



SDSU Seed Testing Laboratory

Account Setup for Testing, and/or for Email and Web Reporting

Name and address as you would like it on your account

Name or Company Name: _____

Attention: _____

Address: _____

City: _____ State: _____ Zip code: _____

Email: _____

Telephone: _____

Cell phone: _____

Fax: _____ (we still fax on request)

____ **Check here if you would like an email notification when your sample is entered in the seed testing lab.** The email will notify you of our sample number, your lot number, type of seed and the date entered/received. **Note** – our program will generate an email for each sample, if you have multiple samples you will receive multiple emails. (If you start with this service, but don't want to continue, we can turn it off at any time.)

____ **Check here if you would like emailed reports.** We will still continue to mail out the hard copy report on our official letterhead form unless you specify you do not want the mailed copy.

____ **Check here if you would like to set up a Web Account to view/print your reports at any time.** (Note: Occasionally SDSU takes campus servers offline for short periods of time for maintenance and updating - usually on a weekend or at night.) Before contacting the lab about a problem logging in, wait an hour or two and try again. If the problem persists, please contact us by email or phone. We will still continue to mail out the hard copy report on our official letterhead form unless you specify you do not want the mailed copy. *You need to select a Login Name and Password to set this option up. They must be at least 7 characters long. To change your Login Name or Password you have to contact the lab with change information.*

Login Name: _____ **Password:** _____

CC for emailed and web reports: - If you ever send in a sample for a client and you have requested a CC on it, our system will post that report to both the clients and the CC account by email and/or web address. Even if the client does not use email or web reporting, if the CCed account does, it will show up there.

Permission to share your sample test information with: Your test results are kept confidential unless you give us permission to share your results with specific contacts. Please identify any other clients/companies you wish us to provide results to upon their request.

Please mail, email, or fax this form to:
SDSU Seed Testing Lab
Box 2207A
Ag Hall 244
Brookings, SD 57007

Or fax to: 605-688-5249
Attention – Seed Testing Lab

Email to: sdsu.seedlab1@sdsu.edu