RETRIEVING YOUR STATEMENT ONLINE

**Step 1:** Open your internet browser (Chrome, Internet Explorer, etc.).

**Step 2:** Enter [www.riverbendfoodbank.org](http://www.riverbendfoodbank.org) in the search bar at the top of your internet browser.

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  ← → ⌘ riverbendfoodbank.org
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**Step 3:** Click the Agency Zone menu item.

**Step 4:** Click the Online Ordering sub-menu item.

**Step 5:** Log into the ordering system as follows:

1. Agency Ref: Enter your five digit agency number
2. Username: Enter your five digit agency number
3. Password: Enter the last 4 digits of the phone number associated with your agency
4. Click Log In
Step 6: Select the “My Docs menu item and click on the current period’s statement to open it:

Note: Your statement will be created on the fifth working day of the month and be displayed for printing under the statements tab. Double click on the link to print your current statement.