



**Texas Department of Agriculture
Food & Nutrition
Information Sheet 015-909**

Changing Contact Information

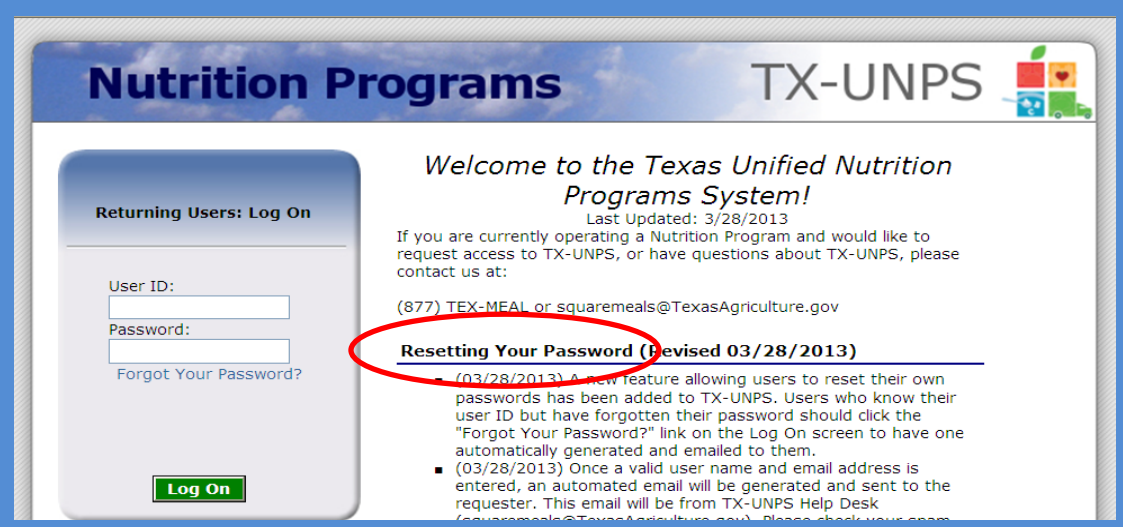
Purpose: It is the CE's responsibility to ensure that all contact information is updated accurately. Use this information sheet to help you update your contact information in TX-UNPS.

1) Access the TX-UNPS Home Page located at:

<https://txunps1.texasagriculture.gov/txunps/Splash.aspx>

2) Enter your username and password.

** If you need your password reset, follow instructions on logon page.

A screenshot of the TX-UNPS login page. The page has a blue header with "Nutrition Programs" on the left and "TX-UNPS" on the right. Below the header is a white box containing a login form on the left and a welcome message on the right. The login form has fields for "User ID:" and "Password:", a "Forgot Your Password?" link, and a green "Log On" button. The welcome message says "Welcome to the Texas Unified Nutrition Programs System!" and "Last Updated: 3/28/2013". It provides contact information: "(877) TEX-MEAL or squaremeals@TexasAgriculture.gov". A red circle highlights the link "Resetting Your Password (Revised 03/28/2013)". Below this link, there is a list of updates: "(03/28/2013) A new feature allowing users to reset their own passwords has been added to TX-UNPS. Users who know their user ID but have forgotten their password should click the 'Forgot Your Password?' link on the Log On screen to have one automatically generated and emailed to them." and "(03/28/2013) Once a valid user name and email address is entered, an automated email will be generated and sent to the requester. This email will be from TX-UNPS Help Desk (squaremeals@TexasAgriculture.gov). Please check your spam".



Texas Department of Agriculture Food & Nutrition Information Sheet 015-909

3) Click on the yellow square for the Food Distribution Program.



If you have access to multiple programs then you would see a screen similar to this one. This will vary depending on your programs.

4) Click on Contracting Entities.





Texas Department of Agriculture Food & Nutrition Information Sheet 015-909

5) Click on Contract.

Food Distribution Program
Texas Department of Agriculture

Operations | Contracting Entities | Reports | Security | Compliance | Programs | Year | Help | Logout

Contracting Entities > Program Year: 2012 - 2013

Contracting Entity: **ANSWER THE CALL**
CE ID: 04163

Item	Description
Delivery Orders - CE	Submit and Track Commodity Orders
Surveys	Survey Entry Forms
Commodity Allocations	View or Decline Commodity Allocations
Invoices	View/Print FDP Invoices
Contract	Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement
<small>Contract: Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement</small>	<small>TFAP, CSFP and SFMNP Claims</small>

6) Click on Contract Packet.

Food Distribution Program
Texas Department of Agriculture

Operations | Contracting Entities | Reports | Security | Compliance | Programs | Year | Help | Logout

Contracting Entities > Contract > Program Year: 2012 - 2013

Contracting Entity: **ANSWER THE CALL**
CE ID: 04163

Item	Description
Contract Packet	Submit FDP Contract Packet and Update Contact information
Contract Entitlement	View Entitlement Distribution and Usage

< Back



Texas Department of Agriculture Food & Nutrition Information Sheet 015-909

7) Change program year accordingly. Click Continue.

- Your Entity Name will appear here by default.

Food Distribution Program

Operations | Contracting Entities | Reports | Security | Compliance | Programs | Year | Help | Logout

Contracting Entities > Contract > Program Year: 2012 - 2013

Food Distribution Program (FDP) Contracts

Program Year: 2012 - 2013
Program: NSLP
Contracting Entity: ANSWER THE CALL-04163
CE ID:

8) Make changes to each of the items listed below by clicking on Modify.

- Food Service Director
- Ordering Contact
- Billing Contact

** If you have more than one site then you would have to go into each one that needs to be changed.

Action	Form Name	Status
View	FDP Contract	Approved
View Modify	✓ Contracting Entity Information Update	Certified
View Modify	✓ Checklist	Approved
Contacts:		
	Food Service Director:	Certified
View Modify	✓	
View Modify	✓ Ordering Contact:	Certified
View Modify	✓ Billing Contact:	Certified



Texas Department of Agriculture Food & Nutrition Information Sheet 015-909

- 9) Click Modify next to Delivery Locations to update contact information for each delivery location.

The screenshot displays the 'Food Distribution Program' web interface. At the top, there is a navigation bar with 'Operations', 'Contracting Entities', 'Reports', 'Security', and 'Compliance'. The 'Contracting Entities' section is active, showing a breadcrumb trail: 'Contracting Entities > Contract > Contract Packet >'. The page title is 'Food Distribution Program Contract Packet - NSLP 2014-2015'. Below the title, there are fields for 'Contracting Entity CE ID:', 'Packet Status: Submitted', 'Packet Approved Date:', and 'Contract Status: Approved'. A table with three columns: 'Action', 'Form Name', and 'Status' lists various contract forms. The 'Delivery Locations' section is highlighted with a red oval, showing a table with columns for 'Action', 'Form Name', and 'Status'. The first row in this section is 'View Modify SFSP-ABILENE ISD Warehouse', which is circled in red. Below this, there are buttons for '< Back', 'Terminate Contract', 'Approve', and 'Return for Correction'.

Action	Form Name	Status
View Modify	FDP Contract	Approved
View	Contracting Entity Information Update	Certified
View Admin	Checklist	Items Pending
Contacts:		
View	Food Service Director:	Certified
View	Ordering Contact:	Certified
View	Billing Contact:	Certified
Delivery Locations:		
View Modify	SFSP-ABILENE ISD Warehouse	
View Modify	US FOODS INC	
Notes (0)		



Texas Department of Agriculture Food & Nutrition Information Sheet 015-909

10) Add pertinent information under the “Contact Information” section.

** CE’s cannot change the delivery location address; they can only update the contact information.

** If the delivery location needs to be modified then CE’s need to contact TDA.

The screenshot shows a web form with three main sections: Delivery Location Information, Contact Information, and Delivery Information. The Contact Information section is circled in red. The fields in the Contact Information section are: Name (First Name and Last Name), Email Address, and Phone (with Ext. and Fax fields). The Delivery Location Information section includes: Delivery Location Name, State Vendor #, Status (Active), Delivery Location Type (Contracting Entity), Address 1, Address 2, City, State (TX), Zip, County (DALLAS), and Program(s) (NSLP, SFMNP, SFSP, TEFAP, CSFP, Disaster Relief). The Delivery Information section includes: Delivery Option (Delivery) and Carrier.



Texas Department of Agriculture Food & Nutrition Information Sheet 015-909

11) Click Save.

Contact Information

	First Name	Last Name
Name:		
Email Address:		
Phone:		

Delivery Information

Delivery Option:

Carrier:

Delivery Stop:

Site is within 100 Miles of Warehouse: Yes No N/A

Storage Capabilities: Dry Refrigerated Frozen

Delivery Days: Mon Tue Wed Thu Fri Sat Sun

Delivery Instructions:

Created By: cnp_conversion On: 01/25/2012 5:51:37 PM Modified By: TBarberyCE On: 11/20/2014 3:31:15 PM