

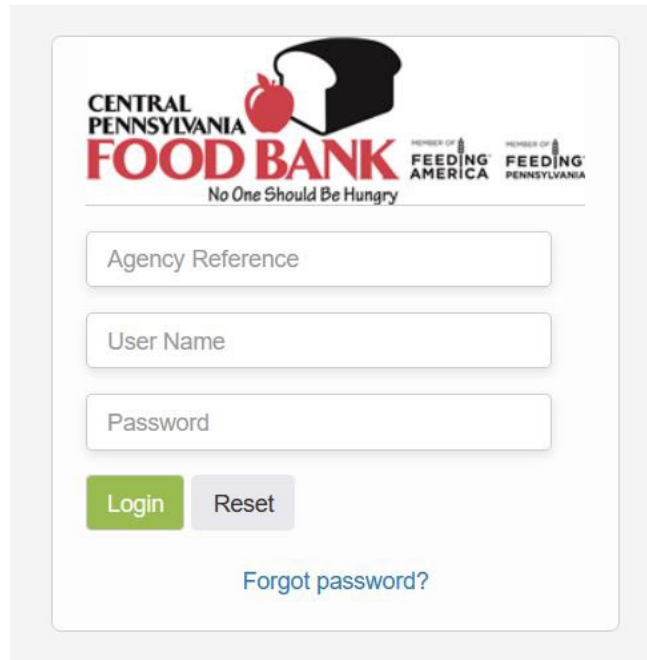


P2 RETAIL DONATIONS GUIDE

For Agency Partners

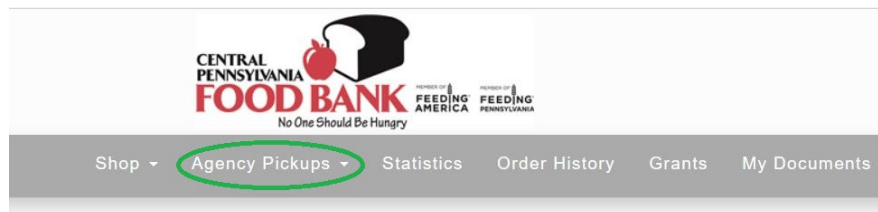
LANDING PAGE

The landing page is basically the same. Your **Agency Reference** number and your **User Name** are the same. Your password will not change. If you need to change your password, please reach out to your Agency Services representative and they can change it for you.



The image shows a login form for the Central Pennsylvania Food Bank. At the top, there is a logo with a red apple and a black bread slice, and the text "CENTRAL PENNSYLVANIA FOOD BANK" in red and black. Below the logo is the tagline "No One Should Be Hungry". To the right of the logo are two smaller logos: "MEMBER OF FEEDING AMERICA" and "MEMBER OF FEEDING PENNSYLVANIA". The form contains three input fields: "Agency Reference", "User Name", and "Password". Below the fields are two buttons: a green "Login" button and a grey "Reset" button. At the bottom of the form is a blue link that says "Forgot password?".

RETAIL PICK-UP



Questions? Contact *Cindi Pasi, Senior Retail Donations Manager*, at cpasi@centralpafoodbank.org

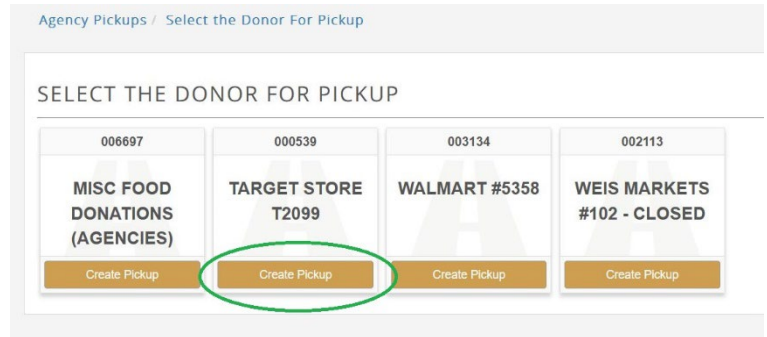
To Report: Click the "Agency Pickup" tab in the grey bar across the top of the screen after logging in.

This will populate a screen with all the stores you pick up from.

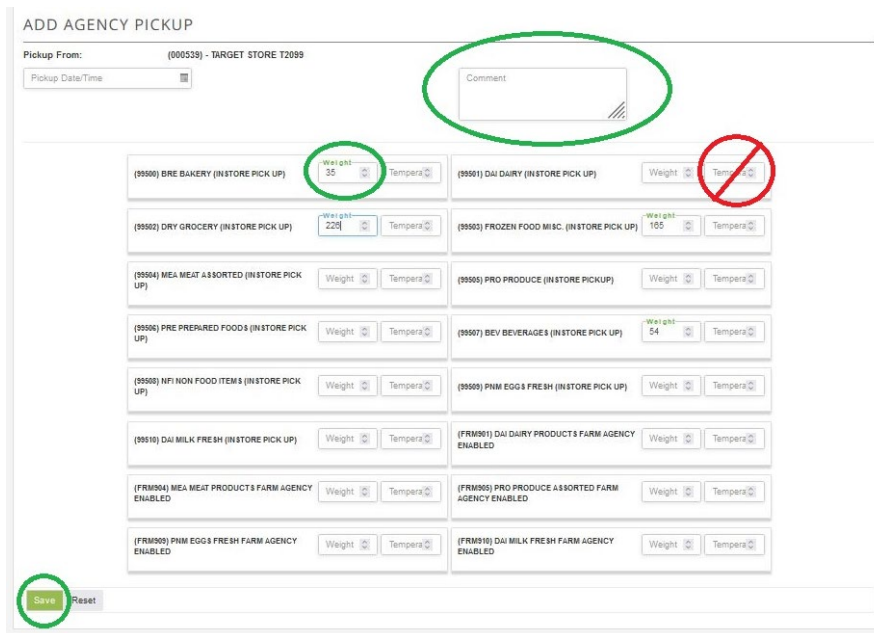
Click "Create Pickup" for the store that you are currently reporting on.

Donation poundage must be weighed and reported individually per store and category.

The below chart will appear, and you can fill in the pickup date/time, leave any comments, and then enter the weight for each category.

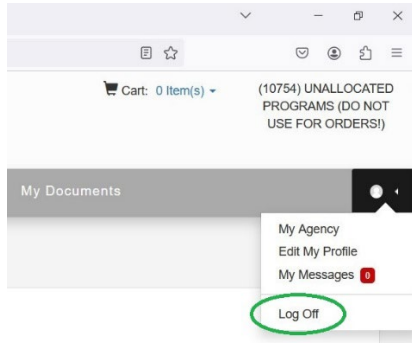


When finished click the green "Save" button in the bottom left-hand corner. The record is now successfully saved. We are not requiring you to enter the temperatures at this time.



When finished click the green "Save" button in the bottom left-hand corner. The record is now successfully saved. You can now go back and enter in the pounds for all retail locations. We are not requiring you to enter the temperatures at this time.

Remember to ALWAYS log out!



**If you have any questions, reach out to arinfo@centralpafoodbank.org and we will answer your questions.
Thank You**