

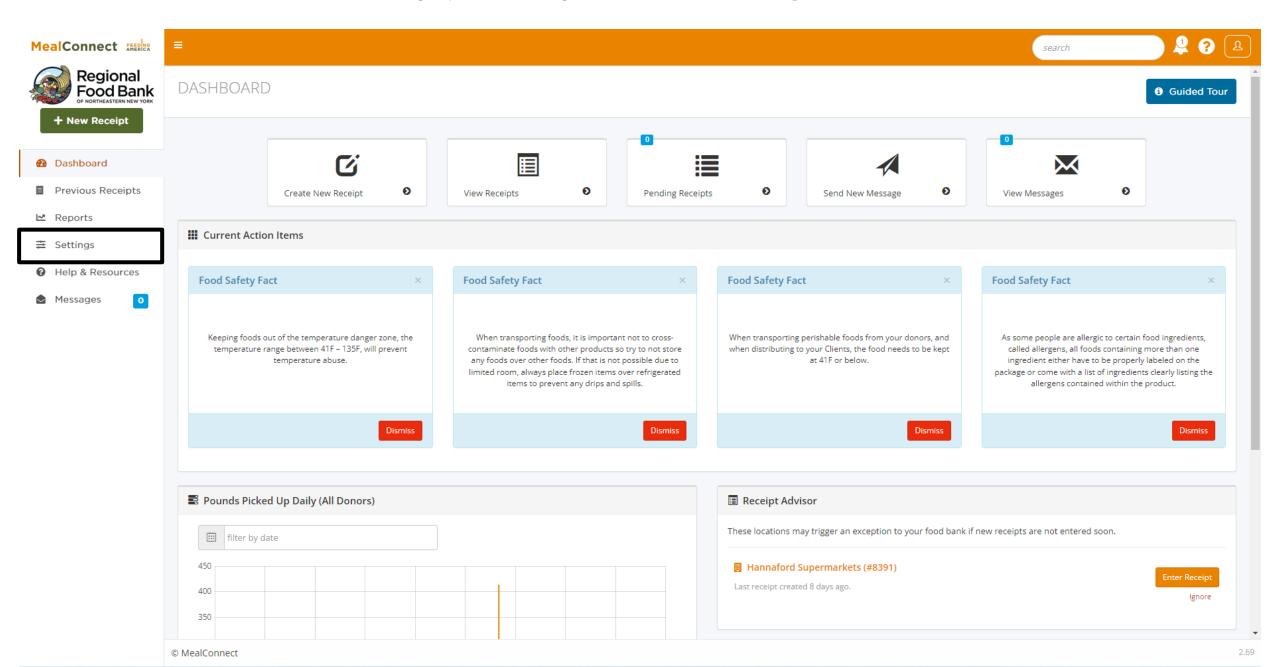


## MealConnect User Guide for Agencies Settings

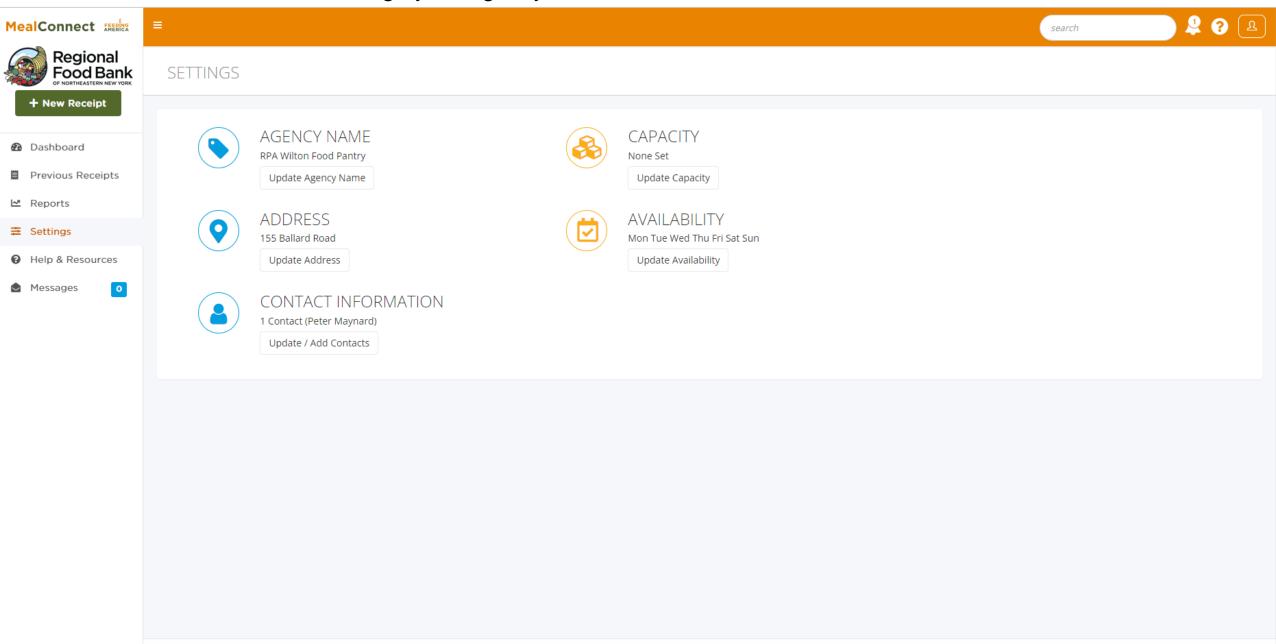




## To change your settings, choose the **Settings** tab.

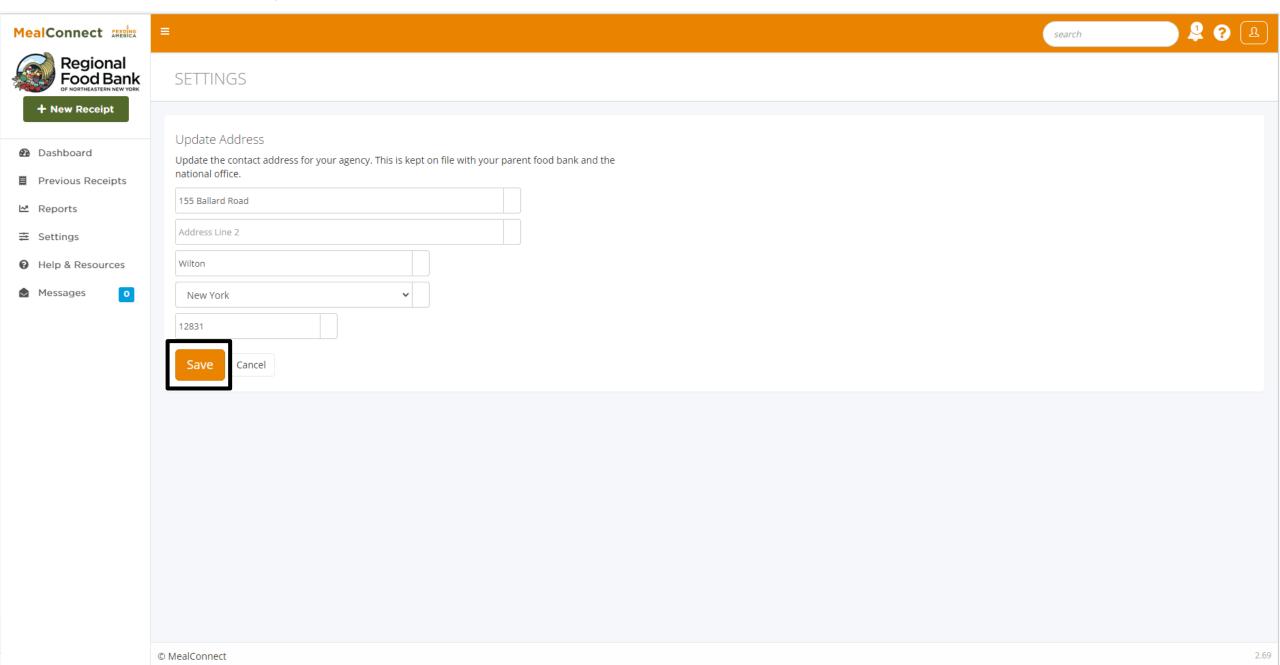


## You can change your agency name, address and contact information.

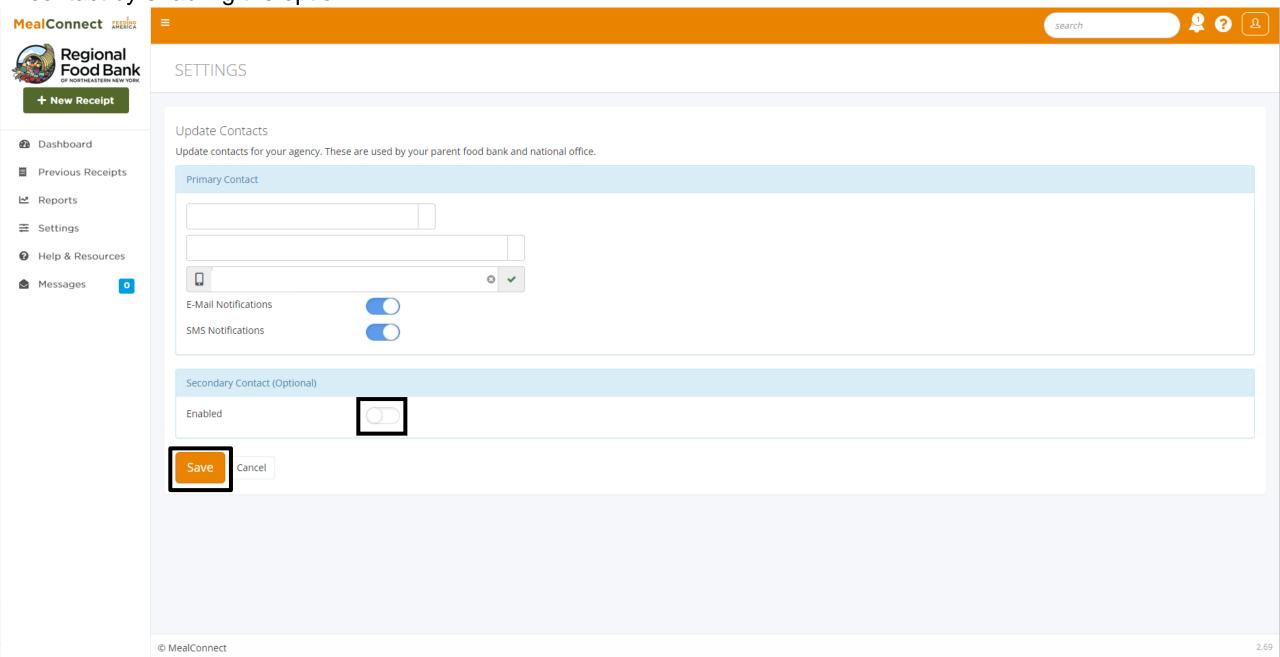


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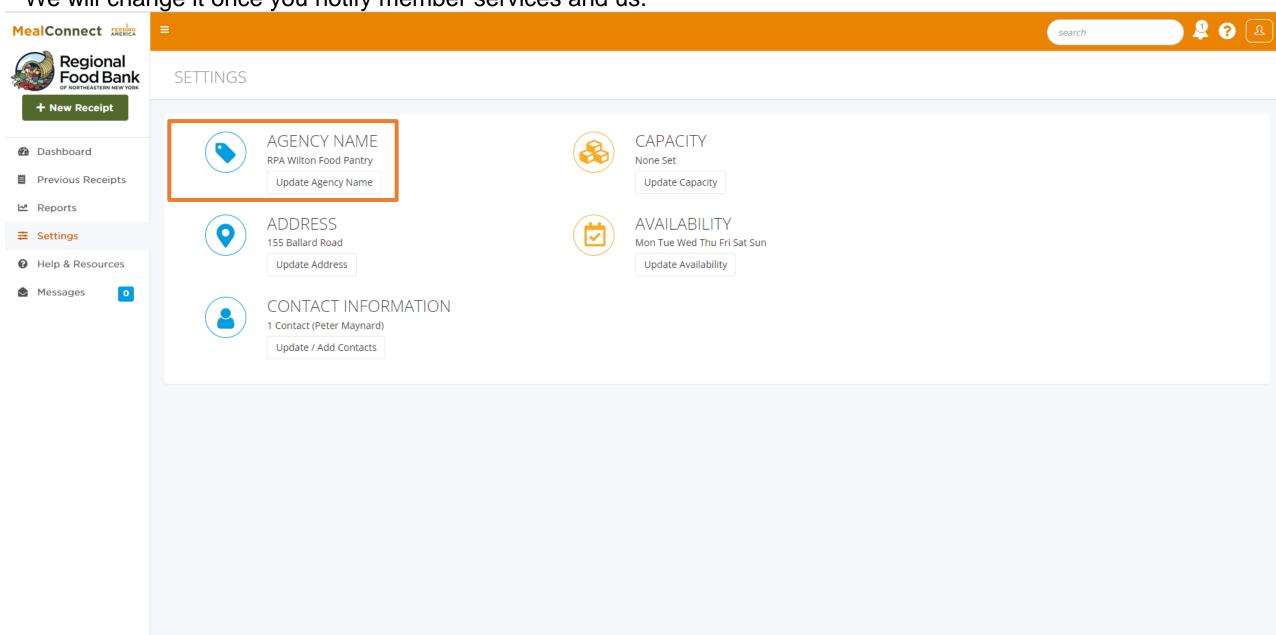
To update address, type in the information and click save.



To update your contact information or add a second contact, type in the info and click save. You can a secondary contact by enabling the option.



If you need to change your agency name, please speak with member services and do **NOT** change it here. We will change it once you notify member services and us.



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**Capacity** isn't necessary at this time, but if you can use it if you like. Please do **NOT** update your **availability**. This is set up to align with the days you pick up at your donors. It also triggers the receipt advisor on the dashboard.

