Alleviating hunger through food distribution, partnership and education.

RETAIL REPORTING GUIDE
**NOTE:** Retail pounds **MUST** be reported by 11:00am on the last day of the month.

**Agency log in information,** you will need this information every time you wish to log into the system:

- **Web Address:** [www.foodbankiowa.org](http://www.foodbankiowa.org)
- **Agency Ref:** ______________
- **Username:** ______________
- **Password:** ______________

Our new website: place your mouse over “**PARTNERS AND PROGRAMS**” then select “Place Orders & Submit Data” from the dropdown menu.

This will open the following page:
The login screen as it will appear after clicking the dropdown link. Enter your **Agency Reference**, **Username** and **Password**. The **Agency Reference** and **Username** are the same, and must be entered with a zero at the beginning of your four digit agency number. Your **Password** was mailed in an informational letter. Should you forget either your **Username** or **Password**, please contact Alyssa Bear at 515-867-2896 or your Regional Partnership Coordinator.

Click on “Agency Pickup” as shown above. You will now see a page titled Agency Retail Pickup Receipts. In the lower right hand corner of the page, click on “Add New Receipt”.
This will take you to the screen to enter in your pounds. You will see a dropdown box for the “Donor”. Click here to select the donor you pick product up from. Some of you will have a few donors listed, others might only have one, and some might only be reporting food drive pounds. Select the donor and the Pickup Date that you actually picked up the product and select continue.

If you have any comments to make or corrections to the date you entered, please enter them in the comments box. You need to report each time you pick-up, even if you do not receive any product. If this is the case, you would select “No Product Available” from the dropdown box under “Reason Nothing Picked Up.” Otherwise, please enter in the pounds by the categories listed. Once finished, click on “Process Receipt” on the lower right hand corner.

You are done!