Using PALS for Online Data Entry

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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.
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 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.

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 soil samples [maximum = 180].
5. Click check box to verify samples were collected in N.C.
6. Click 2nd check box if samples are for a lawn, landscape or home garden.
7. Click the Process button.
Use this text box to locate the consultant that you want to add.
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.

1. Enter a sample ID for each sample.
2. Select a crop code from the drop down, color-coded menu.
3. Fill in 2nd crop and lime information (optional).
4. Click **Submit Samples**.

**Note. Codes for residential samples are 20 – 32.**

Maximum of 180 samples/submission
By clicking on the lawn, landscape or home garden check box, you will help to simplify your selection of the correct crop code. Only crop codes 20 – 32 will be displayed.

Residential crop codes are 20 – 32.
If your 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.

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

When you are ready to check out, click here.
Notice.
Multiple submissions can be paid for at one time.
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.
Verify information is correct, then click Pay Now.
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.

- 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.

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