Web Portal User Guide

Heart-Check Food Certification Program

Table of Contents

Overview

The Heart-Check Food Certification Program Web Portal is where all products and recipes are submitted for certification and managed. All features are available on both desktop computer and mobile devices and are built in responsive design that responds to the orientation of each device in use. This application was built for optimal use in the Chrome browser. Some elements and colors may appear differently when using other browsers.

It is recommended that users not use the browser back button to navigate the application. Using the browser back button instead of navigating using options within the application may cause users to lose unsaved data.

The Web Portal allows you to:

- Submit new products for certification
- Renew currently certified or expired products
- Add additional sizes to currently certified products
- View all your products that are in process, submitted for review, or currently certified
- Upload updated packaging details for your products
- Deactivate products you no longer wish to certify

Once your Company Application is submitted, you will receive an invitation email from "*fcpsupport@heart.org*" with a link to complete registration and create a login to the Web Portal. If you do not receive the email, be sure to check your spam folder and allow messages from the American Heart Association. Add **FCPSupport@heart.org** to your email address book or Safe Sender list to be sure to receive future automated emails about your account.

If you do not receive the invitation email after checking your spam folder, contact us at certify@heart.org or call (214) 706-1160.
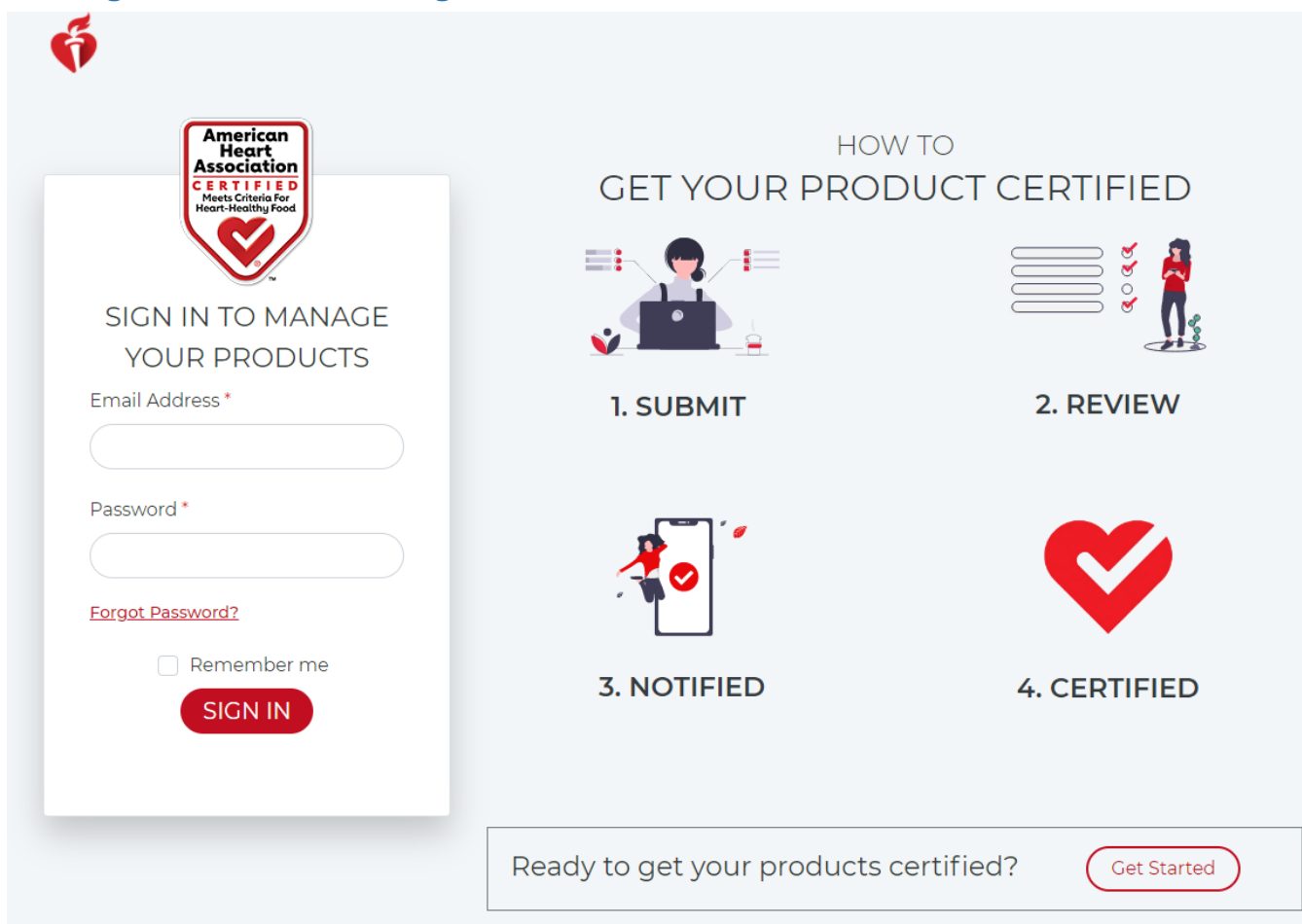
Getting Started - Portal Log In

Image 1

- Navigate to the **Web Portal**
- Enter the corporate email address and password for the primary contact set during registration. (*Image 1*)
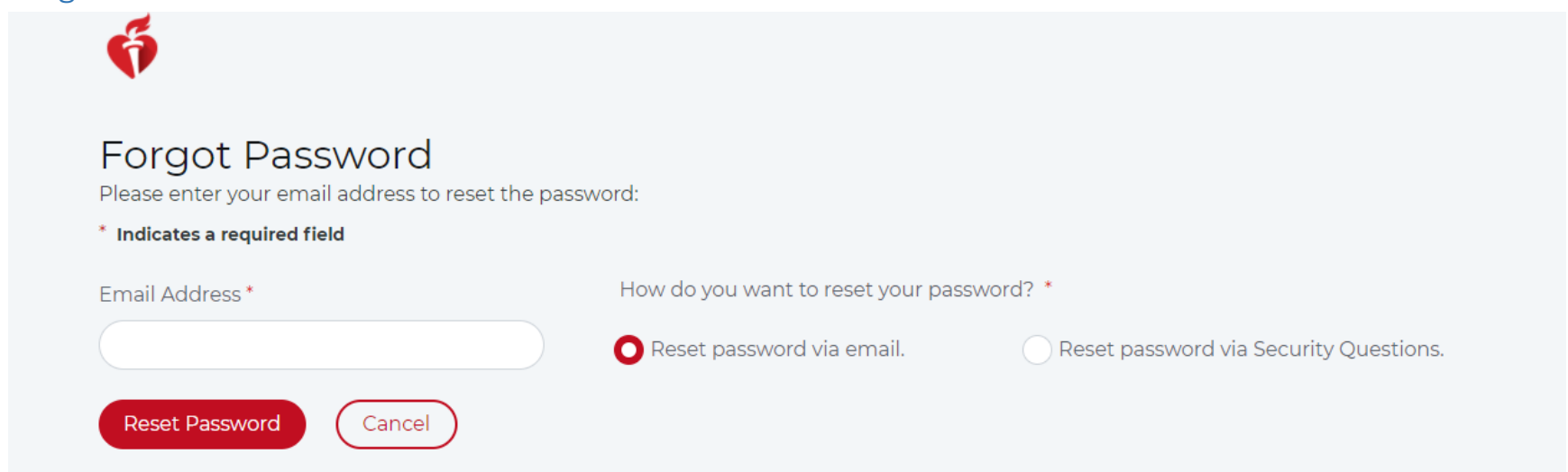
Forgot Password

Image 2

- Click Forgot Password link on login screen (*Image 1*)
- Enter email address (*Image 2*) and select a method of recovery:

- o   Reset password via email.
   - o   Reset password via Security Questions.
- Reset password via email sends an email with link to reset the password.
- Reset password via Security Questions prompts security questions as set-up during registration.

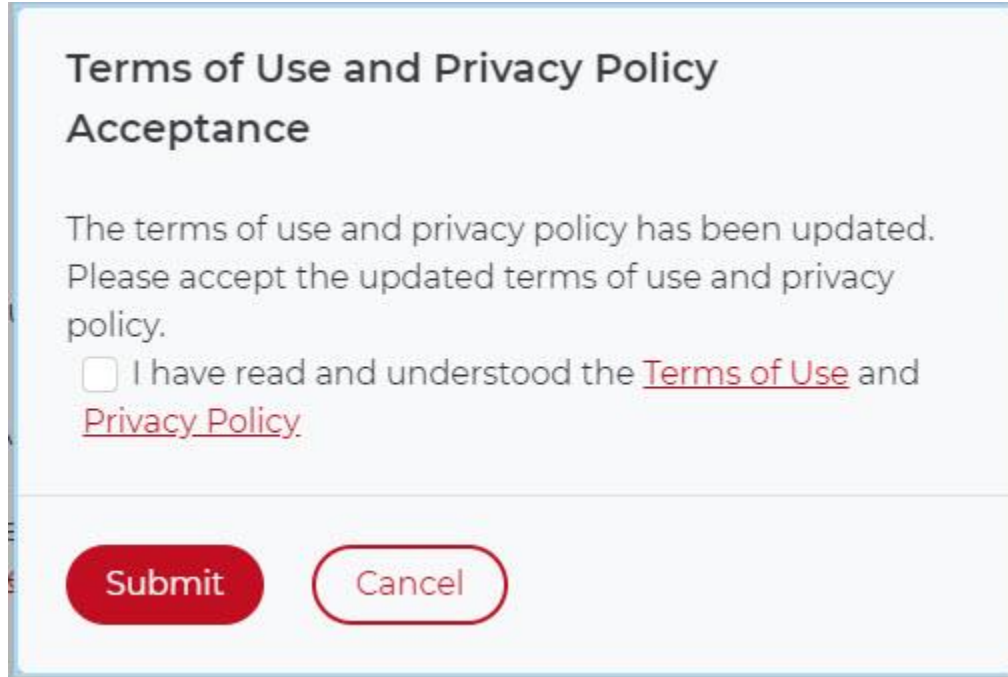## Terms of Use and Privacy Policy Acceptance

Image 3

- AHA may update the Terms of Use and Privacy Policy at any time. All users will be prompted to accept the updated version at that time.
- Upon first login after the Terms of Use or Privacy Policy got updated, you will be prompted to check the checkbox to accept the updated Terms of Use and Privacy Policy and Submit. *(Image 3)*
- Only after accepting the updated Terms of Use and Privacy Policy, will you be able to log in to the application.
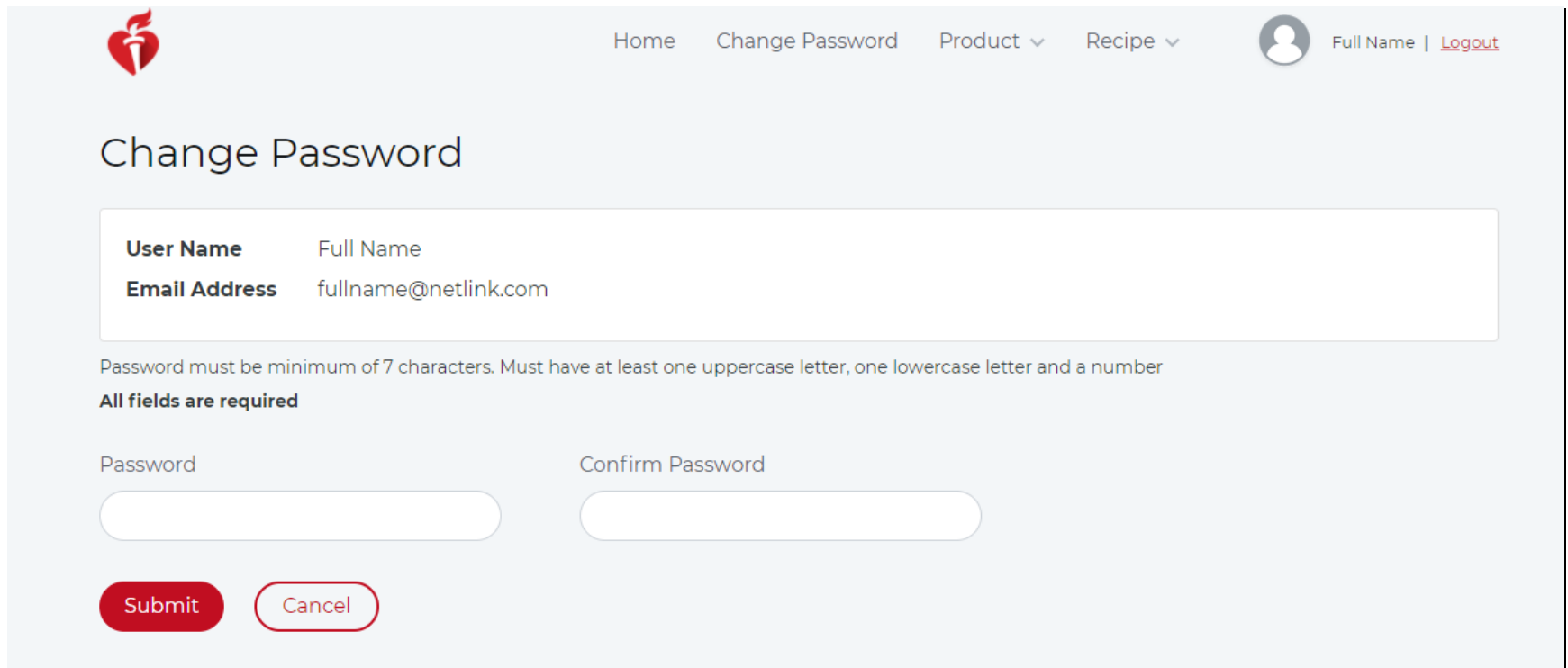
Change Password

Image 4

- Password must be minimum 7 characters.
- Password must have at least one uppercase letter, one lowercase letter and a number.
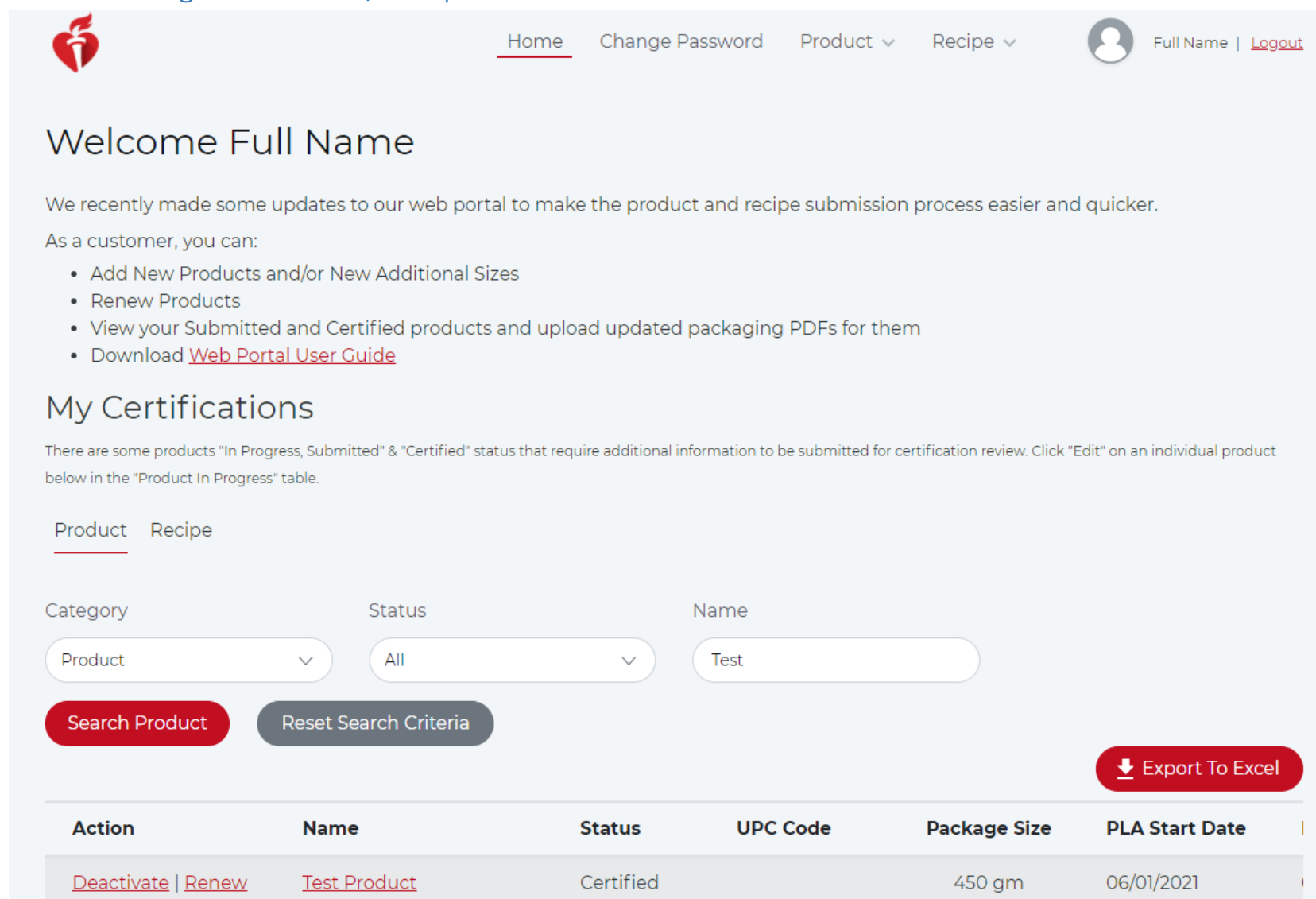
Welcome Page - Products / Recipes

Image 5

- Once logged in, you may view and search the Products and Recipes you have submitted for certification by using the search boxes provided. (*Image 5*) You can also download a PDF of this User Guide.
- **Search Products or Recipes by:**
  - Category – This will default according to the section selected. *(Image 5)*
  - Status
  - Name
- **View Products or Recipes by Status:**
  - In Progress – A product or recipe submission that is not yet completed.
  - Submitted – A completed product or recipe submission that is currently under review by the Heart-Check program staff.
  - Certified – Products or recipes completed and currently certified.
  - Expired – Products or recipes expiration date has passed and currently expired.

Product / Recipe Search Results

- **Action:**
  - Edit / Delete – Edit or delete products or recipes "In Progress" of the submission process.
  - Deactivate – Deactivate products or recipes.
  - Renew – Renew products or recipes.
- **Name:**
  - Displays product or recipe name.
- **Status:**
  - Displays product or recipe status (i.e. In Progress, Submitted, Certified or Expired)".
- **UPC Code:**
  - Displays product UPC code if provided while adding product.
- **Package Size:**
  - Displays the product package size.
- **PLA or RLA Start Date:**
  - Displays product License Addendum (PLA) or Recipe License Addendum (RLA) Start Date if the product is in certified status.
- **PLA or RLA End Date:**
  - Displays product License Addendum (PLA) or Recipe License Addendum (RLA) End Date if the product is in certified or deactivated status.
- **License Type:**
  - Displays the Product License Type based on the product type selected.
- **Product Type:**
  - Displays type of product selected while adding product i.e. Branded Product, Branded Commodity, Brand Form Variation or Variety Pack.
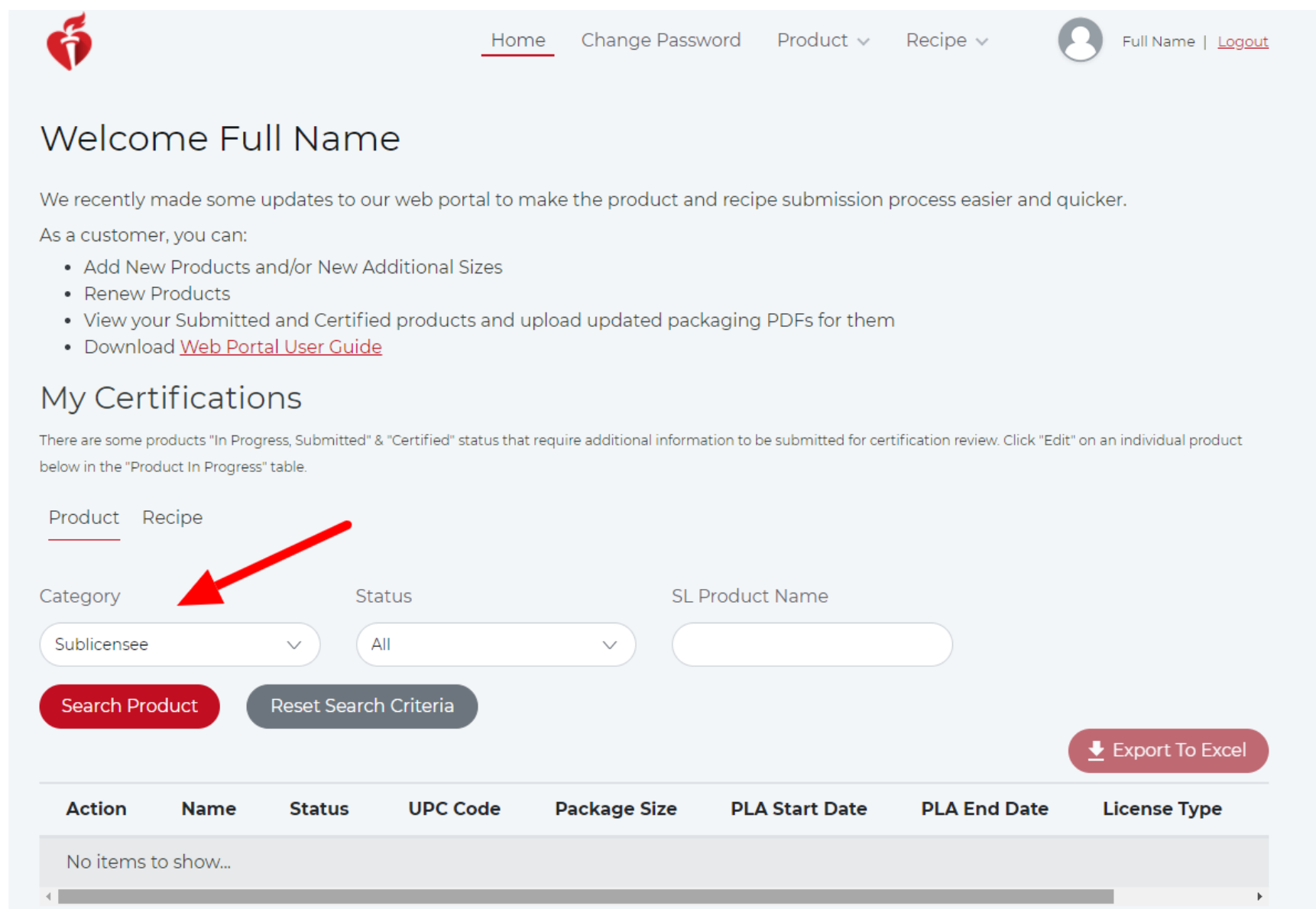
Trade Association Sublicensee

Image 6

- For Trade Association companies, the Category drop-down "Sublicensee" will be available. For all other companies, this drop down is inactive and is determined by the screen you are on. *(Image 6)*
- **Search Products or Recipes by:**
    a. Category – Sublicensee option is available only for Trade Association companies.
    b. Status - only certified, submitted (submitted for renewal) and expired status products are available to view for sublicensee category.
    c. SL Product Name – Sublicensees and their products can be searched by Sublicensee Product Name.

Add Product
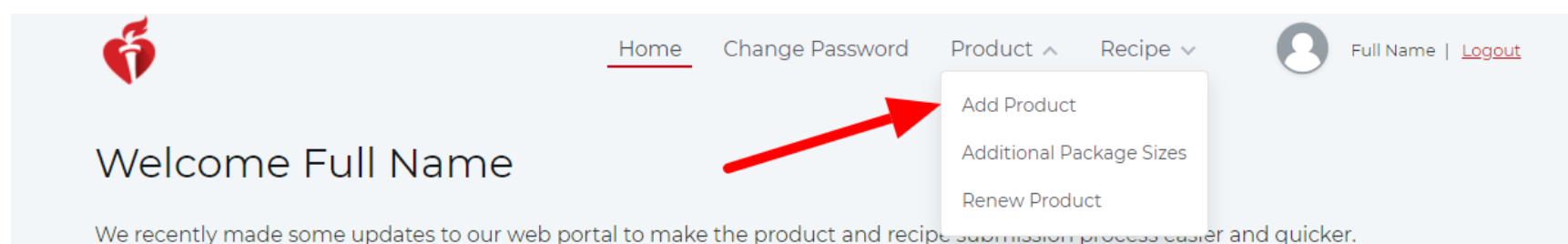
Image 7

- To add a product to be certified, navigate to Product > Add Product in the header navigation. *(Image 7)*

Image 8

- On the Add Product screen, add all required information in the section order as they appear on screen. Each section is unavailable until the previous section is completed. **Note:** To return to the previous section, click on the specific section and do not use browser's back button as this will erase all work if not saved as draft. *(Image 8)*
  1. Product Details
  2. Product Info
  3. Nutrition Info
  4. Packaging Info
  5. Payment Info

- Has UPC Code? Select Yes or No.
- If No, select the Reason from the drop-down.
- **On product details screen, enter:**
  - UPC Code (if any)
  - Product Name
  - Package Size
  - Serving Size / Unit of Measure (UoM)
  - Type of Product - Clicking "What's this?" Opens a pop-up window with definitions for each type of product allowed:
    - **Branded Product** - A single standard product that is sold under a specific brand name.
    - **Brand Form Variation** - A reduced fee structure is allowed when products' Nutrition Facts panel and ingredient list are identical and the products only differ by the label or form. For example, a single private-label product that is sold under different names.
    - **Branded Commodity** - When a commodity product is marketed or packaged displaying a brand name and the submitting company is a member of a Trade Association that certifies the same commodity product. For example, Goldheart Farms Broccoli.
    - **Commodity** - When fresh produce is sold without a brand name.
    - **Variety Pack** - A variety pack presents a unique circumstance based on certifiability and/or certification of the individual products within the variety pack and whether or not they are sold separately. Additionally, variety packs are typically marketed and promoted as separate or unique products which necessitates additional review and approvals beyond typical serving and packaging size variations. Therefore, the reduced fee schedule that applies to brand and form variation will also apply to variety pack pricing.

    *If you're unsure about which product type to choose, **ask your Business Development Manager or** contact us at certify@heart.org or (214) 706-1160.*
  - Trade Association
    - This drop down is only active if Branded Commodity is selected for Product Type and then requires a selection to be made.
  - Main Product
    - This drop down is only active when Brand Form Variation is selected for Product Type and then it requires a selection to be made.
- Save & Continue to proceed to add Product Information.
- Save As Draft to complete and submit the form later.
- Products saved as a draft are available on the Home Page and will be shown as "In Progress" status."
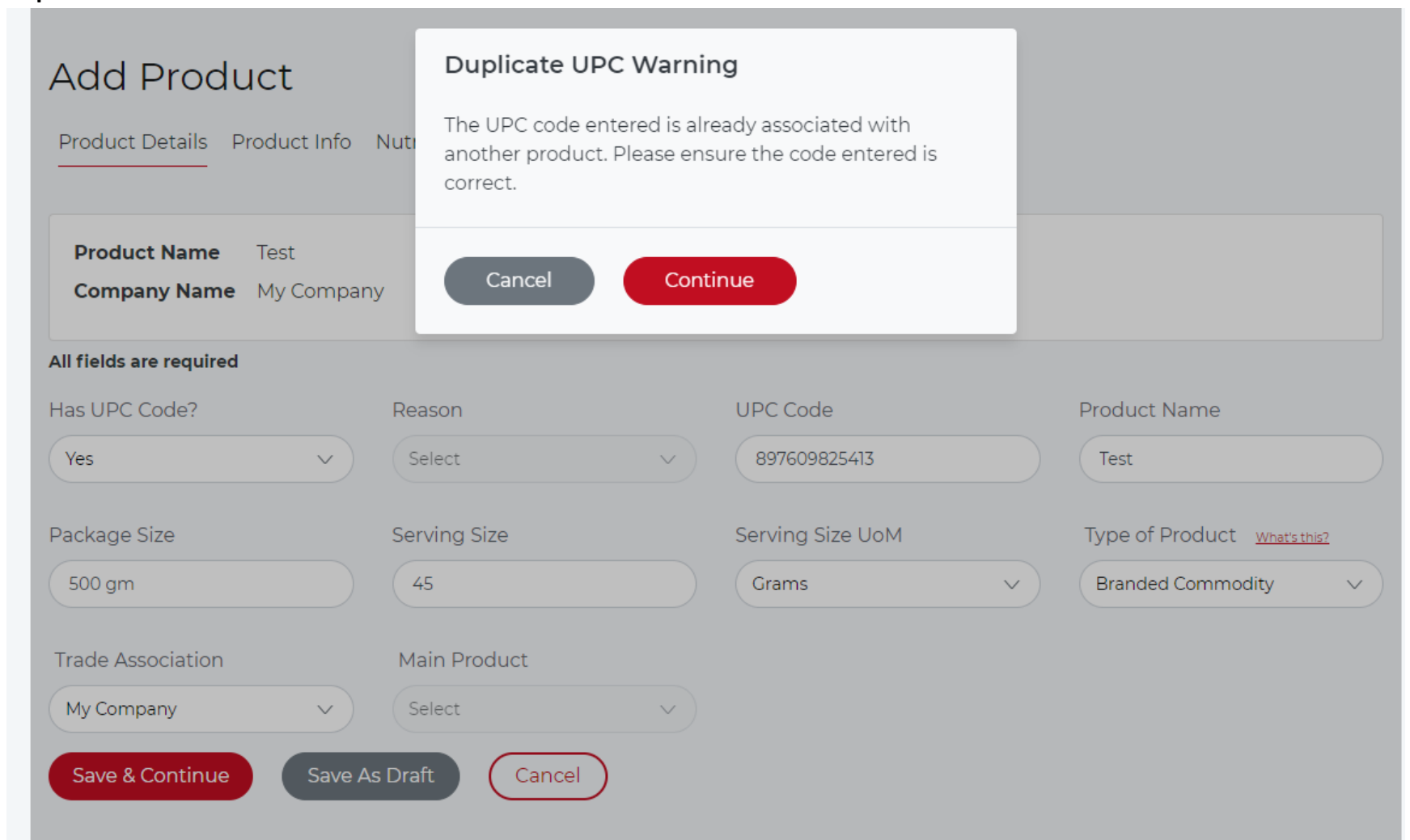
- **Duplicate UPC Code**

Image 9

  - If you receive the message regarding a duplicate UPC code such as the one shown in *Image 9,* click continue if you wish to enter product details for a product with a duplicate UPC code
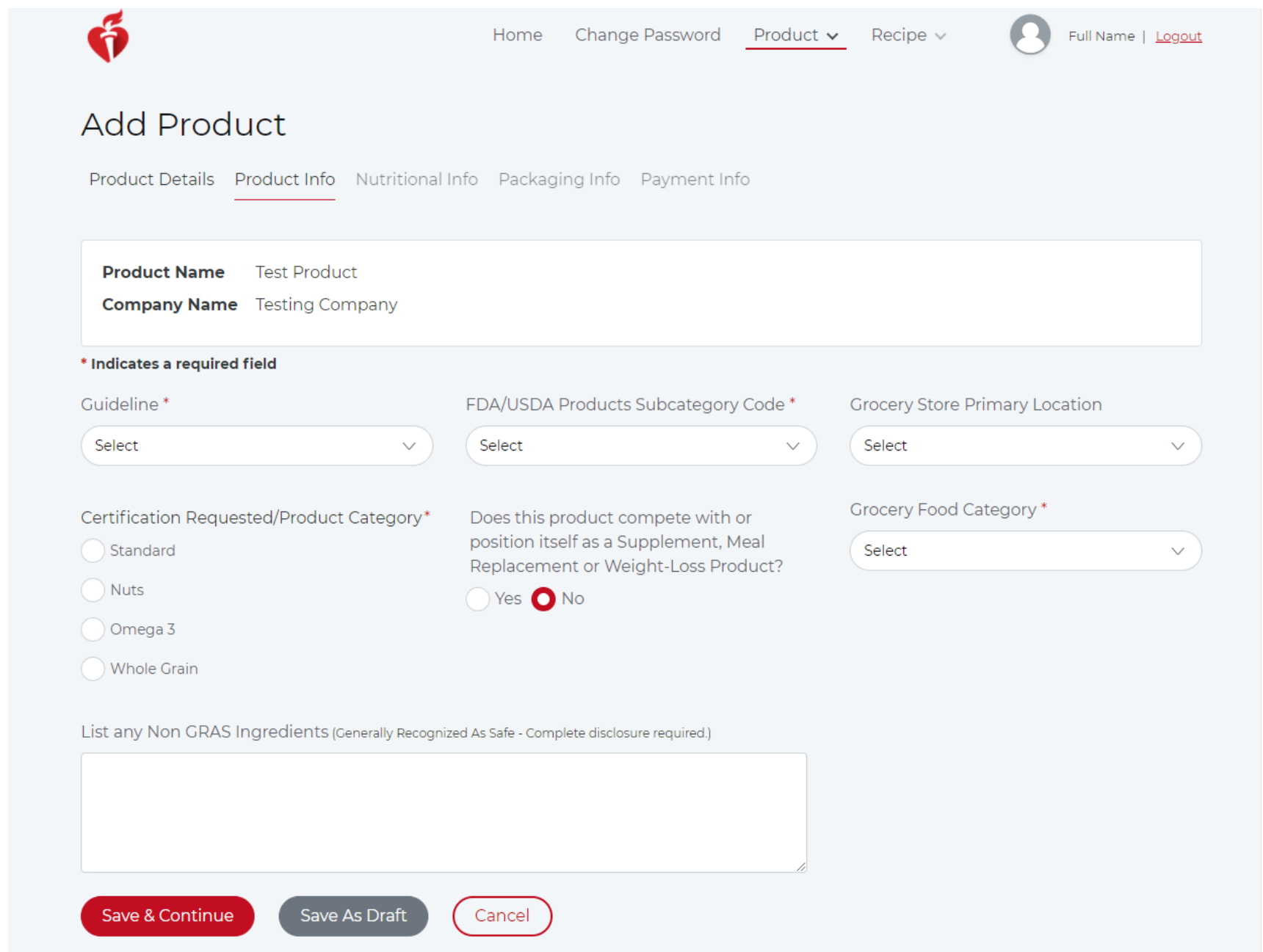
Add Product - Product Info

Image 10

- **Enter Product Info for the required fields:**
  - Guideline – The Guideline selection will prompt different options on subsequent screens.
  - FDA/USDA Products Subcategory Code
  - Grocery Store Primary Location – Not required

- o Certification Requested / Product Category
- o Does this product compete with or position itself as a Supplement, Meal Replacement or Weight-Loss Product? – Not required
- o Grocery Food Category
- o List any Non-GRAS Ingredients (Generally Recognized as Safe - Complete disclosure required.)
- If you check Yes for the question, "Does this product compete with or position itself as a Supplement, Meal Replacement or Weight-Loss Product?" you will be unable to continue certifying that product.

  The Heart-Check Program does not currently allow certification for supplements, weight loss products, or meal replacements. As such, your product would not be eligible for certification at this time. If you feel you have reached this message in error, please contact your Business Development Manager or notify us by calling 214-706-1160 or emailing certify@heart.org.
- If No, you may proceed.
- Save & Continue to proceed to Nutrition Info.

Add Product - Whole Grain

Add Product

Company Name A Sample Heart Check Company

Product Details   Product Info   Whole Grain   Nutritional Info   Packaging Info   Payment Info

Please Provide:
1. The "raw" (not rounded) gram weight of each whole-grain ingredient used in this product per 100 grams of the product
2. The dietary fiber yield (grams) per 100 grams of each whole-grain ingredient.
Note: Flaxseed and other seeds are not considered cereal grains and may not be applied to the 51% requirement.

Whole-grain Ingredient	Gram weight per 100 grams of product	Dietary Fiber yield in each ingredient (per 100 grams)
Brown Rice	0	3.5
Buckwheat	0	10
Bulgur (Cracked Wheat)	0	18.3
Millet	0	8.5
Popcorn	0	0
Quinoa	0	5.9
Sorghum	0	9
Triticale	0	14.6
Whole Oats/Oatmeal	0	10.6
Whole Rye	0	14.6
Whole Wheat	0	12.2
Whole-grain Barley	0	17.3
Whole-grain Corn	0	7.3
Wild Rice	0	6.2
	0	0
	0	0
Total	**0**	**138**

Save & Continue   Save As Draft   Cancel

Image 11

- If the Guideline selected for Product Info *(Image 10)* was Whole Grain, then a Whole Grains section is available in the navigation menu *(Image 11)* and nutritional facts for that whole grain product must be entered.
- Please provide:
  a. The "raw" (not rounded) gram weight of each whole-grain ingredient used in this product per 100 grams of the product.
  b. The dietary fiber yield (grams) per 100 grams of each whole-grain ingredient.
- Additional whole grain ingredients not already listed may be added using blank fields provided.
- Save & Continue to proceed to Nutritional Info.

Add Product - Nutritional Info

Image 12

- Enter Nutritional Info as it appears on the Nutrition Facts Panel of your product.
- Some Nutritional Info fields are dependent upon selections made on the previous Product Info screen and will display based on those choices. *(Image 10)*
  o If an Oil guideline was selected for Product Information, then two additional nutritionals are required on Nutrition Info:
    ▪ Grams of 'X' Oil Per RACC
    ▪ Grams of 'X' Oil / 100 gm

- o If High Oleic guideline was selected for Product Information, then two additional nutritionals are required on Nutrition Info:
  - ▪ % of High Oleic / tablespoon
  - ▪ High Oleic Fatty Acids (gm)/RACC
- o If Fish with Omega-3 guideline and Certification requested / Product Category as Omega-3 was selected, then two additional nutritionals are required on Nutrition Info:
  - ▪ Omega -3 EPA (mg) Per 85 g (3 oz cooked)
  - ▪ Omega -3 DHA (mg) Per 85 g (3 oz cooked)
- o If Fish, Nuts or Macadamia nuts are selected then two additional nutritionals are displayed and are optional:
  - ▪ Added Fats
  - ▪ Added Carbohydrates
- • Save & Continue to proceed to Product Packaging Info.

Add Product - Packaging Info

Image 13

To add packaging info:
- • File name must not exceed 150 characters.
- • File size should not be more than 25 megabytes.
- • Multiple packaging files are allowed. (PDF, JPEG or JPG files only).
- • Click Choose File and select packaging file from your device.
- • Click Upload file.
- • Save & Continue to proceed to Payment Info.

Duplicate File Name

Image 14

To upload a file with a duplicate name:
- • Click yes or no on the confirmation screen.

Image 15

- **Select the payment method from these options:**
  - Invoice System (Your company's electronic invoicing system)
  - Mail in a check
  - Request an ACH Form (electronic transfer of funds <u>or</u> wire transfer)
- Submit button will complete the product submission process and submit your product to Heart-Check Food Certification.

Additional Package Sizes
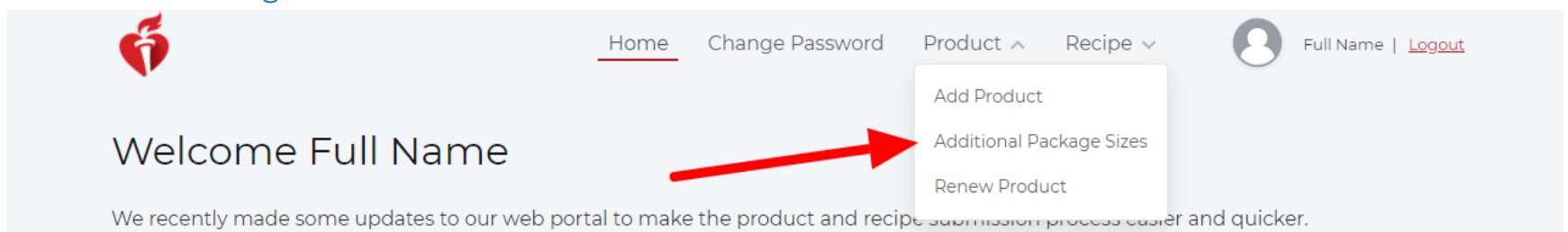
Image 16

- Adding additional package sizes is similar to adding a new product. The information needed for certification must be entered in order as it appears in the sections on the screen. Each screen and section link is unavailable until the previous step is

complete. **Note:** To return to the previous section, click on the specific section and do not use browser's back button as this will erase all work if not saved as draft.:

   a.   Product Details

   b.   Nutrition Info

   c.   Packaging Info

   d.   Payment Info

Add Additional Package Sizes - Product Details

Image 17

- **Primary Product:**
    - a.   All submitted and certified products will populate the drop-down. (*Image 17*) Select the product to add additional package sizes.
- **Select a Status:**
    - a.   All
    - b.   Certified – An additional product package size completed and currently certified
    - c.   In-Progress – An additional product package size submission that is not yet completed
    - d.   Submitted - A completed additional product package size submission that is currently under review by the Heart-Check program staff
- Click Add More Sizes button to enter additional package size info on pop-up screen.

Image 18

- Enter required info into the Add Additional Product Sizes pop-up window. *(Image 18)*

. Click Save.
:

Duplicate UPC Code
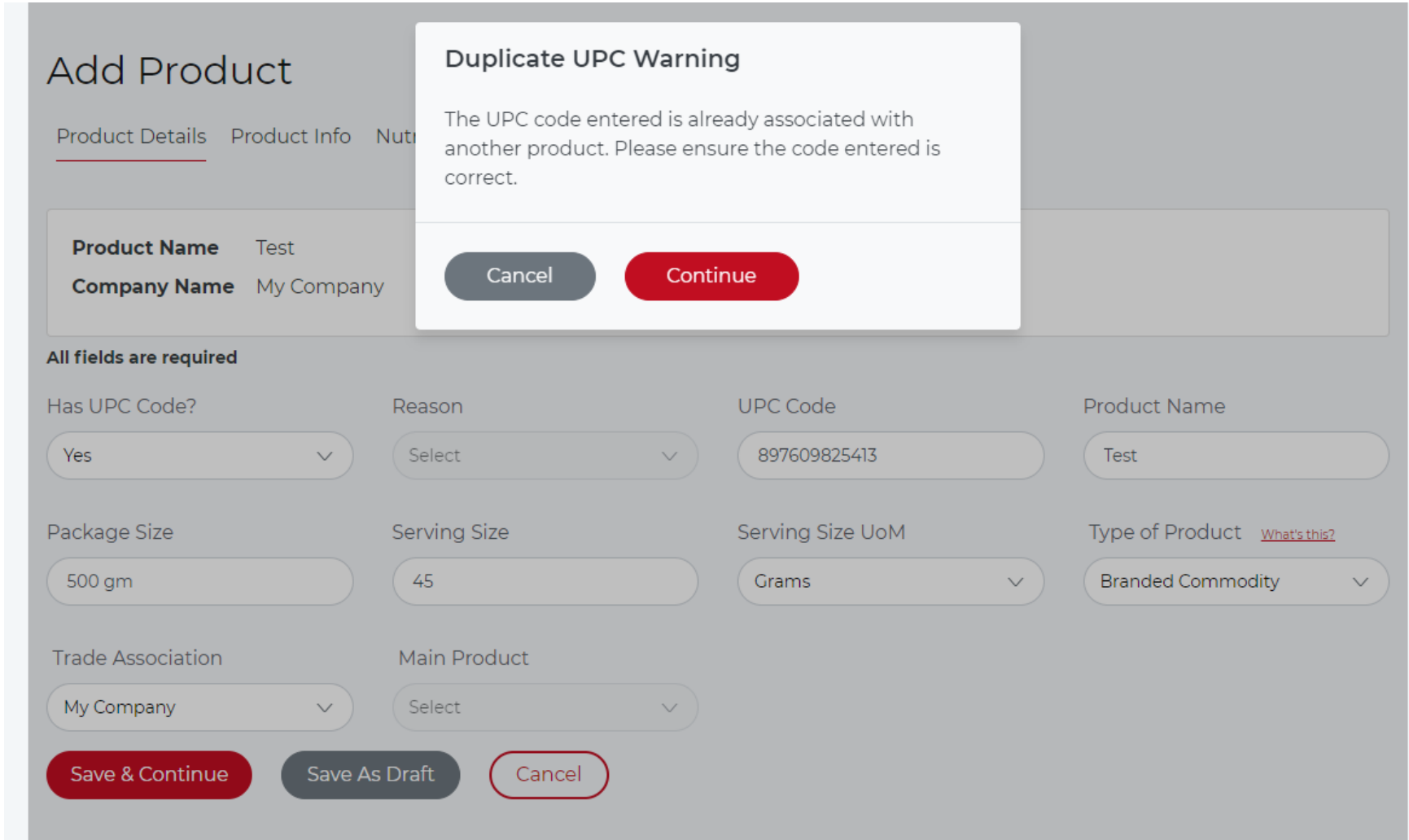
Image 19

- o If you receive the message regarding a duplicate UPC code such as the one shown in *Image 19*, click continue if you wish to enter product details for a product with a duplicate UPC code
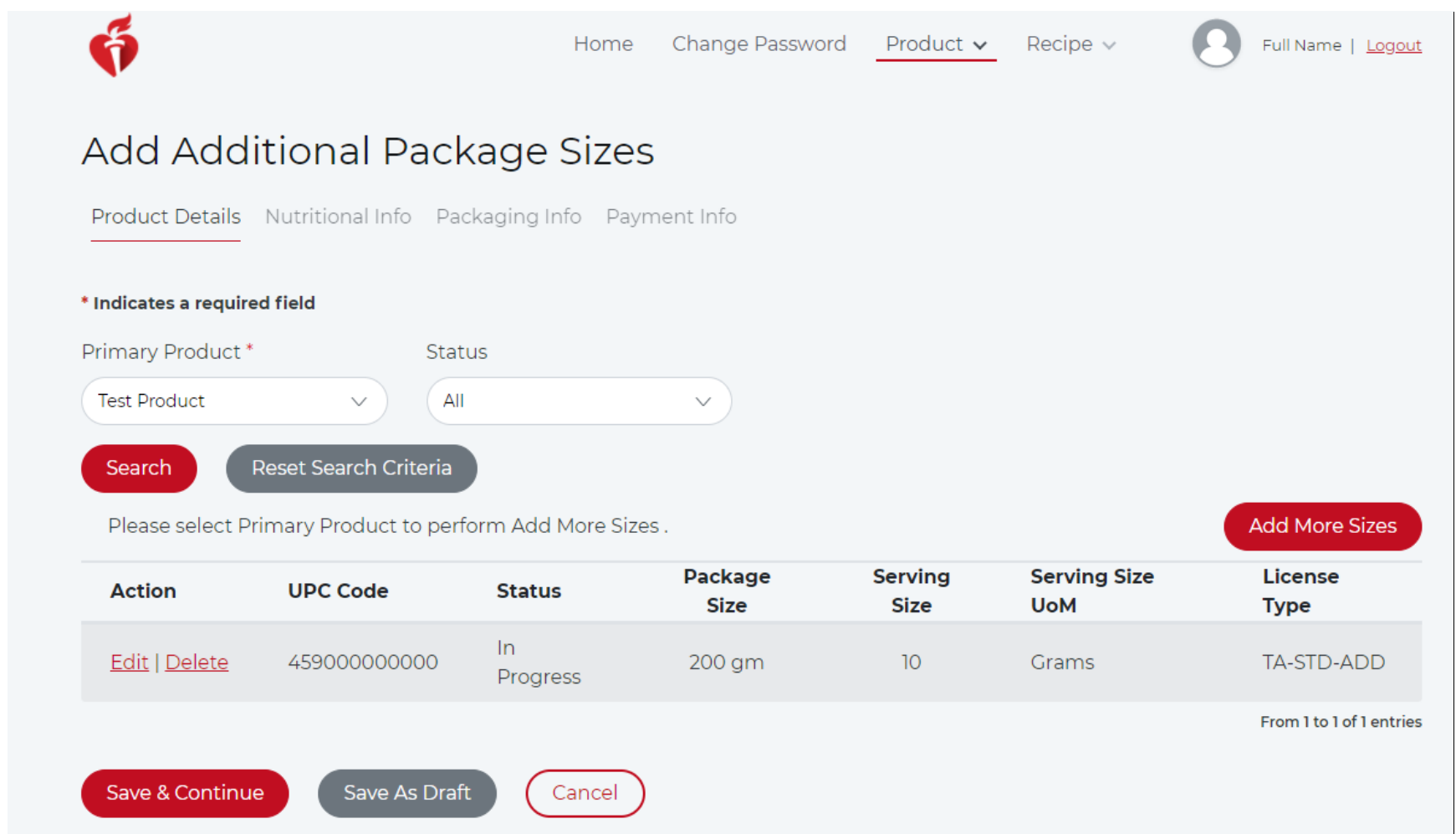
Image 20

- Additional package size will now appear in results grid. *(Image 20)*
- Clicking the Action "Edit" will prompt the Add Additional Product popup. Clicking "Delete" will delete that Additional size line item.
- Save & Continue to proceed to Nutritional Info.

Add Additional Package Sizes

Company Name   A Sample Heart Check Company

Product Details   Nutritional Info   Packaging Info   Payment Info

* Indicates a required field

Package Size *

[Select   ⌄]   ☐ Copy Nutrient Fact values from Main Product

Serving Per Container	Serving Size *	Serving Size UoM *	Calories (amount per serving)	Calories From Fat (amount per serving)
0	0	Select ⌄	0	0

Fats & Others

Total Fat (g)	0
Saturated Fat (g)	0
Trans Fat (g)	0
Monounsaturated Fat (g)	0
Polyunsaturated Fat (g)	0
Cholesterol (mg)	0
Sodium (mg)	0

Sugars

Total Sugar (g)	0
Added Sugar (g)	0

Positive Nutrients

Vitamin A (%)	0
Vitamin C (%)	0
Calcium (%)	0
Iron (%)	0
Dietary Fiber (%)	0
Vitamin D (%)	0
Protein (%)	0

Additional Nutrition Info   % Daily Value

Total Carbohydrates (g)	0	0
Fiber (g)	0	
Soluble Fiber (g)	0	
Protein (g)	0	
Potassium (mg)	0	

Other Nutrients   % Daily Value

[ ]	0	0
[ ]	0	0

Oils

Grams of Canola Oil per RACC	Grams of Canola Oil / 100 g
0	0

[Save & Continue]   [Save As Draft]   (Cancel)

Image 21

- Enter all required fields.
- Select Package Size from drop down.
- Select the checkbox Copy Nutrient Fact Values from Main Product to copy the Nutritional Info of the primary product.
- Save & Continue to proceed to Package Info.

Image 22

- Product Name and Company Name will appear on screen.
- **Primary product information will also display:**
  - Action
  - UPC Code
  - Package Size
  - Serving Size
  - Serving Size Unit of Measure
- Click the Action "Upload File" for each additional package size to prompt the Upload Packaging File pop-up. *(Image 22)*

Image 23

To add additional packaging info:
- File name must not exceed 150 characters.
- File size should not be more than 25 megabytes.
- Multiple packaging files are allowed. (PDF, JPEG or JPG files only)
- Click Choose File to select packaging file from your device.
- Click Upload.
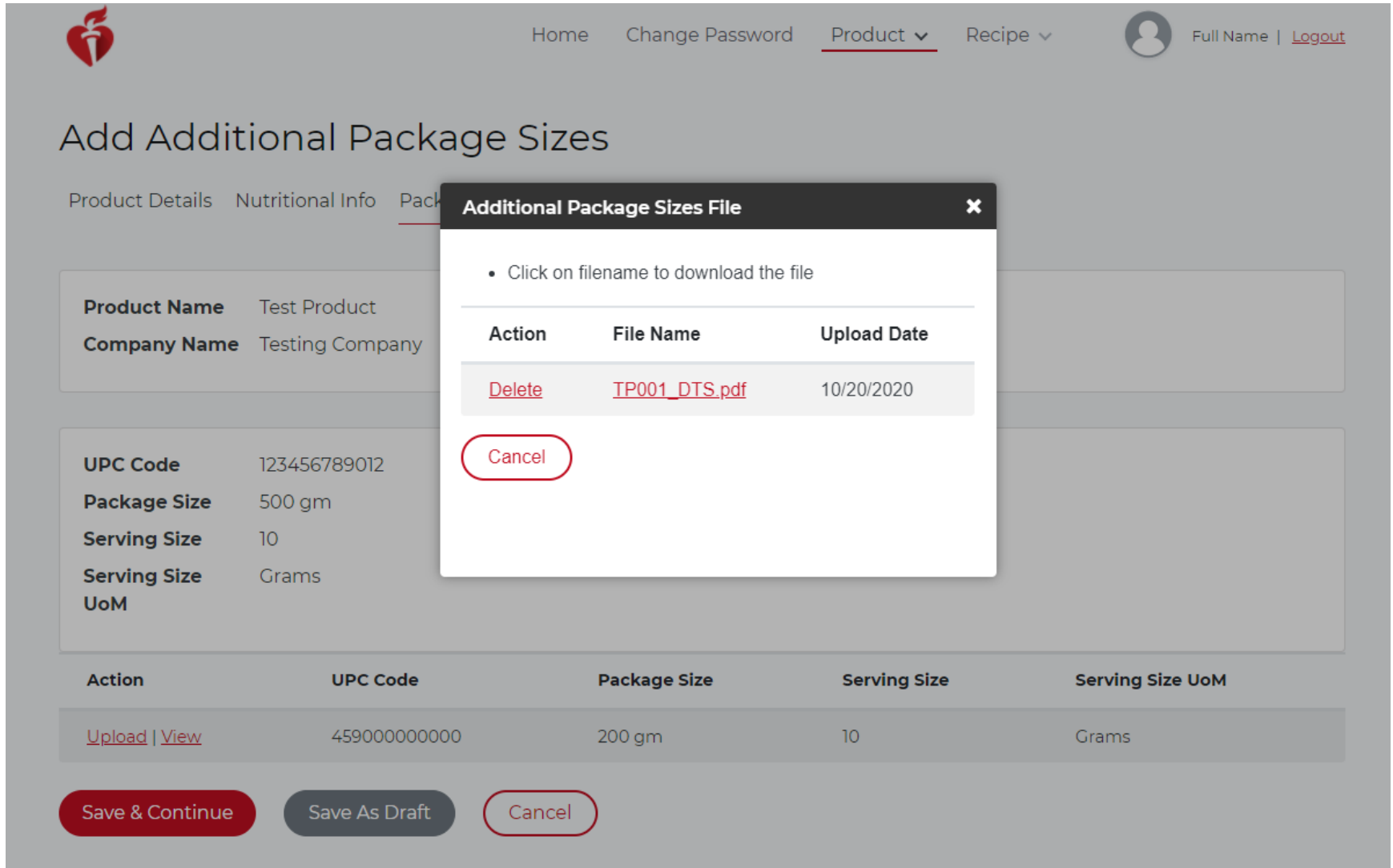
Image 24

- Click the Action "View" to view files or deleted a packing PDF/JPEG?JPG on the Additional Package Sizes File pop-up screen. *(Image 24)*
- Save & Continue to proceed to Payment Info.

Add Additional Packaging Info - Payment Info
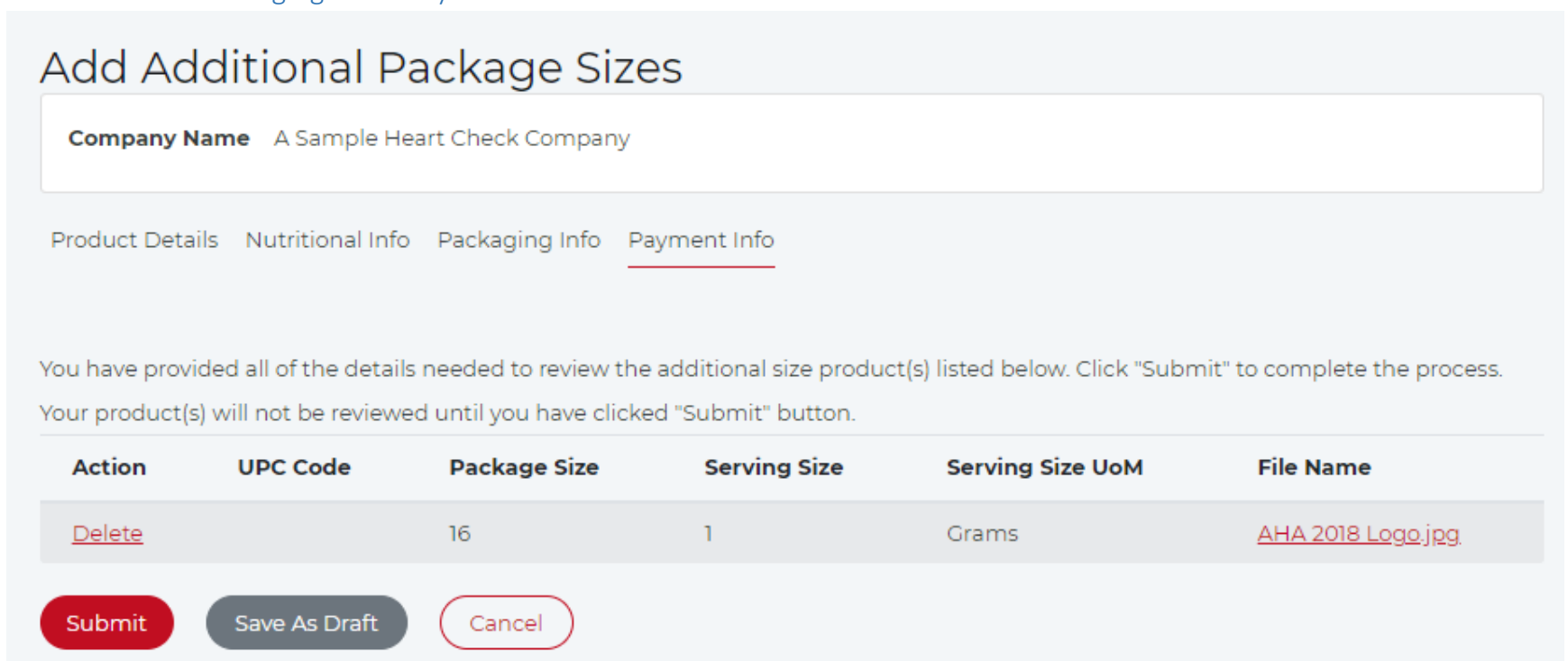
Image 25

- All info for additional package sizes entered for certification will display. *(Image 25)*
- Payment information is not required for additional package sizes.
- Click Submit for Heart-Check food certification of the additional package sizes.

Manage Products
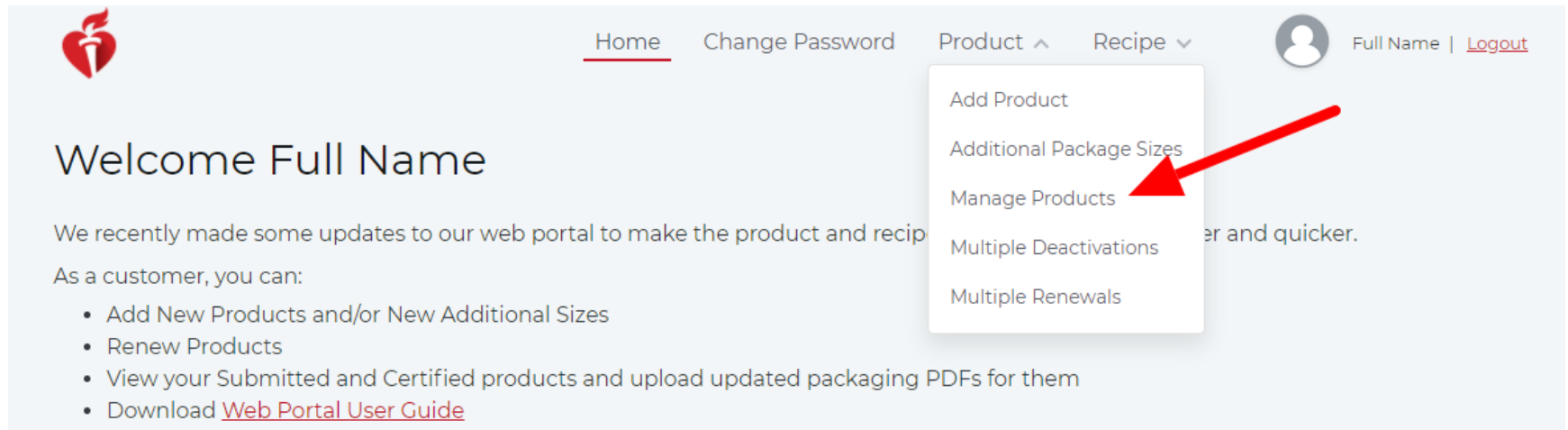
Image 26

- To renew an expired product, navigate to Product > Manage Product in header navigation. *(Image 26)*
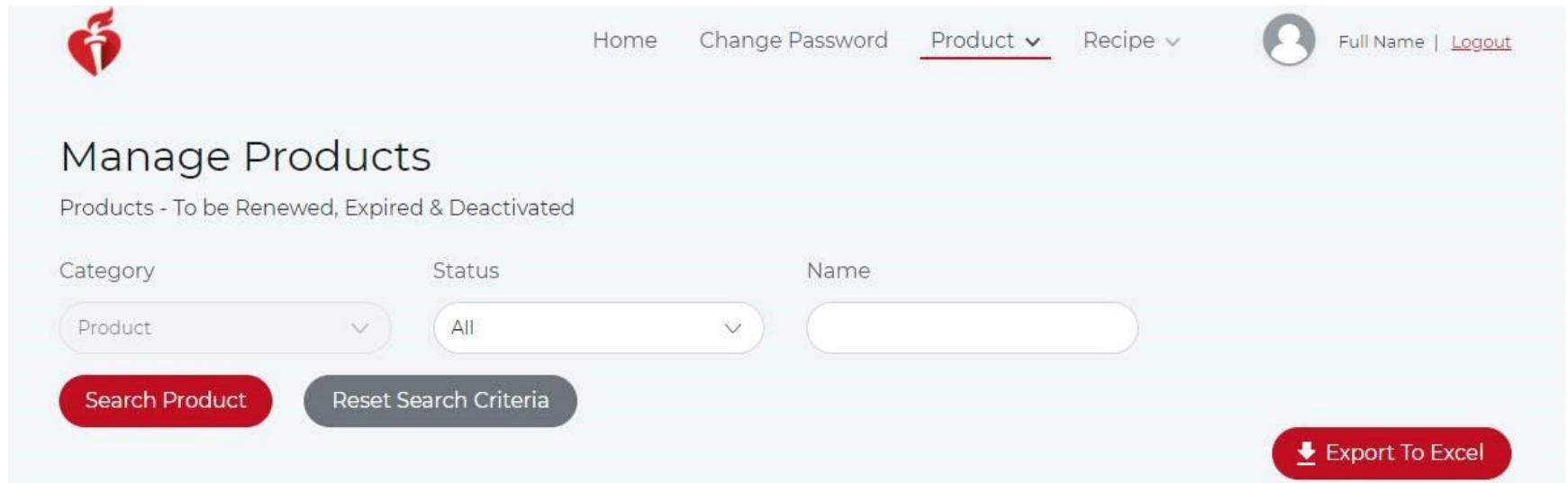
Image 27

- **Products up for renewal may be searched by:**
    a. Category – Select Product or Sublicensee
    b. Status:
        - All
        - To Be Renewed
        - Expired
        - Deactivated
    c. Name
- Click the Action "Renew" for the desired product to be taken to Edit Product page > Product Details section for that product.

Image 28

- The products can also be renewed from the home page.
- Renew link will appear for the products needing renewal on the home page product search screen.
- Click the Action "Renew" for the desired product to be taken to Edit Product page > Product Details section for that product.

Multiple Renewals –

Image 29

- To renew multiple products, navigate to Product > Multiple Renewals in header navigation

Multiple Renewals Confirmation
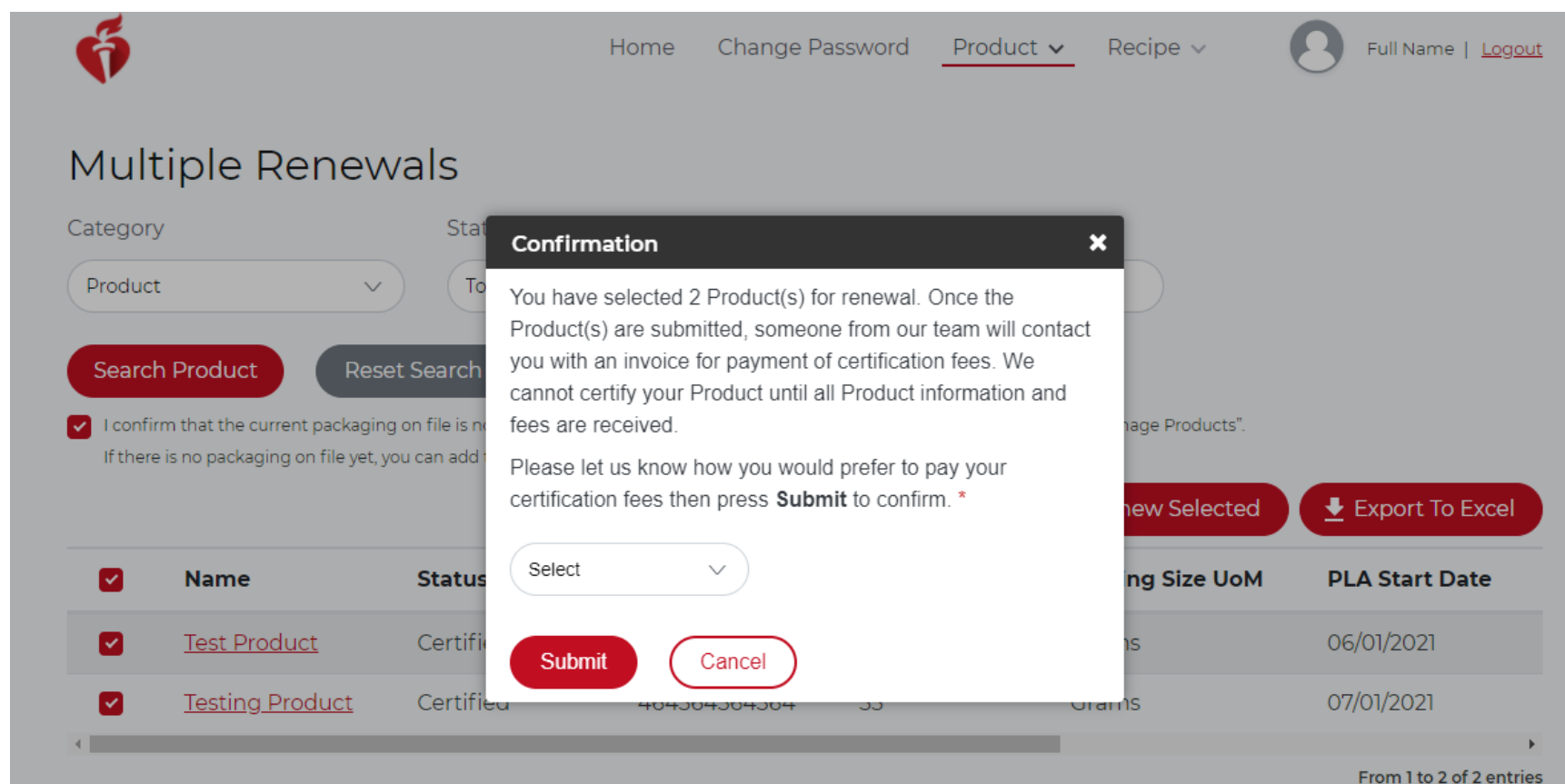
Image 30

- Select payment option for certification fees then click **Submit** to confirm.

Multiple Deactivations –
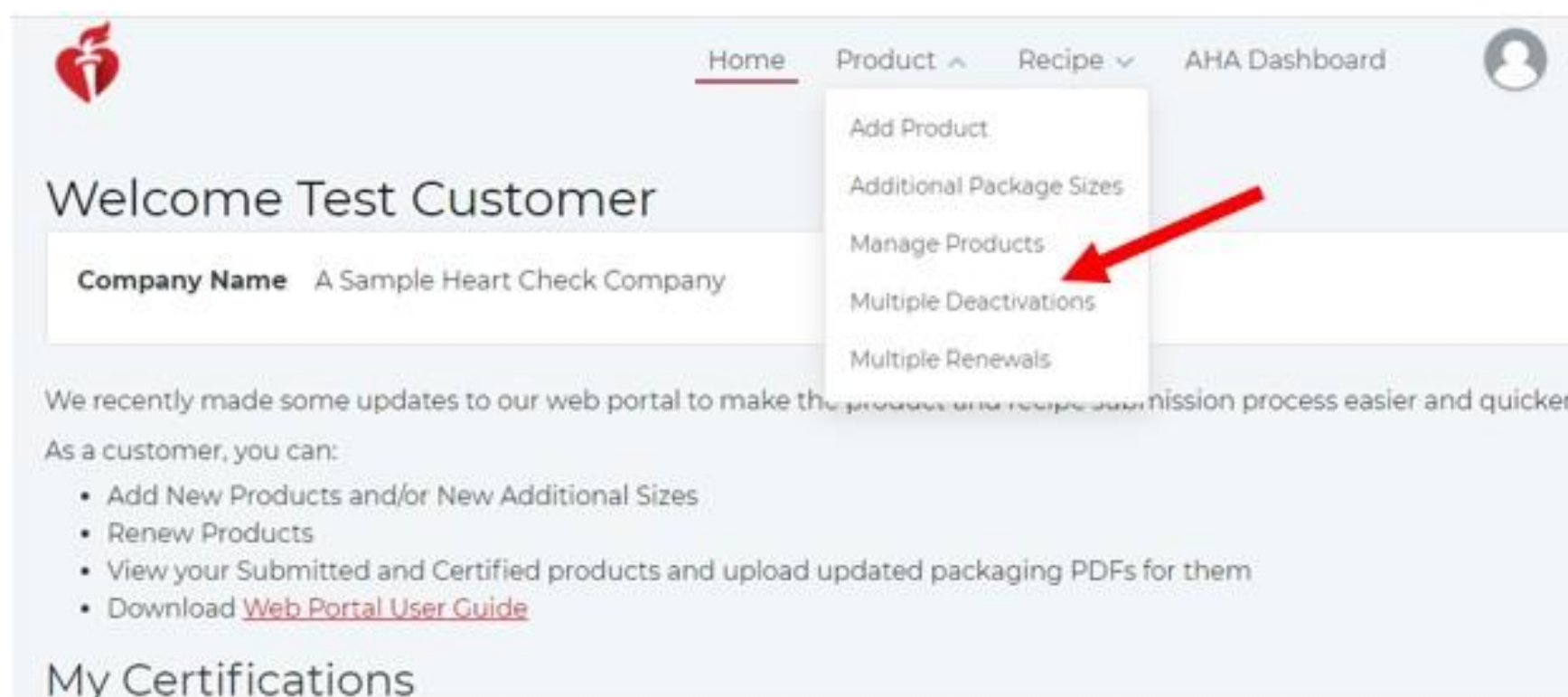
Image 31

- To deactivate multiple products, navigate to Product > Multiple Deactivations in header navigation.
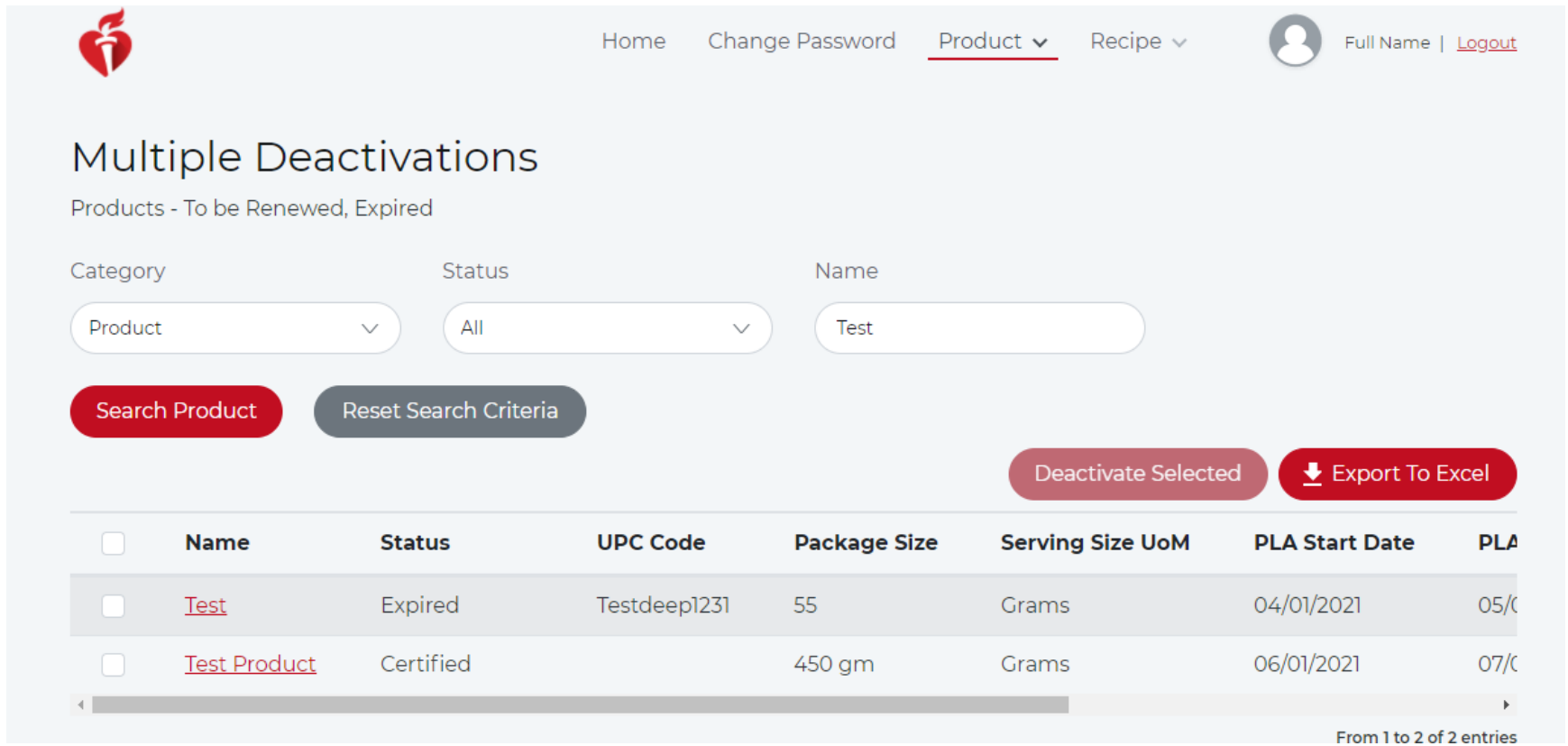
Image 32

- Select checkboxes for products to be deactivated.
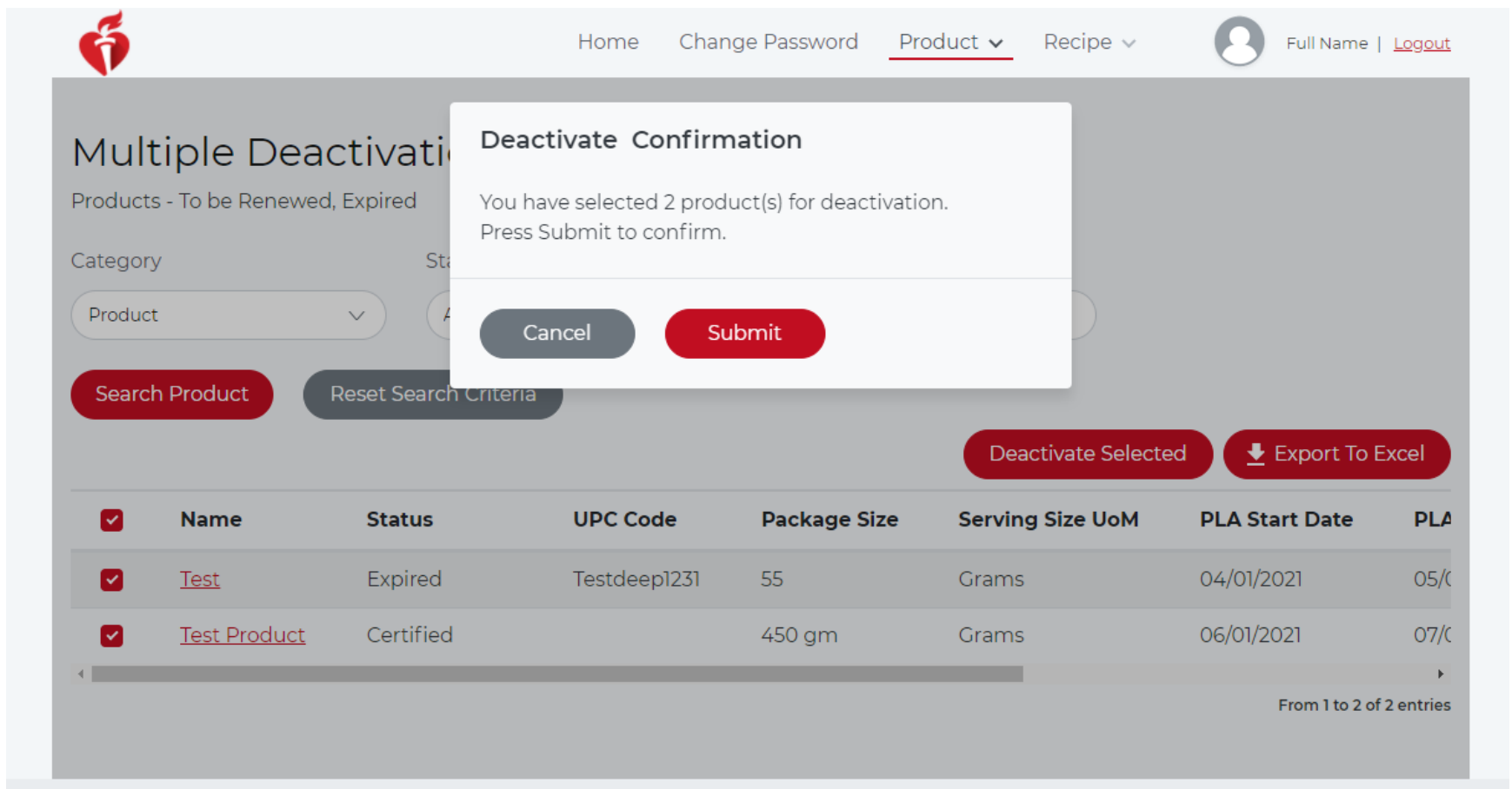
Image 33

- Click Submit to confirm products to be deactivated on the confirmation pop up screen.

Edit Product

Edit Product – Product Details

Image 34

- Review / update information, if needed.
- Save & Continue to proceed to Product Info.

Edit Product – Product Info

Image 35

- Review / update Product Info, if needed.
- Save & Continue to proceed to Nutritional Info.

Edit Product - Nutritional Info

Company Name A Sample Heart Check Company

Product Details   Product Info   Nutritional Info   Packaging Info   Payment Info

Serving Per Container	Serving Size	Serving Size UoM	Calories (amount per serving)	Calories From Fat (amount per serving)
0	8	Ounces ⌄	0	0

Fats & Others

Total Fat (g)	0
Saturated Fat (g)	0
Trans Fat (g)	0
Monounsaturated Fat (g)	0
Polyunsaturated Fat (g)	0
Cholesterol (mg)	0
Sodium (mg)	0

Sugars

Total Sugar (g)	0
Added Sugar (g)	0

Positive Nutrients

Vitamin A (%)	0
Vitamin C (%)	0
Calcium (%)	0
Iron (%)	0
Dietary Fiber (%)	0
Vitamin D (%)	0
Protein (%)	0

Additional Nutrition Info

		% Daily Value
Total Carbohydrates (g)	0	0
Fiber (g)	0	
Soluble Fiber (g)	0	
Protein (g)	0	
Potassium (mg)	0	

Other Nutrients

		% Daily Value
	0	0
	0	0

High Oleic Oil

% of High Oleic / tablespoon	High Oleic Fatty Acids (g)/ RACC
0	0

Save & Continue   **Save As Draft**   Cancel

Image 36

- Review / update Nutritional Info, if needed.
- Save & Continue to proceed to upload the product packaging files.

Edit Product – Packaging Info

Image 37

- Packaging Info section displays all previously uploaded packaging files. (*Image 37*)
- Refer to Page 10 to add new packaging files.
- Select No Change from Previous Packaging check box if there is no new or change to the existing packaging file.
- Save & Continue to proceed to Payment Info.

Duplicate File Name

Image 38

To upload a file with a duplicate name:
- Click yes or no on the confirmation screen.
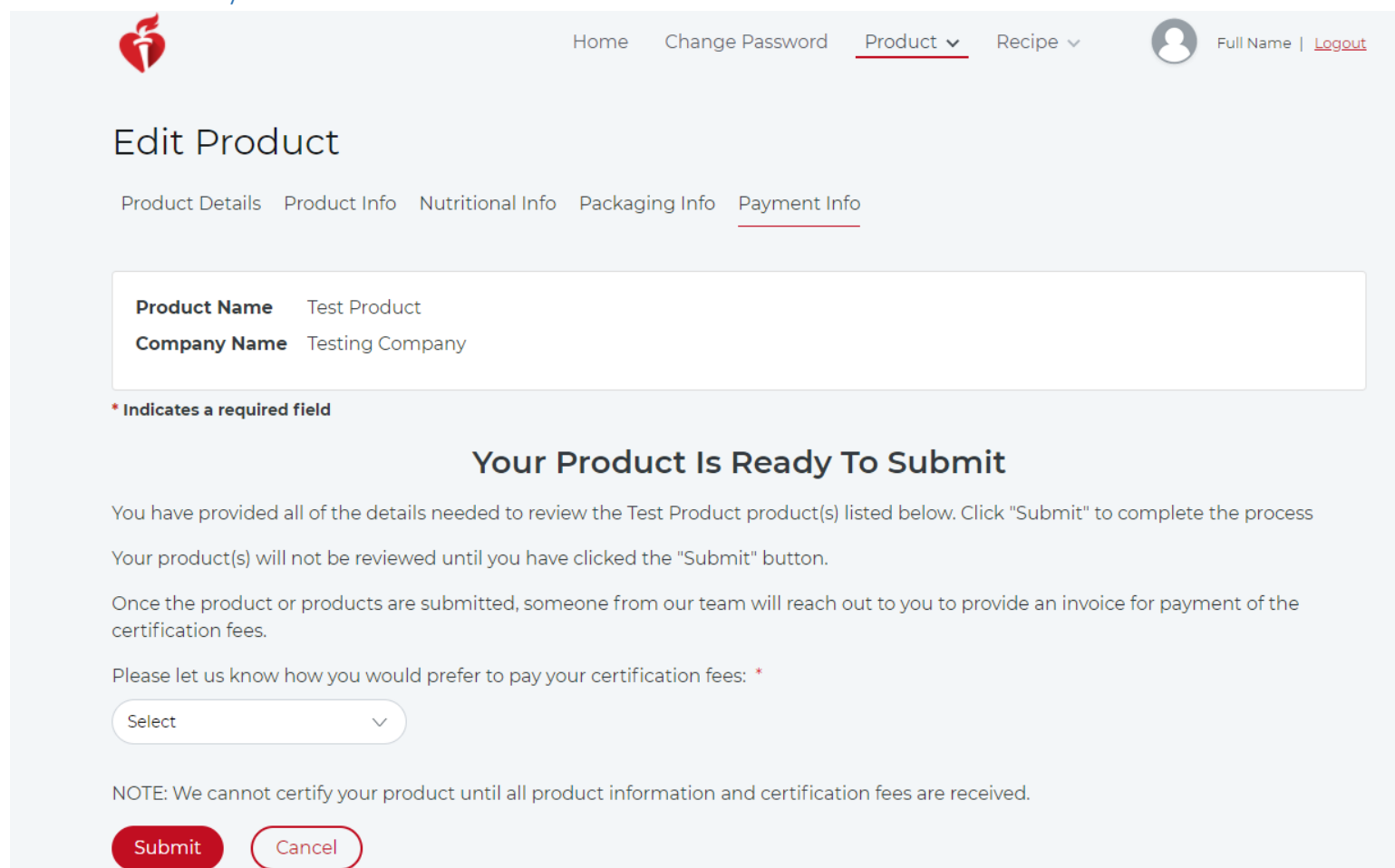
Image 39

- **Select the payment method for Product Renewal from these options:**
  - ○ Invoice System (your company's electronic invoicing system)
  - ○ Mail in a check
  - ○ Request an ACH Form (electronic transfer of funds <u>or</u> wire transfer)
- Submit button will complete the Product submission process and submit your product for renewal.

Sublicensee - Renew Product

- **New Sublicensee Products**: Trade Associations must submit new sublicensee requests directly to their Business Development Manager. Once a sublicensed product is added, the Trade Association will be able to renew and deactivate using this portal.
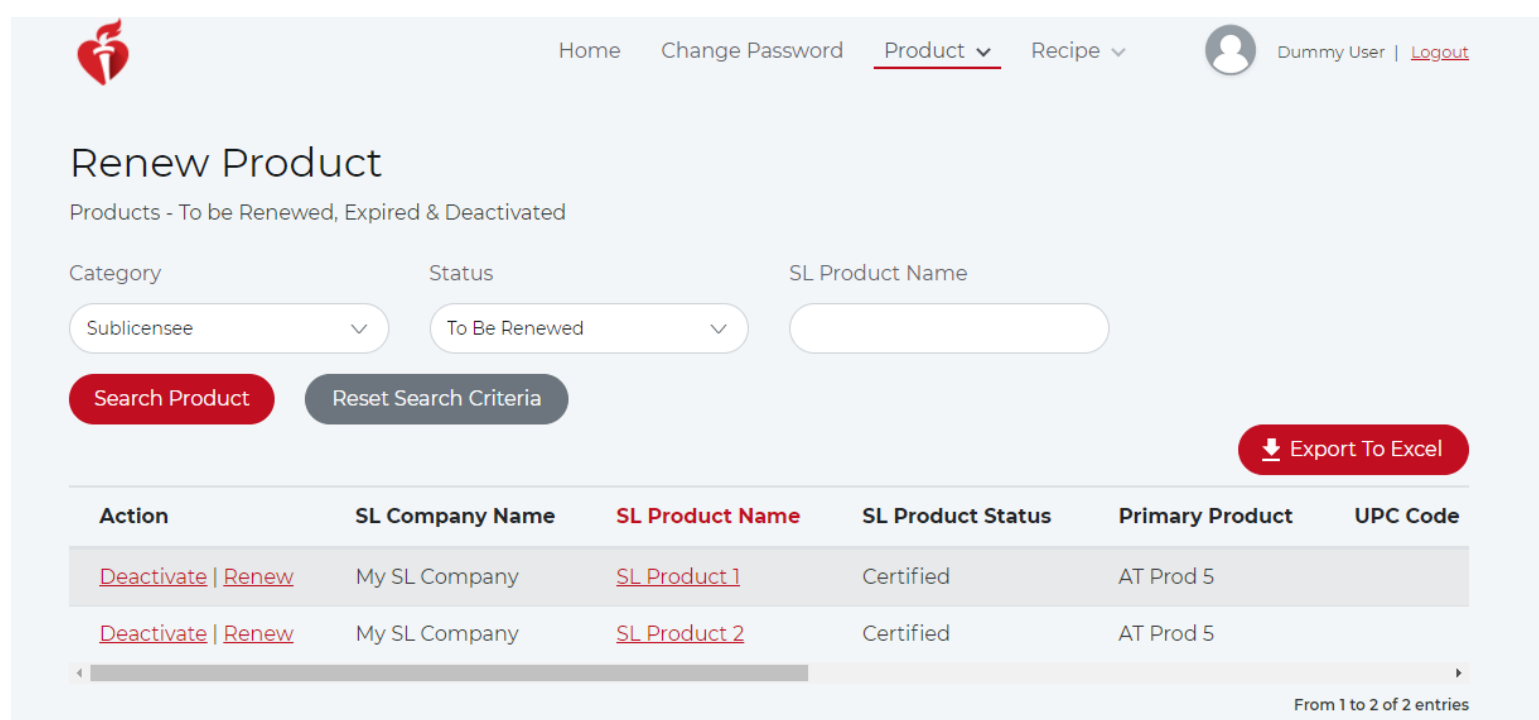
Image 40

- **Search Category - Sublicensee Products needing renewal by:**
  - a. Status – To Be Renewed and Expired are both eligible for renewal.
  - b. SL Product Name
- The 90-day expiration email notification is the same for Products and Sublicensees. See Product Renewal on page 16 for details.
- Click the Action "Renew" for the desired sublicensee to be taken to Edit Product screen > Company Details section for that product.
- **During Sublicensee renewal, you may not edit the details for these sections:**
  - a. Company Details
  - b. Product Details
  - c. Product Info
  - d. Nutrition Info
  - e. Packaging Info
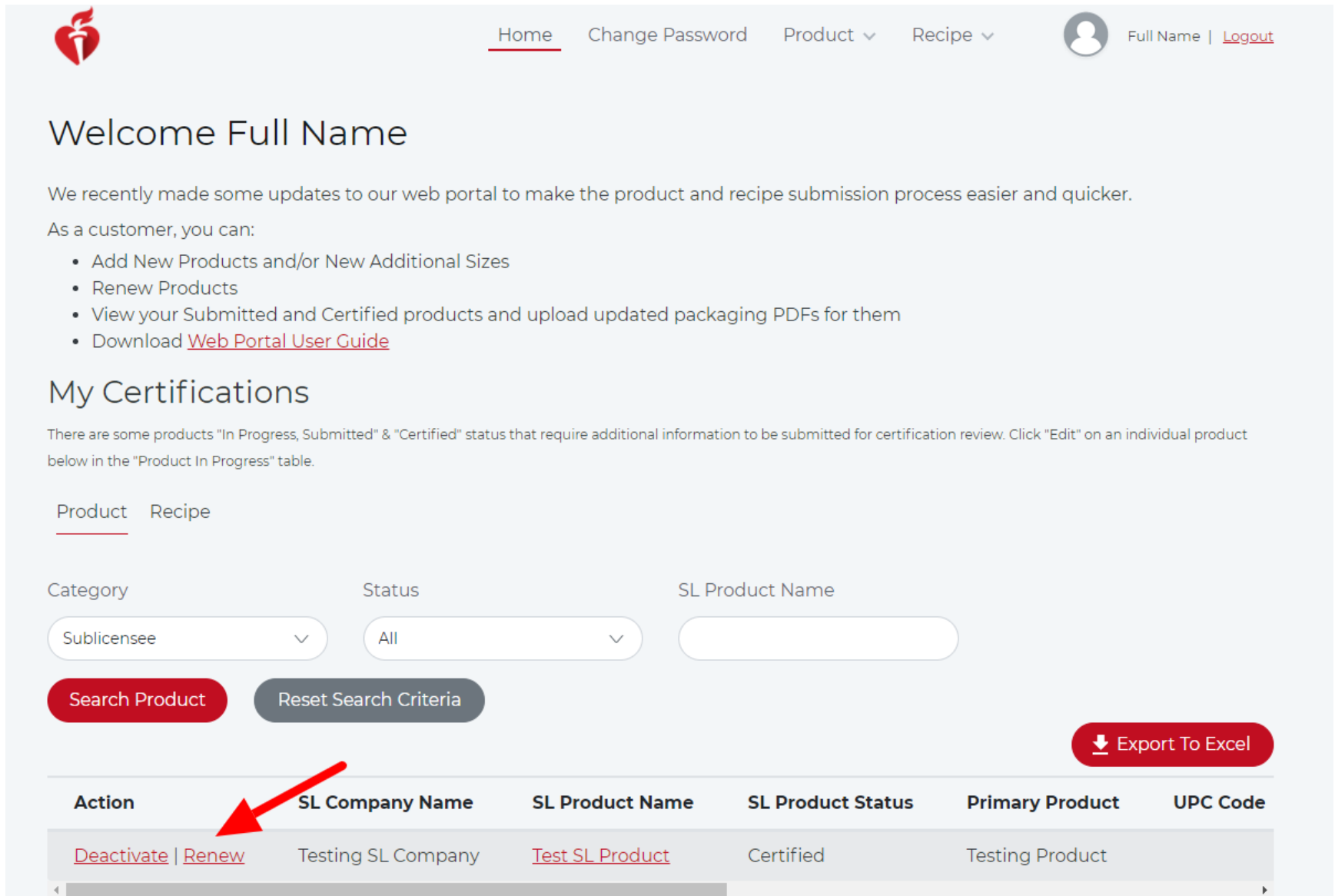
Image 41

- The sublicensee products can also be renewed from the home page.
- Renew link will appear for the sublicensee products needing renewal on the home page product search screen.
- Click the Action "Renew" for the desired product to be taken to Sublicensee - Review Product page > Company Details section for that sublicensee product.
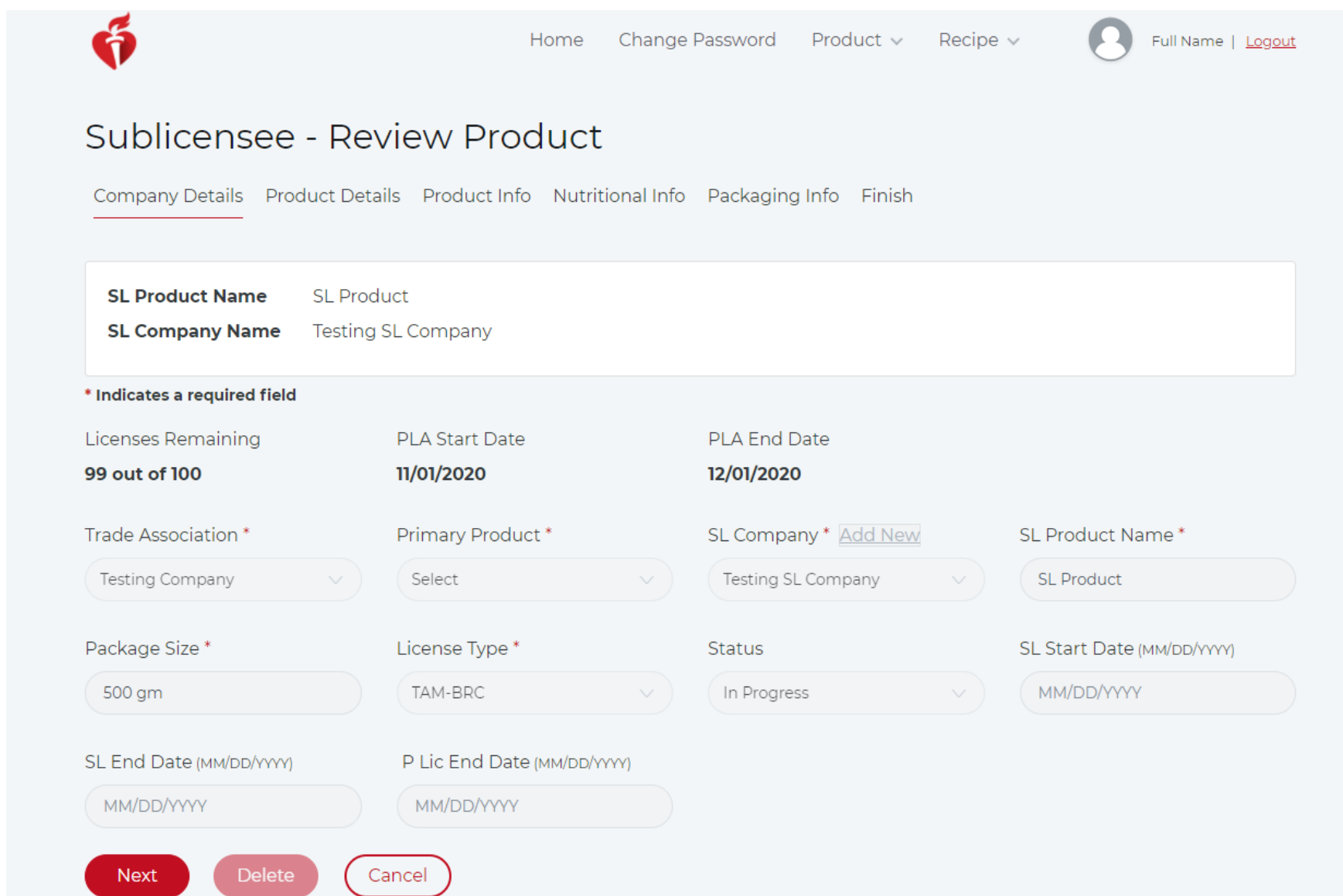
Sublicensee – Review Product

Image 42

- Review information.
- Click on Next button to proceed to Product Details.

Image 43

- Review information.
- Click on Next button to proceed to Product Info.

Image 44

- Review information.
- Click on Next button to proceed to Nutritional Info.

SL Product Name   TAM_SL_Product
SL Company Name   SI Company

Serving Per Container	Serving Size	Serving Size UoM	Calories (amount per serving)	Calories From Fat (amount per serving)
0	8	Ounces	100	0

Fats & Others / Lab Value

Fats & Others		Lab Value
Total Fat (g)	0	0
Saturated Fat (g)	0	0
Trans Fat (g)	0	0
Monounsaturated Fat (g)	0	0
Polyunsaturated Fat (g)	0	0
Cholesterol (mg)	0	0
Sodium (mg)	0	0

Sugars

Sugars	
Total Sugar (g)	0
Added Sugar (g)	0

Positive Nutrients

Positive Nutrients	
Vitamin A (%)	0
Vitamin C (%)	0
Calcium (%)	0
Iron (%)	0
Dietary Fiber (%)	0
Vitamin D (%)	0
Protein (%)	0

Additional Nutrition Info / % Daily Value

Additional Nutrition Info		% Daily Value
Total Carbohydrates (g)	0	0
Fiber (g)	0	
Soluble Fiber (g)	0	
Protein (g)	0	
Potassium (mg)	0	

Other Nutrients / % Daily Value

Other Nutrients		% Daily Value
	0	0
	0	0

Submit   **Delete**   Cancel

Image 45

- Review information.
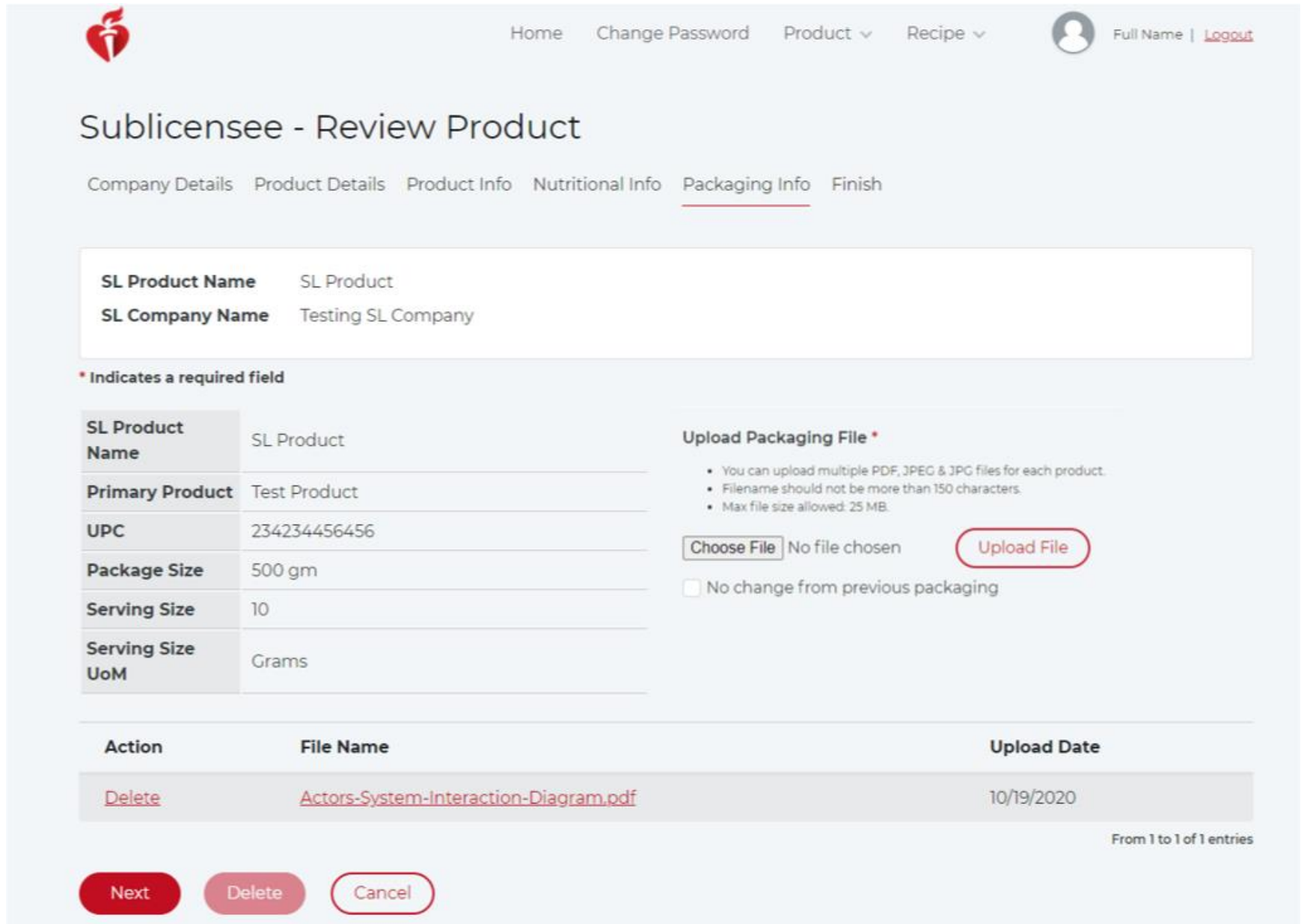- Click on Next button to proceed to Packaging Info.

Image 46

- Packaging Info will be displayed for any previously uploaded packaging files for the Sublicensee product needing renewal. (*Image 46*)
- Refer to Page 10 to add new packaging files.
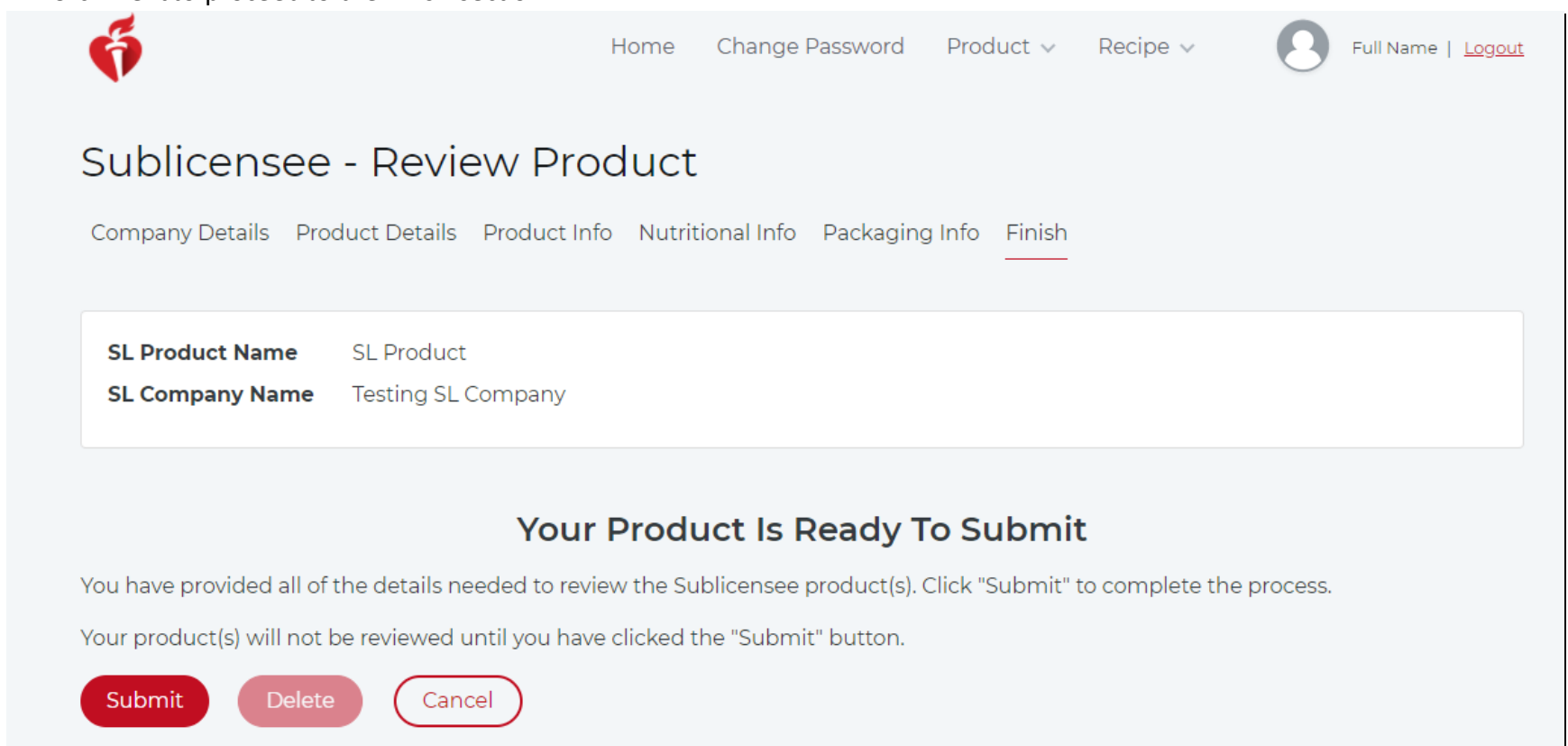- Click Next to proceed to the Finish section.

Image 47

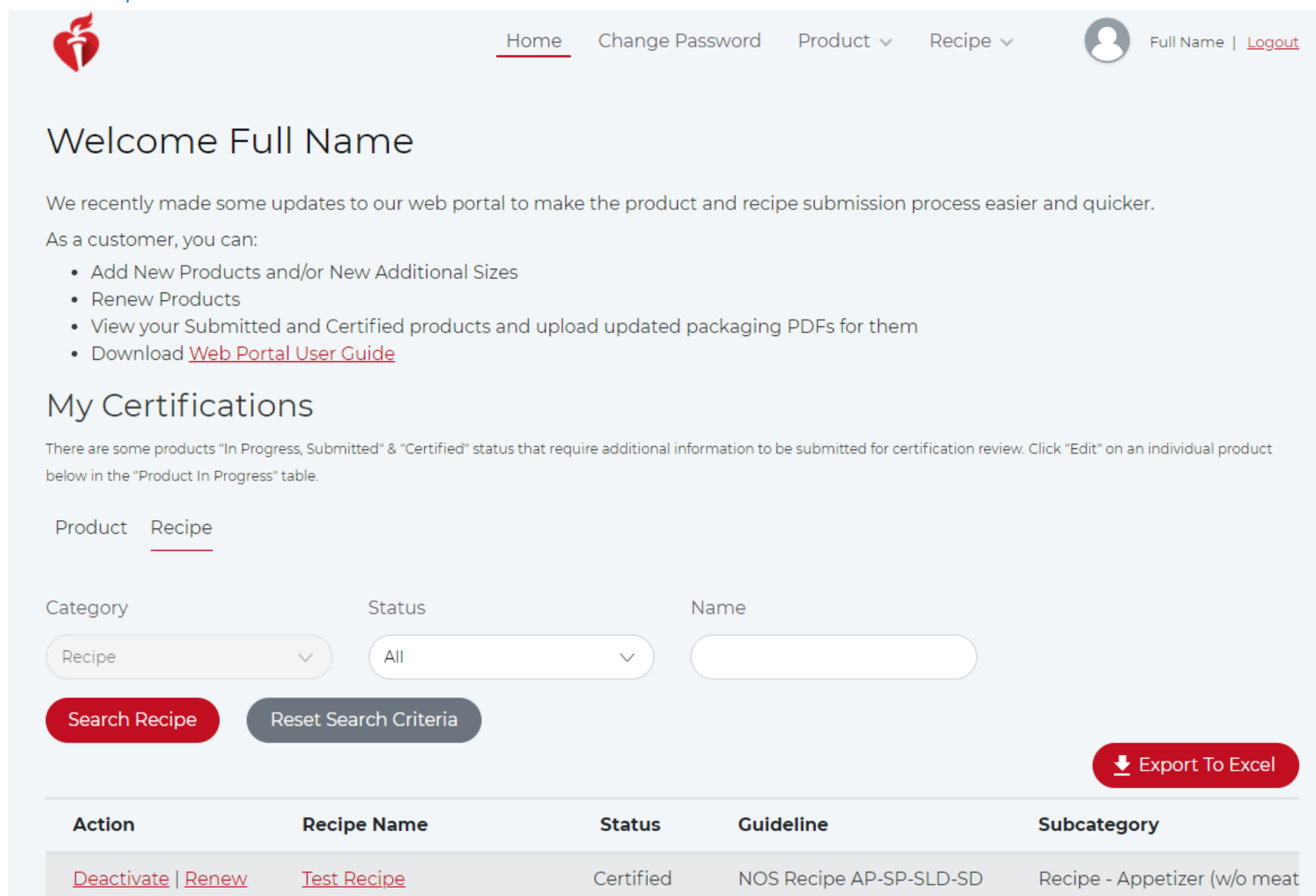- Click Submit to finish the Heart-Check food certification Sublicensee renewal.

Add Recipe

Image 48

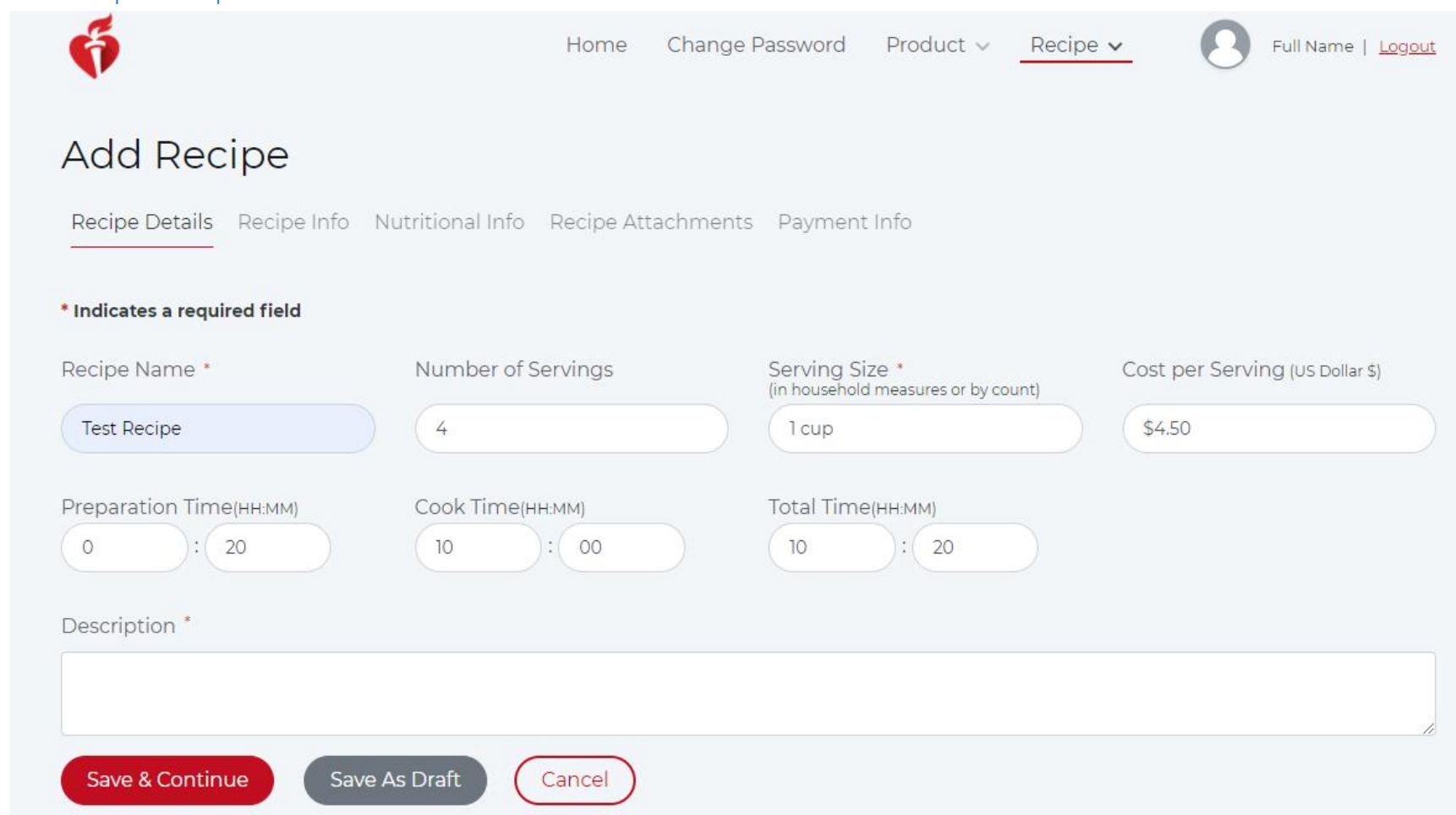- Navigate to Recipe > Add Recipe in navigation header. (*Image 48*)

Add Recipe - Recipe Details

Image 49

- On the Add Recipe screen, add all required information in the section in the order as they appear on screen. Each section is unavailable until the previous section is completed. *(Image 49)*
    1. Recipe Details
    2. Recipe Info
    3. Nutrition Info
    4. Recipe Attachments
    5. Payment Info

- **On Recipe Details screen, enter:**

- o Recipe Name
  - o Serving Size (in household measures or by count)
  - o Description
- Save & Continue to proceed to Recipe Info.
- Save As Draft to complete and submit the form later.
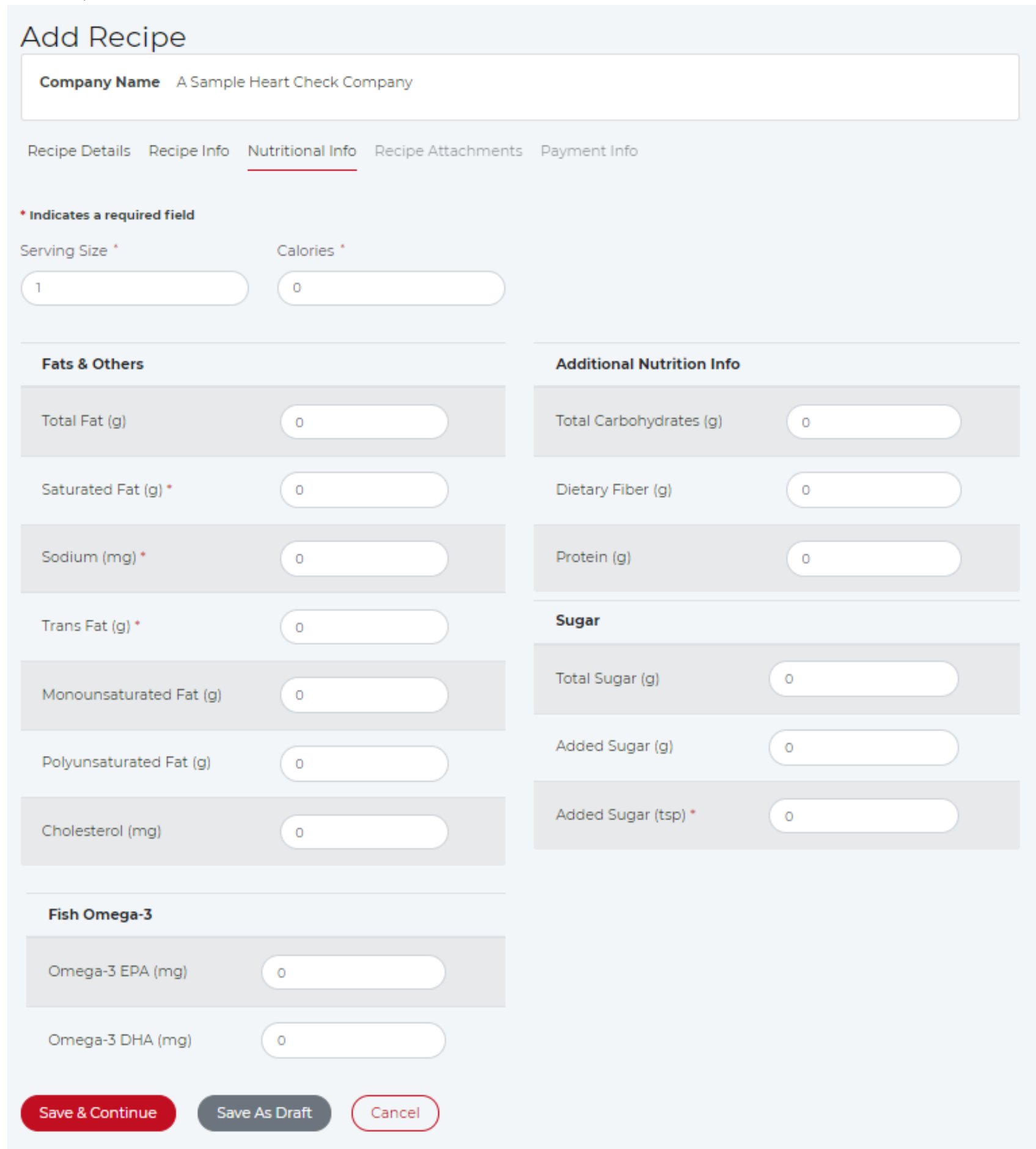
Add Recipe - Recipe Info

Image 50

- **Enter Recipe Info for the required fields:**
  - o Guideline – The Guideline selection will prompt different options on subsequent screens.
  - o Subcategory - The Subcategory selection will prompt different options on subsequent screens.
  - o Classification – Choose all that apply.
  - o Ingredients – Use standard household measures whenever possible.
  - o Preparation Instructions
- Save & Continue to proceed to Nutritional Info.

Image 51

- On Nutritional Info screen, enter all required nutritional information for one serving of the recipe. (*Image 51*)
- **These recipe nutrient measurements are required for certification:**
  - o Calories
  - o Saturated Fat in grams
  - o Trans fat in grams
  - o Sodium in milligrams
  - o Added Sugar in teaspoons
- Do not leave any nutrient fields blank. If there is no value for a particular nutrient, enter zero (0).
- Some Nutritional Info fields are dependent upon selections made on the previous Recipe Info screen and will display based on those choices. (*Image 43*)
  - o If NOS Recipe E-Fish-High 03 guideline is selected and Subcategory Recipe Entrée Fish (high in O – 3) is selected, then two additional nutritionals are required on Nutrition Info:
    - ▪ Omega -3 EPA (mg)
    - ▪ Omega -3 DHA (mg)
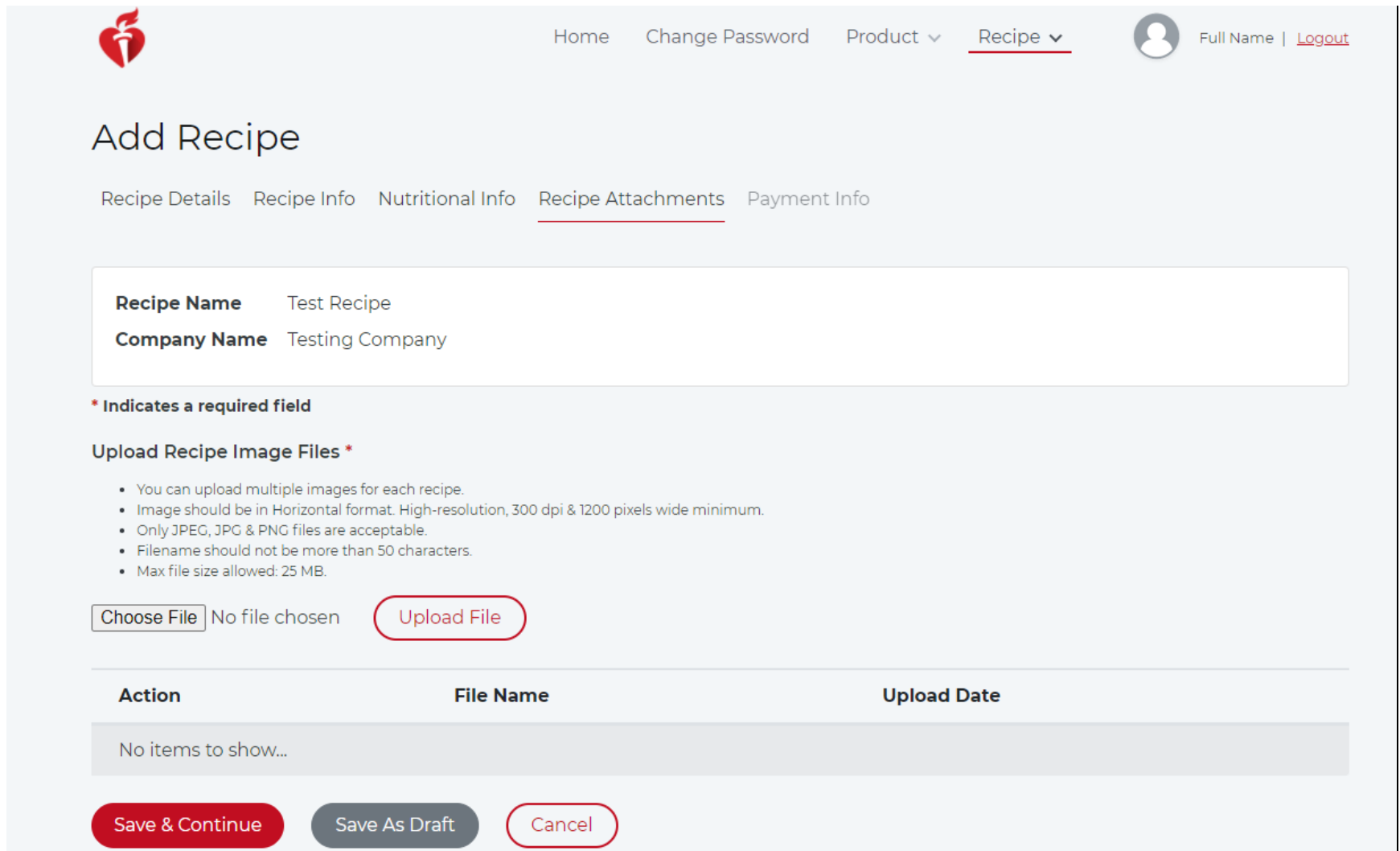- Save & Continue to proceed to Recipe Attachments.

Image 52

To add Recipe Attachments:

- File name must not exceed 50 characters.
- File size should not be more than 25 megabytes.
- Image should be in horizontal format. High-resolution, 300 dpi & 1200 pixels wide, minimum.
- Only JPG, JPEG and PNG image files are permitted.
- Multiple image files are allowed for upload.
- Click Choose File and select file from your device.
- Click Upload File.
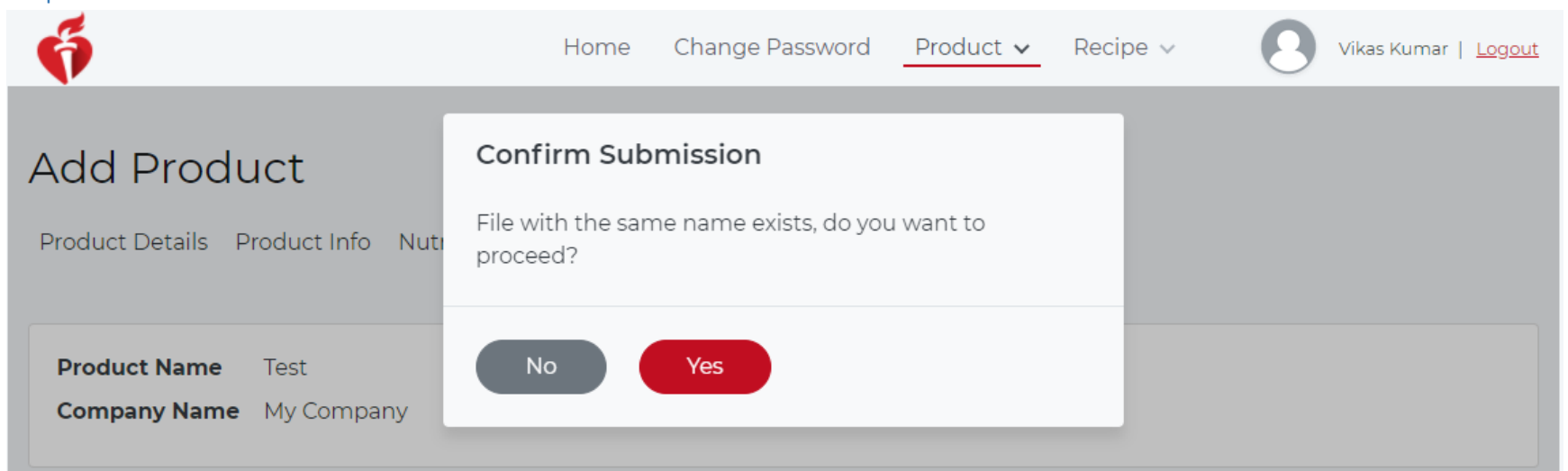- Save & Continue to proceed to Payment Info.

Duplicate File Name

Image 53

To upload a file with a duplicate name:

- Click yes or no on the confirmation screen.
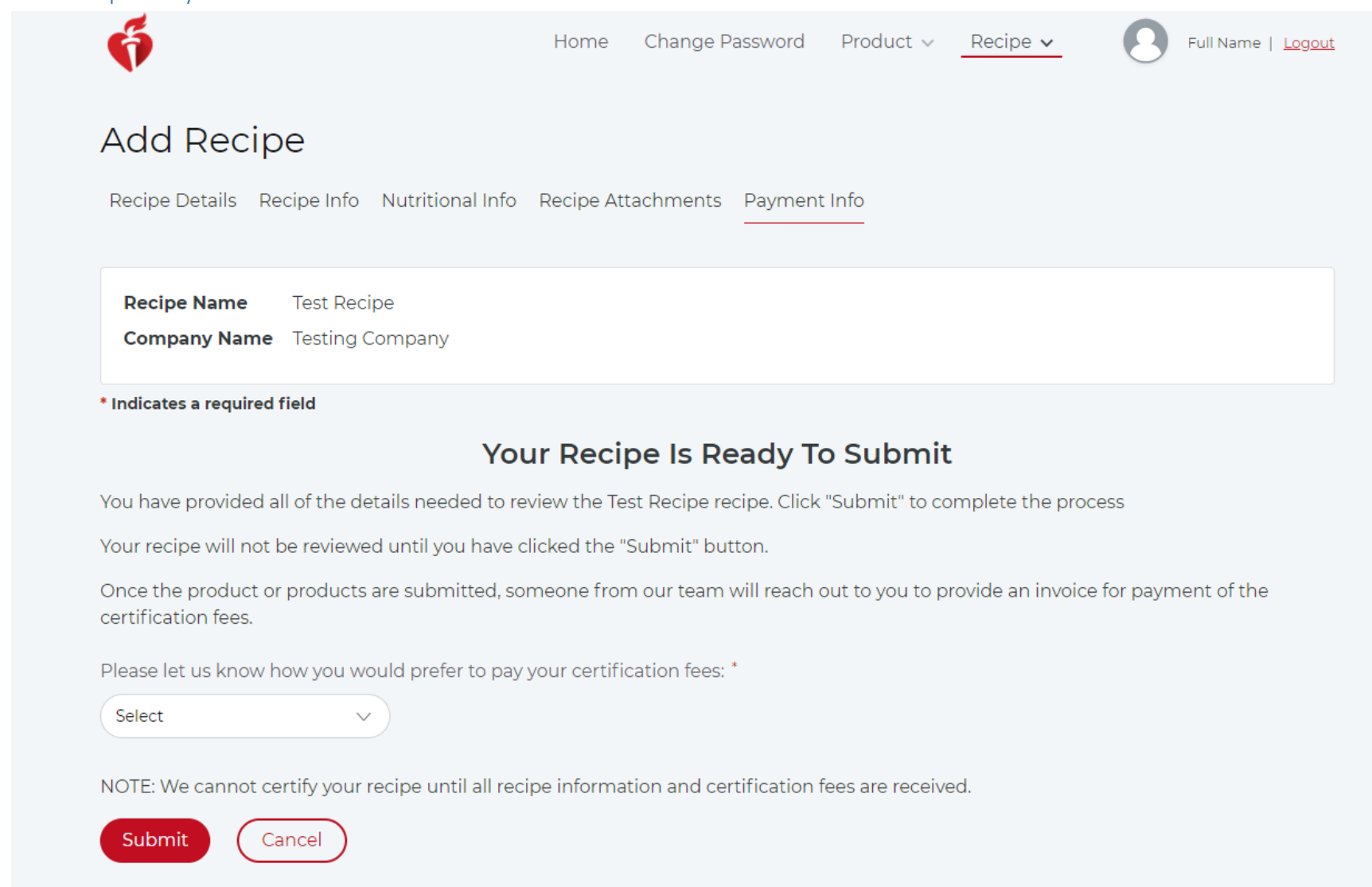
Image 54

- **Select the payment method from these options:**
  - Invoice System (your company's electronic invoicing system)
  - Mail in a check
  - Request an ACH Form (electronic transfer of funds or wire transfer)
- Submit button will complete the Recipe submission process and submit your product to Heart-Check food certification.

Manage Recipes -
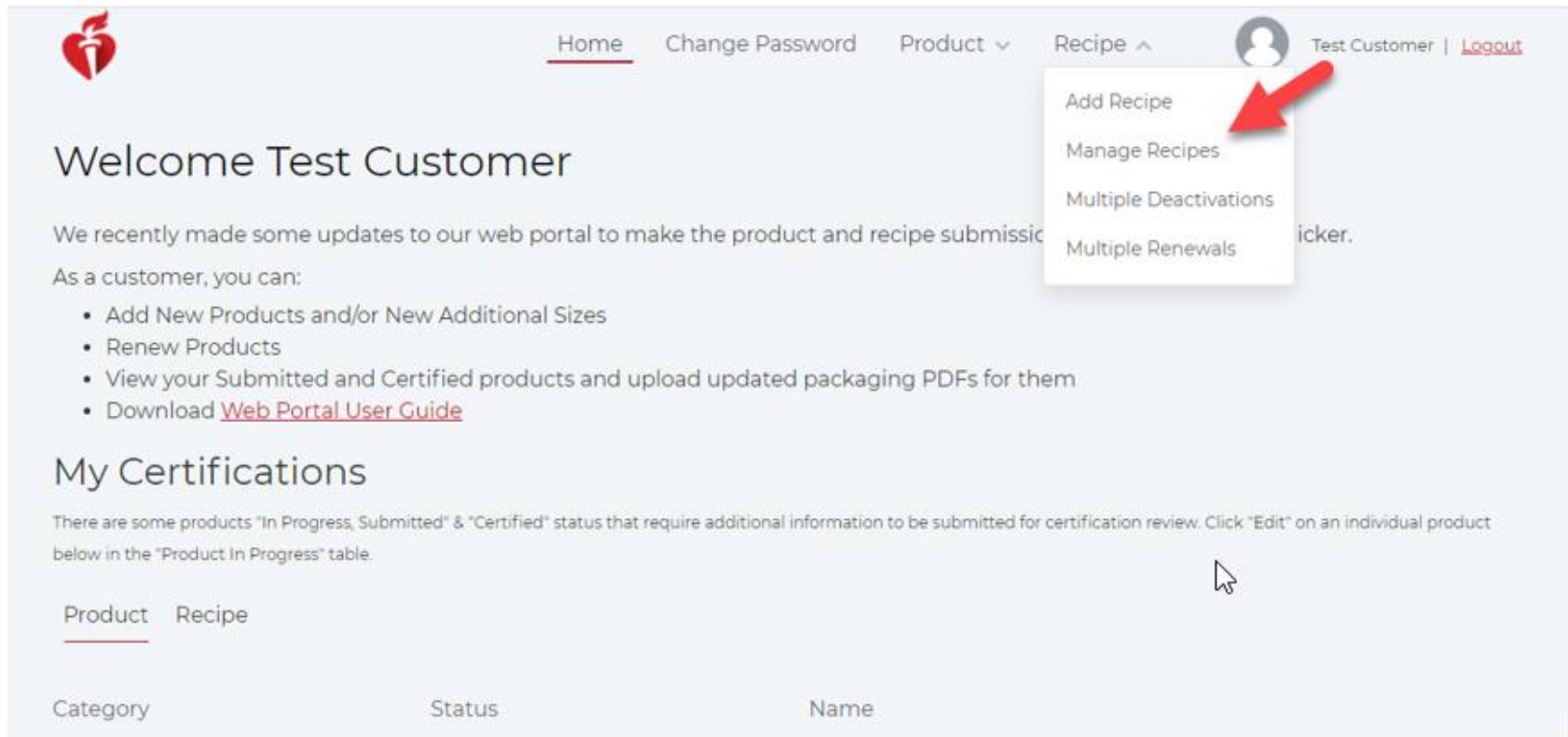
Image 55

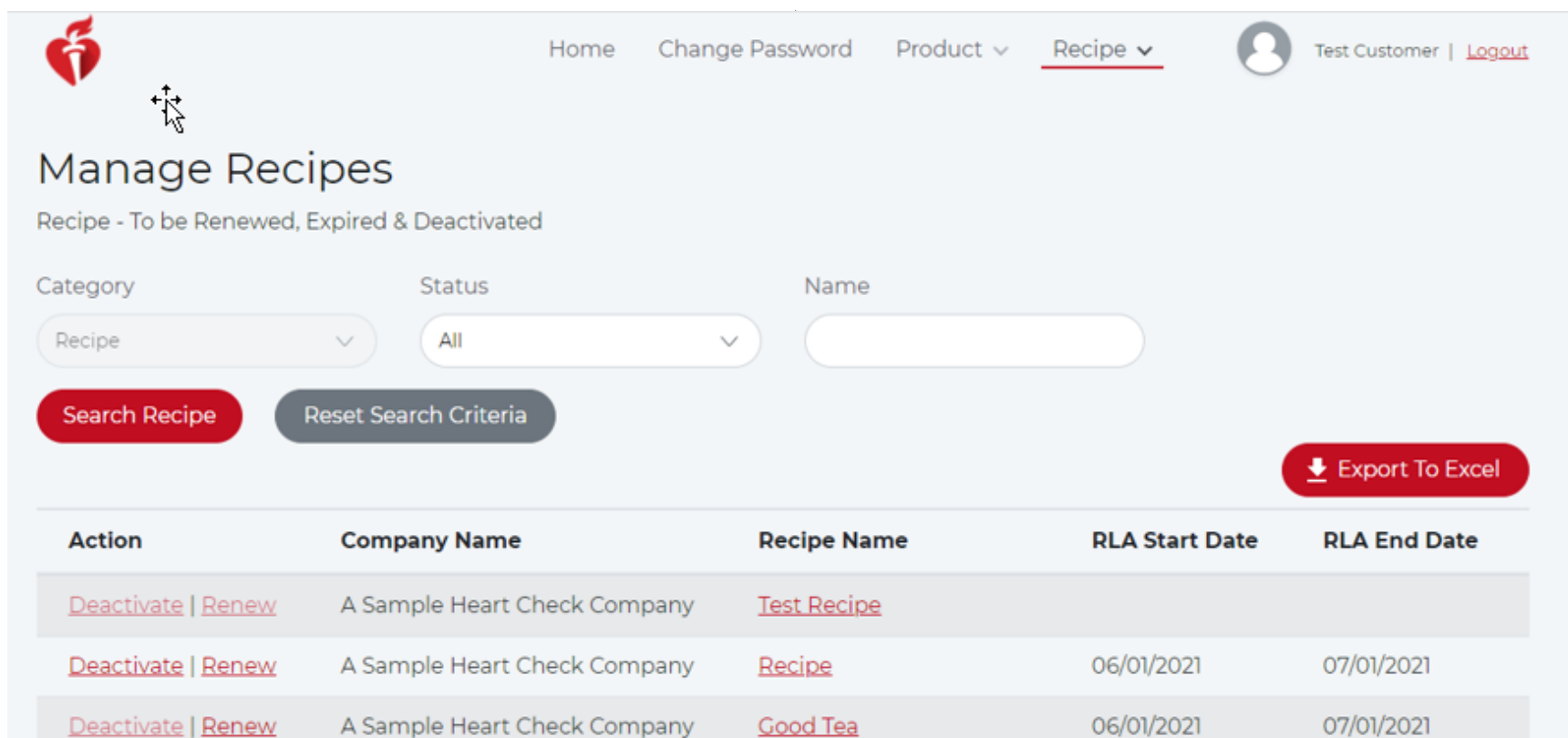To Renew an expired recipe, navigate to Recipe > Manage Recipes in header navigation. *(Image 55)*

Image 56

- **Recipes up for renewal may be searched by:**
    a. Category is preselected on this screen.
    b. Status:
        - All
        - To Be Renewed
        - Expired
        - Deactivated
    b. Name
- Click the Action "Renew" for the desired product to be taken to Edit Recipe screen > Recipe Details section for that recipe.
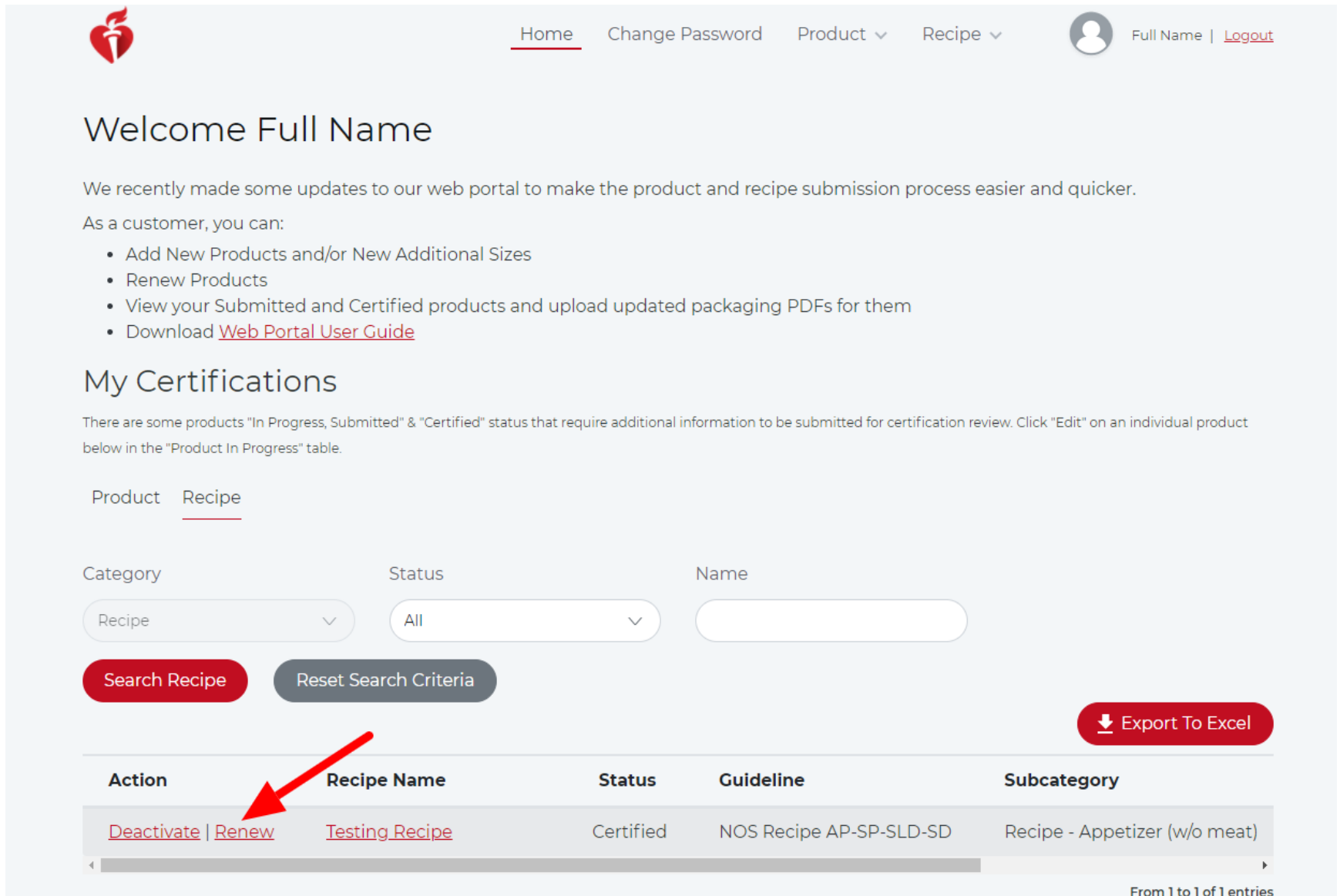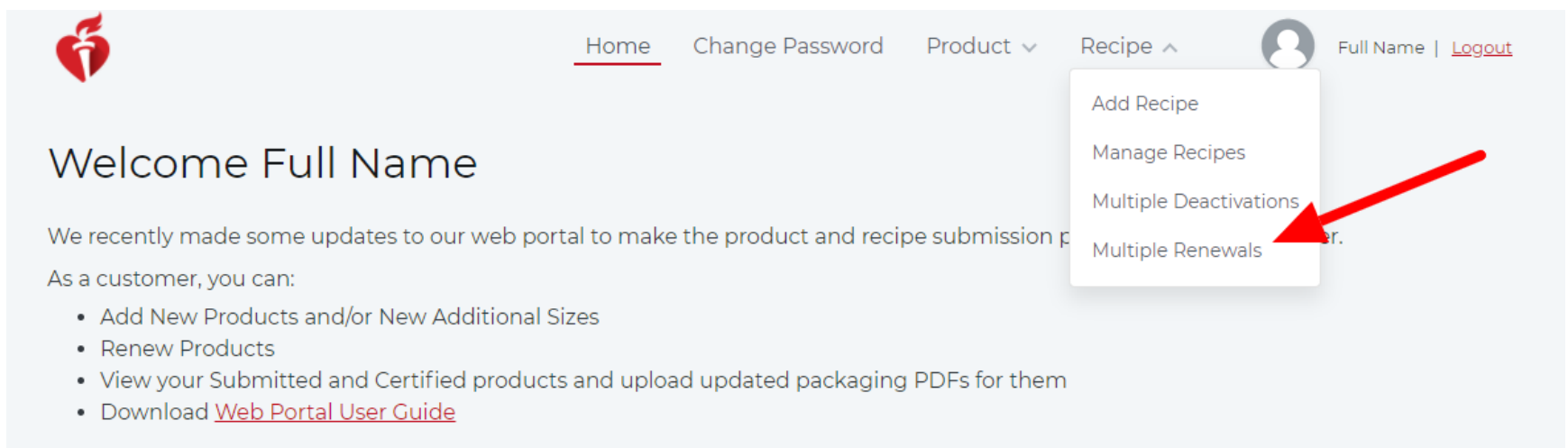
Image 57

- The recipes can also be renewed from the home page.
- Renew link will appear for the recipes needing renewal on the home page product search screen.
- Click the Action "Renew" for the desired recipe to be taken to Edit Recipe screen > Recipe Details section for that recipe.

Multiple Renewals –

Image 58

- To renew multiple recipes, navigate to Recipe > Multiple Renewals in header navigation.
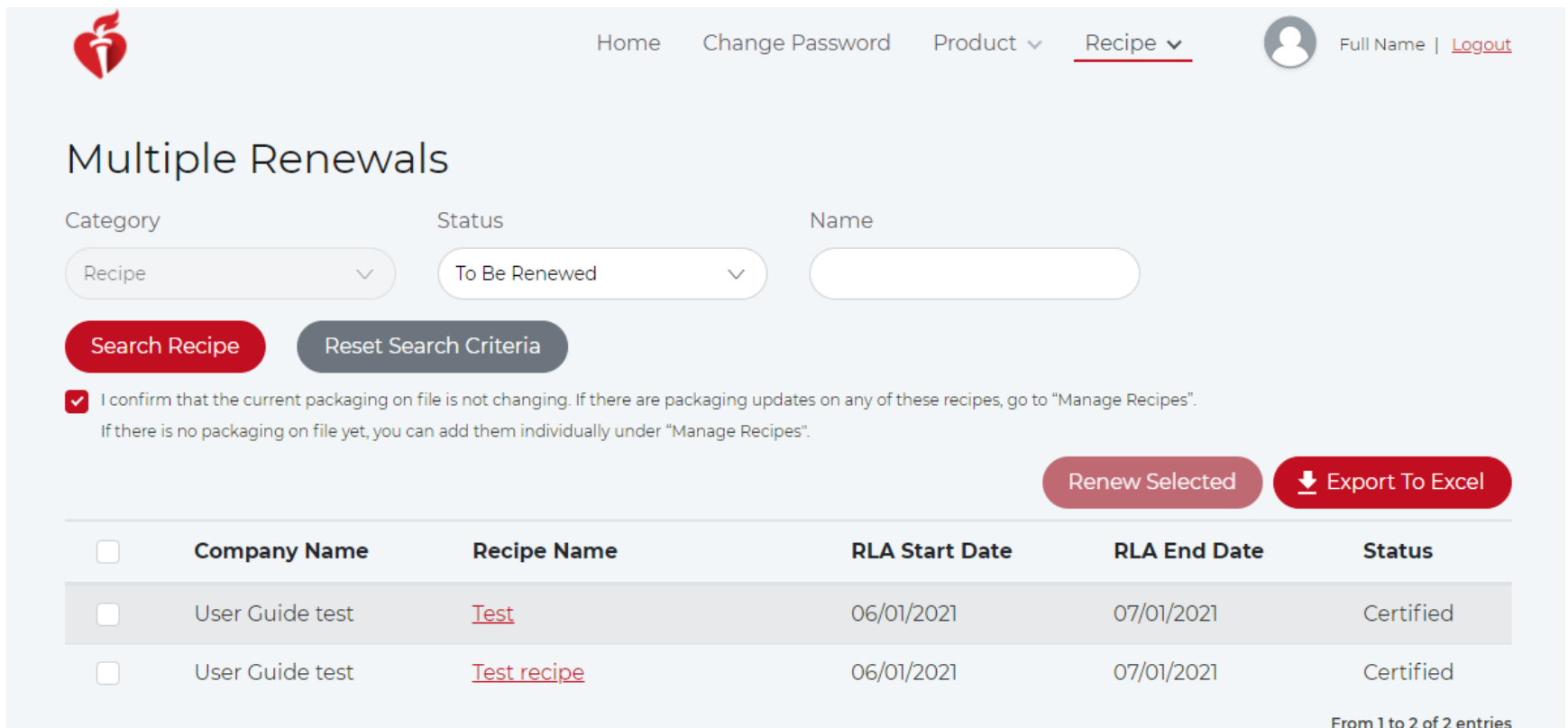
Image 59

- Select checkboxes for multiple recipes to be renewed.

Multiple Deactivations –
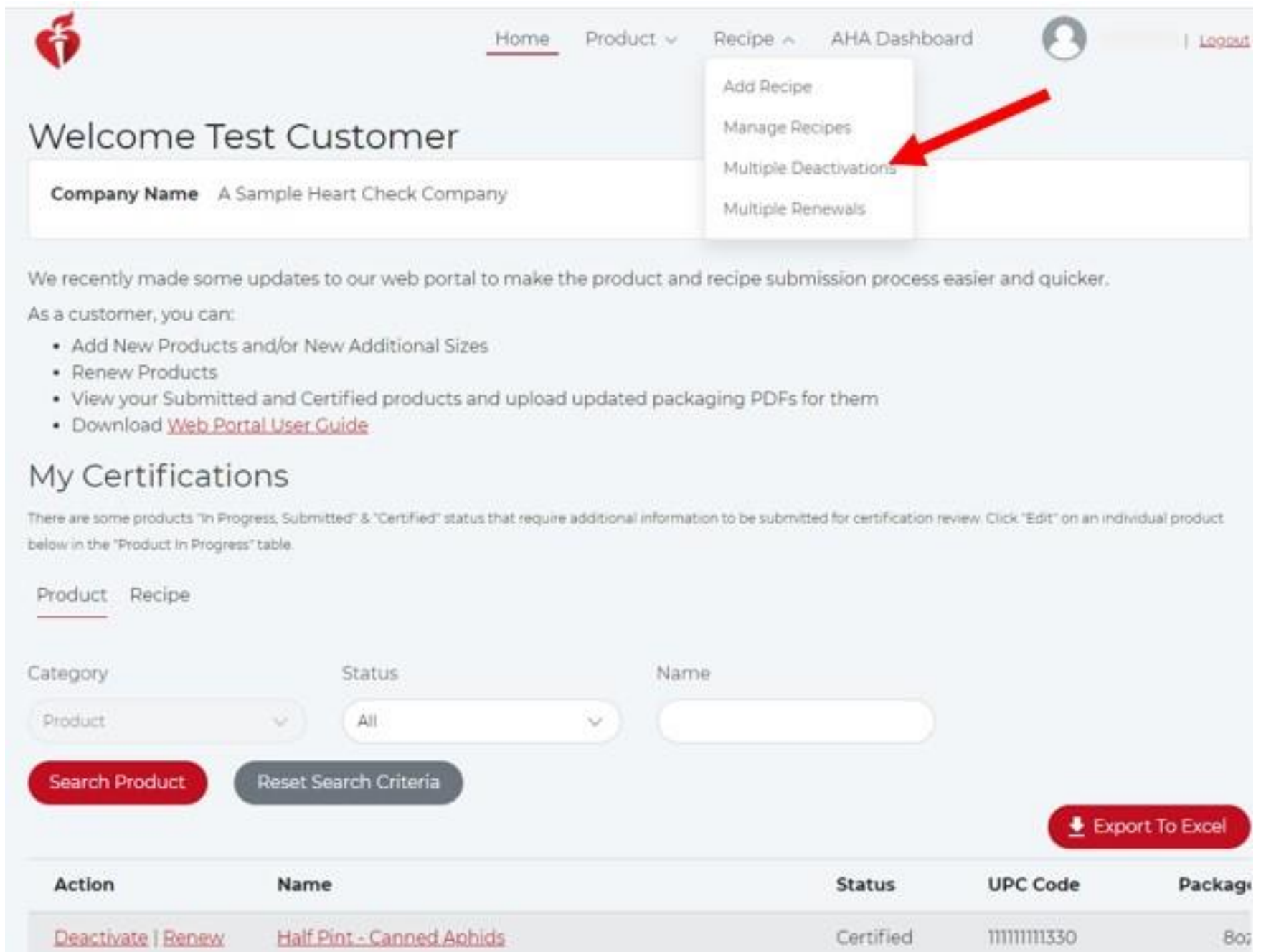
Image 60

- To deactivate multiple recipes, navigate to Recipe > Multiple Deactivations in header navigation.
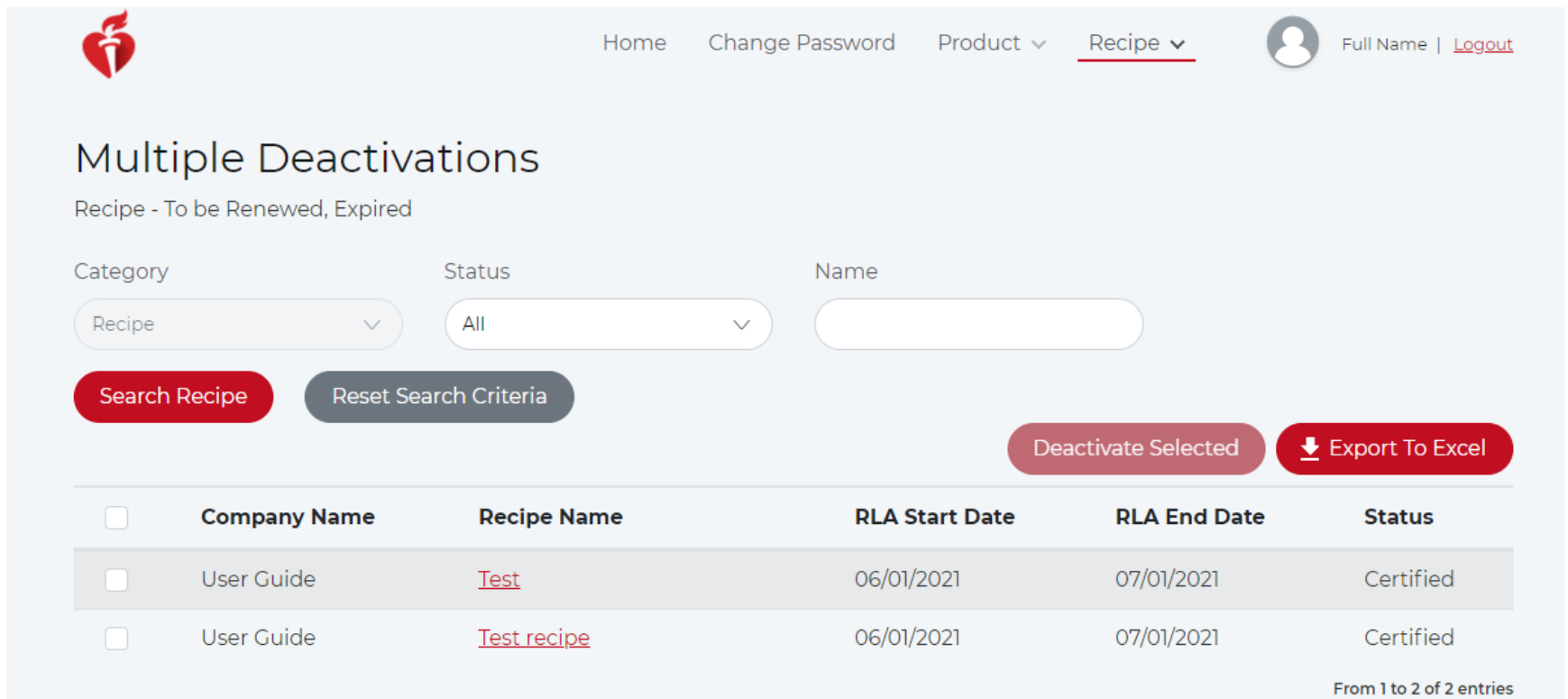
Image 61

- Select checkboxes for recipes to be deactivated.
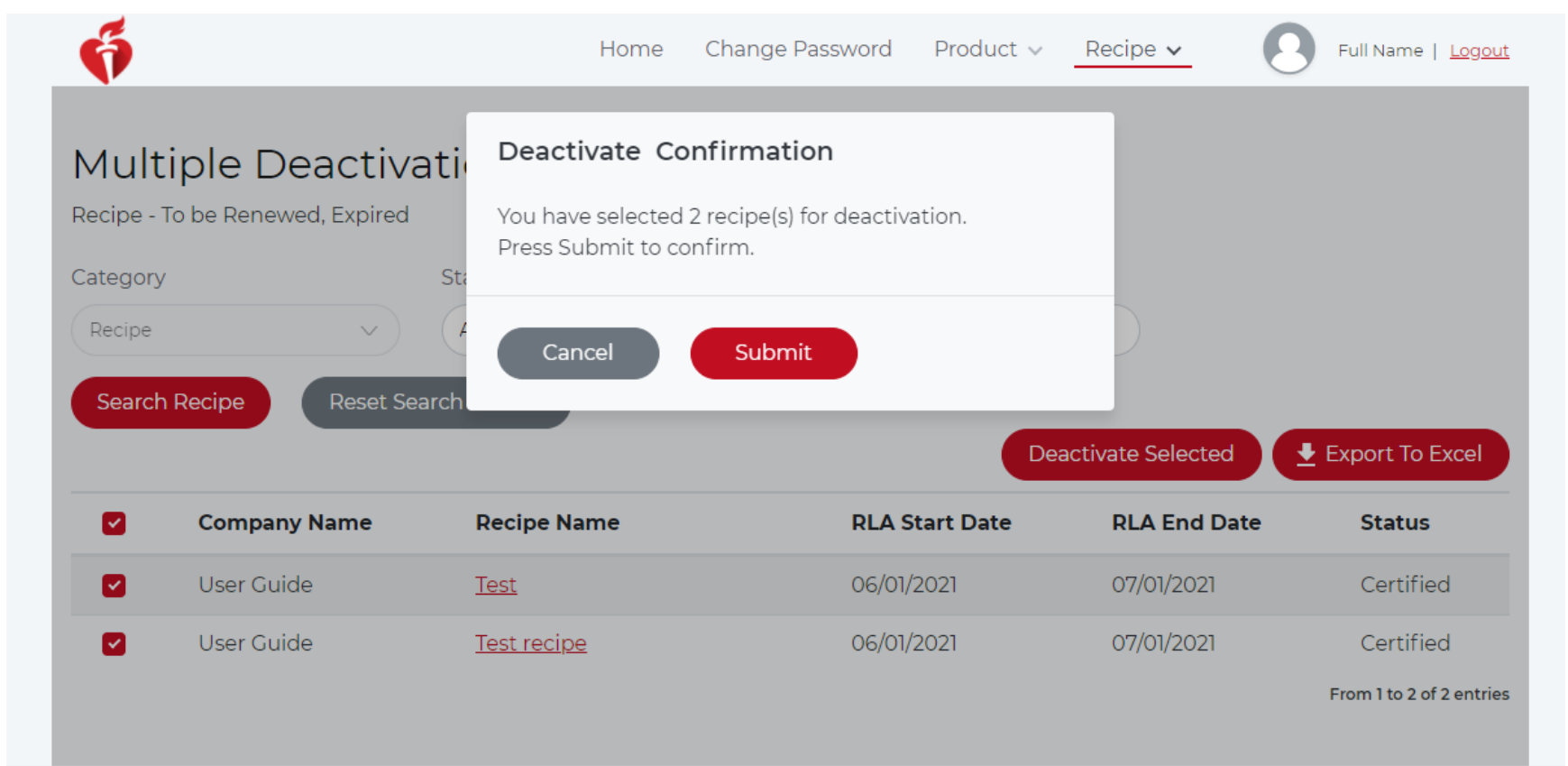
Image 62

- Click Submit to confirm recipes to be deactivated on the confirmation screen.

Renew Recipe - Edit Recipe

- Review / update information, if needed.
- Save & Continue to proceed to Recipe Info.

Image 63

- Review / update information, if needed.
- Save & Continue to proceed to Nutritional Info.

Edit Recipe

Company Name A Sample Heart Check Company

Recipe Details   Recipe Info   Nutritional Info   Recipe Attachments   Payment Info

* Indicates a required field

Serving Size *

| 1 Slice |

Calories *

| 100 |

Fats & Others

Total Fat (g)

| 0 |

Saturated Fat (g) *

| 0 |

Sodium (mg) *

| 0 |

Trans Fat (g) *

| 0 |

Monounsaturated Fat (g)

| 0 |

Polyunsaturated Fat (g)

| 0 |

Cholesterol (mg)

| 0 |

Additional Nutrition Info

Total Carbohydrates (g)

| 0 |

Dietary Fiber (g)

| 0 |

Protein (g)

| 0 |

Sugar

Total Sugar (g)

| 0 |

Added Sugar (g)

| 0 |

Added Sugar (tsp) *

| 0 |

Fish Omega-3

Omega-3 EPA (mg)

| 0 |

Omega-3 DHA (mg)

| 0 |

Save & Continue   Save As Draft   Cancel

Image 64

- Review / update information, if needed.
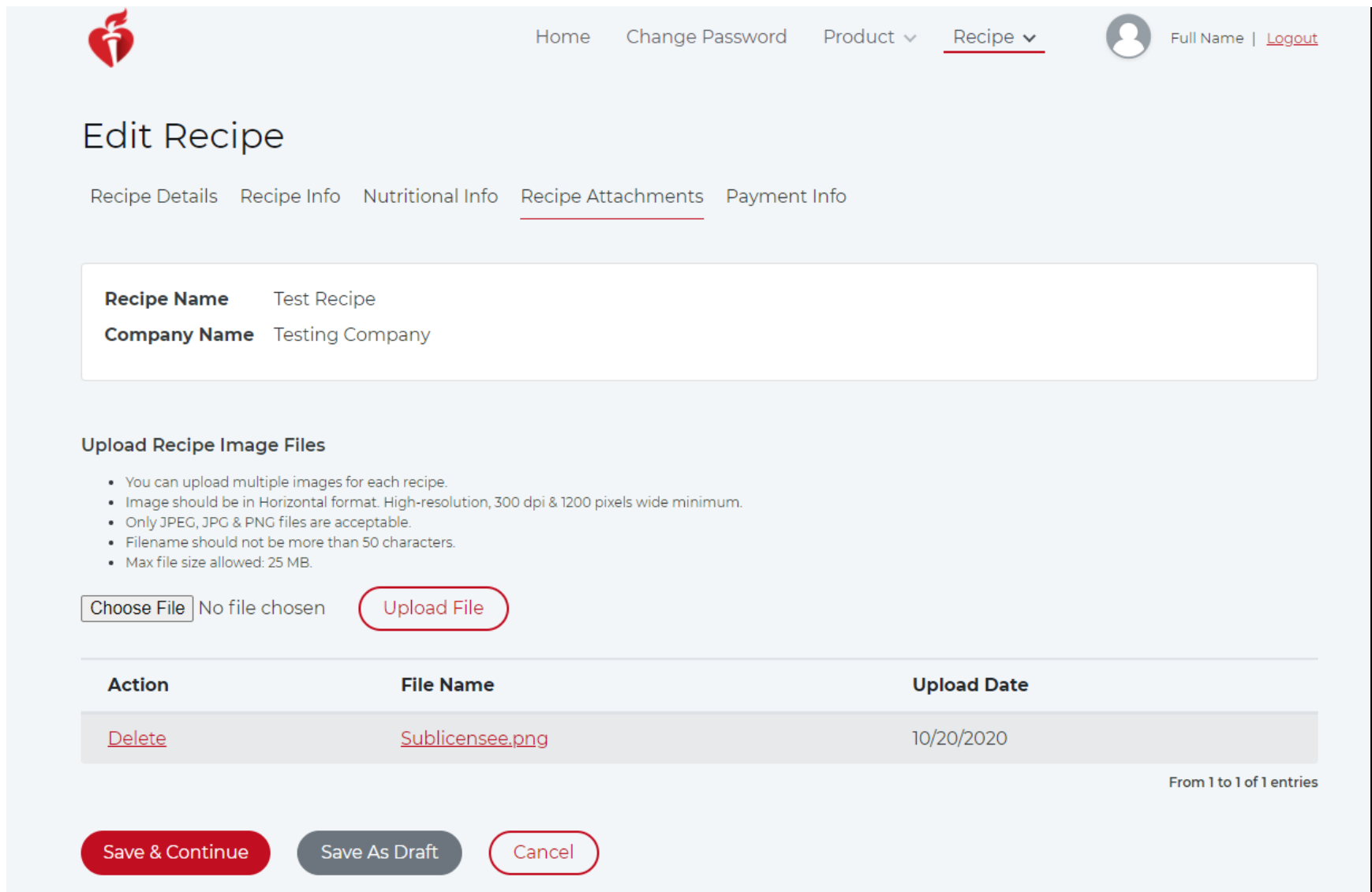. Save & Continue to proceed to Recipe Attachments.

Image 65

- Review / update information, if needed.
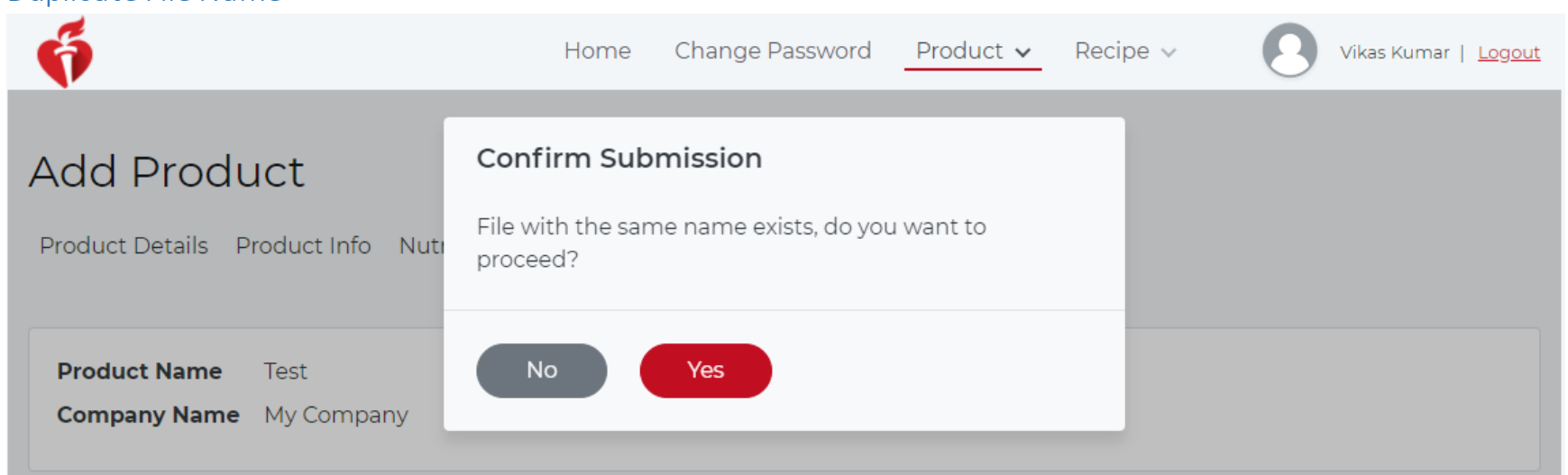- Save & Continue to proceed to Payment Info.

Duplicate File Name

Image 66

To upload a file with a duplicate name:
- Click yes or no on the confirmation screen.

Image 67

- **Select the payment method for Recipe Renewal from these options:**
  - o Invoice System (Your company's electronic invoicing system)
  - o Mail in a check
  - o Request an ACH Form (Electronic transfer of funds or wire transfer)
- Submit button will complete the Recipe Renewal submission process and submit your recipe for renewal.