# Agency Quick Start Guide
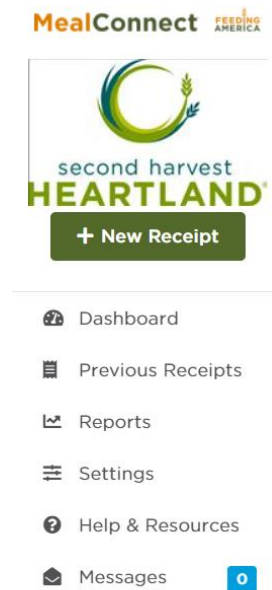
## Log in to MealConnect
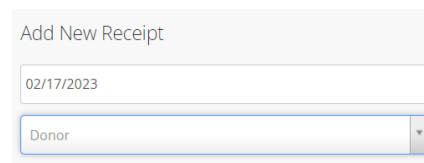
1. You will receive a username and password from Feed My People Food Bank.
2. Navigate to https://mealconnect.org and use the credentials given to you by FMP to log in.
3. Your username, although in an email format, is only a username and will never be used for communication.

## Verify the Donors

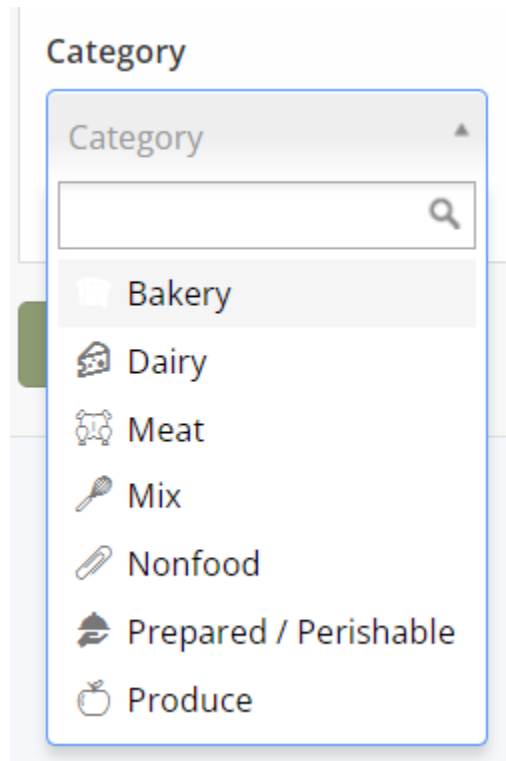1. Click New receipt in the menu at the left of the page:



2. Select the date of pick up or the last day of the month you are reporting for.
3. Click on the Donor drop-down list:

## Record the Food Rescue Retail Donations

4. In MealConnect a submission of store donations is called a Receipt
5. To enter the pounds collected at a store, open the New Receipt page (see above)
6. Choose the date of pickup
   a. If you choose to record your donations at the end of the month, be sure to choose a date in the month for which you are reporting.
7. Choose the appropriate Donor from the drop-down list
8. Select the Category:

   a. Report Dry Grocery under Mix
   b. Kwik Trip Only
      i. Meat – Meat &Freezer items
      ii. Prepared & Perishable – take home meals, eggs, produce, sandwiches, etc.
      iii. Bakery – Baked goods & Dry product
9. The Storage field will fill in automatically
10. The Description is not required and is for you to use, if desired.

11. Enter the Pounds in the box provided and click Add:

**Pounds**

| Pounds | | Add | Cancel |

12. Review the line you created.
13. Choose:
    a. Delete to erase the line
    b. Edit to change the line
    c. Add Another Line Item, if applicable, and repeat steps 8-13 for each category.

**Pounds**

20       Delete   Edit

Add Another Line Item

14. When all categories for each store is complete, Click Add Receipt and Review

| Category | Storage Requirement | Product Description | Pounds | |
|---|---|---|---|---|
| 🗑 Bakery | Dry | None | 20 | Delete Edit |
| | | | | Add Another Line Item |

Add Receipt and Review

15. Review the Receipts Ready for Submission

**RECEIPTS READY FOR SUBMISSION**

| Pickup Date | Agency | Donor | Number of Items | Total Pounds | Status |
|---|---|---|---|---|---|
| | | | | | Add New Receipt |

Submit Receipts

16. The last step is to Submit the Receipts. The receipts(s) are not submitted until the button is clicked.
    a. You may choose to submit the receipts after each store and repeat from Step 5 to enter the donations for another store

## Correcting a Mistake

- Go to Previous Receipts
- If the receipt is still within the edit period of 5 days, the status will show as "submitted" and an Edit button will show in the action column for that receipt

| TOTAL P... | STATUS | ACTION |
|---|---|---|
| 55 | Submitted | Edit |

- If the receipt is not within the edit period, the status will show as "locked", and no Edit button will be available. In this case, please reach out to FMP for assistance.

| TOTAL P... | STATUS | ACTION |
|---|---|---|
| 145 | 🔒 Locked | View |