



## How to Sign Up- for a Cesar Chavez HS Farm Bag

### Step #1

Go to [SunProduceCoop.org](http://SunProduceCoop.org). (While you are on this page, please take a minute to read the Sun Produce Co-op Farm Bag program: Policies, Statement of Privacy, Terms and Conditions, and; Frequently Asked Questions!)

### Step #2

Click on the **Get Farm Bag** tab. Select the New Subscriber option. (If you are already enrolled in Sun's Farm Bag program, Select the **Existing Subscriber** option, enter your subscriber information and then you can select the **Cesar Chavez HS (CCHS) site** to start getting your produce bags from here. Follow the usual ordering steps).

### Step #3 New Subscriber

As a New Subscriber, you will be directed to the **Select Your Pick-Up** page. Scroll down the page until you find the CCHS site in the Central Maricopa County section. Hover over the CCHS Image and the image will flip to the backside. Click the **Tell Me More** button.

### Step #4 Review the Welcome to Cesar Chavez HS page

Review the information on the page. When you are ready to order a farm bag, click the **Get My Farm Bag** button.

### Step #5 Login for a New Subscriber

Click on the green "**Sign Up for One**" tab below Don't Have a Login Account Yet? Complete the form below and press the red "**Create Login Account**" tab. You will be taken to the CCHS Titan **Choose Your Farm Bag** page.

### Step #6 Choose your Farm Bag

Hover over the Farm Bag size you want to receive and click on the option. Scroll down and click the green **Add to Basket** button. When you add a product, a popup will slide in from the right displaying the contents of your basket. You can click on the **View Cart** button to proceed with the checkout or you can click on the grayed out area of the page to continue shopping. (One of the great features of this software is that you will only have to tell us when you DON'T want a bag! Otherwise, your subscription will auto-renew.) Once you have chosen your Farm Bag, click on the red "Add to Basket" tab. *Note: If you would like to order more than one produce bag per delivery, you will need to go through the ordering process again.*



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### Step #7 Add-ons

Select the **Cesar Chavez Add-ons** option from the **Shop Categories** menu on the left side of the screen. Select an item that you want to order by clicking on the item's picture. Select the product and click the Add to **Basket Button**. Be sure not to select the SNAP/EBT option. It will only be rejected when you check out. You can click on the **View Cart** button to proceed with the checkout or you can click on the grayed out area of the page to continue shopping.

### Step #8 Checkout

Now you may proceed to checkout by clicking on the red "Proceed to Checkout" tab! Once you are at Checkout, please note the next delivery date, and review what is in your basket. You may either "Continue Shopping" or click on "Checkout" at this point. Once, at checkout, you will enter your delivery and contact information. (You only have to do this one time). If everything is correct, click on Continue and you will be directed to enter payment information. Once this is in, you are all set to get your CCHS TitanFarm Bag!

### Step # 9 the Dashboard

Your Dashboard is your CCHS Farm Bag site landing page. If you're not on the **Dashboard**, Click on the person profile in the upper right-hand portion of any page. Then set the **My Account** option. When convenient, take some time to familiarize yourself with its features. Select the Storefront tab from the left column menu.

### Step #10 Putting Deliveries on HOLD

If you wish to place a future bag on hold, click the specific hold date on the delivery calendar, which is on the right side of the dashboard screen, then click the Hold Delivery button. Congratulations! Your bag for that delivery is now on hold. Please note, placing a future bag on hold does not cancel your subscription!

### Step # 11 Cancelling a Subscription

While we hate to see you go, we understand you may want or need to cancel your subscription at some point. To cancel your subscription, log into your member dashboard. Select the **Subscription** tab from the menu in the center of the screen. Then select the **View / Modify Subscription** menu item. If you have multiple subscriptions, select the subscription you want to cancel. Otherwise, select the **Cancel Subscription** button at the bottom of the page. You will receive an email verifying the cancellation.