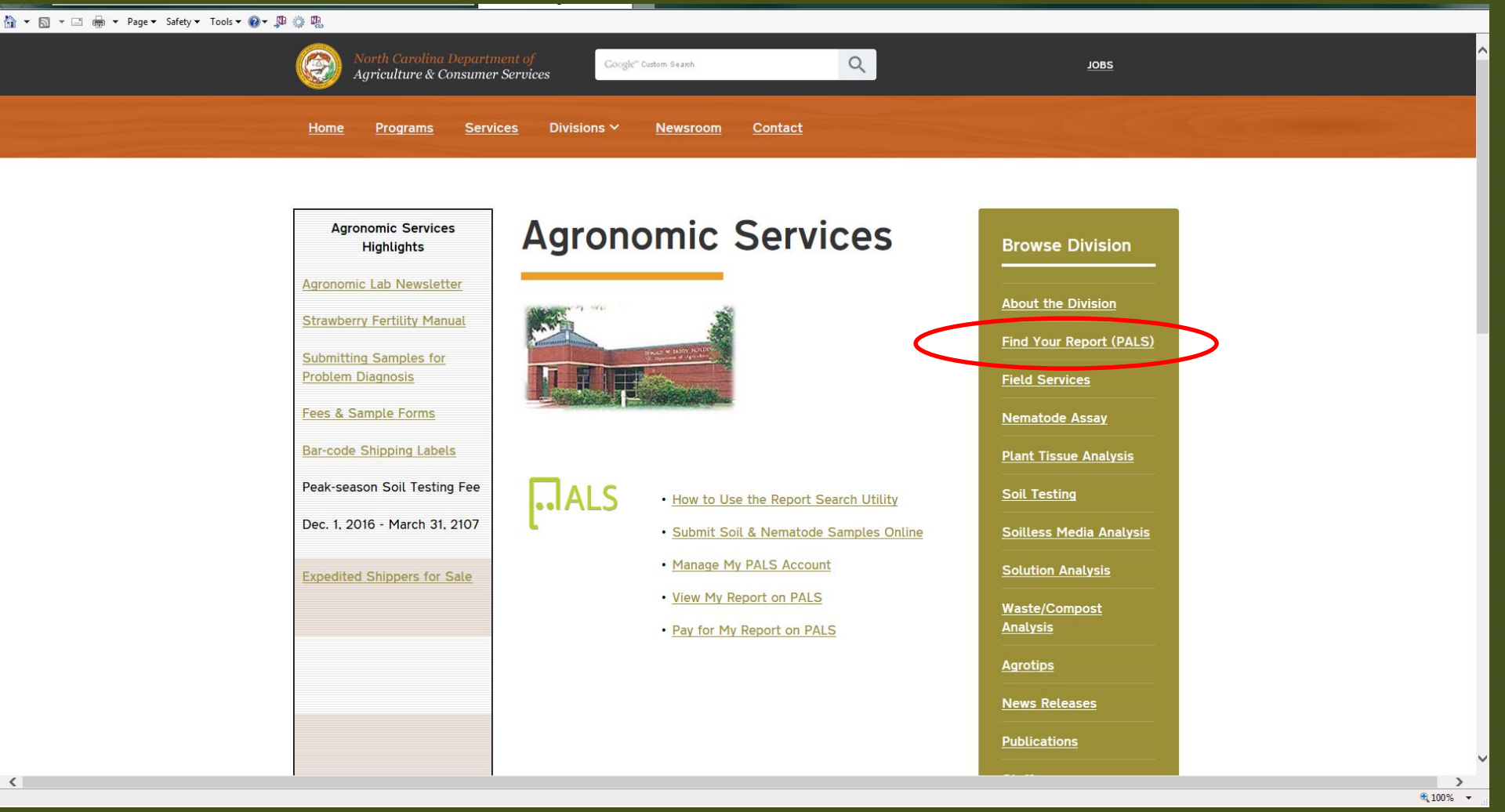
Using PALS for Online Data Entry

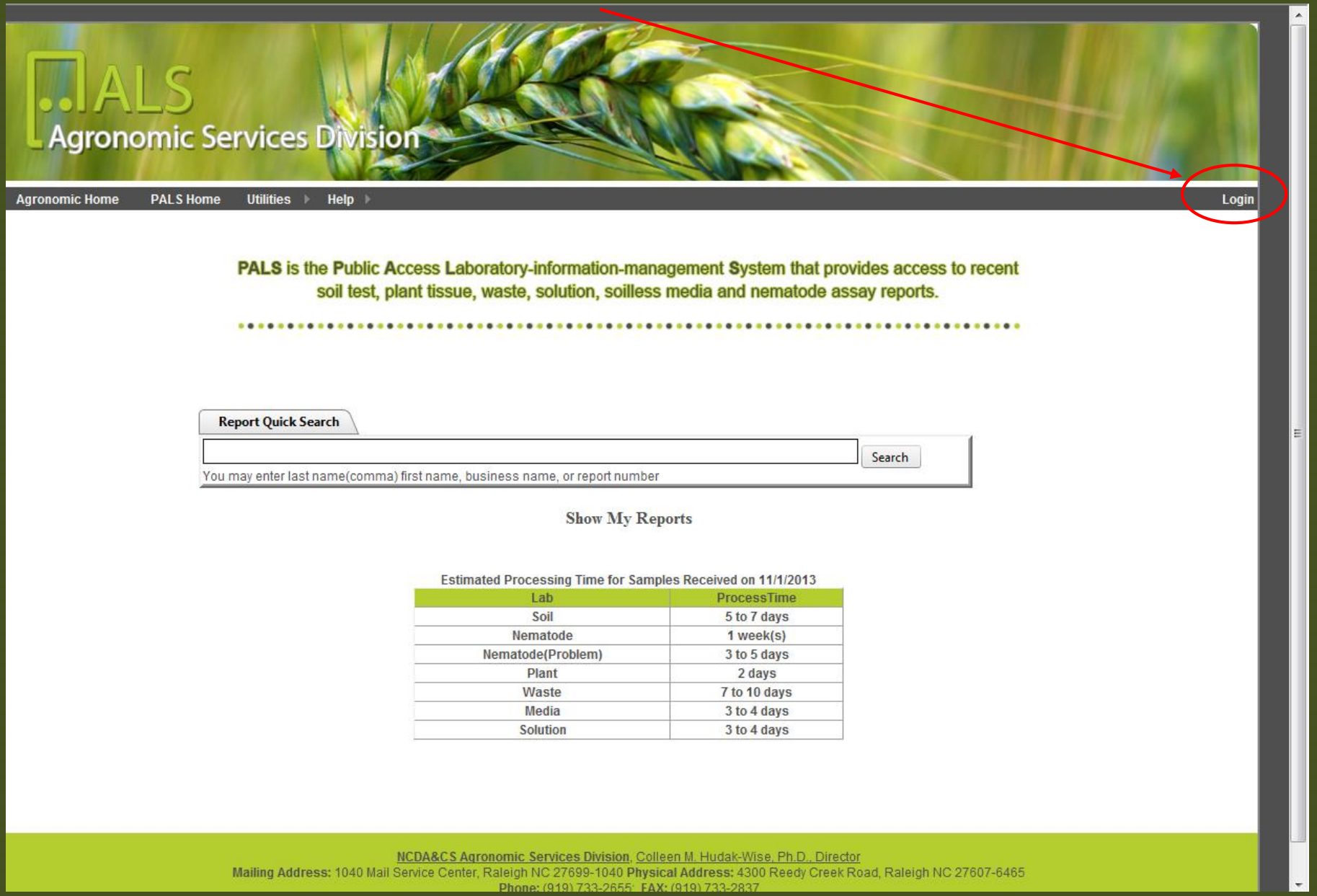
September 2016

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 or pay for samples using a credit card, then you need to log in.

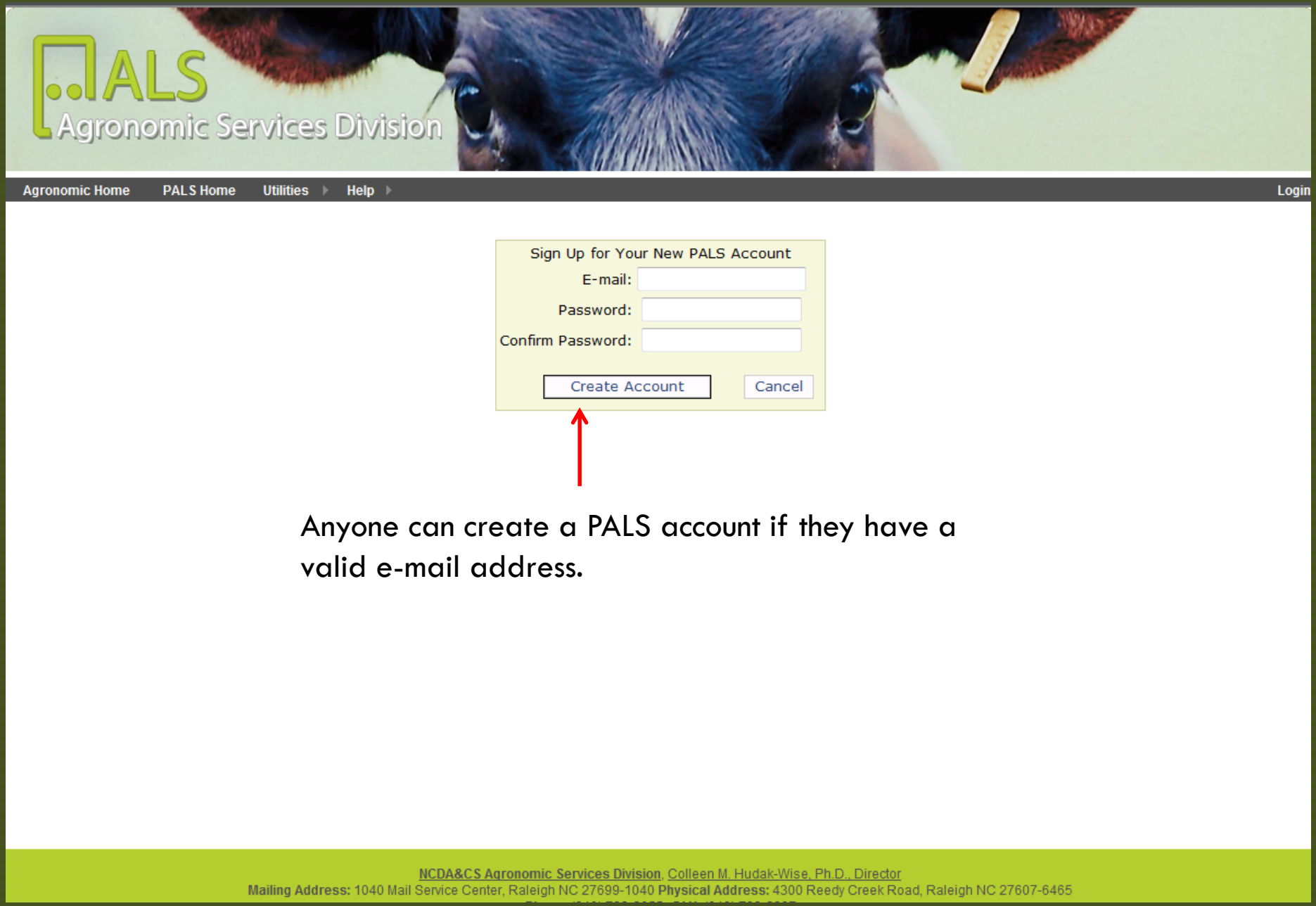


To set up a new account, click here.

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

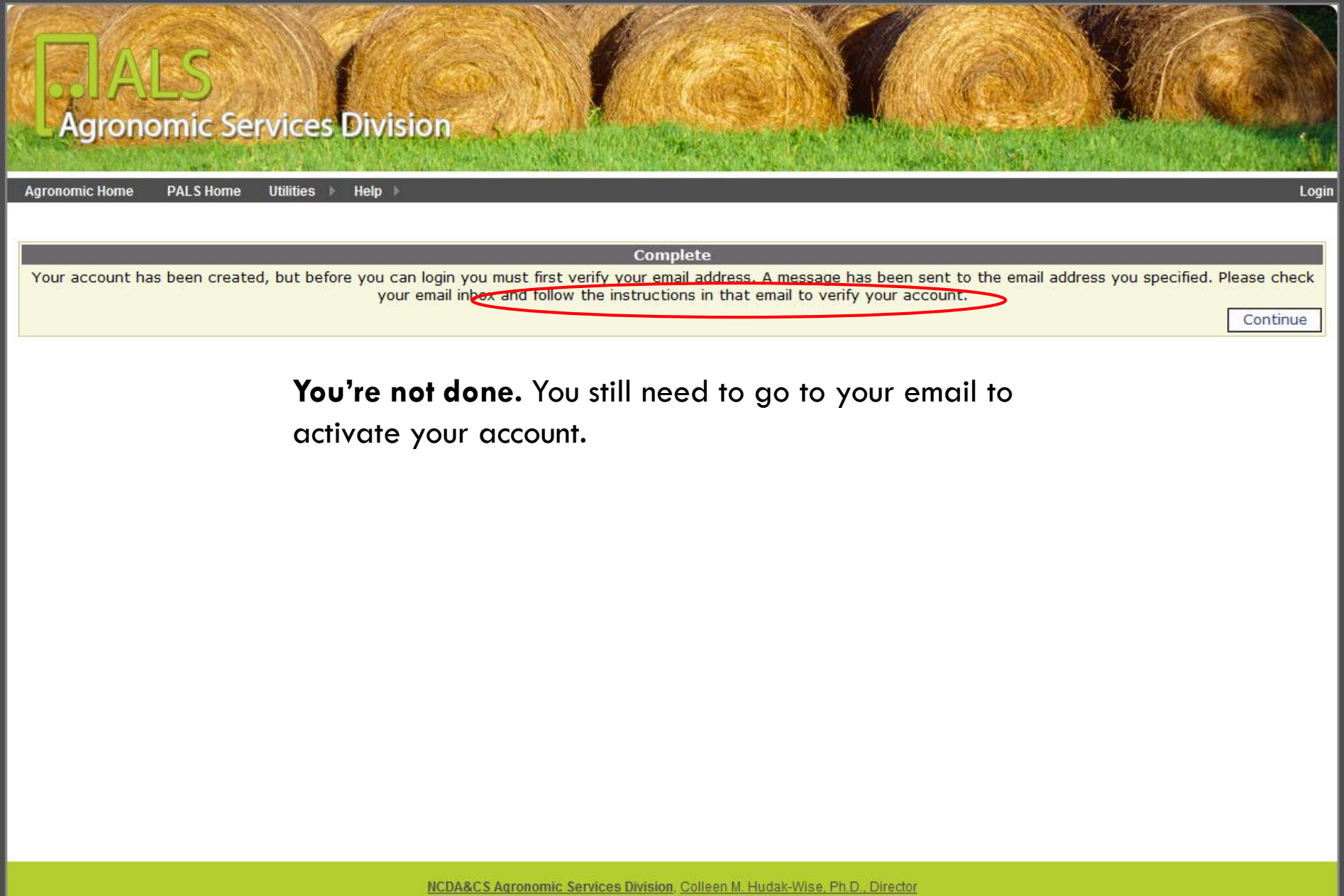
NCDA&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 **Physical Address:** 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655; **FAX:** (919) 733-2837

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



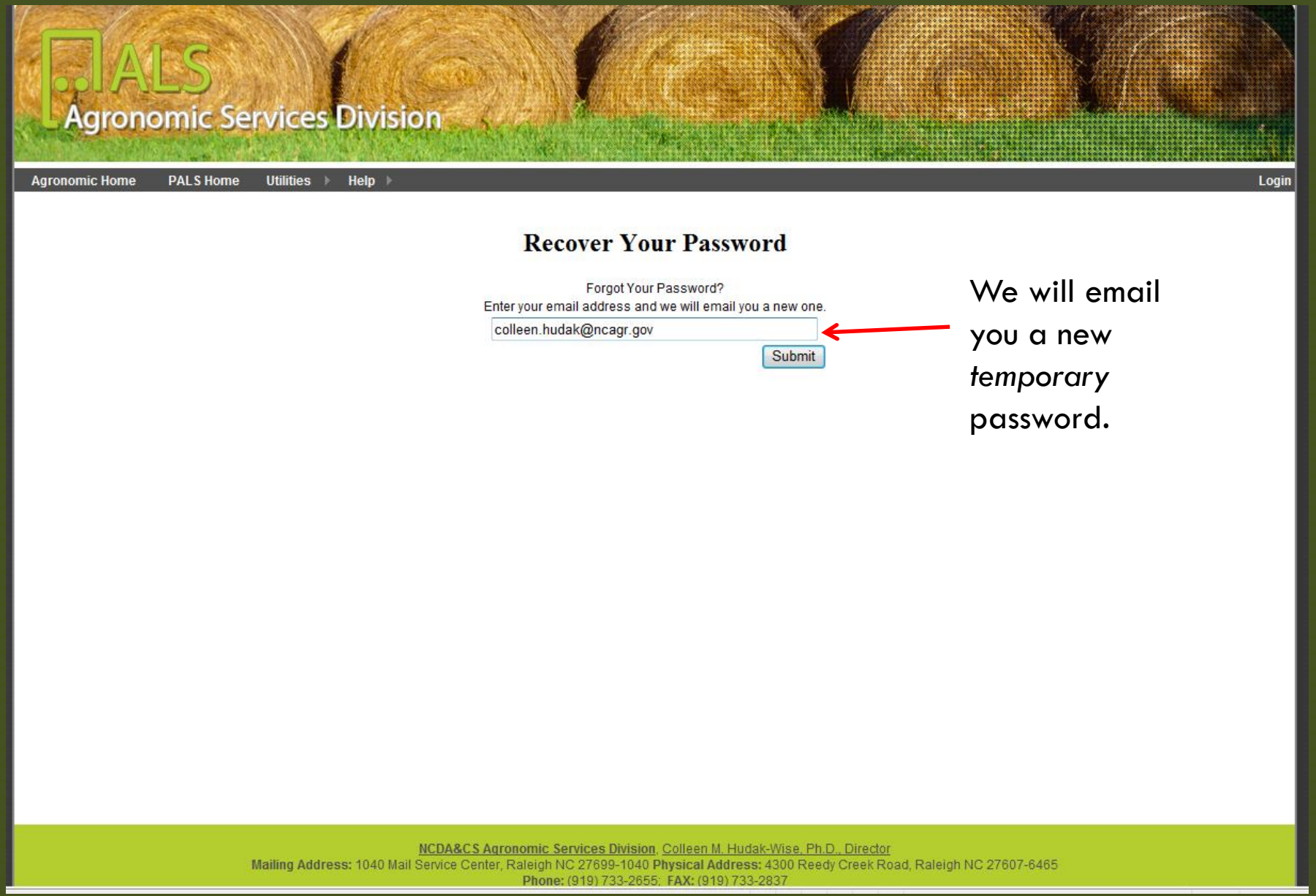
Anyone can create a PALS account if they have a valid e-mail address.

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



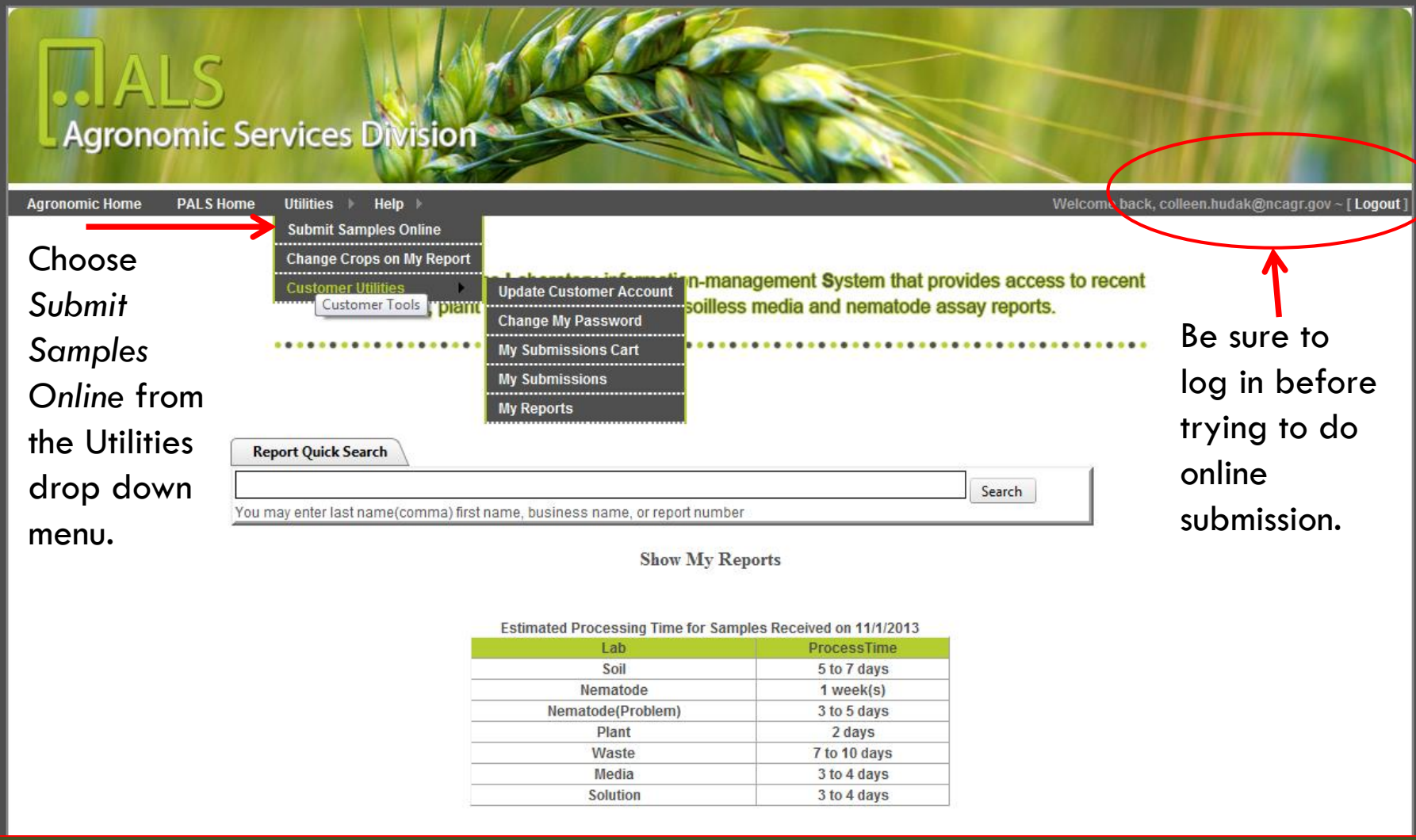
You're not done. You still need to go to your email to activate your account.

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



We will email you a new *temporary* password.

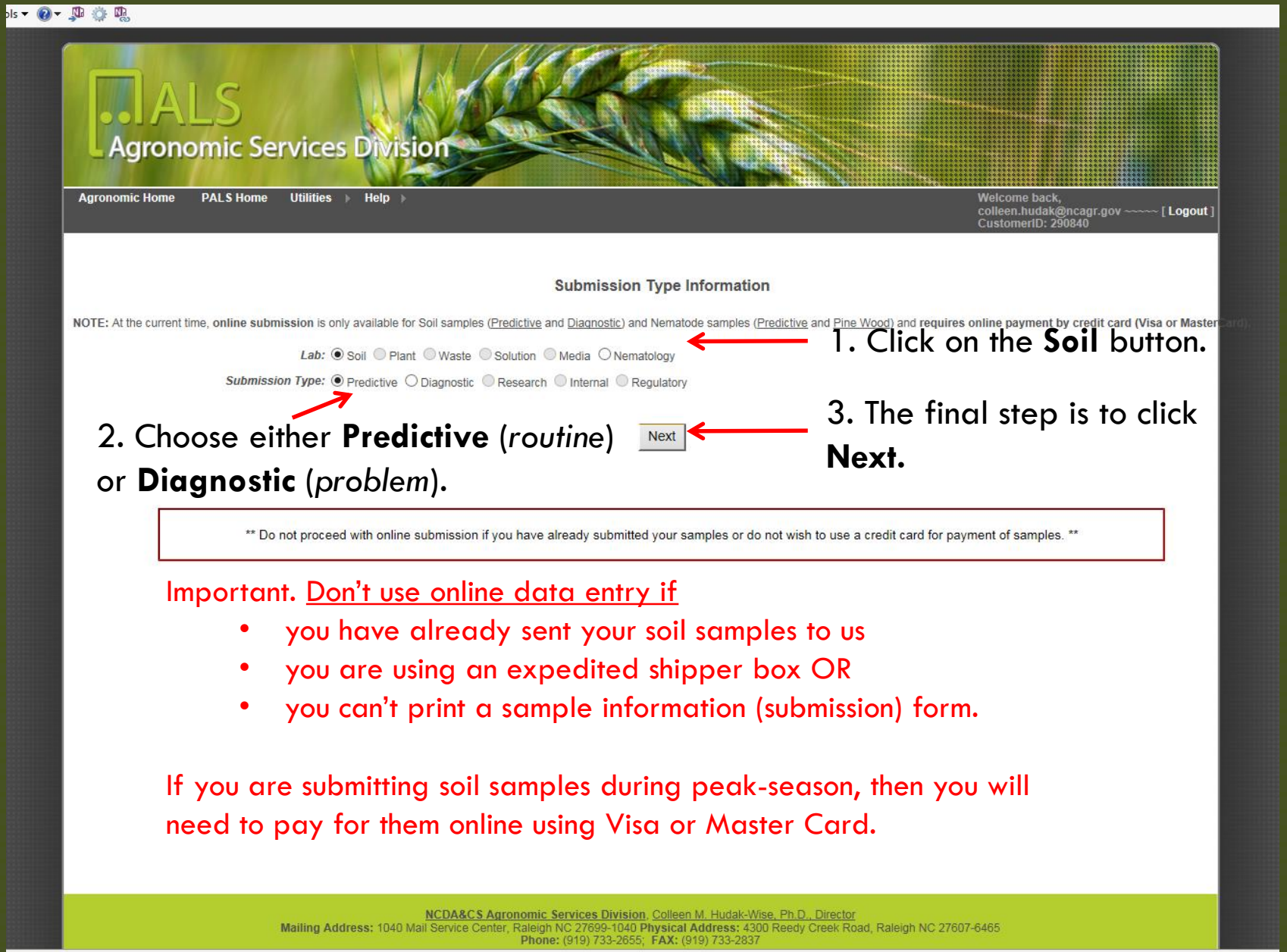
To submit samples online, first you will need to login. You will be redirected back to the PALS homepage.



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

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

Here is where you start the online submission process. Let's start with submitting a soil sample.



1. Click on the **Soil** button.

2. Choose either **Predictive** (*routine*) or **Diagnostic** (*problem*).

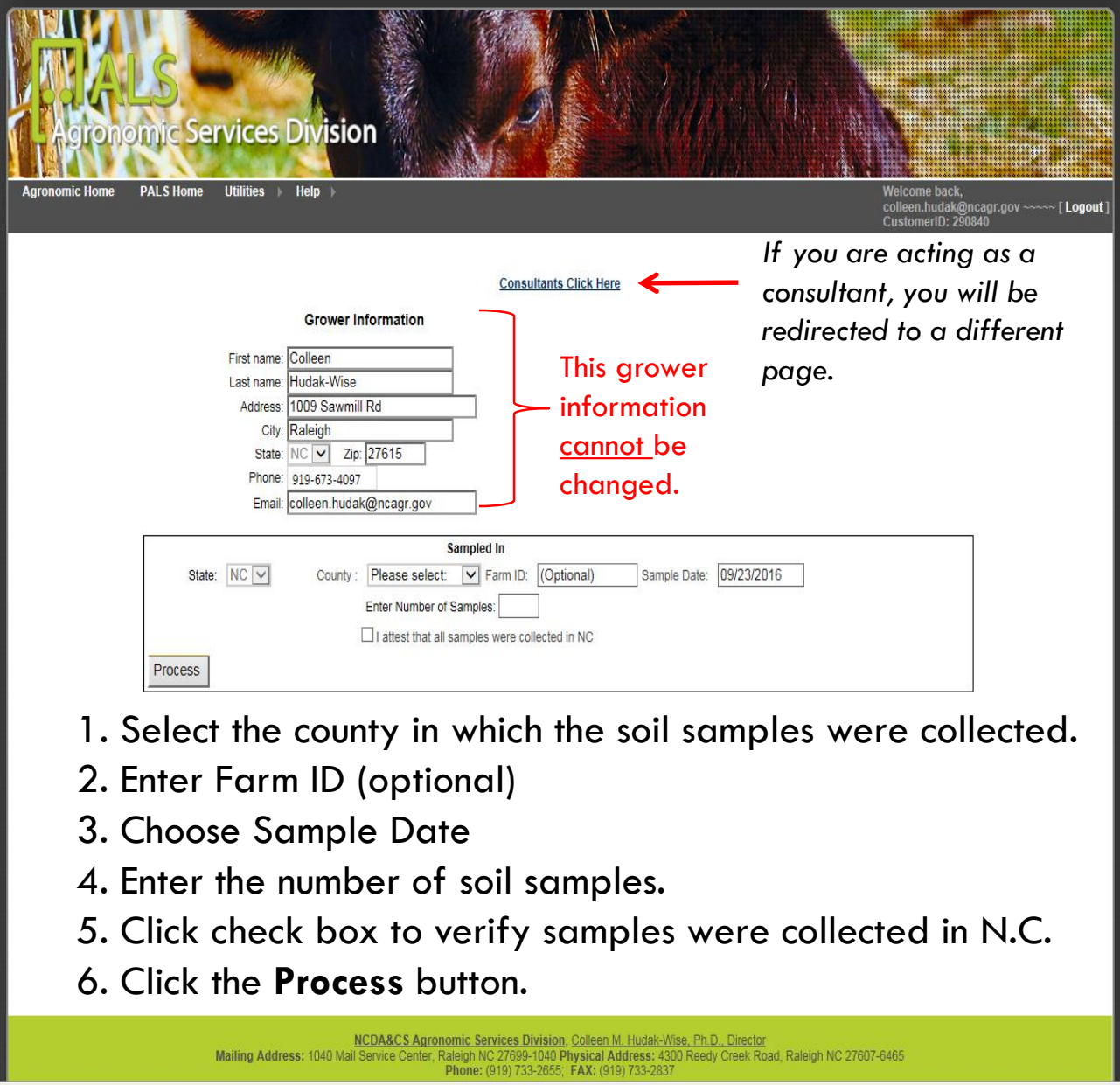
3. The final step is to click **Next.**

Important. Don't use online data entry if

- you have already sent your soil samples to us
- you are using an expedited shipper box OR
- you can't print a sample information (submission) form.

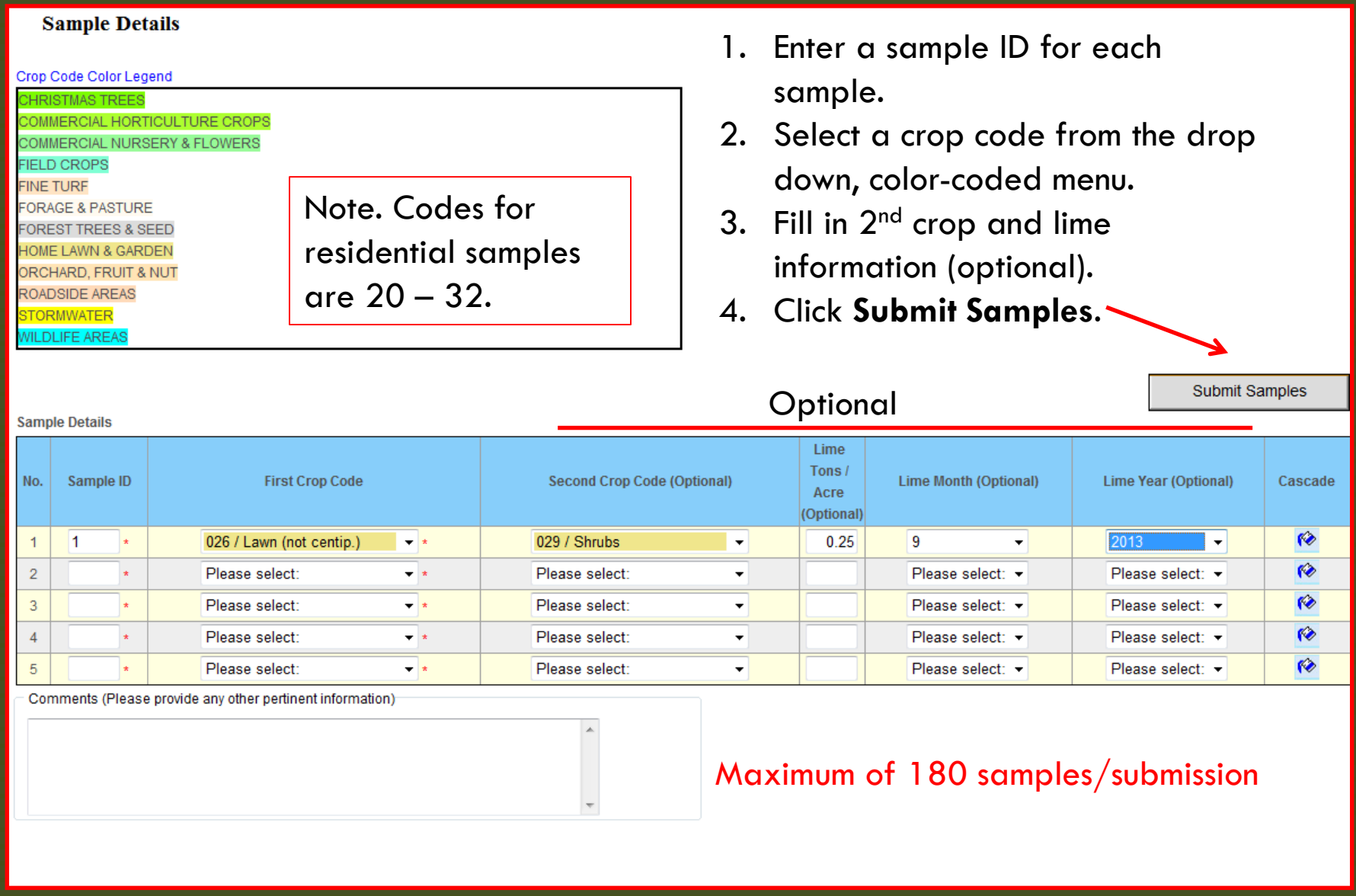
If you are submitting soil samples during peak-season, then you will need to pay for them online using Visa or Master Card.

Your Grower Information should be prepopulated on this screen.

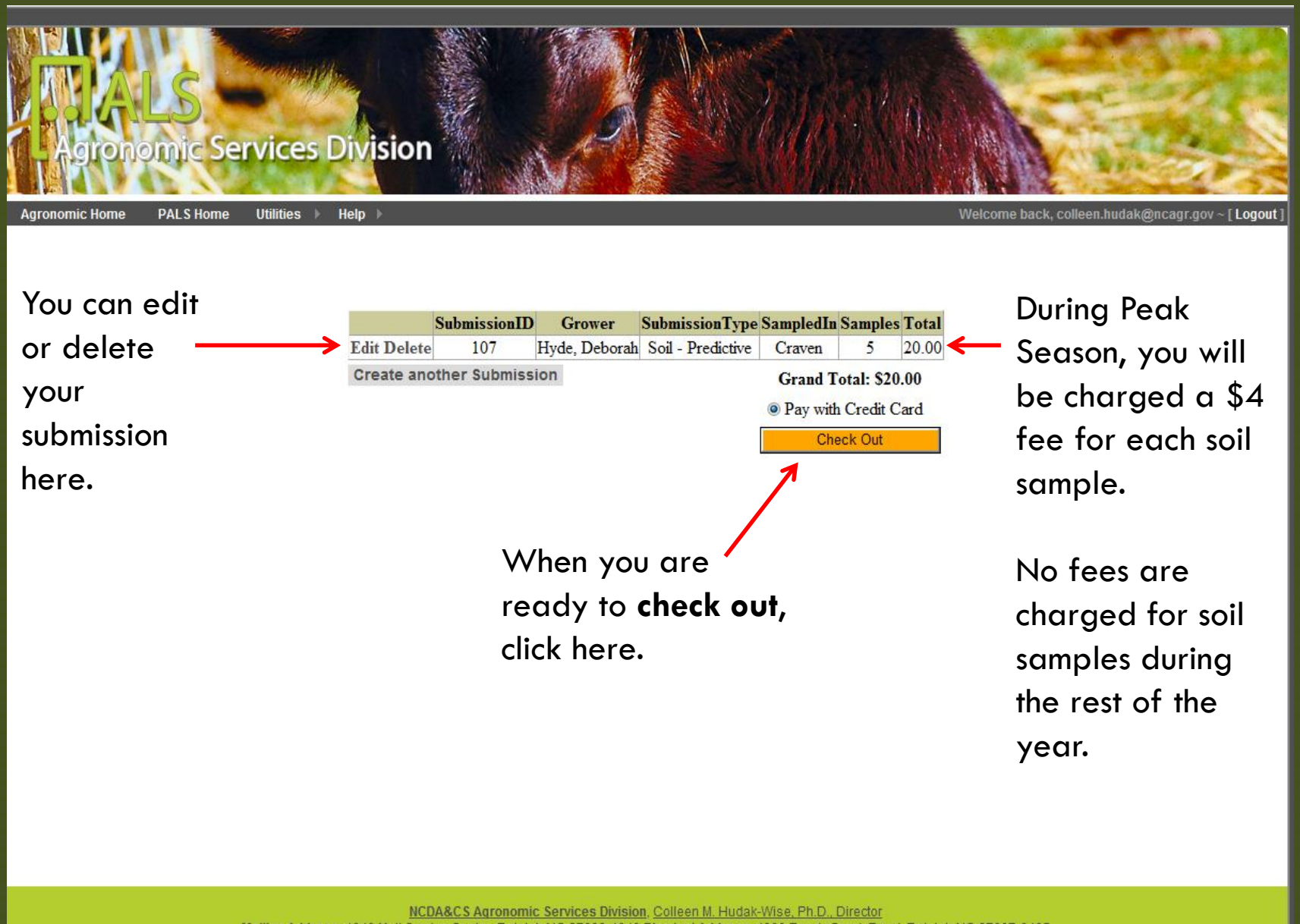


1. Select the county in which the soil samples were collected.
2. Enter Farm ID (optional)
3. Choose Sample Date
4. Enter the number of soil samples.
5. Click check box to verify samples were collected in N.C.
6. Click the **Process** button.

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



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

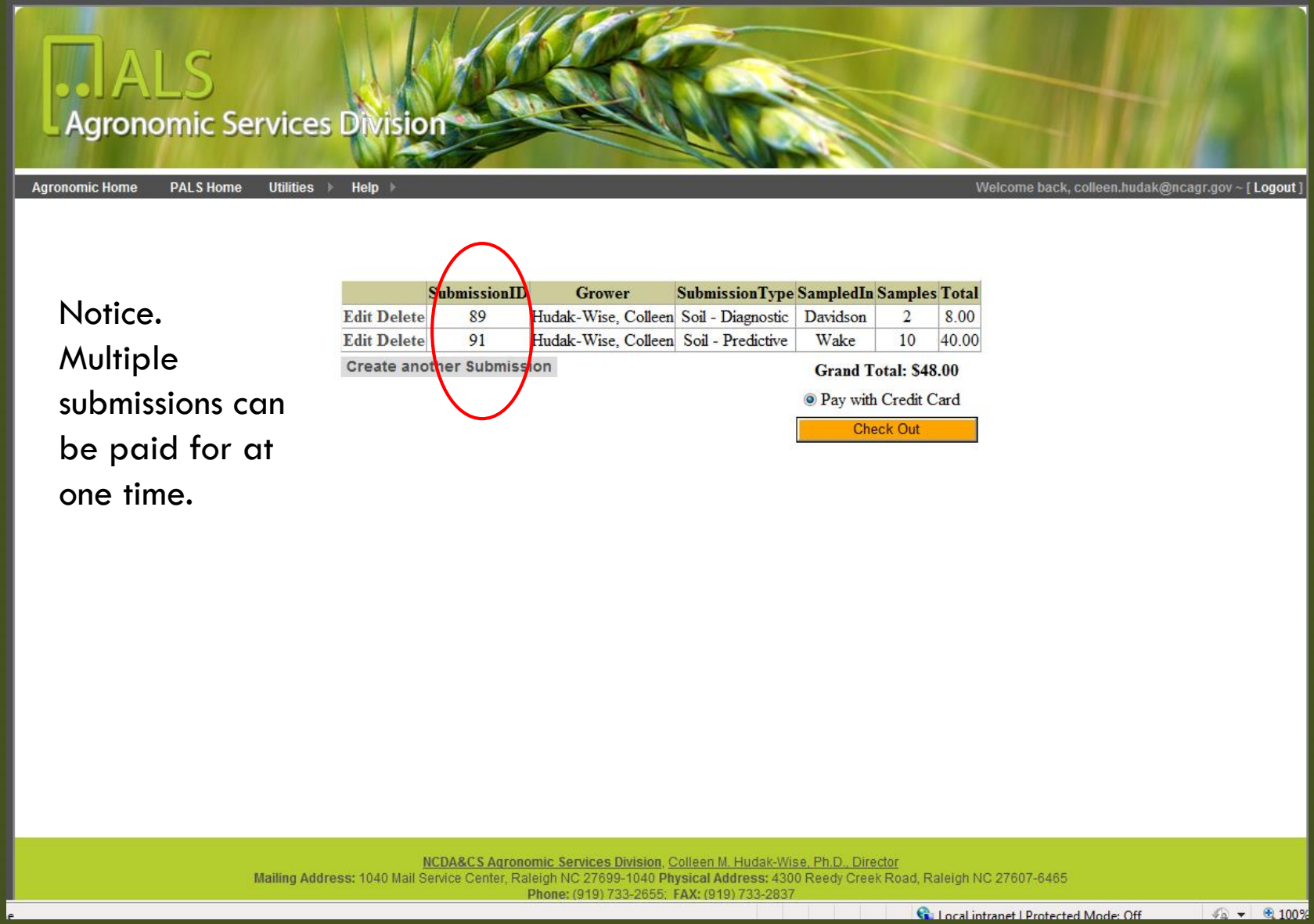


You can edit or delete your submission here.

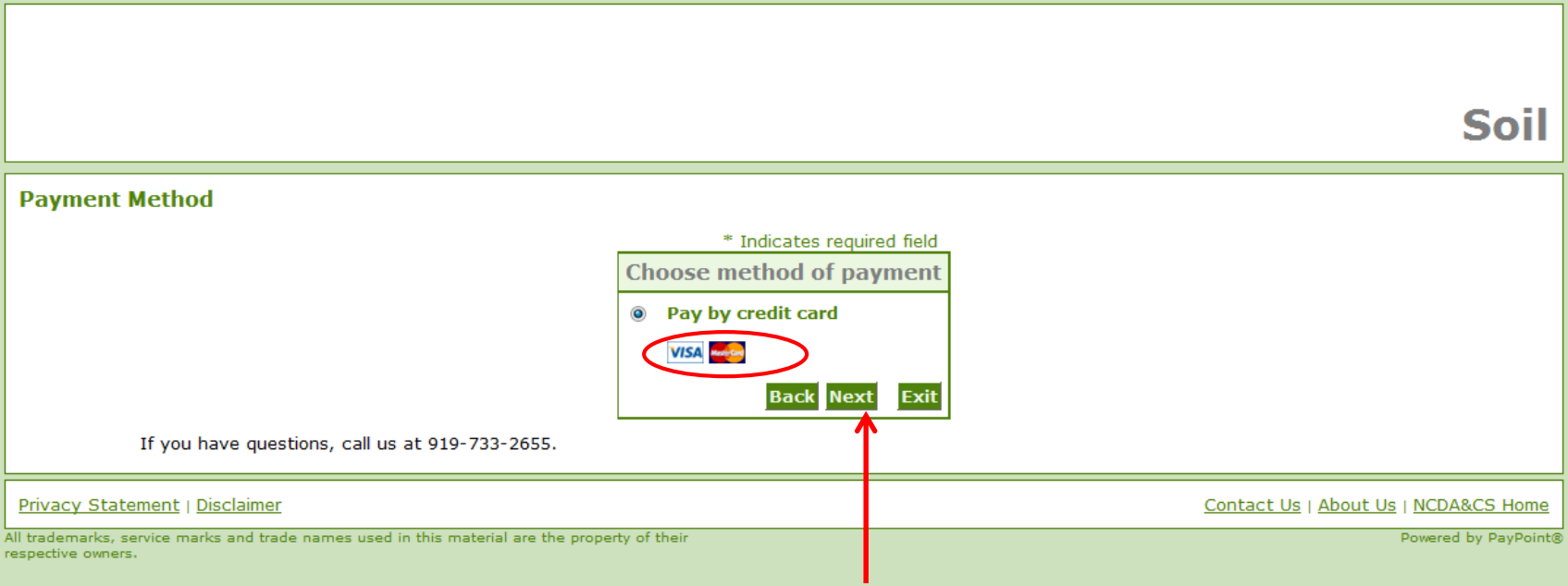
During Peak Season, you will be charged a $4 fee for each soil sample.

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

No fees are charged for soil samples during the rest of the year.

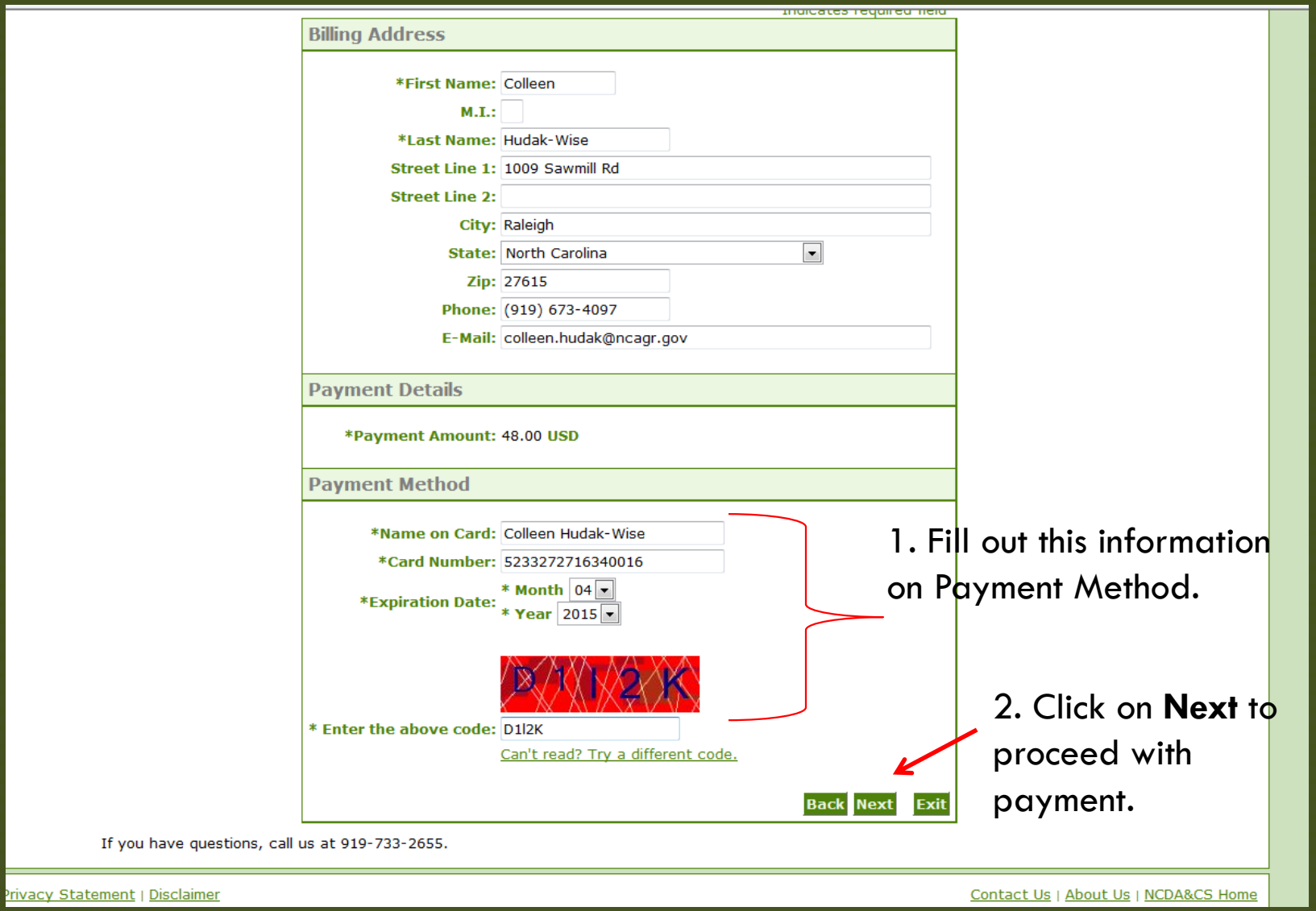

PALS
Agronomic Services Division
Agronomic Home
PALS Home
Utilities
Help
Welcome back, colleen.hudak@ncagr.gov ~ [Logout]
Notice. Multiple submissions can be paid for at one time.
SubmissionID
Grower
SubmissionType
SampledIn
Samples
Total
Edit Delete
89
Hudak-Wise, Colleen
Soil - Diagnostic
Davidson
2
8.00
Edit Delete
91
Hudak-Wise, Colleen
Soil - Predictive
Wake
10
40.00
Create another Submission
Grand Total: $48.00
Pay with Credit Card
Check Out
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

If payment is needed, 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.

Soil

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.

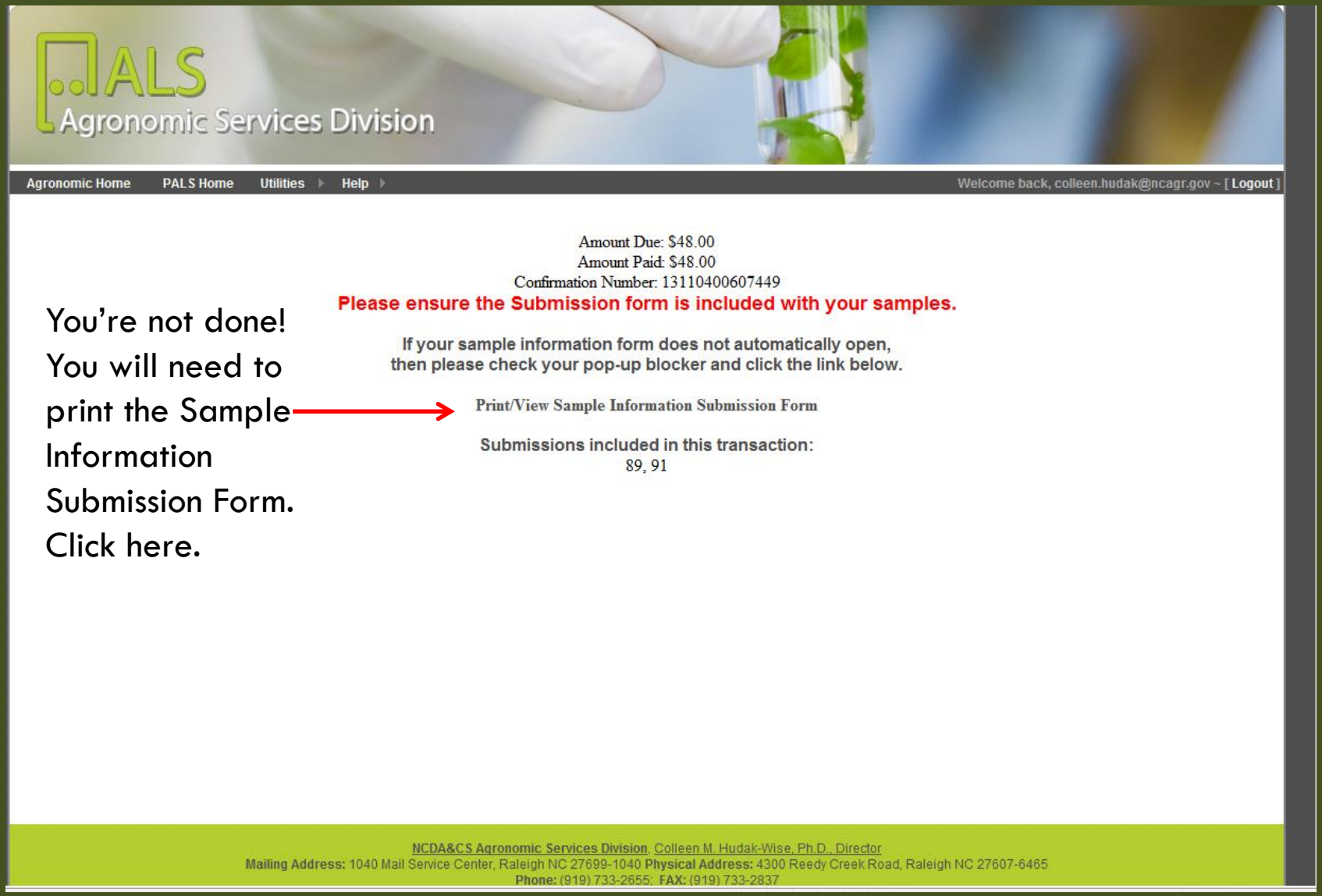
All trademarks, service marks and trade names used in this material are the property of their respective owners.

Powered by PayPoint®

There are Two Different Types of PALS Confirmation Pages

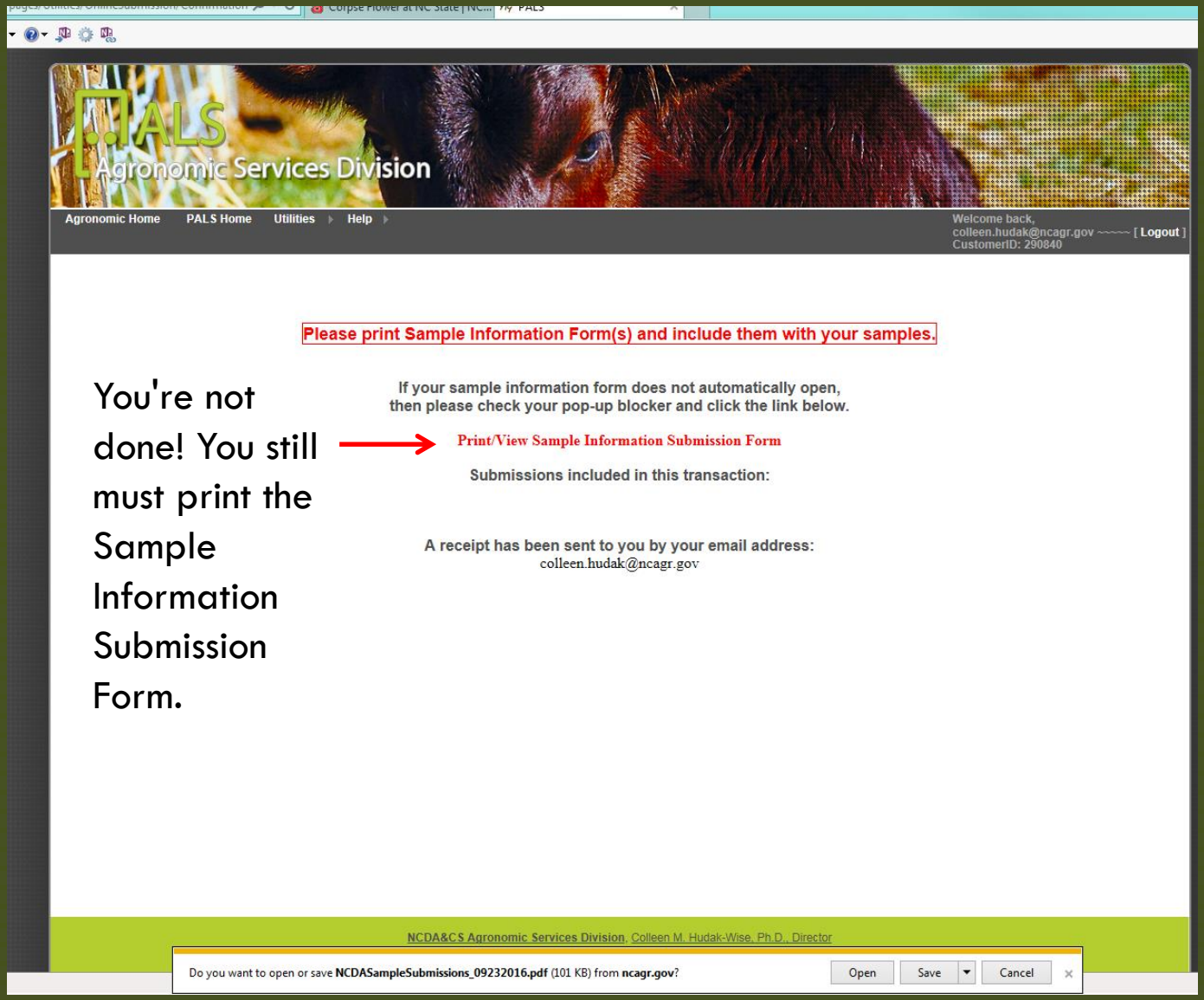
1. For submissions with a fee.
2. For submissions without a fee.

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.

This is the Confirmation Page that you will see when submitting soil samples that have no fees.



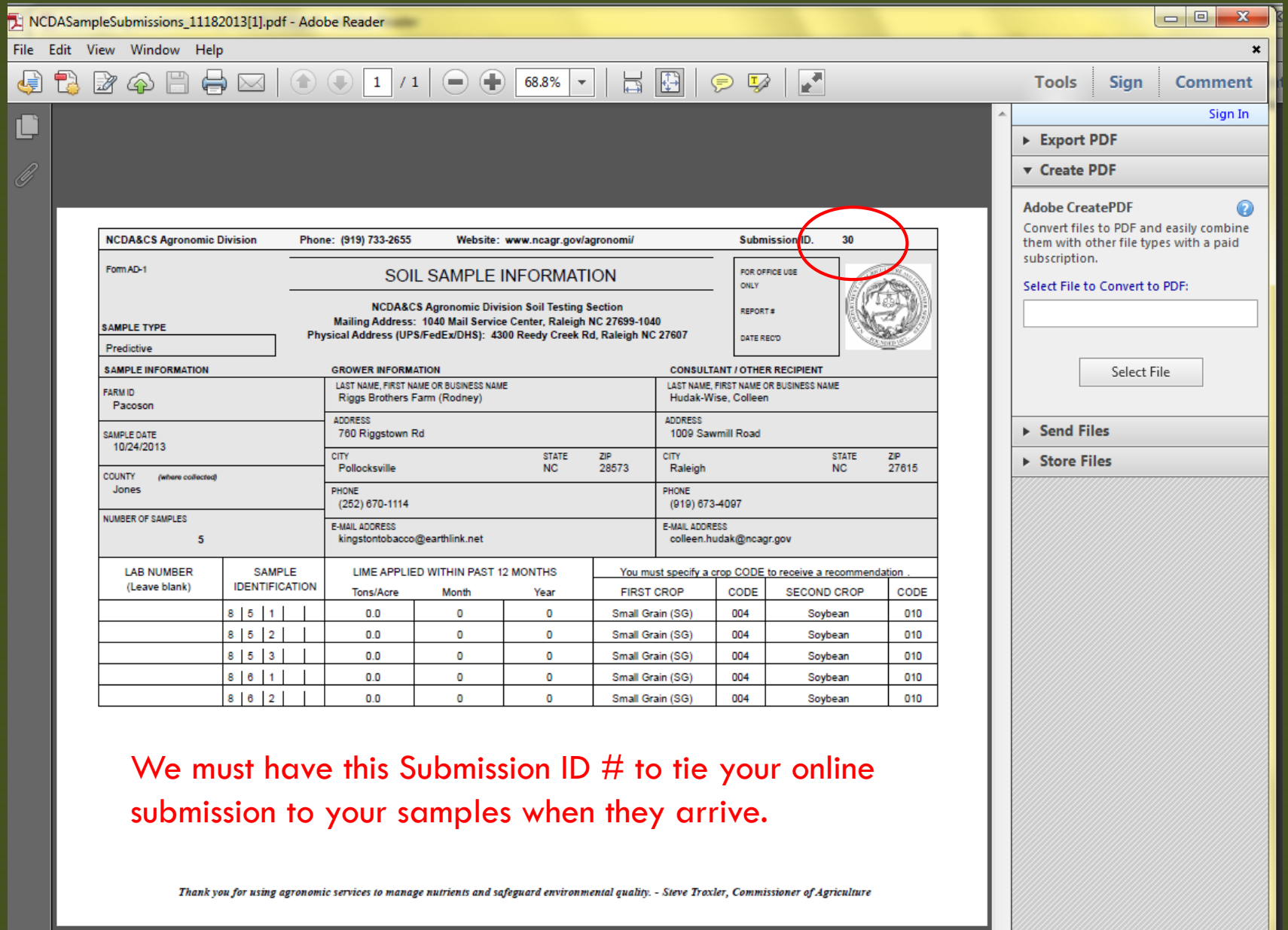
You're not done! You still must print the Sample Information Submission Form.

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.
- 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, and include it in the shipping container with the samples:
  http://agralpha/PALS/pages/Utilities/OnlineSubmission/Confirmation.aspx?pt=72
- Thank You for using PALS.

This is what the Soil 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_11182013[1].pdf - Adobe Reader

File Edit View Window Help

1 / 1 68.8% Tools Sign Comment

Sign In

Export PDF

Create PDF

Adobe CreatePDF

Convert files to PDF and easily combine them with other file types with a paid subscription.

Select File to Convert to PDF:

Select File

Send Files

Store Files

NCDA&CS Agronomic Division Phone: (919) 733-2655 Website: www.ncagr.gov/agronomi/ Submission ID. 30

Form AD-1

SOIL SAMPLE INFORMATION

NCDA&CS Agronomic Division Soil Testing Section
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040
Physical Address (UPS/FedEx/DHS): 4300 Reedy Creek Rd, Raleigh NC 27607

FOR OFFICE USE ONLY
REPORT #
DATE REC'D

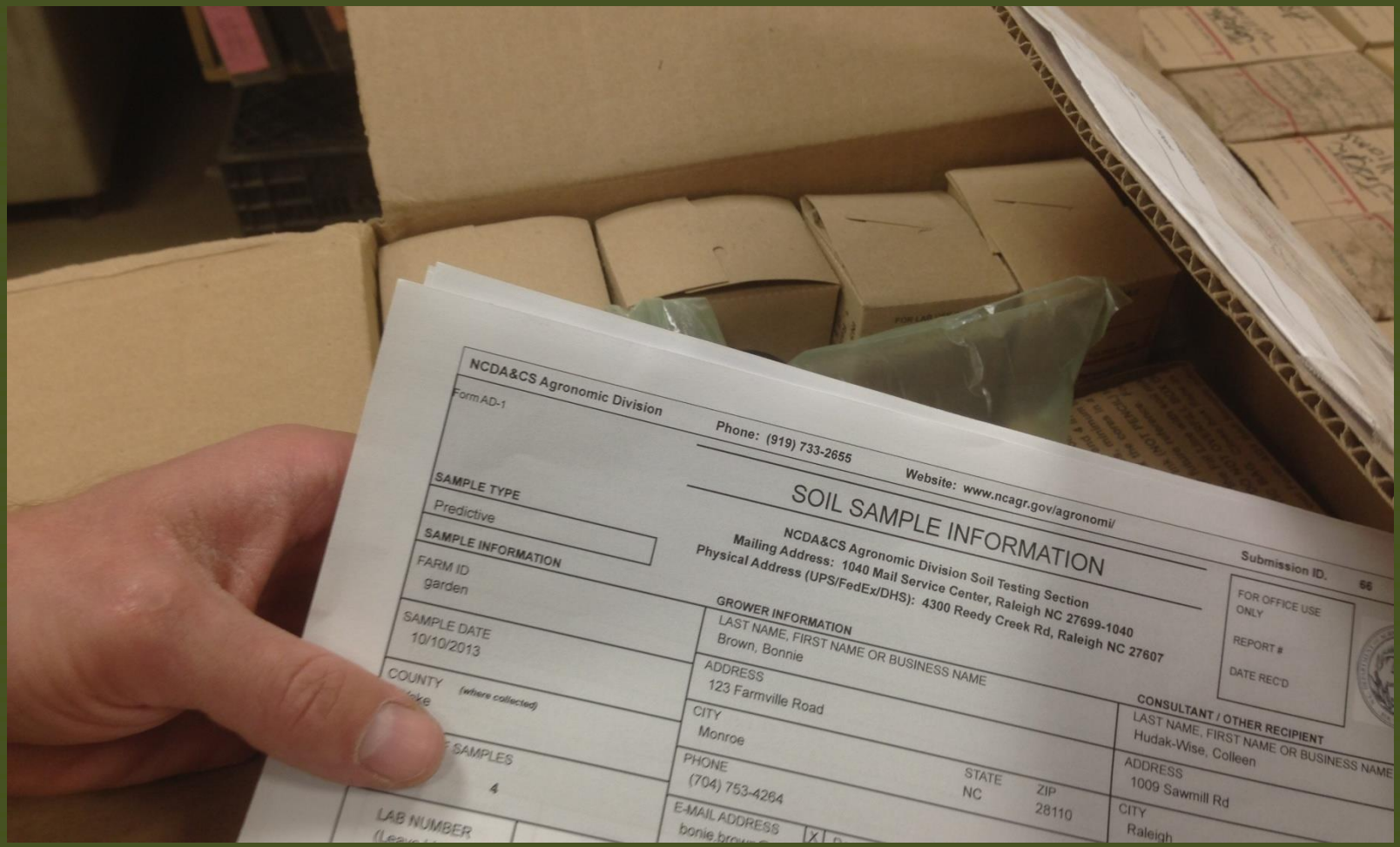
SAMPLE TYPE: Predictive

SAMPLE INFORMATION	GROWER INFORMATION	CONSULTANT / OTHER RECIPIENT
FARM ID: Pacoson	LAST NAME, FIRST NAME OR BUSINESS NAME: Riggs Brothers Farm (Rodney)	LAST NAME, FIRST NAME OR BUSINESS NAME: Hudak-Wise, Colleen
SAMPLE DATE: 10/24/2013	ADDRESS: 760 Riggstown Rd	ADDRESS: 1009 Sawmill Road
COUNTY (where collected): Jones	CITY: Pollocksville STATE: NC ZIP: 28573	CITY: Raleigh STATE: NC ZIP: 27615
NUMBER OF SAMPLES: 5	PHONE: (252) 670-1114	PHONE: (919) 673-4097
	E-MAIL ADDRESS: kingstontobacco@earthlink.net	E-MAIL ADDRESS: colleen.hudak@ncagr.gov

LAB NUMBER (Leave blank)	SAMPLE IDENTIFICATION	LIME APPLIED WITHIN PAST 12 MONTHS Tons/Acre	Month	Year	You must specify a crop CODE to receive a recommendation. FIRST CROP	CODE	SECOND CROP	CODE
	851	0.0	0	0	Small Grain (SG)	004	Soybean	010
	852	0.0	0	0	Small Grain (SG)	004	Soybean	010
	853	0.0	0	0	Small Grain (SG)	004	Soybean	010
	861	0.0	0	0	Small Grain (SG)	004	Soybean	010
	862	0.0	0	0	Small Grain (SG)	004	Soybean	010

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



Soil Sample Information Form 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.