

# Online SHAC Sample Submission Form: DNR Cost Share Cover Crop Program (and Follow-up)

A different form is required for each sample, just like our paper forms were.

1. Follow the link to our new website: <https://soilhealth.missouri.edu/>
2. At the top ribbon go to the “What we offer” menu.
  - a. By hovering over the “what we offer” you can select “sample analysis and submission form”
  - b. OR if you click “what we offer” scroll to the bottom of the page to access the “sample analysis selection and submission form”



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3. If you would like to create an account with us to save all of your submission, please do so. This may come in handy if you make multiple submissions.
4. Please fill out all required field, indicated by a red star.
  - a. **This includes the excel sample list attachment. On this list, please include a column of your check number and a way to identify your sample (field nickname or farm/tract/field \*FTF\*). The excel sample list may have just one sample or multiple if you are submitting multiple cover crop samples paid for by one check, or multiple samples paid for by different checks under the same person. See example below:**

Check number	Sample identification (nickname or FTF)
1234	Front field
1234	1,3,5 (FTF)
9876	Jim’s field

5. At the bottom of the form select the Cost Share Cover Crop (or Follow-Up) Program.
6. Confirm that you are a Missouri resident.
7. The customer’s name and email will auto populate from the previous information.
8. Please fill out all required fields, indicated by a red start.
9. SUBMIT!

If you have any problems, please email [clharris@missouri.edu](mailto:clharris@missouri.edu) This form is in its preliminary stages of use so we know there will be issues and welcome feedback to improve the customer experience.