

# Welcome to our new online store!

The screenshot shows the Newark Natural Foods website. At the top, there's a navigation bar with a search bar, a cart icon showing '0 Items - Subtotal: \$0.00', and a 'Login' button. Below the header, a large banner features the text 'Ready for Pick-Up FRESH AND LOCAL PRODUCE' over a background image of fresh vegetables on shelves. A smaller 'Newark Natural Foods' logo is in the bottom left corner of the main content area. The main content area is titled 'GROCERY' and shows four product cards: 'NATURE'S CHARM SWEETENED COCONUT MILK', 'PURE COCONUT WATER', 'WATER STABILIZED ALKALIZED', and 'CLASSIC UNSWEETENED COCONUT MILK'. Each card includes a small image of the product, the brand name, the product name, the price, and a 'Save' amount.

Newark Natural Foods Coop members are able to create an account.

1. Click "Setup Online Account".
2. Choose a Reset Method. The system will be able to locate your account by the information available in your member profile. If you need to update your member email or phone number, please contact us at [info@newark.coop](mailto:info@newark.coop).
3. Follow the prompts to setup your online account.

The screenshot shows the login page of the Newark Natural Foods website. It features a 'Search' bar, a cart icon with '0 Items - Subtotal: \$0.00', and a 'Login' button. Below the header, there are fields for 'Email, Phone Number, or Account Number' and 'Password'. A 'Forgot password?' link is provided. A red arrow points from the text 'Already a customer at our store? If so, please use your existing contact information to setup your account for online use. [Setup Online Account](#)' to the 'Login' button. At the bottom, there's an 'INFORMATION' section with a 'Contact Us' link and a 'CONTACT US' section with the store's address, email, and phone number.

If you are not a Newark Natural Foods Coop member, you can still use the online store, but will simply checkout as a guest.

## Shopping and Checkout

1. Search for items and add to your cart.
2. If you have created an online account, your applicable member discount will automatically be applied to your order.

3. When your shopping is done, click on your cart, review your order, and click the red “Order Now” button to begin the checkout process.
4. You can include item instructions for any item in your cart or let us know that a substitute item is acceptable.
5. Enter your contact information and click “Continue”.
6. Select “Pickup at Store” and click “Continue”.
7. Select the date and time for pickup from the available options and click “Continue”.
8. Enter payment information. If you have created an account, you have the option to save payment methods to your account and will be able to select a payment method at this point.
9. Review and click “Confirm Order” to place your order.
10. A confirmation screen will show your order number along with the date and time your order will be available for pickup.
11. You will receive an email confirmation of your order.
12. The confirmation will contain and Estimated Total for your order. A hold for this amount will be placed on your payment account. Once the order is picked and completed by our staff, the final charge will be made to your account. Some items, for example weighed items, may be a slightly different amount than shown in the estimated total. An example of this would be bananas. If you order 3 bananas, the online order system will calculate an average weight for bananas in your cart. Once we weigh the bananas in your order, the weight may be slightly different than the estimate calculated. The actual amount for the bananas you receive is what your card will be charged. Please let us know if you have any questions about this.

SHOPPING CART		
	Price	Quantity
PURE COCONUT WATER	\$3.50 / ea	- <span style="border: 1px solid yellow; padding: 2px;">1 In Cart</span> +
<input checked="" type="checkbox"/> Add Item Instructions <a href="#">Move Or Copy To List</a> <input type="checkbox"/> Allow Substitutions <a href="#">Continue Shopping</a>		<a href="#">Remove From Cart</a>



## Member Online Account Options

1. Profile – Here you can keep your contact information and preferences up to date.
2. Orders – Your previous orders are available for viewing.
3. Past Items – A history of the items you have previously purchased.
4. Lists – Create shopping lists and add items to your lists while browsing items. To add an item to a list, click the icon next to the “Add to Cart” button. Select the list for the item.
5. Wallet – Manage your payment methods.
6. Change Password
7. Two-Factor Authentication – add an extra layer of security to your account.
8. Log Out



## Additional Information

1. Discounts and Sale Pricing will be automatically applied to your order if applicable.
2. Payment is made at time of order. We are unable to accept Cash, checks, or EBT as payment for online orders.

3. While we are hoping to be able to offer our special order service through our online store, currently special orders can be placed here: <https://www.newark.coop/special-orders>
4. Some items may be out of stock. An item pictured in the online store does not guarantee its availability. If the item isn't available, you will not be charged for it. Please let us know if you have questions.