



## 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: Customer Service) or emailed to [partners@capitalareafoodbank.org](mailto:partners@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: \_\_\_\_\_