

## Reporting & Ordering Snacks

### Report & Order Due Monday by Noon

1. Log on to Agency Express & enter your User Name, Password & Program Code  
<https://www.agencyexpress3.org/AgencyExpress30/NewLogin.aspx>
2. Click Report / Survey Management
3. Under My Surveys, click the submit button for the correct week
4. Enter the attendance & # of snacks distributed each day
5. Enter # of children enrolled for the week (says month but should be week)
6. Enter **the Monday date of the week the snacks were distributed**
7. If applicable, type in any notes – not a required field
8. Click Submit
9. Log out and wait 10-15 minutes
10. Log back in & enter your User Name, Password & Program Code  
<https://www.agencyexpress3.org/AgencyExpress30/NewLogin.aspx>
11. Select Order Options / Shopping List
12. Enter the # of each type of snack you want to order – refer to the snack menu  
**# of grains ordered for a day should match the # of juices for the same day**  
**Do not order anything else except the snacks that are displayed on the menu**  
**If other options are displayed call RuthAnn – 804.240.8271**
13. Click Add to Cart
14. Click Check Out
15. Select Pickup  
Sites in Petersburg select Delivery
16. Select the next available Thursday date
17. Click on the Time option that is available
18. Click Submit Cart
19. Logout