

**To request the additional fair-share product follow the steps outlined below:**

1. Once you have logged into the system ([Login](#)) and are in the 2023 Program Year (School Year 2022-23), click on the “Allocations” tab.
2. Click on “Edit” under the *Action* column for the desired allocation. If you click on “Edit,” your agency will be able to request product for the allocation.
3. In the “Accept Qty” column, indicate the number of cases you wish to order.
4. After your agency has entered the desired case numbers for the allocated product, click on the “Next Page” button that is located at the bottom of the screen.
5. Review all of the numbers in the “Accept Qty” column to ensure the accuracy of all numbers requested. Click on the “Accept” button.
6. When your allocation has been processed, you will be taken back to the *School Food Authority Summary* screen. If you want to ensure that your order has been updated, go back into the “Allocations” tab and click on the “View” button that is located on the far right side of where the allocation is listed.

For detailed instructions on accessing and requesting product through a fair-share allocation, please refer to pages 19 - 21 of the [Online Instructions - School Lunch Program](#).



This institution is an equal opportunity provider.