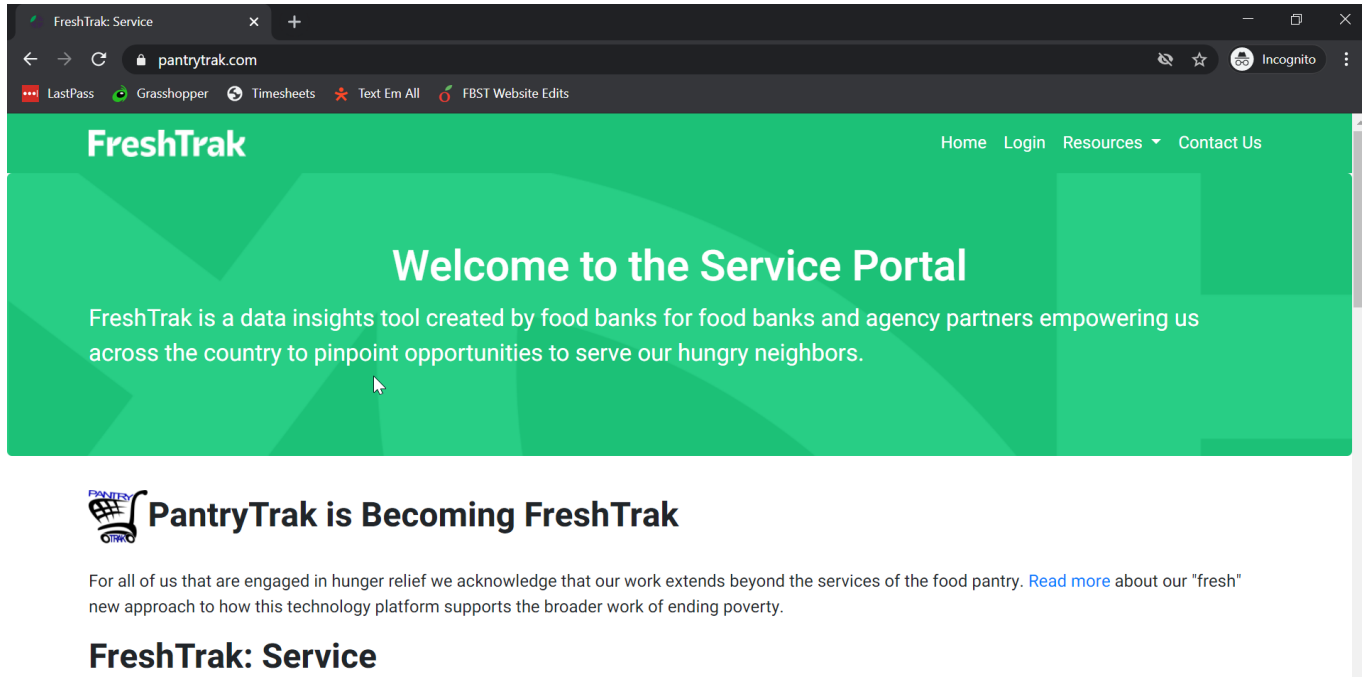# Logging In

1. In your Internet browser, type in www.pantrytrak.com. You'll see a page like this:

2. Click **Login** at the top right.

3. Scroll down until you see the following box. Enter your username and password for FreshTrak, and click **Login**

4. Enter your name and then your initials in the appropriate boxes, and click **I Understand**

   Note: if you are logged in as a coordinator on FreshTrak ,you will only need to do this one time. After that, you can skip this step.

   ### ATTENTION: PantryTrak User

   Effective Monday, March 27th, 2017:

   1) PantryTrak requires that all users review and acknowledge the following policy before proceeding to use this system and access private client information.

   2) System records indicate that you are logging in using a shared account. Every user that logs in using this user name will be required to complete this process every time they log into PantryTrak.

   3) Please review all of the information below. At the end of the form, type your full name in the name box, your initials as your electronic signature and click the "I Understand" button.

   4) By acknowledging the Privacy Policy below, you understand this is the client's privacy policy to which you must adhere as a system user.

   AIM - Community Nutrition Program

   By:

YOUR FULL NAME	INITIALS	
		I Understand

5. Click on one of the yellow buttons, if you are serving people that same day. Make sure you select the correct event, if you have multiple options.

   HOME   QUICK ADD   LOGOUT

Main Menu	
Service History Lookup	(to add NEW records, use the correct date from the list below, or use Quick Add) History Lookup
REPORTS	Agency Stats Report
	Main Pantry Report Include Produce
PRIVACY POLICY	Privacy Policy Privacy Policy Posting (recommended)
HELP DESK	Help Desk & Knowledge Base (ask for Help and find Answers about PantryTrak) PT Help Desk

   Serve Families on 03/31/2021

   [Pantry]   [Deliveries]

   Jump to day

   Select Event: Pantry
   Choose a Date: 03/31/2021
   Submit

6. You're all set! You can help your first client.