



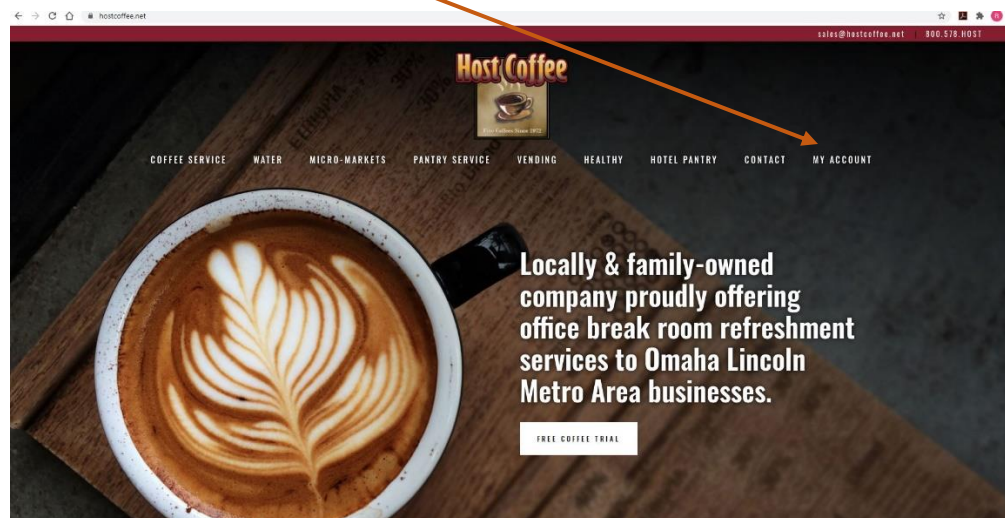
MANGO WEB TUTORIAL

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”.

ADVANTAGE
ROUTE SYSTEMS

Welcome Back!

Username

Enter username...

Password

Enter password...

Forgot your password?

Sign In

Already receive service? **Activate Account**

Mango Web Version: 2.0.0.0076r

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

Activate Your Account

Account Number

Enter your account number

Postal Code

Enter your ZIP code

Email Address

Enter your email address

Username

Enter your username

Password

Enter password

Repeat your password

Activate Account

Back

“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). A "Go Paperless" button is present.
- 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 date as JULY 23 Thursday. An "Edit Delivery" button is located below the date.
- Favorites:** Displays two coffee products: 1311 - RCDM RAINFOREST and 1312 - RCDM RAINFOREST BOLD, each with a small product image.

HOW TO PLACE AN ORDER

Form the Dashboard - select edit delivery.

This screenshot is identical to the one above, but includes 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
				5		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
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Select "Add Product"

Deliveries

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				5		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

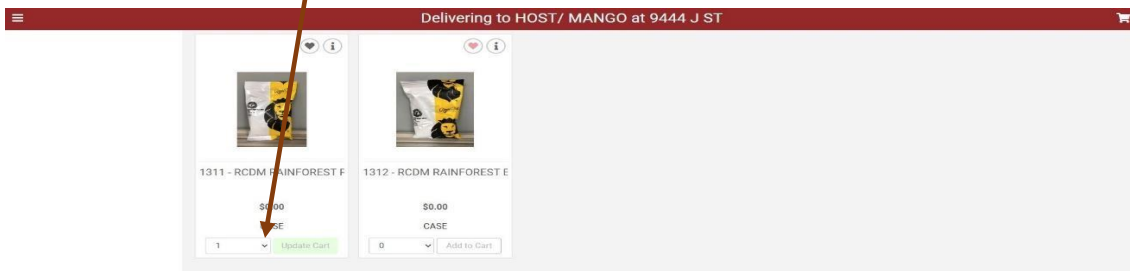
1311 - RCDM RAINFOREST REGULAR 128/2.5 0	1312 - RCDM RAINFOREST BOLD 128/2.5 0	+ Add Product	+ Apply Coupon
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PLACE YOUR ORDER

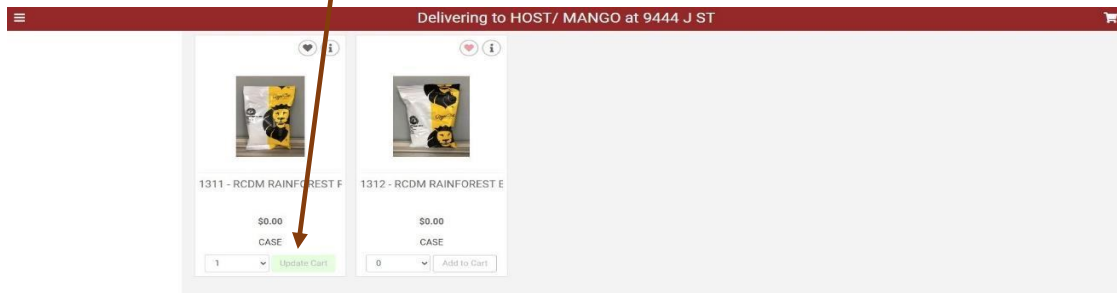
Step 1: You are now on the Order Page. You should now see your product catalog. The next step is to select the item and quantity you wish to order.

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

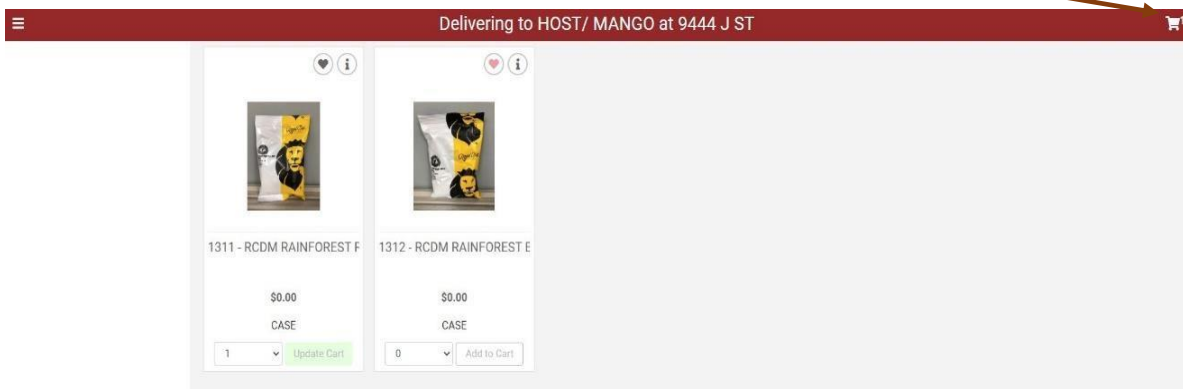


Step 2: Add product to cart

- Next Select “Add to Cart” Repeat Step 1 and Step 2 for each item you wish to order.



Step 3: 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.

Step 4: When you are ready to checkout – select “Place Order”.

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](#)

Your order will be received, and you should be notified via email for order verification.

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