

# INSTRUCTION FOR MAGRUDER SUBSCRIPTION PAYMENT

Go to [https://secure.fass.org/Magruder\\_PTP\\_Dashboard.asp](https://secure.fass.org/Magruder_PTP_Dashboard.asp)

Use a login you may already have with FASS or create an account (red circle).

**Login:**  
  
**Password:**  
  
**LOG IN**  
[Forgot your password? Click here to reset it.](#)  
[Don't have an account? Click here to create one.](#)

**Magruder Fertilizer Proficiency Testing Program – Striving for Analytical Excellence**

**Dashboard**

Please log in on the left with login credentials used to register for AAPFCO and AAFCO meetings. Please note: This login is different than your Data Reporting login.

If you do not have login credentials for this Dashboard, please [create an account](#) and log in for further instruction.

Features available after logging in include creating and purchasing subscriptions for PT schemes, selecting shipping methods, subscription order history, shipment history, editing address for sample shipments, managing access to the Lab Portal, and purchasing Quality Reference Materials.

**IMPORTANT NOTICE:** Participants receiving shipments outside the US are responsible for obtaining any required customs clearance documents and/or import permits or certificates. The required customs and import documents should be submitted to the Magruder Fertilizer Proficiency Testing Program as soon as reasonably possible so the documents are included in the shipping manifests. The participating laboratory is responsible for monitoring expiration dates of their customs and import documents, and submitting new permits as needed. Send the documents by email to [markb@assocfq.org](mailto:markb@assocfq.org).

Hit button to set up a new lab or link to existing lab in Magruder (red arrow).

ID 157756 **LOG OUT**  
User: Frank Sikora  
[Magruder PTP Homepage](#)  
[Magruder PTP Dashboard](#)  
[Magruder PTP QRM Order Form](#)

**Magruder Fertilizer Proficiency Testing Program – Striving for Analytical Excellence**

**Dashboard**

To continue your subscription process, please read below.

**Your Labs**

Please set up your lab(s). There are no labs linked to your account yet. All Magruder Fertilizer Proficiency Testing Program subscriptions are linked to a specific lab, so you must set up or link one or more labs by providing information about them before you can subscribe.

- Each lab can participate in any or all programs.
- Each lab may only submit one set of data (2 result values) for each method code in each program.
- A lab must use the same shipping address for all programs it wishes to participate in.
- A large corporation will likely need to set up multiple labs. Test items can be shipped to the same location for multiple labs, if desired.
- Each lab will receive a unique lab number by which to identify the lab's performance in the reports.

For each lab, we will need:

- Full shipping address and receiving person.
- Shipping courier account (optional).
- Identity of the data submitter(s) (name and email address).

**SET UP OR LINK A LAB** →

Select Option 1 to set up a new lab NOT in the Magruder program. This will provide a form to enter details for the new lab.

Select Option 2 to link to a lab existing in the Magruder program. A form will open for you to enter you Magruder Lab #, Lab Name, and Lab Location (FIGURE 2 below). Information will appear showing the status of the request (FIGURE 3 below). When this request if verified or rejected, you will receive an email notifying you on the decision.



FIGURE 2:

**Option 2: Link to Existing Lab**

Set up a lab that has or is participating in the Magruder Fertilizer Proficiency Testing Program AND keep using the same lab number. You will need to enter the lab number, name, and location. After submitting this information, you will need to wait for verification from Magruder staff before you can have access to Dashboard features which includes subscriptions. This may take up to 2 business days.

**Lab Number** (must be a 4 digit number)

**Lab Name**

**Lab Location** (city, state/province, country)

FIGURE 3:

**Option 2: Link to Existing Lab**

Set up a lab that has or is participating in the Magruder Fertilizer Proficiency Testing Program AND keep using the same lab number. You will need to enter the lab number, name, and location. After submitting this information, you will need to wait for verification from Magruder staff before you can have access to Dashboard features which includes subscriptions. This may take up to 2 business days.

**Verification Requests Submitted Previously**

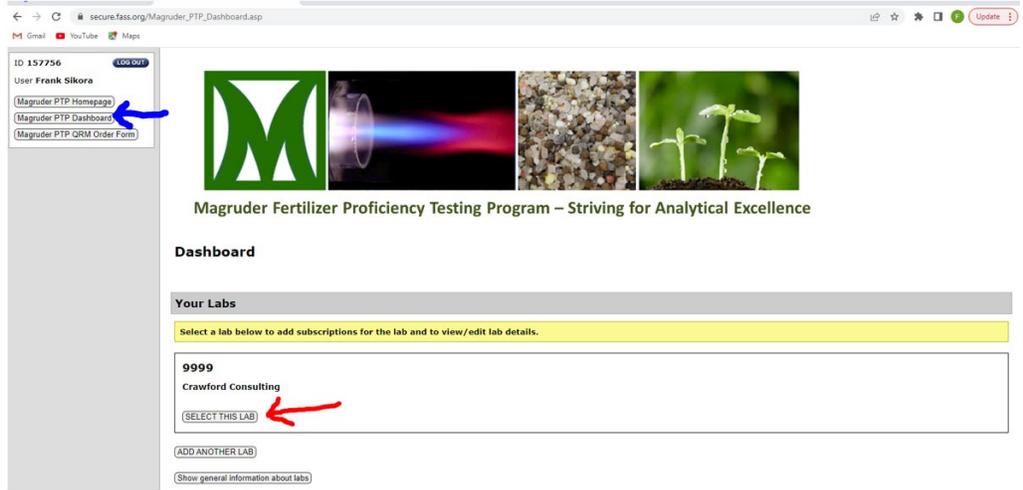
We've received the following verification requests from you. Please do not submit duplicate requests.

Date Submitted	Lab Number	Lab Name	Lab Location	Status
11/2/2022 2:09:55 PM	9999	Consulting Lab	Lexington, KY, USA	Pending

Status Descriptions:

- Pending:** We have not yet verified your lab. Please wait.
- Verified:** Your lab has been verified and added to your dashboard.
- Rejected:** Your lab could not be verified. It does not match any participating lab.

After request is verified, you can enter the Magruder PTP Dashboard (blue arrow) which will show the lab you linked to. Hit the “Select This Lab” button (red arrow) to begin your subscription order.



Information appears allowing you to create a subscription, view pro-forma invoices, adding or deleting data reporters for your lab, editing recipient shipping address for samples, additional recipient emails for shipping notification, and editing courier account added in the subscription order.

#### Lab Details

##### Lab #9999 – Crawford Consulting

[Return to Dashboard](#)

#### Subscriptions

[Add 2023 Subscriptions](#)

##### Active Subscriptions

This lab has no active subscriptions.

##### Subscription Order History

There are no orders for this lab

#### Pro-forma Invoices

No subscriptions were found. Please add subscriptions to your cart. Note: you do NOT need to finalize or pay for them in order to get an invoice.

#### Data Reporters

Name	Email	Date Added	Options
Joe Smith	jtest@uky.edu	6/9/2021	<a href="#">Edit</a> <a href="#">Delete</a>
Andy Crawford	andy@crawford.org	12/3/2014	<a href="#">Edit</a> <a href="#">Delete</a>

[Add New Data Reporter](#)

#### Shipping

##### Test Items Recipient and Address

[Edit Recipient and Address](#)

Joe Smith  
Crawford Consulting  
1123 Lane Rd  
San Francisco, California 21345  
UNITED STATES  
Phone: 433-234-9876  
Email: joe.smith@uky.edu

**Additional recipients of the shipment notification emails:**  
Frank Sikora (fsikora@uky.edu)

##### Courier Account

[Add Courier Account](#)

##### Test Item Shipment History

No shipments have been sent to this lab (for 2023 and later schemes).

After hitting the “Add YYYY Subscription” button, you will see optional sample schemes to select. The cost for N, P, and K sample schemes will be a value less than the initial price shown if you subscribe to the R sample scheme since one sample in each of the N, P, and K schemes is shared with the R sample scheme. For US labs, the only shipping option to appear will be USPS at \$5 per sample. For international labs, several shipping options will appear for selection.

### Subscription Form

#### Lab #9999 – Crawford Consulting

[Return to Lab Details](#)

Test items will be shipped to:  
Joe Smith  
Crawford Consulting  
1123 Lane Rd  
San Francisco, California 21345  
UNITED STATES

#### Subscription options

**Important Note:** Before selecting a quantity > 1 for a scheme, please be aware that **each lab can submit only one set of results per round** for each scheme. If you have multiple labs/chemists submitting results, each lab/chemist must have their own lab number and subscription. You can add additional labs on the dashboard by clicking the “ADD ANOTHER LAB” button. Click the “Return to Lab Details” button above and then click the “Return to Dashboard” button.

##### 2023 Scheme R

Regular sample scheme: 12 samples

Cost per subscription: \$360 plus shipping

Quantity desired:

##### 2023 Scheme K

3 K Materials (eg. KCl, K<sub>2</sub>SO<sub>4</sub>, K-Mg-SO<sub>4</sub>)

Cost per subscription: \$200 plus shipping

Quantity desired:

##### 2023 Scheme N

N sample scheme: 3 N materials (eg. Urea, UAN, (NH<sub>4</sub>)<sub>2</sub>SO<sub>4</sub>)

Cost per subscription: \$200 plus shipping

Quantity desired:

##### 2023 Scheme P

3 P materials (eg. MAP, DAP, P rock)

Cost per subscription: \$200 plus shipping

Quantity desired:

#### Shipping options

If the test items will be shipped outside of the United States, you have the option to use a shipping courier account. This option helps ensure timely delivery, but at a higher cost than postal options. The courier service will bill you for the actual cost of each shipment at the time of shipment. You must accept and pay these charges to the courier in order to remain active in the program. If you do not provide a courier account, you must prepay the estimated shipping costs of all test items based on the postal service option you select at the time of subscription.

##### Shipping Method

USPS First Class (\$5.00 X test item quantity X subscription quantity for each program)

#### Total

\$0.00 USD

Click the REVIEW AND PAY button to proceed to the review and payment page.

**REVIEW AND PAY**

After selecting the “Review and Pay” button, the following information appears for review and to select a payment method before selecting the “Submit” button. For payments by check, money order, purchase order, or wire transfer, directions will appear on how to send your payment. For enrolling only in the sample schemes without paying at this time, you can select the second payment option.

**Subscription Payment**

[Return to Dashboard](#)

If you wish to add subscriptions for additional labs to your cart before paying, click the “Return to Dashboard” button above, and then select another lab.

**Subscriptions**

Date Added	Lab #	Subscription	Qty	Amount	Shipping
11/2/2022	9999	2023 Scheme R	1	\$360.00	+ \$60.00 (USPS First Class)
11/2/2022	9999	2023 Scheme P	1	\$130.00	+ \$10.00 (USPS First Class)
11/2/2022	9999	2023 Scheme N	1	\$130.00	+ \$10.00 (USPS First Class)
11/2/2022	9999	2023 Scheme K	1	\$130.00	+ \$10.00 (USPS First Class)

[Make Changes](#)

**Total**

**\$840.00**

**Payment**

Please select a payment method. The preferred payment method is credit card. You may pay by check or wire transfer, however your subscription(s) will not become active until your payment is received and processed.

- Credit Card
- Check, Money Order, Purchase Order, or Enrollment only
- Wire Transfer (a \$30 service fee will be added)

**Submit**

You must click the SUBMIT button below to finalize your subscription.

**SUBMIT**

The figure below shows information that appears after selecting credit card option for payment and entering your credit card information. An email will also be sent to the subscription manager with notification of payment being made.

**Subscription Payment**

[Return to Dashboard](#) [Print this Page](#)

**Payment Received**

Your Magruder Fertilizer Proficiency Testing Program payment has been received. The details can be found below.

**Date: 11/2/2022**

**Frank Sikora (FASS ID # 157756)**

**Payment #: 245451**

Lab #	Subscription	Qty	Amount	Shipping
9999	2023 Scheme R	1	\$360.00	+ \$60.00 (USPS First Class)
9999	2023 Scheme P	1	\$130.00	+ \$10.00 (USPS First Class)
9999	2023 Scheme N	1	\$130.00	+ \$10.00 (USPS First Class)
9999	2023 Scheme K	1	\$130.00	+ \$10.00 (USPS First Class)

**Total: \$840.00 USD**

**Payment Received**

Credit Card Type: VISA  
 Credit Card Number: \*\*\*\*\*1111

Note: Charges will appear on your credit card statement as "FASS"