PWW AGENCY RETAIL LOG INSTRUCTIONS

• LOG INTO YOUR PWW ACCOUNT

• Click on “Agency Retail Pickup”

• Click “Add New Receipt” button on the lower right side of the

1: Select the STORE

2: Select the PICK UP DATE

3: Click CONTINUE

See next page for log form instructions..
- Enter in the WEIGHTS (Do NOT use decimals) next to each corresponding category.

- Click “PROCESS RECEIPT”