

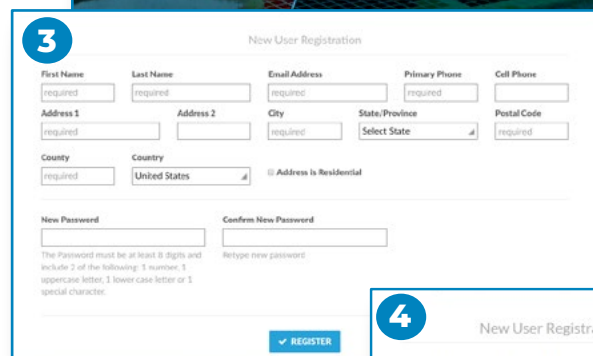
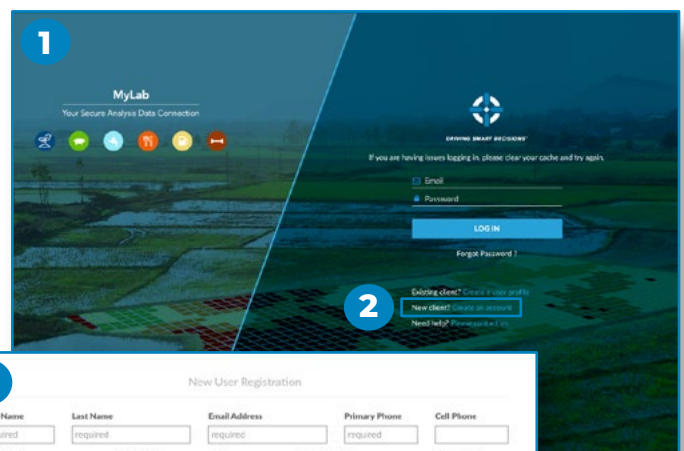
## MYLAB PORTAL QUICKSTART GUIDE

Hi everyone! My name is Megan Fonfara and I'm the Client Onboarding Specialist at Midwest Labs. My role at the lab is to help our partners get started and submit their samples. I offer training on the MyLab Portal, help answer questions about shipping, supplies, and analysis packages. Ultimately, I work to create a seamless onboarding experience for all of our partners. One of the most frequent questions I get asked is "how do I get started" so I've made a quick guide of how to create an account with Midwest Labs. Check out the step by step process and some hidden features to the MyLab Portal.

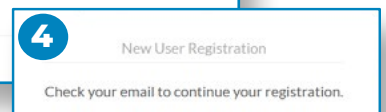
If you didn't know this online portal allows all of our clients to retrieve their results electronically, download multiple reports to one excel document, view invoices, as well as create and print sample submission paperwork. It's one platform that can host multiple users, or allow you to switch between accounts if your company has several locations.

## CREATE A NEW ACCOUNT

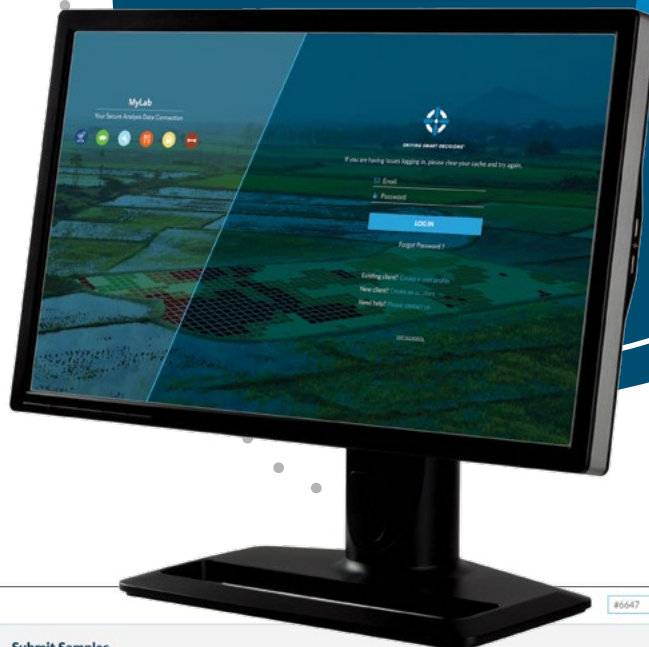
- 1 | Go to [mylab.midwestlabs.com](http://mylab.midwestlabs.com)
- 2 | Click on "New Client? Create an account"
- 3 | Fill out all required fields in the New User Registration process and click "REGISTER" once you're done.
- 4 | A registration email will be sent directly to you. Check your email to verify your account. You should see this notification pop up once you're done.



The image shows the 'New User Registration' form. A blue circle with the number '3' points to the form. The form includes fields for First Name, Last Name, Email Address, Primary Phone, Cell Phone, Address 1, Address 2, City, State/Province, Postal Code, Country, and New Password. There is also a 'Confirm New Password' field. A 'REGISTER' button is at the bottom. Below the form, there is a note: 'The Password must be at least 8 digits and include 2 of the following: 1 number, 1 uppercase letter, 1 lower case letter or 1 special character.' Below the form, there is a note: 'Re-type new password.'



Now you're ready to submit a sample. Some of you may not know that the MyLab Portal also holds an online version of most of our sample submittal forms. You can complete the forms all online and print the completed paperwork before you ship your sample to the lab. All samples that arrive at Midwest Labs must have a completed submittal form. Here is a quick guide through the process.



## SUBMITTING A SAMPLE

**1** Click “Submit Samples” from the dark blue dashboard on the left-hand side. Once you’ve selected this your screen will have several boxes to complete. Below I’ve marked in red the required fields. We’ll start at the top and work our way to the Review Order Box.

**2** Select your **Report Format** “ONE REPORT PER ORDER” or “ONE REPORT PER SAMPLE” from the drop down menu located above “Sample Type.”

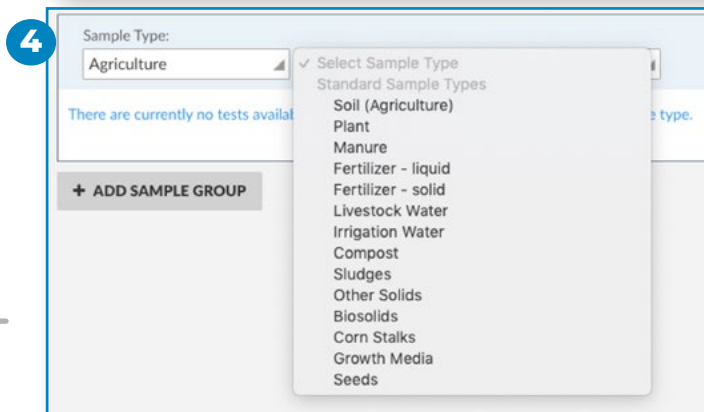
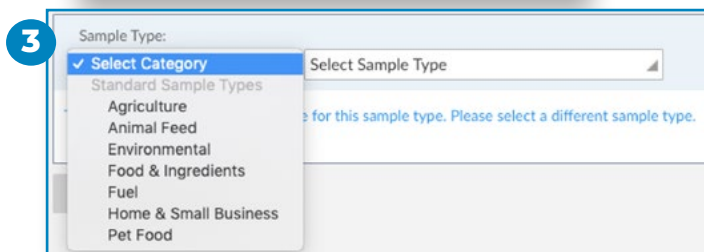
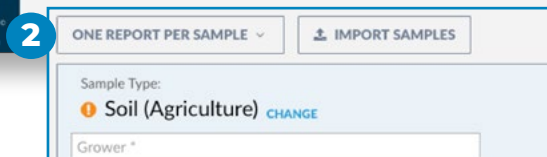
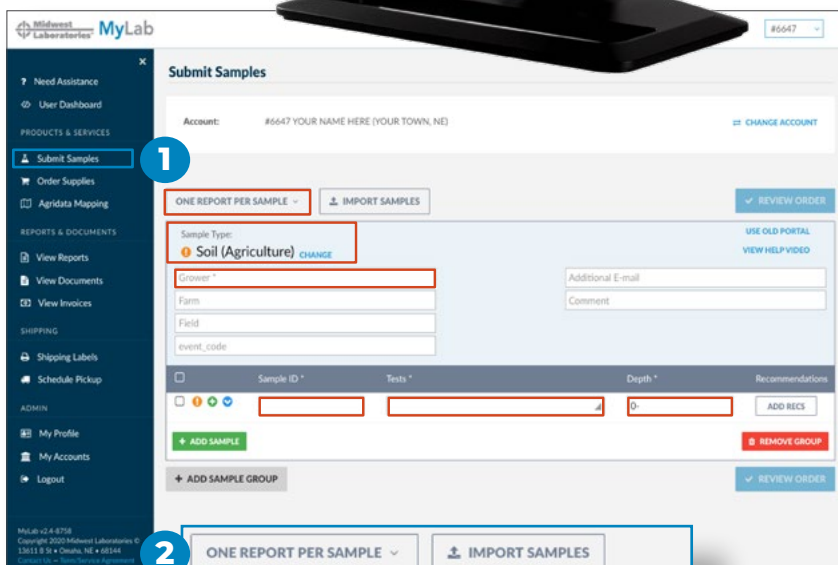
**Quick Tip:** This allows you to select if each sample you’re submitting should have its results reported on their own or if all the samples you’re submitting should have their results reported together on one form.

**3** Choose a Sample Type Category or Industry from the drop-down menu under “Sample Type.” You will be able to select an industry of Agriculture, Pet Food, Animal Feed, Environmental, Food and Beverage, Fuel, or Small Business.

**4** Next, select your sample type from the second drop down menu. The sample types available will correspond with the industry you selected:

Ex: Industry “Agriculture” > Sample Type “Soil”

Ex: Industry “Pet Food” > Sample Type “Dry Pet Food”



The next section you complete helps us at Midwest Labs create your report and also identify your samples when they arrive at the lab. Let's move on to describing your sample and the analysis you'd like to request.

ONE REPORT PER SAMPLE | IMPORT SAMPLES | REVIEW ORDER

Sample Type: **Dry Pet Food** CHANGE

Description \*  
Description 2  
Project/PO Number  
Comment

Sample ID *	Tests *	Date Sampled	Time Sampled	Comment
			24hr Time (ex: 15	

+ ADD SAMPLE | REMOVE GROUP | REVIEW ORDER

+ ADD SAMPLE GROUP

**5 |** Enter a Sample Description in the box underneath the Sample Type you selected.

**Quick Tip:** This description will appear as the header of your report.

**6 |** Type in your Sample ID.

**Quick Tip:** Sample ID is how you differentiate your sample from others. This will also be how they're labeled on your report. Examples include the name of the product/formula, the field or address, or a description overall. (ex. Dry Kibble – Lot #1234)

**Quick Tip:** Are you submitting multiple samples? By clicking the green plus sign, you can copy a sample and prevent yourself from repeating the same steps twice. A popup will appear and ask you how many additional samples you'll be sending to Midwest Labs. Type in your number and hit ok. If your Sample ID ends in a number, the added samples will be automatically numbered to follow it.

**7 |** Select the analysis you'd like us to test for at Midwest Labs under the "Standard Packages" listing in the tests drop-down menu. Individual testing will appear under "Other Analysis."

**Quick Tip:** Once a test is selected, you can click the Information icon next to it for a description of test packages. You can also refer to our Fees Schedule booklets or Website. Tests can be removed from a sample by clicking the "X" next to the test.

**8 |** Enter the Date & Time you collected the sample by clicking the calendar. Enter the time sampled in 24- hour time.

Ex: Enter "1530" for 3:30 PM

Sample Type: **Dry Pet Food** CHANGE

**5** Dry Kibble  
Description 2  
Project/PO Number  
Comment

Sample ID \* Tests \* Can't find your test?

**6** Dry Kibble - Lot #1

+ ADD SAMPLE

**Additional Samples**

5

Cancel OK

Sample ID *	Tests *	Date Sampled	Time Sampled	Comment
Dry Kibble - Lot #1				
Dry Kibble - Lot #2				
Dry Kibble - Lot #3				
Dry Kibble - Lot #4				
Dry Kibble - Lot #5				
Dry Kibble - Lot #6				

Sample ID \* Tests \* Can't find your test? Date Sampled Time Sampled

Dry Kibble - Lot # **7**

+ ADD SAMPLE | ADD SAMPLE GROUP

- Custom Packages
- Standard Packages
- AAFCO Package (Cat Food)
- F2 Complete Proximate Package**
- Starch Package
- Starch
- Probiotic - Lactic Acid Bacteria (Aerobic & Anaerobic) Package
- Particle Size Package
- Melamine and Cyanuric Acid
- Fumonisin
- Full Mycotoxin Package
- Fiber Package to include Soluble, Insoluble & Total Dietary Fiber
- Fatty Acid Profile (a/100g)

Tests \* Can't find your test?

F2 Complete Proximate Package

**8** Date Sampled Time Sampled Comment

24hr Time (ex: 15



9 | Once all the information is entered for your samples, click the blue "REVIEW ORDER" button on the bottom right corner.

**Quick Tip:** If you cannot click "REVIEW ORDER" Look for an Orange exclamation point to show you what you're missing.

10 | If everything looks correct on the Review screen, click the "SUBMIT ORDER" button. Print your Submittal Form and include with the samples you're shipping to the lab.

**Quick Tip:** To add an additional grouping of samples of a different sample type, click on the grey "ADD SAMPLE GROUP" box on the bottom left. This will allow you to select a different industry and different sample types.

11 | **Optional Sections:** Enter an optional Sample Description 2, Purchase Order number and/or Comments

- Sample Description 2 and PO will also display in the header of your report
- Comments will only display on the submittal form and not on the final COA.
- They can be added to provide specific instructions for the sample, expected levels, or to request other testing that cannot be found from the test drop down menu

Now you're ready to ship your samples to Midwest Labs.

Sample ID *	Tests *	Can't find your test?	Date Sampled	Time Sampled	Comment
Dry Kibble - Lot #1	F2 Complete Proximate Package		2020-01-01	15:30	
Dry Kibble - Lot #2	F2 Complete Proximate Package		2020-01-01	15:30	
Dry Kibble - Lot #3	F2 Complete Proximate Package		2020-01-01	15:30	
Dry Kibble - Lot #4	F2 Complete Proximate Package		2020-01-01	15:30	
Dry Kibble - Lot #5	F2 Complete Proximate Package		2020-01-01	15:30	
Dry Kibble - Lot #6	F2 Complete Proximate Package		2020-01-01	15:30	

Sample ID	Tests Ordered	Price
Dry Kibble - Lot #1	F2 Complete Proximate Package	\$33.00
Dry Kibble - Lot #2	F2 Complete Proximate Package	\$33.00
Dry Kibble - Lot #3	F2 Complete Proximate Package	\$33.00
Dry Kibble - Lot #4	F2 Complete Proximate Package	\$33.00
Dry Kibble - Lot #5	F2 Complete Proximate Package	\$33.00
Dry Kibble - Lot #6	F2 Complete Proximate Package	\$33.00
<b>Group Total:</b>		<b>\$198.00</b>



For any questions while filling out this form please give me a call and I'll walk you through the process. Interested in a training for your entire team call me to schedule a training session or checkout our tutorial on our youtube channel.

Subscribe to see more educational materials we'll be producing throughout the year.

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