

## Instructions for providing details on your soil sample(s) using the electronic submission form in PALS

1. If you don't have a PALS account, follow the steps below to obtain one.

### Instructions for how to create a PALS account:

<https://www.ncagr.gov/divisions/agronomic-services/create-online-pals-account>



2. Once you have an account, log into your PALS account.

<https://apps.ncagr.gov/PALS/Default.aspx>



- a. This page will also give you current processing time.
3. From the menu bar: Go to “Utilities” → “Submit sample information”
  4. Choose “soil” and “predictive”

Lab:  Soil  Nematode Assay  
Submission Type:  Predictive  Diagnostic

Next

5. Click “Next”
6. At the top of the page, click “Add consultant to report”
7. Type in 564390 and click on the pop-up box that says: “Soil, ChathamEMG...”.
  - a. This will allow the Chatham Extension Master Gardener Volunteers to view your report if you need further guidance in interpreting the results.

8. Fill in the **Grower Information** and **Sampled In** sections
  - a. Make sure to click “This is a lawn, landscape or home garden sample”
  - b. Click “Process”
9. Provide the **Sample Details**
10. Click “Submit Samples”
11. If the form is filled out between April 1 and Thanksgiving, you will not be asked for payment. The amount due will be \$0.00
12. Click “Continue to Checkout”
- 13. Print and attach a hard copy of this form to your samples and deliver to:  
Chatham County Agricultural and Conference Center, 1192 US 64W Business,  
Pittsboro, NC 27312.**
  - a. The soil sample collection box is located under the covered area on the west side of the building (left side of the building when facing the front of the building) on top of the red tool cart.**