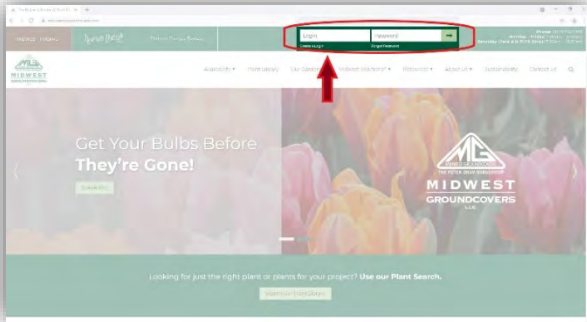
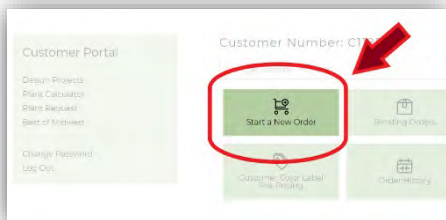
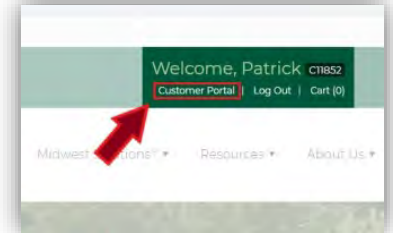


Step One: Login to your account – Enter your email address that you have on file with us. If you cannot remember which address you have on file, please give us a call. You will then enter your password to log in. If you cannot remember your password, please click the ‘Forgot password’ link, and you will be sent an email to reset your password. You must be logged in to place an order online.

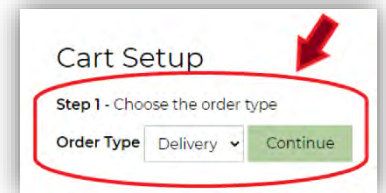


Step Two: Accessing the Customer Portal – Once you are successfully logged in, you will click on ‘Customer Portal’. Here, you can access your past orders, view any pending orders or quotes, and access other useful tools specific to your account.

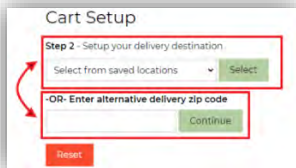


Step Three: Starting a New Order – To begin a new order, click on the square labeled ‘Start a New Order’ with the shopping cart icon.

***Note*:** *Starting a new order will clear your existing cart, you will receive a pop-up notice of this warning. Click ‘OK’ to continue.*

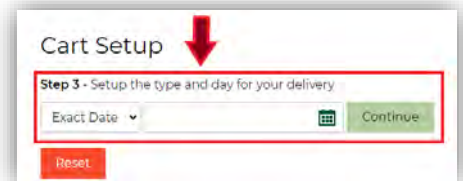


Step Four: Choosing Order Type – This will determine the logistics of your order. Please indicate here if you will be picking up the material, or if you plan to have us deliver to your desired location. Your options will include ‘Pickup’ or ‘Delivery’. Choose an option and then click ‘Continue’.



Step Five: *Delivery Orders Only* Delivery Location – You can choose from a saved location with the drop-down menu or enter a zip code for any non-saved locations (example: Jobsites). You will be prompted to fill in the new location in Step 7. Then click ‘Select’ or ‘Continue’ to move on to the next step.

Step Six: Scheduling Your New Order – If you have a day you know you will pick up or need delivery on, keep order on ‘Exact Date’ and select the day you will need it on the calendar. If you do not have a solid date for the order, select the ‘Will Call’ option. Choose which half of the month you project to need your order (Note: a Will Call order will not ship unless you follow up to release it). Then press ‘Continue’.



Step Seven: Entering a PO/Job Reference - If your order is for pick-up in the yard, the PO/Job Reference screen looks like this. For delivery orders, please continue to the other side of this page. You will need to fill out this box before you move on to ‘Save Cart Setup’.

For Delivery Orders, the PO/Job Reference Step is Combined

with the Finalizing Shipment Screen – This step is to ensure that your order will ship to the correct location. You will need to provide a phone number that can be called with any delivery information. If your order is being shipped to a non-saved location, provide the new address in the text boxes. You will need to fill out the 'Billing Information' section before moving on. When complete, click 'Save Cart Setup'.

***Note*: Delivery instructions are optional, but you will be required to enter a PO/Job Reference.**

Reading Plant Information: The Basics – You will see all of our inventory in alphabetical order. You have the option to filter your search. You can also search what you are looking for specifically. You will then add your desired quantity where it says 'Qty' next to the shopping cart icon/underneath the price. Your quantity will have to match or be less than what we have available.

Step Eight: Checking Out – When your cart is complete and you are ready to proceed with your order, click the 'Checkout' box.

***Note*: You can also access checkout through your cart, anytime, located in the top left corner of the screen.**

Step Nine: Reviewing your Order Details -

You will still have the ability to modify your cart if needed. If no further changes need to be made, click 'Place Order' and your order will be complete. The next page will be a confirmation for your order.

Part Code	Size	Price	Your Price	Qty	Total Price
237461G	#1	\$5.72	\$5.72	2 17 available	\$11.44
Subtotal					\$11.44
Under Min Drop Fee					\$100.00
Shipping					\$1.14
Fuel Surcharge					\$0.00
Labels					Yes No
Total					\$112.58

If you have any questions, please call or email our sales team. Thank you for choosing Midwest Groundcovers.

-847-742-1790

-mgsales@midwestgroundcovers.com