**FM Tracks & Getting Paid!**

**Step-by-Step Guide**

<table>
<thead>
<tr>
<th>Minimum Data Requirements</th>
<th>For Direct Deposit, Every Week We Need:</th>
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<tbody>
<tr>
<td>● FM Tracks ID (Individual Transaction Screen)</td>
<td>● Individual Transaction Log</td>
</tr>
<tr>
<td>● SNAP + FAB Redeemed (Vendor Reimbursements Screen)</td>
<td>● Vendor Reimbursement</td>
</tr>
<tr>
<td>● SNAP Transactions (Vendor Reimbursements Screen)</td>
<td>● Post Market Report</td>
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<tr>
<td>● # of FAB eligible producers (Post Market Report Screen)</td>
<td></td>
</tr>
<tr>
<td>● # of SNAP eligible producers (Post Market Report Screen)</td>
<td></td>
</tr>
<tr>
<td>● SNAP + FAB Distributed (Transaction Log Report)</td>
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</tbody>
</table>

*See step-by-step instructions below*
*Only input data on market days designated in your FMTracks profile.
Ex: If your outlet is open on Saturdays and Sundays, only input SNAP/FAB data on Saturdays and Sundays.*
How to Enter Vendor Reimbursement

*If your Outlet has more than one vendor (if you are a traditional farmers market) you will need to enter this information individually for every vendor.*

*You will need to include Vendor Name (consistency from week to week, please. Ex. Always enter ‘Charlie’s Carrots’, not sometimes ‘Charlie’s Carrots’ and sometimes ‘Charlie Carrots’), and check the F&V and/or SNAP eligible food boxes.*
Post Market Report

Notice the Date at the Top - Post Market Reports Will Only Appear on Dates When You Have Market

You are submitting a post-market report for 08/19/18.

- *Total number of vendors selling at this market today? [1.00]
- *Number of vendors eligible to accept SNAP today? [1.00]
- *Number of vendors selling fruits and vegetables today? [1.00]
- *How many paid staff were involved in the administration of the incentive program today? [23.00]
- *How many volunteers were involved in administration of the incentive program today? [3.00]
- *Did you have any of the following activities today? Check all that apply: [Submit Post Market Report]
  - Taste Test, Activities For Kids, Chef/Cooking Demonstration

*Only input data on market days designated in your FMTracks profile.
Ex: If your outlet is open on Saturdays and Sundays, only input SNAP/FAB data on Saturdays and Sundays.*

*Note that the last question “Did you have any of the following activities today? Check all that apply.” is where you will note if you provided any nutrition education. Six distinct nutrition education events are required per year.*
How to Check Your Vendor Reimbursement

*This is how much FAB you have redeemed.
Data entered for the latest market day(s) between Monday - Sunday will be reimbursed the following week.*

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday before 12 pm EST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>FM Tracks Data for this Day is not Included in this Week’s Reimbursement</td>
<td>FM Tracks Data from Preceding Week (Highlighted in Pink) Will Be Reimbursed</td>
</tr>
</tbody>
</table>
How to Check Your Individual Transaction Log

*This is how much FAB you have distributed.*