

# Oil Analyzers INC.

## HOW TO GUIDE #1:

### HORIZON® ACCOUNT REGISTRATION

**SUMMARY:** For first-time Oil Analyzers users, we recommend creating an online account in the HORIZON® sample portal before sending your first sample to the lab. You may then add your vehicles or equipment to your account and submit your sample information online. This helps ensure all your data is accurate and makes the sample-receiving process more efficient.

- 1) Begin by going to [www.eoilreports.com](http://www.eoilreports.com). Enter your email address on the right side under “Create HORIZON Account” and click the green arrow box.

The screenshot displays the HORIZON® website interface. At the top left is the HORIZON® logo, and at the top right is a language dropdown menu set to "English". The main content area is divided into four sections:

- HORIZON® Login:** Contains fields for "Email Address" and "Password", a "Remember Username" checkbox, and a "Forgot Password" link. A green arrow button is positioned to the right of the password field.
- Create HORIZON® Account:** Contains an "Email Address" field with a green arrow button to its right.
- HORIZON® News and Updates:** Features a promotional banner for "BECOME A HORIZON® PRO" with "On-Demand Training". It includes two shield-shaped icons: "Basic" (February 11) and "Advanced" (February 12), with a "SIGN UP" button below them.
- Track My Sample:** Contains an "Enter Barcode" field with a question mark icon and a green arrow button to its right.

This will bring you to the registration form. To complete the next step, you will need the sample form from your kit.

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**REGISTRATION FORM**

English

**Account Information** ?

Account Number \*  Or Barcode \*

Distributor/Sales Rep \*

**Personal Information**

Name \*

Email Address \*

Phone  Country Code  Phone

**Company Information**

Company Name

Company Address

Company City

Company State

Company Postal Code  Company Country

**Report Delivery Settings**

Sample Reports  Send as PDF Full detailed report sent upon completion

Summary Alerts  Do Not Send Summary of completed samples. Sent daily or weekly

Seventies

0  1  2  3  4

- 2) Enter the 11-digit sample number into the “Barcode” field. The sample number can be found in several places on the sample form, as noted in the picture below.

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#### ADVANCED OIL

Kit Questions or Additional Testing: 715-395-0222  
 Test Results or Equipment Changes: 877-458-3315  
 Customer Service: [custserv@oilreports.com](mailto:custserv@oilreports.com)

00000A00000

#### SAMPLE SUBMISSION INSTRUCTIONS

\*\* Recommend submitting sample information online \*\*



APPLY TO  
SAMPLE

Date Sample Taken

Equipment ID

RETAIN FOR  
YOUR RECORDS

Date Sample Taken

Equipment ID

00000A00000



#### ATTENTION FIRST TIME USERS!

Visit [www.oilreports.com](http://www.oilreports.com) or call  
**877-458-3315** to create your account in  
 HORIZON, the online oil analysis portal



Login to your HORIZON account at [www.oilreports.com](http://www.oilreports.com) to add/edit components  
 under **Equipment Management**. **NOTE:**  
 Equipment must be added before samples  
 can be submitted online



Use **HORIZON** and **Sample Submission**  
 to submit sample information online for faster  
 processing. (If online access is not available, please  
 complete form and submit with sample) →



Apply **label** to **sample jar**



Ship sample to laboratory



Receive results via email or  
 access online via **HORIZON**

**NOTE:** Prepaid USPS/UPS labels to Indianapolis, IN CANNOT be re-addressed  
 to a different location. Small return addresses are for non-postage paid kits only.

OIL ANALYZERS LAB  
 7451 WINTON DRIVE  
 P.O. BOX 68983  
 INDIANAPOLIS, IN 46268

OIL ANALYZERS LAB  
 4100 N SAM HOUSTON PKWY W  
 STE 250  
 HOUSTON, TX 77086

OIL ANALYZERS LAB  
 P.O. BOX 30820  
 3060 CALIFORNIA AVE, STE B  
 SALT LAKE CITY, UT 84104

OIL ANALYZERS LAB  
 5140 75 STREET NW  
 EDMONTON, AB T6E 6W2  
 CANADA



**Oil Analyzers  
INC.**

Sample reports sent by email only, include email below

#### ACCOUNT INFORMATION (ACCT: OILANA)

Company Name \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Address \_\_\_\_\_  
 City / State / Zip Code \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email \_\_\_\_\_

#### SAMPLE INFORMATION Baseline Reference

Equipment ID \_\_\_\_\_  
 Secondary ID \_\_\_\_\_

#### Component/Fluid Type (check one)

Engine  Diesel  Gasoline  Gasoline Direct Injection  Natural Gas  
 Transmission  Auto  Manual  
 Bearing  Compressor  Differential  Other \_\_\_\_\_  
 Hydraulic  Gear  Turbine

Position:  Front  Rear  Left  Right  Center  Chassis  
 Date Sample Taken \_\_\_\_\_

Fluid Time  km  hr  mo  mi  day  yr

Component Time  km  hr  mo  mi  day  yr

Fluid Changed  Yes  No Filter Changed  Yes  No Amount of Fluid Added Since Last Change  qt  gal  L  pt  unknown

Misc \_\_\_\_\_

Comments \_\_\_\_\_

#### COMPONENT INFORMATION (For first-time samples or changes only)

Manufacturer \_\_\_\_\_  
 Model \_\_\_\_\_  
 Product Mfr \_\_\_\_\_  
 Product & Viscosity Grade \_\_\_\_\_  ISO  SAE

OILCA 02/25

- 3) Complete the form by entering your name and company information, if applicable, and phone number. Once finished, click the green box in the lower right. This submits your information to the lab so an account can be created.

After submitting the registration form, you will receive a welcome email with your unique account number and an activation email that will allow you to set up your login credentials.

- 4) Click the link in the activation email to set your login password and complete activation.

Once complete, your account is active, and you can begin adding equipment and submitting sample information online. When submitting samples online, you will **not** need to fill out and send the sample form. Just list the Equipment ID on the "Apply to Sample" sticker and place it on the bottle.