Using PALS for Online Data Entry

Predictive Nematology Samples

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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 Predictive

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.
Your Grower Information should be prepopulated on this screen.

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

This grower information cannot be changed.

If you want to add a consultant to your report, click here.

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

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

You can edit or delete your submission here.

Multiple submissions can be paid for at one time.

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(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:

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.

We must have this Submission ID # to tie your online submission to your samples when they arrive.
Nematode Sample Information Form(s) Must Be Placed Inside Shipper!
Please Pack Your Samples Carefully!
If you have any questions, please call the Agronomic Division at 919-733-2655 and ask for assistance.