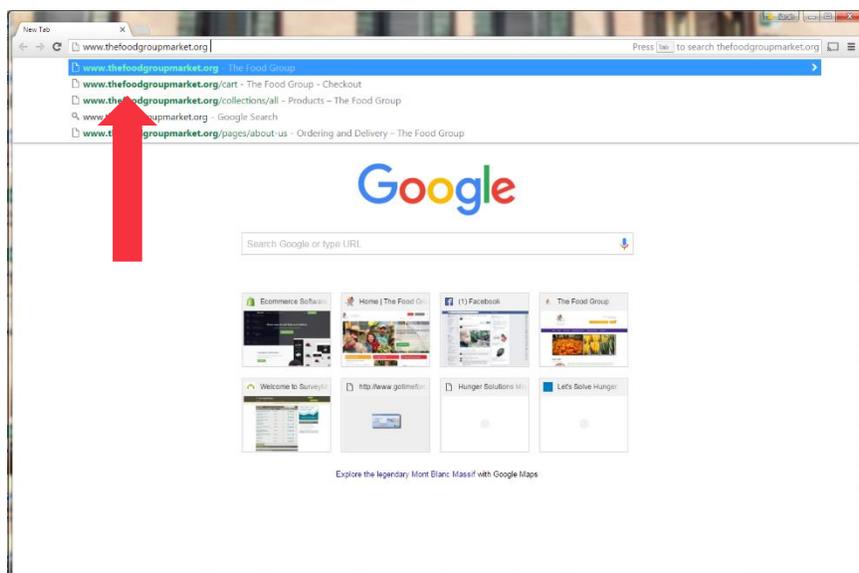
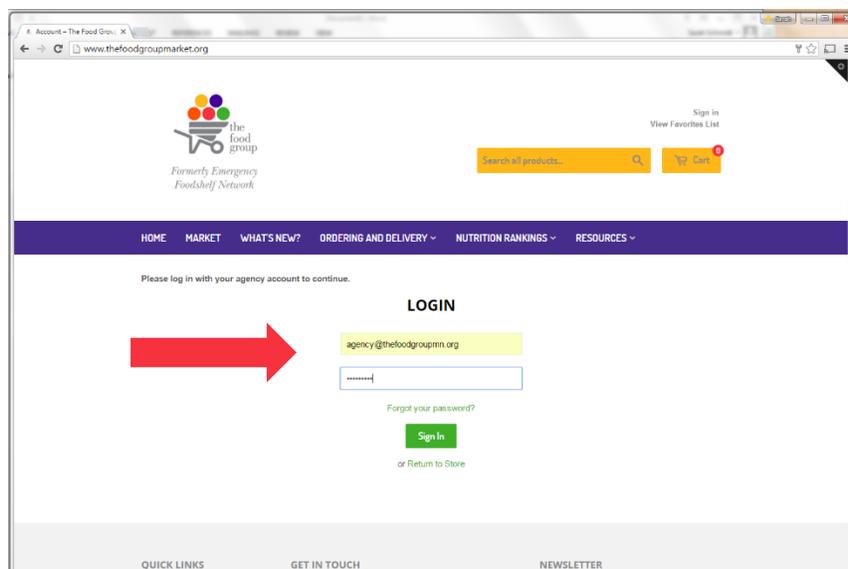


Ordering Instructions

1. Type www.thefoodgroupmarket.org into your web browser (google chrome, safari, internet explorer, etc).

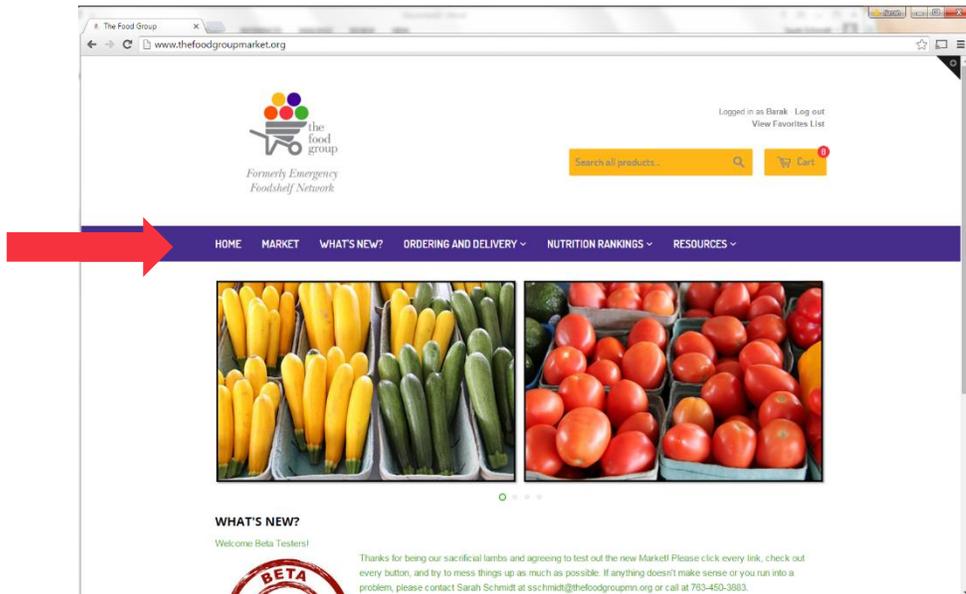


2. Log in with your user name and password. (If you don't have a user name or password, please contact our Agency Team at agency@thefoodgroupmn.org)

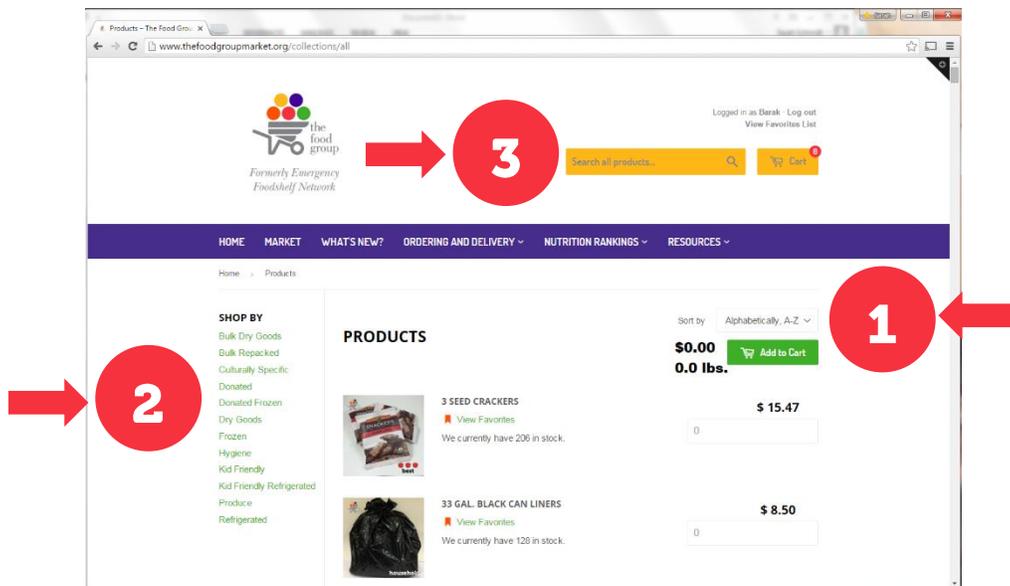


3. After you log in, you can access the Market (where you order food), What's New (where we let you know about new items or great deals we've found), or any of the other resources available on the site.

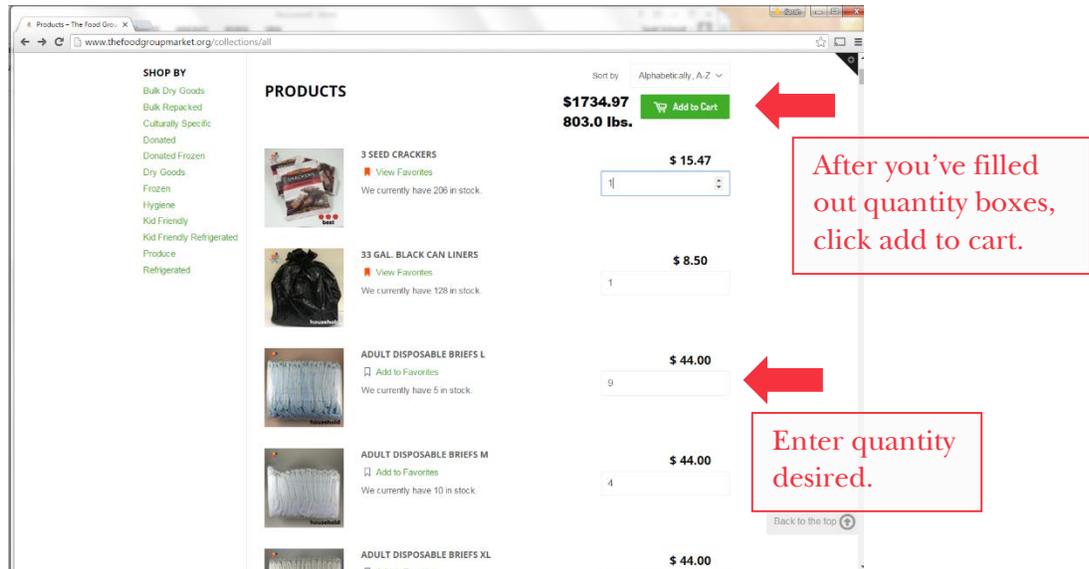
4. To order, click on Market and then All Products at the top of the screen. You'll be taken to the main page with all of our available products. (You can also click on one of the nutrition rankings listed to see only products with that nutrition ranking).



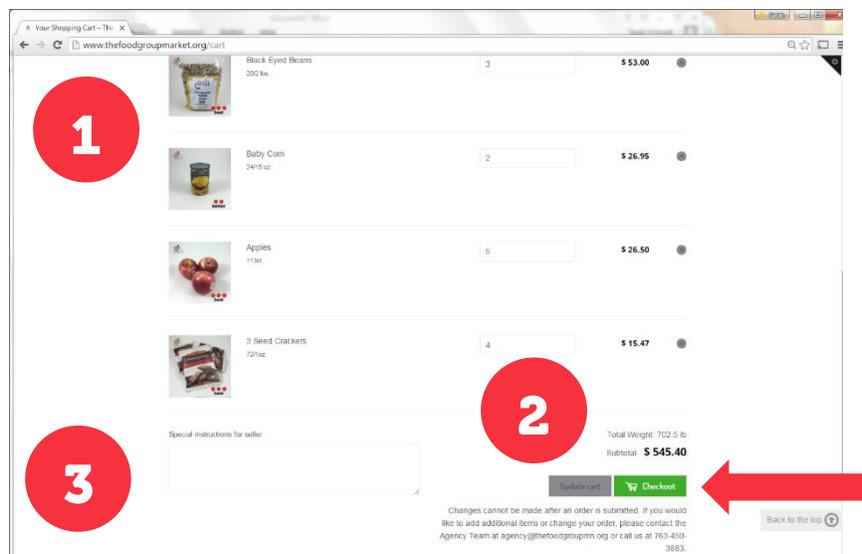
5. The main page on the Market shows all of our available products listed in alphabetical order. (1) You can sort alphabetically, by price, or by when the items were added. (2) You can also look at items by their category; just click the category that you want on the left side of the screen. (3) If you know exactly what you're looking for, you can type it into the search bar at the top of the screen.



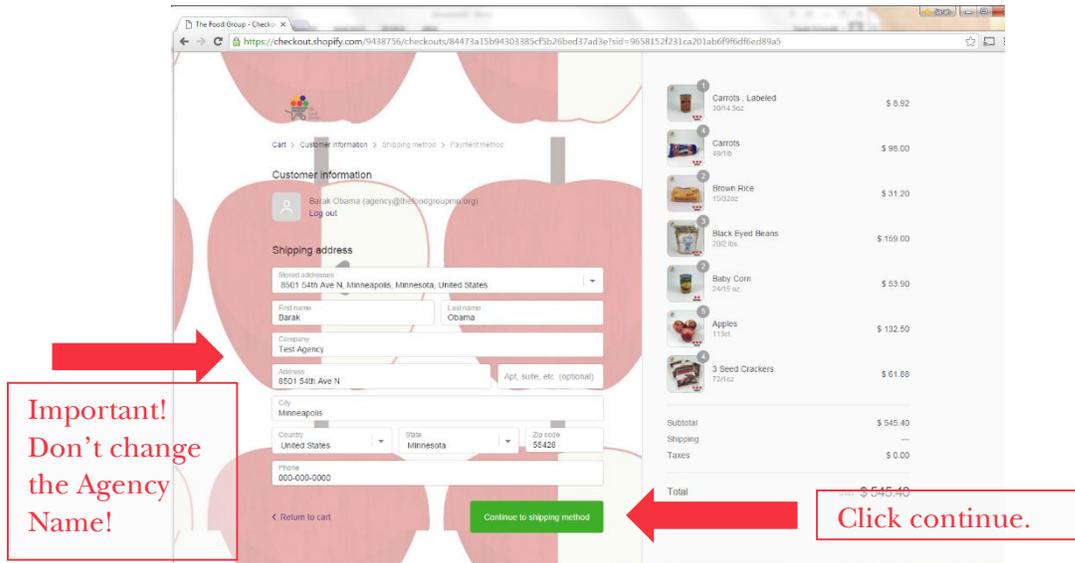
6. Enter the quantity that you'd like to order for each item. After you've entered the quantities in each of the boxes, click "add to cart". (You only need to click add to cart once for the whole page. If you leave the page before clicking "add to cart" you'll have to enter all of the quantities over again.) Note: the quantity available is listed under the item name.



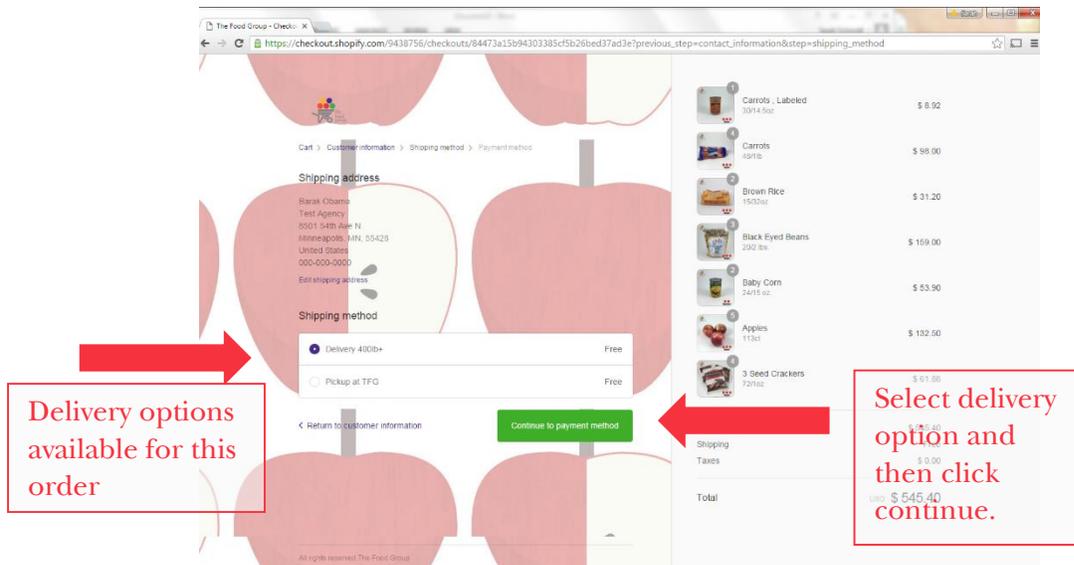
7. When you're ready to checkout, click checkout or click the cart icon at the top of the screen. (1) Your cart will show you all of the items that you've entered, as well as (2) the total lbs and total dollar amount of your order (remember, free delivery at 400lbs!). (3) If you have anything that you'd like us to know, such as a special delivery date or if you want to add a purchase order number, please enter it in the Special Instructions box. Click checkout to finalize your order.



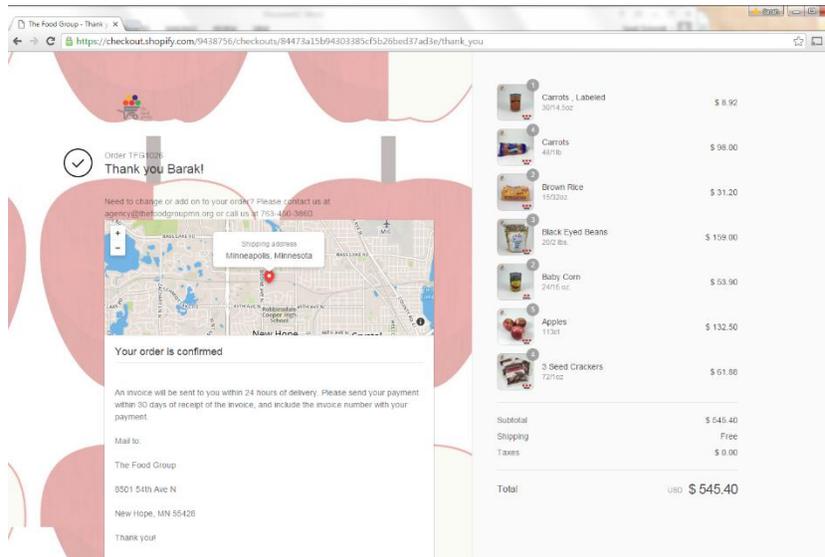
8. In the checkout screen, your Agency name is already entered. Please don't change this! This name has to be the same as our inventory system, otherwise your order will get lost. If any of this information is incorrect, please let us know and we'll change it for you.



9. The market will let you know your delivery options based on the weight of your order. Since this test order is over 400lbs, it can either be delivered for free, or can be picked up for free at The Food Group.



10. On the next page confirm your billing address, and then click complete order! You will receive a confirmation email with the details of your order. After we process your order you will also receive a delivery confirmation of when your delivery or pick up is scheduled.



11. If you would like to make any changes to your order after it has been submitted, we will need to do that for you. Please contact our Agency Team at agency@thefoodgroupmn.org or 763-450-3860.

If any of this process doesn't work or doesn't seem clear, please contact us! We are here to help!

Thank You!

agency@thefoodgroupmn.org | 763-450-3860

www.thefoodgroupmarket.org