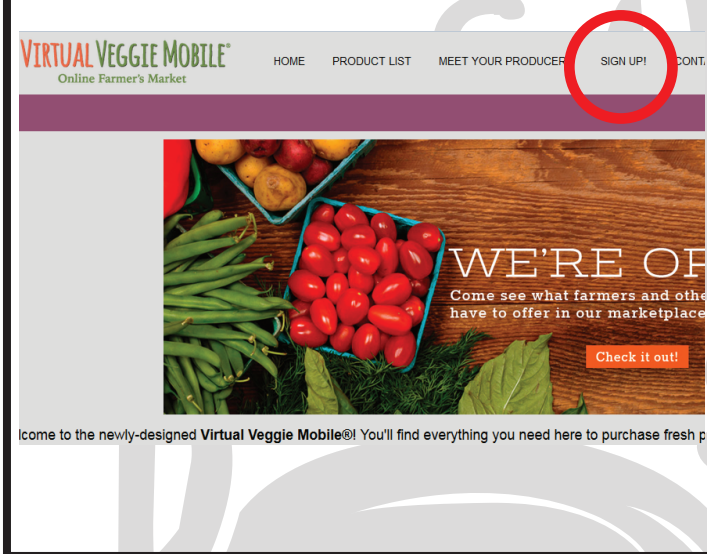


CAPITAL ROOTS' VIRTUAL VEGGIE MOBILE®

WEBSITE USER GUIDE

1. Go to *marketplace.capitalroots.org* and click "Sign Up."



2. Create a new account. Use your email address and create a password for your account using the password guidelines.

HOME PRODUCT LIST MEET YOUR PRODUCERS SIGN UP! CONTACT US

Create a New Account

We're glad you'd like to join our market. Please enter your email address and a password to begin the registration process.

Email

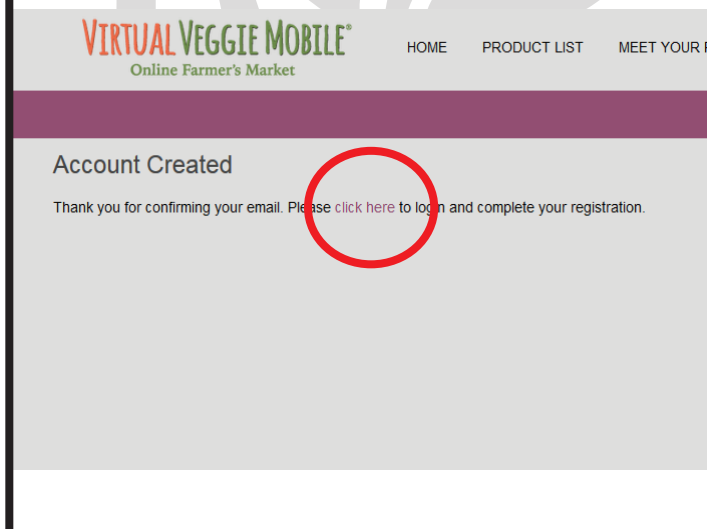
Password

Passwords must be 8-64 characters and contain at least one number, one upper-case letter and one lower-case letter.

Confirm password

[Create Account](#)

3. Great! Your account is now created. Now click "Click Here" to complete your full registration.



4. Choose a distribution location close to home. This is where you will pickup your order every week. Then fill out the remainder of your information.

Register

☐ I am: An Individual or Family ☐ I am: An Organization

Customer Distribution Location

First Name

Last Name

Organization

Address

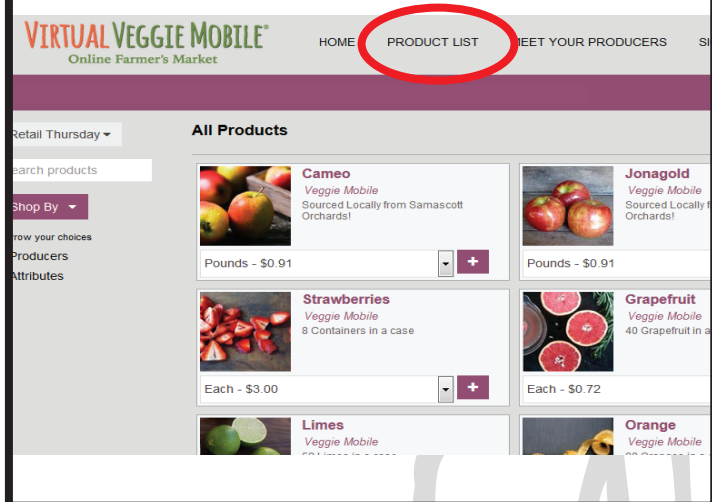
Phone

Alternate Phone

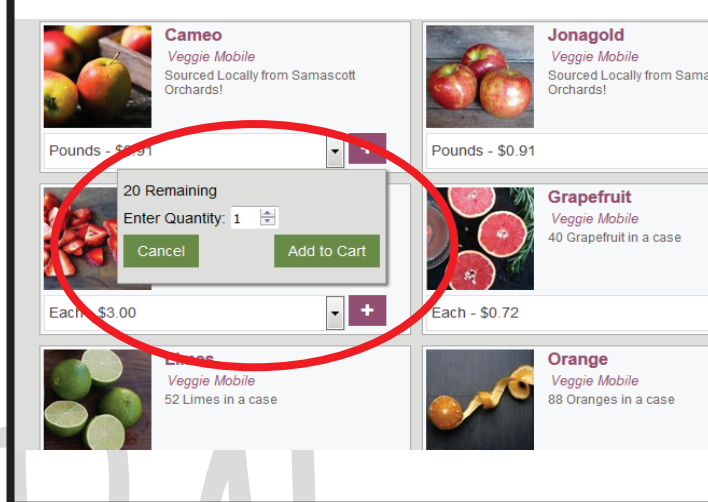
Email

☐ Send me more info

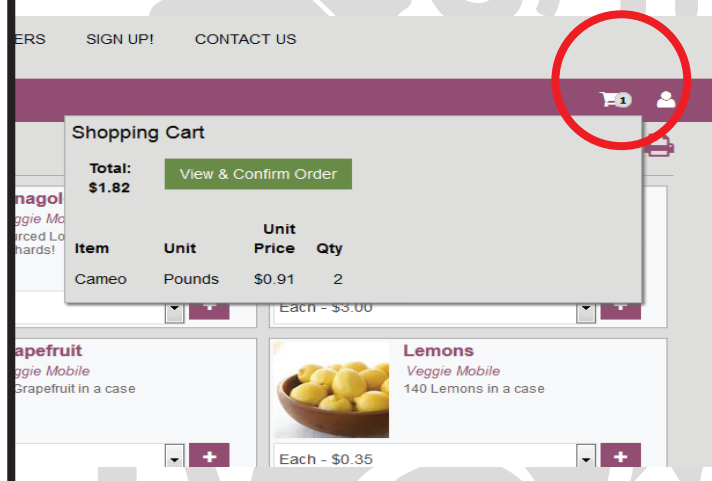
5. Click on "Product List" at the top and start shopping!



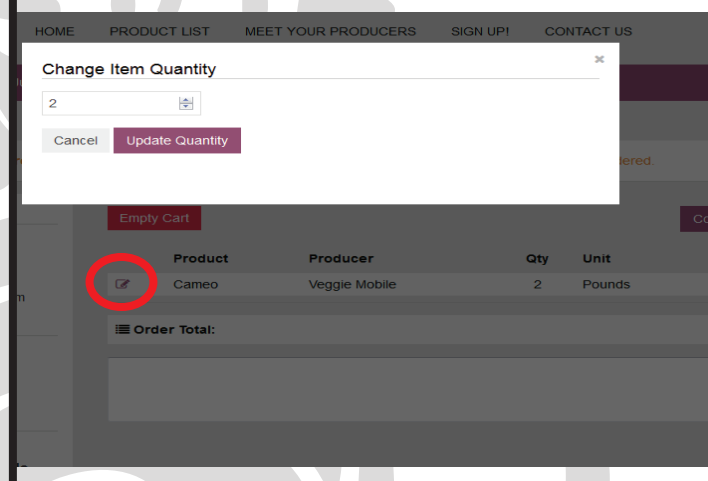
6. If you find a product you like, click the "+", enter your quantity, and click "Add to Cart."



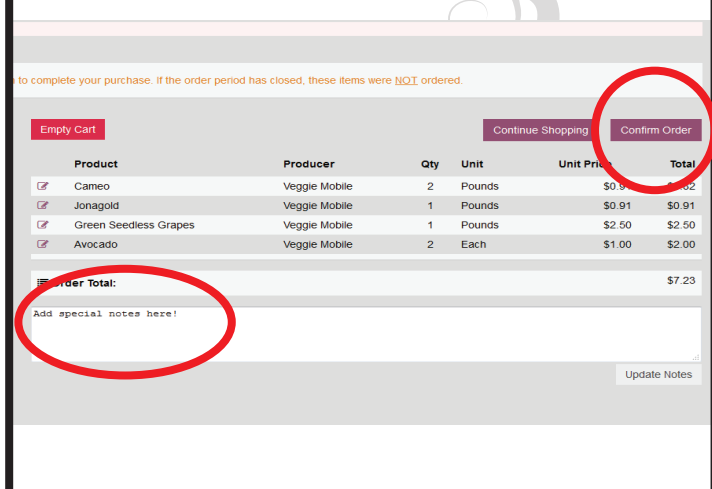
7. Click on the shopping cart, and then click "View & Confirm Order."



8. If you need to edit an item, click the notepad icon, change the quantity and click "Update Quantity."



9. Add special notes if needed, then check your order is ready to go and click "Confirm Order."



10. You will see your order confirmation, along with options to resend a confirmation to your email or cancel or update your order. You're finished!

