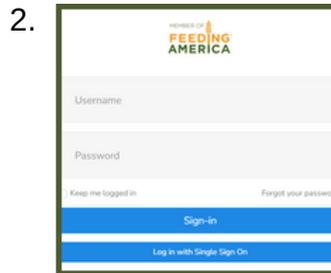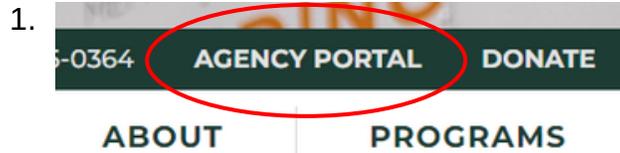# AGENCY EXPRESS
How to order food

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.

1.

2.

3.

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 #)
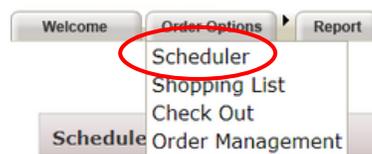
AGENCY EXPRESS
How to order food

After logging into AE, find the ODER OPTIONS tab at the top of the home page. Hover over or click on the tab and select SCHEDULER.

1.

2.

OR

Schedule your order using the following steps:

1. Select your designated method of receiving orders (The "Shopping" option is NOT APPLICABLE, but can't be removed)
2. Click on the calendar icon to select a date to receive order (Available dates are highlighted in yellow)
3. Click on the clock icon to select a time to receive order
4. Click "RESERVE"

All scheduled orders can be viewed below the scheduler

My Appointments

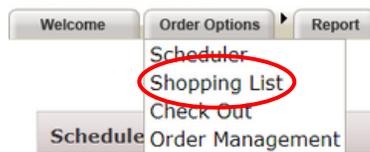| Date	Time	Reference Number	Standing	Type
6/30/2023	08:30 AM	PO182561	N	Pickup

AGENCY EXPRESS
How to order food

After scheduling your order, hover over or click on the ORDER OPTIONS tab again and select shopping list.
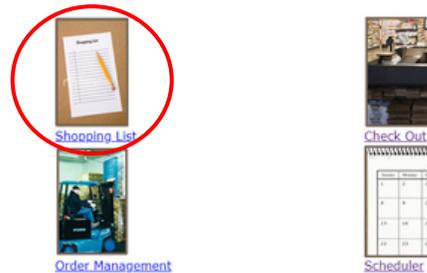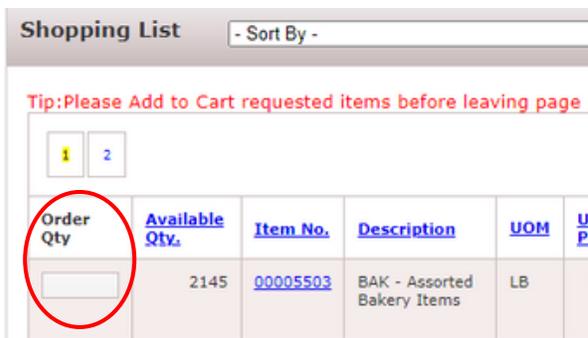
1.

2.

OR

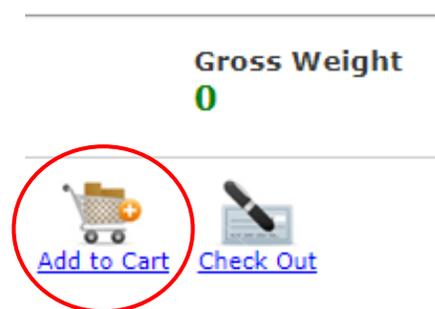Use the SEARCH section to find items or categories

In the SHOPPING LIST section, type the quantity of each item you would like on the side bar then click Add To Cart at the top or bottom of the page. (Make sure to add items to your cart before switching pages, otherwise your item quantities WILL NOT be saved.)

1.

2.

AGENCY EXPRESS
How to order food

Once you have finished adding items to your cart, you will see some order details in the SHOPPING CART section. You will then click on Check Out on the top or bottom of the page to go to the check out screen.

In the MY APPOINTMENT section. Re-enter your order receiving method, date, and time. You will notice that your previously selected date and time will be the only dates and times available. You may also leave any comments in this section.

In the SHOPPING CART section, you may make edits to your order before submitting. Make sure to click Update Cart before submitting, otherwise your edit WILL NOT have saved. Once you're ready to submit your order click Submit Cart.