

Avendra Login

These are instructions to access the Avendra website and find properties that may be in your area. This is also the way you will check for the Avendra ID number for the monthly reporting (which we will go over when the time comes).

Avendra Portal / Customer Look-Up Instructions

*** Any services done for an Avendra property need to be reported by the 8th the following month. You will use these instructions to gain access to Avendra Info to assist you with the report. ***

1. Go to www.myavendra.com
2. User Name – kimmcgraw
3. Password – Check with home office for current password
4. Click Sign In
5. Go to Applications
6. Click on Customer List Portal
7. Click View/Update Customer List
8. Click Download Customer Info to Excel
9. When Pop-Up comes up ... Click Open
10. Click on the #3
11. Highlight that whole line
12. Once highlighted
13. Click on Data & Filter
14. This will give you the drop down arrows to then choose country, state , city, etc.