



AGENCY PARTNER DONATION REPORTING INSTRUCTIONS

Web Site: mealconnect.org

User Name: Email Address

Password: Provided by FBR



❖ Log-In – Upper Right Hand Corner

Does your business have excess food?
Connect to the largest food recovery network in the country.

[Start Now](#)

-  **100% Free**
Free to use and may save you tax dollars.
-  **Safe & Easy**
Built-in industry leading food standards.
-  **Fast**
Get responses to food donations in real-time.

Are you a food pantry looking to source more food? [Learn More](#)



Food Recovery. Simplified.

In order to source more meals, Feeding America has developed MealConnect, a technology platform that maximizes network capacity.

The screenshot shows a web browser window with the URL <https://mealconnect.org/login?r=%2FFoodBank#/app/current>. The page features a large image of a young child in a yellow shirt holding a green shopping basket filled with groceries. Below the image is the MealConnect logo and a banner stating "Through the recovery of excess food we will help close the meal gap." and "Over 77.5 Million Pounds Rescued" with a "Learn More" button. On the right side, there is a "Partner Login" section with five buttons: "Feeding America Network" (domain login for food banks & agencies), "Windows Live" (external login for agencies), "Facebook" (external login for agencies), "Yahoo" (external login for agencies), and "E-Mail Address" (e-mail address and password). A purple arrow points to the "E-Mail Address" button. At the bottom, the copyright notice reads "© 2016 MealConnect 2.0.28.01 Azure". The Windows taskbar at the bottom shows the time as 1:30 PM on 12/16/2016.

Select E-mail Address

MC Sign In

Supermarket News Home ADP Payroll Dashboard - Online Mark... Google Maps Home Page HungerNet (2) HungerNet MC MealConnect - MealConn... Suggested Sites walmart.com Save money... Web Slice Gallery Google

Partner Login

E-Mail Address

Password

< Back Login

Forgot Password?

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MealConnect
Through the recovery of excess food we will help close the meal gap.
Over 77.5 Million Pounds Rescued [Learn More](#)

1:29 PM
12/16/2016

Type in your
email address
&
password
provided by FBR

Record New Receipt

MealConnect

FOOD BANK OF THE ROCKIES

RECORD NEW RECEIPTS

START GUIDED TOUR

Add New Receipt

12/16/2016

Donor

Scheduled Pickup Not Attempted No Pounds

Category	Storage	Description	Pounds
Category	Storage	Description	Pounds

Add Cancel

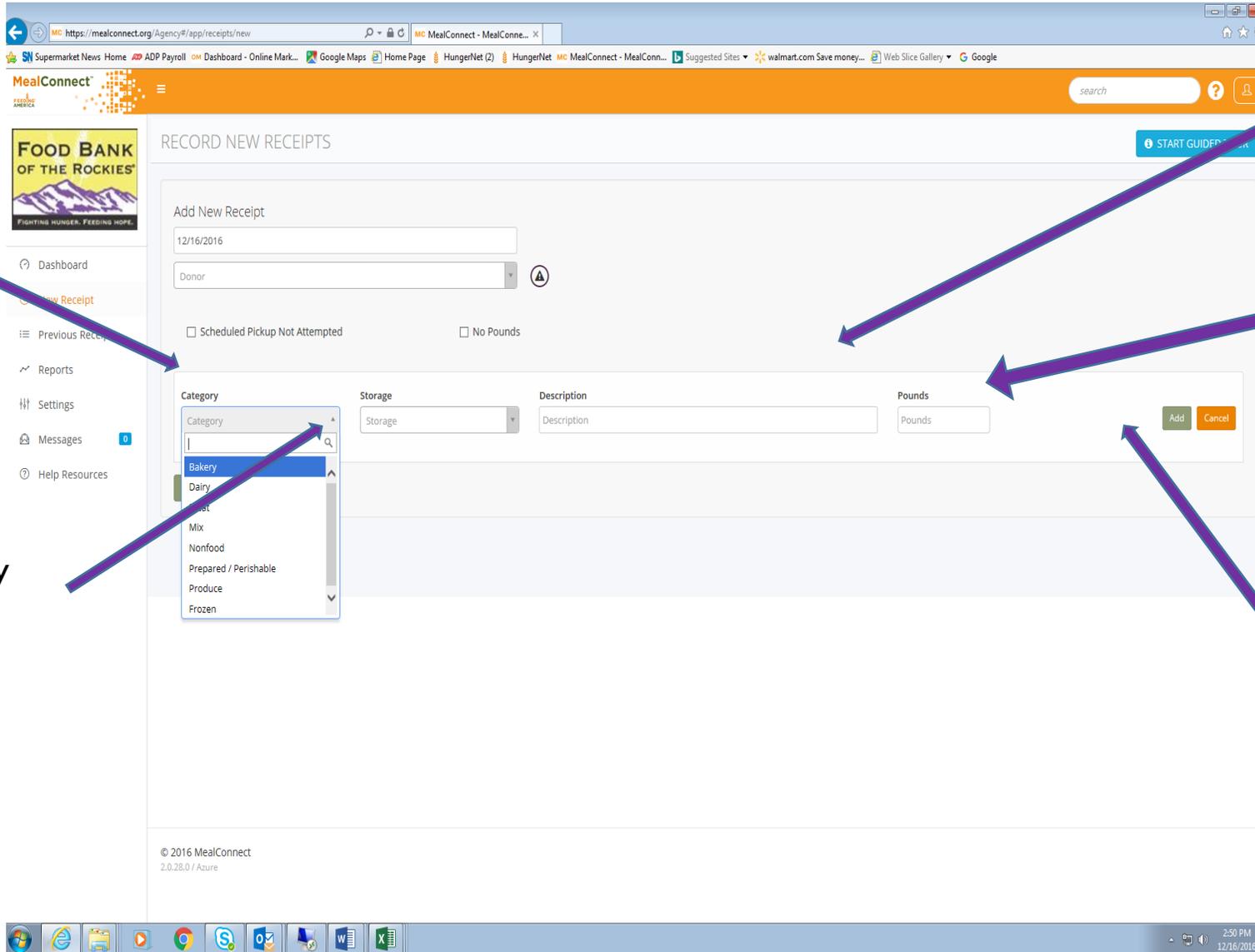
Add Receipt

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1:36 PM
12/16/2016

❖ Verify that your Pick-up Date is correct

❖ Verify that the Retail Location is correct



❖ From Drop-down Menu Select Category of donation

❖ Storage will automatically populate

❖ Under Description – Type in description of the Category “Bakery”, “Meat” etc.

❖ Pounds – Enter amount of poundage received for that category

❖ Click on “Add”

MealConnect - MealConne... X

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MealConnect
FOOD BANK OF THE ROCKIES
FIGHTING HUNGER. FEEDING HOPE.

RECORD NEW RECEIPTS START GUIDED TOUR

Add New Receipt

12/16/2016

Donor

Scheduled Pickup Not Attempted No Pounds

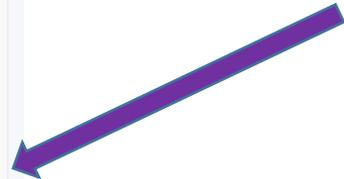
Category	Storage Requirement	Product Description	Pounds	
Meat	Frozen	Meat	250	Delete Edit
				Add Another Line Item

Add Receipt

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2:52 PM
12/16/2016

To add additional categories. Select "Add Another Line"



To Finalize your Report,
Click on
“ADD RECEIPT” and then
“SUBMIT”



MealConnect - MealConnect

FOOD BANK OF THE ROCKIES
FIGHTING HUNGER. FEEDING HOPE.

Dashboard
New Receipt
Previous Receipts
Reports
Settings
Messages
Help Resources

RECORD NEW RECEIPTS

START GUIDED TOUR

Add New Receipt

12/16/2016

Panera Bread - Highlands Ranch (203064)

King Soopers (W18117)
15109 EAST COLFAX AVENUE Aurora, CO 80011

Panera Bread - Highlands Ranch (203064)
9579 S. University Blvd., Highlands Ranch, CO 80126

Category	Storage Requirement	Product Description	Pounds	
Meat	Frozen	Meat	250	Delete Edit
Mix	Dry	dry	15	Delete Edit

Add Another Line Item

Add Receipt

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2:53 PM
12/16/2016

MEAL CONNECT CATEGORIES

BREAD/BAKERY	Bread, biscuits, rolls, tortillas, pie crusts, etc.
DAIRY	Yogurt, Cheese, Milk, Butter, Sour Cream, etc.
MEAT	Chicken, Pork, Beef, etc.
MIX	All Shelf Stable Food, Non-Perishable, {Cereal, canned goods, crackers, etc.}
PRODUCE	All Perishable Fresh Fruits and Vegetables
NON-FOOD	All non edible products {Dog Food, Toilet Paper, Shampoo, etc.}
PREPARED /PERISHABLE	Ready to Eat Foods {Deli} Salads, Sandwiches,
FROZEN	All Frozen Items