



**PRIMARIUS WEB WINDOW SERVICE
AGENCY INFORMATION PROFILE**

We are pleased to announce that we have launched our new inventory ordering service, **Primarius Web Window** (PWW). We are very excited about this feature and trust that, if you have internet access available, you will enjoy the convenience that this service offers to you!

In order for you to access PWW, we need some pertinent information from you, which when entered into our system, will allow you to enter your inventory orders, monthly statistics, and access your account or grant status. Please complete the information below and return it by mail, or email to arinfo@centralpafoodbank.org. You may also drop it off at the Food Bank or fax it to 717-561-4636. We will enter your information into our system and notify you when you are authorized to begin using the service. User-friendly instructions are available on the site that will guide you through the various features. User videos and tutorials are available on our website at <http://www.centralpafoodbank.org/PartnerAgencies/DownloadsandResources.aspx>.

Please feel free to contact the Agency Services Staff at 717-564-1700 if you have any questions regarding your email address or password selections.

Agency Name: _____ **Account #:** _____

Agency Address: _____

Agency Food Bank Primary Contact: _____

Primary Contact Phone Number: _____

Email Address(es) provided below will receive order confirmations.

Primary Email Address #1 _____

Back-up Email Address #2: _____ (if applicable)

Password: _____

(Please limit your password to 7 spaces. Passwords are case sensitive lower and you may use numbers, letters or combination thereof. The primary contact is responsible for maintenance of this password. **Anyone authorized to place online orders with the Food Bank for your agency must be informed of this password.**)

**PLEASE REVIEW YOUR INFORMATION BEFORE YOU SUBMIT IT TO US!
It is your responsibility to notify us of any changes to this information. Thanks!**

Office Use:	Entered By: _____	Date: _____
Agency PWW Update Submitted By: _____		Date: _____