

Benefits

- Connects to live inventory data, which means that the available items and quantities are current.
- Ability to print a food selection list.
- Ability to schedule your warehouse pickup appointments online.
- Ability to place your delivery and pickup orders online.
- Ability to enter your quarterly reports online.
- Ability to check on orders, statements, invoices, grants, allocations and statistics.
- Some of the agency information will also be displayed graphically.

Web Browser

Primarius Web Window is best used in Internet Explorer or Firefox browsers.

Adobe Software

To view or print many of these items, you will need to have installed on your computer the free software called Adobe Reader. You can find this at <http://www.adobe.com>.

Reminders

- Use the **Logout** link in the upper right hand corner to close your Online Web Ordering session.
- When on a particular page, use the **Help** link in the upper right hand corner to clarify frequently asked questions.
- Your agency relations coordinator can assist you in answering questions regarding your agency's contents on the web.

ACCESSING THE ONLINE WEB ORDERING SYSTEM

Login (Fig. 1)

- Begin by going to www.ftgcorders.org.
- Each person authorized to order food online will need to know:
 - Agency Ref (*Your Agency Number*)
 - Username
 - Password
 - Your username and password will be e-mailed to the e-mail address that we have on file for your agency. *Please let your Agency Relations Coordinator know immediately if this e-mail needs to be updated.*

The screenshot shows a login form with three input fields labeled 'Agency Ref:', 'Username:', and 'Password:'. A 'Login' button is located at the bottom right of the form area. Below the button, the text 'V02.01.00.0046' is displayed.

(Fig. 1)

The Home Page (Fig. 2)

From the **Home Page**, you can view and directly access your shopping cart by using the **Your Cart** tab. You can also select any of the other tabs to look at agency information. The home page displays messages from the food bank such as closed dates, recalls, etc. In addition, any relevant links to other web pages are displayed under the **Notable Links** heading. This informational handout will walk through all the tabs to describe what you will see.

The screenshot shows the home page with a navigation bar containing tabs for 'Home', 'Orders', 'Agency Pickup', 'Statistics', 'Other Agency Info', and 'My Docs'. Below the navigation bar, there is a 'Home' heading and a 'Your Cart' link. The main content area contains a welcome message: 'Welcome to the Bay Area Food Bank Online Ordering System!' followed by a note about a \$10 minimum fee on deliveries, information about 'Current Must Takes for AL-USDA Only' (14001 Grapefruit Juice), and a notice about being closed on Monday, January 18, 2016 (Martin Luther King Jr. Day).

(Fig. 2)

Agency Information (Fig. 3)

If you click on the My Agency link in the upper right-hand corner, you will see:

Home Orders Agency Pickup Statistics Other Agency Info My Docs

Feeding the Gulf Coast - Main Branch

Agency Info Locations Contacts Hours Open AR Service Info

Contact: Dave Reaney
Address: 5248 Mobile South Street
Theodore, AL 36582
Phone: (251)653-1617
Email: agencyrelations@feedingthegulfcoast.org
Last Monitored: 1/1/0001

Agency Size: **NONE**
PantrySize: **NONE**
OnSite Size: **NONE**
Inactive? No
Suspended? No
Serve Onsite? No
Serve Offsite? No
Balance: \$0.00
Last Paid: 1/7/2016

(Fig. 3)

The tab windows will show you what information Feeding the Gulf Coast has recorded on your agency file. If the information on these tabs has changed, or is incorrect, contact your agency relations coordinator to have the information updated.

Home Orders Agency Pickup Statistics Other Agency Info My Docs

Feeding the Gulf Coast - Main Branch

Agency Info Locations Contacts Hours Open AR Service Info

Addresses

Type	Name	Address	Address 2	City	State	Zip
Main	Feeding the Gulf Coast	5248 Mobile South Street		Theodore	AL	36582
Panhandle	Feeding the Gulf Coast	5709 Industrial Blvd		Milton	FL	32583

(Fig. 4)

Locations Tab (Fig. 4)

These are the addresses that Feeding the Gulf Coast has on file for your agency.

Home Orders Agency Pickup Statistics Other Agency Info My Docs

Feeding the Gulf Coast - Main Branch

Agency Info Locations Contacts Hours Open AR Service Info

Contacts

Type	Name	Phone	Ext.	E-mail	Authorized?	Can Pickup?	Can Order?	Food Safety Cert?	Food Safety Cert
POL Order	Utanka Parkus	251-653-1617	147	sparkes@feedingthegulfcoast.org	Yes	Yes	Yes	No	
Contact	Dave Reaney	251-653-1617			No	No	No	No	
Contact	Stefanie Beneath	251-653-1617	116	sbeneath@feedingthegulfcoast.org	No	No	No	No	
Contact	Shelly Dougans	251-653-1617	101	sdougans@feedingthegulfcoast.org	No	No	No	No	

(Fig. 5)

Contacts Tab (Fig. 5)

The contacts listed are the different contacts that FTGC has on file for your agency. These are the contacts that are eligible to select and receive product on behalf of your agency.

Home Orders Agency Pickup Statistics Other Agency Info My Docs

Feeding the Gulf Coast - Main Branch

Agency Info Locations Contacts Hours Open AR Service Info

Hours of Operation

Day	Hours
Sunday	Closed
Monday	8:00 - 4:30
Tuesday	8:00 - 4:30
Wednesday	8:00 - 4:30
Thursday	8:00 - 4:30
Friday	8:00 - 4:30
Saturday	Closed

Hours Comments:
Mon. - Fri. 8:00 - 4:30

(Fig. 6)

Hours Tab (Fig. 6)

These are your agency's hours of operation that FTGC has on file.

Home Orders Agency Pickup Statistics Other Agency Info My Docs

Feeding the Gulf Coast - Main Branch

Agency Info Locations Contacts Hours Open AR Service Info

Open Account Receivables

OrderRef	Status	Entered	Delivered/Pickedup
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(Fig. 7)

Open AR Tab (Fig. 7)

Shows Administrators if the order:

- Is Open or Closed
- Has been Reviewed by FTGC
- Has been Picked (selected) by FTGC
- Has a Balance

Order Ref #

You have 3 hours 59 minutes as of 1/15/2016 9:31:11 AM before your order is cancelled.

Item Count: Total Weight: Purchase Cost: Service Fees: Total Cost:

Search: Filter Food Only Column Sorting: Multi Page Size: 20

Ref	Product	Storage	Packing	Type	Category	Price	VAP	Unit	Weight	Available	Qty	End
06041	AL-USA BEEF STEW CAN 2424 OZ.	DRY	2424 OZ.	06-Meat/Entrees/Soups	AL-USA	\$9.17	\$9.00	Case	42.99	534		X
10057	AL-USA PEACHES 2415 OZ.	DRY	2415 OZ.	10-Fruits Canned/Frozen	AL-USA	\$4.86	\$9.00	Case	27	187		X
10031	AL-USA APPLE SLICES, 12/2.5LB	FROZEN	12/2.5LB	10-Fruits Canned/Frozen	AL-USA	\$6.08	\$9.00	Bag	32	62		X
10056	AL-USA CRANBERRY SAUCE 2415 OZ.	DRY	2415 OZ.	10-Dairy Products	AL-USA	\$5.22	\$9.00	Case	29	1358		X
10000	AL-USA RAISINS 2415 OZ.	DRY	2415 OZ.	10-Fruits Canned/Frozen	AL-USA	\$3.42	\$9.00	Case	38	583		X
14561	AL-USA GRAPE JUICE 8/64 OZ.	DRY	8/64 OZ.	14-Juices	AL-USA	\$3.42	\$9.00	Case	38	221		X
14000	AL-USA ORANGE JUICE 8/64 OZ.	DRY	8/64 OZ.	14-Juices	AL-USA	\$3.42	\$9.00	Case	38	290		X
14001	AL-USA GRAPEFRUIT JUICE 8/64 OZ.	DRY	8/64 OZ.	14-Juices	AL-USA	\$3.42	\$9.00	Case	38	290		X
14003	AL-USA CONC. CRANBERRY JUICE 12/11.5 OZ.	DRY	12/11.5 OZ.	14-Juices	AL-USA	\$1.08	\$9.00	Case	12	1707		X
15000	AL-USA CANNED CHICKEN	DRY	2415 OZ.	15-Meat/Fish/Poultry	AL-USA	\$5.32	\$9.00	Case	28	83		X
15080	AL-USA SALMON, RED	DRY	2417.3 OZ.	15-Meat/Fish/Poultry	AL-USA	\$2.66	\$9.00	Case	14	714		X
15107	AL-USA WHOLE CHICKEN (10 PER CASE)	FROZEN	10/4.8#	15-Meat/Fish/Poultry	AL-USA	\$9.12	\$9.00	Case	48	130		X
15469	AL-USA LEG QUARTERS 4/10 LB. 8/45	FROZEN	4/10 LB.	15-Meat/Fish/Poultry	AL-USA	\$7.98	\$9.00	Case	42	1739		X
27005	AL-USA MIX VEGETABLES	DRY	2415 OZ.	27-Vegetables Canned/Frozen	AL-USA	\$5.13	\$9.00	Case	27	255		X
27003	AL-USA CARROTS	DRY	2415 OZ.	27-Vegetables Canned/Frozen	AL-USA	\$4.86	\$9.00	Case	27	110		X
27000	AL-USA DICED TOMATOES 2415 OZ.	DRY	2415 OZ.	27-Vegetables Canned/Frozen	AL-USA	\$5.13	\$9.00	Case	27	315		X
23026	AL-USA POTATOES CAN SLICED 2415 OZ.	DRY	2415 OZ.	27-Vegetables Canned/Frozen	AL-USA	\$5.70	\$9.00	Case	30	337		X
23221	AL-USA CREAM STYLE CORN 2415 OZ.	DRY	2415 OZ.	27-Vegetables Canned/Frozen	AL-USA	\$4.86	\$9.00	Case	27	138		X
23000	AL-USA GREEN BEANS 2415 OZ.	DRY	2415 OZ.	27-Vegetables Canned/Frozen	AL-USA	\$4.86	\$9.00	Case	27	667		X
03003	WATER 12/12 OZ.	DRY	12/12 OZ.	03-Beverages	Misc. Donated Product	\$1.98	\$9.00	Case	11	349		X

(Fig. 12)

Product Details

06041 BEEF STEW - SCMP

Category: 10-Meat/Entrees/Soups
Storage: Misc. Donated Product
Second Harvest Type: 1-NonFood
On Hand: 5
Unit Measure: 5
Price Per: \$7.65
Description: 40-45 CASE PER BOX

Storage: 100
Packaging: 24x12 LB. BOX
Unit Weight: 40
Qty per Unit: 0

Actual Product May Differ

(Fig. 13)

Shopping List

Feeding the Gulf Coast - Main Branch
Date Printed: 1/15/2016 At 9:35 AM
*Item cost and available quantity may vary.

Ref	Product	Storage	Packing	Type	Category	Price	VAP	Unit	Weight	Available	Qty	Order
06041	AL-USA BEEF STEW CAN 2424 OZ.	DRY	2424 OZ.	06-Meat/Entrees/Soups	AL-USA	\$9.17	\$9.00	Case	42.99	534		
10047	AL-USA PEACHES 2415 OZ.	DRY	2415 OZ.	10-Fruits Canned/Frozen	AL-USA	\$4.86	\$9.00	Case	27	187		
10031	AL-USA APPLE SLICES, 12/2.5LB	FROZEN	12/2.5LB	10-Fruits Canned/Frozen	AL-USA	\$6.08	\$9.00	Bag	32	62		
10056	AL-USA CRANBERRY SAUCE 2415 OZ.	DRY	2415 OZ.	10-Dairy Products	AL-USA	\$5.22	\$9.00	Case	29	1358		
10000	AL-USA RAISINS 2415 OZ.	DRY	2415 OZ.	10-Fruits Canned/Frozen	AL-USA	\$3.42	\$9.00	Case	38	583		
14561	AL-USA GRAPE JUICE 8/64 OZ.	DRY	8/64 OZ.	14-Juices	AL-USA	\$3.42	\$9.00	Case	38	221		
14000	AL-USA ORANGE JUICE 8/64 OZ.	DRY	8/64 OZ.	14-Juices	AL-USA	\$3.42	\$9.00	Case	38	290		
14001	AL-USA GRAPEFRUIT JUICE 8/64 OZ.	DRY	8/64 OZ.	14-Juices	AL-USA	\$3.42	\$9.00	Case	38	290		
14003	AL-USA CONC. CRANBERRY JUICE 12/11.5 OZ.	DRY	12/11.5 OZ.	14-Juices	AL-USA	\$1.08	\$9.00	Case	12	1707		
15000	AL-USA CANNED CHICKEN	DRY	2415 OZ.	15-Meat/Fish/Poultry	AL-USA	\$5.32	\$9.00	Case	28	83		
15080	AL-USA SALMON, RED	DRY	2417.3 OZ.	15-Meat/Fish/Poultry	AL-USA	\$2.66	\$9.00	Case	14	714		
15107	AL-USA WHOLE CHICKEN (10 PER CASE)	FROZEN	10/4.8#	15-Meat/Fish/Poultry	AL-USA	\$9.12	\$9.00	Case	48	130		
15469	AL-USA LEG QUARTERS 4/10 LB. 8/45	FROZEN	4/10 LB.	15-Meat/Fish/Poultry	AL-USA	\$7.98	\$9.00	Case	42	1739		
27005	AL-USA MIX VEGETABLES	DRY	2415 OZ.	27-Vegetables Canned/Frozen	AL-USA	\$5.13	\$9.00	Case	27	255		
27003	AL-USA CARROTS	DRY	2415 OZ.	27-Vegetables Canned/Frozen	AL-USA	\$4.86	\$9.00	Case	27	110		
27000	AL-USA DICED TOMATOES 2415 OZ.	DRY	2415 OZ.	27-Vegetables Canned/Frozen	AL-USA	\$5.13	\$9.00	Case	27	315		

(Fig. 14)

Order# 334500

Agency: 3228 - Feeding the Gulf Coast - Main Branch
Order Status: Entry NOT complete, Must Check Out
Order Placed: 1/15/2016
Warehouse: MAIN
Shipping Method: Pickup
Delivered/Picked Up: 1/21/2016 At 9:30 AM
Deliver/Pick Up Location: APP4

Product Ref	Product	Type	Category	Quantity	Weight	Unit Measure	Total Cost
06041	AL-USA BEEF STEW CAN 2424 OZ.	06-Meat/Entrees/Soups	AL-USA	2	85.96	Case	\$16.33
27003	AL-USA CARROTS	27-Vegetables Canned/Frozen	AL-USA	2	54	Case	\$9.72
14561	AL-USA GRAPE JUICE 8/64 OZ.	14-Juices	AL-USA	3	114	Case	\$10.26
14001	AL-USA GRAPEFRUIT JUICE 8/64 OZ.	14-Juices	AL-USA	3	114	Case	\$10.26
27055	AL-USA MIX VEGETABLES	27-Vegetables Canned/Frozen	AL-USA	2	54	Case	\$10.26
10047	AL-USA PEACHES 2415 OZ.	10-Fruits Canned/Frozen	AL-USA	2	54	Case	\$9.72
10006	AL-USA RAISINS 2415 OZ.	10-Fruits Canned/Frozen	AL-USA	2	50	Case	\$9.50
15080	AL-USA SALMON, RED	15-Meat/Fish/Poultry	AL-USA	2	28	Case	\$5.32
Totals:				18	553.96		\$81.37

(Fig. 15)

Print Cart Button (Fig. 15)

To print a shopping cart, select the **Print Cart** button. A new web window will appear with the following message: Do you want to open or save this file? Select the **Open** button. A printable cart list will appear. Printing this list allows you to review the products you have selected and make changes prior to submitting your order. The list also displays the weight and fee totals.

The **Ref** (reference) column contains the item number. Clicking on the product reference number will bring up a new window containing the product details and the product photo (if available).

Place quantity of item in the **Qty** textbox and either tab or select another **Qty** box by moving the mouse cursor.

Note: Alabama agencies that select USDA product for their order will have **Must Takes** added to their orders. The **Must Takes** will be on the **Home Page** displayed.

The red **X** selection will delete the item quantity from the cart.

The starred columns (Fig. 12) indicate columns that the food selection list can be sorted on. Clicking on the underlined word will sort the column in ascending or descending order. Keep clicking the word until you get the view you want. Note the small arrow pointing downward indicating an ascending selection (smallest number to largest number or alphabetical). Clicking on the **Star** in the **Type** column creates a drop down list so you can select the category you want.

At the bottom of the list, you will see **Apply** so that the column will only show those items or **Reset** to erase previous selections. Then you will only see what is filtered and the **Star** will turn yellow indicating a filter is on. Clicking on the yellow **Star** and selecting **Reset** at the bottom of the column will remove the filter.

On the food selection list (Fig. 13), more product information can be found by clicking on the reference number or the camera icon (when available). A product detail page will show with the product image when available. As we develop the product list further, images of each product type will be added.

Print Shopping List Button (Fig. 14)

To print a food selection list, select the **Print Shopping List** button. A new web window will appear with the following message: Do you want to open or save this file? Select the **Open** button. A printable food selection list will appear.

Printing this list allows your agency to draft an order before placing it. Please keep in mind that product quantities may change between when you print the list and when you place your order.

View Cart Button (Fig. 16-Fig. 17)

From here, you can either select the Shopping List button to return to the food selection list or you can proceed to checkout (Fig. 16).

Order Ref #334500 You have 3 hours 53 minutes as of 11/15/2016 9:40:35 AM before your order is canceled.

Contact Information

Name:
 Phone Number:
 E-mail Address:
 Comment:

Shipping/Delivery

Method: Pickup
 Location: APN4
 Date: 1/21/2016
 Time: 9:30 AM
 Order Status: Entry NOT complete, Must Check Out

Items Count: 8 Total Weight: 154 Purchase Cost: \$0.00 Service Fees: \$61.37 Total Cost: \$61.37

Ref	Product	Storage	Type	Weight	Category	Price	Unit Measure	Available	Qty	Ext
00041	AL-USDA BEEF STEW CAN 24/24 OZ	DRY	16-Meat/Entree/Soup	42.96	AL-USDA	\$5.17	Case	532	2	\$10.34
10006	AL-USDA RASBING 24/15 OZ	DRY	10-Fruits Canned/Frozen	35	AL-USDA	\$4.75	Case	855	2	\$9.50
10047	AL-USDA PEACHES 24/15 OZ	DRY	10-Fruits Canned/Frozen	27	AL-USDA	\$4.80	Case	395	2	\$9.60
14001	AL-USDA GRAPEFRUIT JUICE 8/64 OZ	DRY	14-Juices	38	AL-USDA	\$5.42	Case	2767	3	\$16.26
15054	AL-USDA GRAPE JUICE 8/64 OZ	DRY	14-Juices	38	AL-USDA	\$5.42	Case	238	3	\$16.26
15086	AL-USDA SALMON, RED	DRY	15-Meat/Meat/ poultry	14	AL-USDA	\$2.60	Case	723	2	\$5.20
12002	AL-USDA CARROTS	DRY	27-Vegables Canned/Frozen	27	AL-USDA	\$4.86	Case	158	2	\$9.72
12002	AL-USDA MIX VEGETABLES	DRY	27-Vegables Canned/Frozen	27	AL-USDA	\$5.13	Case	253	2	\$10.26

(Fig. 16)

To checkout, fill in the textboxes with the name, phone number, and e-mail address of the agency representative completing the order. If you would like to leave comments or special instructions for the warehouse or transportation, you can use the Comment textbox. Once you have filled out these textboxes, select the Checkout button to submit your order to Feeding the Gulf Coast.

After selecting the Checkout button, a successful submission will display a confirmation message (Fig. 17).

To print or save a PDF of your order summary, click on the highlighted link under "Click here for a PDF summary of your order."

ATTENTION:

A **\$25 fee** will be charged to agencies who cancel appointments less than one working day in advance.

A **\$50 fee** will be charged to agencies who do not show up for their scheduled appointments.

Thank-you! Your order was successfully submitted.

[Click here](#) for a PDF summary of your order.

(Fig. 17)

Order#	Status	Entered	Delivered	Method	Reordered?	Reordered	Re-Ship	Confirmed?	Location
334500	Open	01/15/2016		Pickup	No			No	APN4
323286	Closed	04/29/2015	05/04/2015	Delivery	Yes	04/29/2015	04/29/2015	Yes	No Del/Pk Location

(Fig. 18)

Orders Tab (Fig. 18-Fig. 19)

This lists all of the orders for your agency and their current status (Fig. 18).

Left clicking on a table row will bring up the order details (Fig. 19).

Order #334500

Order Date: 1/15/2016 Order Status: Waiting to be Reviewed
 Weight: 153.89 Washhouse: N/A
 Total Cost: \$61.37 Shipping Method: Pickup
 Payment: \$0.00 Delivered/Picked Up: 1/21/2016 9:30 AM
 Applied Credits: \$0.00 Picked Up By: APN4
 Balance: \$61.37 Delivery/Pick-up Location:

Order Notes: Pickup Order | Location: APN4 Message to food bank: Test. Please delete. This was submitted on 1/15/2016 9:41 AM by bafo2. Contact Name: Stefanie Hancock Phone: 251-693-1617 Email: sbhcauth@feedingthegulfcoast.org USDA Heat Tallow: 10% per order

Product	Name	Type	Category	Weight	Quantity	Total Cost
00041	AL-USDA BEEF STEW CAN 24/24 OZ	16-Meat/Entree/Soup	AL-USDA	\$5.56	2	\$11.12
12002	AL-USDA CARROTS	27-Vegables Canned/Frozen	AL-USDA	\$4	2	\$8.00
14001	AL-USDA GRAPE JUICE 8/64 OZ	14-Juices	AL-USDA	\$14	3	\$42.00
14001	AL-USDA GRAPEFRUIT JUICE 8/64 OZ	14-Juices	AL-USDA	\$14	3	\$42.00
12002	AL-USDA MIX VEGETABLES	27-Vegables Canned/Frozen	AL-USDA	\$4	2	\$8.00
10047	AL-USDA PEACHES 24/15 OZ	10-Fruits Canned/Frozen	AL-USDA	\$4	2	\$8.00
10006	AL-USDA RASBING 24/15 OZ	10-Fruits Canned/Frozen	AL-USDA	\$4	2	\$8.00
15086	AL-USDA SALMON, RED	15-Meat/Meat/ poultry	AL-USDA	\$2	2	\$4.00

(Fig. 19)

Monthly Reports – Statistics Tab (Fig. 20)

This shows all the documented monthly reports that have been reported to Feeding the Gulf Coast.

Effective Date	Meals Served	Total People	Comment
12/31/2013	3	3	Submitted by Agency via Primarius Web Window at 1/5/2014 1:59 PM
11/30/2013	2	2	Submitted by Agency via Primarius Web Window at 12/7/2013 11:27 AM
10/31/2013	3	4	Submitted by Agency via Primarius Web Window at 11/10/2013 2:49 PM
09/30/2013	25	25	Submitted by Agency via Primarius Web Window at 10/13/2013 10:10 AM
08/31/2013	0	0	Submitted by Agency via Primarius Web Window at 9/9/2013 8:22 AM
07/31/2013	0	0	Submitted by Agency via Primarius Web Window at 8/6/2013 10:26 AM
06/30/2013	2	2	Submitted by Agency via Primarius Web Window at 7/9/2013 3:19 PM
05/31/2013	0	0	Submitted by Agency via Primarius Web Window at 6/9/2013 11:47 AM
04/30/2013	20	20	Submitted by Agency via Primarius Web Window at 4/29/2013 9:39 AM
03/31/2013	6612	66	Submitted by Agency via Primarius Web Window at 3/26/2013 1:25 PM
02/28/2013	5	5	Submitted by Agency via Primarius Web Window at 3/18/2013 9:17 AM
1/31/2014	0	0	Submitted by Agency via Primarius Web Window at 4/2/2014 9:43 AM
10/31/2014	15	5	Submitted by Agency via Primarius Web Window at 3/10/2015 11:23 AM

(Fig. 20)

Left clicking on a table row will bring up the monthly report details.

To Enter Monthly Reports (Fig. 21)

Select the **Enter Statistics** button and the enter statistics page will appear.

Reports are due by the **5th** day of the following month. Reports must be completed every month even if you did not distribute food that month. Primarius Web Window will not allow an order to be placed until the report has been completed.

Effective Date: The month and year being reported.

Meals: The number of meals served during the month being reported. Only agencies that serve meals should report this number.

Total Number of children 18 and younger: The total number of children ages 18 and younger that were served during the month being reported. All agencies should report this number.

Total Number of individuals: The total number of individuals across all households that were served during the month being reported. All agencies should report this number.

Total Number of individuals who received food more than once this month: The total number of individuals across all households that were served more than once during the month being reported. All agencies should report this number.

Total Number of seniors 60 and older: The total number of seniors ages 60 and older that were served during the month being reported. All agencies should report this number.

If you did not distribute during the month being reported, then you will need to put zeros in the appropriate fields. You may also leave a comment in the **Comments** box.

Note: You can alter the numbers until you press the **Submit Statistics** button. Once the statistics have been submitted, corrections can only be made by contacting Agency Relations staff.

CONTACT:

Alabama & Mississippi

Phone: (251) 653-1617 option: 4 or agencyrelations@feedingthegulfcoast.org

Florida

Phone: (850) 626-1332 ext. 202 or agencyrelations@feedingthegulfcoast.org

(Fig. 21)