



Partner Agency Accounts in Human Essentials for 2024

In 2024, the Athens Area Diaper Bank will use a website called Human Essentials (HumanEssentials.app) for Partner requests and distributions.

We will no longer use the Google Form.

As a Partner Agency Liaison, you will use Human Essentials to place requests.
The following slides will show you how to access your account.

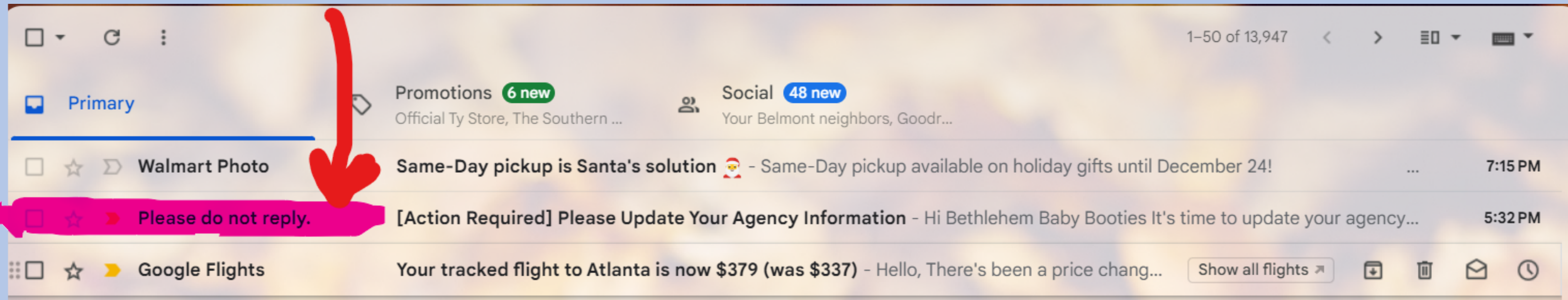
Returning Partner

New Partner

Returning Partner



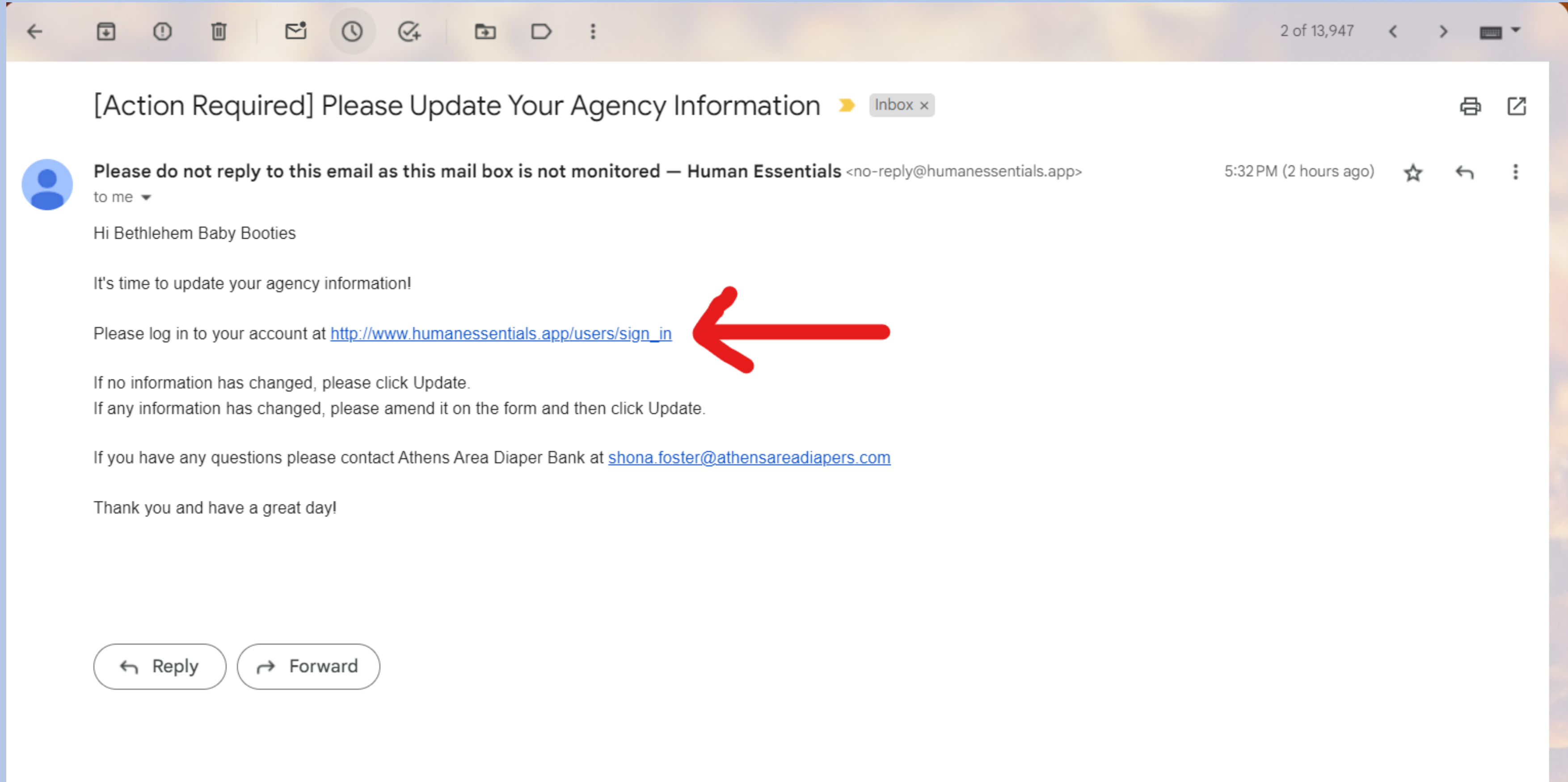
If you or your organization has used Human Essentials before, look for a Password Reset email from Human Essentials.





Returning Partner

Click the link to log in to your account





Returning Partner

**Remember your password? Great!
Login.**

**Don't remember your password.
No worries. Click "Forgot your
password" and follow the prompts
to set a new password.**



Essentials

Sign in to start your session

Email *

Password

Log in

[Sign up](#)

[Forgot your password?](#)



Sign in with Google



Returning Partner
Click on
'My Organization'

A screenshot of a web application dashboard. The browser address bar shows "humanessentials.app/partners/dashboard". The page title is "Essentials". A teal banner at the top says "Signed in successfully.". Below that, the user's name "Bethlehem Baby Booties" is displayed, with a yellow circle around it. A yellow warning box says "Recertification Required Partner". The main content area has a section titled "Requests In Progress" with a table. The table has columns for "Request Date", "Number of Items Requested", and "Items Requested". One row shows a request from 12/10/2023 for 10 items, with details for "2 A: Babies - Size 1", "2 A: Babies - Size 4", and "2 A: Babies - Size 7". Below this is a section titled "Upcoming Distributions" with a table that has columns for "Pick Up Date", "Total Items", and "Items To Receive". A dark sidebar on the left contains navigation links: Dashboard, My Organization, Edit My Organization, Essentials Requests, Distributions, Families, and Children. A large red arrow points from the "My Organization" link in the sidebar to the user's name in the main content area.



Returning Partner

Review the information on your My Organization page.

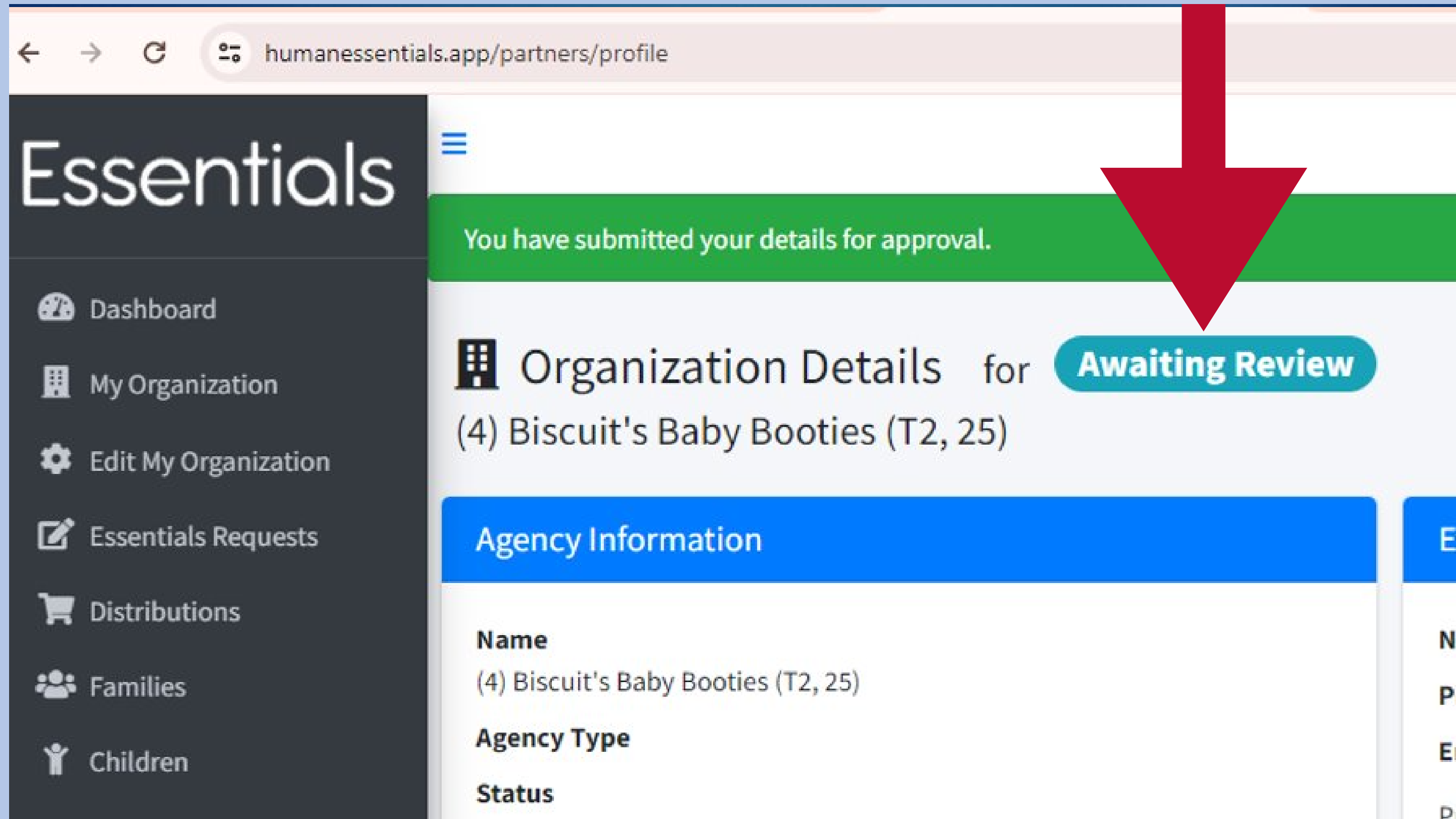
If changes need to be made, scroll down to the bottom of the screen, click on the **Update Information** button and make any changes.

Last, click the green button **Submit for Approval**

A screenshot of the Human Essentials app interface. The browser address bar shows "humanessentials.app/partners/profile". The app title "Essentials" is at the top left. A dark sidebar on the left contains navigation options: Dashboard, My Organization (highlighted with a hand cursor), Edit My Organization, Essentials Requests, Distributions, Families, Children, Families, and Children. The main content area shows a red warning banner: "Please review your application details and submit for approval." Below this is the "Organization Details" for "Bethlehem Baby Booties", with a red "Recertification Required" badge. A blue "Agency Information" section is partially visible. At the bottom, there are two buttons: a green "Submit for Approval" button and a blue "Update Information" button (highlighted with a hand cursor). The footer text reads "Human Essentials was built with ❤️ by Ruby for Good." In the top right corner, there is a red button with a white arrow and the text "NEXT".

Once you submit for approval, your account will need to be approved.

You will be notified when it is approved and then you will be ready to enter your requests for diapers.



The screenshot shows the 'Human Essentials' app interface. The browser address bar displays 'humanessentials.app/partners/profile'. The app header includes the 'Essentials' logo and a green notification bar stating 'You have submitted your details for approval.' The main content area shows 'Organization Details for (4) Biscuit's Baby Booties (T2, 25)' with a teal 'Awaiting Review' badge. A large red arrow points from the notification bar to this badge. Below this, there is a blue header for 'Agency Information' and a table with the following rows:

Name	Agency Type	Status
(4) Biscuit's Baby Booties (T2, 25)		

The left sidebar contains navigation options: Dashboard, My Organization, Edit My Organization, Essentials Requests, Distributions, Families, and Children.




New Partner

If you are new to the Diaper Bank, you will receive an email similar to this one.

Click on the Accept Invitation button.

You've been invited to be a partner with Athens Area Diaper Bank 

Inbox 

Human Essentials <accounts@humanessentials.app>

7:09 AM (1 minute ago)



to me 

Hello biscuitstaton@gmail.com

You've been invited to become a partner with **Athens Area Diaper Bank!**

Please click the link below to accept your invitation and create an account and you'll be able to begin requesting distributions.

Please contact shona.foster@athensareadiapers.com if you are encountering any issues.

[Accept Invitation](#)



For security reasons these invitations expire. This invitation will expire in 8 hours or if a new password reset is triggered.

If your invitation has an expired message, go [here](#) and enter your email address to reset your password.

Feel free to ignore this email if you are not interested or if you feel it was sent by



New Partner

On the left-hand menu, click on 'My Organization' Review the information on your My Organization page.

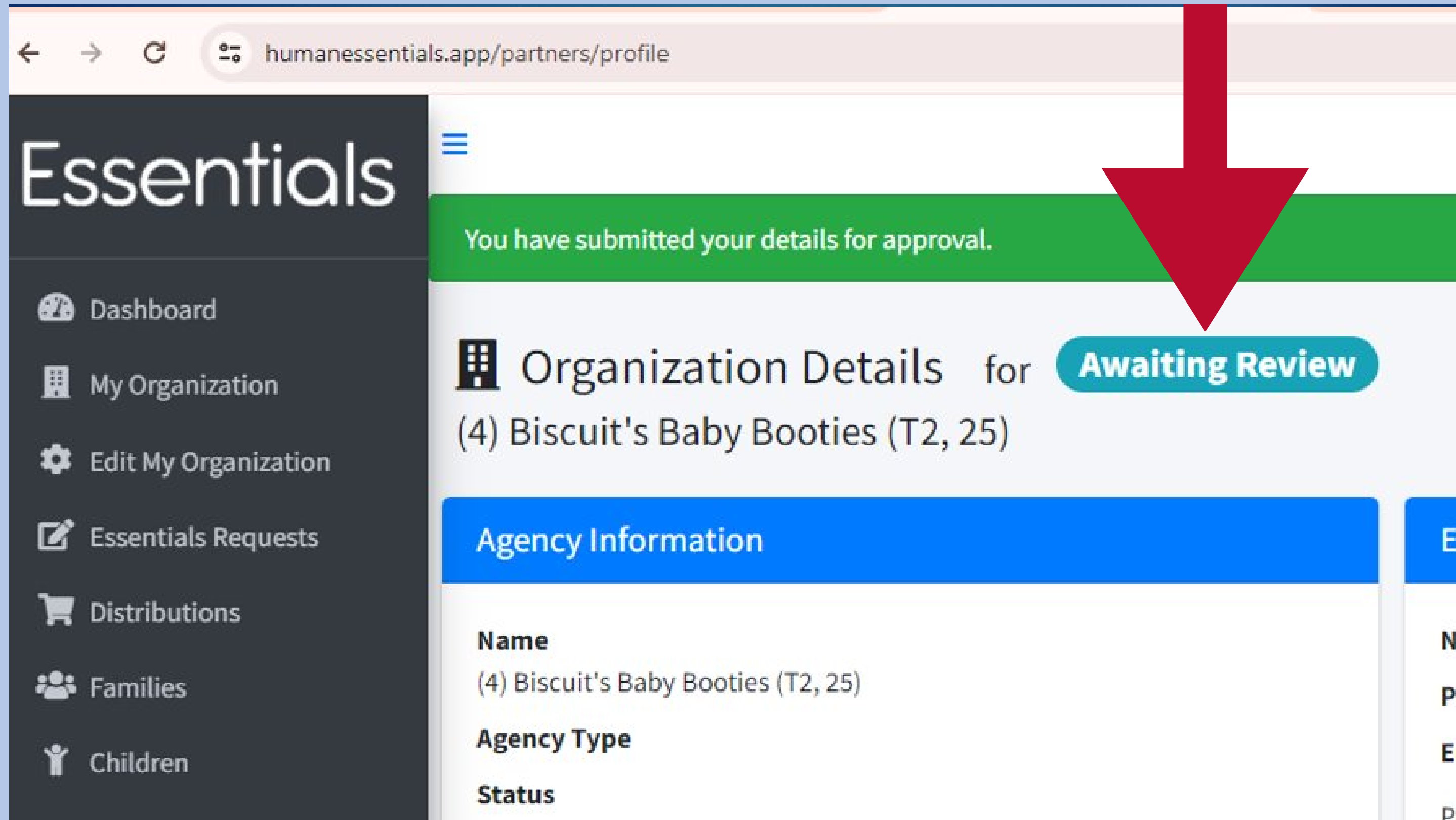
If changes need to be made, scroll down to the bottom of the screen, click on the **Update Information** button and make any changes.

Last, click the green button **Submit for Approval**

A screenshot of the 'Essentials' app interface. The left-hand menu is visible, with 'My Organization' highlighted by a red arrow. The main content area shows a profile page with a blue header 'Pick Up Person' and a 'Settings' section. At the bottom, there are two buttons: a green 'Submit for Approval' button and a blue 'Update Information' button. Two red arrows point to these buttons. In the top right corner, there is a red button with a white arrow and the text 'NEXT'. The footer text reads 'man Essentials was built with ❤️ by Ruby for Good.'

Once you submit for approval, your account will need to be approved.

You will be notified when it is approved and then you will be ready to enter your requests for diapers.



← → ↻ 🌐 humanessentials.app/partners/profile

Essentials

- Dashboard
- My Organization
- Edit My Organization
- Essentials Requests
- Distributions
- Families
- Children

You have submitted your details for approval.

Organization Details for **Awaiting Review**
(4) Biscuit's Baby Booties (T2, 25)

Agency Information

Name	(4) Biscuit's Baby Booties (T2, 25)
Agency Type	
Status	



Additional Items To Help

[Video for Returning Partners](#)

[Video for New Partners](#)

Instructions on how to request diapers to follow.

[Go Back To First Slide](#)