

Quarterly Reporting Instructions

FOR TOKEN MARKETS



Instructions for Completing Quarterly Reports

Login to the Report

- a. Go to https://www.doubleupfoodbucks.org/reporting/markets/dufb_login.php
- b. Type the password provided by MIFMA that is unique to the site you are reporting for (This is not the Asparagus password that is used to login to the Market Manager Portal).

Complete the Report

- a. On the Welcome Screen, select the quarter for which you are reporting and click *Submit*.
- b. Each of the months within that quarter will then appear. Select all of the months in which your market operated the program and click *Submit*.
- c. Report for each calendar month (the 1st through the 30th or 31st of each month). All fields are required.
- d. In question 7, please tell us how you will be turning in the required documentation (proof of vendor payments or records of tokens redeemed). You have three options:
 - i. Upload a file to the survey (you'll be directed to the file upload)
 - ii. Email marketreporting@fairfoodnetwork.org
 - iii. Mail to FFN's office in Ann Arbor: Double Up Food Bucks, 1250 N Main St, North Suite, Ann Arbor, MI 48104

Save Progress and Return Later

- a. If you would like to begin the survey and return later to complete it, click on the box at the top or the link at the bottom that says *Save my progress and resume later*.
- b. You will be prompted to enter an email address and password so you can return to this page later. We recommend using your market email and the password you used to enter the online survey portal. Please note that MIFMA and FFN CANNOT aid with password recovery for this *Save progress* feature. If you use this feature, you MUST keep track of this information and/or use the *Password recovery* feature provided on the form if needed.
- c. When saving progress for later, DO NOT click *Review* or *Confirm*. Simply type in what you'd like to save, and navigate away from the page.
- d. You will receive an email from msmith@fairfoodnetwork.org that states, "Thank you. Your response to Quarterly Reporting Survey has been saved. You can resume this form at any time by going to [link provided]. IMPORTANT: Your submission is considered incomplete until you resume it and press the submit button."
- e. When you return to finish a partially completed survey, click *Resume a previously saved form*.

Review and Submit Response-

On the review page, there are a few features available to you:

- f. *Print*: You can print a copy of this page for your records
- g. *Email*: By default, the email address MIFMA has on file is automatically filled in. When you submit your responses, a summary will be sent to that email address. You have the option of adding additional email addresses if you'd like the summary to be sent to others.
- h. Please note that submission is a two-step process. You must enter data, select *Review*, review

and then select *Confirm* in order to submit your report.