



Agency Portal

Comprehensive Guide

April 2025

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Benefits

- Connects to live data which means that the available quantities are current.
- Print a shopping list.
- Place your order online.
- Enter your statistics online.
- Check order status, statements, invoices, and grants.
- Each agency has a unique username and password which not only identifies who has completed which agency process but also increases agency account security.

Adobe Software

- To open or print many of these items you will need to have installed on your computer **Adobe Acrobat Reader**, which is a free software. You can download this software at: <https://www.adobe.com/acrobat/pdf-reader>

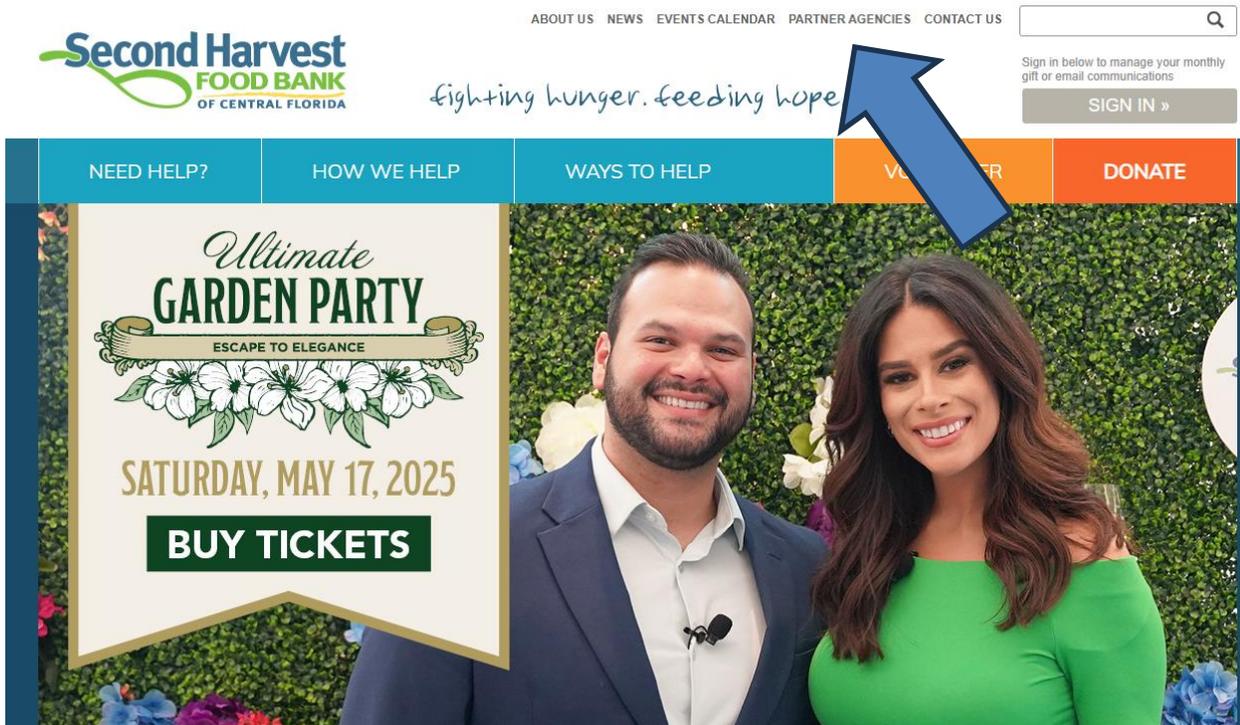
Reminders

- Use the **Logout** link in the upper right-hand corner to close your Online Ordering session.
- Click the **Help** link in the upper right-hand corner to clarify frequently asked questions.
- Select **Checkout** to complete your order and send it to the warehouse.
- You must **create an appointment** prior to placing an online order.
- Place your order at least **3 business days** before your scheduled pickup time.
- Your agency relations representative can assist you in answering questions regarding your agency's information that is displayed on your portal.

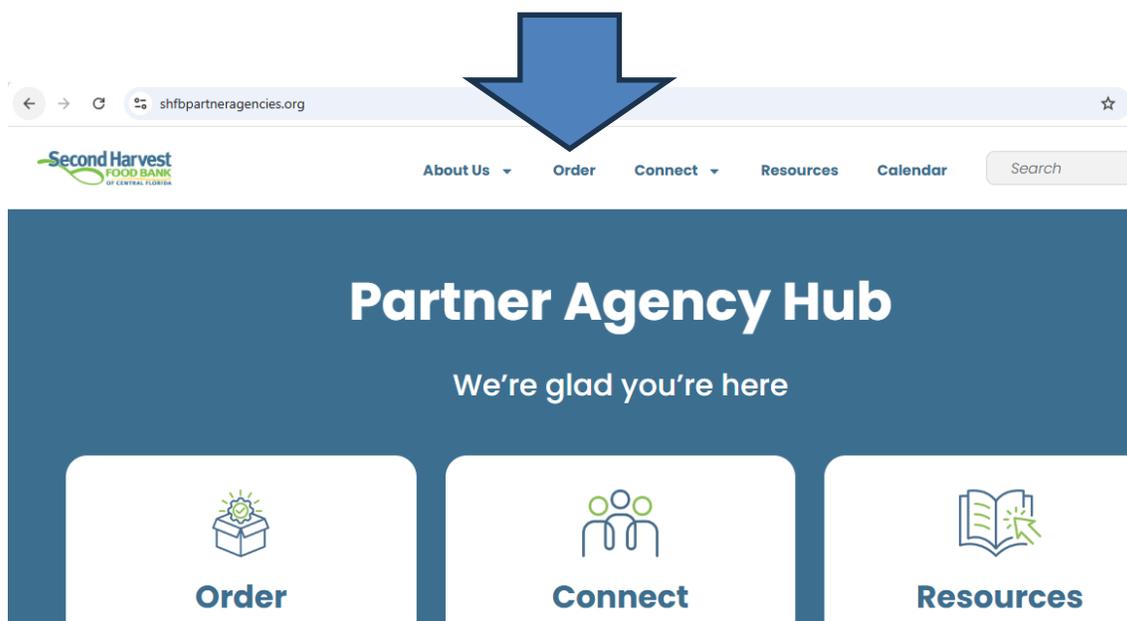
Accessing the Agency Portal

You will begin by going to <https://www.feedhopenow.org/> or straight to the partner agency website at <https://shfbpartneragencies.org/>

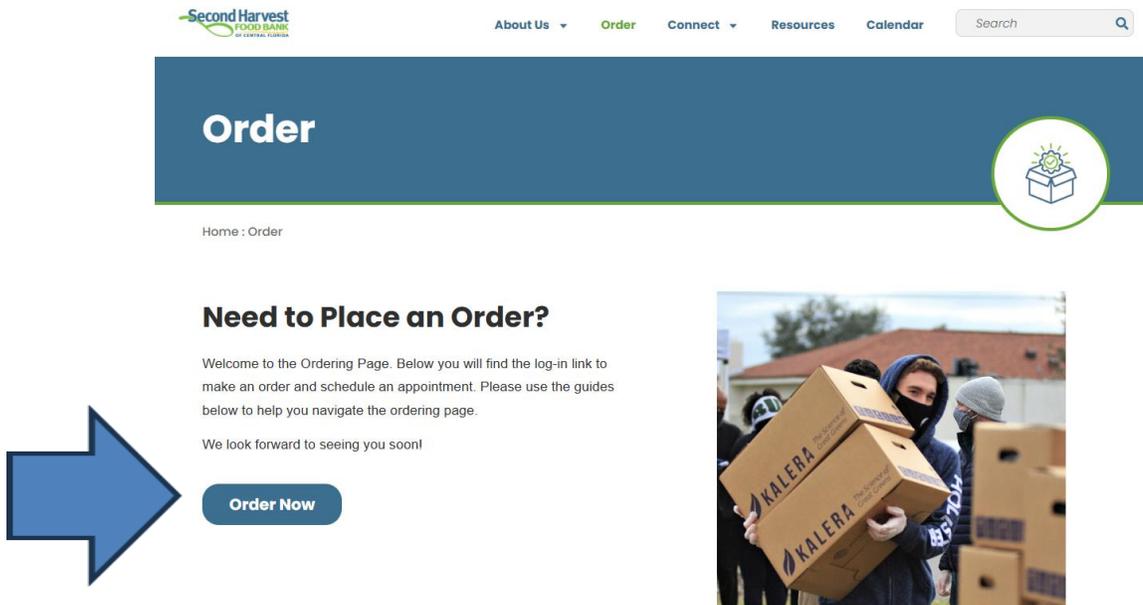
On the Feed Hope Now webpage, click the link “Partner Agencies” located on the top



Once on the SHFB Partner Agency website click the tab at the top that says “Order”



On the Ordering page, click the “Order Now” button to access the Agency Portal



Second Harvest
FOOD BANK
OF CENTRAL FLORIDA

About Us ▾ Order Connect ▾ Resources Calendar Search

Order

Home : Order

Need to Place an Order?

Welcome to the Ordering Page. Below you will find the log-in link to make an order and schedule an appointment. Please use the guides below to help you navigate the ordering page.

We look forward to seeing you soon!

[Order Now](#)



The next window will look a little different. Each person authorized to order food online will need to know:

- Agency Ref e.g. (OB001)
- Username *e.g.* (OB001) (same as Agency Ref)
- Password - if you are a new agency, we will provide one



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Login

Agency Ref:

Username:

Password:

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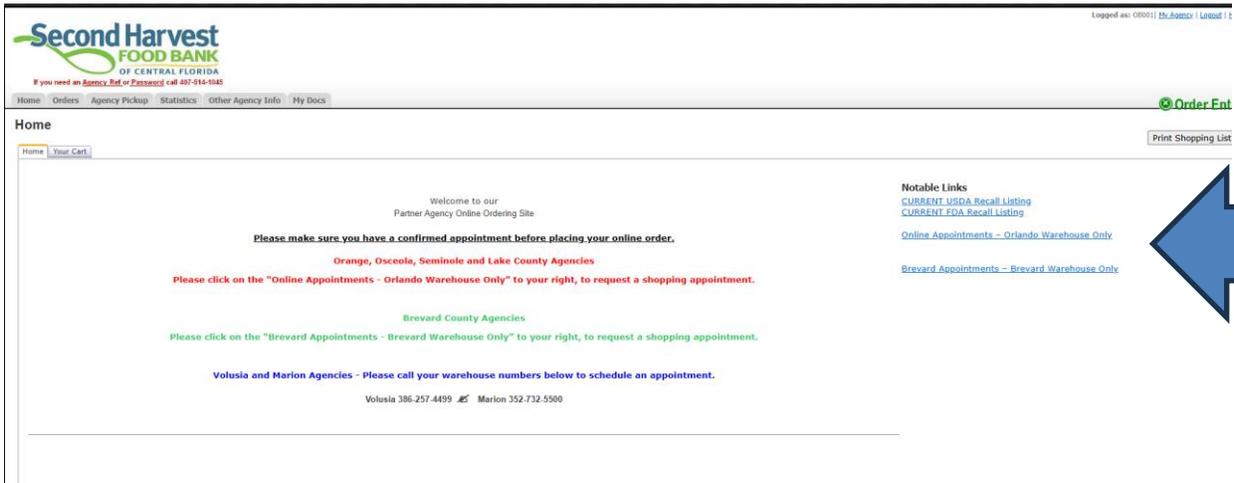
Closed Dates:
Monday, June 25, 2012 to Wednesday, July 04, 2012 for Year End Inventory/Software Upgrade

Once your credentials are entered, please click **Login**.

Making an Appointment: Orlando & Brevard Warehouse

The following instructions are only for agencies who are in Orange, Osceola, Lake, Seminole, or Brevard County.

After logging into the Agency Portal, you will see the following window:



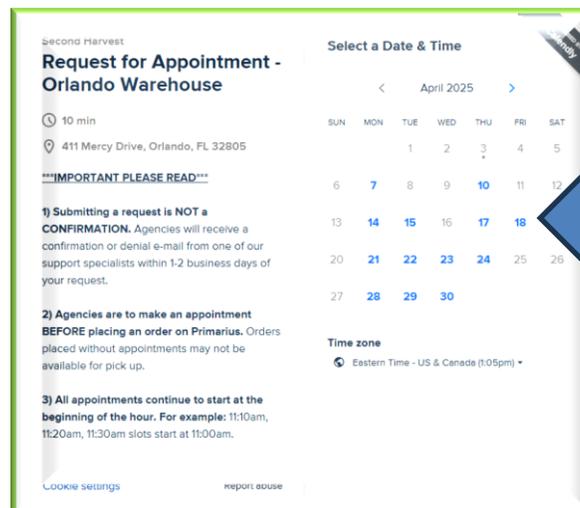
The link to make your appointment will be on the right side, highlighted in blue.

Click "Online Appointments—Orlando Warehouse Only" if your agency is in Orange, Osceola, Seminole, or Lake County.

Click "Online Appointments—Brevard Warehouse Only" if your agency is in Brevard County.

Appointments are scheduled through a program called "Calendly." Once you click the warehouse link, you will be sent to Calendly to schedule your appointment.

Read the instructions on the left-hand side of the page. The available days and will be in blue.



Agency Portal: *Comprehensive Guide*

Select the day of your choosing, and then select a time on the right column.

Select a Date & Time

April 2025

Tuesday, April 29

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Time zone
Eastern Time - US & Canada (t:16pm)

- 10:00am
- 10:10am
- 10:20am
- 10:50am
- 11:30am
- 11:50am
- 1:30pm
- 1:50pm

Please note that all appointments will begin at the start of the hour corresponding to the selected time.

Ex: An appointment scheduled for 9:30 AM will begin at 9:00 AM. An appointment scheduled for 1:50 PM will begin at 1:00 PM.

Once you have selected your day and time, enter all information and details, including the scheduled appointment time.

Once entered and checked over, click “Schedule Event” to submit.

Request for Appointment - Orlando Warehouse

10 min

411 Mercy Drive, Orlando, FL 32805

10:40am - 10:50am, Wednesday, March 9, 2022

Eastern Time - US & Canada

Enter Details

Name *
Billy Bob Joe

Email *
billybobjoe@gmail.com

What's your agency Reference #? *
OE200001

What's your agency name? *
Pantry of Billy Bob Joe

Are you authorized to shop on this account? (Appointments made by unauthorized users will be canceled). *

Yes, I am authorized on the account

No, I need to stop and contact my Agency Coordinator before making the appointment

Will your agency be picking up an order, shopping in the mart, or both? (Orders without appointments may result in a cancellation or reschedule). *

Both, shopping and picking up an order

Shopping only

Picking up only, no shopping

Send text messages to
+1 875309

You will opt in to text messages for this event. Message and data rates may apply. Reply STOP to opt out.

Schedule Event

You will be redirected to an external site.

Your appointment is not considered scheduled when you hit “Schedule Event.” This is only a request for the appointment.

You will receive an email stating that your request has been received. An approval or a denial email will be sent to you within 1-2 business days of your request from a Partner Agency Support Specialist.

If you must reschedule or cancel an appointment, click the corresponding button on the “Request Received” email.

Making an Appointment: Volusia & Marion Warehouse

To schedule an appointment at the Volusia or Marion Warehouse, please call the branch directly at the following numbers:

Volusia Branch: 386-257-4499

Marion Branch: 352-732-5500

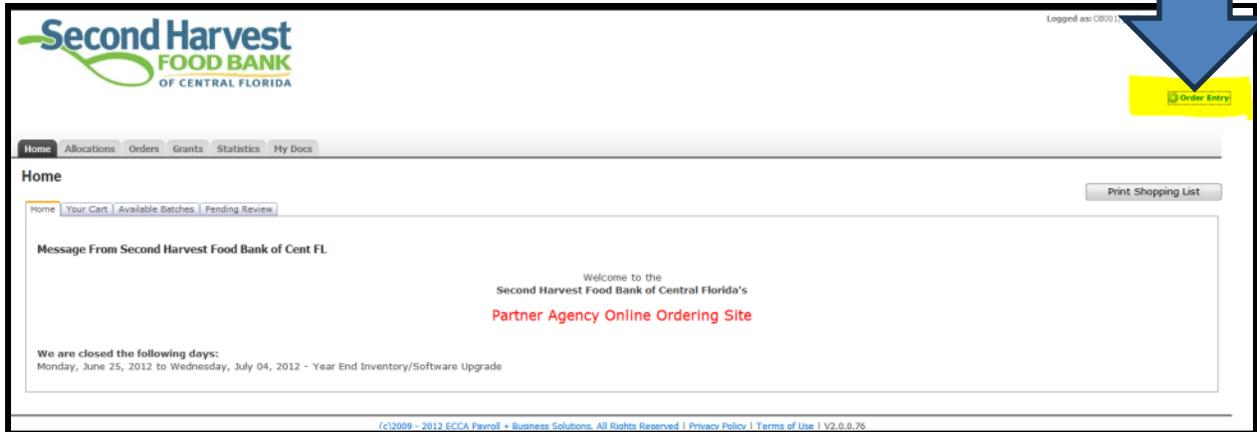
Placing an Order



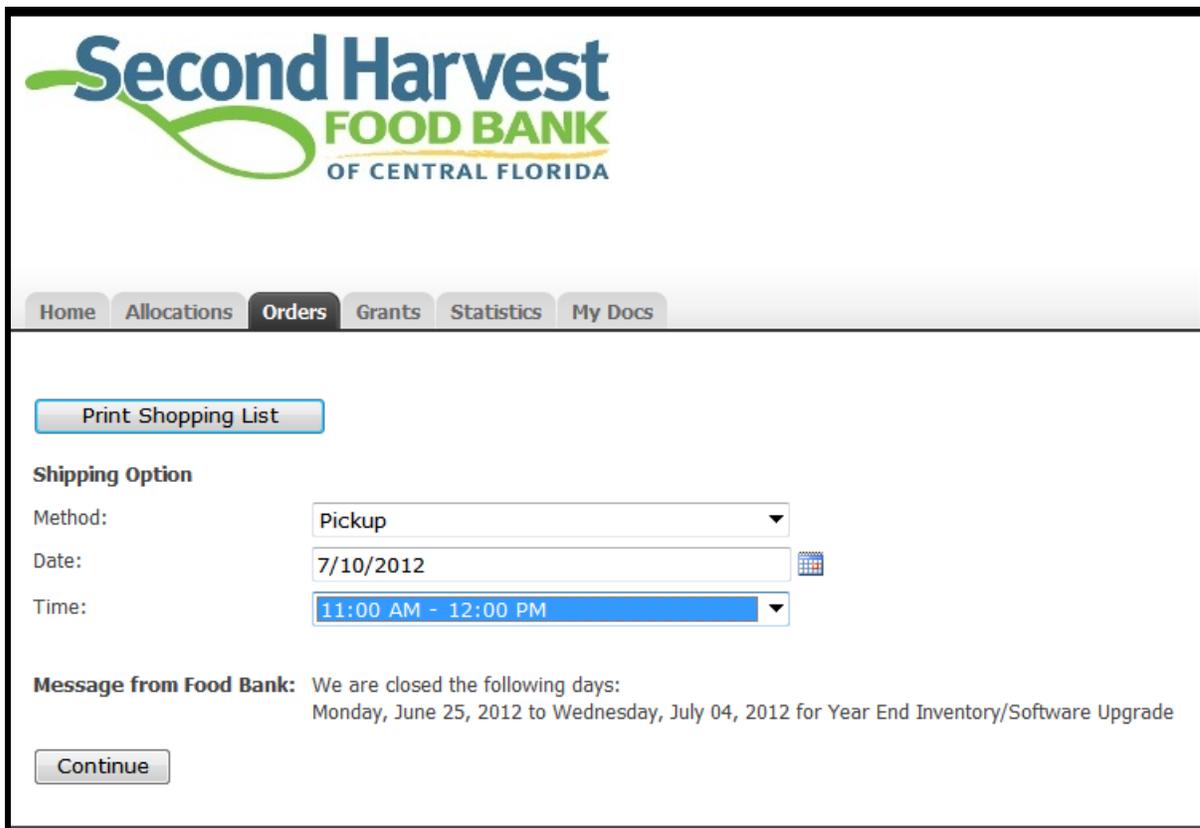
DID YOU MAKE AN APPOINTMENT?

Please always schedule an appointment with the warehouse before placing an online order. Thank you!

Home Page: Click on “Order Entry”



Fill in the Shipping Option. Most agencies will select Pickup unless delivery has been approved previously by the operations team. Simply selecting the delivery option **WILL NOT** guarantee delivery.



Select the **+ Order Entry** on the right side of the screen to open up the shopping list:




Logged as: 0800111

 Order Entry

Home Allocations **Orders** Grants Statistics My Docs

Order Ref #
Print Shopping List Print Cart View Cart

Item Count: Total Weight: Purchase Cost: Service Fees: Total Cost:

Search: Free Food Only
Column Sorting: Page size: 20

Ref	Product	★ Storage	Packing	Nutrition Description	★ Type	★ Category	Price	Unit	Weight	Available	Qty	Del
PUR-292	Y Ketchup Squeeze bottle 24/14oz note new PACK	Dry	24/14oz		Spices/Condiments/Sauces	PUR-FOOD	\$23.96	CASE	20	4	<input type="text"/>	
CLE-13909	CLE#41122 Tide Stain Release Booster	Dry	4/28 ct		Assorted Non-Food	NATIONAL	\$0.00	CASE	6	420	<input type="text"/>	
CON-13963	CON#34753 Old Fashioned Biscuit Gray Mix LIMIT 2	Dry	6/1.5 LBS		Spices/Condiments/Sauces	SHL	\$0.00	CASE	9	1	<input type="text"/>	
PUR-45	Y Plates 9" Round Foam white	Dry	500 ct	*None*	Paper Products - Household	PUR-NON-FOOD	\$19.69	CASE	7	13	<input type="text"/>	
BEV-14185	BEV#328079 Barnies Global Blend Coffee Pods	Dry	4/6.2 OZ		Beverages	LOCAL/LOCAL	\$0.00	CASE	3	38	<input type="text"/>	
PUR-244	Y Ketchup Packets 500 Packets	Dry	500 count		Spices/Condiments/Sauces	PUR-FOOD	\$14.68	CASE	12	3	<input type="text"/>	
PUR-174	Y Pork & Beans 6/#10	Dry	6/#10	1-Choose Frequently	Complete Meals/Entrees/Soup	PUR-FOOD	\$24.65	CASE	45	16	<input type="text"/>	
DSR-13486	DSR M&M's Ice Cream Cake	Frozen	1/2 LBS		Desserts	LOCAL/LOCAL	\$0.00	CASE	2	21	<input type="text"/>	
PUR-516	Y Mandarin Oranges 24/11oz	Dry	24/11oz cans		Fruits	PUR-FOOD	\$19.99	CASE	16.5	7	<input type="text"/>	
PUR-19	Y Cups 10 oz Foam White	Dry	40/25 ct	*None*	Paper Products - Household	PUR-NON-FOOD	\$23.68	CASE	9	13	<input type="text"/>	
PUR-108	Y Sugar Packets 1/10 PC's	Dry	1/2000		Spices/Condiments/Sauces	PUR-FOOD	\$13.99	CASE	13	6	<input type="text"/>	
BEV-14190	BEV Limonata Lemon Flavor Beverage	Dry	24/11.15 OZ		Beverages	NATIONAL	\$0.00	CASE	19	31	<input type="text"/>	
PUR-33	Y Paper Towels Roll Household	Dry	30 ct	*None*	Paper Products - Household	PUR-NON-FOOD	\$20.91	CASE	20	20	<input type="text"/>	
PUR-175	Y Corn on the Cob FROZEN	Frozen	96/3" Portions	3-Choose Sparingly	Vegetables	PUR-FOOD	\$21.65	CASE	15	1	<input type="text"/>	
PUR-187	Y Potatoes Sweet (YAMS) 6/#10	Dry	6/#10		Vegetables	PUR-FOOD	\$32.69	CASE	45	3	<input type="text"/>	
PUR-326	Y Chicken N Dumplings 12/24oz	Dry	12/24oz	3-Choose Sparingly	Complete Meals/Entrees/Soup	PUR-FOOD	\$23.69	CASE	18	31	<input type="text"/>	
PUR-206	Y #24413 Fish Whiting Battered 4oz Wedge IQF	Frozen	10# 40-4oz Oven Ready		Meats/Fish/Poultry	PUR-FOOD	\$26.99	CASE	20	6	<input type="text"/>	

The **Search textbox** allows you to type in the product name or the product reference number to search the shopping list for that particular item.

Search:

The **Ref (reference)** column contains the item number. Clicking on the product reference number will bring up a new window containing the product details.



Place quantity of item in the **Qty Textbox** and click outside of the box to add item to cart. While the system is placing the item in your cart you will see “wait” above the available column.



The **Red X** selection will delete the item from the cart.



The **starred columns (★)** can sort the shopping list in alphabetical order.

Clicking on the **Star (★)** in the Type Column creates a drop-down list so you can select the category you want.

At the bottom of the list, you will see **Apply** so that the column will only show those items or **Reset** to erase previous selections.

Then you will only see what is filtered and the **Star (★)** turns **yellow** indicating a filter is on.

Second Harvest FOOD BANK OF CENTRAL FLORIDA

Logged as: 0B001-A | [My Agency](#) | [Logout](#) | [Help](#)

[Order Entry](#)

Home | **Allocations** | **Orders** | Grants | Statistics | Other Agency Info | My Docs

Order Ref # Print Shopping List | Print Cart | View Cart

Item Count: Total Weight: Purchase Cost: Service Fees: Total Cost:

Search: Free Food Only Column Sorting: **Single** Page size: 20

Ref	Product	★ Storage	Packing	Nutrition Description	★ Type	★ Category	Price	Unit	Weight	Available	Qty	Del
PUR-407	Y Cereal Toasted Oats(cherrios) 96/.75 bowls	Dry	96/.75 bowls	1-Choose Frequently	Cereal	PUR-FOOD	\$19.99	CASE	5	2	<input type="text"/>	✗
PUR-427	Y CEREAL Crispy Rice = Rice Krispies 12/13oz bags	Dry	12/13oz bags		Cereal	PUR-FOOD	\$19.99	CASE	15	3	<input type="text"/>	✗

Clicking on the **Yellow Star (★)** and selecting **Reset** at the bottom of the column will remove the filter. On the shopping list, more product information can be found by clicking on the reference number

[Ref](#)
[12123](#)

Second Harvest FOOD BANK OF CENTRAL FLORIDA

Logged as: 0B001-A | [My Agency](#) | [Logout](#) | [Help](#)

[Order Entry](#)

Home | **Allocations** | **Orders** | Grants | Statistics | Other Agency Info | My Docs

Order Ref # Print Shopping List | Print Cart | View Cart

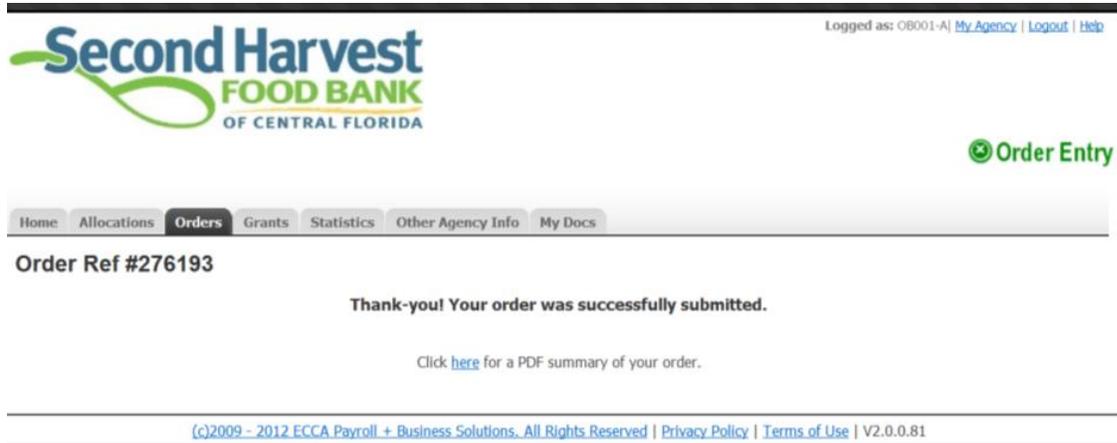
Item Count: Total Weight: Purchase Cost: Service Fees: Total Cost:

Search: Free Food Only Column Sorting: **Single** Page size: 20

Ref	Product	★ Storage	Packing	Nutrition Description	★ Type	★ Category	Price	Unit	Weight	Available	Qty	Del
PUR-222	Y Cereal Crispy Rice (rice crispies 96/.75 bowls	Dry	96/.75 oz bowls	2-Choose Occasionally	Cereal	PUR-FOOD	\$19.99	CASE	6	7	<input type="text"/>	✗
PUR-394	Y CEREAL CORN FLAKES 12/18OZ	Dry	12/18OZ		Cereal	PUR-FOOD	\$15.99	CASE	20	15	<input type="text"/>	✗
PUR-407	Y Cereal Toasted Oats(cherrios) 96/.75 bowls	Dry	96/.75 bowls	1-Choose Frequently	Cereal	PUR-FOOD	\$19.99	CASE	5	2	<input type="text"/>	✗
PUR-427	Y CEREAL Crispy Rice = Rice Krispies 12/13oz bags	Dry	12/13oz bags		Cereal	PUR-FOOD	\$19.99	CASE	15	3	<input type="text"/>	✗

The Checkout Button

After selecting the **Checkout** button, a successful submission will show the following message:



Clicking on the 'Click [here](#) for a PDF summary of your order' will show the

following message:



Selecting the **Open** button will show the order summary:

Order# 276193					
Order Placed: 6/20/2012					
Warehouse: 01-SECOND HARVEST FOOD BANK OF CENT FL					
Shipping Method: Pickup					
Delivered/Picked Up: 6/22/2012 At 10:00 AM					
Deliver/Pick Up Location: No Del/PU Location					
Product Ref	Product	Category	Quantity	Weight	Total Cost
BEV-13761	Bev Aquafina Purified Water	LOCAL/LOCAL	6	210	\$37.80
			Totals: 6	210	\$37.80

Agency Information

If you click on the [My Agency](#) link in the upper right-hand corner, you will see:

Second Harvest FOOD BANK OF CENTRAL FLORIDA

Logged as: 08001-AJ | [My Agency](#) | [Logout](#) | [Help](#)

[Order Entry](#)

Home | Allocations | Orders | Grants | Statistics | Other Agency Info | My Docs

Second Harvest Food Bank of Central Florida

Agency Info | Locations | Contacts | Hours | Open AR | Service Info

Contact:	Second Harvest Food Bank of Central	Agency Size:	7
Address:	2008 Brengle Avenue	PantrySize:	9
	Orlando, FL 32808	OnSite Size:	9
Phone:	(407)295-1066	Inactive?	No
Email:		Suspended?	No
Next Monitored:	8/1/2003	Serve Onsite?	Yes
Last Monitored:	12/10/1999	Serve Offsite?	No
Last Site Visit:	11/1/2002	Balance:	\$0.00
		Last Paid:	6/20/2012

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These tab windows will show you what information Second Harvest Food Bank has recorded on your partner agency file.

Locations Tab

This tab displays the current addresses that Second Harvest Food Bank has on file for your agency.

Second Harvest FOOD BANK OF CENTRAL FLORIDA

Logged as: 08001 | [My Agency](#) | [Logout](#) | [Help](#)

[Order Entry](#)

Home | Allocations | Orders | Grants | Statistics | My Docs

Second Harvest Food Bank of Central Florida

Agency Info | Locations | Contacts | Hours | Open AR | Service Info

Addresses

Type	Name	Address	Address 2	City	State	Zip
Ship To	Second Harvest Food Bank of Central Florida	2008 Brengle Avenue		Orlando	FL	32808

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Contacts Tab

These are the various contacts that Second Harvest Food Bank has on file for your agency.

Second Harvest FOOD BANK OF CENTRAL FLORIDA

Home Allocations Orders Grants Statistics My Docs

Second Harvest Food Bank of Central Florida

Agency Info Locations **Contacts** Hours Open AR Service Info

Contacts

Type	Name	Phone	Ext.	E-mail	Authorized?	Can Pickup?	Can Order?
Ship To	SECOND HARVEST FOOD BANK OF CENT FL	(407)295-1066			No	No	No
POL Order	Judy Soondar	(407)295-1066	36	jsoondar@foodbankcentralflorida.org	Yes	Yes	Yes
Contact	Erin Gray	(407)295-1066	45	ergray@foodbankcentralflorida.org	Yes	Yes	Yes
Contact	Paula Assas	(407)295-1066	50	passal@foodbankcentralflorida.org	Yes	Yes	Yes
Contact	Nicole Dillon	(407)295-1066		ndillon@foodbankcentralflorida.org	Yes	Yes	Yes

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Hours Tab

This is where you can view your listed distribution hours that Second Harvest Food Bank has on file.

Second Harvest FOOD BANK OF CENTRAL FLORIDA

Home Allocations Orders Grants Statistics My Docs

Second Harvest Food Bank of Central Florida

Agency Info Locations Contacts **Hours** Open AR Service Info

Hours of Operation Hours Comments:

Day	Hours
Sunday	Closed
Monday	8:00 - 4:00
Tuesday	8:00 - 4:00
Wednesday	8:00 - 4:00
Thursday	8:00 - 4:00
Friday	8:00 - 4:00
Saturday	Closed

Open AR Tab

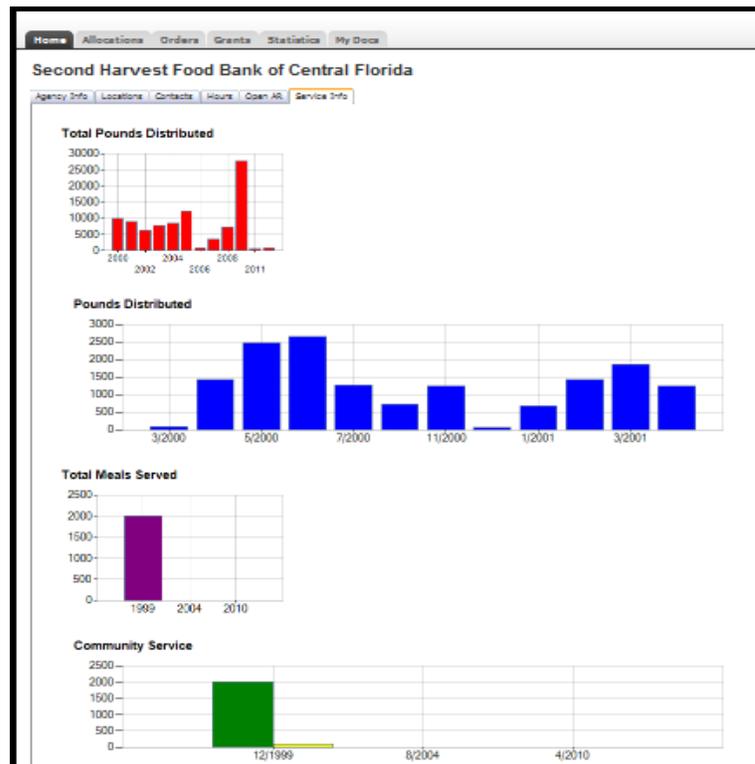
Can show you if the order:

- Is open or closed
- Has been reviewed by Second Harvest Food Bank
- Has been picked (selected) by Second Harvest Food Bank
- Has a balance

The screenshot shows the web interface for the Second Harvest Food Bank of Central Florida. At the top left is the logo. At the top right, it says "Logged as: 08001-A | [My Agency](#) | [Logout](#) | [Help](#)". Below the logo is a navigation bar with tabs: Home, Allocations, Orders, Grants, Statistics, Other Agency Info, My Docs. A green "Order Entry" button is on the right. Below the navigation bar is the "Second Harvest Food Bank of Central Florida" header. Underneath are sub-tabs: Agency Info, Locations, Contacts, Hours, Open AR (selected), Service Info. The main content area is titled "Open Account Receivables" and contains a table with the following headers: OrderRef, Status, Entered, Delivered/Pickuped, Reviewed?, Picked?, Balance. At the bottom of the page, there is a copyright notice: "(c)2009 - 2012 ECCA Pavroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V2.0.0.81".

Service Info Tab

Displays different graphs and charts based on the Partner Agency's Statistics.



HOME -Home Tab

Displays messages from the food bank such as closed dates, recalls, etc. In addition, any relevant links to other web pages are displayed under the **Notable Links** heading.

HOME - Your Cart Tab

Shortcut to what is currently in your shopping cart. This tab window displays the current items in your cart along with basic summary detail. Click the **View Cart** button to go to the view cart window and either select the **Shopping List** button to continue the order or the **Checkout** button to begin submitting the order to Second Harvest Food Bank. If you do not have an order in process, click **Order Entry** to start a new order.

Second Harvest FOOD BANK OF CENTRAL FLORIDA

Logged as: OB001-A | [My Agency](#) | [Logout](#) | [Help](#)

[Order Entry](#)

Home Allocations Orders Grants Statistics Other Agency Info My Docs

Home **Your Cart** Available Batches Pending Review [Print Shopping List](#)

Item Count: 4 Total Weight: 225 Purchase Cost: \$0.00 Service Fees: \$40.50 Total Cost: \$40.50

Ref	Product	Type	Quantity	Total Cost
BEV-14190	BEV Limonata Lemon Flavor Beverage	Beverages	6	\$20.52
BEV-14185	BEV#328079 Barnies Global Blend Coffee Pods	Beverages	4	\$2.16
BEV-14194	BEV#51252 Sobe Life Water Apple Cherry	Beverages	5	\$16.20
CON-13963	CON#34753 Old Fashioned Biscuit Gray Mix LIMIT 2	Spices/Condiments/Sauces	1	\$1.62

[View Cart](#)

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Orders Tab

This lists orders for your agency and their current status. Left clicking on a table row (line) will bring up the order details.

The screenshot shows the 'Orders' tab in the agency portal. At the top, there is a navigation bar with 'Home', 'Allocations', 'Orders', 'Grants', 'Statistics', 'Other Agency Info', and 'My Docs'. Below this is a search bar and a 'Page size: 20' dropdown. The main content is a table with the following columns: Order, Status, Entered, Del/Pickup, Method, Reviewed?, Picked?, Picked, Released, and Location. The table contains 10 rows of order data.

Order	Status	Entered	Del/Pickup	Method	Reviewed?	Picked?	Picked	Released	Location
276193	Open	06/20/2012	06/22/2012	Pickup	No	No			No Del/PU Location
275923	Open	06/17/2012	06/22/2012	Pickup	Yes	No		06/18/2012	No Del/PU Location
273344	Closed	05/17/2012	05/17/2012	**NONE**	Yes	Yes	05/17/2012	05/17/2012	No Del/PU Location
271081	Closed	04/24/2012	04/24/2012	**NONE**	Yes	Yes	04/24/2012	04/24/2012	No Del/PU Location
271330	Closed	04/24/2012	04/27/2012	**NONE**	Yes	Yes	04/27/2012	04/27/2012	No Del/PU Location
270157	Closed	04/10/2012	04/10/2012	**NONE**	Yes	Yes	04/10/2012	04/10/2012	No Del/PU Location
268289	Closed	03/19/2012	03/19/2012	**NONE**	Yes	Yes	03/19/2012	03/19/2012	No Del/PU Location
266322	Closed	02/27/2012	02/29/2012	**NONE**	Yes	Yes	03/01/2012	02/28/2012	No Del/PU Location
265186	Closed	02/09/2012	02/09/2012	**NONE**	Yes	Yes	02/09/2012	02/09/2012	No Del/PU Location

Grants Tab

This lists the grants that have been applied to an agency with amounts used, initial balances, and remaining balances.

The screenshot shows the 'Grants' tab in the agency portal. At the top, there is a navigation bar with 'Home', 'Allocations', 'Orders', 'Grants', 'Statistics', 'Other Agency Info', and 'My Docs'. Below this is a search bar and a 'Page size: 20' dropdown. The main content is a table titled 'Available Grants' with the following columns: Ref, Name, Expiration, and Remaining Balance. The table contains one row with 'TOTALS:' in the Name column.

Ref	Name	Expiration	Remaining Balance
	TOTALS:		

Statistics Tab

This shows all the documented statistics that have been reported to Second Harvest Food Bank. Left clicking on a table row (line) will bring up the statistic report details.

To Enter Statistics:

Select the Enter Statistics button an enter statistics page will appear:

The screenshot shows the 'Enter Statistics' page within the Second Harvest Food Bank of Central Florida portal. The page includes a navigation menu with 'Home', 'Allocations', 'Orders', 'Grants', 'Statistics' (selected), 'Other Agency Info', and 'My Docs'. A green 'Order Entry' button is visible in the top right. The main form area is titled 'Enter Statistics' and contains the following fields:

- Date: 6/20/2012 (with a calendar icon)
- Meals:
- Males:
- Females:

Category	Quantity	Comment
On-Site Total Quarterly Meal Served	<input type="text"/>	<input type="text"/>
Pantry Total Quarterly Household Served	<input type="text"/>	<input type="text"/>
People Served at On-Site (quarterly)	<input type="text"/>	<input type="text"/>
People Served at Pantry (quarterly)	<input type="text"/>	<input type="text"/>
Total Quarterly People Served (All Programs)	<input type="text"/>	<input type="text"/>

A 'Submit Statistics' button is located at the bottom right of the form. The footer contains the text: (c)2009 - 2012 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V2.0.0.81

The format and labels will change on our unique system.

After you submit statistics, corrections will need to be made by your Agency Relations Coordinator.

My Docs Tab- Statements

Lists your agency's statements that have been published to view online.

If you click on a file name (for example: [Statement for 8-31-2011.PDF](#)), you will see:

STATEMENT Page 1 of 1

ECCA-PUG2011

PERIOD ENDING
08/31/2011

Thursday, September 15, 2011

10003 ANTIOCH TABERNACLE **REMIT TO:**
 Brian Drumm ECCA Food Bank
 P O BOX 5780 () - -
 Erie PA 16494-7435

O R D E R S			P A Y M E N T S A N D C R E D I T S				G R A N T S	I N V O I C E
Date	Reference	Amount	Date	Check #	Discount	Applied	Total Applied	BALANCE
07/01/2011	136908	\$594.00						\$594.00
07/07/2011	137065	\$50.00						\$50.00
Total Balance:								\$644.00

CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL DUE
\$0.00	\$644.00	\$0.00	\$0.00	\$0.00	\$644.00

testing

AVAILABLE GRANTS AS OF 09/15/2011

DAU12	SFPP Dauphin County - Shared Maint.	Expires: 06/30/2012	\$21,261.20
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My Docs- Tab- Invoices

Lists all invoices for your agency.

The screenshot shows the user interface of the Second Harvest Food Bank of Central Florida's Agency Portal. At the top left is the organization's logo. The top right corner indicates the user is logged in as 'OB001-A' and provides links for 'My Agency', 'Logout', and 'Help'. A green 'Order Entry' button is visible on the right. A navigation bar contains tabs for 'Home', 'Allocations', 'Orders', 'Grants', 'Statistics', 'Other Agency Info', and 'My Docs', with 'My Docs' currently selected. The main heading is 'Second Harvest Food Bank of Central Florida's Documents'. Below this, there are two sub-tabs: 'Statements' and 'Invoices', with 'Invoices' selected. The 'Invoices' section includes a search field with a 'Search' button and a 'Page size: 20' dropdown menu. A table displays the following data:

File	Order Ref	Date Added
271330.PDF	271330	04/27/2012
265186.PDF	265186	03/12/2012
264553.PDF	264553	03/12/2012
266322.PDF	266322	02/28/2012
50633.PDF	50633	01/12/2012

At the bottom of the table area, there is a pagination control: '< Prev 1 Next > | Page 1 of 1'.