

Update CONTACTS AND DELIVERY SITES

Getting There:

CONTACTS:

- Select “Contacts” located in the menu bar.
- Select “Edit”.
- Make any changes needed. Separate multiple email addresses with a comma or semi-colon. Emails will go to all listed.
- Select “Update”.
- Repeat steps for all types: Food Service Director, Program Contact & Billing Contact.

DELIVERY SITES:

- Select “Delivery Sites”.
- Select “Edit”.
- Verify all information and make changes, as needed. Separate multiple email addresses with a comma or semi-colon. Emails will go to all listed.
- Select “Update”.
- Complete for all delivery sites.

****Contact ADE to create a delivery site within myFOODS****

MY AGENCY:

- Select “Edit”
- Make any changes** The user may only update his/her information
- Select “Update”
- Email FDP@azed.gov to deactivate any user who no longer needs access to myFOODS