

LAB INSTRUCTIONS FOR SUBMITTING PROFICIENCY RESULTS

Enrolling <https://app.foragetesting.org/>

- Access the new website app at <https://app.foragetesting.org/>
- Type in your enrolled email address. If unsure, contact nfta@foragetesting.org to confirm. There can only be one enrolled email address per facility.
- Type your password in the Password box. If you need to reset your password, you can click on Forgot Password link to have a reset token sent to you. If you don't receive the reset email, please verify that you are entering the enrolled email address for the facility.
- Complete enrollment for the year. Please do not create a new facility if you were enrolled previously – contact nfta@foragetesting.org with any questions on enrolling. Payment may be made securely directly on the website.
- Complete and sign the Ethics Statement during your enrollment.

Methodology Questionnaire <https://app.foragetesting.org/>

- Click the Questionnaire tab to fill out the Methodology Questionnaire. Dual methodology labs will need to complete one for NIRS and one for Wet chemistry.
- Once all the appropriate questions have been answered, click the Send questionnaire results button to upload your answers to the site. The questionnaire only needs to be answered once each year, but must be answered for each facility and methodology (wet/NIR)

Check Sample Analysis Results <https://app.foragetesting.org/>

- When sample results are to be reported, click the Samples tab to enter analysis results.
- Click on the appropriate link to submit the desired sample.
- Verify all data is entered correctly before clicking on Submit results button – All data submissions are final.

Reports <https://app.foragetesting.org/>

- Once samples are closed, typically within 2 weeks of the due date, YTD reports are available under the Reports tab.
- Once all samples are closed for the year, certification reports are also available under the Reports tab

Logout - it is very important the you click the Logout link under your facility name on the main menu when you are finished with a session. Think of this as "shutting the gate behind you."

Security - Your results are only as secure as the password you choose. Do not choose a password that someone could guess easily. Do not use passwords that are in a dictionary, uses personal information, or uses business related information.