

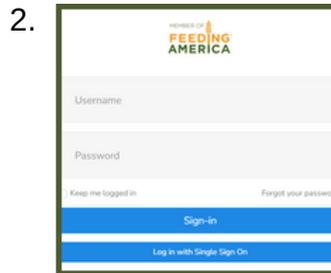
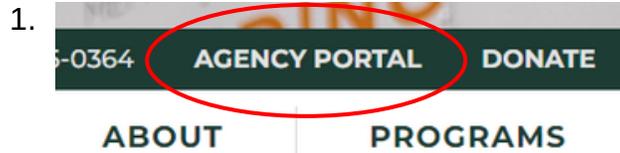
## AGENCY EXPRESS

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.



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](#)

# AGENCY EXPRESS

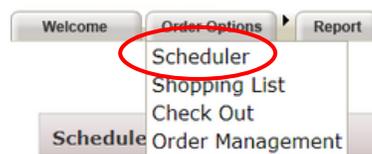
How to order food

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"

### Scheduler

Pickup / Delivery:

Date:  

Time:  

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

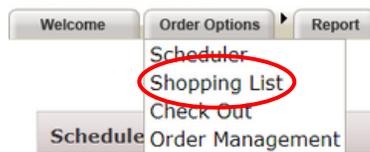
How to order food

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

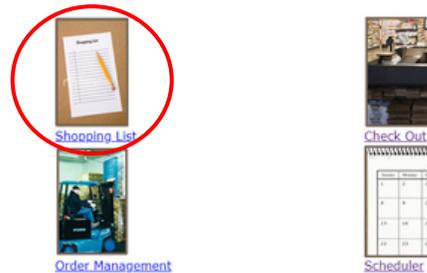
1.



2.



OR



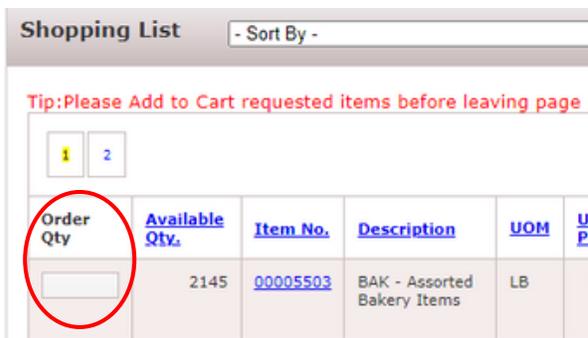
Use the SEARCH section to find items or categories



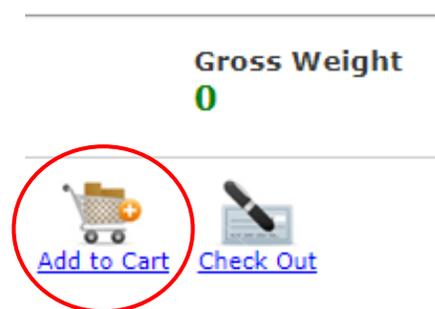
The image shows the SEARCH section of the website. It includes fields for 'Item No.' and 'Description', dropdown menus for 'Category' and 'Nutritional Information', and buttons for 'Search', 'Show All', and 'View Favorites'.

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.

**Shopping Cart**

Total Line Items: **2**      Total Due: **\$4.68**

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Gross Weight: **26**

[Print](#)   [Clear Cart](#)   |   [Add to Cart](#)   [Check Out](#)

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.

**My Appointment**

Reference Number: **P0182629**

Pickup/Delivery Date: **06/23/2023**      Time: **03:30 PM**

**Comment** (Please limit comment to 150 characters, no special characters (&, <, >, ", '). Anything over 150 characters will be cut off when PO is updated or submitted.)

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.

**Shopping Cart**

[Print](#)   [Clear Cart](#)   [Continue Shopping](#)   [Update Cart](#)   [Submit Cart](#)

| Order Qty                   | Item No. | Description                                 | Quantity | UOM  | Gross Weight | Unit Price | Packaging Type | Pack Size          | Handling Requirements | VAP Fee | Special | Nutritional Information | Feature Type |
|-----------------------------|----------|---|----------|------|--------------|------------|----------------|--------------------|-----------------------|---------|---------|-------------------------|--------------|
| 50<br>Available Qty. [2145] | 00005503 | BAK - Assorted Bakery Items                 | 50       | LB   | 50           | 0.18       | Other          | Order by the pound | Dry                   | 0.00    |         | Assorted Not Ranked     |              |
| 20<br>Available Qty. [64]   | 00000172 | CM - Oven Roasters, Brussel Sprouts Carrots | 20       | CASE | 220          | 1.98       | Case           | 6 x 28 oz          | Frozen Food           | 0.00    |         | Unranked                |              |
| 30<br>Available Qty. [792]  | PP009765 | CM - Stroganoff Skillet Dinner              | 30       | CASE | 240          | 16.36      | Case           | 24 x 5.6 oz        | Dry                   | 0.00    |         | Choose Rarely           |              |