

How to Register Your E-mail Address in PALS

1. Go to the NCDA&CS Agronomic Division home page www.ncagr.gov/agronomi/.
2. Select the **Find Your Report (PALS)** link located near the top of the navigation column on the left side of the page.
3. Select **Grower Login** or **Advisor Login** (as applicable) from the left-column navigation bar on the PALS page.
4. In the **Name:** box, enter your **last name** *or* **business name**. This name must match the name you wrote on the sample information form when you submitted your samples. Enter at least the first three letters, and click the **Find Grower** or **Find Advisor** button.

NOTE: *If you have never submitted samples to the NCDA&CS Agronomic Division, your name will not be in our database, and you will not be able to register your e-mail address online via PALS. First-time clients must submit at least one sample and have it processed before they can register their e-mail address online.*

5. After entering the appropriate name (or at least the first few letters of it), click the **Find Grower** or **Find Advisor** button.
6. Scroll through the alphabetical list to find your name. After selecting it, click the **Log In as Selected Grower** or **Log In as Selected Advisor** button.
7. Once you are logged in, your name and address will be displayed at the top of the page, and all reports for samples you have submitted in the past three fiscal years will be listed. You will see additional links under the **Growers** or **Advisors** heading in the left-column navigation bar.
8. From that list, choose the **Manage Your E-mail** link.
9. On the **Manage Your E-mail** page, enter your e-mail address in both the **E-mail** and **Confirm E-mail** boxes. Click the **Submit E-mail** button.
10. After submitting your e-mail address online through PALS, you will receive an automated confirmation e-mail.
11. The **Manage Your E-mail** page also gives you the option to delete or modify a previously registered address. If you have already registered an e-mail address, you can change it by entering the correction in both boxes and submitting it, or you can delete it by clicking on the blue, underlined text that reads "[or click here to remove it from PALS.](#)"
12. Whatever changes you make, an e-mail message will be automatically sent to both your old and new addresses notifying you that the change has gone into effect.

Why to Register Your E-mail in PALS

1. You can receive an e-mail notification (*if* you want one) when your samples are analyzed and your report is ready.
2. You can enter sample data online (**Enter Sample Info**). You can save and print this information to send in with your samples. We hope to have actual online submission of sample information forms functional by the end of 2010.