



How to enter your PT results – Lake Balance Calibration Solutions

A quick walkthrough of entering and submitting your proficiency test results in the Lake Balance PT portal.

The screenshots use sample data (a demonstration lab and made-up readings), not real results.

1 Sign in and open your PT

Sign in to the Lake Balance PT portal. Your **Active PTs & next steps** list shows your test, with **Submit measurements** as the next step. Click it to open your PT. (You can also open it from **My Tests** in the left menu.)

1 Enter your portal email and password, then click **Sign In**.

1 Click your PT in **Active PTs & next steps**.

2 Go to the results section of your PT

On your PT page, click **Enter measurements**. It takes you to the **Your measurements** section, where you enter your results. There is one set of results for each participant, shown as tabs at the top.

Lake Balance
Calibration Solutions

CUSTOMER PORTAL

- Dashboard
- My Tests**
- Request PT
- How PT works
- Accreditation

Sample Participant
Customer

Change password

Sign Out

-- My tests
20260999

15 kg Bench Scale PT

2 participant(s) · SCALE-DEMO

Preferred test date: Not provided

NEXT STEP
Submit measurements

3 Enter measurements

Your measurements

Enter readings and expanded uncertainty ($k=2$). Save a draft at any time; mark any point you did not measure as Not tested. Submit when every participant is complete.

Participant 1 Participant 2

Participant name / Identifier Lab code

Participant 1 Assigned when results are saved

Measurement point	Reading	Uncertainty ($k=2$)	Not tested
Point 1 kg			☐
Point 2 kg			☐
Point 3 kg			☐

SAMPLE DATA – demonstration only

1 Click **Enter measurements** to jump to your results form.

3 Enter your reading and uncertainty for each point

Pick a participant tab (**Participant 1**, **Participant 2**, and so on). For each **Measurement point**, enter your **Reading** and your expanded **Uncertainty (k=2)**. Enter both values for every point. You can rename a participant in the **Participant name / identifier** box.

Lake Balance
Calibration Solutions

CUSTOMER PORTAL

- Dashboard
- My Tests
- Request PT
- How PT works
- Accreditation

Sample Participant
Customer

Change password

Sign Out

Your measurements

Enter readings and expanded uncertainty (k=2). Save a draft at any time; mark any point you did not measure as Not tested. Submit when every participant is complete.

1 Participant 1 Participant 2

Participant name / Identifier: Participant 1 Lab code: Assigned when results are saved

Measurement point	Reading	Uncertainty (k=2)	Not tested
Point 1 kg	5.0002	0.0010	☐
Point 2 kg	10.0003	0.0012	☐
Point 3 kg	15.0005	0.0015	☐

Ambient conditions and worksheet details

Temperature (include unit): Humidity (% RH):

Date performed: mm/dd/yyyy

Comments:

SAMPLE DATA – demonstration only

- 1 Participant tabs: one result set per participant. Repeat the steps below for each tab.
- 2 Reading and uncertainty (k=2) for each measurement point.

4

Add the ambient conditions and worksheet details

Below the table, fill in **Temperature** (include the unit), **Humidity (% RH)**, **Date performed**, and any **Comments**.

The screenshot displays the Lake Balance Calibration Solutions Customer Portal. The left sidebar contains navigation links: Dashboard, My Tests (highlighted), Request PT, How PT works, and Accreditation. The main content area is titled 'Ambient conditions and worksheet details' and includes a red circle with the number '1' indicating the form fields. The form contains the following fields:

- Temperature (include unit):** A text input field containing '21.5 °C'.
- Humidity (% RH):** A text input field containing '45'.
- Date performed:** A date picker field showing '10/15/2026'.
- Comments:** A text area containing the sample comment: 'Sample comment: scale acclimated for 24 hours before testing.'

Below the form is the 'Electronic signature' section, which includes a text input for 'Your full name', a checkbox for 'I confirm that these worksheet entries are accurate to the best of my knowledge and agree to sign this worksheet electronically.', and a note: 'A signature is required for each participant before submitting. You can save an unsigned draft.' At the bottom of the form are two buttons: 'Save draft' and 'Submit complete results'.

The bottom of the page features a 'Documents' section and a 'SAMPLE DATA – demonstration only' label.

1

Temperature, humidity, date performed and comments.

5

Sign the worksheet electronically

In the **Electronic signature** box, type your full name and tick the confirmation box. A signature is required for each participant before you can submit. You can save an unsigned draft.

The screenshot shows the Lake Balance Customer Portal interface. On the left is a dark sidebar with the 'Lake Balance Calibration Solutions' logo and a 'CUSTOMER PORTAL' menu containing 'Dashboard', 'My Tests' (highlighted), 'Request PT', 'How PT works', and 'Accreditation'. Below the menu, the user is identified as 'Sample Participant Customer' with options to 'Change password' and 'Sign Out'. The main content area has a red circle with the number '1' pointing to the 'Electronic signature' section. This section contains instructions, a 'Your full name' field with 'Sample Participant', a 'Typed signature' field with 'Sample Participant', and a confirmation checkbox that is checked. Below these are 'Save draft' and 'Submit complete results' buttons. A 'Documents' section follows, showing 'Instructions PDF', 'Worksheet PDF (3 test points)', and 'Final report: awaiting results review.' with a 'View worksheet test points' link. At the bottom is an 'Uncertainty budget or supporting document' upload area with a file size limit and a 'Choose File' button. A 'SAMPLE DATA - demonstration only' label is in the bottom right corner.

Electronic signature

Type your full name and confirm below to sign. Your signature is recorded when you save or submit.

Your full name

Sample Participant

Typed signature

Sample Participant

☒ I confirm that these worksheet entries are accurate to the best of my knowledge and agree to sign this worksheet electronically.

A signature is required for each participant before submitting. You can save an unsigned draft.

Save draft Submit complete results

Documents

Instructions PDF Worksheet PDF (3 test points) Final report: awaiting results review.

► View worksheet test points

Uncertainty budget or supporting document

PDF, PNG, or JPEG · Up to 5 MB per file

Choose File No file chosen

SAMPLE DATA – demonstration only

1

Type your full name and confirm the statement to sign.

6 Save a draft, then submit when everyone is done

Click **Save draft** at any time to keep your work and come back later. Your entries stay in place, and a **Lab code** is assigned to each saved participant. When every participant has all points entered and signed, click **Submit complete results**. If something is missing, a red message tells you what to fix.

10/15/2026

Comments

Sample comment: scale acclimated for 24 hours before testing.

Electronic signature

Worksheet signed electronically

Sample Participant

Signed Oct 15, 2026, 4:34 PM EDT using demo.participant@example.com.

Changes to this participant's worksheet will clear the signature. Review and sign again after making corrections.

Clear signature

1 Save draft 2 Submit complete results

Documents

Instructions PDF Worksheet PDF (3 test points) Saved draft worksheet PDF

Final report: awaiting results review.

SAMPLE DATA – demonstration only

- 1 **Save draft:** keep your work without submitting.
- 2 **Submit complete results:** send everything to Lake Balance for review.

Participant 1 Participant 2

Participant name / Identifier

Participant 1

Lab code

1

Measurement point	Reading	Uncertainty (k=2)	Not tested
Point 1 kg	5.0002	0.001	☐
Point 2 kg	10.0003	0.0012	☐
Point 3 kg	15.0005	0.0015	☐

Ambient conditions and worksheet details

Temperature (include unit)

21.5 °C

Humidity (% RH)

45

Date performed

10/15/2026

Comments

Sample comment: scale acclimated for 24 hours before testing.

SAMPLE DATA – demonstration only

- 1 After saving, your entries remain and the **Lab code** is filled in.

7 After you submit

Your PT now shows **Results are being reviewed** and a **Submitted measurements** table. To correct a submitted value, use the **Contact our team** link on that page. If you have an uncertainty budget or other supporting document, you can upload it under **Documents** (PDF, PNG or JPEG, up to 5 MB).

Lake Balance
Calibration Solutions

CUSTOMER PORTAL

- Dashboard
- My Tests**
- Request PT
- How PT works
- Accreditation

15 kg Bench Scale PT
2 participant(s) · SCALE-DEMO
Preferred test date: Not provided

NEXT STEP
Results are being reviewed

Submitted measurements
Your measurements are saved. Scored results become available after review and payment or release approval.

Participant	Point	Reading	Uncertainty
Participant 1	Point 1	5.0002	0.001
Participant 1	Point 2	10.0003	0.0012
Participant 1	Point 3	15.0005	0.0015
Participant 2	Point 1	4.9999	0.0011
Participant 2	Point 2	9.9998	0.0013
Participant 2	Point 3	14.9996	0.0016

Need to correct a submitted value? [Contact our team.](#)

SAMPLE DATA – demonstration only

1 Status changes to **Results are being reviewed**.

Lake Balance
Calibration Solutions

CUSTOMER PORTAL

- Dashboard
- My Tests**
- Request PT
- How PT works
- Accreditation

Documents

Instructions PDF Worksheet PDF (3 test points) Completed worksheet PDF

Final report: awaiting results review.

Worksheet signatures

Participant 1
Sample Participant
Electronically signed Oct 15, 2026, 4:34 PM EDT · demo.participant@example.com

Participant 2
Sample Participant
Electronically signed Oct 15, 2026, 4:34 PM EDT · demo.participant@example.com

I confirm that these worksheet entries are accurate to the best of my knowledge and agree to sign this worksheet electronically.

► View worksheet test points

1 **Uncertainty budget or supporting document**
PDF, PNG, or JPEG · Up to 5 MB per file
Choose File No file chosen
Upload document

SAMPLE DATA – demonstration only

1 Optional: upload your uncertainty budget or a supporting document.

8**Your pass/fail result and report**

As soon as Lake Balance reviews your results, your PT page shows **Your PT result: Pass** or **Fail** overall and for each participant, with how many points passed. It appears right away, before the kit is on its way back. The En value for each point and the final report are released once payment is received and the kit's return shipment shows in transit with the carrier. Questions about payment? Use the **Contact billing** link on the page.

Questions? Reply in the portal or email proficiency@lakebalance.com

Lake Balance Calibration Solutions · 7722 Metric Drive, Mentor, OH 44060