

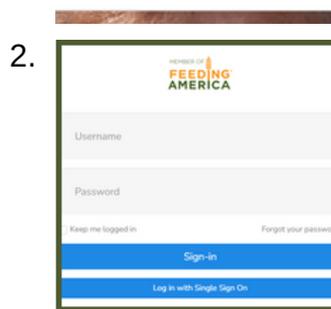
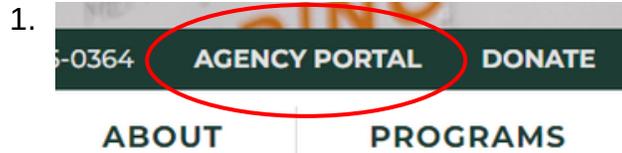
AGENCY EXPRESS

How to enter statistics

Log into Partner Connect through the agency portal on the Feeding South Dakota Website. Sign in using these credentials:

1. Username: *enter your email*
2. Password: change12 (all lowercase)

Then find the Agency Express fast access button on the right. This button will take you to the AE log in window.



Once at the AE login window, enter your credentials and log in:

1. User Name: Agency Reference #
2. Password: change12 (not case sensitive)
3. Program Code: 0188PXXXXXX (X = Agency Reference #)

AGENCYExpress®

Login

User Name:

Password: [Forgot Password?](#)

Program Code: [Forgot Program Code?](#)

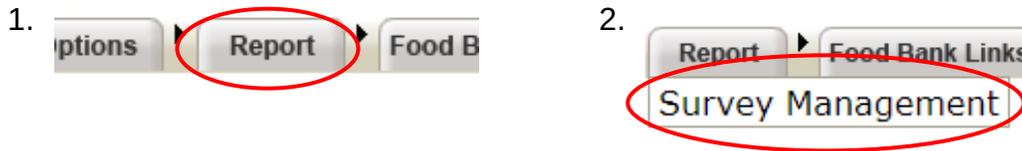
Remember me next time.

Need to clear your username and program code? [Click Here](#)

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How to enter statistics

After logging into AE, find the REPORT tab at the top of the home page. Hover over and click the drop down that says SURVEY MANAGEMENT.



Under the MY SURVEYS section, you will find the date ranges for your statistics. Click on "SUBMIT" on the left-hand side to begin entering your data.

*Food Pantry View

My Surveys				
	Ref #	Title	Start Date	End Date
Submit	7074	Pantry + Other Statistics	May 12,2023	Jun 12,2023

*Meal Site View

My Surveys				
	Ref #	Title	Start Date	End Date
Submit	7072	On-Site Statistics	May 30,2023	Jun 30,2023

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How to enter statistics

Enter your statistics based on your agency type and click "SUBMIT."

NOTE: The "Comments" section is required to be filled out, otherwise your submission will be unsuccessful. If you have no comments to make, type in "none" and submit.

*Food Pantry View

Pantry Statistics 2
Pantry 2

No Served Age 0 to 17 *

No Served Age 18 to 59 *

No Served Age 60 up *

No of Households Served *

Add Comments Here * → Comments are required to be filled out. Type "none" before submitting if you have no comments to make.

Submit

*Meal Site View

On-Site Statistics
On-Site Statistics

of Meals Served *

Add Comments Here * → Comments are required to be filled out. Type "none" before submitting if you have no comments to make.

Submit

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How to enter statistics

After submitting your data, you will be able to see your submissions' details by going back to the SURVEY MANAGEMENT page in the MY RESPONSES section. Clicking on "View Your Response" will allow you to edit and resubmit your data.

1. My responses

	Ref #	Title	Start Date	End Date	My Res #
View Your Responses	7075	Pantry + Other Statistics	6/12/2023 12:00:00 AM	7/12/2023 12:00:00 AM	1

2.

Pantry + Other Statistics
Pantry Statistics

Served Age 0-17 *

Served Age 18-59 *

Served Age 60+ *

Total Households Served *

[Submit](#)

Once you have enough data entered, you will be able to use the SEARCH section on the SURVEY MANAGEMENT page to find any previous submissions.

Search

Start Date:  End Date:  Expiration Date: 

Ref #: Title: CERES SurveyID: Required: 

[Search](#) [Clear](#)