



Primarius Web Window (PWW) Online Account

Follow this link to get to the Feeding America West Michigan agency website
www.FeedWM.org/agencies

Click on the button on the top right that reads **Online Account (PWW)**

The login information is as follows:

Agency Ref: Your agency number (ex: 09301)

Username: Same as your agency number

Password: Reach out to your agency representative if you don't know your password or wish to change it

After entering the password, you should now see the **Home Screen**. Important information from Feeding America will be located here. Please take the time to read this information.

From the home screen you may access past orders under the **Orders** tab. Double click the order you wish to view.

Choose the **Grants** tab to view any grant money pertaining to your account.

Choose the **My Docs** tab to view invoices and monthly statements.

Choose the **Statistics** tab to log monthly statistics (required for agencies that take USDA product).



Placing an Online Order

1. Click on the green **Order Entry** button to the right side of your screen
2. Select your **Shipping Option**
 - a. If you participate in a Depot or Delivery, you may select it in the Location section
 - b. For Comstock Park warehouse pickup, select Pickup in the Method section and then select a door and time for pickup
 - c. If no door is available, you must select a different time slot
 - d. Click **Continue**
3. From here, you will be able to view the online shopping list
 - a. Items listed as USDA or Donated are .16 cents per pound or .18 cents per pound for frozen product
 - b. Items listed as Purchased (or have a reference number that begins with 7) are .16 cents per pound plus the purchased price
 - c. You can click the item reference number all the way to the left to get additional product information
 - d. Enter how many cases of product you want in the **Qty** section all the way to the right
4. After entering all of the products you'd like to order, click the **View Cart** tab at the top or bottom of the order
5. The next screen is for reviewing the order.
 - a. Enter your name, phone number, email address
 - b. Click **Checkout**
 - i. **You must complete this final step to fully submit your order**