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Log In to HeMP

- Log In to HeMP for the First Time
- Log In to HeMP
Log In to HeMP for the First Time (1 of 10)

If your testing lab has submitted any testing results to USDA's Domestic Hemp Production Program (DHPP) in the past, you can follow these steps to log in. If you have not submitted to DHPP in the past, go to Page 9.

1. You should have received an email with the subject “USDA HeMP Account Invitation”. **Open** that email and **click** the “this link” linked text to access your HeMP Account.
   - If you do not have an email invitation, send an Account invitation request to DHPP via email at farmbill.hemp@usda.gov specifying the testing lab you represent. Alternatively, if a colleague from your testing lab has already logged in to HeMP, reach out to that individual for an invitation to join.

2. You will be directed to log into HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** “Log In with Password” to log in.
Log In to HeMP for the First Time (2 of 10)

3. After logging in, you will receive one of the four following messages.

   • **Message 1:** If you see the “Congrats! You are a member of [Account Name]” message below, you have successfully accepted your Account invitation.

     A. After seeing this message, **click “Continue”**.

       ![Image of message 1]

     B. **Click** your Account dropdown on the righthand corner of the page.

     C. **Click “My Profile”** from the dropdown.
3. Continued: After logging in, you will receive one of the four following messages.

- **Continued: Message 1**
  
  D. You will be directed to your “Edit My Profile” tab, **click “Edit Contact Details”**.

  ![Edit My Profile](image)

  E. **Review** and **update** your contact details by clicking into any of the fields listed on the page including “Name” and “Contact Information”. Note: You cannot update your email address from the “Edit My Profile” page. Your HeMP Account is linked to your eAuth Account. If you need to update your email address, you will need to do it through your eAuth Account in **Update Account page**.

  ![Edit My Profile](image)

  F. **Click** “Save Changes” at the bottom of “Edit My Profile”. Congratulations, your HeMP Account is now complete. You may now begin using your HeMP Account.
Log In to HeMP for the First Time (4 of 10)

3. Continued: After logging in, you will receive one of the four following messages.

- **Message 2:** If you see the “Uh oh! Your invitation link has expired” message below, your invitation link has expired. If a colleague invited you to your organization’s Account, **have them resend an Account invitation.** You can also **request a new invitation** by emailing DHPP at farmbill.hemp@usda.gov.

![Uh oh! Your invitation link has expired...](image)

- **Message 3:** If you see the “Uh oh, Your email address doesn’t match” message below, the email address associated with your eAuth Account does not match the email address invited to join the Account. If a colleague invited you to your organization’s Account, **have them resend an Account invitation to the email address associated with your eAuth Account.** You can also **request a new invitation** by emailing DHPP at farmbill.hemp@usda.gov.

![Uh oh! Your email address doesn’t match...](image)
3. Continued: After logging in, you will receive one of the four following messages.

- **Message 4:** If you see the “Uh Oh! You are not that kind of user” message below, your email address is being used for another Account type (e.g. you have a Producer Account using the email provided). **You will need to create a second eAuth Account with a different email address to access your testing lab Account.** After your new eAuth Account is created, **have your colleague resend an Account invitation to the email address associated with your new eAuth Account.** You can also **request a new invitation** by emailing DHPP at farmbill.hemp@usda.gov.

---

**Invitation to join an account**

*Uh Oh! You’re not that kind of user...*

It looks like your email is already associated with a particular HeMP account type. HeMP does not allow you to use the same email address for multiple account types. If you are associated with more than one account type, you will need to get a second eAuthentication account with a different email address. At that point, you can ask your colleagues to re-send the invitation using the alternate email address. Please reach out to AMS if you have questions or need to request special accommodations. You can contact AMS at (202) 720-2491 or farmbill.hemp@usda.gov.
Log In to HeMP for the First Time (6 of 10)

If your testing lab has NOT submitted testing results to USDA's Domestic Hemp Production Program (DHPP) in the past, you can follow these steps to log in. If you have submitted to DHPP in the past, go to Page 4.

1. **Go to** https://hemp.ams.usda.gov/s/.

2. Under the “Is this your first time working with USDA’s Domestic Hemp Production Program (DHPP) or are you a returning user to HeMP?” **click** “Sign Up”.

3. You will be directed to login to HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** “Log In with Password” to log in.
4. You will be directed to begin the Account sign up process, **click** “Get Started”.

5. Once you are on the “Your Information” page, **review** your contact information and **enter** additional details directly into the information field if needed. Note: HeMP is linked to your eAuth Account. If you need to update your email, username, or password, you will need to do so through your eAuth Account.

6. Once you have reviewed and/or updated your contact information, **click** “Next”. 
6. Once you are on the “Account Type” page, **click** “Testing Laboratory”.

7. **Scroll down** and **click** “Next”.

8. Once you are on the “Account Details” page, **enter** the requested information about your testing lab. Note: “Account Name” should be the name of your testing lab (e.g. Hemp Labs).

9. Once you have provided your testing lab’s information, **click** “Next”.

---

**Add Account Details**

Please provide the information below about your organization. Account Name is the name of your laboratory.

- **Account Name**
- **Laboratory DEA Registration Number**
- **Email**
- **Phone**
- **Other Phone**
- **Additional Contact Information**

**Address Information**

- **Street Address**
- **City**
- **State**
- **Zip**

**Next**
10. Once you are on the “Add Team Members to Your Account” page, you can invite colleagues from your testing lab to the Account. Note: The Account sign up process should only be used once per testing lab. Additional users should access the Account through an invitation and should not go through the Account sign up process detailed in steps 1-9.

A. **Enter** the name and email address of your colleague(s). The email address provided should be the one associated with the individual's eAuth account.

B. After you have entered your colleague's information, **click “Add Team Member”**.

C. **Repeat** step A and B until you have entered information for each colleague. If you need to invite additional colleagues in the future, you will be able to do so later.

D. **Review the list of invitation recipients.** Note: If the contact information for any of your colleagues is incorrect or you want to delete a recipient, click the trash icon to delete the contact.

E. When you are done reviewing the invitation recipients, **click “I’m Done Adding Emails”** at the bottom of the page. Note: You will be able to send additional Account invitations later. You can skip sending Account invitations by clicking “No, I’ll Do This Later”, however it is recommended that you send invitations here first.
11. Once you are on the “Your account creation request has been received!” page, your Account request has been received by USDA. You will also receive an email confirming your Account request has been received.

12. Within 5 minutes of completing the Account sign up process, you will receive an email with the subject “USDA HeMP Account is Ready” indicating that you can now use your new Account.

Log In to HeMP


2. Under the “Is this your first time working with USDA’s Domestic Hemp Production Program (DHPP) or are you a returning user to HeMP?” **click** “Log In”.

3. You will be directed to login to HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** “Log In with Password” to log in.
Modify My Profile

- Modify Contact Information
- Modify Account Information
- Update Account Contacts
- Invite a Colleague to Account
- Add a Sub-Account to My Profile
Modify Contact Information (1 of 2)

1. **Click** your account dropdown on the righthand corner of HeMP.

2. **Click** “My Profile” from the dropdown.

3. **Click** the “Edit My Profile” tab on the left of the page.

4. Once you are on the “Edit My Profile” page, **click** “Edit Contact Details”.

5. **Review** and **update** your contact details by clicking into any of the fields listed on the page including Name and Contact Information. Note: You cannot update your email address from the “Edit My Profile” page. Your HeMP account is linked to your eAuth account. If you need to update your email address, you will need to do it through your eAuth account in [Update Account page](#).

![Edit My Profile](#)

6. **Click** “Save Changes” at the bottom of “Edit My Profile”.

![Save Changes](#)
Modify Account Information (1 of 2)

1. **Click** your account dropdown on the righthand corner of HeMP.

2. **Click** “My Profile” from the dropdown.

3. **Click** the “Manage My Account(s)” tab on the left of the page.

4. **Review** your account details listed under “Account Information” to identify the information you would like to update and **click** “Edit”.

   ![Account Information](image)
5. **Review and update** your account information by clicking into any of the fields listed under “Account Information”.

6. Once you have updated your account information, **click** “Save Changes” at the bottom of the “Account Information” section.
Update Account Contacts (1 of 6)

1. Click your Account dropdown on the righthand corner of HeMP.

2. Click “My Profile” from the dropdown.

3. Click the “Manage My Account(s)” tab on the left of the page.

4. View your Account’s Contacts under “Account Membership”.

![Image 1](image1.png)

![Image 2](image2.png)

![Image 3](image3.png)
Update Account Contacts (2 of 6)

• To add an Account Contact:
  A. Click the “Menu” dropdown above “Account Information” and then click “Add New Contact”.

  ![Add New Contact Button]

  A

  B. Once you see the “Step 1: Select Contact” pop-up, enter your new Contact’s information into the pop-up fields.

  ![Step 1: Select Contact]

  B

  C. Once you have entered all of you new Contact’s information, click “Next”.

  ![Step 1: Select Contact]

  C
Update Account Contacts (3 of 6)

- Continued: To add an Account Contact:
  
  D. Once you see the “Step 2: Add Contact to this Account” pop-up, you can **select** a title for the contact under “Title”. If none of the titles provided fit for your Contact, you can select “Other” and enter a title under “Title (if “Other”).

  ![Step 2: Add Contact to this Account](image)

  **D**

  E. **Optional:** Under “Hemp Account Role”, you can remove the Account Administrator permissions for the contact. All Contacts are automatically defaulted as Account Administrators, this enables them to edit all HeMP Account information. If you would like to remove these permissions, **click** “Account Administrator” and then **click** the arrow pointing to the left.

  ![Hemp Account Role](image)

  **E**

  F. **Click** “Save & Close” at the bottom of the pop-up to add the new Contact to your Account.

  ![Save & Close](image)

  **F**
Update Account Contacts (4 of 6)

• To remove an Account Contact:
  A. **Find** the Contact you would like to remove under “Account Membership”.

  B. **Click** “Remove” on the Contact card of the Contact you would like removed from the Account.

C. Once you see the “Remove from Account” pop-up, **click** “Save”.

![Account Membership](image.png)

![Remove from Account](image.png)
Update Account Contacts (5 of 6)

- To edit an Account Contact’s information:
  A. **Find** the Contact you would like to edit under “Account Membership”.
  B. **Click** “Edit” on the Contact that you would like to update.
  C. Once you see the “Step 1: Edit Contact” pop-up, **enter** the updated Contact information into the selected fields and then **click** “Next”.

```plaintext
Finding and editing an Account Contact:

- **Find** the Contact under “Account Membership”.
- **Click** “Edit” on the Contact.
- **Enter** updated information in the selected fields.
- **Click** “Next”.
```
Update Account Contacts (6 of 6)

• Continued: To edit an Account Contact’s information
  
  D. Once you see the “Step 2: Edit Relationship Between Contact and Account” pop-up, you can select a title for the Contact under “Title”. If none of the titles provided fit your Contact, you can select “Other” and enter a title under “Title (if “Other”).

  ![Step 2: Edit Relationship Between Contact and Account](image)

  E. Optional: Under “Hemp Account Role”, you can remove the Account Administrator permissions for the Contact. All Contacts are automatically defaulted as Account Administrators, this enables them to edit all HeMP Account information. If you would like to remove these permissions, click “Account A...” and then click the arrow pointing left.

  ![Hemp Account Role](image)

  F. Click “Save & Close” to save the updated Contact information.

  ![Save & Close](image)
Invite a Colleague to Account (1 of 2)

To invite a colleague to your testing lab HeMP account, you will first need to add their contact information, see Page 21 to view steps on adding their Account information.

1. **Click** your Account dropdown on the righthand corner of HeMP.

2. **Click** “My Profile” from the dropdown.

3. **Click** the “Manage My Account(s)” tab on the left of the page.

4. **Find** the contact you would like to invite under “Account Membership”, then **click** “Invite” to send your colleague an invitation to create a HeMP Account.
5. In the following “Invite” pop-up, **click** “Save”. Your colleague will then receive an invitation to the HeMP Account via email. Your colleague should use the instructions provided in the invitation to access the HeMP account. Note: Account invitations will expire 20 days after they are sent.

6. If at any time you would like to cancel the invitation, **click** “Cancel Invitation” next to the Contact information of the person whose invite you would like to cancel.
Add A Sub-Account to My Profile (1 of 2)

If you have multiple labs, you can request to add a sub-Account from your HeMP My Profile page. Sub-Accounts are recommended for larger institutions with multiple employees and can be used to help manage your submissions to USDA.

1. **Click** your account dropdown on the righthand corner of the page and **click** “My Profile” from the dropdown. Note: Only individuals designated as Account administrators can request sub-Accounts.

2. **Click** the “Manage My Account(s)” tab on the left of the page.

3. **Select** the account for which you would like to add a sub-account.

4. **Click** “Menu”, then **select** “Add Sub Account”.

---

Occurrences of "HeMP" in the original text have been replaced with "Hemp Inc." to ensure clarity and avoid confusion with the word "HeMP."
5. Once you see the “New Account Request” pop-up, enter your sub-account information into the pop-up fields.

6. Once you’ve entered the sub-account information, click “Save”.

7. Wait about 5 minutes. Then, you will see the newly created account under the “Sub-Accounts” section of your “Manage My Account(s) page.”
Navigate HeMP

☐ Use Helpful Links

☐ Contact DHPP for Help
Use Helpful Links

Helpful links are available to easily provide resources relating to using HeMP and the Domestic Hemp Production Program (DHPP). The following instructions describe where to find the Helpful Links section and how to use them.

1. **Navigate** to your homepage and **find** the Helpful Links bar located along the right side of the page to view a list of helpful resources.

2. To access a link, **click** the box of that link you would like to access.

```
Helpful Links

- Testing Lab HeMP User Guide (pdf)
- Contact Us
- Guidelines for Testing (pdf)
- Final Rule (pdf)
- Subscribe to Updates
- Frequently Asked Questions
- Need Help?
- Lab Registration and Disposal Enforcement Discretion (February 27, 2020)
```
Contact DHPP for Help

1. From the Homepage, **navigate** to the Helpful Links section on the right side of the page.

![Helpful Links]

- Testing Lab HeMP User Guide (pdf)
- Contact Us
- Guidelines for Testing (pdf)

2. From the list of Helpful Links, **find** and **click** “Contact Us”.

![Contact Us]

3. You will be directed to a Contact Information page on the Agricultural Marketing Service USDA website. From this page, you can use the contact information provided for the U.S. Domestic Hemp Production Program (DHPP).

![USDA Agricultural Marketing Service]

Members of the industry with questions about the U.S. Domestic Hemp Production Program should contact the Agricultural Marketing Service (AMS) at (202) 720-2493 or farmbill hemp@usda.gov.

Media with questions about the U.S. Domestic Hemp Production Program should contact AMS Public Affairs at PRA@usda.gov or (202) 720-8998.
Test Result Reports

- Add Single Test Results
- Bulk Upload Test Results
- Submit a Test Result Report
- View Previously Submitted Test Result Reports
- View Previously Submitted Test Results
1. **Click** “Submit Test Results” from your HeMP homepage.

![Submit Test Results](image)

2. Once you see the “New Test Result Report” pop-up, **click** “Save” at the bottom right. Note: If you have multiple accounts, you can use the “Laboratory Name” dropdown to choose the account that should be associated with the test result report submission.

![New Test Result Report](image)

3. Once you are on the “Test Result Report” page, **scroll down** to find the “Test Results” section at the bottom of the page, then **click** “Add Single Test Result” on the right. Note: If you would like to bulk upload multiple test results, **skip** to Step 3 on **Page 39**.

![Test Results](image)
Add Single Test Results (2 of 5)

4. Once you see the “New Test Result” pop-up, fill out the pop-up and note the following:

   A. **License Number:** Select the producer’s license number from the dropdown. If you were provided a license number, skip steps C-I. Note: If you have been provided with another identifier in lieu of a license number, leave this field blank and fill out the “If Provided Other Identifier” section.

   B. **Lot Number:** Select the producer’s lot number from the dropdown. If you were provided a lot number, skip steps C-I. Note: If you have been provided with another identifier in lieu of a lot number, leave this field blank and fill out the “If Provided Other Identifier” section.

   C. **Sample ID:** Select the sample ID from the dropdown. This is the Sample ID provided to you by the Sampling Agent who conducted the sampling. It identifies the specific sample that was taken from a specific lot.

   D. **Other Identifier:** Enter a control number or other identifier provided to the lab in lieu of a license number.

   E. **FSA State Code:** Enter the State Code provided to the licensee by the USDA Farm Service Agency (FSA).
Add Single Test Results (3 of 5)

4. Continued: Once you see the “New Test Result” pop-up, **fill out** the pop-up and note the following:

F. FSA County Code: **Enter** the County Code provided to the licensee by the USDA Farm Service Agency (FSA).

G. Farm: **Enter** the numeric Farm Number provided to the licensee by the USDA Farm Service Agency (FSA).

H. Tract: **Enter** the numeric Tract Number provided to the licensee by the USDA Farm Service Agency (FSA).

I. Field: **Enter** the numeric Field Number provided to the licensee by the USDA Farm Service Agency (FSA).

J. Subfield: **Enter** the Subfield Letter provided to the licensee by the USDA Farm Service Agency (FSA). Note: This may be blank if the producer’s field is not divided into subfields.
4. Continued: Once you see the “New Test Result” pop-up, fill out the pop-up and note the following:

K. Testing Date: Enter the date the sample was tested by your lab.

L. Results Reported Date: Enter the date when the result was reported to the producer and/or State/Tribe by the lab.

M. Test Type: Select the type of sample being tested.

N. Result Percent of THC: Enter the percent of THC on a dry weight basis, reporting to the nearest hundredth.

O. Measurement of Uncertainty: Enter the parameter associated with the accuracy of a result as a percent.
5. When you have finished entering all requested information, **click** “Save” at the bottom of the pop-up.

6. Once you are on the newly created “Test Result” page, **click** “Return to Report” above the “Instructions” section.

7. If you would like to add additional single test results, **click** the “Add Single Test Result” and **repeat** steps 4-6 until all results are entered. Note: If you would like to edit a test result that has been entered, click the Record ID link to edit the appropriate information.

Note: If you would like to bulk upload multiple test results see Step 1 on [Page 39](#). If you have finished adding your necessary test results, **skip** to Step 1 on [Page 47](#).
1. **Click** “Submit Test Results” from your HeMP homepage.

![Submit Test Results](image1)

2. Once you see the “New Test Result Report” pop-up, **click** “Save” at the bottom right. Note: If you have multiple accounts, you can use the “Laboratory Name” dropdown to choose the account that should be associated with the test result report submission.

![New Test Result Report](image2)

3. Once you are on the “Test Result Report” page, **scroll down** to find the “Test Results” section at the bottom of the page, then **click** “Bulk Upload Test Results” on the right.

![Test Results](image3)
4. **Click** the “Bulk Upload Instructions” link which explains how to populate the “Bulk Upload Template”.

5. **Review** the following field definitions for each column in the template to ensure that you are entering the test result information in the correct format.

**Template Field Definitions:**

<table>
<thead>
<tr>
<th>Field Label</th>
<th>Field Descriptions</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Identifier</td>
<td>The license or authorization number, or another identifier, of the producer that the sample and test result are attributed to.</td>
<td>Use the producer’s license or authorization number as assigned by the State, Indian Tribe, or USDA. If you have another identifier for the License, you can insert that identifier in this column.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* The license identifier <strong>must</strong> be submitted and <strong>must</strong> match to a License in the HeMP system.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* A license identifier must be between 1-20 characters; dashes and underscores are accepted.</td>
</tr>
<tr>
<td>Lot Number</td>
<td>The identifier of the lot from which the sample was collected.</td>
<td>Ensure that the testing location for this sample combines four pieces of information provided to the lab: <em>FSA Farm Number - FSA Tract Number - FSA Field &amp; Subfield Letter</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* A lot number must be submitted with the test result.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* A lot number must be between 1-20 characters; dashes are accepted.</td>
</tr>
<tr>
<td>Field Label</td>
<td>Field Descriptions</td>
<td>Instructions</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Sample ID      | The identifier of the sample taken by the sampling agent.                             | Use the Sample ID provided by the Sampling Agent that conducted the sampling. It identifies the specific sample that was taken from a specific lot. Ensure that the format of the Sample ID is: **Current Year-Sampling Agent Number-Four Digit Identifier.** Example: **2022-1234-5678**  
• A Sample ID is **not required** but is encouraged to submit if one is provided.  
• A Sample ID must be between 1-14 characters; dashes are accepted. |
| Testing Date   | The date the sample was tested by the laboratory.                                     | Ensure that the format of the date is one of the following:                                              |
|                |                                                                                      | • MM/DD/YYYY  
• YYYY-MM-DD                                                                                                     |
| Results Reported Date | The date the test result was reported to the producer and/or State/Tribal government by the laboratory. | Ensure that the format of the date is one of the following:                                             |
|                |                                                                                      | • MM/DD/YYYY  
• YYYY-MM-DD                                                                                                     |
| Test Type      | Identifies the type of sample that was used for this test result.                    | Report as one of the following values. The data must match one of the following options:                |
|                |                                                                                      | • Original Sample  
• Retained Sample  
• Test of Re-Sampled Material  
• Remediation Sample                                                                                         |
<table>
<thead>
<tr>
<th>Field Label</th>
<th>Field Descriptions</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| Result Percent THC  | The quantified concentration of THC determined by the   | Report Percent (%) of THC on a dry weight basis as a percent to the nearest ten hundredth, or 2 decimal places (Ex. 0.03%). “Percent (%) of THC on a dry weight basis” is the percentage of THC by weight in the sample, after excluding all moisture from the sample. Example formats that are acceptable:  
|                     | laboratory.                                              | • 0.03%  
|                     |                                                         | • 1.04  |
| Measurement of      | This field is to identify the measurement uncertainty of | Report measurement uncertainty as a percent (%) + or - as a percent to the nearest ten hundredth, or 2 decimal places (Ex. 1.02%).  
| Uncertainty         | the hemp test.                                          | The measurement uncertainty is the parameter associated with the accuracy of a result, which is the interval around the value of the measurement that characterizes the dispersion of the values. Example formats that are acceptable:  
|                     |                                                         | • 0.03%  
|                     |                                                         | • 1.04  |
6. When you have completed reviewing the “Bulk Upload Instructions”, click the “Bulk Upload Template” link to download a copy. Save as a .csv copy to your computer. Note: Only a .csv file will be accepted for uploading.

7. Enter test result information in your “Bulk Upload Template”.

Note: Each single producer test should be entered on its own row (e.g. If you have 11 producer tests to report, there should be 11 rows of information on the template). As you enter in your data, it is recommended you save the file to your computer to avoid losing important information.

8. When you have completed your data entry, click “Save”.

9. Navigate back to the HeMP “Bulk Upload Test Results” page and select “Upload Files”.
10. **Choose** your completed bulk upload template and **click** “Open”.

11. Next, the test results will be separated into either one or two tables:

   A. Results that Need Corrections: Indicates test results with errors that need to be addressed before they can be submitted. Brief error explanations will be provided in the first column of the table, and you can refer to the error message definitions on **Page 45** for more specifics on how to correct those errors.

   B. Submittable Results: Indicates the test results were error-free. Note: The submittable results table may include warnings in the first column such as a test result not matching a lot number or sample ID. These warnings do not prohibit submission, but it is highly recommended you resolve these warnings whenever possible prior to submission.

Note: If all your test results populate in the “Submittable Results” table and have no fixable associated warnings, **skip** to Step 16 on **Page 46**.
12. If your bulk test results template contains errors, **open** your original file, **make** the necessary error corrections, and **save** your corrected file.

13. **Re-upload** your corrected test results template using the instructions outlined in Steps 9-10 on **Pages 43-44**.

14. **See** updated “Results that Need Correction” and “Submittable Results” sections and **make** additional corrections as needed.

15. Once all results are valid and acceptable, all the test results will populate in the “Submittable Results” section and the “Results that Need Correction” section will no longer show results.

## Submittable Results

The test results below may have warnings that can delay processing if not corrected. Correct the warnings in your original file if possible. Results will still be accepted as some warnings may take time to resolve.

<table>
<thead>
<tr>
<th>Warning</th>
<th>Row #</th>
<th>License...</th>
<th>Lot Number</th>
<th>Sample ID</th>
<th>Testing Date</th>
<th>Results Rep...</th>
<th>Test Type</th>
<th>Result Percent...</th>
<th>Measuremen...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missing account not found in EDI</td>
<td>1</td>
<td>ID454180</td>
<td>LOT 41793</td>
<td>6931770</td>
<td>6/6/2022</td>
<td>Initial</td>
<td>0.17%</td>
<td>0.38%</td>
<td></td>
</tr>
<tr>
<td>None</td>
<td>6</td>
<td>ID93572</td>
<td>LOT 61434</td>
<td>5434317</td>
<td>6/6/2022</td>
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<td>0.89%</td>
<td>2.38%</td>
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<tr>
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<td>ID91881</td>
<td>LOT 87409</td>
<td>7412106</td>
<td>6/6/2022</td>
<td>Initial</td>
<td>1.21%</td>
<td>0.23%</td>
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<tr>
<td>None</td>
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<td>LOT 69027</td>
<td>4036003</td>
<td>6/6/2022</td>
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<td>0.23%</td>
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<td>ID57733</td>
<td>LOT 44624</td>
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<tr>
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<td>ID19624</td>
<td>LOT 31235</td>
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<td>6/6/2022</td>
<td>Initial</td>
<td>2.17%</td>
<td>0.23%</td>
<td></td>
</tr>
</tbody>
</table>
16. Once your results are listed as submittable, **click** “Submit Bulk Upload Test Results”.

17. **Click** “Submit” on the pop-up window.

18. You will see a toast message on your “Test Results Report” page confirming that you have successfully added the test results to your test result report.
Submit a Test Result Report

1. If you would like to duplicate or delete test results, click on the dropdown arrow below “Actions”. Note: If you choose to duplicate a result, fill out all requested information in the “Duplicate Test Result” pop-up, repeating Steps 4-6 on Page 35 to continue submitting a duplicate test results. The duplication feature is useful and can save time if details of two or more test results are the same with slight modifications.

2. Once you are done entering all your results, click “Submit Report” at the top right of the “Test Result Report” page. Note: You can use “Delete” to delete the test result report.

3. Once you see the “Sign & Submit” pop-up, click the checkbox next to “I certify the above statement.” and then click “Save”.

By signing below, you are certifying the accuracy of the information provided in this report and in the list of test results provided herein.
1. From your homepage, **find** and **click** the “Reports” tab located below the “Submit Test Results” button.

2. You will see a list of test result reports submitted by your testing lab. **Click** on any Report ID to **view** more details about a Test Result Report.

3. Once you see the “Test Result Report” page, you can **view** the test results associated with the selected test result report using the “Test Results” section. Note: For reports that are in “Draft” status, you can edit and submit that report. Submitted reports cannot be edited.

4. To view the details of a specific test result, **click** on the Report ID associated with that result.
5. To delete test results reports, click “Delete” on the “Test Result Report” page.
1. From your homepage, **find and click** the “Individual Test Results” tab located below the “Submit Test Result” button.

2. You will then see a list of test results submitted by your testing lab. **Click** on any Report ID to view a previously submitted test result.

3. Once you are on the “Test Result” page, you can **view** more details about the selected test result under the “Details” section. To view the full report associated with the test result, **click** “Return to Report” located above the “Instructions” section.