AGENCY PARTNER DONATION REPORTING INSTRUCTIONS

Web Site: mealconnect.org

User Name: Email Address

Password: Provided by FBR
Select E-mail Address
Record New Receipt

- Verify that the Retail Location is correct
- Verify that your Pick-up Date is correct
Under Description - Type in description of the Category “Bakery”, “Meat” etc.

Pounds – Enter amount of poundage received for that category

Click on “Add”

From Drop-down Menu Select Category of donation

Storage will automatically populate
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