

Order groceries from stores you trust with Shipt.



How to redeem your free membership.

- 1. Type shipt.com/offer into your internet browser.
- 2. Find "Enter coupon code" to enter your personal code, found in your member portal.
- 3. Select Redeem.
- 4. Enter your email address and ZIP code and click Sign Up.



How to place an order.

- 1. Type **shipt.com** into your internet browser.
- 2. Click Log in in the top right corner.
- 3. Type in your email address and password. Click Log in.
- 4. Click the store logo in the top left corner of the screen to select the retailer you'd like to order from.
- 5. Browse items by searching or navigating by categories, found in the upper banner of the screen, beneath the search bar.
- 6. Click the + sign next to an item to add it to your cart.
- 7. When you're done adding items, click the cart icon in the top right of the screen. Review the items in your cart, and select **Check Out** if you are ready to place your order.
- 8. Click the + signs to select your delivery address and payment methods.
- 9. Then, choose your delivery day and 1-hour delivery window by clicking the bubble next to the time of your choosing. Your order will arrive within that 1-hour time span.
- 10. Choose a substitution preference by clicking the + sign and selecting one of the options:
 - Contact me so I can choose: If the store is out of an item you've requested, your Shipt Shopper will contact you using the phone number saved to your account.
 - Choose for me: Your Shipt Shopper will use their best judgment to replace any out-of-stock items with a similar alternative.
 - Do not substitute: Your Shipt Shopper will not replace any out-of-stock items with an alternative.
- 11. Add any additional delivery instructions you may have for your shopper.
- 12. Click Place Order in the top right of the screen to complete your order. After your order has been placed, you will see a confirmation screen with all of your order details.
- 13. Click Account in the top right of the screen and then Log Out when you're all done.