

CNP Web – User Quick Guide

Special Provisions Data Upload Instructions

Access the CNP Web site here: <https://me.cnpus.com/cnp/Login>

Uploading Requested Documents

Step 1: Sign in by entering your User Id and Password on the CNP Web homepage.

Welcome to **CNP web**

Maine Department of Education

Child Nutrition
Maine Department of Education

Sign In

Enter User Id:

Enter Password:

Forgot User ID?
Contact Maine DOE at (207)624-6842 or (207)624-6843
Forgot Password?

Login

Step 2: Select “SNP” under “Program Selection.”

Program Selection	
Program Code	Program Description
SNP	NSLP

[Sign Out](#)

Step 3: Select the school year being reviewed under “Program Year Selection.”

Program Year Selection		
Program Year	Program Begin Date	Program End Date
2018	July 2017	June 2018
2019	July 2018	June 2019

Program Year: No Year Selected

Step 4: Click “E-Reviews” in the top left hand corner of the screen and select “E-Review Log by Sponsor.”



Step 5: Click on the  symbol under “E-Review Log”. This will open up the Review Summary Page.



Step 6: Click on the  symbol to the right of the screen. This is where you will upload requested documents.



Attach Documents



Sponsor Review Documents

Upload Document(s)

OK