



Online Ordering Password Request Form

In order to be part of our new online ordering service, Primarius Online™ (POL), the Executive Director or Pastor will need to request a password using this form. Please fax this form to the Partner Relations department at 202-529-1767, Attn: Partner Relations (for DC and MD agencies) and 703-541-0179, Attn: Partner Relations (for VA agencies).

Please note the following:

- Only one password is provided per organization.
- The Executive Director or Pastor is responsible for sharing the password with his/her staff. CAFB staff will not divulge password information, even to authorized shoppers.
- The Executive Director or Pastor is responsible for immediately relaying all changes to this information to the Capital Area Food Bank.

Date _____

Name _____

Agency Name _____ **Account #** _____

Agency Address _____

City _____ **State** _____ **Zip Code** _____

Primary Telephone Number _____

E-mail Address _____

Choose your password _____

Please limit your password to 7 spaces. Passwords are not case sensitive and you may use numbers, letters or any combination thereof. **Anyone authorized to place online orders at the Capital Area Food Bank must be informed of this password.**

For Office Use Only

Date approved and added to POL: _____

E-mail notification sent to ED and shopper: _____ **Staff:** _____