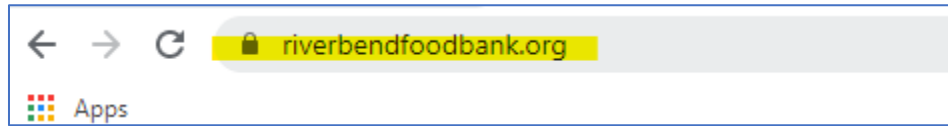


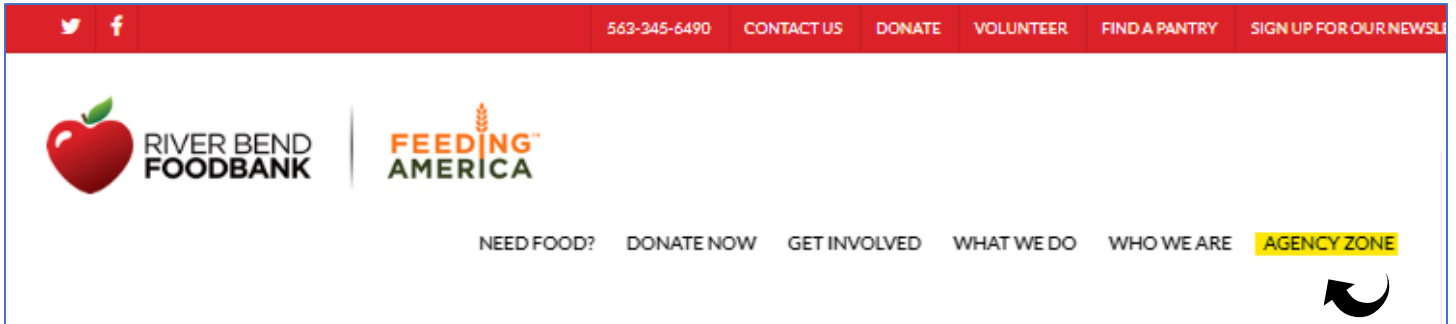
RETRIEVING YOUR STATEMENT ONLINE

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

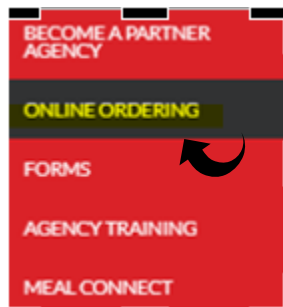
Step 2: Enter www.riverbendfoodbank.org in the search bar at the top of your internet browser.



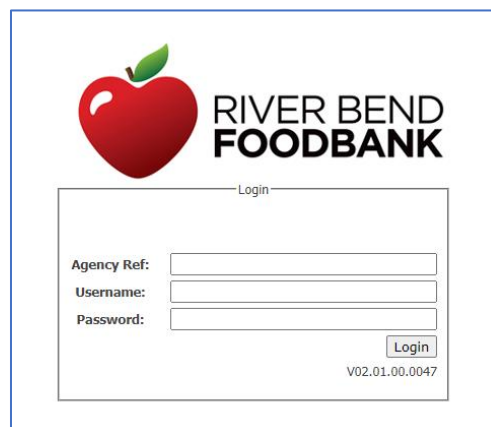
Step 3: Click the Agency Zone menu item.



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

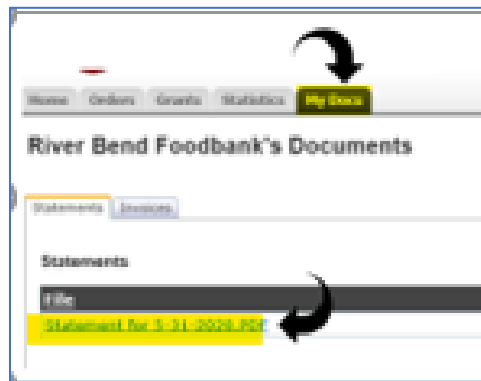


Step 5: Log into the ordering system as follows:

A screenshot of the River Bend Foodbank login page. The page features the River Bend Foodbank logo (a red apple) and the text "RIVER BEND FOODBANK". Below the logo is a "Login" section with three input fields: "Agency Ref:", "Username:", and "Password:". A "Login" button is located to the right of the "Password" field. At the bottom right of the login section, the version number "V02.01.00.0047" is displayed.

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.