

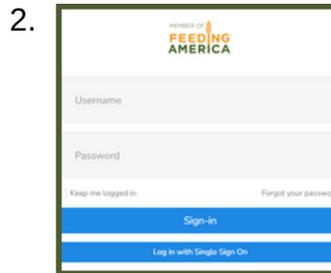
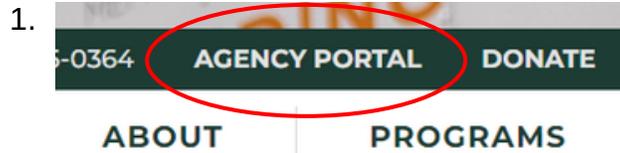
AGENCY EXPRESS

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

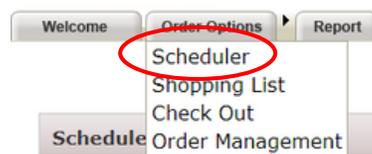
How to order food

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

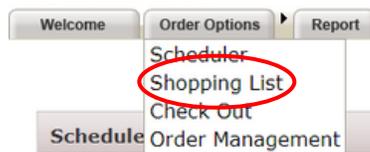
How to order food

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

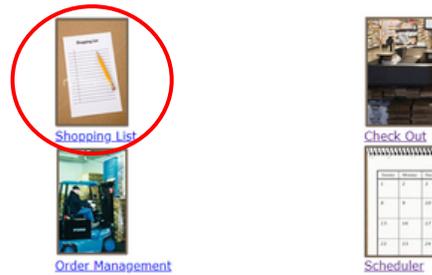
1.



2.



OR



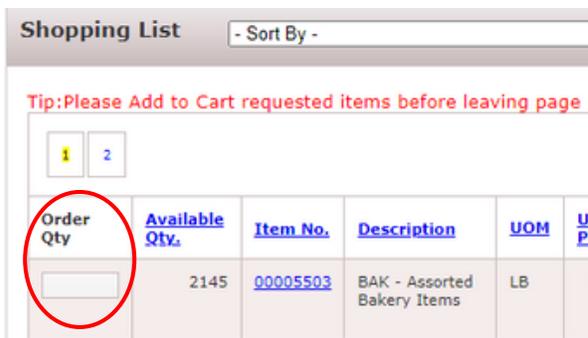
Use the SEARCH section to find items or categories



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.)

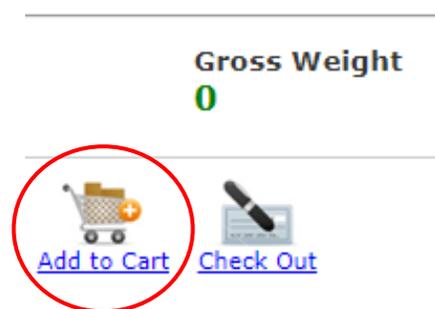
1.



The image shows the Shopping List section of the website. The 'Order Qty' column is circled in red, indicating it should be used to enter the quantity of each item.

Order Qty	Available Qty.	Item No.	Description	UOM	Unit Price
<input type="text"/>	2145	00005503	BAK - Assorted Bakery Items	LB	

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**

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: Time:

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
<input type="text" value="50"/> Available Qty. [2145]	00005503	BAK - Assorted Bakery Items	50	LB	50	0.18	Other	Order by the pound	Dry	0.00		Assorted Not Ranked	
<input type="text" value="20"/> 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	
<input type="text" value="30"/> Available Qty. [792]	PP009765	CM - Stroganoff Skillet Dinner	30	CASE	240	16.36	Case	24 x 5.6 oz	Dry	0.00		Choose Rarely	