To start the process of registering for a USDA/FNS Commodity Alert, please visit the web address below. If you are unable to click on the link, please type, or cut and paste the web address into your browser.

http://www.fns.usda.gov/fdd/ECOS/default.htm

The web address above will take you to the Food and Nutrition Services Food Distribution public web site. Once you have navigated to this site, you will see the section pictured below. Here you will see a brief description of the new service along with a link to start the self registration process.



When you access the link above, you will redirect to the Varolii web page to begin the process. To register as a new user, select the <u>Sign Up</u> link. If in the future you need to access your Self Registered profile to change one of few pieces of information that are asked of you, this is the page you will come, to sign in and make those changes.

United States Department Food and Nutrit	t d'Agriculture on Service	
Commodity A	ert System	
Log In		
To access USDA/FNS Com password?	modity Alert System, please enter your username and pass	word. Forgot your
Sign Up	Log In Information Username:	
	Password: Login	
This system is so unauthorized act this system, may expectation of p properly, individu their activities m system evidence that if monitoring system personn appropriate offic	whelly for the use of authorized users for official p cess is a violation and unlawful. Any unauthorize y be subject to civil and/or criminal penalties. Y viacy in its use and to ensure that the system is tals using this computer system are subject to i onitored and logged by system personnel. Use es an express consent to such monitoring and arg reveals evidence of possible abuse or criminal al may provide the results of such monitoring an fals as evidence in court.	urposes. Any ed access to ou have no s functioning having all of of this greement activity, d logging to
If you need assistance, plea	se contact <u>Customer Service</u> .	
privacy policy <u>(Standard)</u> (EU) terms of service	

The registration process will require you to supply some basic non-identifying pieces of information. This page is broken into two sections. The top section asks for: First Name, Last Name, a User Name (you create), and Password and to enter your email address. A company name or category can be entered but this is optional. The User Name and Password will allow you to access this profile in the future if changes are needed. The most important change would be to the email address. Since this Self Registration process is to notify you, via email, we want to make sure each profile has a valid account.

The bottom section asked for you to select a security question or to create one. Plus the answer is required. This will be used if you do need to access your profile for changes but have forgotten your password.

United States Department of Agriculture Food and Nutrition Service				
Commodity Alert System				
	in information. Clink the Designation butter when you are deep			
NOTE: By registering, I accept the Varolii Corporation Terms Of Service	ion miormauon. Click the Register button when you are done.			
*Required Field	Register			
Registration Information				
First Name: *				
Last Name: *				
Company:				
User Name: *				
	NOTE: User Name must be at least 3 characters.			
Password: *				
1	NOTE: Password must be at least 5 characters.			
Confirm Password: * [
E-mail Address: * [
1	NOTE: This email address is used to send you an activation link.			
Time Zone: * [GMT -05.00] Eastern(US)			
Password Recovery Information				
	VOIE: The security question and answer are used to verity your dentity in the event that you forget your password. The security question should be something only you know. The answer cannot be your password.			
Security Question: 5	Select a security question:			
L T	Type your own security question:			
]				
Security Answer: T	Type the answer to your security question:			
*Required Field	Register			
privacy policy (Standard) (EU) terms of	service VAROLII			
© 2007 Varolii Corporation All rights reser	ved.			

Once your profile has been successfully created, you will receive the Commodity Alert System Welcome screen. The screen outlines the next steps which are to read the confirmation email (shown below the Welcome page) and to click the activation link within the email.

United States Department of Agriculture Food and Nutrition Service	
Commodity Alert System	
Welcome	
The initial step in the registration process is complete. Please follow the activation steps below to finish.	
 Read the confirmation email you will receive at the email addressed supplied, which explains how to activate your account Click the link in the confirmation email message to begin the activation process. You will need the password you entered at registration to complete the activation. 	
Thank you for choosing USDA/FNS Commodity Alert System, a service of Varolii Corporation, for your communications solution.	
privacy policy (Standard) (EU) terms of service	
© 2007 Varolii Corporation All rights reserved.	
	_
ar John Doe,	
lcome to the USDA/FNS Commodity Alert System, a service provided by USDA/FN	ıs.
age follow the stans below to estimate your essount.	

Please follow the steps below to activate your account:1. Click the activation link below.2. Type your password.3. Click the Activate Account button.

https://www.envoyprofiles.com/USDA-ALERTS/bin/PwIsapi.dll?PWFORM=49&ID=ksbdt3ke6

Your User Name is "JDoe".

-----Powered by Varolii

When you access the link from the email, you will be directed to the page below. Enter the User Name and Password you created above, and 'Activate Account'.

United States Department of Agriculture Food and Nutrition Service	
Commodity Alert System	
Activate Your Account	
Enter your password, then click the Activate Account button.	
Forgot your password? Recover your password now.	
Having problems? Please contact <u>Customer Service</u> for assistance.	
Activate Account	
User Name JDoe	
Password	
Activate Account	
privacy policy (Standard) (EU) terms of service	
© 2007 Varolii Corporation All rights reserved.	

Confirm your First Name, Last Name and optional Title fields are correct. Also ensure the correct time zone is displayed for you and that your email address is entered correctly. To verify your email address and to see a test email from this site, select the 'Quick Test' button. This is a good idea so you can ensure you can receive emails from this site. If you can not, check your email Junk or Spam folder or consult with your email administrator for possible solutions.

Once you are satisfied with your profile, select the 'Continue' button.

United States Department of Agriculture Food and Nutrition Service	
Commodity Alert System	
My Profile My Contact Information Subscribe Logout	
My Contact Information	P Help
Use this page to enter your personal contact information to receive a System. Click the Continue button.To ensure your contact informati *Required Field	lerts from USDA/FNS Commodity Alert on is correct, click the Quick Test button. Quick Test Continue Cancel
SETUP - Step 1 of 2	D. Colum Devices
1. Add Contact Information	2. Setup Devices
Account Information	
Account Information User Name: JDoe	
Account Information User Name: JDoe First Name:* John	
Account Information User Name: JDoe First Name:* John	
Account Information User Name: JDoe First Name:* John Last Name:* Doe Title: SDA	
Account Information User Name: JDoe First Name:* John Last Name:* Doe Title: SRA	
Account Information User Name: JDoe First Name:* John Last Name:* Doe Title: SRA Time Zone: [GMT -05.00] Eastern(US) NOTE: Set the time zone for receiving notification messages.	
Account Information User Name: JDoe First Name:* John Last Name:* Doe Title: SRA Time Zone: [GMT -05.00] Eastern(US) NOTE: Set the time zone for receiving notification messages.	
Account Information User Name: JDoe First Name:* John Last Name:* Doe Title: SRA Time Zone: [GMT -05.00] Eastern(US) NOTE: Set the time zone for receiving notification messages. Email Address	
Account Information User Name: JDoe First Name:* John Last Name:* Doe Title: SRA Time Zone: [GMT -05.00] Eastern(US) NOTE: Set the time zone for receiving notification messages. Email Address Primary Email(@):* Valid email address	
Account Information User Name: JDoe First Name:* John Last Name:* Doe Title: SRA Time Zone: [GMT -05.00] Eastern(US) NOTE: Set the time zone for receiving notification messages. Email Address Primary Email((m)):* Valid email address *Required Field	Quick Test Continue Cancel

The final step of the registration process is to make sure there is a check next to the 'Primary Email' address shown and select the Finish button. This will ensure you receive an email notification when the next notification is sent from the Commodity Alert System. If it is not checked, no notification will be generated.

USDA United States Department of Agriculture	
Food and Nutrition Service	N
Commodity Alert System	
My Profile My Contact Information Logout	
Configure Devices	0
Configure Devices	V <u>Help</u>
Use this page to configure your devices to your alerts.	
	Finish Cancel
SETUP - Step 2 of 2	
1. Add Contact Information	2. Setup Devices
Device Configuration	
	Finish Cancel
privacy policy (<u>Standard) (EU)</u> terms of service	
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This completes the successful creation of your Commodity Alert System profile.

file My Contact Information Logout file My Contact Information Logout forfile - John Doe rege summarizes your profile settings. To make changes, click the appropriate link. Complete! ofile Cast updated: Thu 26-Feb-20 cription Information essage Retrieval PIN it Schedules vord Information Click on the appropriate link below to change your password or your security question.	
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Click on the appropriate link below to change your password or your security question.	
Change Password Change Security Question	
policy <u>(Standard) (EU)</u> terms of service	
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USDA/FNS COMMODITY ALERT SYSTEM Primary Email check

If the 'Primary Email' is not checked, access the My Profile page (shown above) and select the **Edit Schedules**. Here check the Primary Email and select Finish.

Configure Devices	7 Help
Use this page to configure your devices to your alerts.	Finish Cancel
Device Configuration	
Primary Email	
	Finish Cancel
privacy policy <u>(Standard) (EU)</u> <u>terms of service</u>	
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