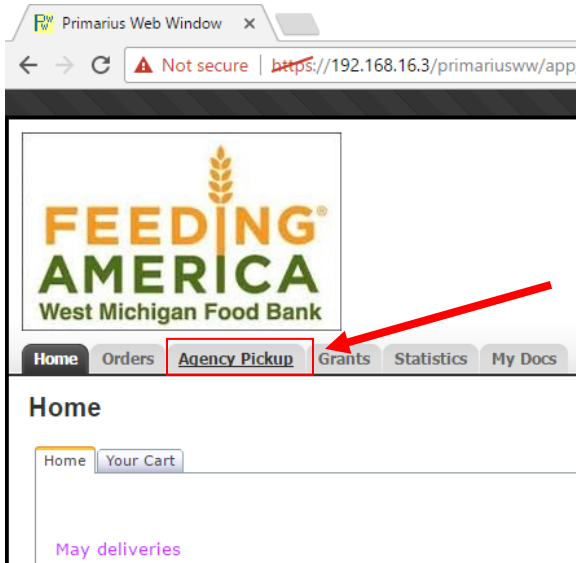
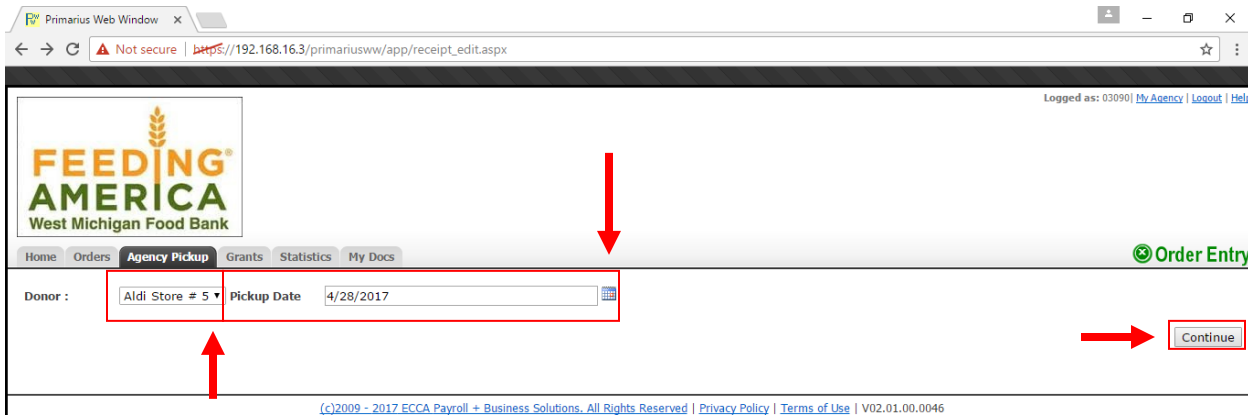
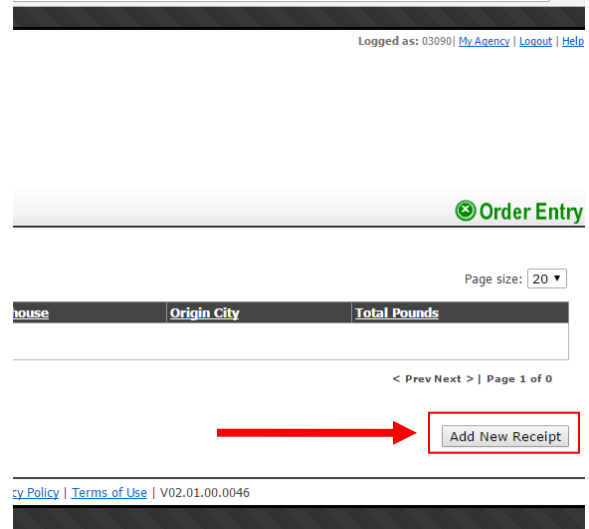


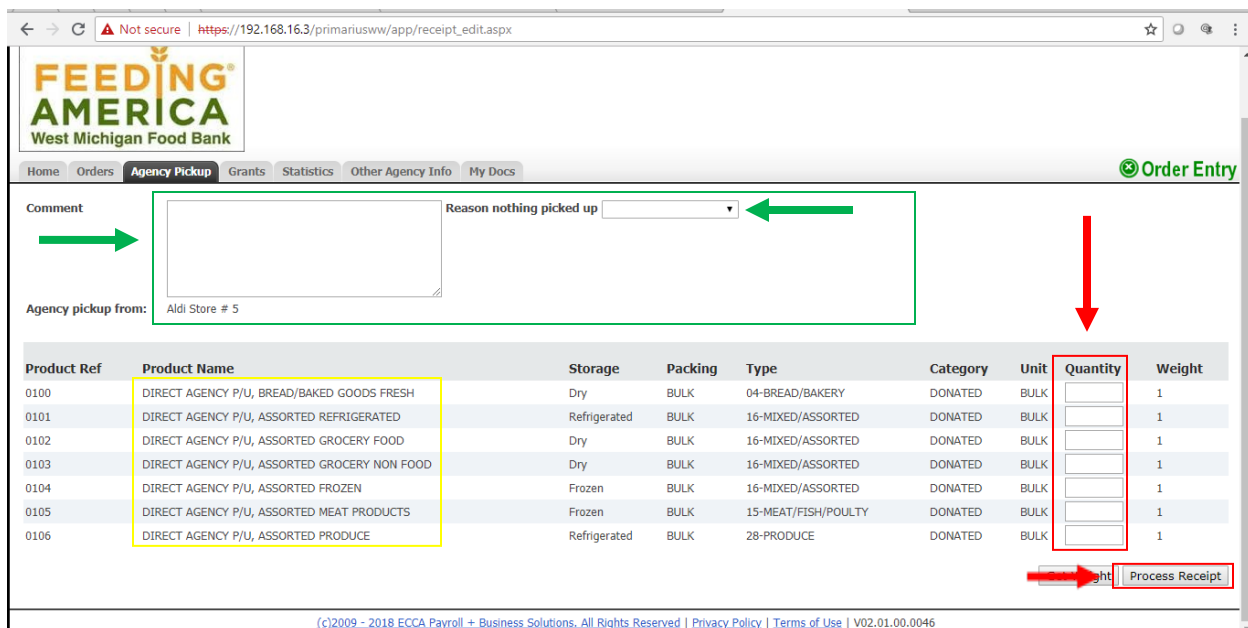
Step 1: Log into PWW, select "Agency Pickup"



Step 2: Select "Add New Receipt"



Step 3: Select store from drop-down menu;
Select pickup date from Calendar



Step 4: Enter weights of all donated product by category.
When finished, select "Process Receipt"

Note: you will not be able to change anything once you click "Process Receipt".

*If no donation was received, please select "No Donation Available" under the "Reason nothing picked up" tab, and then select, "Process Receipt".

Please add comments as you see necessary.