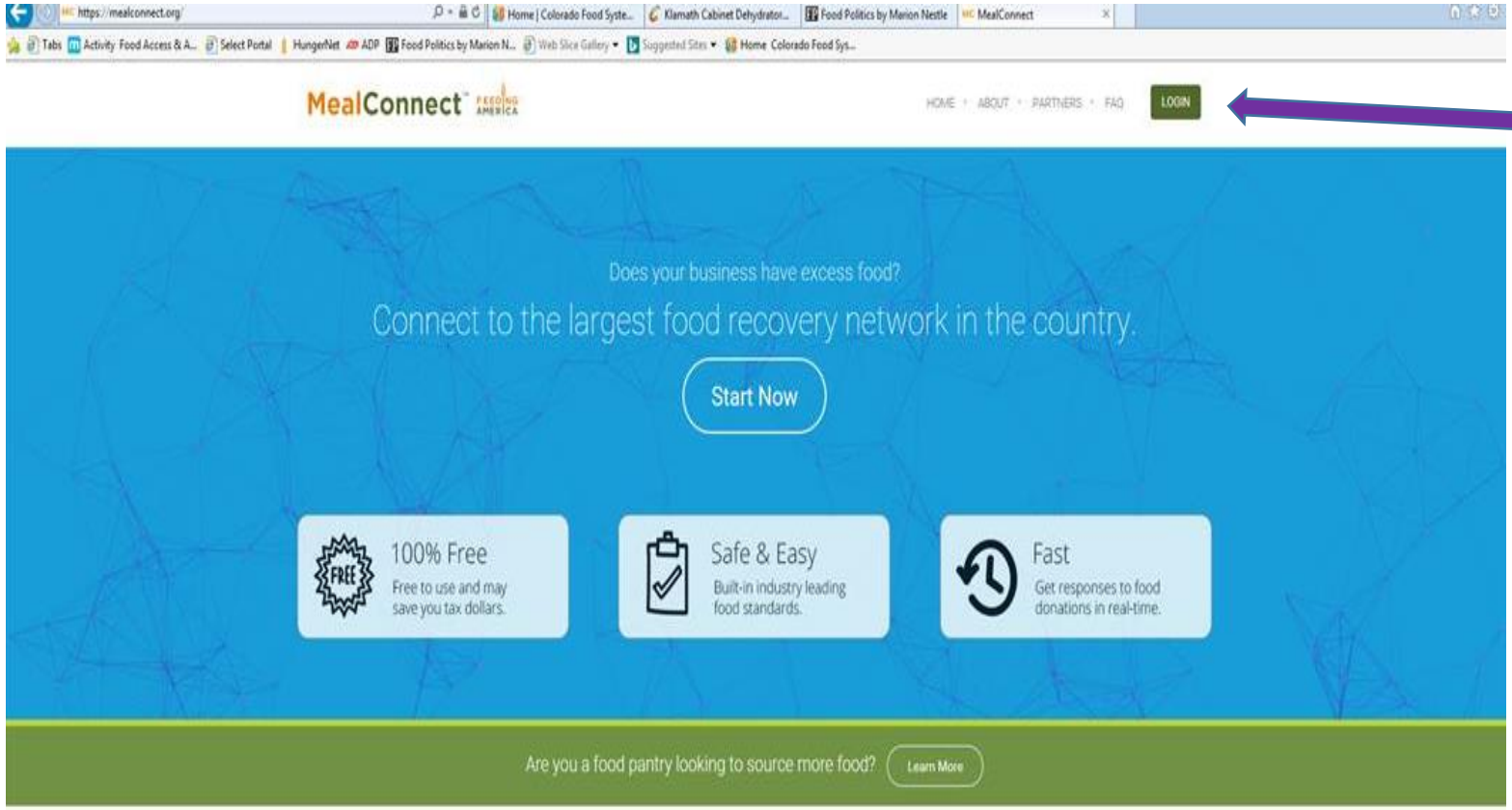
AGENCY PARTNER DONATION REPORTING INSTRUCTIONS

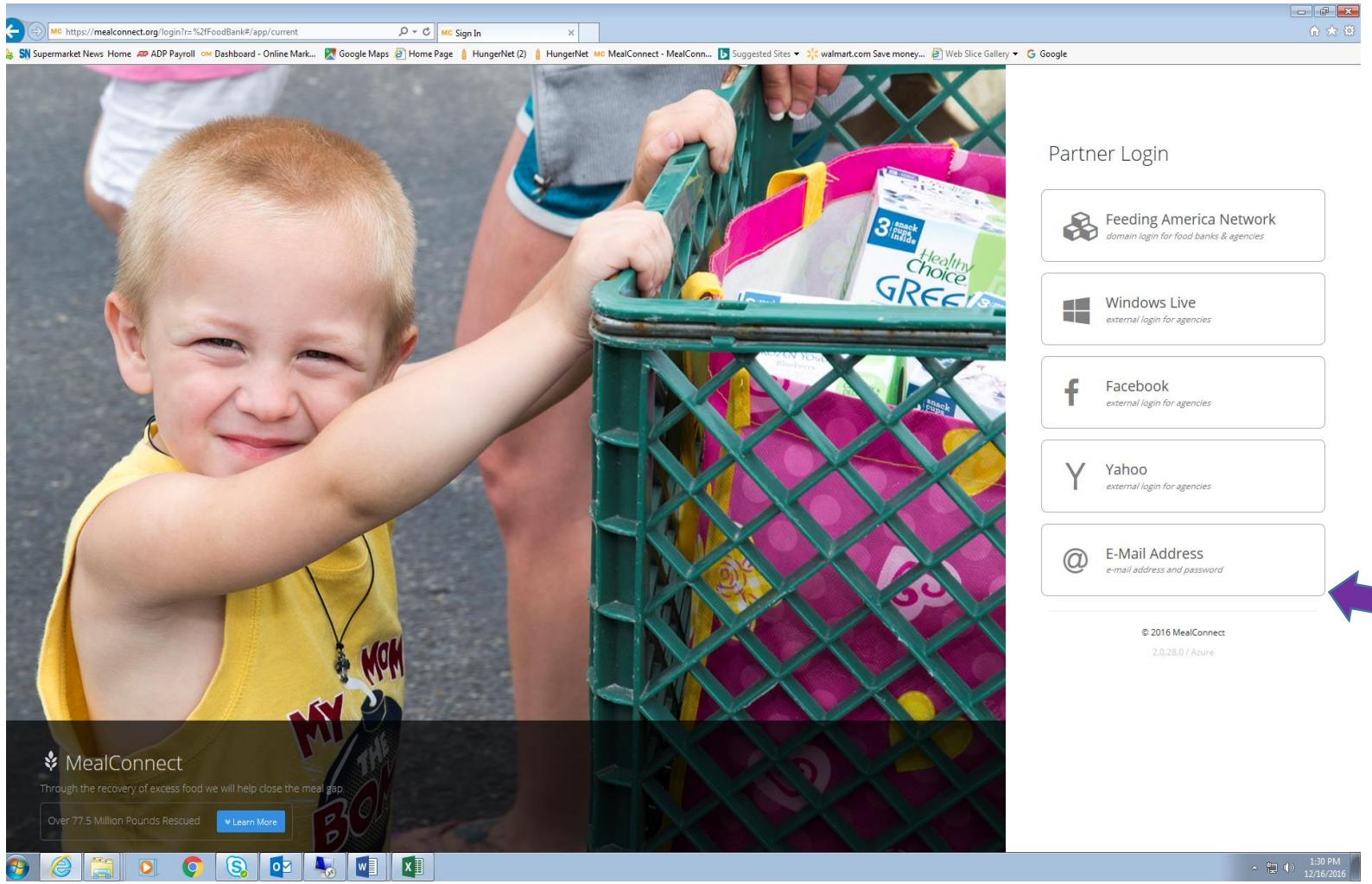
Web Site: mealconnect.org

User Name: Email Address

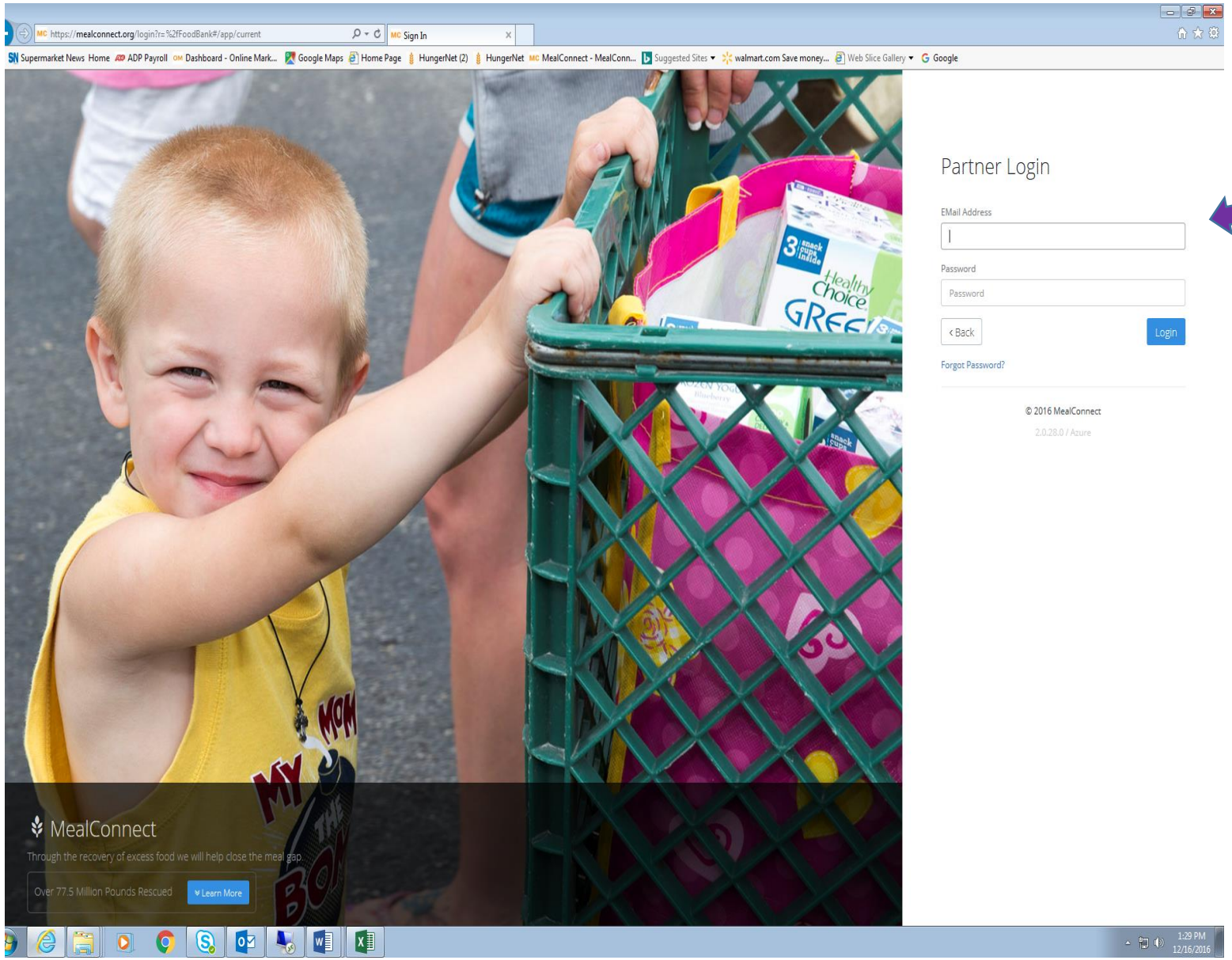
Password: Provided by FBR



❖ Log-In – Upper Right Hand Corner

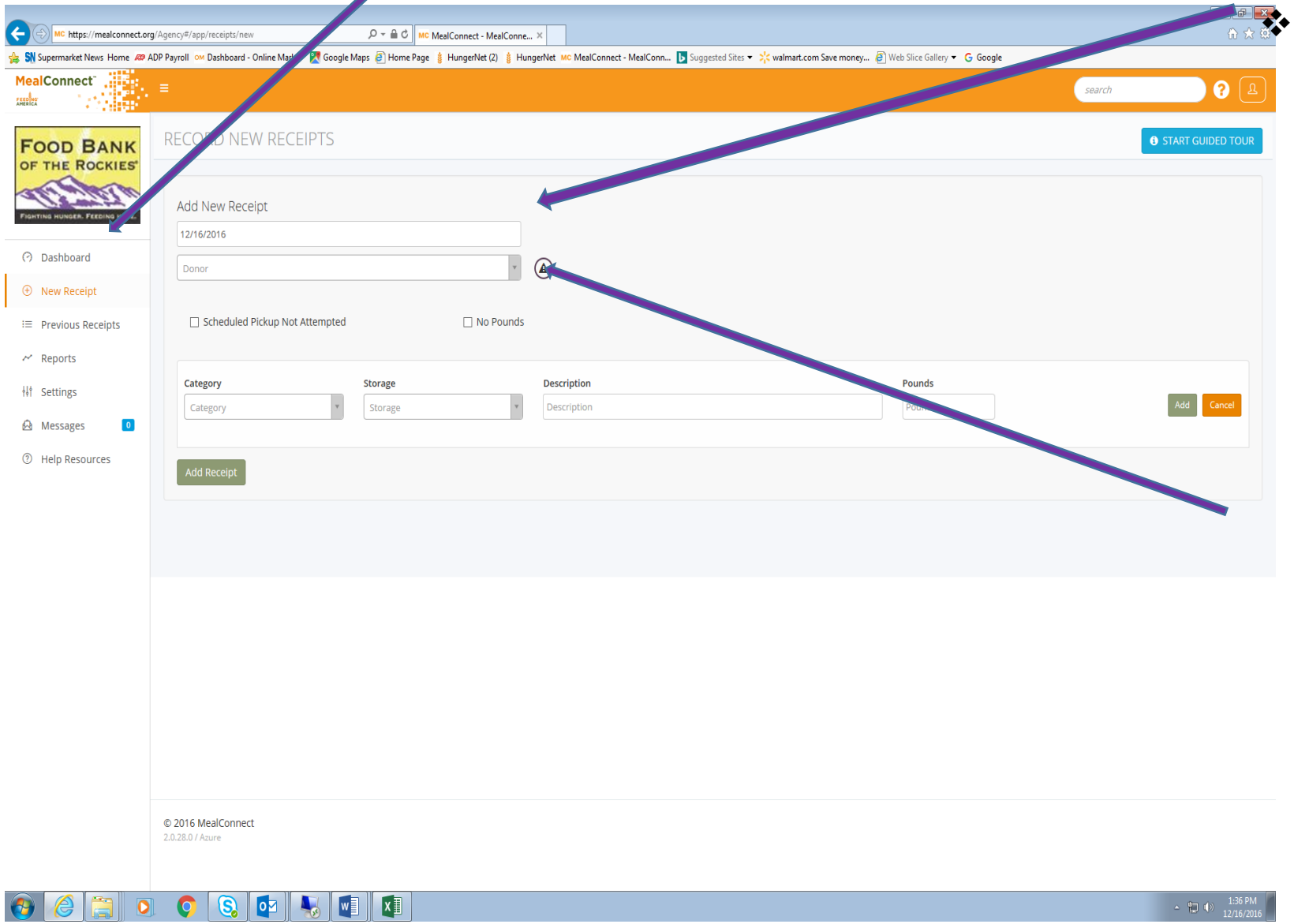


Select E-mail Address



Type in your email address & password provided by FBR

Record New Receipt

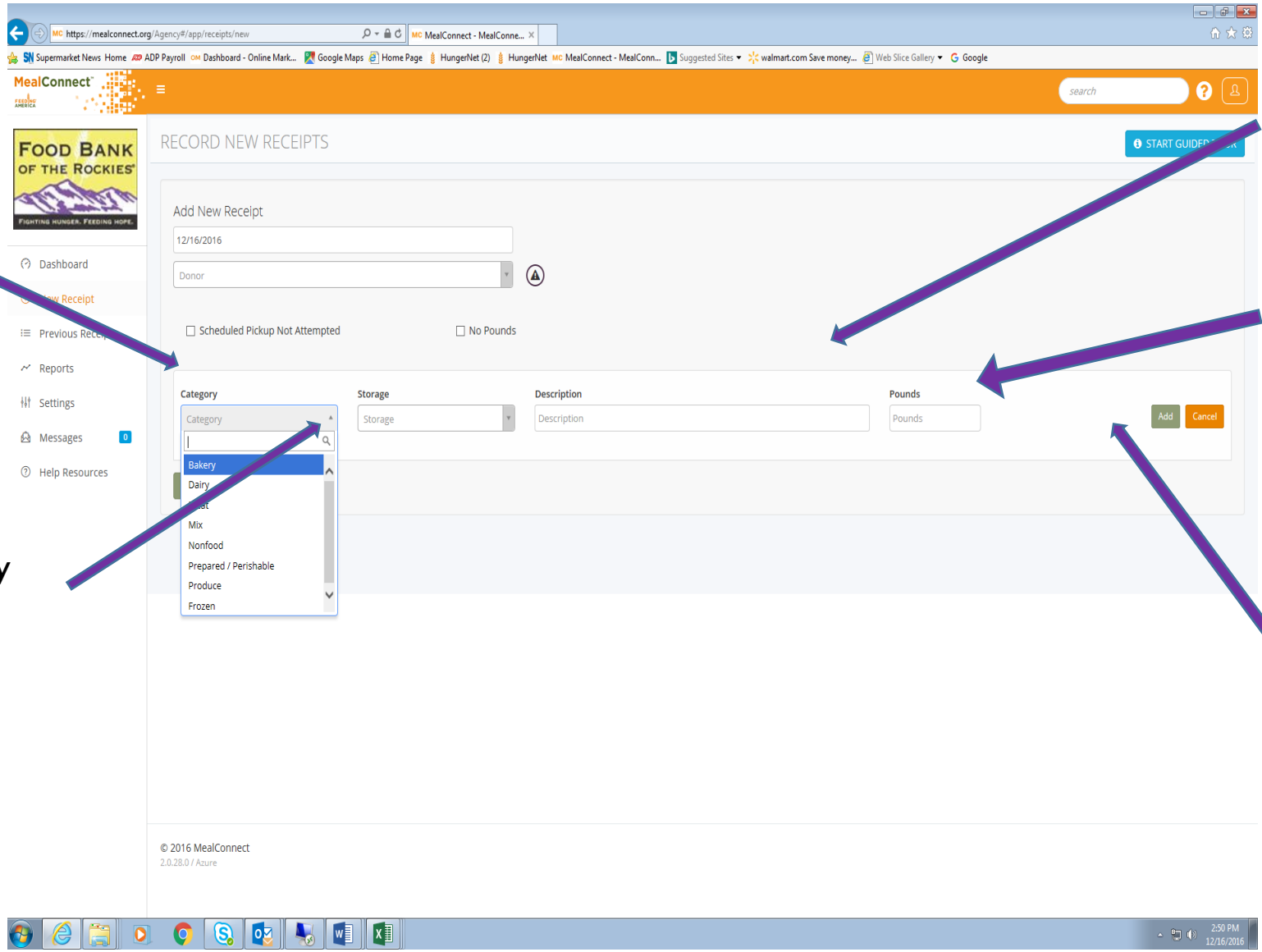


- Verify that your Pick-up Date is correct

- Verify that the Retail Location is correct

❖ From Drop-down Menu Select Category of donation

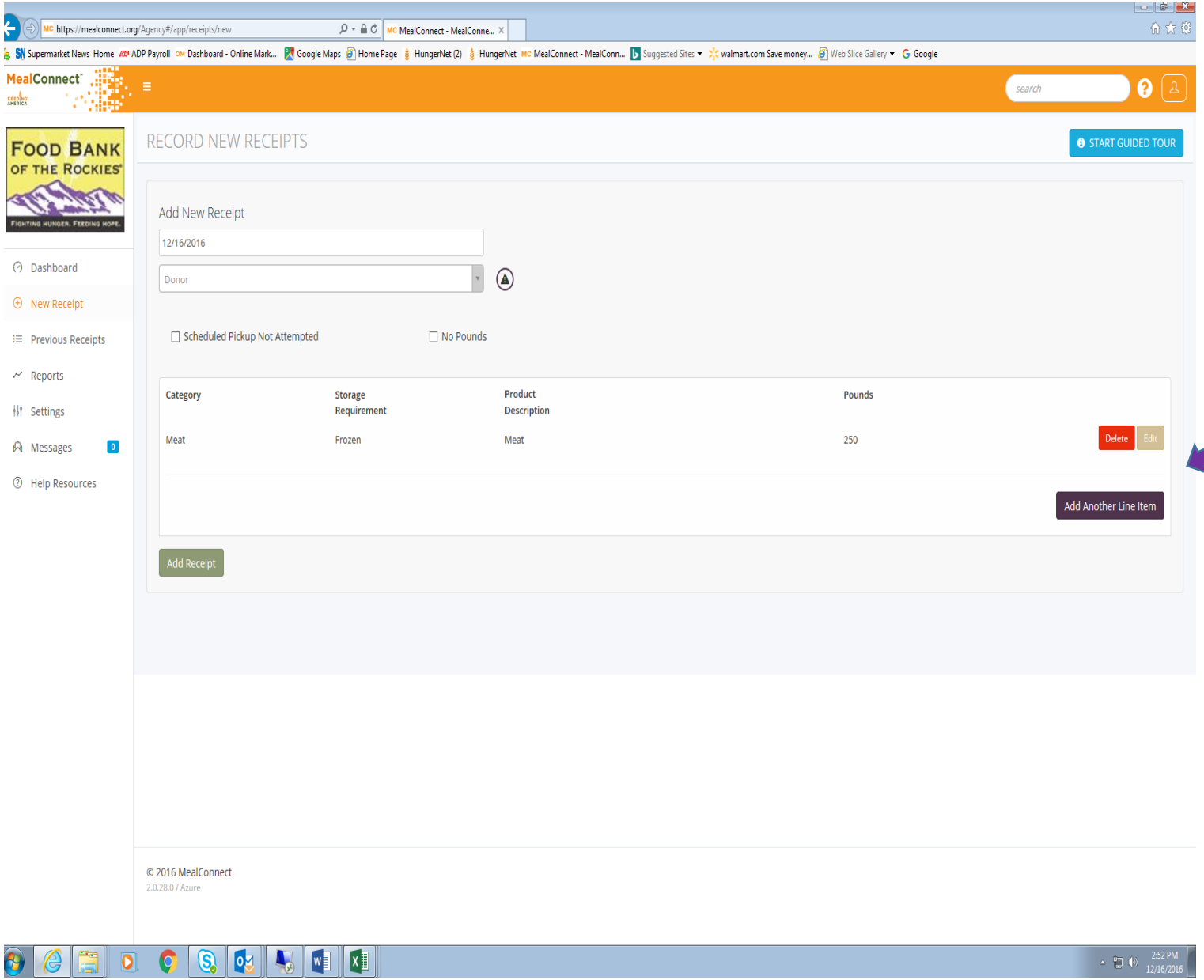
❖ Storage will automatically populate



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

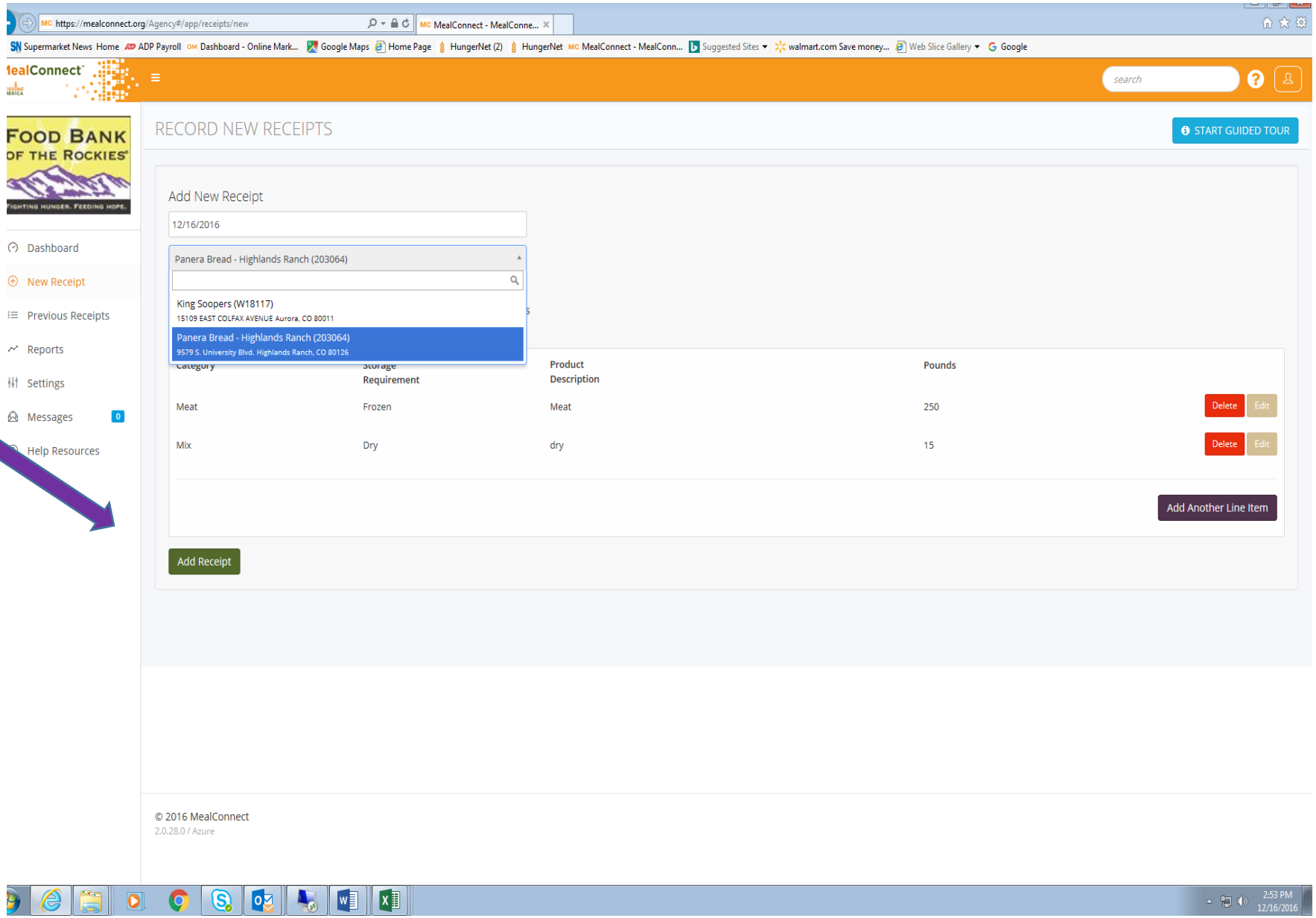
❖ Pounds – Enter amount of poundage received for that category

❖ Click on “Add”



To add additional categories. Select "Add Another Line"

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



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