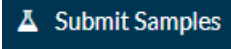


STEP 1: Login to your portal account mylab.midwestlabs.com

STEP 2: On the MyLab portal, click on the  menu choice (on the left-hand side).



STEP 3: On the Submit Samples page, select your desired account (if you have multiple) and adjust the industry to AGRICULTURE, if necessary.


STEP 4: Use the Sample Type dropdown to select Corn Stalks.

Sample Type:








Sample Type:
Corn Stalks [CHANGE](#)



STEP 5: Fill in the Sample ID with a unique ID that will also appear on your sample bag. Select the Stalk Nitrate Package from the Tests dropdown. Fill in the Date Sampled and the Sample Description (perhaps the farm or field where the samples are coming from).

If you have more samples, you can either use the  button to add them one at a time, or you can use the cloning tool () to copy the information to many samples, even incrementing the Sample ID if it ends in a number.

STEP 6: Once you've added all your samples to the form, click on the  button.

Sample Type:
Corn Stalks [CHANGE](#)

Actions	Sample ID	Tests	Date Sampled	Sample Description *	Sample Description2	Comment
	<input type="text" value="sample 1"/>	<input type="text" value="Stalk Nitrate Package"/>	<input type="text" value="07/26/2017"/>	<input type="text" value="Jason's farm"/>	<input type="text" value="NE field"/>	<input type="text"/>
	<input type="text" value="sample 2"/>	<input type="text" value="Stalk Nitrate Package"/>	<input type="text" value="07/26/2017"/>	<input type="text" value="Jason's farm"/>	<input type="text" value="NE field"/>	<input type="text"/>
	<input type="text" value="sample 3"/>	<input type="text" value="Stalk Nitrate Package"/>	<input type="text" value="07/26/2017"/>	<input type="text" value="Jason's farm"/>	<input type="text" value="NE field"/>	<input type="text"/>
	<input type="text" value="sample 4"/>	<input type="text" value="Stalk Nitrate Package"/>	<input type="text" value="07/26/2017"/>	<input type="text" value="Jason's farm"/>	<input type="text" value="NE field"/>	<input type="text"/>
	<input type="text" value="sample 5"/>	<input type="text" value="Stalk Nitrate Package"/>	<input type="text" value="07/26/2017"/>	<input type="text" value="Jason's farm"/>	<input type="text" value="NE field"/>	<input type="text"/>
 	<input type="text" value="sample 6"/>	<input type="text" value="Stalk Nitrate Package"/>	<input type="text" value="07/26/2017"/>	<input type="text" value="Jason's farm"/>	<input type="text" value="NE field"/>	<input type="text"/>

STEP 7: REVIEW ORDER You'll have a chance to review the order and make sure it's what you want.

Corn Stalks			ADD COMMENT
Sample ID	Tests Ordered	Price	
sample 1	Stalk Nitrate Package	\$15	
			Sample Total: \$15
sample 2	Stalk Nitrate Package	\$15	
			Sample Total: \$15
sample 3	Stalk Nitrate Package	\$15	
			Sample Total: \$15
sample 4	Stalk Nitrate Package	\$15	
			Sample Total: \$15
sample 5	Stalk Nitrate Package	\$15	
			Sample Total: \$15
sample 6	Stalk Nitrate Package	\$15	
			Sample Total: \$15
			Group Total: \$90
Summary			
			Analysis: \$90.00
			Tax: \$0.00
			Total: \$90.00

STEP 8: Click on the  button to submit your order.

STEP 9: Print the SUBMITTAL FORM and enclose it in the box with your samples.



Order Number: 659359
Order Date: 2017-07-26 14:35:20
Submitted By: StalkNitrate Promo
Industry: Agriculture

Account: 20459
YOUR NAME
1111 1ST ST
YOUR TOWN, NE 12345

SAMPLES FOR ANALYSIS

Corn Stalks	
 659359-1	Date Sampled: 2017-07-26
Sample ID: sample 1	<input type="text" value="Lab Use"/>
Sample Description: Jason's farm	
Sample Description 2: NE field	
Analysis Requested: Stalk Nitrate Package (Nitrate-nitrogen)	

STEP 10: You will receive an email when your reports are available. If you are a credit card account you will need to provide a credit card payment prior to download.

Thank you for your business!