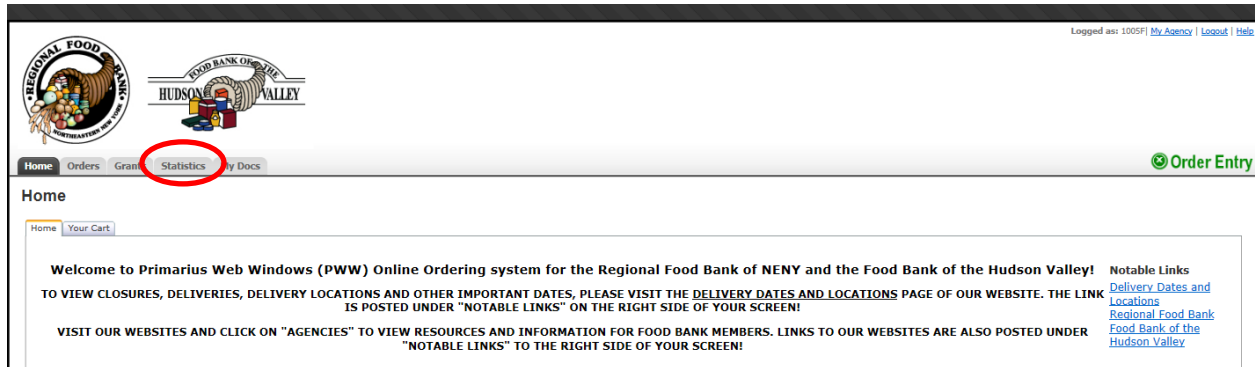
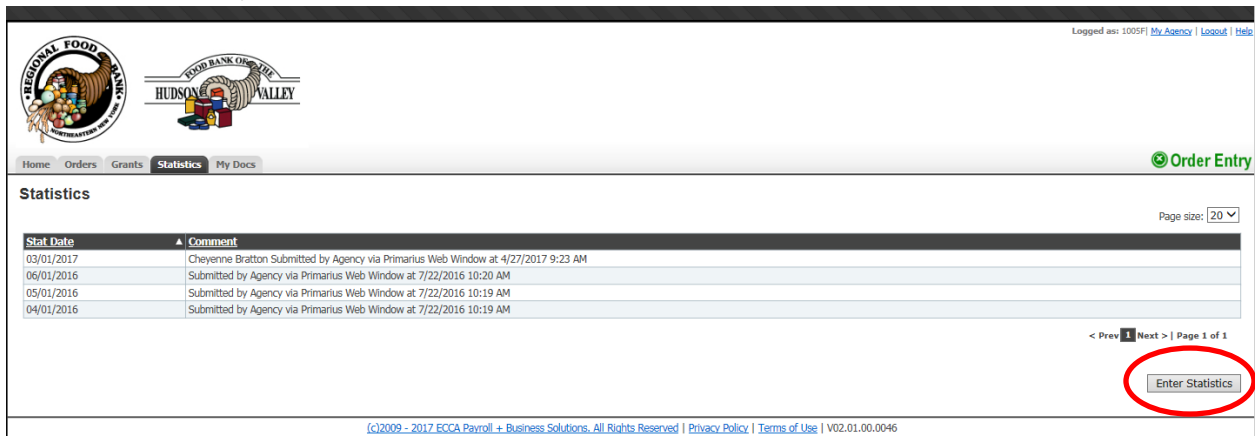


HPNAP Monthly Reporting with PWW

- To report HPNAP Monthly numbers in PWW, log in to PWW. You can access PWW by visiting one of our websites: www.regionalfoodbank.net or www.foodbankofhudsonvalley.org. The links to order online are in the upper left hand corners. *PLEASE NOTE: If you do not have a log-in to PWW, training is required. Please contact Member Services for upcoming training dates.*
- Once in PWW, click on the “Statistics” tab.



- Here you will see a list of all of your past entries. You can click on any line to view the Statistics for that entry. To enter new Statistics, click “Enter Statistics” at the bottom of the screen.



- Fill out the following fields (*screenshot on next page*):
 - o **Effective Date:** Select the *month and year you are reporting for*.
 - o **Comments:** Write out the name of the person submitting the statistics.
 - o **1. Children (ages Infant-17):** Enter the number of children served for the month you are reporting
 - o **2. Adults (ages 18-64):** Enter the number of adults served for the month you are reporting
 - o **3. Elderly (ages 65+):** Enter the number of elderly served for the month you are reporting
 - o **4. Households Served (Food Pantries Only):** Enter the number of Households served for the month you are reporting. *Only Food Pantries should fill out this field.*
 - o Nothing is required in the “Comment” field next to each statistic.
 - o Click “Submit Statistics” to complete your monthly report.

Logged in as: 1005F | My Agency | Logout | Help

Home Orders Grants **Statistics** My Docs Order Entry

Enter Statistics

Effective Date: Month: Year:

Comments:

Category	Quantity	Comment
1. Children (ages Infant-17)	<input type="text"/>	<input type="text"/>
2. Adults (ages 18-64)	<input type="text"/>	<input type="text"/>
3. Elderly (ages 65+)	<input type="text"/>	<input type="text"/>
4. Households Served (Food Pantries Only)	<input type="text"/>	<input type="text"/>

(c)2009 - 2017 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V02.01.00.0046

- **IMPORTANT NOTES:**

- **The system will not allow you to submit statistics until the last day of the month.**
 - For example, to report for July 2017, you would not be able to submit statistics until July 31).
 - **Monthly statistics are still due by the 10th of the month following the month for which you are reporting.**
- Please only submit statistics one time per month. **Do not submit statistics each time you serve.**
- Once you have submitted statistics for a given month, you are unable to make edits. If an error is made, please contact Member Services to make any changes.
- If you are submitting a LATE report, it is vital that you submit the report via **EMAIL** (to HPNAPReports@regionalfoodbank.net) or **FAX** (518-786-3004).
 - The Food Bank does not get notified when late reports are submitted in PWW; therefore late online submissions will be missed.
 - A late report is better than a missing report!