

# ONLINE ORDERING INSTRUCTION MANUAL

# Step 1:

**Use the URL (link) we provided you** and place it on your website. If you don't have a website, skip to step 2.

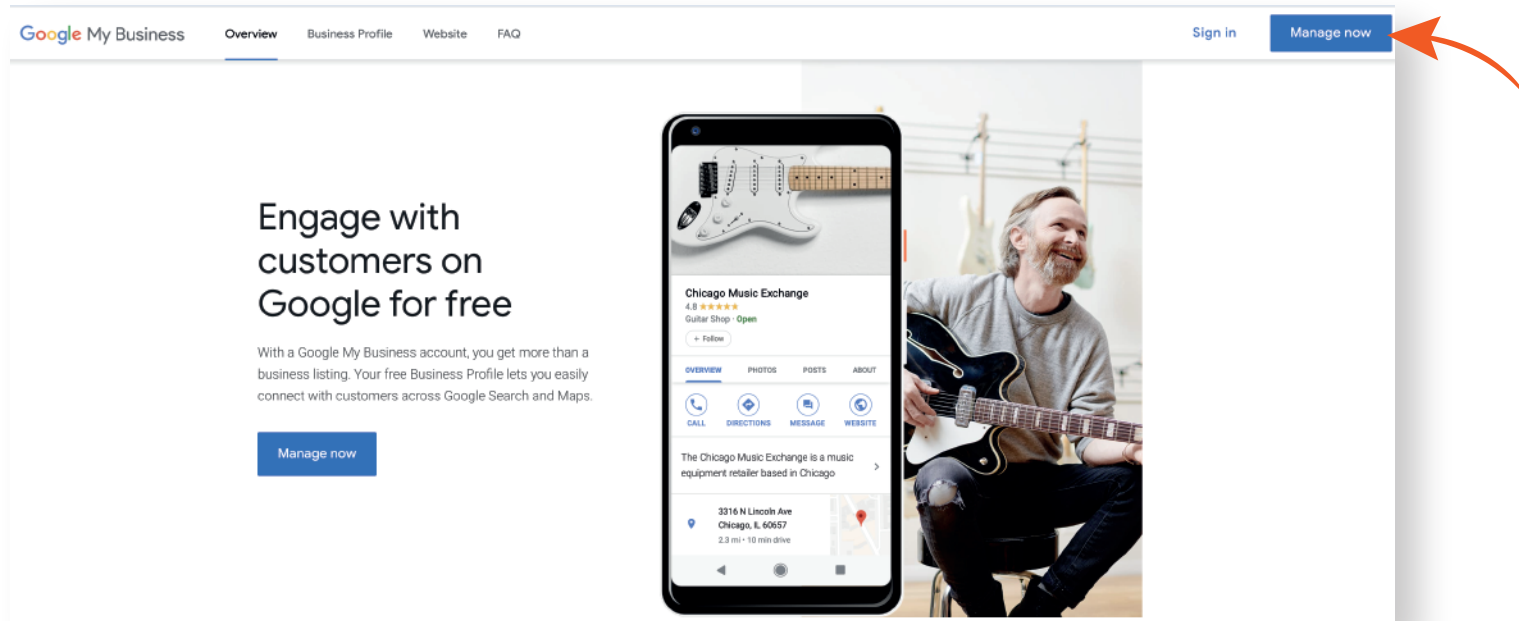
*(Hint: Usually somewhere in the top menu is the best place to put it in)*



# Step 2:

**Place the same URL in your Google My Business profile.** You can see the steps on how to create a Google My Business Listing below.

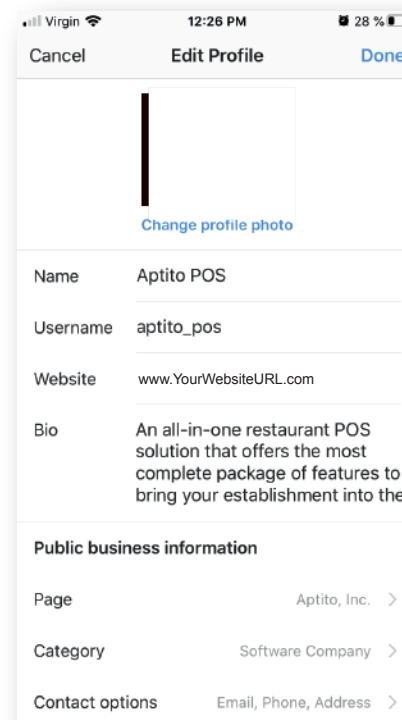
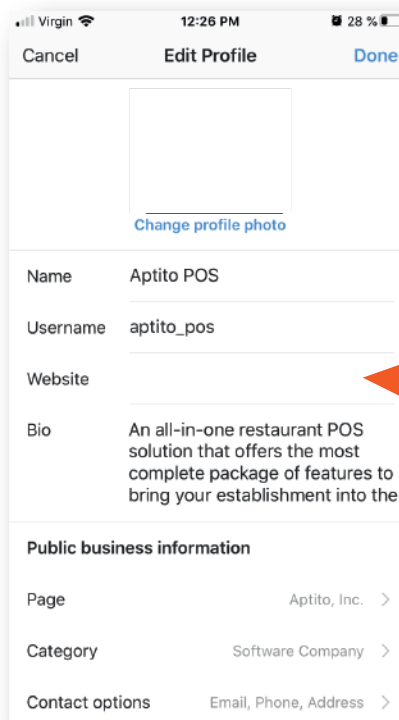
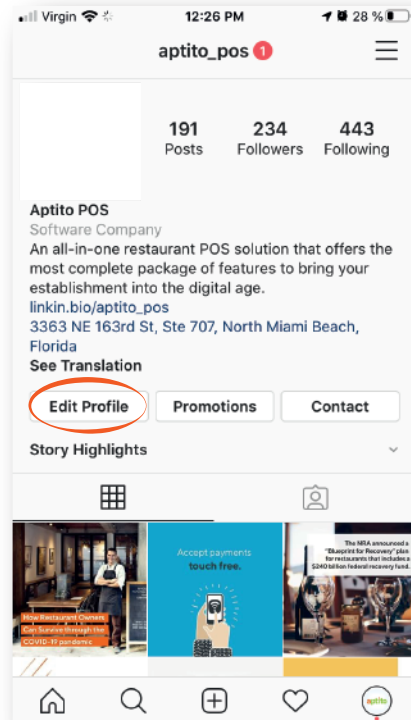
- 2.1 Log into the Google Account you want associated with your business (or create a Google Account if you don't already have one).
- 2.2 Go to [google.com/business](https://google.com/business) and select "Manage Now" in the top right-hand corner.
- 2.3 Enter your business name.
- 2.4 Enter your business address.
- 2.5 Choose your business category.
- 2.6 Add your business phone number and your website (The URL we provided you with).
- 2.7 Choose a verification option. If you're not ready to verify your business yet, click "Try a different method" -> "Later."



# Step 3:

**Place the same URL in your Instagram business profile.** You can see the steps on how to place a link on your Instagram business profile below.

- 3.1 On your Instagram account, go to your profile.
- 3.2 Once you are in your profile, click the edit button.
- 3.3 Now where it says “website” next to it, add the URL we provided you with or your own website if you will add our link on your website.
- 3.4 Click “Done” in the upper-right hand corner of the screen when you’re finished.



## Step 4:

**Print your QR Code** by going to your Online Ordering Page and clicking on your QR code on the top right corner.



## Step 5:

Now that you printed your QR code page, **place it in places where your customers can see it and scan it.**



## Step 6:

**Done.** Your online ordering is completely set up.

