

GET A COPY of Your Renewal or Application Summary

You have the right to a paper copy of the information you submit in ACCESS when you apply for FoodShare benefits. To get a copy of your renewal or application summary from ACCESS, complete the steps below.

1

Click Download summary on your Account home page to download your application summary OR click View and Print on your next steps page to download your renewal summary. Your summary will open in Adobe Reader.

2

Select Print from the File menu in Adobe Reader.

3

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

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.

