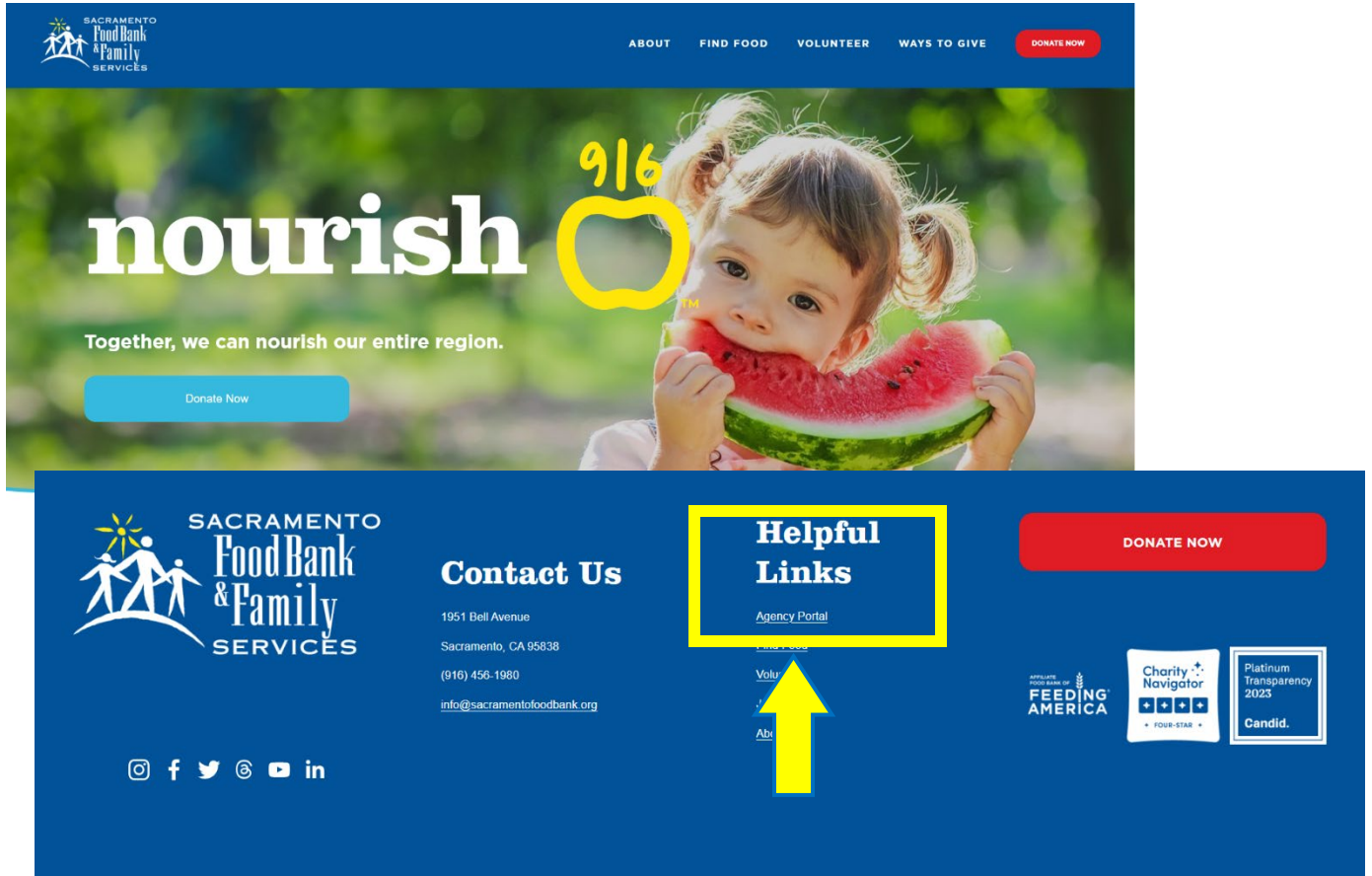


Monthly Reporting Guide

PWW Agency Reporting System

PWW Agency Online Reporting will be utilized to report monthly numbers of participants served. Each partner agency will receive (or already has) credentials (username and password) to log into this portal. You can log into PWW Agency Online Reporting through SFBFS' website.

1. Go to www.sacramentofoodbank.org
2. Scroll all the way to the footer at the bottom of the home screen
3. Under the "Helpful Links" header, click "Agency Portal"



Monthly Reporting Guide

- When the Agency Portal page opens, click the “Agency Online Ordering & Reporting” button.



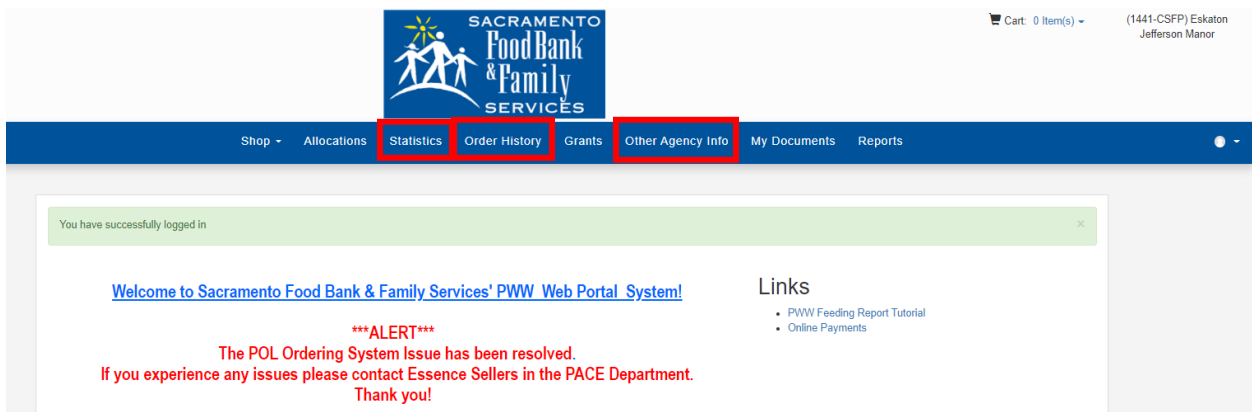
Agency Portal



- The login screen will appear. Enter your credentials, which were previously provided by SFBFS. Your username and password from the previous PWW should be the same. If you need help with your credentials, please contact the Food Access team at (916) 456-1980.

The login screen features the Sacramento Food Bank & Family Services logo at the top. Below the logo are three input fields: "Agency Reference", "User Name", and "Password". At the bottom left is a green "Login" button, and to its right is a grey "Reset" button. A link for "Forgot password?" is located at the bottom center.

- When you log into the reporting system, you'll see the SFBFS logo, several tabs and any notices. Please enter your monthly report under the “Statistics” tab.



Monthly Reporting Guide

- Once you're in the "Statistics" tab, click "+Add New Agency Statistics." Select the month of your distribution as well as the "Effective Date."

AGENCY STATISTICS

** Statistics can be edited throughout the day of the original submission date **

Active Inactive Export Data **+ Add New Agency Statistics**

	Period Type	Collection Period	Effective Date	Comment	Submitted On
Edit	Monthly	March 2022	03/31/2022	Another test - EB	03/01/2022
View	Monthly	February 2022	02/04/2022		02/04/2022
View	Monthly	January 2022	01/07/2022		01/07/2022
View	Monthly	December 2021	12/03/2021		12/03/2021
View	Monthly	November 2021	11/05/2021		11/05/2021
View	Monthly	October 2021	10/05/2021		10/08/2021

1 Enter General Info 2 Enter Details

[Save](#) [Reset](#)

Month

March 2022

February 2022

January 2022

December 2021

November 2021

October 2021

September 2021

- Now you're in the report window. Enter the information requested for the monthly report. Click "Update Value" for each value you enter; you should get a message saying "The record was saved successfully."

Statistic Name	Value	Comment
Total Adults (Ages 18-59)	0	
Total Children (Ages 0-17)	0	
Total Households	0	
Total People	0	
Total Seniors (Age 60+)	0	

- Great job! You submitted your report for the month!