

## Reporting & Ordering 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 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 number of suppers & milks you want for **Monday**
13. Click Add to Cart
14. Click Check Out
15. Select Delivery
16. Select the next available Monday 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 **Tuesday**

21. Click Add to Cart
22. Click Check Out
23. Select Delivery
24. Select the next available Tuesday date
25. Click on the Time option that is available
26. Click Submit Cart
27. Keep repeating for all the days you want suppers
28. After last Submit Cart has been clicked, log out