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.

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 pick up your order every week. Then fill out the remainder of your information.
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!