

## ORDERING INSTRUCTIONS: SANGER DNA SEQUENCING

1. Register for a PPMS account:  
[http://intranet.urmc-sh.rochester.edu/depts/flowcore/user\\_form.asp](http://intranet.urmc-sh.rochester.edu/depts/flowcore/user_form.asp)
2. Register for a GENEWIZ account using the same email address as your PPMS account:  
<https://clims3.genewiz.com/NewAccount.aspx>
  - When registering for a GENEWIZ account, please enter your lab's specific GENEWIZ Account ID.
3. Once logged into your GENEWIZ account, select "Create a Sequencing Order" from the upper left quadrant of your account home page.
4. Order Step 1: Select the sequencing order options that best meets your project requirements.
5. Order Step 2: Enter all order information into the online order form or Excel order form.
6. Order Step 3: Please enter the 6-digit UR account number, without dashes (5XXXXX), into the PO field.
7. Order Step 4: Once your Sanger DNA sequencing order is complete, please print the order receipt, affix labeled samples to order receipt, and place into a Ziploc bag for sample submission.
8. Place the Ziploc bag containing your order receipt and samples in one of the four GENEWIZ Drop Boxes at the University of Rochester Medical Campus by 3:30 p.m. (Monday – Friday).
  - **Please complete the sample log when dropping off samples at each GENEWIZ Drop Box to ensure effective submission.**
9. Sequencing results will be accessible from your GENEWIZ account by 5:00 p.m. the business day following sample submission.

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## CONVENIENT DROP BOX LOCATIONS

- Medical Center Ground Floor, Room G-7814 (GRC)
- Anolik Lab, SMD G-6415
- Medical Center Third Floor, SMD 3.7436
- Kornberg Medical Research Building, Ground Floor (near the stairwell)

*Sample pick-up for all Drop Box locations is 3:30 p.m., Monday - Friday.*