

## Reporting & Ordering Snacks & Suppers

### 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 & suppers 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 & suppers 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 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. Return to Order Options / Shopping List
20. Enter the number of suppers & milks you want for **Monday**
21. Click Add to Cart
22. Click Check Out
23. Select Delivery
24. Select the next available Monday date
25. Click on the Time option that is available
26. Click Submit Cart
27. Return to Order Options / Shopping List
28. Enter the number of suppers & milks you want for **Tuesday**
29. Click Add to Cart
30. Click Check Out
31. Select Delivery
32. Select the next available Tuesday date
33. Click on the Time option that is available
34. Click Submit Cart
35. Keep repeating for all the days you want suppers
36. After last Submit Cart has been clicked, log out