



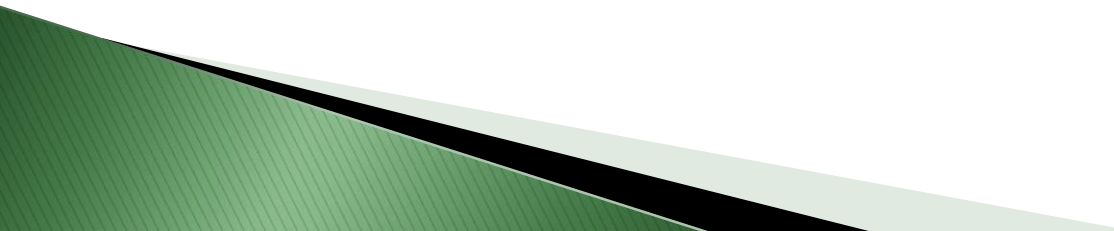
Formerly named
America's Second Harvest of Wisconsin

“MY AGENCY”

A Guide to Managing Your PWW Account

Primarius Web Windows

User Information

- ▶ In order to use Primarius Web Windows, each agency must have at least one person authorized to complete on line orders
 - ▶ Each agency must have an e-mail address to receive order confirmations
 - ▶ Each agency will login using a password and username provided by Feeding America
- 

Accessing Primarius Web Windows

- ▶ Open a web browser, such as Internet Explorer or Google Chrome
- ▶ Go to:
<https://orders.feedingamericawi.org/PrimariusWW/login.aspx>

Logging into PWW

- ▶ Your login information consists of three fields: Agency Ref, Username, and Password



Login

Agency Ref:	<input type="text"/>
Username:	<input type="text"/>
Password:	<input type="password"/>

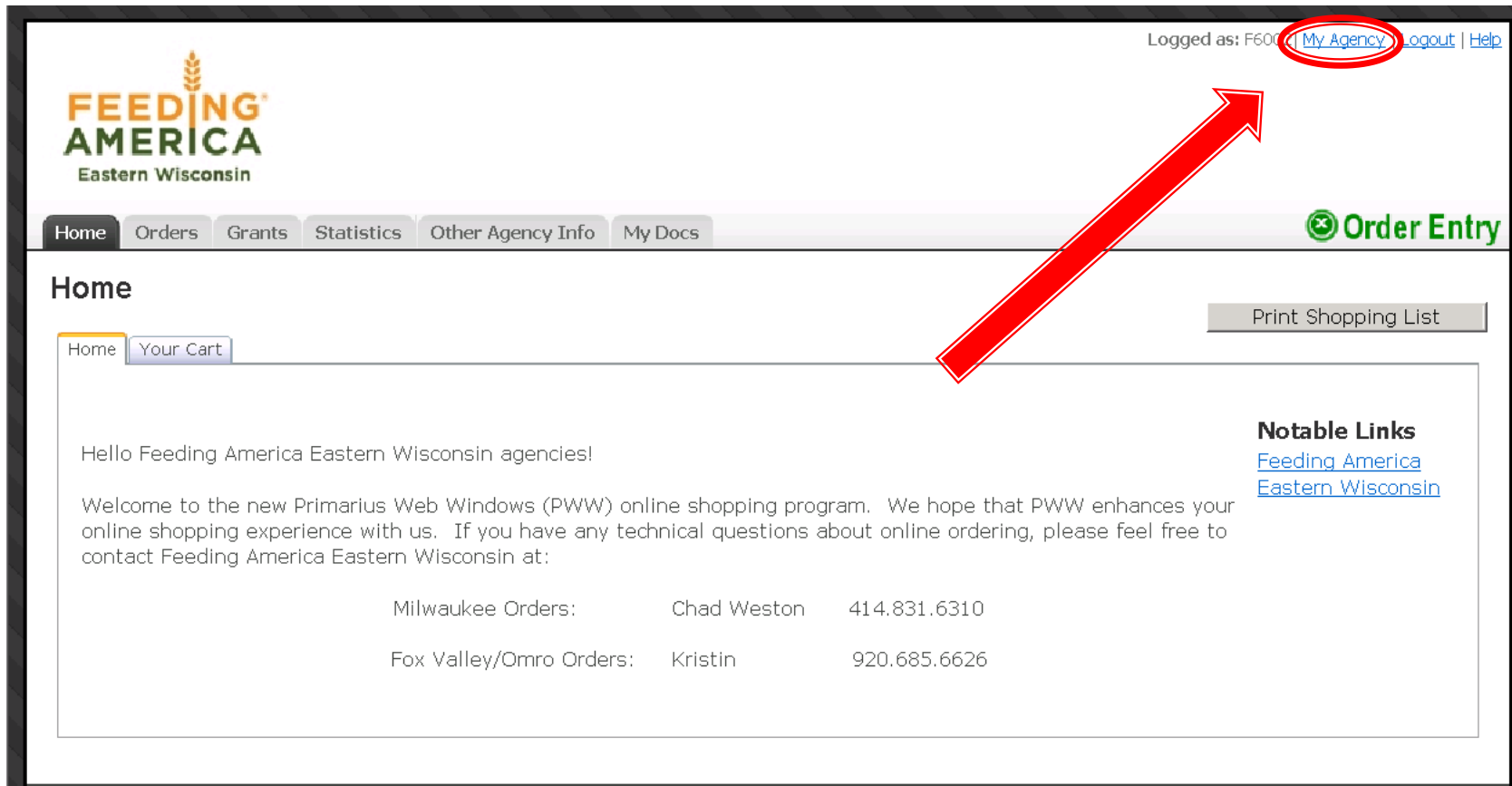
V2.0.0.24

- ▶ Your agency ref is your agency number
- ▶ Your username is your agency number
- ▶ Your password will be provided by Feeding America
(USE UPPER CASE LETTERS IN ALL 3 FIELDS)

Trouble Shooting

- ▶ There is a Help guide located at the top right hand side of the screen. This Help tool will assist you with any questions that you have about PWW.
- ▶ If you need to make changes to any of your account information, please contact our office to obtain a **Partner Information Change Form**. No changes will be made to account information without submitting a completed form that must be signed by your program's **Administrator**.

Locating Your Account Info



The screenshot shows the Feeding America Eastern Wisconsin website interface. At the top right, the text "Logged as: F600" is followed by a red circle around the link "My Agency", with "Logout" and "Help" links to its right. A red arrow points from the center of the page towards the "My Agency" link. Below the navigation bar, the "Home" page content includes a "Print Shopping List" button, a "Your Cart" tab, and a "Notable Links" section with links to "Feeding America" and "Eastern Wisconsin". A contact table is also present.

Milwaukee Orders:	Chad Weston	414.831.6310
Fox Valley/Omro Orders:	Kristin	920.685.6626

- ▶ Log in to your PWW account.
- ▶ At your account home page, Click on the “[My Agency](#)” link located in the upper right corner of the screen.

AGENCY INFO

The screenshot displays the FEEDING AMERICA Eastern Wisconsin website interface. At the top left is the logo with the text "FEEDING AMERICA Eastern Wisconsin". In the top right corner, there are links for "My Agency", "Logout", and "Help". A navigation bar below the logo contains tabs for "Home", "Orders", "Grants", "Statistics", "Other Agency Info", and "My Docs". To the right of this bar is a green "Order Entry" button with a circular icon. Below the navigation bar, a sub-menu is visible with tabs for "Agency Info", "Locations", "Contacts", "Hours", "Open AR", and "Service Info". The "Agency Info" tab is highlighted with a red circle. The main content area shows the following information:

Contact:	KRISTIN BARRY	Agency Size:	**NONE**
Address:	1436 PROGRESS LANE	PantrySize:	**NONE**
	OMRO, WI 54963	OnSite Size:	**NONE**
Phone:	(920)685-6626	Inactive?	No
Email:		Suspended?	No
Next Monitored:	<u>9/27/2012</u>	Serve Onsite?	Yes
Last Monitored:	<u>9/27/2010</u>	Serve Offsite?	No
		Balance:	<u>\$0.00</u>
		Last Paid:	8/15/2012

At the bottom of the page, there is a footer with the text: "(c)2009 - 2012 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V2.0.0.91"

Information shown under the “AGENCY INFO” tab will reflect your program’s address/phone/account balance/next site-visit due date/etc

LOCATIONS

The screenshot shows the FEEDING AMERICA Eastern Wisconsin website. The navigation menu includes Home, Orders, Grants, Statistics, Other Agency Info, My Docs, and Order Entry. The 'LOCATIONS' tab is highlighted in the sub-menu. The 'Addresses' section contains the following table:


Type	Name	Address	Address 2	City	State	Zip
Contact	KRISTIN BARRY	1436 PROGRESS LANE		OMRO	WI	54963
Bill To	ACCOUNTS PAYABLE	1436 PROGRESS LANE		OMRO	WI	54963


At the bottom of the page, there is a footer with the text: (c)2009 - 2012 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V2.0.0.91

Addresses under the “LOCATIONS” tab will include: Administrator/Bill To/Contact

CONTACTS

2 | [My Agency](#) | [Logout](#) | [Help](#)



Home Orders Grants Statistics Other Agency Info 

Agency Info Locations **Contacts** Hours

Contacts

Type	Name	Phone	Ext.	E-mail	Authorized?	Can Pickup?	Can Order?
Contact	CAREY REDMANN	(920)685-6626			Yes	Yes	Yes
Authorized	SCOTT BURK	(920)685-6626			Yes	Yes	No
POL Order	CAREY REDMANN			credmann@feedingamericawi.org	Yes	Yes	Yes
Bill To	ACCOUNTS PAYABLE	(920)685-6626			No	No	No
Admin	KRISTIN BARRY	(920)685-6626		kbarry@feedingamericawi.org	Yes	Yes	Yes
Authorized					No	No	No
Authorized					No	No	No

▶ Please see the following notes about this tab..



CONTACTS CONTINUED...

- ▶ **Admin**=Administrator
- ▶ **Contact**=Primary Contact Person
- ▶ **Bill To**=Person To Receive Bill
- ▶ **Authorized**=Persons (other than the Admin and Contact) authorized under the account to pickup/shop/order ***UP TO 3 PERSONS***
- ▶ **POL Order**=Person In Charge of Online Ordering

****The email listed under POL is the email address in which ALL order confirmations will be sent to.**

HOURS

The screenshot shows the website interface for FEEDING AMERICA Eastern Wisconsin. At the top left is the logo with the text 'FEEDING AMERICA Eastern Wisconsin'. In the top right corner, there are links for 'My Agency', 'Logout', and 'Help'. Below the logo is a navigation bar with buttons for 'Home', 'Orders', 'Grants', 'Statistics', 'Other Agency Info', and 'My Docs'. To the right of this bar is a green 'Order Entry' button with a circular icon. Below the navigation bar is a sub-menu with buttons for 'Agency Info', 'Locations', 'Contacts', 'Hours', 'Open AR', and 'Service Info'. The 'Hours' button is circled in red. Below this sub-menu, the 'Hours of Operation' section is visible, featuring a table with columns for 'Day' and 'Hours'. To the right of the table is a section for 'Hours Comments:'. At the bottom of the page, there is a footer with copyright information: '(c)2009 - 2012 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V2.0.0.91'.

FEEDING AMERICA
Eastern Wisconsin

Home Orders Grants Statistics Other Agency Info My Docs

Order Entry

Agency Info Locations Contacts **Hours** Open AR Service Info

Hours of Operation Hours Comments:

Day	Hours
Sunday	Closed
Monday	12:00 - 4:00
Tuesday	Closed
Wednesday	12:00 - 4:00
Thursday	Closed
Friday	Closed
Saturday	10:00 - 2:00

(c)2009 - 2012 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V2.0.0.91

- ▶ This tab reflects the distribution hours of your program that we have on file.

OPEN AR

My Agency | Logout | Help

FEEDING AMERICA
Eastern Wisconsin

Home Orders Grants Statistics Other Agency Info My Docs **Order Entry**

Agency Info Locations Contacts Hours **Open AR** Service Info

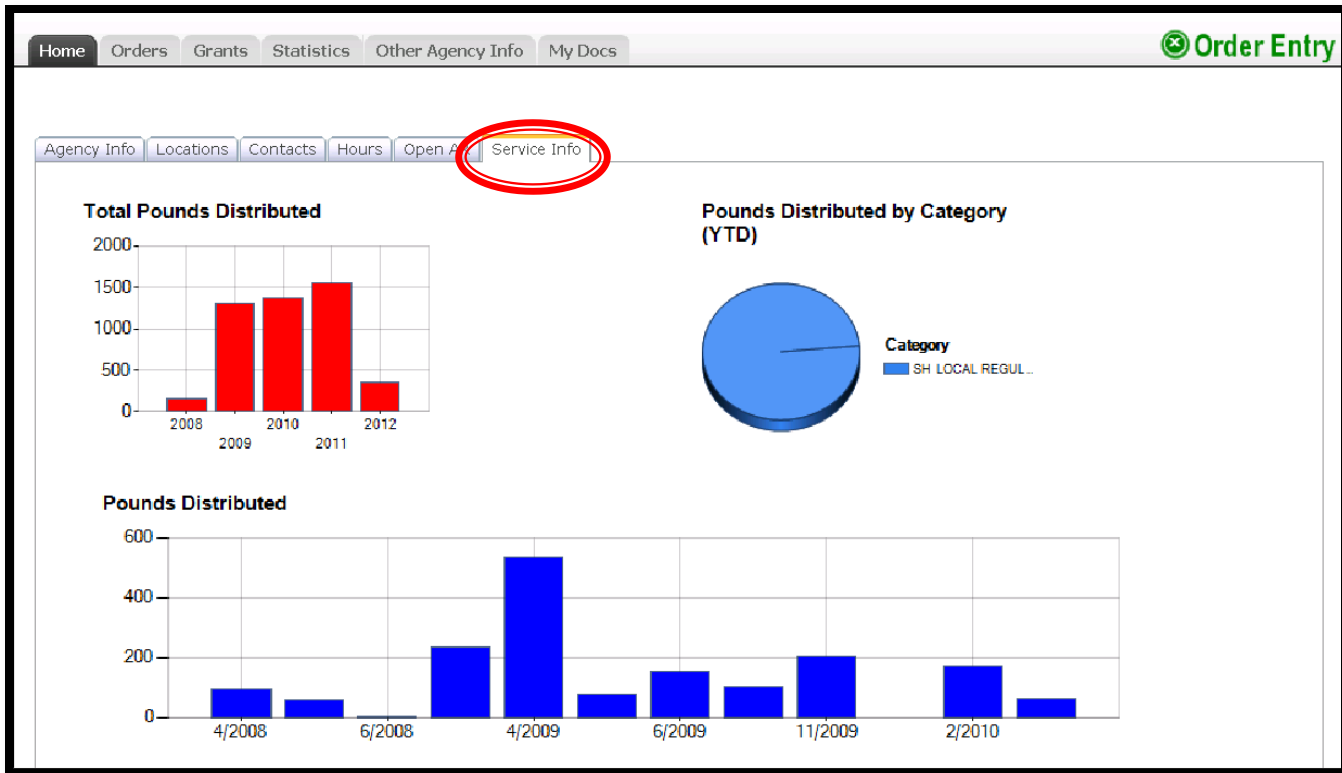
Open Account Receivables

OrderRef	Status	Entered	Delivered/Pickedup	Reviewed?	Picked?	Balance
388353	Closed	08/01/2012	08/01/2012	Yes	Yes	\$1.74
						\$1.74

(c)2009 - 2012 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V2.0.0.91

- ▶ This tab will show any invoices that have not been paid, along with the total balance owed on the account.
- ▶ You may view each individual invoice by clicking on the **OrderRef#**.

SERVICE INFO



- ▶ The charts displayed under the “Service Info” tab are composed of the figures from both your statistical entries and invoices throughout each time frame.
- ▶ This is a nice tool to reference information about your program for writing grants, government/media reference, etc.