Online Sample Submission Instructions

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

STEP 2: On the MyLab portal, click on the Submit Samples 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.

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 + ADD SAMPLE 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 ✔ SUBMIT ORDER button.
STEP 7: REVIEW ORDER You’ll have a chance to review the order and make sure it’s what you want.

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

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

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!