

How to gain access to the ProcessorLink if you do not already have access to www.ProcessorLink.com:

- Click on **Sign up now** link next to **Need an account?** (located under the **Log in** button).
- Complete both pages of the form and hit the **Submit** button.
- Fidelis processes these requests each business day. You will receive an email from automailer@fidelis-systems.com with your login ID and password to ProcessorLink.
- If you ever forget your password, you can use the **Forgot Password** link found on the login page.

How to confirm your beginning balances and distributor:

- Click on the **Accounts** icon on the upper right side of the page
- Confirm that the distributor listed in the **Sales Channel** column for each manufacturer is correct.
- To request a change to your distributor: click on the name of the distributor listed next to each manufacturer in the **Sales Channel** column. A **Request Sales Channel Change** box will pop up. Scroll down in the drop-down box to select the new distributor. Click **Save** button to commit your distributor change request.
- Confirm that the amount listed in the **Available** column for each Manufacturer matches the “Total Allocated Pounds” on the “Commodity Selection Worksheet Report” in SNEARS.

Note: For Chicken and Turkey the pounds will be split between dark and white meat pounds.

How to track your balances and know if you are on track to utilize all of your commodity pounds by the end of the school year:

- Click on the **Home Page** icon on the upper right side of the page
- The Donated Food Bank Summary lists each of your banks and their respective current balance in commodity pounds.
- Review the bar graph for each bank in the Donated Food Bank Summary. The bar graph shows **the percentage that you still have available to use**. Should any of your banks’ percentage balance be greater than the **ProcessorLink target balance percentage**, the portion of the bank’s bar graph in excess of the target is colored orange. Orange signifies under-utilization.
- You may also compare your “Usage” percentage to the Draw Down Chart provided by NJDA to see if you are on track to utilize your diverted pounds/dollars. Remember to subtract the percentage on the graph from 100% to determine your usage amount.

How to collect information for reporting on the Monthly FSMC Operating Statement:

- Click on the **Sales** icon on the upper right side of the page.
- Click on the **Show detail** checkbox on the upper right side of the page to view the individual sales transactions.
- Select the appropriate month located toward the top of the screen.
- Right click on the mouse and scroll down to **Print**.
- Print the report and keep a copy for your records.
- Scroll to the Shipment Summary section of the report and use the Subtotal of the **Commodity Value** column for each manufacturer to put on the monthly FSMC Operating Statement for the Manufacturers in ProcessorLink.

Manufacturers available on
ProcessorsLink that area processing in
the State of New Jersey 18-19

Advance Pierre Foods

Alpha Foods Co.

Bongards

Brookwood Farms

Cargill Kitchen Solutions

Channel Fish

Chef's Corner

Gold Kist, A Pilgrim's Pride Company

Idahoan Foods

Integrated Food Service

J.R. Simplot Company

Kraft Heinz

Lamb Weston

Land O'Lakes

McCain Foods

Mickey's Wholesale

National Food Group

Rich Chicks

Rich Products Corporation

Schwan's Food Services

Silver Springs Farm

Tasty Brand

Tabatchnick Fine Foods

Trident Seafoods

Yangs 5th Taste