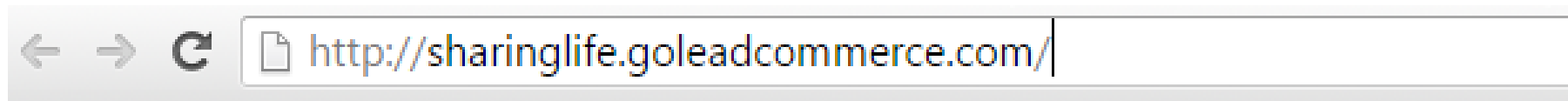


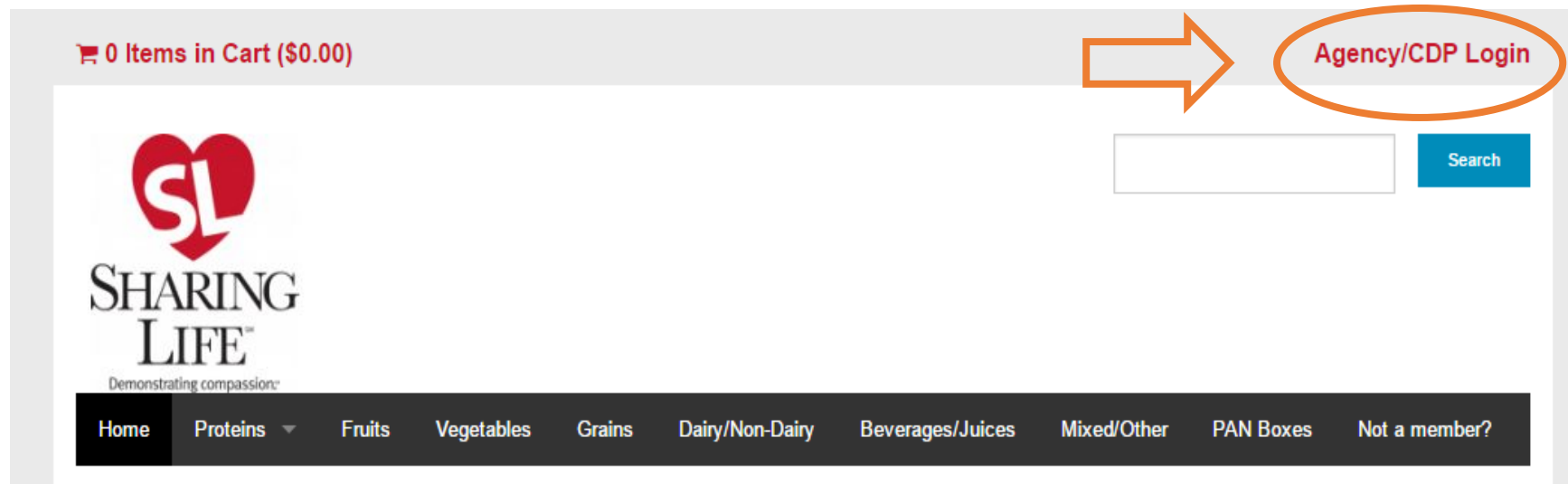
# How to Order Online

<http://sharinglife.goleadcommerce.com/>

- In your web browser, navigate to <http://sharinglife.goleadcommerce.com/>



- Click on **Agency/CDP Login** in the upper-right corner of the page



- Login using your **email address** and **password** on file with Sharing Life
- Click the blue **Login** button

Sign In

Enter your Email Address

Existing Customer, Enter your Password

[Login](#) ←

[Forget Your Password?](#)

Email Address

[Login](#)

### Agency/CDP Login

Existing Sharing Life Partner Agencies and Community Distribution Partners (CDPs) should login here to place their orders.

Contact Jacob Taylor at [jacob@sharinglifeoutreach.org](mailto:jacob@sharinglifeoutreach.org) or (972) 279-6200 if you are a new Sharing Life Partner Agency or CDP and do not have a login.

If you are not a returning agency or CDP, visit the [Not a member?](#) page for more information about the NTFB Sharing Life Hub and its network of Partner Agencies and CDPs.

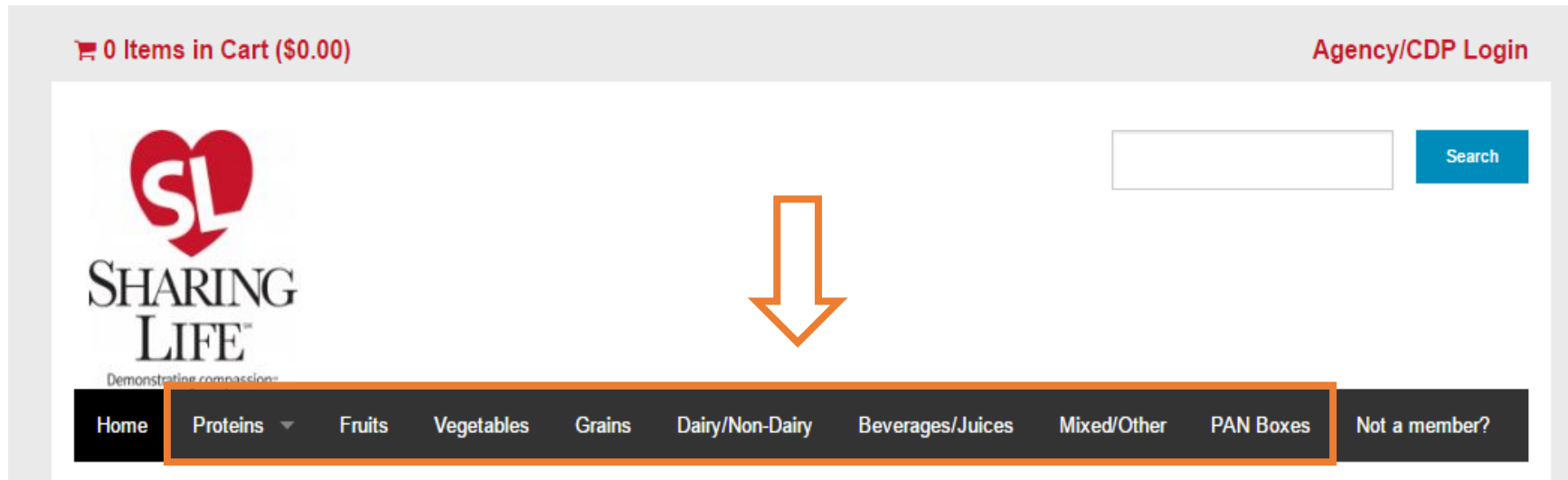
### Forgot Password

Enter your email address to reset your password.

- If you have not set a **password**, click on **Forget Your Password?** Then, enter your email address and click the blue Login button to set your new password. You will receive an email from Sharing Life containing a secure link to set your password. Follow the steps to select a new password

- Follow the same steps to reset your **password** if you forget your password

- Once you have logged in, you will be able to browse the **Product Categories** from the navigation bar near the top of the page



- Click on a **Product Category** to view related food products

MEMBER ONLY

Home Proteins ▾ Fruits **Vegetables** Grains Dairy/Non-Dairy Beverages Mixed/Other PAN Boxes Not a member?

---

Price

\$0.00+ (5)

## Vegetables

USDA SWEET PEAS, CANNED	\$2.76	USDA SPINACH, CANNED	\$2.88	USDA GREEN BEANS, CANNED	\$3.00
USDA CORN, KERNAL, CANNED	\$3.24	USDA CARROTS, CANNED	\$2.64		

1 - 5 of 5

- Click on an item you would like to order
  - You will be taken to a detailed view of the product with price, individual unit size, number of units per case, and pounds per case
  - Note that **ALL** items are ordered by the case
  - Price is determined by multiplying the pounds per case by the handling fee (ex., \$0.12 per pound) to arrive at the price per cased based on pounds

demonstrating compassion:

Home Proteins ▾ Fruits Vegetables Grains Dairy/Non-Dairy Beverages/Juices Mixed/Other PAN Boxes Not a member?

Home › Products › USDA GREEN BEANS, CANNED

# USDA GREEN BEANS, CANNED

Individual unit size: 14.5 oz  
Individual units per case: 24  
Pounds per case: 25  
Cases per pallet: 85  
Unit of measure: CASE

\$3.00

Quantity

Add To Cart

- In the **Quantity** text box, enter the number of cases you want to order
  - Note that the price will change to reflect the price for the number of cases you entered

demonstrating compassion

Home Proteins ▾ Fruits Vegetables Grains Dairy/Non-Dairy Beverages/Juices Mixed/Other PAN Boxes Not a member?

Home › Products › USDA GREEN BEANS, CANNED


# USDA GREEN BEANS, CANNED

Individual unit size: 14.5 oz  
Individual units per case: 24  
Pounds per case: 25  
Cases per pallet: 85  
Unit of measure: CASE

\$3.00

Quantity

Add To Cart





- Click the blue **Add to Cart** button to add the item(s) to your cart

demonstrating compassion:

Home Proteins ▾ Fruits Vegetables Grains Dairy/Non-Dairy Beverages/Juices Mixed/Other PAN Boxes Not a member?


Home › Products › USDA GREEN BEANS, CANNED

# USDA GREEN BEANS, CANNED

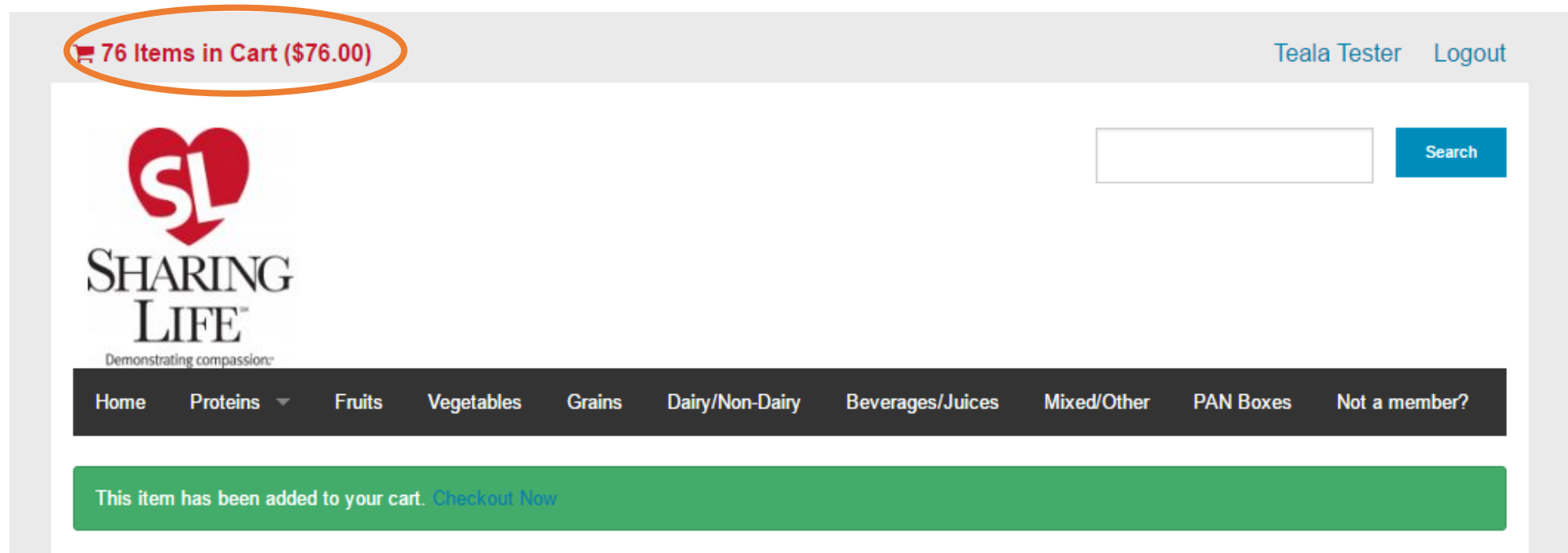
Individual unit size: 14.5 oz  
Individual units per case: 24  
Pounds per case: 25  
Cases per pallet: 85  
Unit of measure: CASE

\$3.00

Quantity

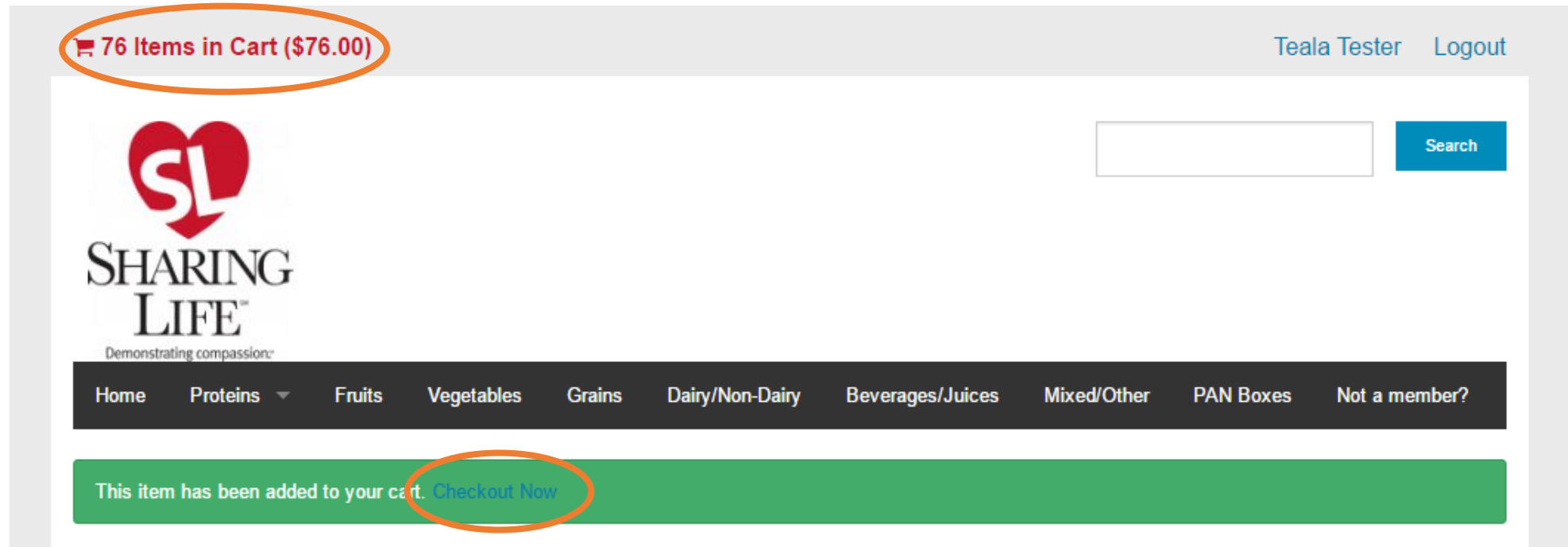
 **Add To Cart**

- At the upper-left corner of the page, you will see the number of items in your cart and price



- Continue shopping until your order is complete

- When you are ready to checkout, click on the **Items in Cart** in the upper-left corner of the page or click **Checkout Now** in the green message after you have added the last product to your order


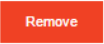


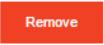




- Review your **Shopping Cart**

- You can edit the items in your cart

- When changing the quantity, be sure to click the blue **Update Cart** button
    - You can remove an item by clicking the orange **Remove** button below the item

### Shopping Cart

Product	QTY	Price	Total
 300 x 300 USDA SWEET PEAS, CANNED Part: 1000000111  	<input type="text" value="15"/>	\$2.76	\$41.40
 300 x 300 USDA CEREAL, RICE KRISPIES (457) Part: 1000000701 	<input type="text" value="7"/>	\$1.44	\$10.08

- After you have reviewed your **Shopping Cart**, click the blue **Proceed to Checkout** button

Total Items: 24

Subtotal: \$57.96

[Proceed to Checkout](#)

**From the Blog**  
Pickup Calendar  
Food Pickup

**Support**  
Agency/CDP Login  
Not a member?  
Sitemap

© 2014 Sharing Life · 3544 E Emporium Cir, Mesquite, TX 75150 · (972) 279-6200

- Verify your shipping address
  - You must complete this step to submit your order even though you will be picking up your order from Sharing Life

## Select a Shipping Address

Select the address you would like to use below or enter a new shipping address below.

### Test CDP

4500 S Cockrell Hill Rd  
Dallas, TX, 75236  
United States  
Phone: 972-342-0029

Ship To This Address

Edit

Delete

### Test CDP

4500 S Cockrell Hill Rd  
Dallas, TX, 75236  
United States  
Phone: 972-342-0029

Ship To This Address

Edit

Delete

- Click the blue **Ship To This Address** button

- Review your order again and click the blue **Payment and Review** button on the **Choose your shipping method** page

## Choose your shipping method

---

### Shipping 24 items

Shipping to: Test CDP, 4500 S Cockrell Hill Rd, Dallas, TX 75236-2028

USDA GREEN BEANS, CANNED

\$45.00

Quantity: 15

USDA CEREAL, RICE KRISPIES (457)

\$10.08


Quantity: 7

USDA JUICE, CRANBERRY COCKTAIL CONCENTRATE

\$2.88

Quantity: 2

Pick your shipping speed

 Pickup (\$0.00) ▾

[Payment And Review](#)

- On the **Review and Payment** page, select **Place without Payment** from the **Pick your Payment Method** dropdown menu
  - You must still pay your balance owed to Sharing Life via check within 30 days of receiving your **Order Summary / Invoice**

## Review and Payment

### Shipping Address

Test CDP  
4500 S Cockrell Hill Rd  
Dallas, TX, 75236  
United States  
Phone: 972-342-0029

[Change](#)

[Change Shipping Method](#)

### Billing Address

Test CDP  
4500 S Cockrell Hill Rd  
Dallas, TX, 75236  
United States  
Phone: 972-342-0029

[Change](#)

### Gift Cards & Promotional Codes

[Apply](#)

### Order Summary

Test Grain	\$36.00
Quantity: 12	
<hr/>	
Subtotal:	\$36.00
Shipping and Handling:	\$0.00
<hr/>	
Total before tax:	\$36.00
Tax:	\$0.00
<hr/>	
Grand Total:	\$36.00

## Pick your Payment Method

Place Without Payment

[Place Order](#)



- Once you have placed your order, you will receive a confirmation email with your **Order Summary**.



Sharing Life  
<http://sharinglife.goleadcommerce.com>  
 3544 E Emporium Cir  
 Mesquite, TX 75150  
 Phone: [\(972\) 279-6200](tel:972-279-6200)

Customer:  
 Test CDP  
 4500 S Cockrell Hill Rd  
 Dallas, TX 75236  
 Phone: [972-342-0029](tel:972-342-0029)

**ORDER # 8**

ORDER #	Date Placed	Total Quantity Ordered	Order Total
8	6/7/2016	12	\$36.00

SKU	Product	Quantity Ordered	Pounds per Case	Price
2	Test Grain Test CDP, 4500 S Cockrell Hill Rd, Dallas, TX 75236-2028	12	24	\$36.00

Payment Method	Amount	Details	Date
	Subtotal:		\$36.00
	Order Total:		\$36.00
	Paid:		\$0.00
	Balance:		\$36.00

Notes:

You will pick up your order from Sharing Life on your scheduled pickup day. Visit the [Pickup Calendar](#) for confirmation of date and time for your pickup.

If you have any questions, please contact the Hub Team at [hub@sharinglifeoutreach.org](mailto:hub@sharinglifeoutreach.org) or (214) 308-0859.

## Make a mistake on your order?

- Contact the Hub Team at [hub@sharinglifeoutreach.org](mailto:hub@sharinglifeoutreach.org) to notify them of your mistake and how you would like to correct it.
- Do NOT submit a new order.
  - You cannot make changes to orders once they have been submitted.
- Order corrections must be made 24 hours before your scheduled pickup.

## Want to download an Order Summary / Invoice?

You can view your orders and invoices on the order website when you are logged in.

1. To view your account, click your name at the top right of the page.
2. Click **View All Orders**.
3. Scroll to find the desired order.
4. Click the blue **Review Order Details** button to see the Order Summary / Invoice.
5. Click the blue **Download PDF** button to download a copy of the Invoice.

Note: You cannot make changes to an order once it has been submitted. Contact the Hub Team at [hub@sharinglifeoutreach.org](mailto:hub@sharinglifeoutreach.org).