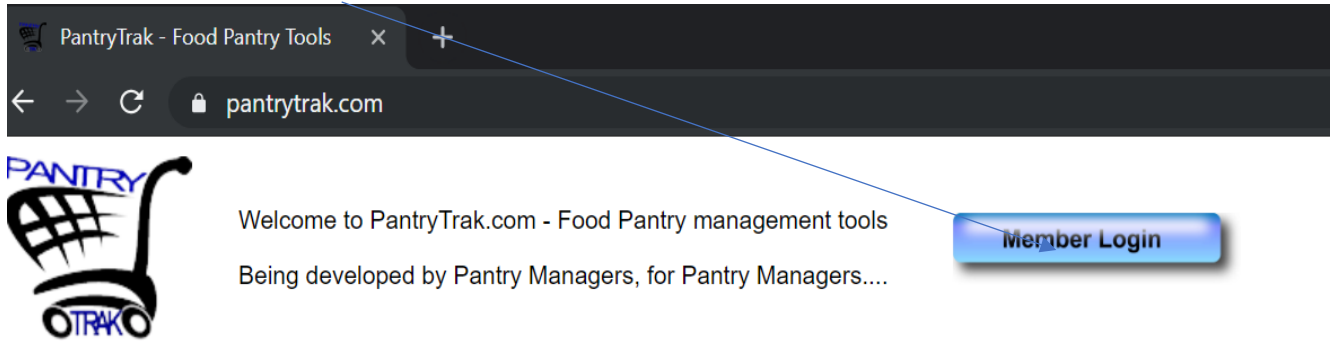
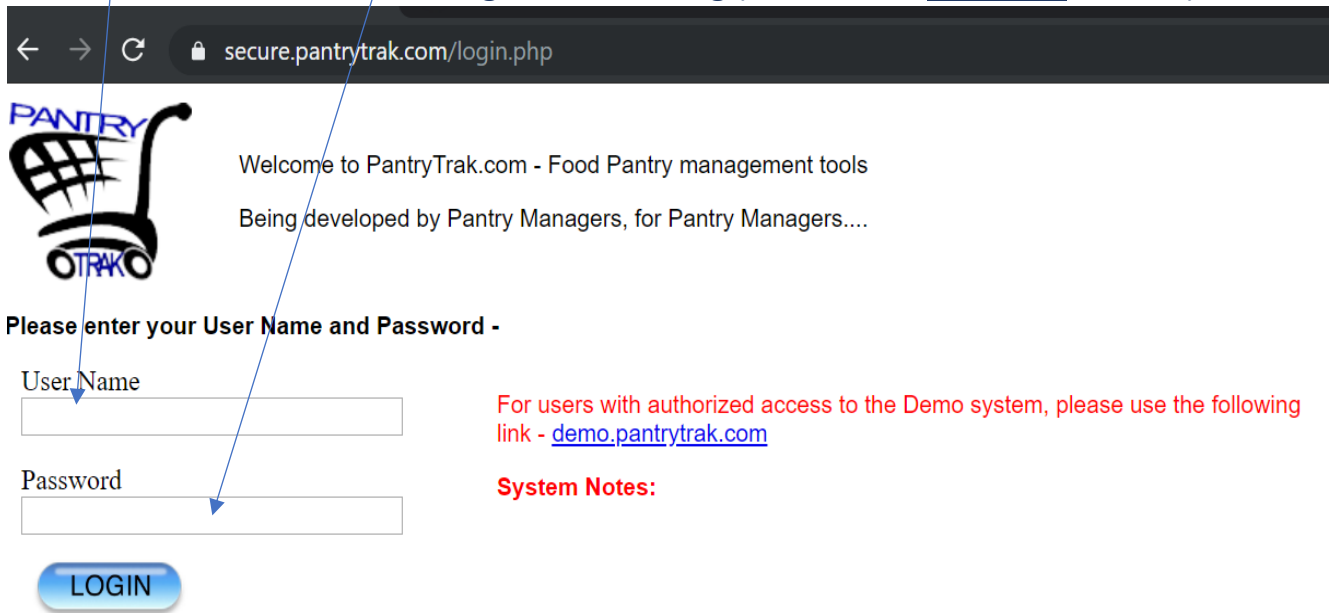


# Logging In

- Go to your internet browser (Google Chrome, etc.) and type PantryTrak.com in the search bar.
- Click “Member Log-in”



- Enter Username and Password given at training (volunteer@sitename, vol###)



\*\*\*Contact Kathryn Miller at 607.796.6061 ext. 4037 or [kathryn.miller@foodbankst.org](mailto:kathryn.miller@foodbankst.org) with any issues logging in

- Select “Click Here to jump to signature and sign now,” saying that you are aware of the privacy policy.



### ATTENTION: PantryTrak User

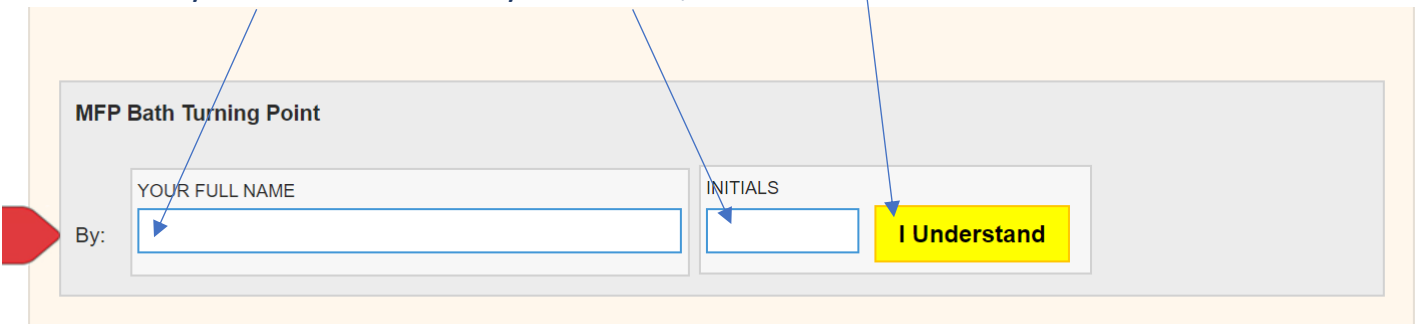
Effective Monday, March 27th, 2017:

- 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.

[Click Here to jump to signature and sign now](#)

### Agency Privacy Policy

- Enter your name and then your initials, and click “I Understand.”



[Jump to top](#)

- Click on the yellow button which will say Pantry (checking that date and time are correct)

**PANTRY**  
OTRACK

**MFP Bath Turning Point**  
User: Kathryn W Miller - Volunteer@MFP Bath

**HOME QUICK ADD LOGOUT**

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

**Serve Families on 10/15/2019**

[MFP Bath Turning Point](#)

**Jump to day**

Select Event:

Choose a Date:

Service Log

Service Queue

- You're all set! Start checking people in. Remember to keep a 10-foot buffer zone between the line and person being served to preserve privacy.