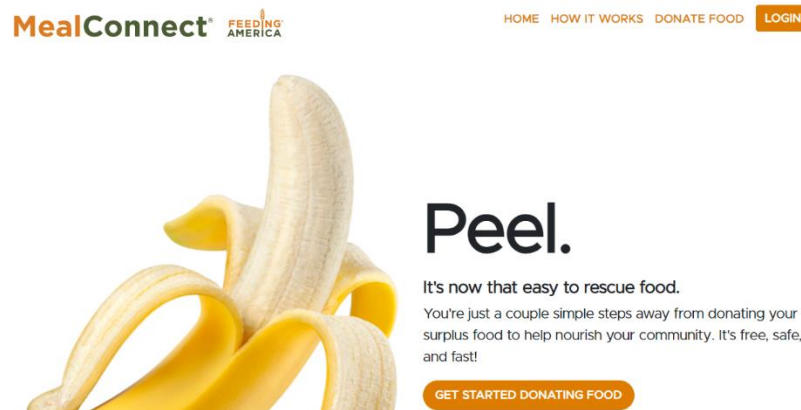


Welcome! Thank you for being a part of our Grocery Rescue Program that supports our communities by recognizing national donors and agencies through the reporting of poundage via Meal Connect. These reports help our donors and agencies provide record of the community efforts provided to clients in need, while acknowledging the great work on the national, state and local community levels. This document will show you how to enter pounds into Meal Connect.

To follow these instructions through a guided video, click the links below:

- <https://youtu.be/ukPG5iyyqOo> - English
- <https://youtu.be/Sp4Mb6TDjN4> - Spanish


1. Go to <https://mealconnect.org/>  
Reporting should be done within 48 hours of grocery rescue pickups.
2. Log in with your email and password using the email address partner log in option.



## Partner Login

Feeding America Network  
*domain login for food banks & agencies*

@ E-Mail Address  
*e-mail address and password*



3. You will see a Add New Receipt screen. For the pickup date, select the date that you received the donation. Select the donor from the drop-down menu. Underneath the donor field, you will see a schedule pickup not attempted and a no-pounds field. If either one of these apply, select the box that applies.
4. You will now record your donations starting with the category field.

**Category** - Select the appropriate category: Bakery, Beverages, Dairy, Meat, Mix (Frozen, Cooler and Dry items), Nonfood, Prepared/Perishable, Produce, Deli Items.

**Storage** – Select Refrigeration, Dry or Frozen

**Description** – You do not need to enter a description.

**Pounds** – Enter the pounds

Select the add button. Then select the **Add Another Line Item** button to enter the next category of donation. To select another of your donor stores to enter donations select the **Add New Receipt** button. Once you are done, you can select the **Add Receipt and Review** button and then select the **Submit Receipts button**.

Add New Receipt

09/08/2023

Fry's (694)

Scheduled Pickup Not Attempted     No Pounds

| Category | Storage Requirement | Product Description | Pounds |             |
|----------|---------------------|---------------------|--------|-------------|
| Mix      | Frozen              | None                | 75     | Delete Edit |

Add Another Line Item

Add Receipt and Review

Please ensure you submit your receipt(s) after review.

RECEIPTS READY FOR SUBMISSION

| Pickup Date | Donor       | Number of Items | Total Pounds | Status |             |
|-------------|-------------|-----------------|--------------|--------|-------------|
| 09/08/2023  | Fry's (694) | 1               | 75           | New    | Delete Edit |

Add New Receipt

Submit Receipts

Note: You can edit any information within a receipt (including deleting) up to 24 hours from your initial submission. You are done!

Please reach out to us with any questions:

Bobbie Tomasek at 602-343-3103 or email [btomasek@stmarysfoodbank.org](mailto:btomasek@stmarysfoodbank.org).

Kim Warren at 602-343-3139 or email: [kwarren@stmarysfoodbank.org](mailto:kwarren@stmarysfoodbank.org).