



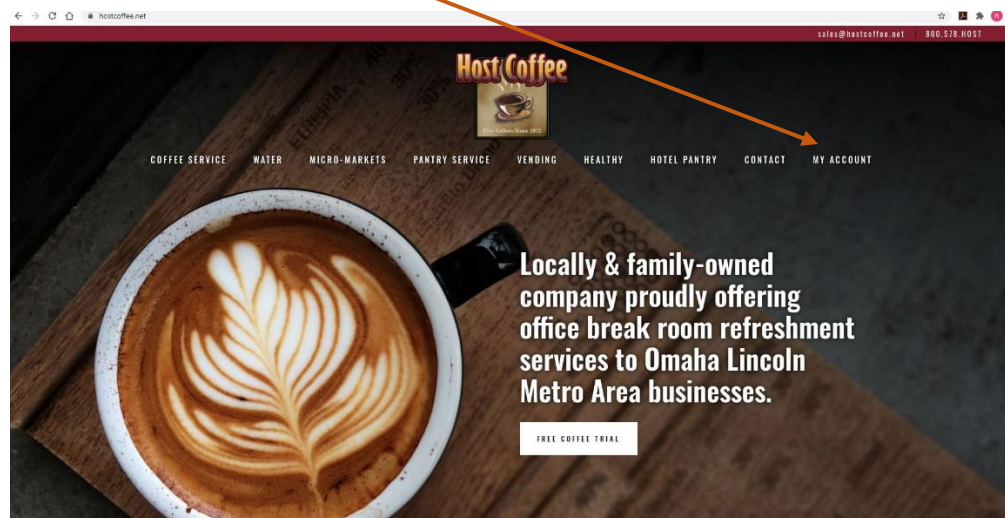
## MANGO WEB TUTORIAL

### Online Account Set Up for CURRENT & NEW Online Users

Please review our step by step instructions below for existing & new user set up and how to start ordering on your account today!

Select this hyper link <http://www.hostcoffee.net/> or enter the web address into your preferred search engine. This will take you to the Host Coffee Website.

1. Select the “My Account” option. This will take you to the “Sign-In Page”.




2. Returning On-Line Customers can enter their username - password and Sign-In.

Welcome Back!

Username

Password

[Forgot your password?](#)

[Already receive service?](#)

Mango Web Version: 2.0.0.0076r



3. **EXISTING CUSTOMERS** that are **NEW** to online ordering must activate their online account by selecting “Activate Account”.

4. Activate Your Account – enter your account number, Zip code, email address, a username and password – Then select “Activate Account”

“Your Account should now be Activated” and direct you to the **Mango Web Dashboard!**



## Mango Web Dashboard

The Dashboard allows you to see billing information, delivery information, account balance, open invoices, upcoming deliveries and your favorite Host Coffee products! To Navigate to each section “select this icon” – Then select the page you want to visit.

The screenshot shows the Mango Web Dashboard with a dark red header. The main content is divided into three columns:

- Billing Information:** Displays account details for HOST/ MANGO, including phone number (402-339-0440), address (9444 J ST, OMAHA, NE, 68127), contact name (ROB JACKSON), and email (rob.jackson@hostcoffee.net). It also shows account number (112606), username (JaneDoe), and statement preference (No E-mail statements).
- Account Balance:** Shows a balance of \$0.00 and a section for Open Invoices with a search bar and a table with columns for DATE, INVOICE, and OPEN AMOUNT. A message states "You have no open invoices."
- My Deliveries:** Shows the next delivery for JULY 23 Thursday. Below this is a Favorites section with two items: 1311 - RCDM RAINFOREST and 1312 - RCDM RAINFOREST BOLD.

## HOW TO PLACE AN ORDER

Form the Dashboard - select edit delivery.

This screenshot is identical to the one above, but with a red arrow pointing from the text "select edit delivery." to the "Edit Delivery" button in the My Deliveries section.



This should take you to the Delivery Page - Select "Edit order"

Deliveries

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Delivery Date: 08/06/2020  
Status: Scheduled

[Edit Order](#) [View Previous Orders](#)

Delivery Order 08/06/2020

1311 - RCDM RAINFOREST REGULAR 128/2.5 0  
1312 - RCDM RAINFOREST BOLD 128/2.5 0

Select "Add Product"

Deliveries

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Delivery Date: 08/06/2020  
Status: Scheduled

[Cancel](#) [Save Order](#) [View Previous Orders](#)

Delivery Order 08/06/2020

1311 - RCDM RAINFOREST REGULAR 128/2.5 0  
1312 - RCDM RAINFOREST BOLD 128/2.5 0

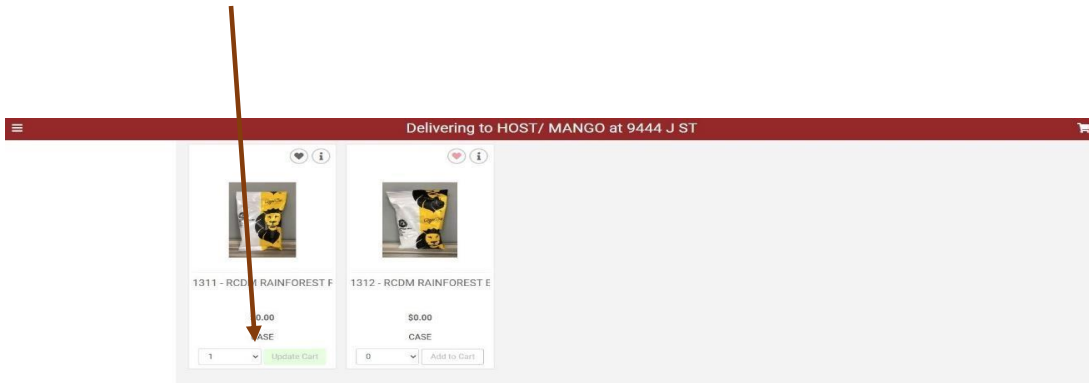
[+](#) [+](#)  
Add Product Apply Coupon



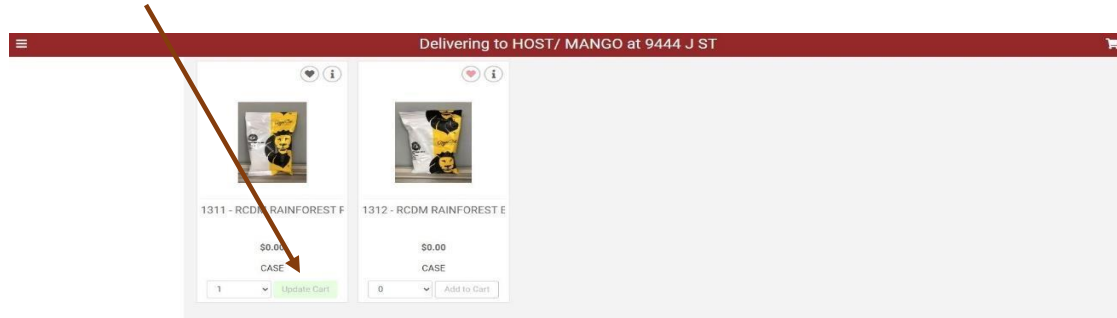
## PLACE YOUR ORDER

You now should see your products that are available to order. The next step is to select the item and quantity you wish to order.

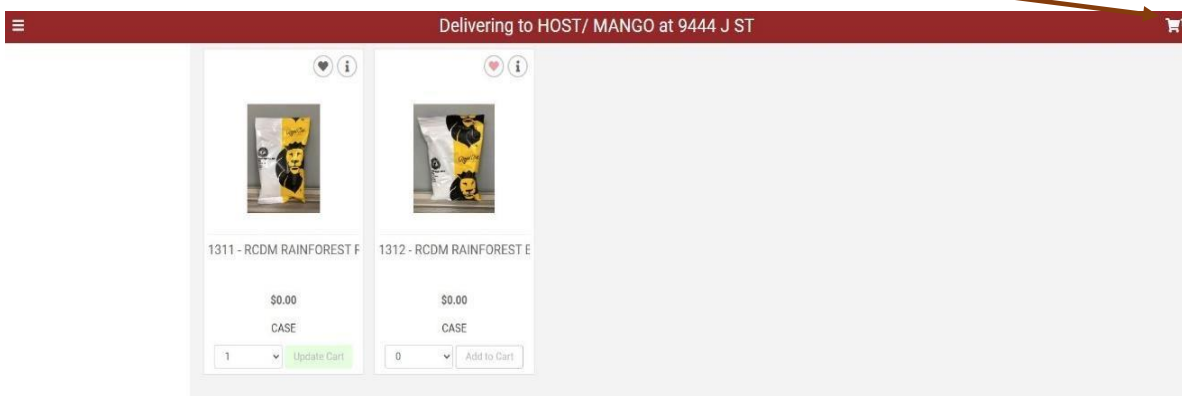
Place cursor “here” and “click arrow” - add the quantity you wish to order.



Next Select “Add to Cart” Repeat this for each item you wish to order.



Ready to Checkout? Select the Cart Icon located here.





## CHECKOUT

You should now be at the checkout page:

From the checkout page you may either return to the shopping cart where you can either cancel order – continue shopping or place your order. When you are ready to checkout – select the place order button here. Your order will be received, and you should be notified via email for order verification.

Check Out

**Cart Summary**

CART ITEMS

Description	Tax	Cost
1 x 1311 - RCDM RAINFORES	\$0.00	\$0.00
	Delivery Fee	\$0.00
	Estimated Tax	\$0.00
	Grand Total	\$0.00

**Delivery Date**

08/06/2020

**Apply Coupon**

**Contact Name**

**Delivery Notes**

[Back to Shopping Cart](#) [Place Order](#)

**Thank You for being a Customer – We appreciate your business!**