

GET A COPY of Your Application or Renewal Summary

You have the right to a paper copy of the information you submit in ACCESS when you apply or complete a renewal for FoodShare benefits.

To get a paper copy of your application or renewal summary, do the following immediately after signing and submitting your application or renewal:

1

Click **View and Print** on the Your Next Steps page in ACCESS. Your Summary will open in Adobe Reader.

3

Check to be sure the agency's printer is selected and click **Print**.

2

Select **Print** from the File menu in Adobe Reader.

4

Get your printed summary from the printer by the application kiosk, or ask an agency staff member to get your printed summary from the agency's printer.

If you have questions about or need help getting or printing a paper copy of your summary, ask an agency staff member for help.

