How to Submit a Sample for Q Evaluation

**Step 1:** Log-in to your account. If you don’t have an account, you’ll need to create one first.

**Step 2:** Once logged in, go to “Coffees”. Then click the button that says “Submit Sample”.

Step 3: Input all necessary information.

Step 4: Once all information is submitted, click the “Submit Coffee Lot” button. (Please note the new options, like choosing to hide your coffee lot from all users.)
**Step 5:** If your form has been submitted correctly, you'll see a similar screen, below. It will show your status as “Pending” and you'll see a box in the lower left that will appear for a few seconds after the page refreshes that says “Successfully updated coffee”.

![Pending Screen](image)

**Step 6:** It’s important to note that your sample cannot be evaluated until you have successfully paid the ICP (you’ll see that this sample currently says “Unpaid”).

![Sample Invoice](image)

To view and pay your invoice, please click on the button next to “Status”.

![Invoice Table](image)
Here is what an invoice typically looks like, with billing amount and address. You can pay by check, or you can call the ICP to discuss other payment options.

Step 7: Once your invoice has been paid, your sample will be evaluated. You can check the status of your coffee on your dashboard, view/print/email the report or certificate, and many other things.