



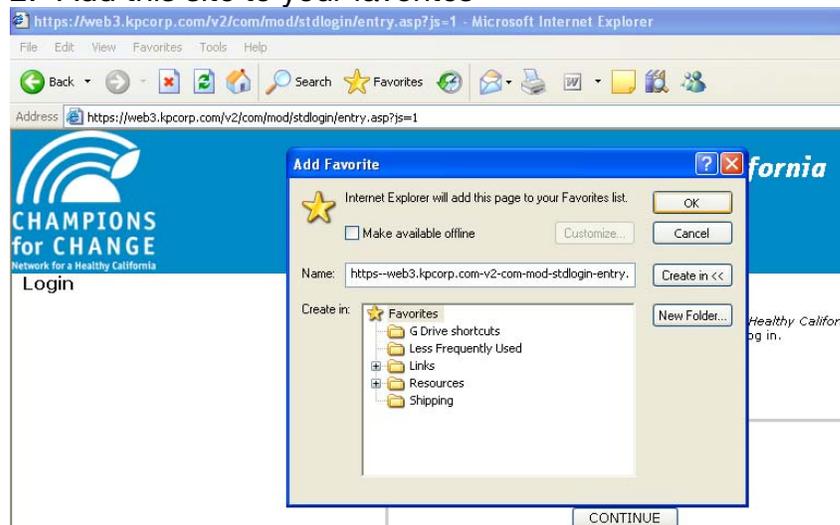
Network for a Healthy California **ONLINE ORDERING SYSTEM**

WEBSITE

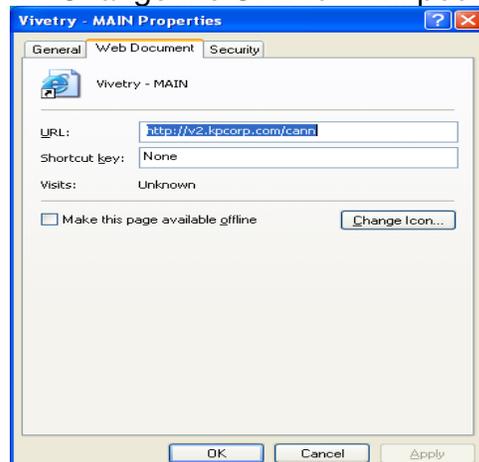
<http://v2.kpcorp.com/cann>

If you'd like to bookmark the page in your browser, you have to follow a few more steps. Simply clicking on "Add to Favorites" will not work. Here are the extra steps you must follow to successfully add this to your browsers' favorites:

1. Once in the site the web address will look similar to <https://web3.kpcorp.com/v25/entry.asp?Account=CANN>
2. Add this site to your favorites



3. Click on Favorites in the top navigation bar
4. Right click on the new entry
5. Click on properties
6. Click on the Web Document tab
7. Change the URL to: v2.kpcorp.com/cann



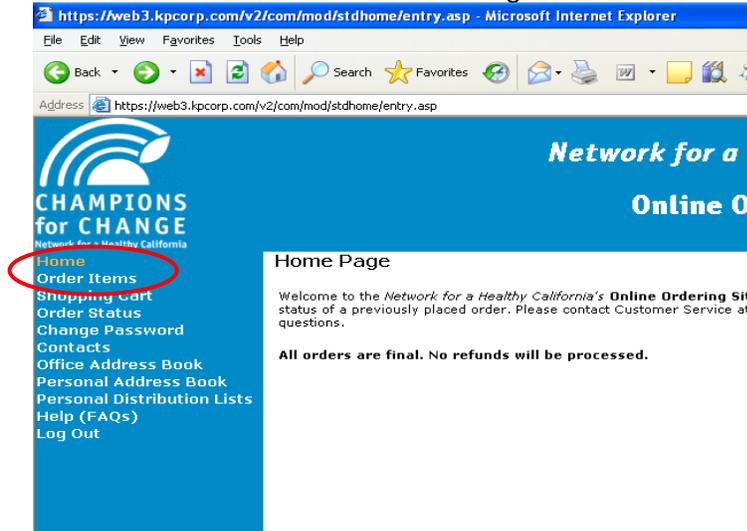
8. Click apply and then click Ok

CHANGE A PASSWORD

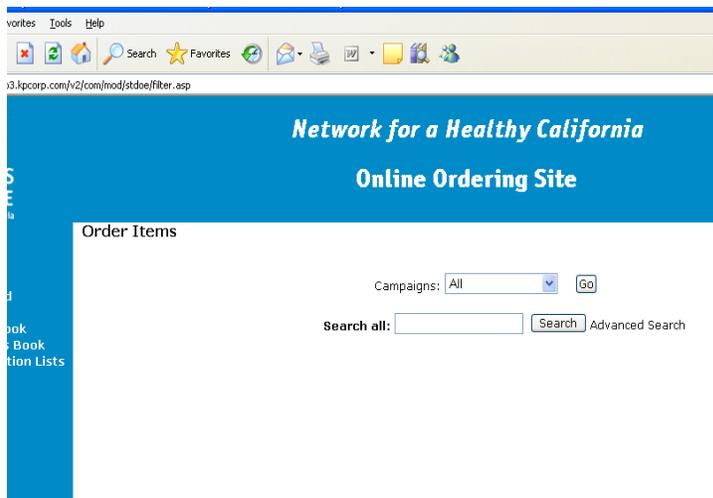
1.	Click on Change Password in the Navigation bar.
2.	On the Change Password page, click on the Old Password text box.
3.	Type in your current password in the Old Password text box and press TAB.
4.	In the New Password text box, type in your new password and press TAB.
5.	In the Verify Password text box, type in your new password again for verification.
6.	Click on Submit.

PLACE AN ORDER

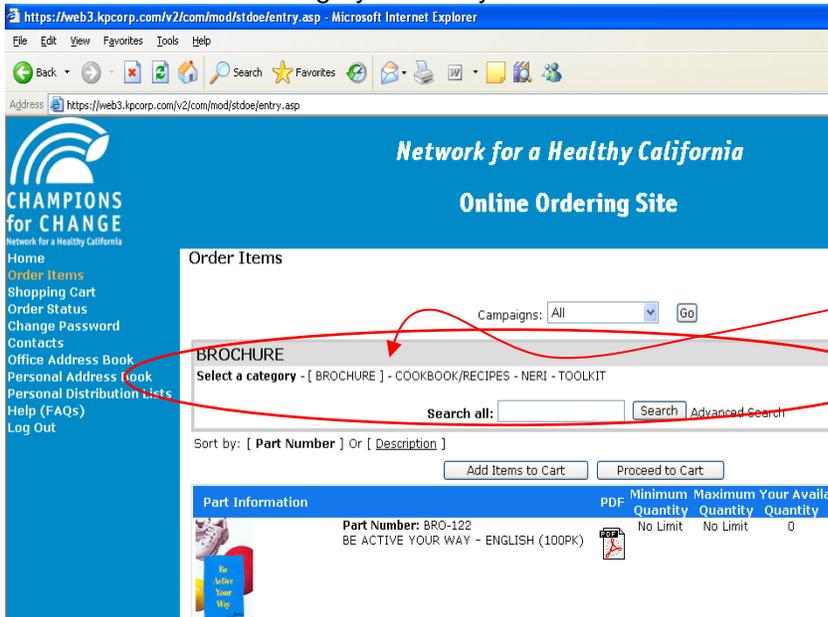
1. Click on Order Items in the Navigation bar



2. Choose filtering
 - a. To view all items simply click "Go"
 - b. To search for items pertaining to a specific campaigns select the Campaign from the drop down list, then click go
 - c. To search for an item by part number or description
 - i. Type the part # or description of the item in the field following "Search all:," then click the "Search" Button



3. Select which Category of items you want to view



Note that the current category is BROCHURE. Click on another category to see those types of items.

4. On the Order Items page, enter the quantity you wish to order for one or more items and click Add or Add Items to Cart. **NOTE: Pay close attention to those items that are in packs. They may be in packs of 35, 50, 100, etc. Please order accordingly**
5. When all items have been added, click Proceed to Cart.
6. The Shopping Cart displays your current order. You can change quantities or delete items and click Update Cart.
7. When finished, click Proceed to Checkout.
8. On the Ordered By Address page, fill out address information. If available, you may select either an Office Address or a Personal Address and click the corresponding Load button to populate the address fields.
9. Click Continue.
10. On the Ship To Address page, fill out address information. If available, you may select either an Office Address or a Personal Address and click the corresponding Load button to populate the address fields.
11. Click Continue.
12. On the Shipping Information page, choose a shipping method. If you choose a Third party Shipping Method you will be required to enter a Shipping Account Number and a third party billing address.
13. Click Continue.
14. On the Order Summary page, review your order information, make any changes needed.
15. Click Submit Order.
16. On the Order Confirmation page, use your browser's print feature to print the page as your receipt. For inquiries about the status of your order, click on Order Status in the navigation bar.

TRACKING THE SHIPMENT OF AN ORDER

1.	Click on Order Status in the Navigation bar.
2.	On the Check Order Status page, choose the Search By Order ID option and type the Order ID in the text box.
3.	Click Continue.
4.	The Order ID entered will appear highlighted with some limited information.
5.	Click on the highlighted Order ID to view all order information, including tracking information.
6.	Click on the tracking number link to view package tracking information on the carrier's website.

TO SET UP PERSONAL ADDRESSES

A person address book is a list of addresses that are maintained by the user. Creating a personal address book allows the user to move through the ordering process quicker in that they do not have to manually type recipient addresses.

1.	Click on Personal Address Book in the Navigation bar.
2.	To add a new personal address, click Add, enter a Description for the address as well as the address information, and click Save.
3.	To change a personal address, click Edit, change the description or address information as needed, and click Save.
4.	To delete a personal address, click Delete. A confirmation page will display. Click Yes to delete the address or click No to keep the address.

OFFICE ADDRESS BOOK

The addresses have been pre-populated for your convenience and cannot be changed. Use your Personal Address book should you need to add a contact.

CREATE A PERSONAL DISTRIBUTION LIST

A personal distribution list allows you to place ONE order for multiple recipients. This function requires that you ship the same amount of each item for each person in the list. The same number of items will be shipped to each person designated in the distribution list.

1.	Click on Personal Distribution Lists in the Navigation bar.
2.	Click on Create New Distribution List.
3.	Enter a unique name and a description for the distribution list you are creating. (e.g. Northwest Sales Group or Marketing Managers)
4.	Click Save.

I FORGOT MY PASSWORD

Contact Jessica McCallister at 916-449-5457 or jessica.mccallister@cdph.ca.gov and she will reset your password. The User ID will remain the same.

This material was funded by USDA's Food Stamp Program through the California Department of Public Health's *Network for a Healthy California*. These institutions are equal opportunity providers and employers. The Food Stamp Program provides nutrition assistance to people with low income. It can help buy nutritious foods for a better diet. For information on the Food Stamp Program, call 1-888-328-3483.