Using PALS for Online Data Entry

July 2018

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

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

http://www.ncagr.gov/agronomi/PALS/
If you want to do online data entry and pay for samples using a credit card, then you need to log in.
For returning PALS customers, your email address is your user name. You will need to type in your password and click Log in.

To set up a new account, click here.
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.

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.
1. Click on the Nematology button.
2. Choose Pinewood
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.
1. Select the state and county where the samples were collected.
2. Enter Farm ID (Use this field to add shipment tracking ID)
3. Choose Sample Date
4. Enter the number of samples.

5. Click Add Consultant if a phytosanitary certificate is needed.

This is the exporter’s information and cannot be changed.
Use this text box to locate the consultant that you want to add.

Click Process button once consultant has been added.
1. Enter a sample ID for each sample.
2. Click on Submit Samples
If your submission is successful, you will be taken to this screen called My Submission Cart.

You can edit or delete your submission here.

When you are ready to check out, click here.
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.

1. Fill out this information on Payment Method.

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

PALS will not save your credit card information.
Verify information is correct, then click Pay Now.

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

Amount Due: $18.00
Amount Paid: $18.00
Confirmation Number: 16093003048968

Please print Sample Information Form(s) and include them with your samples.

If your sample information form does not automatically open, then please check your pop-up blocker and click the link below.

Print/View Sample Information Submission Form

Submissions included in this transaction:
Submission ID: 5510 - Total Fee: $9.00
Submission ID: 7428 - Total Fee: $9.00

A receipt has been sent to you by your email address:
coleen.hudak@ncagr.gov
<table>
<thead>
<tr>
<th>ID</th>
<th>Current Crop</th>
<th>Crop Last Year</th>
<th>Nematicide Applied Last Year</th>
<th>Soil Type</th>
<th>Plant Appearance</th>
<th>Symptom Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pine</td>
<td>Pine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pine</td>
<td>Pine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Pine</td>
<td>Pine</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>4</td>
<td>Pine</td>
<td>Pine</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Pine</td>
<td>Pine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Pine</td>
<td>Pine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use it for tracking this report

Check one below

Exporter’s contact and email

APHIS’ contact and email

This form with a submission ID will be prepared for you. Send this form with the samples!
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:

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.
Type your name as grower (exporter) or advisor (USDA/APHIS/PPQ)
Use the same name in information sheet, no password is required
Pine wood sample shipment

At least 200g per sample (no more than 300g)
Put a wet paper tower inside the bag to keep the moisture
Using one gallon ziploc bag

Pine wood nematode assay fee:

$10 per sample in-state (North Carolina)
$20 per sample out-of-state

• Print on-line submission form, place in a plastic bag, and put in the shipment box with the samples. Do not put the sheet with the sample in the same bag.
• Ship the samples on the same day when samples are collected. Use express mail overnight service.
• Leave the samples indoor, keep moisture, avoid heat.
• Only live nematodes can be detected in the lab.

Shipping address:
Dr. Weimin Ye
Nematode Lab, Agronomic Division,
North Carolina Department of Agriculture & Consumer Services
Physical Address: 4300 Reedy Creek Road, Raleigh, NC 27607-6465

Weimin.Ye@ncagr.gov
http://www.ncagr.gov/agronomi/nemhome.htm

Warning: Do not use Mailing Address: 1040 Mail Service Center, Raleigh, NC 27699-1040. This is in a different location. Any shipment received after 10am will be delivered to our lab the next day. We do not receive mail on the weekend and holiday.
If you have any questions, please call the Agronomic Division at 919-733-2655 and ask for assistance.

Thank You!