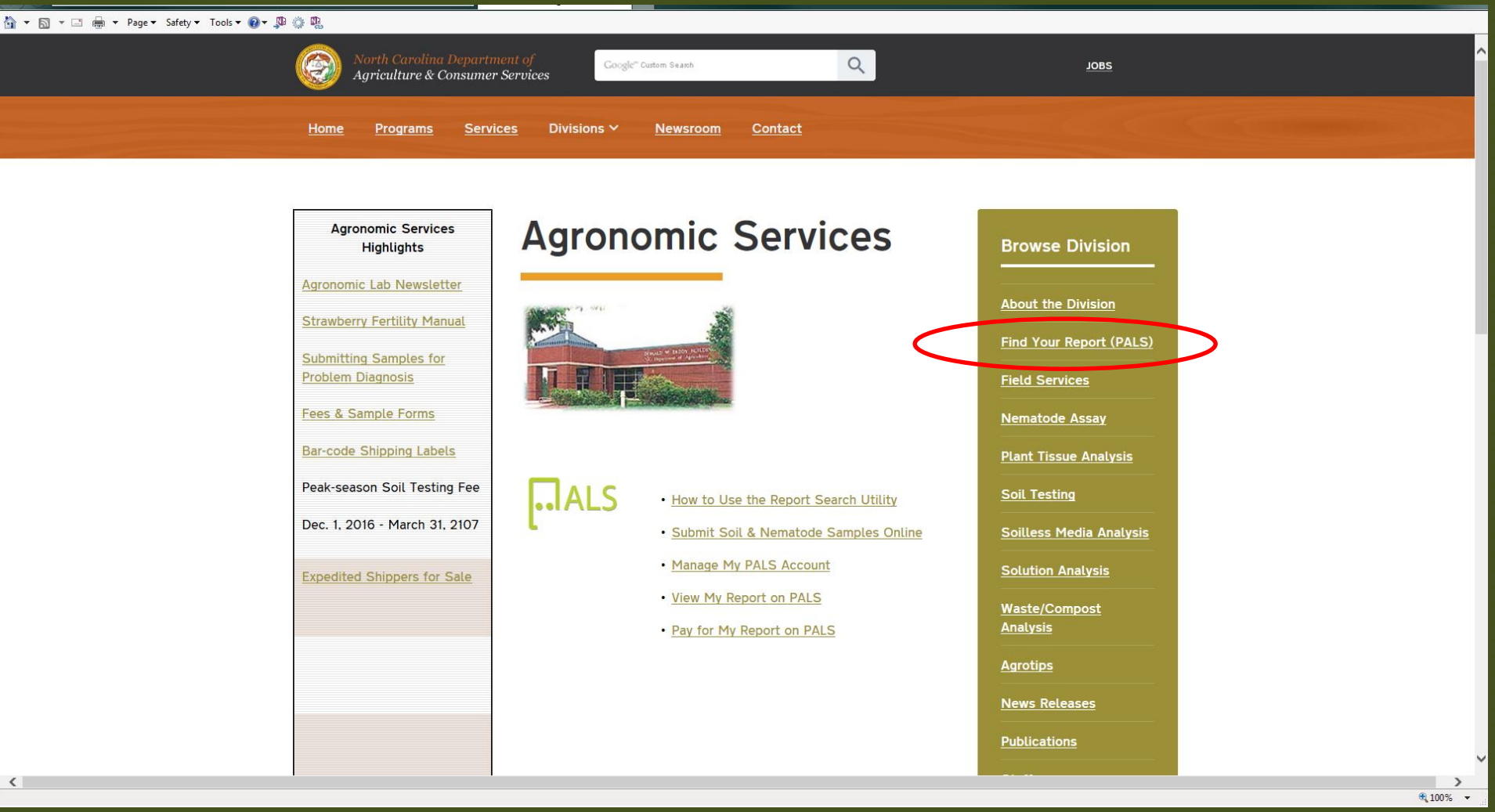
Using PALS for Online Data Entry

September 2016

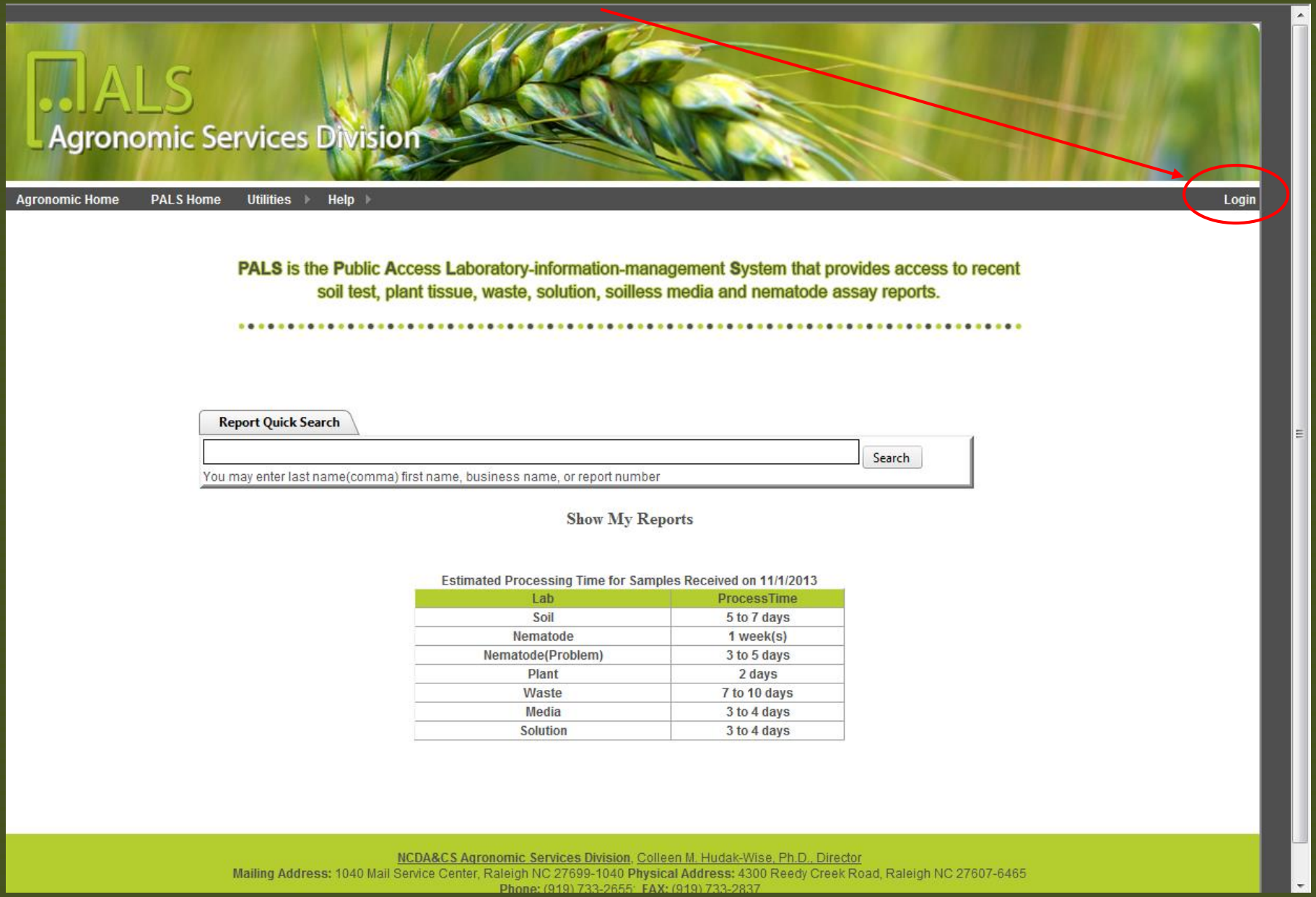
Nematology Samples

How do you access PALS (Public Access Laboratory System)?

Click on the link that says FIND YOUR REPORT (PALS).



If you want to do online data entry and pay for samples using a credit card, then you need to log in.



Agronomic Home | PALS Home | Utilities | Help | Login

Login

Log In

Email Address: colleen.hudak@ncagr.gov

Password: ••••••••••••

Log In

Don't have an account? Create one!

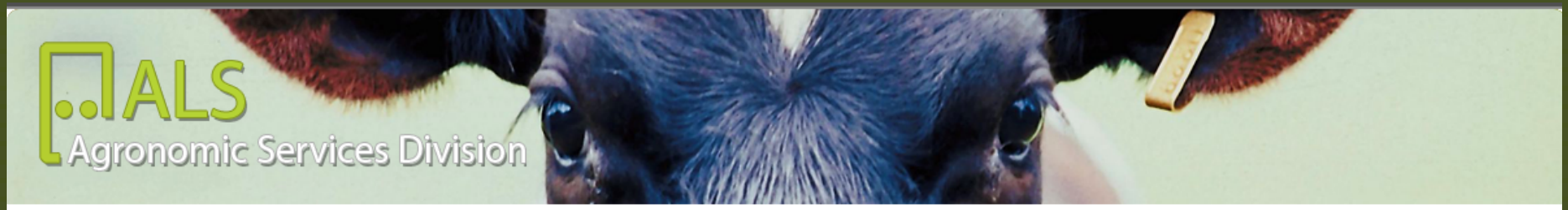
Forgot Your Password?

To set up a new account, click here.

For returning PALS customers, your email address is your user name. You will need to type in your password and click **Log in.**

NCDA&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 **Physical Address:** 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655; **FAX:** (919) 733-2837

This is the screen that you would use to create a new PALS account.



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Sign Up for Your New PALS Account

E-mail:

Password:

Confirm Password:

Create Account | Cancel

Anyone can create a PALS account if they have a valid e-mail address.

This is the screen that you will see after your PALS account has been created.

Agronomic Home | PALS Home | Utilities | Help | Login

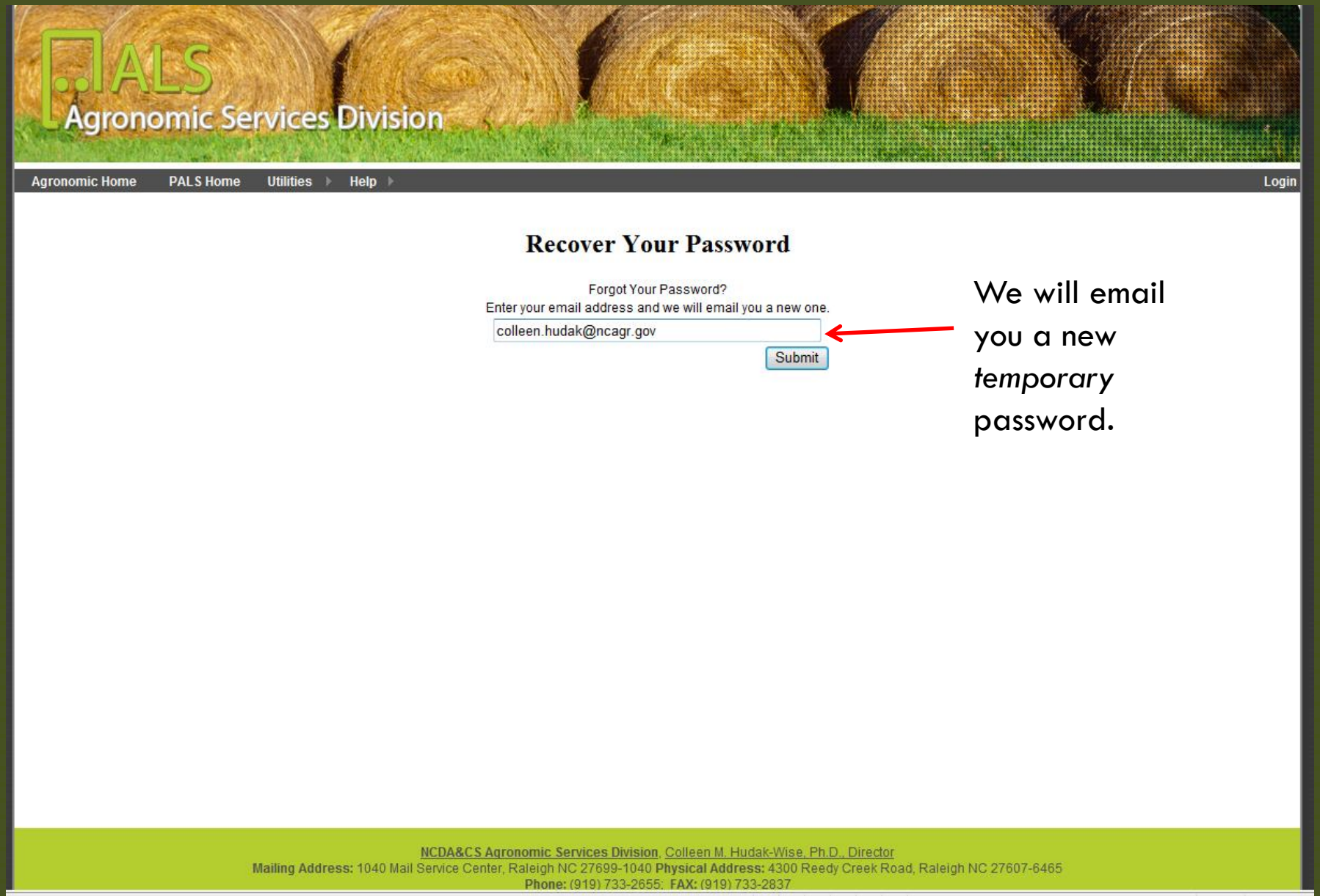
Complete

Your account has been created, but before you can login you must first verify your email address. A message has been sent to the email address you specified. Please check your email inbox and follow the instructions in that email to verify your account.

Continue

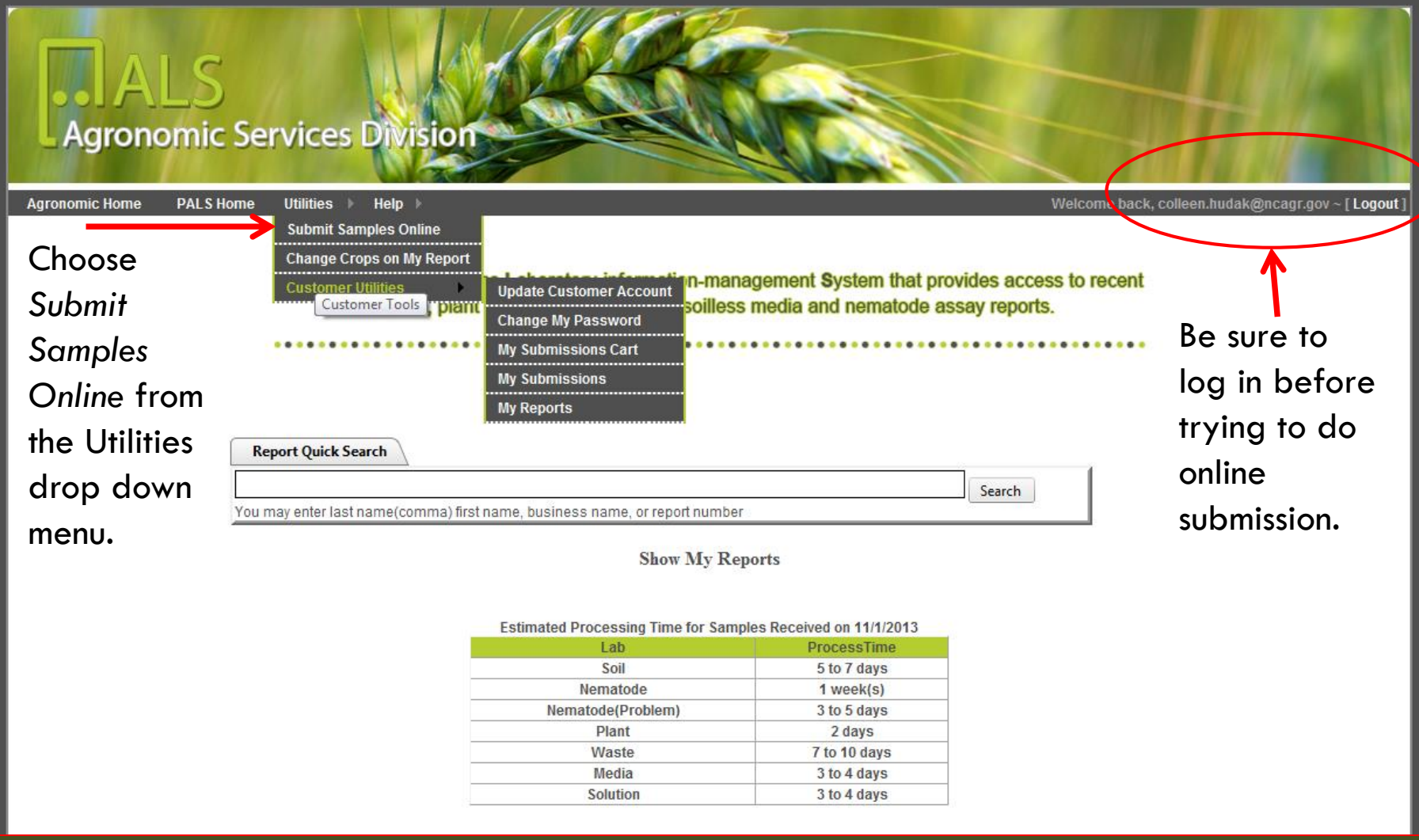
You're not done. You still need to go to your email to activate your account.

This is the screen that you should use if you forget your password.



We will email you a new *temporary* password.

To submit samples online, first you will need to login. You will be redirected back to the PALS homepage.



Choose *Submit Samples Online* from the Utilities drop down menu.

Be sure to log in before trying to do online submission.

Agronomic Home | PALS Home | Utilities | Help

Welcome back,
colleen.hudak@ncagr.gov ~~~~~ [Logout]
CustomerID: 290840

Submission Type Information

NOTE: At the current time, **online submission** is only available for Soil samples (Predictive and Diagnostic) and Nematode samples (Predictive and Pine Wood) and **requires online payment by credit card (Visa or Master**

Lab: ○ Soil ○ Plant ○ Waste ○ Solution ○ Media ◉ Nematology

Submission Type: ◉ Predictive ○ Pinewood ○ Diagnostic ○ Regulatory

1. Click on the **Nematology** button.

2. Choose **Predictive** (*routine*).

Next

3. Click **Next.**

** Do not proceed with online submission if you have already submitted your samples or do not wish to use a credit card for payment of samples. **

Important. Don't use online data entry if

- you have already sent your samples to us
- you can't print a sample information (submission) form OR
- you don't want to pay for samples online using a credit card.

NCDA&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 **Physical Address:** 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655; **FAX:** (919) 733-2837

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Your Grower Information should be prepopulated on this screen.

Agronomic Home | PALS Home | Utilities | Help

Welcome back,
colleen.hudak@ncagr.gov ~~~~~ [Logout]
CustomerID: 290840

Consultants Click Here

If you are acting as a consultant, you will be redirected to a different page.

Grower Information

First name: Colleen
Last name: Hudak-Wise
Address: 1009 Sawmill Rd
City: Raleigh
State: NC Zip: 27615
Phone: 919-673-4097
Email: colleen.hudak@ncagr.gov

This grower information cannot be changed.

Sampled In

State: NC County: Please select: Farm ID: (Optional) Sample Date: 09/23/2016

Enter Number of Samples:

Process

1. Select the county in which the soil samples were collected.
2. Enter Farm ID (optional)
3. Choose Sample Date
4. Enter the number of samples.
5. Click the **Process** button.

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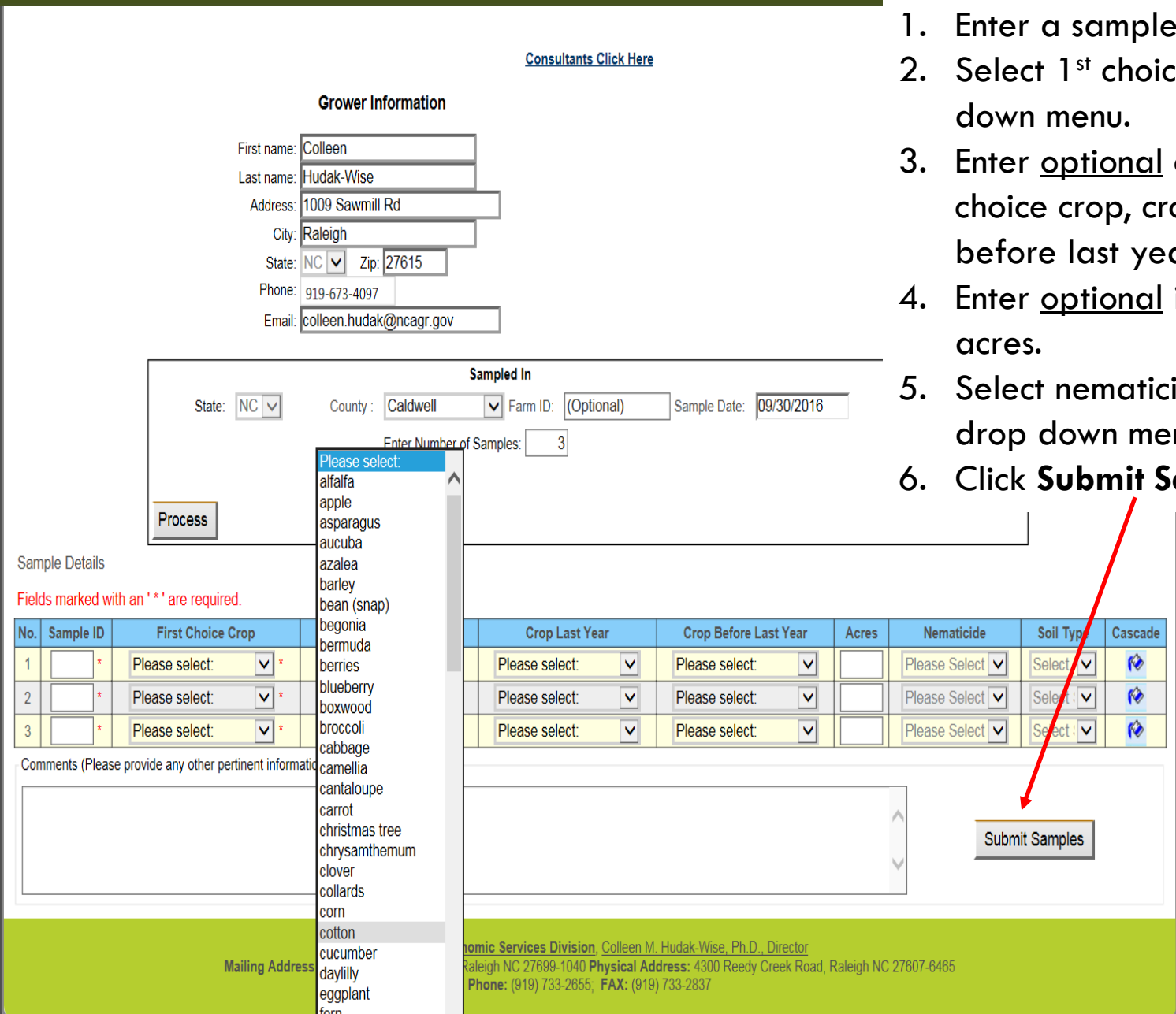
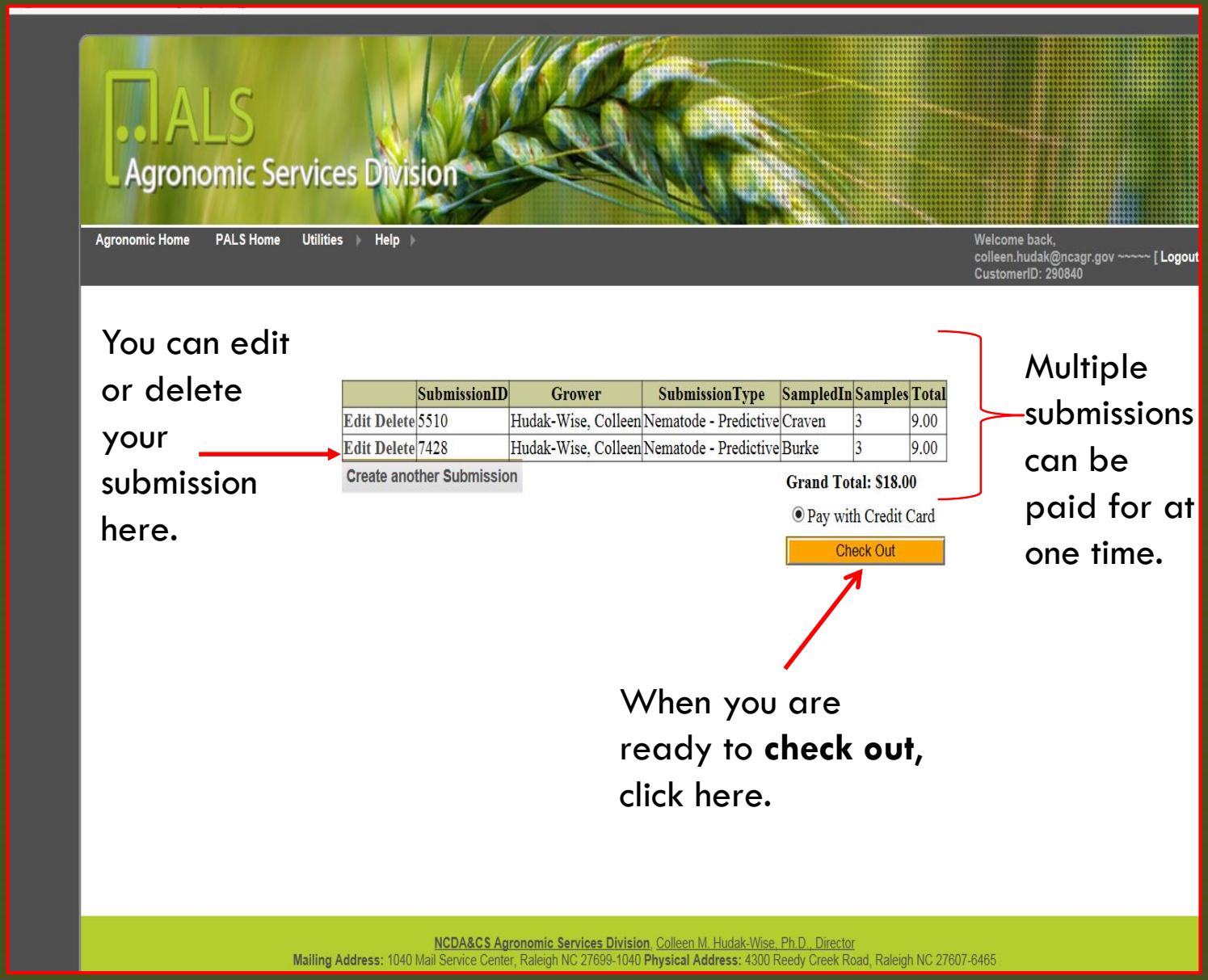
Phone: (919) 733-2655; **FAX:** (919) 733-2837

This screen is where you enter information about your individual samples. The grid is generated based on the number of samples entered on the previous page.

1. Enter a sample ID for each sample.
2. Select 1st choice crop from the drop down menu.
3. Enter optional crop information (2nd choice crop, crop last year, crop before last year.
4. Enter optional information on # of acres.
5. Select nematicide and soil type from drop down menu (optional)
6. Click **Submit Samples.**

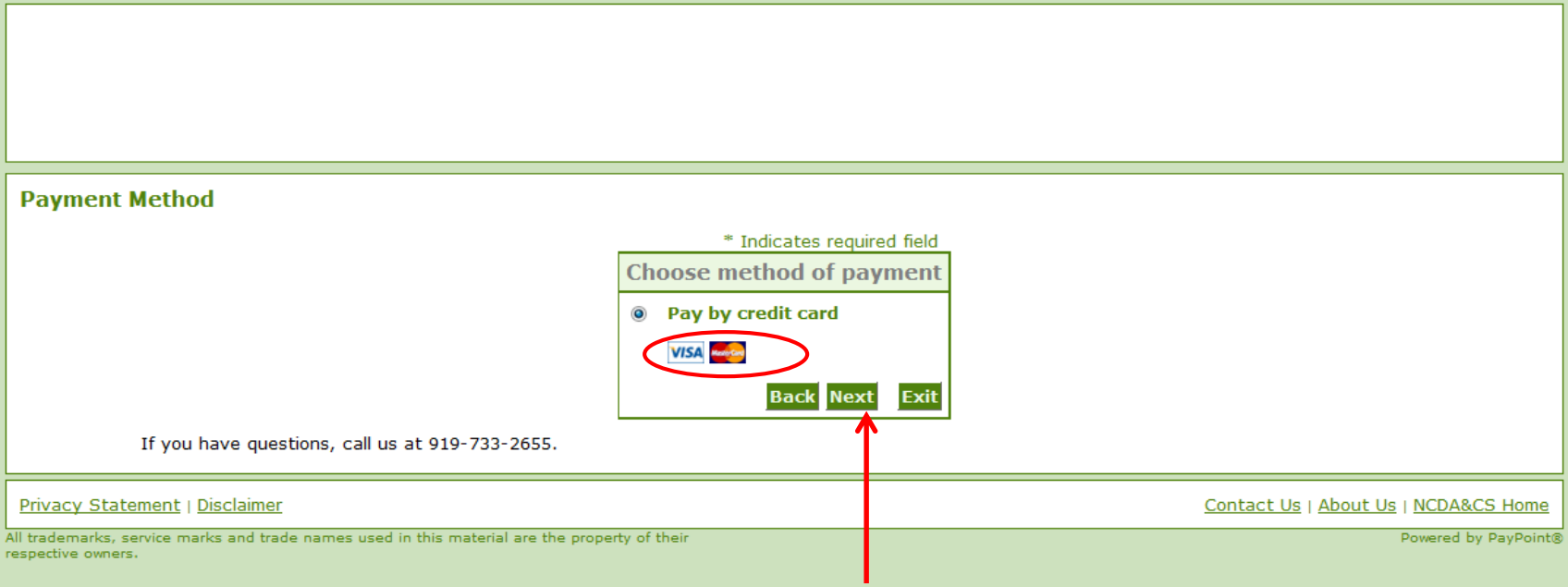


If your submission is successful, you will be taken to this screen called My Submission Cart.



	SubmissionID	Grower	SubmissionType	SampledIn	Samples	Total
Edit Delete	5510	Hudak-Wise, Colleen	Nematode - Predictive	Craven	3	9.00
Edit Delete	7428	Hudak-Wise, Colleen	Nematode - Predictive	Burke	3	9.00

When you check out, you will be redirected to a secure credit card payment site called PayPoint.



To proceed with credit card payment, click on **Next.**

The billing address and the payment amount should be pre-populated based on information that you have already provided.

Indicates required field

Billing Address

*First Name: Colleen
M.I.:
*Last Name: Hudak-Wise
Street Line 1: 1009 Sawmill Rd
Street Line 2:
City: Raleigh
State: North Carolina
Zip: 27615
Phone: (919) 673-4097
E-Mail: colleen.hudak@ncagr.gov

Payment Details

*Payment Amount: 48.00 USD

Payment Method

*Name on Card: Colleen Hudak-Wise
*Card Number: 5233272716340016
*Expiration Date: * Month 04 * Year 2015

D1I2K

* Enter the above code: D1l2K
Can't read? Try a different code.

Back Next Exit

If you have questions, call us at 919-733-2655.

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PALS will <u>not</u> save your credit card information.

1. Fill out this information on Payment Method.

2. Click on **Next** to proceed with payment.

NORTH CAROLINA
DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES

Payment Review

Address

Billing Address:
Colleen Hudak-Wise
1009 Sawmill Rd
Raleigh, NC 27615
(919) 673-4097
colleen.hudak@ncagr.gov

Payment Method

Credit Card
Colleen Hudak-Wise
x0016 04/15

Payment Amount

Amount: 48.00 USD

Total: 48.00 USD

Back | Pay Now | Exit

Verify information is correct, then click **Pay Now.**

If you have questions, call us at 919-733-2655.

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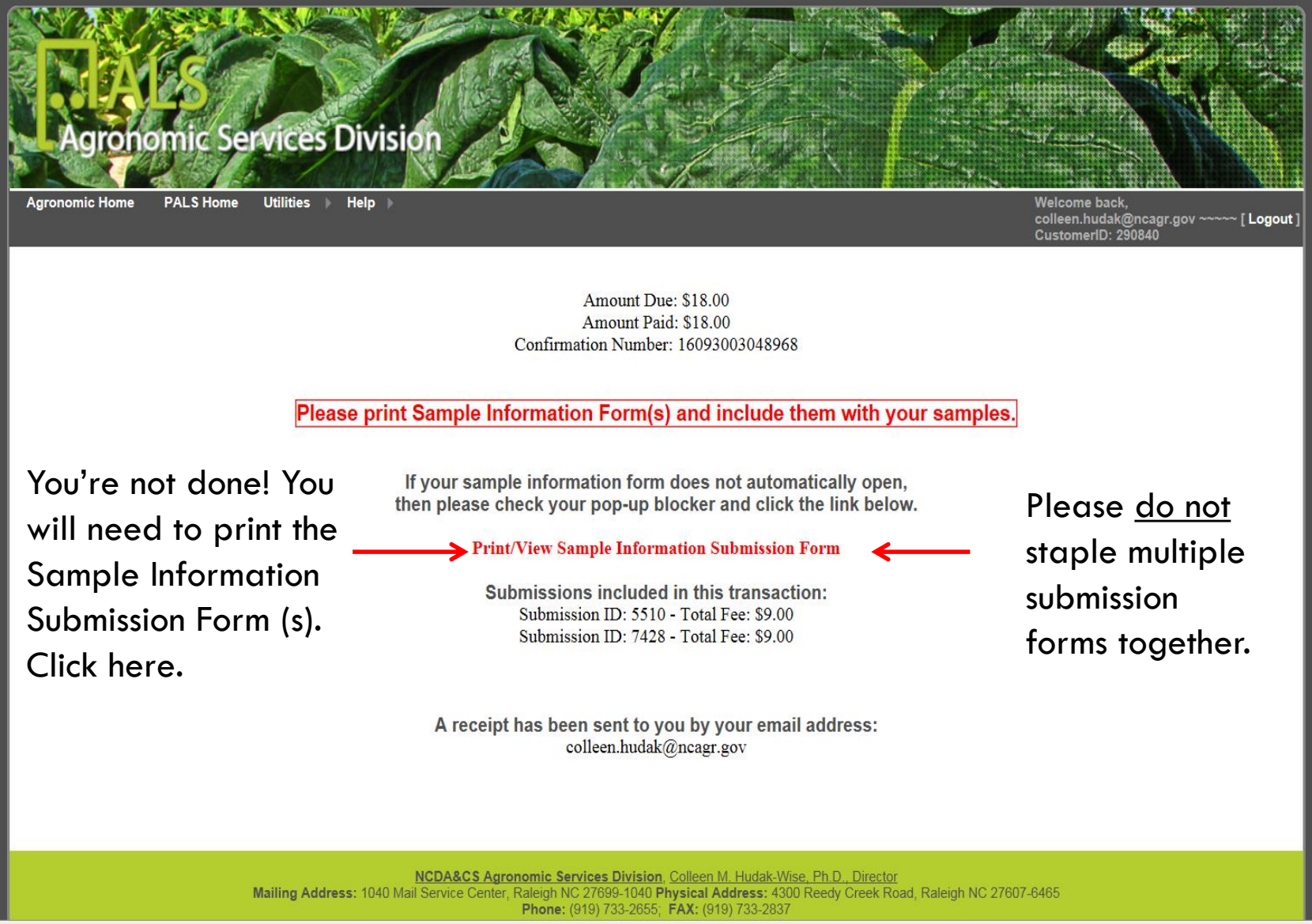
Powered by PayPoint®

This is the Confirmation Page that you will see whenever you have used a credit card to pay for fees.



You're not done! You will need to print the Sample Information Submission Form (s). Click here.

Please do not staple multiple submission forms together.

Following your online submission, you will receive an e-mail from us.

PLEASE DO NOT REPLY TO THIS E-MAIL.
If you reply to this e-mail, your reply will *NOT* be read.
Instead, please contact the NCDA&CS Agronomic Division at 919-733-2655 if you have questions.

This is an e-mail receipt for successfully submitting agronomic sample information online through PALS for Submission ID(s) Submission ID: 5510 - Total Fee: $9.00
Submission ID: 7428 - Total Fee: $9.00
.
Depending on when your sample information was submitted, you may or may not have been charged a fee. However, your actual cost will be depend on any fees in effect at the time your samples arrive at the laboratory. If additional payment is required, then you will be billed, and you will not be able to access your report until payment is complete.
Be sure to print the sample information form(s), and include it (them) in the shipping container with the samples:

http://agralpha/PALS/pages/Utilities/OnlineSubmission/Confirmation.aspx?pt=5840
If you do not have access to a printer, you can complete the sample information form by hand, but you will need to write the four-digit Submission ID in the upper right hand corner of the form.

This is what the Nematode Sample Information Form will look like. It appears identical to the existing paper forms, except notice that there is a submission ID in the top right corner.

NCDASampleSubmissions_09302016.pdf - Adobe Reader

File Edit View Window Help

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Sign, add text or send a document for signature

NCDA&CS Agronomic Division Phone: (919) 733-2655 Website: www.ncagr.gov/agronomi/ Submission ID. 5510

Form AD-1

SUBMISSION STATUS
Paid

SAMPLE TYPE
Predictive

PREDICTIVE NEMATODE SAMPLE INFORMATION

NCDA&CS Agronomic Division Nematode Assay Section
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040
Physical Address (UPS/FedEx/DHS): 4300 Reedy Creek Rd, Raleigh NC

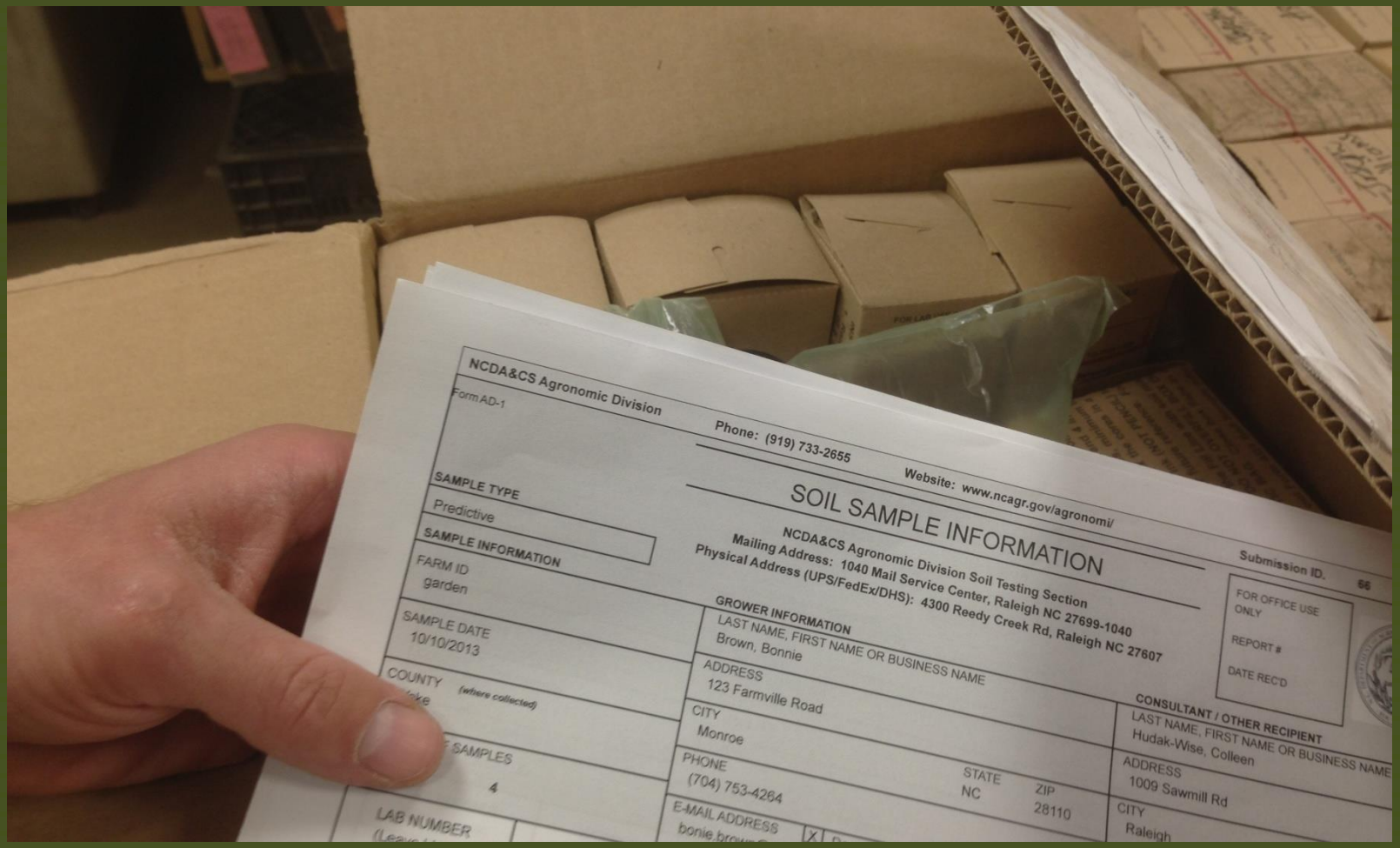
FOR OFFICE USE ONLY
REPORT #
DATE REC'D

SAMPLE INFORMATION	GROWER INFORMATION	CONSULTANT / OTHER RECIPIENT
FARM ID	LAST NAME, FIRST NAME OR BUSINESS NAME: Hudak-Wise, Colleen	LAST NAME, FIRST NAME OR BUSINESS NAME
SAMPLE DATE: 03/04/2016	ADDRESS: 1009 Sawmill Rd	ADDRESS
STATE: North Carolina COUNTY (where collected): Craven	CITY: Raleigh STATE: NC ZIP: 27615	CITY STATE ZIP
NUMBER OF SAMPLES: 3	PHONE: (919) 673-4097	PHONE
	E-MAIL ADDRESS: colleen.hudak@ncagr.gov	E-MAIL ADDRESS

#	LAB NUMBER (Leave blank)	SAMPLE ID	1st CHOICE CROP	2nd CHOICE CROP	LAST CROP	CROP BEFORE LAST	ACRES	NEMATICIDE	SOIL TYPE
1		1	begonia	barley			0.00		
2		2	begonia	barley			0.00		
3		3	begonia	barley			0.00		

We must have this Submission ID # to tie your online submission to your samples when they arrive.

Thank you for using agronomic services to manage nutrients and safeguard environmental quality. - Steve Troxler, Commissioner of Agriculture



Nematode Sample Information Form(s) Must Be Placed Inside Shipper!

Please Pack Your Samples Carefully!

Thank You!

If you have any questions, please call the Agronomic Division at 919-733-2655 and ask for assistance.