

HOW TO REQUEST ACCESS TO THE PAMEALS SYSTEM

CREATE GREENPORT ACCOUNT

Before you can request access to PAMeals, you will need a **GreenPort** account. **GreenPort** is your one-stop-shop for all of your Department of Environmental Protection (DEP), Department of Conservation and Natural Resources (DCNR), Pennsylvania Department of Agriculture (PDA) Applications and Milk Marketing Board (MMB).

If you don't already have a **GreenPort** account, you can quickly and easily sign up for one by visiting:

<https://greenport.pa.gov/>

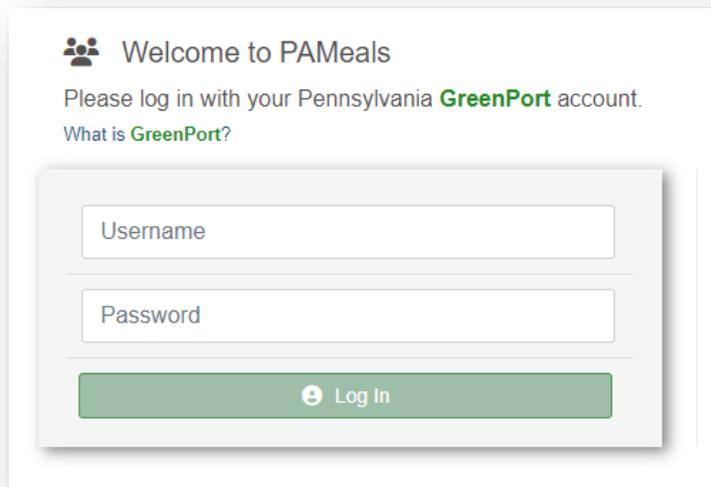
Sign up takes just a few minutes.

BEGIN REGISTRATION BY LOGGING IN

Once you have a **GreenPort** account, you can begin the registration process by visiting PAMeals at:

<https://www.pameals.pa.gov>

At the login screen, enter your **GreenPort** Username and Password.



Welcome to PAMeals

Please log in with your Pennsylvania **GreenPort** account.
[What is GreenPort?](#)

Username

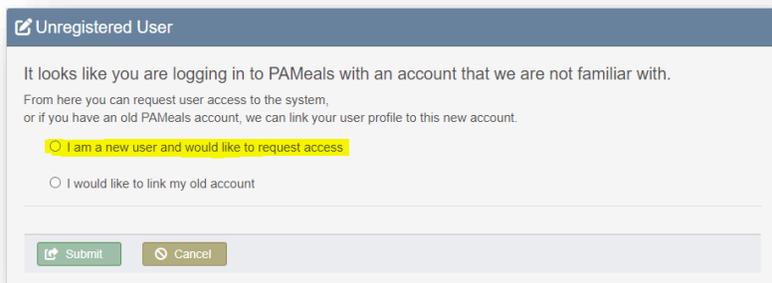
Password

Log In

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REQUEST REGISTRATION

Once logged in, the system will recognize you as an **Unregistered User** and give you the opportunity to request access. If you've never had access to PAMeals before, select the option *"I am a new user and would like to request access"*, then click the **Submit** button.

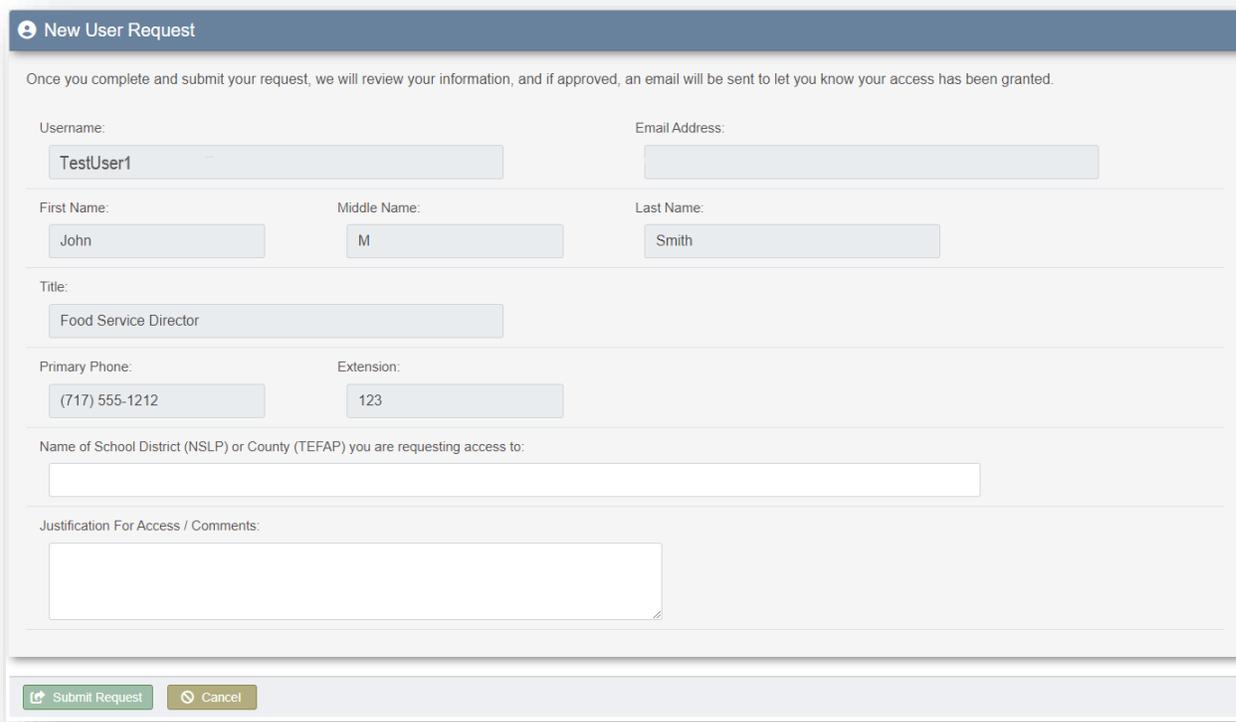


The screenshot shows a modal window titled "Unregistered User". The text inside reads: "It looks like you are logging in to PAMeals with an account that we are not familiar with. From here you can request user access to the system, or if you have an old PAMeals account, we can link your user profile to this new account." There are two radio button options: "I am a new user and would like to request access" (which is selected and highlighted in yellow) and "I would like to link my old account". At the bottom, there are two buttons: "Submit" and "Cancel".

ENTER REQUEST DETAILS

You will then be taken to the **New User Request** screen. Enter the required information, including the name of the school district(s) you require access to (if you are requesting access to the NSLP program), or the name of the County you represent (if you are requesting access to the TEFAP program).

You will also need to enter the justification for access. Once all information has been entered, click the **Submit Request** button.

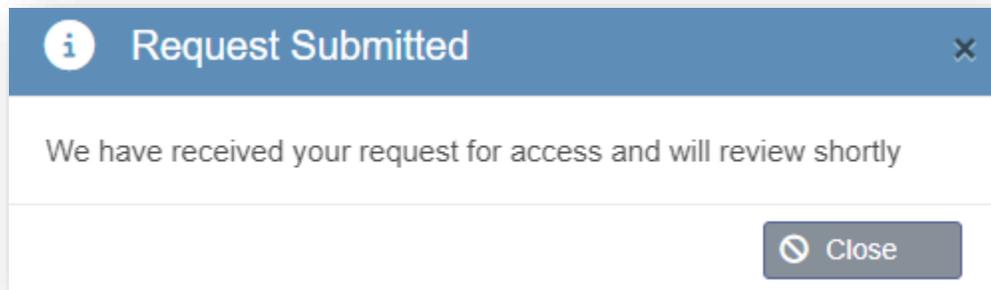


The screenshot shows a form titled "New User Request". The text above the form reads: "Once you complete and submit your request, we will review your information, and if approved, an email will be sent to let you know your access has been granted." The form fields are: Username (TestUser1), Email Address (empty), First Name (John), Middle Name (M), Last Name (Smith), Title (Food Service Director), Primary Phone ((717) 555-1212), Extension (123), Name of School District (NSLP) or County (TEFAP) you are requesting access to (empty), and Justification For Access / Comments (empty text area). At the bottom, there are two buttons: "Submit Request" and "Cancel".

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CONFIRMATION

You will receive on-screen confirmation that your request was submitted. Once reviewed, if approved, you will receive an email letting you know that access has been granted.



TECHINCAL QUESTIONS

For questions concerning this process or technical assistance, please contact our help desk at 717-461-8694.