



Online Ordering Password Request Form

To place orders with the Capital Area Food Bank, a password is necessary to access Primarius Web Window, our online ordering system. The Executive Director or Pastor of the organization must complete and submit this form. It may be faxed to 202.529.1767 (Attention: Lesley Burkhalter) or emailed to lburkhalter@capitalareafoodbank.org.

Please note the following:

- Only one password 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: _____ Phone Number: _____

Email Address: _____

Agency Name: _____ Reference Number: _____ - _____

Agency Address: _____

City: _____ State: _____ Zip: _____

New password: _____

Please limit your password to 7 characters. Passwords ARE case sensitive and you may use numbers, letters, or any combination thereof. Anyone authorized to place orders for your organization must be informed of this password.

For Office Use Only

Date approved and added to PWW: _____ Email notification sent: _____ Staff: _____