User Guide

Existing user

1. Enter your existing **username & password** in the Online Ordering page.
2. If you forgot your password, click forgot password and our system will automatically prompt you your username and password with your email address.

New user

1. If this is your first time using our online ordering, you will need to create an online account. Enter your **full name, email address**, **username, password, contact number, birth date** and click **register**.
2. A confirmation mail will be sent to your registered email address. You will then need to **activate** your account.
3. To **activate** your account, click on the link in the email. If the link doesn't work, try copying and pasting it into your address bar (located at the top of your window).
4. Once you've activated the account, we will take you directly to the **login** page where you can login and start ordering.

Prior to making your first order, we need to identify your delivery location. The system will take you to the address search page where you'll need to enter your complete address information.