

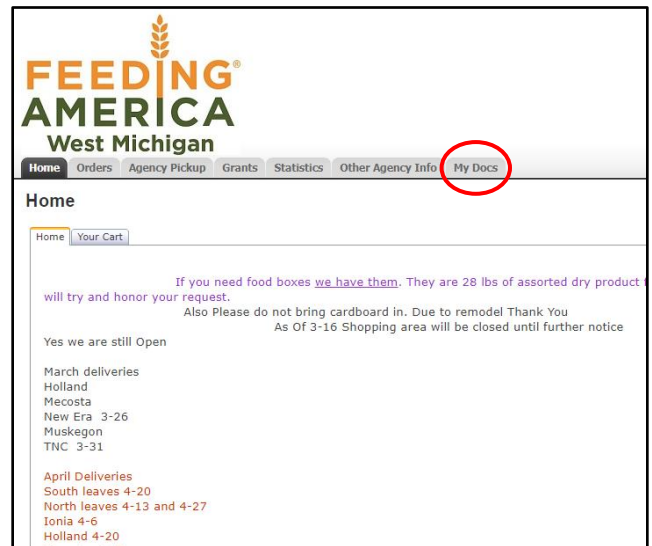
How to View Invoices & Statements on Online Account

1. Log in to your online account

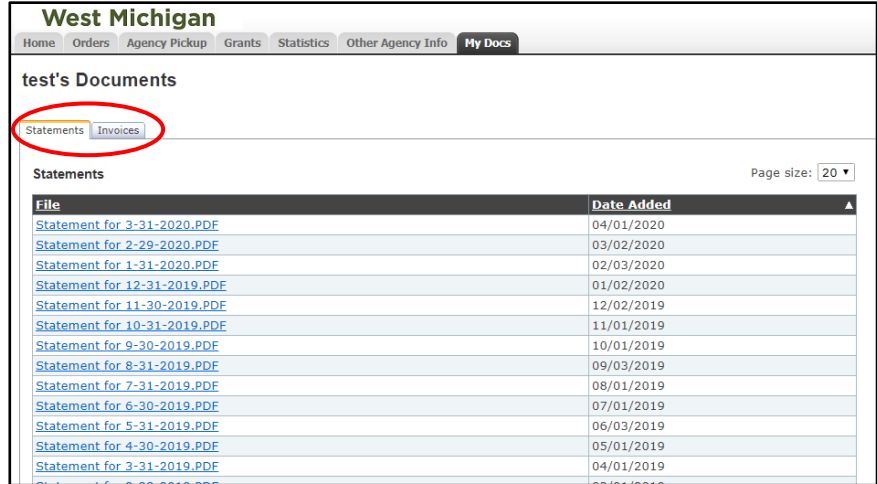
- a. Direct link: <https://orders.feedwm.org/primariusww/login.aspx>
- b. You can also get to your online account by going to www.FeedWM.org, hovering over the Partners tab, clicking the option that says Agency Partner, then clicking the Online Account tab



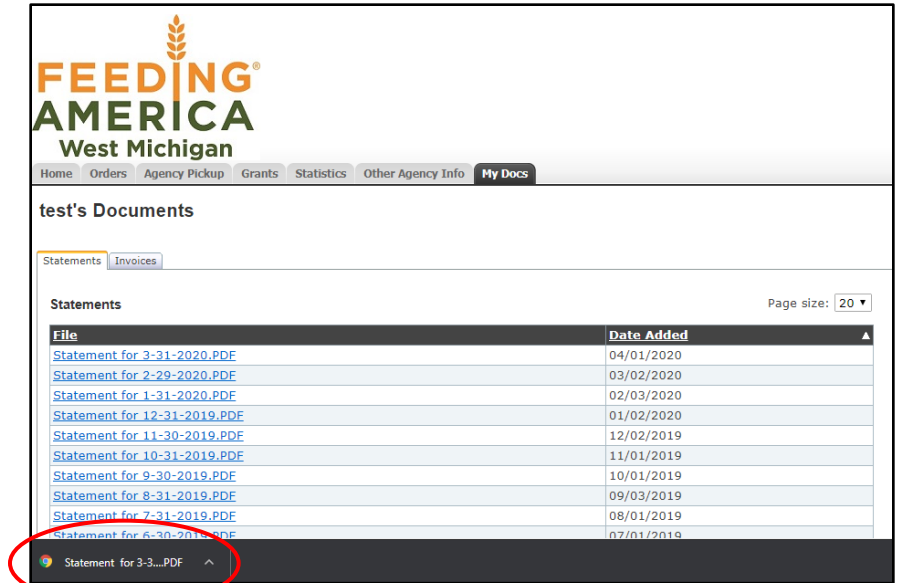
2. After logging in, click the tab that says “My Docs”



- 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.



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



- 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

FEEDING AMERICA
West Michigan

FA West Michigan
864 West River Center Dr.
Comstock Park MI 49321
(616) 784-3250
AgencyOrders@FeedWM.org

STATEMENT Page 1 of 1

PERIOD ENDING
03/31/2020
Wednesday, April 1, 2020

03000 test
TEST-SEE BRENDA
bill to

REMIT TO:
Feeding America West Michigan
864 West River Center Dr. NE
Comstock Park MI 49321-8955

ORDERS			PAYMENTS			GRANTS		BALANCE
Date	Reference	Amount	Date	Check #	Discount	Applied	Total Applied	
Total Balance:								\$0.00

CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL DUE
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

PLEASE SEND A COPY OF THIS WITH YOUR PAYMENT.

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