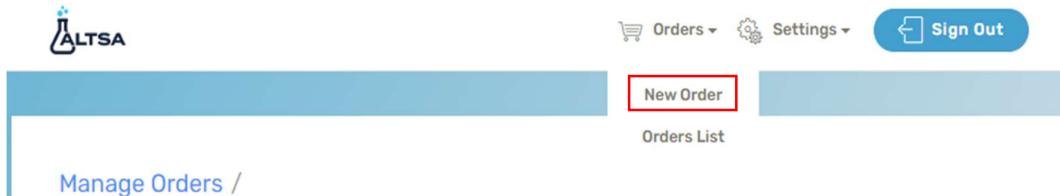# Online Sample Submission

1. Open my.altsalab.com.au in your browser

2. If you have an existing login, enter your email address and password and click login. If you need to you can create an account by clicking the "No account yet?" link and submitting your details.

3. On the "Manage Orders" page, click "Orders" and "New Order" to create a new order.

4. On the "Create an order – Contact Details" (page 1) most details will be mostly pre-filled. For "Customer name" please enter your client's name or your own company name if you are the client. Click continue to proceed to the next page.

5. On the "Create an order – Analysis Details" (page 2) choose the analysis type in the first option, this will fill a list of sample types for the second option. If you can't find the sample type in the list, try changing the analysis type. If the analysis type isn't listed or you have multiple tests to add, please choose "Other" from the analysis type, then "Other" from sample type. You can add additional instructions and test codes on the final page (page 4) as well as analysis clarification or instructions like "Wash samples".

   Fill the customer reference with your customer order reference, job reference or job description. The sample reference will prefix all sample descriptions on the next page. Click continue to proceed to the next page.

6. On the "Create an order – Sample Details" (page 3) you can modify the description of each sample to correspond to the way you identify each sample. You can also use the plus and minus buttons to add and remove samples. Click continue to proceed to the next page.

7. On the "Create an order – Additional Info" (page 4) you can place any additional instructions and notes. If required, add test codes not specified previously and which samples they apply to. Once completed, click *submit* to finalise the request.

8. On the next page you will see an order confirmation and from here you can create more orders, view your order or see all orders placed.