when trying to submit the encrypted license information to the registry.

Please take note of the signal strength where you are when using the device. If the cell signal isn't strong or consistent, you may want to connect to WiFi instead.

Here are a few things to be aware of:

- Buildings made of concrete (like hospitals) and below-ground areas (like basements) can weaken signal strength
- Events or gatherings with lots of people who may also be using mobile devices (like concerts or sporting events) can cause signal strength to fluctuate



Using the DLT Scan App

The Android and Apple versions of the DLT Scan App work very similarly. These instructions provide the basic operating instructions, though actual device usage may vary slightly.

Make donor registration as easy as *Scan*. Click. *DONE!*

- Open the DLT Scan App on your mobile device
- Input your Username and Password to login
- Usernames for the App are now abbreviated to the pre@ part of your email address, like this:
 - Email address: JoeWhatshisname@blahblah.org
 - New username: JoeWhatshisname
 - Note: the full email address is still required for logging into the DLT Admin Site.



ADMIN LOGIN

DONATE LIFE Texas

E-mail Address*

Password*

[Forgot Password](#)



Donate Life Texas

Username:

Password:

DONATE LIFE Texas

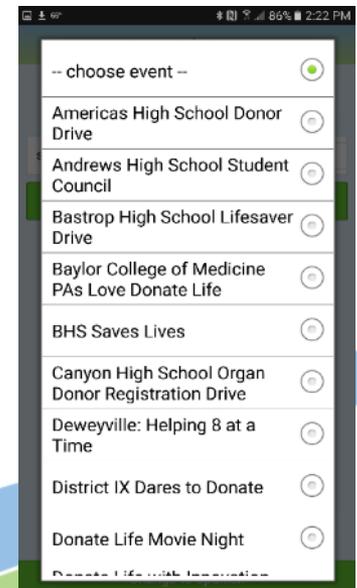
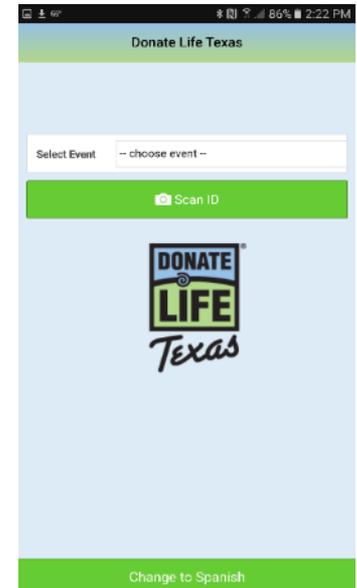
See Password Reset Info on Page #14

Once logged in, you'll see an option that will allow you to attribute registrations to a specific event.

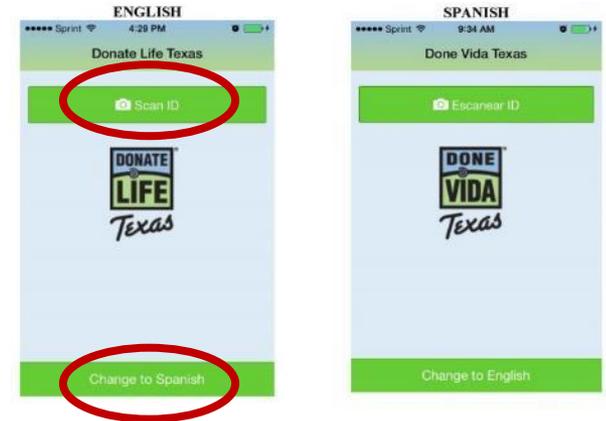
The events on the list are those with a corresponding online DLT Campaign Page, created using the Campaign Creator tool on the DLT website.

Not all events you attend will be listed. That's OK, you can skip this step.

- Select Choose Event to open the menu of options
 - Tap the dot next to the campaign of choice
 - Campaigns are listed in alphabetical order
- Once you have selected an event, all registrations scanned after the selection will be attributed to that event until:
 - You select a different event OR
 - You log out
- If the event you are working does not have an associated campaign, you can skip this step by tapping “Scan ID”
- If you opened the list but don't wish to choose an event, tap the dot beside - choose event – at the top of the list.



- Toggle to use the applicant’s desired language – English or Spanish
- Click “Scan ID” button
 - This will open the device’s camera
 - Align the card’s Digital Bar Code up with the on-screen scanning frame (seen below as green brackets)
 - Hold the phone so the bar code fills the majority of the screen
 - When the image is in focus, the App will automatically read the code.
 - **DO NOT** press the Photo button on your phone or take a picture.



Be sure to use the Digital Bar Code, not the old fashioned one.



The App will populate the registration form with the card-holder's information from the bar code.

- Ask the registrant to review the information and make any changes needed
 - Changes made here will NOT update the card or the DPS system.
- Ask the registrant to consent to organ, eye and tissue donation by clicking the *Register Now to Donate Life* button.
 - If the registrant wishes to make specific selections about types of donation, they will need to complete a paper or online registration instead.



Do not click the Register Now button multiple times unless prompted to do so. Multiple clicks can slow the system down and can cause the App to freeze.

The screenshot shows the "Donate Life Texas" registration form. The header is green with the text "Donate Life Texas" and a camera icon. The form fields are as follows:

| | |
|----------------|----------------------------|
| First: | SUZANNE |
| Middle: | STRAIGHT |
| Last: | MILLER |
| Date of Birth: | [REDACTED] |
| Address: | [REDACTED] SHOREWOOD COURT |
| City: | ARLINGTON |
| State: | TX |
| Zip: | 76016 |
| DL Number: | [REDACTED] |

Below the fields is a disclaimer: "I understand this registration remains binding after my death. I do solemnly swear, affirm or certify that I am the applicant described in application, and that the information entered herein is true and correct. By clicking the submit button I affirm that I wish to be a potential organ donor and/or tissue donor upon my death."

At the bottom is a green button labeled "Register Now to Donate Life", which is circled in red.

- If the person is already registered, they will receive an on-screen thank you message.
- If the person is not registered already, they will:
 - Receive an on-screen thank you message
 - Have the option to enter their email address so they can send themselves a confirmation by email.
- Click the ***Scan Another ID*** button to register the next person to Donate Life!
- Be sure to close the DLT Scan App when you are finished with it.



Resetting App Passwords

It happens. We all forget our passwords. Fortunately, with a few steps, you can reset it yourself in just a few minutes. Please read the instructions carefully because the reset process is not done in the App!



The App will lock you out after 3 failed login attempts. If you cannot remember your password, stop after two attempts and use the following steps to reset your password.

- Use the internet to visit the DLT Admin Site here: <https://register.donatelifetexas.org/admin/login>
- Click the “Forgot Password” link
- Enter your email address
- Enter your last name
- Click Send
- You will then receive an email from the DLT system with a new **temporary, single-use** password
- Return to the [Admin Site](#), log in with the temp password & set your new password
- Close your internet app or browser
- Then, open the DLT Scan App, log in and scan away

A screenshot of the "ADMIN LOGIN" page. On the left is the "DONATE LIFE Texas" logo. On the right, there are two input fields: "E-mail Address*" and "Password*". Below the "Password*" field is a link labeled "Forgot Password" which is circled in red. At the bottom right is a "Login" button.A screenshot of the "ADMIN LOGIN" page. On the left is the "DONATE LIFE Texas" logo. On the right, there is a heading "To reset your password, enter your email and last name. A new password will then be sent to your email." Below this are two input fields: "Email Address*" and "Last Name*". At the bottom right is a "Send" button.

DLT Scan App – Use it Wisely

Remember, App usage is tracked using your login. Don't let others use yours!

Your access will be revoked if unauthorized or irresponsible app usage is discovered.

Also, HIPAA laws apply to the use of this App. Shenanigans while using this App could make you subject to prosecution, so let's not go there.



Give It A Try!

If you'd like to practice using the App, you can use the login info below to open the App in "Demonstration Mode."

When using Demo Mode, please note that:

- No changes will be made to the DLT database
- If you scan the license of a person who is already registered, you will not see the "Already Registered" message

DEMO MODE LOGIN:

Username: test@inetz.com
Password: testapp



Questions?

Sign Up. Save Lives.®

