

GETTING

Started WITH QBENCH

HOW DO I CREATE MY HEMP ORDER?

Step 1:

Welcome Email

You will receive the following email, select the link to get started.

Adams Independent Testing Customer Portal

AT Adams Independent Testing <noreply@qbench.net> 
To: Londyn Sola Mon 4/6/2026 10:19 AM

Thank you for choosing Adams Independent Testing—we're really glad to have you with us!

We're excited to support you through your upcoming lab sample submission. Our goal is to make the process as smooth, clear, and efficient as possible from start to finish.

To get started, please take a moment to set up your user portal in Qbench. This is where you'll be able to track your sample, view results, and manage your information:

<https://ait-sandbox.qbench.net/customerportal/claimserv/claim?c=c54a4f444cd1428385a2c2f79307fb8> 

If you need any help setting up your account or submitting a sample, you can find instructions on our website. If you have any questions at any point, don't hesitate to reach out, we're always happy to help!

Thanks again for trusting us with your testing needs. We look forward to working with you!

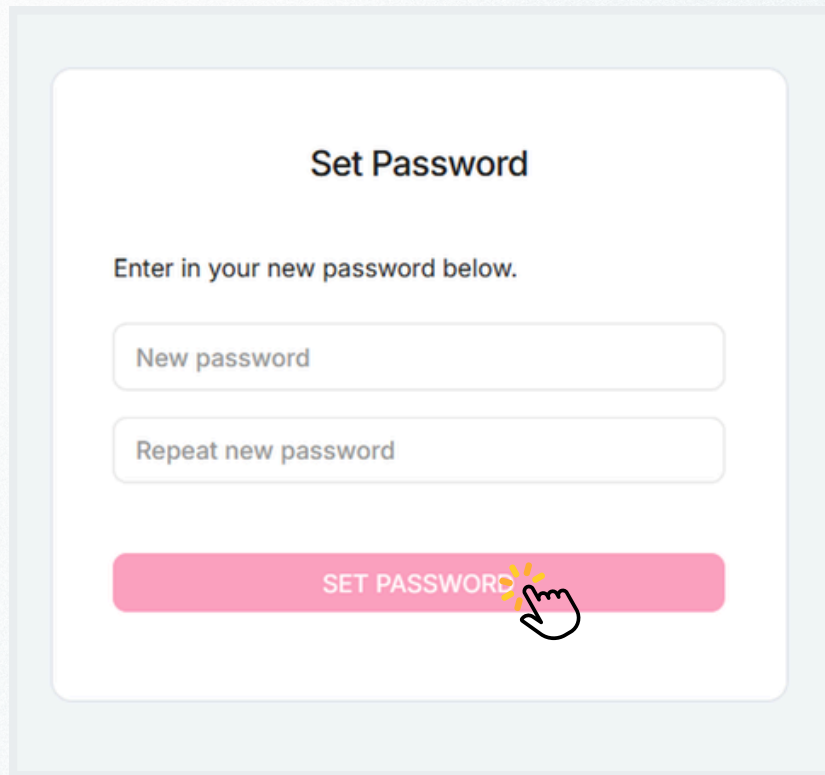
 Reply

 Forward



Step 2:

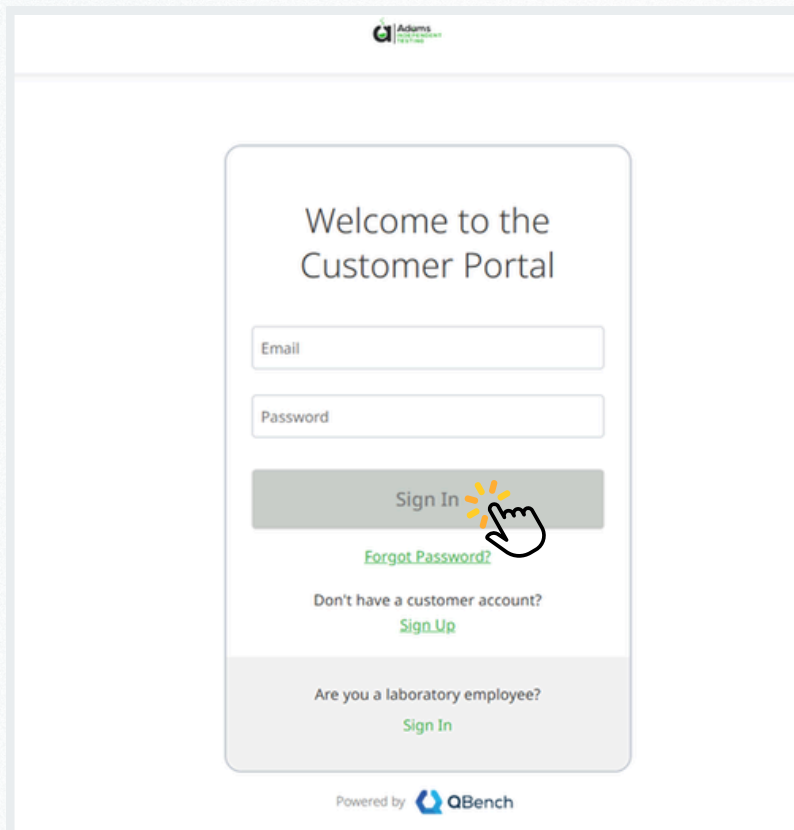
Enter in your new password.



The screenshot shows a 'Set Password' form. At the top, it says 'Set Password' in bold. Below that, it says 'Enter in your new password below.' There are two input fields: 'New password' and 'Repeat new password'. At the bottom, there is a pink button labeled 'SET PASSWORD' with a hand cursor icon pointing to it.

Step 3:

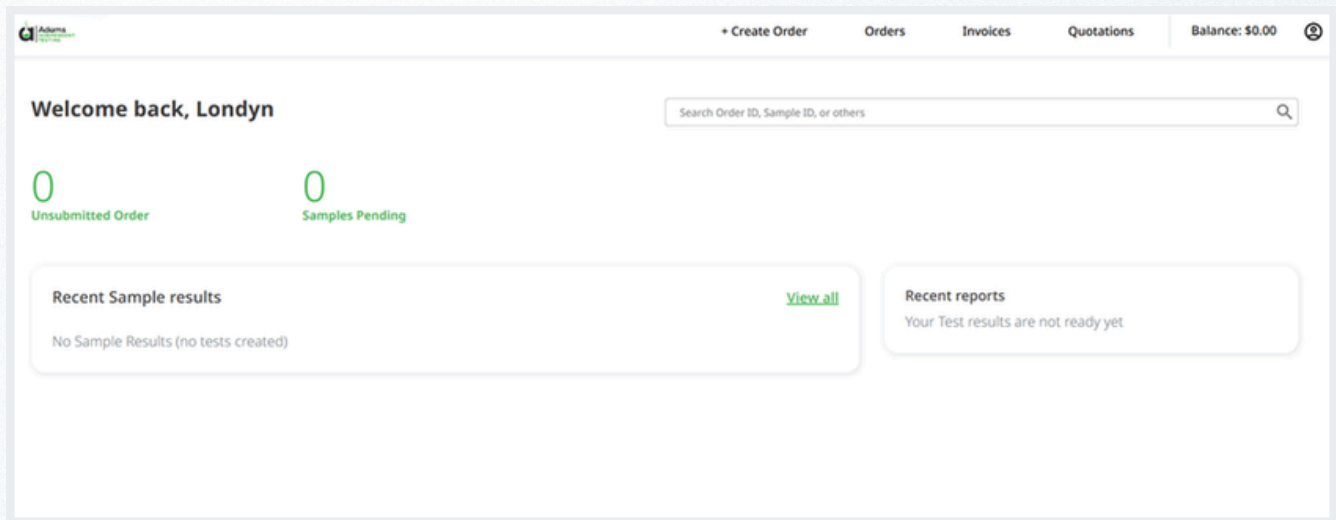
Login with the email that the welcome email was sent to and your new password.



The screenshot shows the 'Welcome to the Customer Portal' login page. At the top, there is a logo for 'Adams' with 'LABORATORY' and 'SOLUTIONS' below it. The main heading is 'Welcome to the Customer Portal'. Below the heading are two input fields: 'Email' and 'Password'. There is a grey button labeled 'Sign In' with a hand cursor icon pointing to it. Below the 'Sign In' button is a link labeled 'Forgot Password?'. Below that is the text 'Don't have a customer account?' followed by a link labeled 'Sign Up'. At the bottom, there is a grey bar with the text 'Are you a laboratory employee?' followed by a link labeled 'Sign In'. At the very bottom, it says 'Powered by QBench' with the QBench logo.

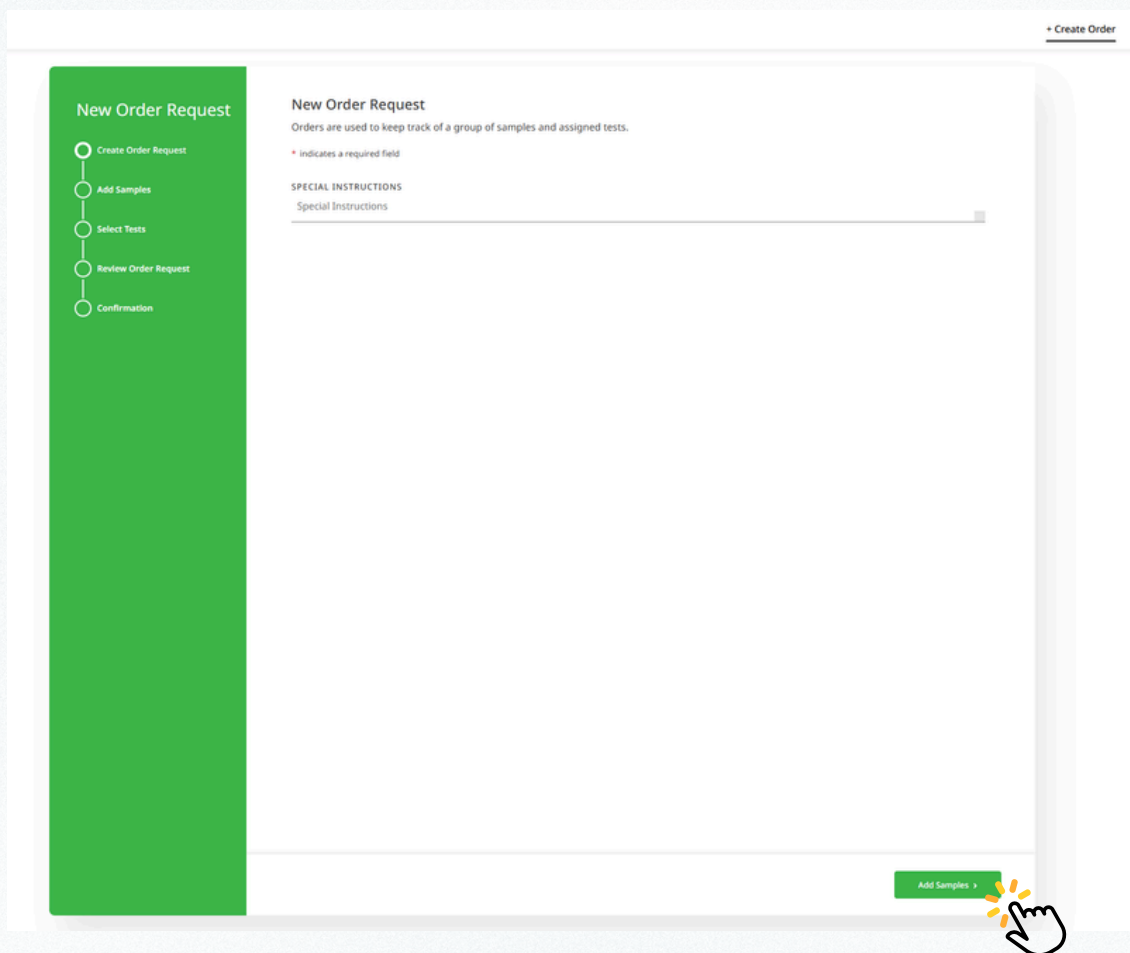
Step 4:

Congratulations! You have set up your Qbench account and can now view the progress on your current orders, view past orders, and create new orders.



Step 5:

Select +Create Order then select Add Sample



Step 6:

Select + Add New Sample

The screenshot shows a two-column interface. On the left, a green sidebar titled 'New Order Request' contains a vertical list of steps: 'Create Order Request' (checked), 'Add Samples' (selected), 'Select Tests', 'Review Order Request', and 'Confirmation'. The main area is titled 'Add Samples' and contains the text 'Samples for your order can be logged here.' and a '+ Add New Sample' button. In the top right corner, there is an 'Upload Excel' button with a green arrow icon.

Step 7:

Fill out the sample information and then select Save Sample

- If you are submitting a hemp sample please leave Metrc Sample Type blank

The screenshot shows a form titled 'Sample AIT-SAMP-80' with a green sidebar on the left. The sidebar has the same steps as in Step 6, with 'Add Samples' selected. The form fields are: 'SAMPLE NAME' (Sample Name), 'PRODUCT MATRIX MN OCM' (Cannabis or Hemp Liquid Edible), 'METRC SAMPLE TYPE' (Select...), 'DATE COLLECTED (SAMPLED)' (04/30/2026), 'DESCRIPTION' (Description), 'BATCH SIZE' (3000), 'SERVINGS PER CONTAINER' (1), 'BATCH/LOT ID' (TEST), 'SERVING SIZE (G)' (100), and 'CANNABIS/HEMP STRAIN' (Cannabis/Hemp Strain). At the bottom, there is a 'PRODUCT LABEL AMOUNTS' section with a right arrow. At the bottom right, there are 'Cancel' and 'Save Sample' buttons, with a hand icon pointing to the 'Save Sample' button.

Step 8:

Add any additional samples then select Save Tests

New Order Request

- ✓ Create Order Request
- Add Samples
- Select Tests
- Review Order Request
- Confirmation

Add Samples
Samples for your order can be logged here.

Sample ID AIT-SAMP-80
Sample Name — Cannabis or Hemp Liquid Edible — 04/30/2026

+ Add Another Sample

← Order Details

Select Tests >

Step 9:

Confirm that the tests are correct for each sample and then select Add Order Request

New Order Request

- ✓ Create Order Request
- ✓ Add Samples
- Select Tests
- Review Order Request
- Confirmation

MN OCM Manufactured Final Products Compliance Panel \$275.00
MN OCM licensed cannabis or hemp manufactured final products, intended to be packaged for retail sales, are required to have the following panel of tests. This may include,...

Show 6 Assays

- Cannabinoid Potency N/A
- Aspergillus spp. N/A
- Salmonella Species N/A
- Shiga toxin-producing E. coli N/A
- Listeria Monocytogenes N/A

1 Samples to be tested

<input checked="" type="checkbox"/>	SAMPLE ID	DESCRIPTION
<input checked="" type="checkbox"/>	> 44	TEST — Cannabis or Hemp Flower for Smoking — Raw Plant Material (Final Form)

Cancel Add to Order Request >

Step 10:

If all of your tests have been added Select Review Order Request

Review Order Request

Title	Description	Potency
MN OCM Flower for Concentrate Panel (Recommended) MN OCM licensed cannabis or hemp that is to be made into rosins, resins or manufactured final products, the following tests in this panel are recommended, not required. Microbial Heavy Metals Pesticides Potency	MN OCM licensed cannabis or hemp that is to be made into rosins, resins or manufactured final products, the following tests in this panel are recommended, not required. Microbial Heavy Metals Pesticides Potency	\$606.65
MN OCM Hemp Resins Compliance Panel (Artificially Derived) MN OCM licensed hemp resins, with artificially derived cannabinoid, intended to be packaged for retail sales, is required to have the following panel of tests. Microbial (Enterobacteriaceae, Salmonella species, Shiga toxin-producing E. coli, L. monocytogenes, Aspergillu...	MN OCM licensed hemp resins, with artificially derived cannabinoid, intended to be packaged for retail sales, is required to have the following panel of tests. Microbial (Enterobacteriaceae, Salmonella species, Shiga toxin-producing E. coli, L. monocytogenes, Aspergillus spp.) Mycotoxins Heavy Metals Pesticides Residual Solvents Foreign Material Potency	\$865.00

← Samples Review Order Request

Step 11:

Confirm that your order is correct and then select Submit Order Request

New Order Request

- ✓ Create Order Request
- ✓ Add Samples
- ✓ Select Tests
- Review Order Request
- Confirmation

Review Order Request
Here is your Order Request summary

MN OCM Manufactured Final Products Compliance Panel MN OCM licensed cannabis or hemp manufactured final products, intended to be packaged for retail sales, are required to have the following panel of tests. This may include, but not limited to, infused flower, edibles, HDCP, LPHE, etc. Microbial (Enterobacteriaceae, Salmonella species, Shiga toxin-producing E. coli, L. monocytogenes, Aspergillus spp.) Potency	\$275.00
--	----------

1 Sample selected

Delete Edit Test

Order Request Total: \$275.00

Pricing Details

← Tests Submit Order Request →

Step 12:

Congratulations you have submitted your order in Qbench!
If you are submitting a hemp sample please print and send the Chain of Custody form with your sample.

New Order Request

- ✓ Create Order Request
- ✓ Add Samples
- ✓ Select Tests
- ✓ Review Order Request
- ✓ Confirmation

Order Request Confirmation

✓

Your Order Request has been submitted!
You'll receive a confirmation email shortly.
Print accompanying documents below.

Order Request Summary

M	MN OCM Manufactured Final Products Compliance Panel	\$275.00
	<small>MN OCM licensed cannabis or hemp manufactured final products, intended to be packaged for retail sales, are required to have the following panel of tests. This may include, but not limited to, infused flower, edibles, HDCP, LPHE, etc. Microbial (Enterobacteriaceae, Salmonella species, Shiga toxin-producing E. coli, L. monocytogenes, Aspergillus spp.) Potency</small>	

1 Sample selected

Total: \$275.00

[Chain of Custody](#) [BACK TO CUSTOMER PORTAL](#) [Print Labels](#)

QUESTIONS?

[Contact Us](#)

