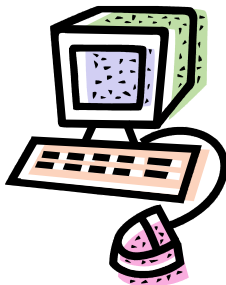



CONNECTICUT
food bank
A PARTNERSHIP TO ALLEVIATE HUNGER

AgencyExpress
User Quick Start Guide



1. Open up your internet browser.
2. Enter the following web address into the address bar of your internet window:
 - a. <http://www.insidectfoodbank.org>
 - b. Click on Northeast Programs Online Ordering

3. Enter your User Name, Password, and Program Code
 - a. User Name- First Initial Last Name
 - i. Ex: Fatima Carson-
fcarson
 - b. Password- Program Number 
 - i. Example: A9876-1
 - ii. Password is case sensitive.
 - c. Program Code- 0056P (CT food bank code) + Your Program Number
 - i. Example: 0056PA9876-1

4. Browse shopping list by:
 - a. Categories
 - b. Keyword Search
 - c. Entire Shopping List

5. Add items to your shopping cart
 - a. Enter quantity in the text box
 - i. You can add multiple items to the cart at a time
 - b. Click add to cart
 - c. As an item is added to the cart it will either say success or error.
 - i. Any errors will give instructions for correction.



6. Check Out
 - a. Click Check Out from either the list or click on your Shopping Cart
 - b. Update Header Information
 - i. Shipment Method: Choose Deliver.
 1. Pick-up date: **Disregard**, delivery will come as scheduled.
 2. Pick-up time: **Disregard**, pick up time will be as scheduled.
 - c. Special Delivery Instructions- use this space to write in any additional comments
 - d. Click on update header to save changes. You **MUST** click on update header to place your order.
 - e. Confirmation should appear saying *Header Information Updated Successfully*



7. Contact information may be updated as necessary.
8. Submitting orders from your Shopping Cart
 - a. Items may be reviewed line by line
 - b. Delete an item by clicking on the red 'X' under the delete column next to the line item that you want to remove.
 - c. Clear cart and begin with an empty cart by clicking **Clear Cart** button.
 - d. Change item quantities by entering the new quantity under the **Order Quantity** Column
 - e. Click **Update** to save changes.

9. Totals



- a. You can review the Total Gross Weight, Total Price, and Total Agency Credit Limit at the bottom of your shopping cart.
10. Submit your order by clicking on **Submit**.
- a. Click OK when you see a confirmation, to continue and place your order.

11. Confirmation

- a. After you submit your order a confirmation with your order number will appear on the screen.

12. Questions or Help

- a. Please contact Sherry Grant.
sgrant@ctfoodbank.org (203) 469-5000 ext. 313.



Congratulations- you have placed an Agency Express Order!