

## How to View Invoices & Statements on Online Account

- 1. Log in to your online account
  - a. Direct link: <u>https://orders.feedwm.org/primariusww/login.aspx</u>
  - b. You can also get to your online account by going to <u>www.FeedWM.org</u>, hovering over the Partners tab, clicking the option that says Agency Partner, then clicking the Online Account tab

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	Login
gency Ref:	
Username: Password:	
	Login
	V02.01.00.0046

2. After logging in, click the tab that says "My Docs"

FEEDING AMERICA West Michigan
Home
nome
Home Your Cart
If you need food boxes <u>we have them</u> . They are 28 lbs of assorted dry product will try and honor your request. Also Please do not bring cardboard in. Due to remodel Thank You As Of 3-16 Shopping area will be closed until further notice
res we are suit open
March deliveries Holland
Mecosta
New Era 3-26
Muskegon
TNC 3-31
April Deliveries
South leaves 4-20
North leaves 4-13 and 4-27
Ionia 4-6
Holland 4-20

 From here, you will see two tabs that say "Statements" and "Invoices." If you're looking for information on your total balance due, click the most recent statement. If you're looking for a specific invoice, click the invoice number that matches the one you're looking for.

West Michigan									
Home Orders Agency Pickup Grants Statistics Other Agency Info My Docs									
test's Documents									
Statements	Page size: 20 🔻								
<u>File</u>	Date Added								
Statement for 3-31-2020.PDF	04/01/2020								
Statement for 2-29-2020.PDF	03/02/2020								
Statement for 1-31-2020.PDF	02/03/2020								
Statement for 12-31-2019.PDF	01/02/2020								
Statement for 11-30-2019.PDF	12/02/2019								
Statement for 10-31-2019.PDF	11/01/2019								
Statement for 9-30-2019.PDF	10/01/2019								
Statement for 8-31-2019.PDF	09/03/2019								
Statement for 7-31-2019.PDF	08/01/2019								
Statement for 6-30-2019.PDF	07/01/2019								
Statement for 5-31-2019.PDF	06/03/2019								
Statement for 4-30-2019.PDF	05/01/2019								
Statement for 3-31-2019.PDF	04/01/2019								
	00/01/0010								

- After clicking on the desired document, the document will begin to download. Usually this appears at the bottom of your computer screen.
- 5. After the documents has downloaded, click on the download to open it in a new screen.

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Statements	Page size: 20
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	Date Added
Statement for 3-31-2020.PDF	Date Added 04/01/2020
Statement for 3-31-2020.PDF Statement for 2-29-2020.PDF	Date Added 04/01/2020 03/02/2020
Statement for 3-31-2020.PDF Statement for 2-29-2020.PDF Statement for 1-31-2020.PDF	Date Added   04/01/2020   03/02/2020   02/03/2020
Statement for 3-31-2020.PDF   Statement for 2-29-2020.PDF   Statement for 1-31-2020.PDF   Statement for 1-31-2019.PDF	Date Added   04/01/2020   03/02/2020   02/03/2020   01/02/2020
Statement for 3-31-2020.PDF   Statement for 2-29-2020.PDF   Statement for 1-31-2020.PDF   Statement for 12-31-2019.PDF   Statement for 11-30-2019.PDF	Date Added   04/01/2020   03/02/2020   02/03/2020   01/02/2020   12/02/2019
Statement for 3-31-2020.PDF   Statement for 2-29-2020.PDF   Statement for 1-31-2020.PDF   Statement for 12-31-2019.PDF   Statement for 11-30-2019.PDF   Statement for 10-31-2019.PDF	Data Added   04/01/2020   03/02/2020   02/03/2020   01/02/2020   12/02/2019   11/01/2019
Statement for 3-31-2020.PDF   Statement for 2-29-2020.PDF   Statement for 1-31-2020.PDF   Statement for 12-31-2019.PDF   Statement for 10-31-2019.PDF   Statement for 9-30-2019.PDF   Statement for 9-30-2019.PDF	Date Added   04/01/2020   03/02/2020   02/03/2020   01/02/2020   12/02/2019   11/01/2019   10/01/2019
Statement for 3-31-2020.PDF   Statement for 2-29-2020.PDF   Statement for 1-31-2020.PDF   Statement for 1-31-2019.PDF   Statement for 1-3-3-2019.PDF   Statement for 1-33-2019.PDF   Statement for 9-30-2019.PDF   Statement for 8-30-2019.PDF   Statement for 8-30-2019.PDF   Statement for 8-30-2019.PDF	Date Added   04/01/2020   03/02/2020   02/03/2020   12/02/2020   12/02/2020   11/01/2019   00/01/2019   09/03/2019
Statement for 3-31-2020.PDF   Statement for 1-31-2020.PDF   Statement for 12-31-2020.PDF   Statement for 11-30-2019.PDF   Statement for 10-31-2019.PDF   Statement for 10-31-2019.PDF   Statement for 3-30-2019.PDF   Statement for 3-31-2019.PDF   Statement for 3-31-2019.PDF   Statement for 3-31-2019.PDF   Statement for 3-31-2019.PDF   Statement for 3-31-2019.PDF	Data Added   04/01/2020   03/02/2020   02/03/2020   10/2/2020   12/02/2019   11/01/2019   00/03/2019   08/01/2019
Statement for 3-31-2020.PDF   Statement for 1-31-2020.PDF   Statement for 1-31-2020.PDF   Statement for 11-31-2019.PDF   Statement for 11-31-2019.PDF   Statement for 0-31-2019.PDF   Statement for 7-31-2019.PDF   Statement for 7-31-2019.PDF   Statement for 7-31-2019.PDF   Statement for 7-31-2019.PDF   Statement for 6-30-2019.PDF   Statement for 6-30-2019.PDF	Data Added   04/01/2020   03/02/2020   02/03/2020   01/02/2020   11/02/2020   12/02/2019   11/01/2019   09/03/2019   09/03/2019   09/03/2019   09/03/2019   09/03/2019   09/03/2019   09/03/2019   08/01/2019   02/01/2019
Statement for 3-31-2020.PDE   Statement for 2-29-2020.PDE   Statement for 1-31-2020.PDE   Statement for 1-31-2020.PDE   Statement for 12-31-2019.PDE   Statement for 12-31-2019.PDE   Statement for 1-33-2019.PDE   Statement for 9-30-2019.PDE   Statement for 9-30-2019.PDE   Statement for 5-31-2019.PDE   Statement for 6-31-2019.PDE   Statement for 6-31-2019.PDE	Date Added   04/01/2020   03/02/2020   02/03/2020   12/02/2020   12/02/2019   10/01/2019   09/03/2019   08/01/2019   07/01/2019

6. From here, you can either click "Download" to save the document on your computer or you can click "Print" to print off a hard copy of the invoice.

Statements	1/1									Ċ	Ŧ	•		
		EEDI MERI /est Michi	NG CA gan FA W 864 W Coms (616) Agend	STATEMENT FA West Michgan 864 West River Center Dr. Comstock Park MI 49321 (616) 744-3220 AgencyOrders@FeedWM.org				Page 1 of 1 PERIOD ENDING 03/31/2020 Wednesday, April 1, 2020						Print
	03090 test TEST-SEE BRENDA bill to						REMIT TO: Feeding America West Michigan 864 West River Center Dr. NE Comatock Park MI 49321-8955							
	O R D E R S		S	Data	P A Check #	YMENTS	Applied	GRANT	S					
				Discourt Discourt				Total Balance:						
	Γ	CURRENT	OVER 30		OVER 60	OVER 90	UĽ.	OVER 120	TOTAL DUE					
	E	\$.00	\$.00		\$.00	\$.00		\$0.00	\$0.00					-
	PLEASE	SEND A COPY OF	THIS WITH YOUR PAY	MENT.		3								+

If you have any additional questions, please reach out to your agency representative.