



Placing an order for  
**CURBSIDE PICKUP or DELIVERY**  
on the [Main Street Market](#) website

**Please note:** You must be logged into your **Account** in order to shop online.

If you do not have a [Coop Cash Card](#)\* or a [Panhandle Coop Member Account](#), you will need to set up a **Personal Account** to Shop Online. Proceed to **Step 2** for Instructions on how to Register/ Sign up.

If you are a [Coop Cash Card](#)\* holder, **Sign in** using the [number](#) that’s on the **back** of your Coop Cash Card or the *email* associated with that Card. If you are a **Panhandle Coop Member**, **Sign in** with your *Account Number*. See **Step 1** below. After you’ve finished logging in, skip to **Step 3**.

**Step 1**

**How to Login to Your Main Street Market Account**

Click **Login** located at the upper right-hand corner of the screen. *(See image 1 below.)*



**Enter** your Employee Discount Card *number*, Coop Cash Card *number*, your Member Account *number*, or the *email* associated with your Card. *(See image 2.)*

Click **Sign in** to be taken to the website’s **Home** page.

Don’t have an Main Street Market Online Account?

Click **Sign up**

**Forgot your password?**

Click **Forgot your password?**

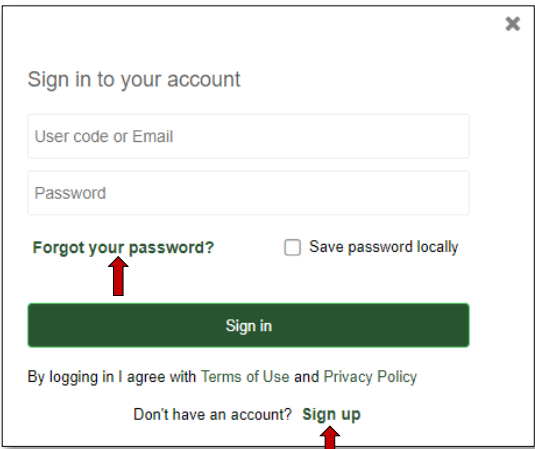


Image 2.

\*A **Coop Cash Card** allows you to get “cash back” on your grocery purchases. See Customer Service at any Main Street Market to sign up.



**Please note:** You must be logged into your **Account** in order to shop online.

Step 2

How to Sign Up/ Register for a Main Street Market Account

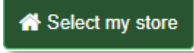
Click **Register** located at the upper right-hand corner of the screen. (See Image 3 below.)



Image 3.

A **New Account Form** will pop up. (See image 4.)


**Type** your information in the appropriate fields. The red asterisk indicates a required field.

Click  and choose the Main Street Market store where you shop.

**Enter** the Captcha letters/numbers exactly as they appear on the screen.

**Choose** your **Communication preferences** by clicking on the boxes to the left of the options.

Click **Agree**

Click  and then check your email for a confirmation verifying your account information.

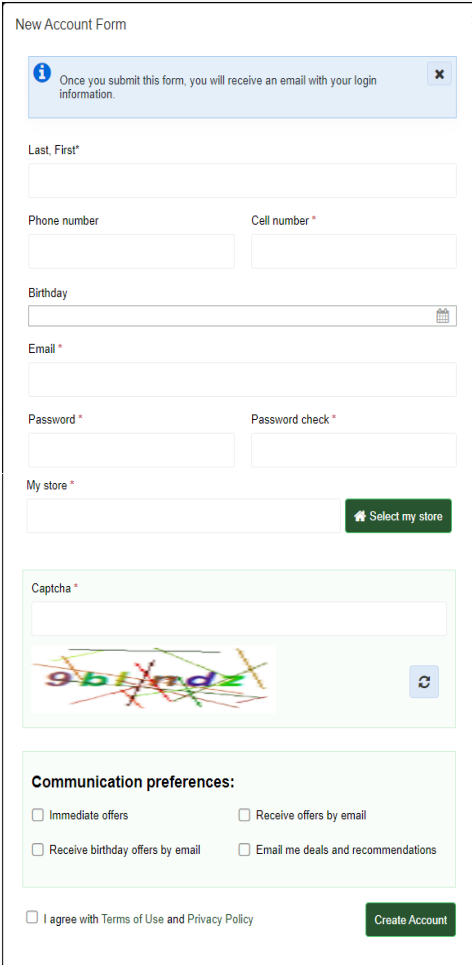


Image 4.

**Click** on the **Main Street Market** link at the top of page 1 to be taken to the Main Street Market Online Shopping Website or download the mobile app **Main Street Market PCA** on Google Play or the Apple App Store.



Step 3

How to Shop Online

**Please note:** You must be **logged into your Account** in order to shop online.

Once you’ve logged into your Main Street Market account, you’ll be taken to the **Home** page. You should see your **Name** next to **Account** located at the upper right-hand corner of your screen. *(See image 5 below.)* If you don’t see your name, logout and try logging in again. If you still don’t see your name contact us at 308-630-5249 or [marketing@panhandlecoop.com](mailto:marketing@panhandlecoop.com).

**Click Account** located at the upper right-hand corner of your screen to be directed to the **ACCOUNT PROFILE** page. *(See image 5 below.)* You should see your **Name** next to **Hello,** located above the **Contact Information** header. If you have a Coop Cash Card\*, your number should appear next to **Customer #** located to the right of your name. If you do not have a Coop Cash Card, the system will assign a Customer number to you.

\*A **Coop Cash Card** allows you to get “cash back” on your grocery purchases. See Customer Service at any Main Street Market to sign up.

The Account Profile page will allow you to:

- Update Contact information
- Change Password
- Change Billing/ Delivery Address
- Change Main Street Market Store Location
- Change Pick up/ Delivery Preferences
- Check Coop Cash Card Points History

Account Profile page

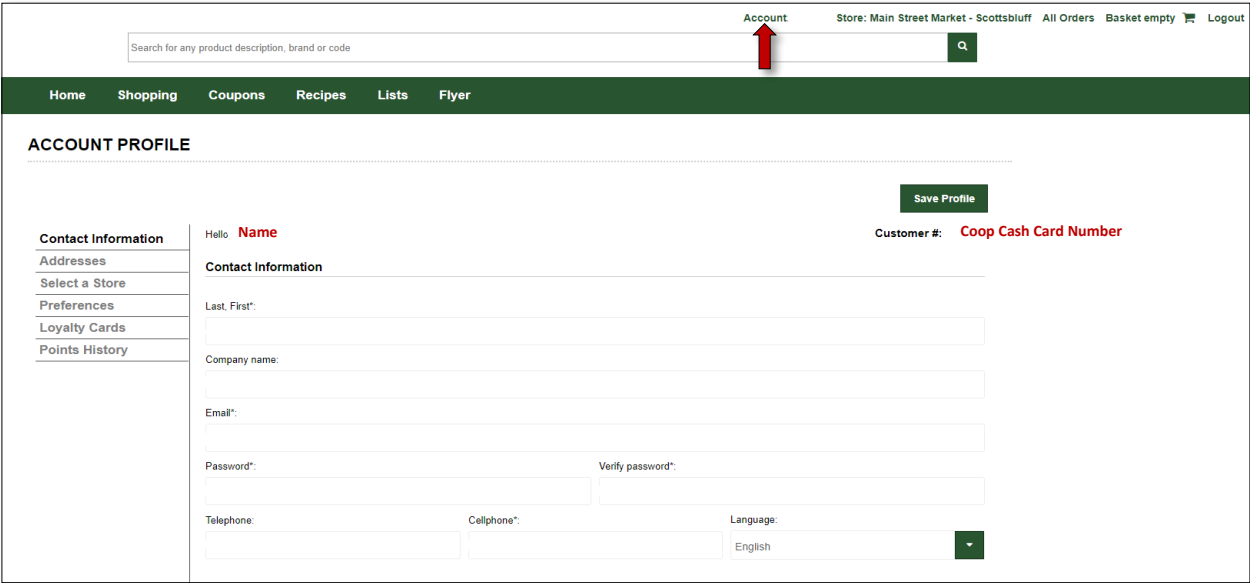


Image 5.



Step 4

Start Shopping!

Click the **Shopping** tab located in the green bar at the upper left-hand corner of your screen. *(See image 6 below.)*

To browse items, enter the name of an item in the **Search** bar, click on one of the **8 main Categories** with images or, click the boxes under **Categories, Filters**, or **Preferences** to the left-hand side of your screen. *(See image 6 below.)*

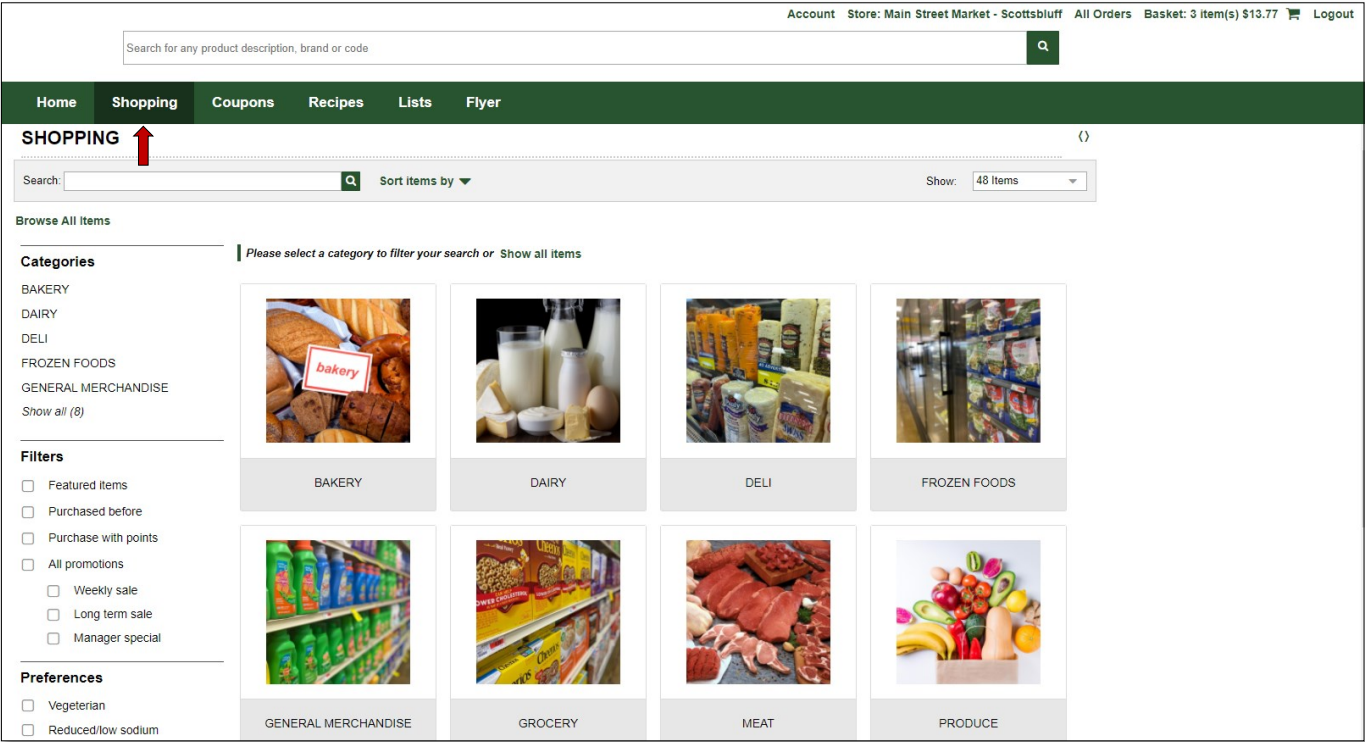


Image 6.

## Step 5

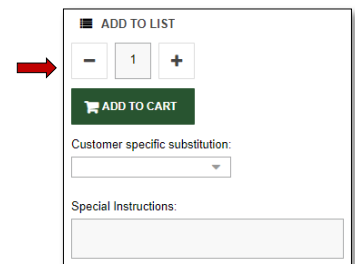
## Add an Item to Your Cart

Choose an item(s) in the subcategories or under ***Matching items in promotion***. When an item is clicked, a new window will open. (See image 7.) Use the – or + sign to choose the item’s quantity or enter the number of pounds. (See image 8.)

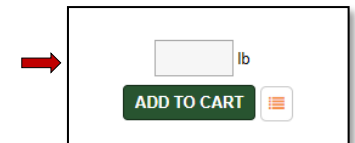
**Please note:** Although an item may appear online, our in-store inventory is limited. Some items may be unavailable when your Shopper picks up your order. To give the Shopper instructions on what to do in the case of a substitution, click the arrow on the **Customer Specific Substitution** drop-down field and then choose one of the options.

To add a comment, (e.g., “One bunch of green/less ripe bananas.”), click and start typing inside the box under **Special Instructions**.

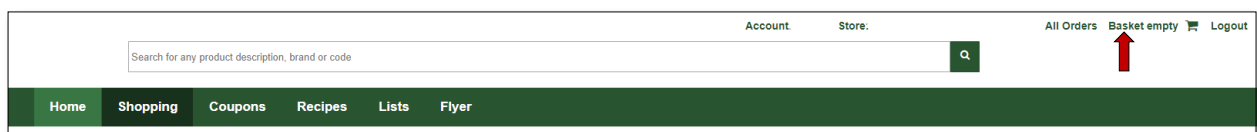
When complete, click on **ADD TO CART** to place item in your shopping **Basket**. To keep track of your items, the shopping **Basket** is located in the upper right-hand corner of your screen. (See Image 9 below.)



*Image 7*



*Image 8*



*Image 9*

**Please Note:** There is a \$25 minimum order fee for Delivery orders and a \$2.50 Delivery fee. There is No minimum order fee for Curbside Pick up.



Step 6

Review Your Cart & Check Out



Click **Basket** or the shopping cart  located in the upper right-hand corner of your screen. (See image 10 below.)

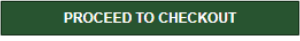


Image 10

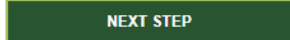
A new window will open. Review the items in your **BASKET**.

Click  if you’re not ready to checkout and would like to finish your order at a later date.

Click  if you no longer want the items in your cart.

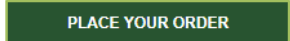
Click  and a new window will open. Confirm your main billing address, shipping address, the store location, and the amount due.

Click  and select **Handling Method** and **Time Slot**.

Click  and enter your payment information.\*

**\*Your CREDIT CARD will NOT be billed at the time of the online order. Payment will be taken at either pickup or delivery.**

Click  and confirm your order.

Click  . A confirmation will be emailed to the email address on file.

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