

## HPNAP Monthly Reporting in Online Portal PWW

- To report HPNAP Monthly numbers in the online portal PWW, log in by clicking ONLINE ORDERING in the partner portal of the Regional Food Bank website, <https://regionalfoodbank.net/agency-portal/>

# AGENCY AND PARTNER PORTAL

WELCOME, REGIONAL FOOD BANK PARTNERS!

CHECK INVENTORY

ONLINE ORDERING

- PLEASE NOTE: If you do not have a log-in, training is required. Please contact Member Services for upcoming training dates.*
- Once in the portal, click on the “Statistics” tab.



Shop ▾ **Statistics** Order History Grants Other Agency Info My Documents Reports

- 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 the green “Add New Agency Statistics” at the right of the screen.

Agency Statistics

### AGENCY STATISTICS

\*\* Statistics can be edited throughout the day of the original submission date \*\*

Active Inactive

Export Data

**+ Add New Agency Statistics**

	Period Type	Collection Period	Effective Date	Comment	Submitted On	Group
<a href="#">View</a>	Monthly	November 2024	11/30/2024	Submitted by Agency via Primarius Web Window at 12/0...	12/03/2024 11:20 AM	Original
<a href="#">View</a>	Monthly	October 2024	10/31/2024	Submitted by Agency via Primarius Web Window at 11/0...	11/04/2024 02:17 PM	Original
<a href="#">View</a>	Monthly	September 2024	9/30/2024	Submitted by Agency via Primarius Web Window at 09/3...	09/30/2024 08:45 AM	Original
<a href="#">View</a>	Monthly	August 2024	8/31/2024	Submitted by Agency via Primarius Web Window at 09/3...	09/30/2024 08:26 AM	Original

On the new page, enter the month you are reporting for by clicking in the Month column

Agency Statistics / Add Statistics (Original)

## ADD STATISTICS (ORIGINAL)

1  
 Enter General Info

Save
Reset

Month ▲

🔍

December 2024

November 2024

October 2024

CLICK SAVE once you have selected the month you are reporting for!!

Report the number of children, adults, elderly and households served in the Value column, hitting Enter after each entry. Leave Statistics Name blank. Leave Comments blank unless you wish to use that for your own reference—anything in these fields will not pull in any report.


If you wish to enter a comment for your own use, use the Comment field directly to the right of the Value entered. (The comment field on top is a sorting feature).

Period: January 2024

Save

Statistic Name	Value	Comment
1. Children (ages 0-17)	52	
2. Adults (ages 18-59)	75	
3. Elderly (ages 60+)	43	
4. Households Served (Food Pantries Only)	82	Enter comment HERE

- o **1. Children (ages Infant-17):** Enter the number of children served for the month you are reporting
- o **2. Adults (ages 18-59):** Enter the number of adults served for the month you are reporting
- o **3. Elderly (ages 60+):** Enter the number of elderly served for the month you are reporting
- o **4. Households Served (Food Pantries Only):** Enter the number of Households (families) served for the month you are reporting. *Only Food Pantries should fill out this field.*
- o **5. IF REPORTING FOR AN EMERGENCY SHELTER:** Enter the number of MEALS served to each age per month.

- Nothing is required in the “Comment” field next to each statistic.
- Click “Save” to complete your monthly report.
- You will be able to edit your entries until midnight of the day you entered. After that, you will need to call the Regional Food Bank and speak to someone in member services to update your statistics.
  
- IMPORTANT NOTES:
  - The system will not allow you to submit statistics until the last day of the month.
    - For example, to report for July, you would not be able to submit statistics until July 31
  - Monthly statistics are still due by the 5<sup>th</sup> of the month following the month for which you are reporting.
  - Late Reports
    - If a report is not received by the 5<sup>th</sup> of the month, the agency will be unable to place an order until online statistics are submitted via PWW.
    - If no report is received by the 25<sup>th</sup> of the month, we will have to submit the required data to the New York State without the agency’s information.
    - At this point, the agency is placed on “hold”, the report will be marked “LATE”, and must be submitted via phone (518-786-3691) or email ([HPNAPGrant@regionalfoodbank.net](mailto:HPNAPGrant@regionalfoodbank.net)). The agency will be taken off of “hold” once the data has been received and we are notified.
  
- TROUBLESHOOTING:
  - do not enter any information into the text fields directly under Statistics Name, Value, Comments as you are inadvertently applying filters
  - if some/all months of statistics are not visible, remove filters by clicking on 

Updated 12/9/25