

# [VIDEO] Complete Your Procure Import

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CST

Centers that use Procure 10 or higher can import children to Minute Menu CX on a one-time basis or on an on-going basis. If you do not know whether your centers currently have Procure, ask them during your next site visit or phone call. Do **not** enroll children if your center would like to import from Procure, as this can result in duplicate child records. Watch the video tutorial below or download our handout (linked below) to learn more!

**Note:** [Click here](#) to view and print our **Procure Import** handout.

Before centers can import their data, you (the sponsor) must:

1. Email [cxsupport@minutemenu.com](mailto:cxsupport@minutemenu.com) and request credentials for the Procure import.
2. Provide the credentials you receive to your center.
3. Obtain the center's Procure School ID number, and enter it in the following boxes in the Manage Center Information window: External ID and Alternate #.

Once these steps are complete, the center can begin the import process. If centers need further instructions, link them to Procure's help article [Minute Menu CX Step by Step](#).