

Harris Teeter Food Bank Partner Program Expectations

Step By Step Guide for Checking In & Out for Store Visits

Logging In

All food bank partners must login via the Harris Teeter Tablet

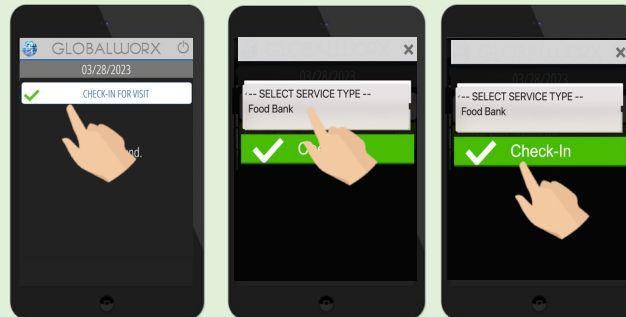
1. Select the **“DSD SERVICER”** button.
2. Select **your company name** from the list of vendors who service the store.
3. Select **“Continue”** to log in.



Checking-In

ALL food bank partners are **REQUIRED** to Check In before visits.

1. Select **“Check-In For Visit”**
2. Select **your service role (Food Bank)**
3. Select **“Check-In”**



Checking-Out

ALL food bank partners are **REQUIRED** to Check Out after visits.

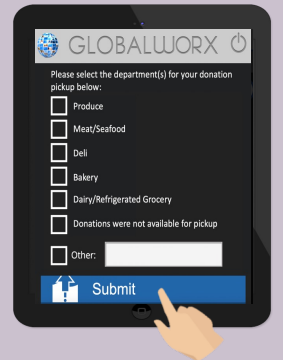
1. Select your **previously checked in event**
2. Select **“Check Out”**



Survey

After checking out, you will be prompted with a survey

1. Select **all categories** you collected donations from
2. Select **Submit**



Having Trouble?

1. Call the GlobalWorx support line: **1-855-451-1535**
2. Email GlobalWorx support team: **Harris TeeterDSD@GoGlobalWorx.com**