

## Southeast Missouri Food Bank Online Ordering Instructions

### Online Ordering Steps

1. Go to [www.semofoodbank.org](http://www.semofoodbank.org)
2. Click on **Agency Info** on the top right side of the page.
3. Click on **Order Online Here**. (If you get Select a Certificate click on CANCEL)
4. Type in your **Agency Ref.** (your agency number), **Username** (your agency number) and **Password** . Then click **Login**
5. Click on **Shop** on the left side of the page.
6. Select **Shop Online**
7. Enter the quantity you want of each item in the **Qty Box** and select **Add to Cart**.
8. When you are done entering the items you want
  - a. Click **Cart** at the top right side of the page.
  - b. Make any changes and click **Proceed to Checkout**.
  - c. Fill in your **Select Shipping Method, if delivery check box by IS DELIVERY**, and add any information you want us to know in the **Delivery Pickup Notes** box.
9. Once your order is correct click on **Save**. This will send the order to us. You will then get the Order History page that says **Your order was placed successfully**. It shows the order you just placed. If you click **View** it will show what you ordered.

If you have any question please call **Steve** at 573-475-7561