OVERVIEW: Use this guideline to most effectively/efficiently report statistics to Feeding Westchester.

- Additional Resources: Video Walkthrough Titled 001-003 Feeding Numbers

I. PROCEDURE: (Feeding Numbers)

a. After Log-in (Follow Log-in How to) click Select Agency in the upper right-hand corner and select the agency you are ordering for from the drop down.

b. Click on Service Statistics on the bottom left-hand corner of screen.
c. Select Service Month and Year and enter No. of Children, No. of Adults, No of Seniors and No. of Households.

![Service Month and Year with fields for No. of Children, No. of Adults, No. of Seniors, and No. of Households]


d. Enter any Comments and Click Submit.

![Comments box withSubmit button]

e. When completed you will receive a banner telling you that your Service Statistics have been successfully submitted.

![Service Statistics Submission Form]

**CONGRATULATIONS...YOU HAVE SUCCESSFULLY SUBMITTED YOUR SERVICE STATISTICS**