The Pay Now feature allows you to use a credit card to pay for any PALS report with a “payment pending” status.
How do you access PALS (Public Access Laboratory System)?

Click on the link that says FIND YOUR REPORT (PALS).
If you want to 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.

Forgot Your Password?
Enter your email address and we will email you a new one.

Email Address: colleen.hudak@ncagr.gov

Submit
After you have successfully logged in, you will need to locate your reports.

Click here.
This page is called My Reports page.

Reports with a status of **Pay Now** are completed but cannot be released until payment has been received.

Click on the Pay Now link to pay for a report.

**Caution.** If you’ve already submitted payment or plan to use an escrow account, **do not** click on Pay Now. Also, Pay Now can’t be used to make partial-payments on a report.
This page is called My Pay Now Cart.

Click here to add another report. Review for accuracy and then click Pay Now.

Multiple reports can be paid for at one time.

<table>
<thead>
<tr>
<th>ReportNumber</th>
<th>Grower</th>
<th>Report_Type</th>
<th>Sample_Count</th>
<th>ReportID</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove S000183</td>
<td></td>
<td>Solution - Predictive</td>
<td>5</td>
<td>1074311</td>
<td>25.00</td>
</tr>
<tr>
<td>Remove P000535</td>
<td></td>
<td>Plant - Predictive</td>
<td>5</td>
<td>1074316</td>
<td>35.00</td>
</tr>
</tbody>
</table>

Pay Now Cart

Warning: If you are trying to pay for a report that you have already paid for and is still in a Pay Now status, please call the Agromonic Division (919) 733 - 2005.
You are 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.

Your credit card information will not be saved by PALS.
Verify information is correct, then click **Pay Now**.
This is the PALS confirmation page for your Pay Now transaction.

Reports paid for and their fees

Thank You for using PayNow!

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

Your Reports

Report: P000183 - FiscalYear: 2017 - Total Fee: $10.00 - Sample Count: 2 - Grower

View Report -- 5837

A receipt has been sent to you by your email address: colleen.hudak@ncagr.gov

Colleen Hudak-Wise
You will also receive an e-mail from us.

- Your transaction has been paid for.
- Reports in this Transaction:
  - The Total Amount for Transaction 5837 is: $10.00
  - Confirmation Number for Transaction 5837 is: 16092703044972
  - Please refer to [http://www.ncagr.gov/agronomi/PALS/Pages/Utilities/myPayNow.aspx](http://www.ncagr.gov/agronomi/PALS/Pages/Utilities/myPayNow.aspx) in PALS for details on your reports.
  - If you need to see your confirmation page again, please use the following Link. [http://agralpha/PALS/pages/Utilities/OnlineSubmission/Confirmation.aspx?pt=5837](http://agralpha/PALS/pages/Utilities/OnlineSubmission/Confirmation.aspx?pt=5837)
  - Thank you for using PALS.
To find a record of all your Pay Now transactions, go back to the PALS homepage.

Click on My Pay Now from the Customer Utilities drop down menu.
This page lists your Pay Now transactions.

Note. Reports remaining in a “payment pending” status will not be listed in on this page.
If you have any questions, please call the Agronomic Division at 919-733-2655 and ask for assistance.