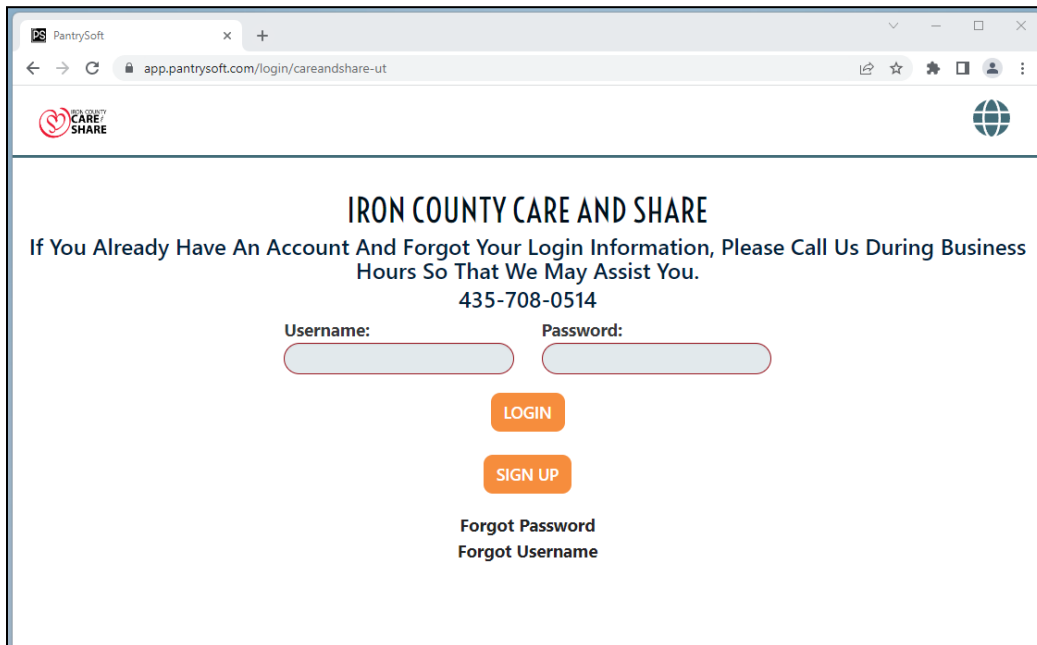


First-Time PantrySoft Users

Step 1: Use a web browser and type in:

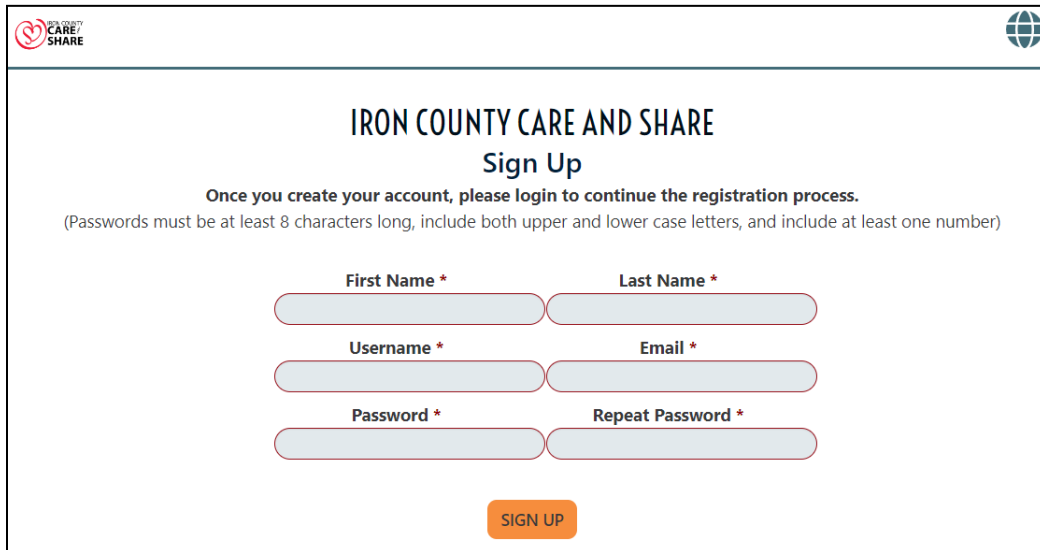
<https://app.pantrysoft.com/login/careandshare-ut>

Your webpage should look similar to the image below:



The image shows a web browser window displaying the login page for Iron County Care and Share. The browser's address bar shows the URL app.pantrysoft.com/login/careandshare-ut. The page features the Iron County Care and Share logo in the top left corner and a globe icon in the top right corner. The main heading is "IRON COUNTY CARE AND SHARE". Below the heading, a message states: "If You Already Have An Account And Forgot Your Login Information, Please Call Us During Business Hours So That We May Assist You. 435-708-0514". The login form includes two input fields labeled "Username:" and "Password:". Below these fields are two orange buttons: "LOGIN" and "SIGN UP". At the bottom of the form, there are two links: "Forgot Password" and "Forgot Username".

Step 2: Click “Sign Up” then enter your information to create an account



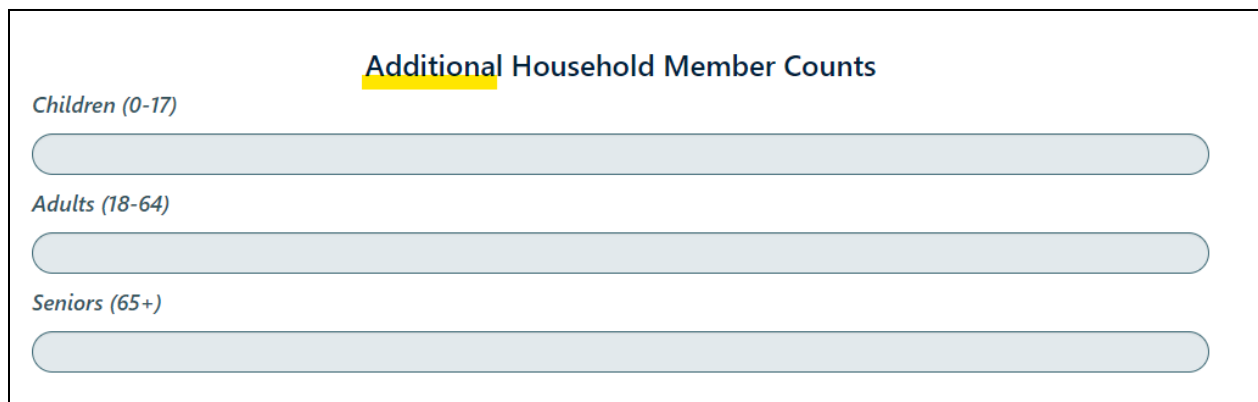
The screenshot shows the 'IRON COUNTY CARE AND SHARE Sign Up' page. At the top left is the 'IRON COUNTY CARE AND SHARE' logo, and at the top right is a globe icon. The title 'IRON COUNTY CARE AND SHARE' is centered, followed by 'Sign Up'. Below this is a note: 'Once you create your account, please login to continue the registration process.' and a password requirement: '(Passwords must be at least 8 characters long, include both upper and lower case letters, and include at least one number)'. The form has six input fields: 'First Name *', 'Last Name *', 'Username *', 'Email *', 'Password *', and 'Repeat Password *'. Each field is a light blue rounded rectangle with a red border. At the bottom center is an orange 'SIGN UP' button.

Once your account has been created, it will redirect you to the login screen. Enter your login credentials (Username and Password) to login.

Step 3: Complete the registration

Helpful Tips for Registration:

1. When you reach the following section, please note that you should account for any household members **NOT** including yourself:



The screenshot shows the 'Additional Household Member Counts' section. The title is underlined in yellow. Below it are three categories with input fields: 'Children (0-17)', 'Adults (18-64)', and 'Seniors (65+)'. Each category has a light blue rounded rectangle input field with a red border.

2. If someone that is not yourself is going to pick up your pantry orders on your behalf, you need to click on the orange button under the section titled “Proxies” as shown below:

Additional Household Member Counts

Children (0-17)

Adults (18-64)

Seniors (65+)

Proxies

+

Then enter that person's information in the boxes that pop up:

Proxies

+

First Name *

Middle Name

Last Name *

Phone Number

Email Address

Relationship

3. Once you enter the total combined household monthly gross income in the appropriate boxes, you can scroll up to see the grand total. You can then verify that your family falls within the income limits by reading the section between the Household Totals and the section where you added your gross income. You will need to know this for the sections following.

Household Totals

Annual Income 12000.00

Monthly Income 1000.00

Income Sources

This is to certify the income status for the above-named individual. Income includes but is not limited to:

- The full amount of gross income earned before taxes and deductions.
- The net income earned from the operation of a business, i.e., total revenue minus business operating expenses. This also includes any withdrawals of cash from the business or profession for your personal use.

- Families at or below 185% of Federal Poverty Level may receive a food order. For example, the monthly income level at 185% of FPL are currently set at:

- Families of 1 person is \$1,986
- Families of 2 people is \$2,686
- Families of 3 people is \$3,286
- Families of 4 people is \$4,085
- Families of 5 people is \$4,785
- Families of 6 people is \$5,485
- Families of 7 people is \$6,185
- Families of 8 people is \$6,885

Please Input Income Total For All Household Members Combined In The Appropriate Sections Below:

Wages

1000

Social Security

4. If your household meets the income requirements, you will check the first box.
If your household does **not** have any income, you will check the second box.

Self-Declaration Of Income

I Certify My Total Family Income Is At Or Below The Stated Amount For My Household Size.

☐

Self-Declaration With NO Income (ONLY COMPLETE THIS SECTION IF YOU DO NOT HAVE INCOME)

I Certify, Under Penalty Of Perjury, That I Do Not Have Income From Any Source At This Time.





☐

Step 4: Schedule an Appointment

To see other available dates and times, you can use the scrollbar (refer to where the red arrow is pointing in the photo below):

SCHEDULE A VISIT

< July 2022 >

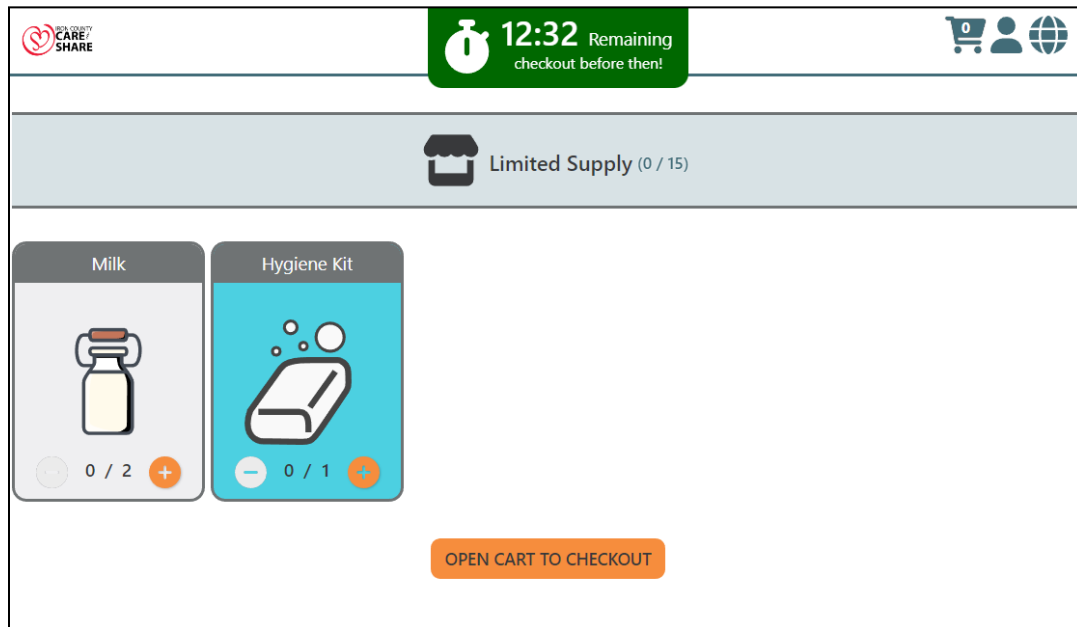
July 20, 2022	Wednesday
9:00am - 9:15am	4 Slots 
9:15am - 9:30am	4 Slots 
9:30am - 9:45am	4 Slots 
9:45am - 10:00am	4 Slots 

When you find a time that works for you, click the orange button next to that time slot.

Step 5: Shopping Cart

If we have items with limited availability, you will be taken to the shopping page where you can add those items to your cart. If we do not have anything available, it will book your appointment.

Please note that these items are subject to availability and may not be available at the time of your scheduled appointment.



Once you've added the items you want to your cart, you can click the orange button labeled "open cart to checkout." Then "Checkout Now!" which will book your appointment.

