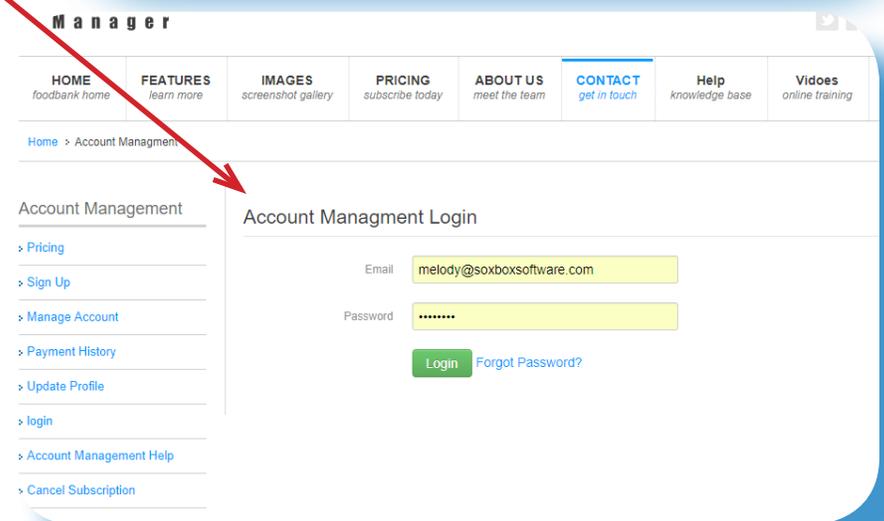
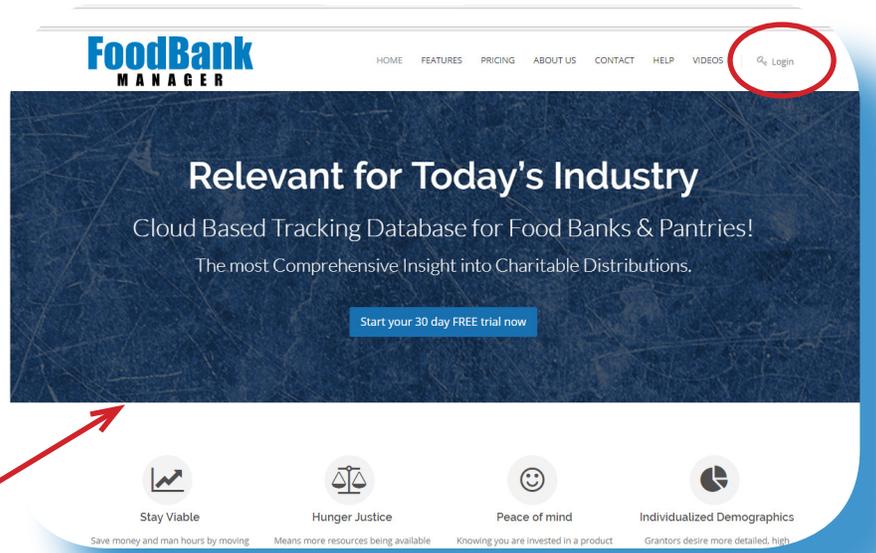


FoodBank MANAGER

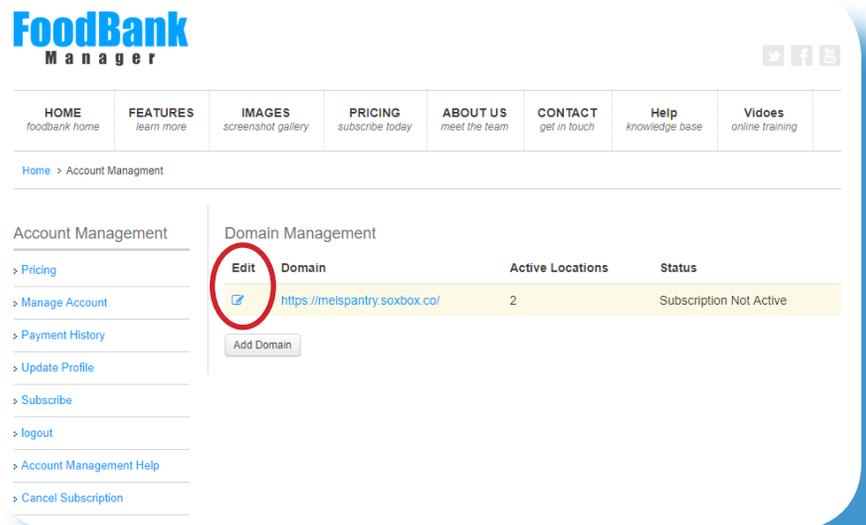
ADDING A LOCATION

FoodBank Manager is licensed based on location. Each location added will increase your monthly subscription \$20.

To add a new location, go to our website at www.foodbankmanager.com and login into your account.



Once you are in Domain Management, click on the 'Edit' link.



Next click on 'Add Location'.

Account Management

- > Pricing
- > Manage Account
- > Payment History
- > Update Profile
- > Subscribe
- > Logout
- > Account Management Help
- > Cancel Subscription

Domain: <https://melspantry.soxbox.co/>
Domain Status: Subscription Not Active
Domain Login: MelsPantry
If you forget your password, follow this [link to reset it.](#)

Cancel Domain

Locations

Edit	Location	Status
<input checked="" type="checkbox"/>	Mels #1 Pantry	Active
<input checked="" type="checkbox"/>	Mels Pantry South	Active
<input checked="" type="checkbox"/>	melody 2	Disabled

Add Location

Fill in the name of the new location and click, 'Save Location'.

FoodBank
Manager

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Home > Account Management

Account Management

- > Pricing
- > Manage Account
- > Payment History
- > Update Profile

Location

Location Name

Save Location Cancel

Click on 'Manage Account' to proceed to checkout.

Account Management

- > Pricing
- > Manage Account**
- > Payment History
- > Update Profile
- > Checkout (1 item | \$11.18)
- > Logout
- > Account Management Help
- > Cancel Subscription

Domain: <https://melspantry.soxbox.co/>
Domain Status: Subscription Not Active
Domain Login: MelsPantry
If you forget your password, follow this [link to reset it.](#)

Cancel Domain Checkout

Locations

Edit	Location	Status
<input checked="" type="checkbox"/>	Mels #1 Pantry	Active
<input checked="" type="checkbox"/>	Mels Pantry South	Active
<input checked="" type="checkbox"/>	melody 2	Disabled
<input checked="" type="checkbox"/>	New Location Name	Pending Checkout

Add Location

Associations

Edit	Association	Links	Domains	Status
<input checked="" type="checkbox"/>	Food Association	1	2	1
<input checked="" type="checkbox"/>	NHN 1 Food	1	1	1

Add Association

Click on 'Checkout'.

The screenshot shows the 'Domain Management' section of the FoodBank Manager interface. A table lists domain information with columns for 'Edit', 'Domain', 'Active Locations', and 'Status'. One row is highlighted in yellow, showing the domain 'https://melspantry.soxbox.co/' with 2 active locations and a status of 'Subscription Not Active'. Below the table, there are two buttons: 'Add Domain' and 'Checkout', with the 'Checkout' button circled in red.

Edit	Domain	Active Locations	Status
✎	https://melspantry.soxbox.co/	2	Subscription Not Active

Buttons: Add Domain, **Checkout**

FoodBank Manager prorates the balance on the new location to sync to the current subscription payment schedule.

The 'Subscription Type' will automatically default to your current frequency. If you want to change the 'Subscription Type', use the drop-down arrow and select from the options.

The screenshot shows the 'Checkout' page. A table displays the current subscription details. The 'Subscription Type' dropdown menu is circled in red, and a red arrow points to a magnified view of the dropdown options below.

Domain	Location	Total
melspantry.soxbox.co	Mels #1 Pantry	\$0.00
	New Location Name	\$11.18
	Subscription Type: Monthly	
	Today's Total	\$11.18
	Monthly Subscription (Renews 11/10)	\$40.00

Buttons: Continue

This is a magnified view of the 'Subscription Type' dropdown menu. The options are 'Monthly', 'Semi Annual', and 'Annual'. The 'Monthly' option is currently selected and highlighted in blue. A red circle highlights the 'Continue' button at the bottom right of the magnified view.

Location	Total
Mels #1 Pantry	\$0.00
New Location Name	\$11.18
Subscription Type: Monthly	
Monthly Subscription (Renews 11/10)	\$40.00

Buttons: Continue

Click on 'Continue'.

Fill in your credit card information and click 'Continue'.



Checkout

	Total
Today's Total	\$11.18
Monthly Subscription (Renews 11/10)	\$40.00

Payment Information

First Name

Last Name

Address
Street address, P.O. box, company name, c/o

City / Town

State / Province / Region

Zip / Postal Code

Country

Pay By Credit Card

Card Number
Accepting American Express, Visa, Mastercard and Discover

Card Expiry Date

Card CVV

A receipt will be sent to the email on the account.

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Account Management

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- [Cancel Subscription](#)

FoodBank Manager

Sox Box
3209 W Cactus Rd
Phoenix, AZ 85029

Customer # 1652
Transaction # 8591
Date Oct 23, 2017
Att: Melody Manzanares
Mels Pantry

Receipt

Description	Amount
Location: New Location Name	\$11.18
Total	\$11.18