

## How-to Schedule an Order Pickup Appointment

Beginning September 1, the scheduling process in Agency Express will change slightly when ordering food to be picked up. The change will require that you choose your appointment first, using the new Scheduler feature. Please see the screen shots below for instructions.



Log in to Agency Express

Go to the **Order Options** Tab  
Select **Scheduler** where you will see available appointments

### Scheduler

Pickup / Delivery:  Date:  Time:

My Appointments

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

Date	Time	Ref	ing	Type
8/17/2022	08:30 AM	PO181853	N	Pickup

Select "Pickup" from the drop-down menu

Click on the calendar to select an available date

Note: Available appointments will be highlighted in gold.

### Scheduler

Pickup / Delivery:  Date:   Time:

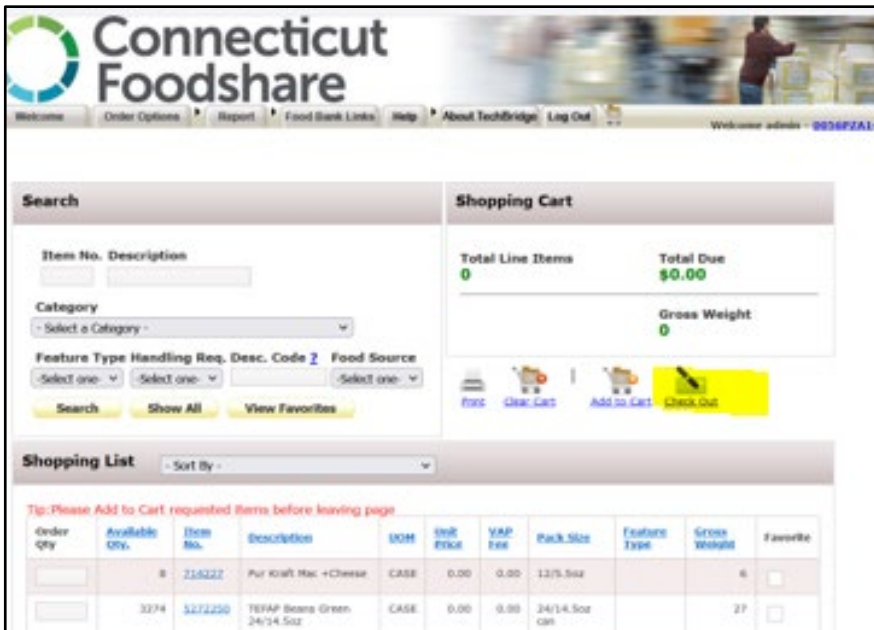
Click on the clock to select an available time

Click **<Reserve>**

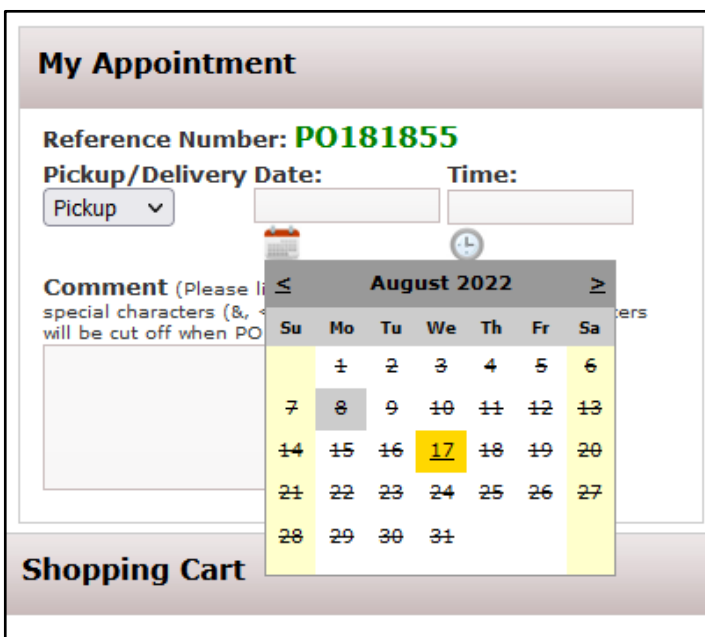


From the Order Options tab, select “Shopping List” to begin your order

Add desired items to your shopping cart



When your order is complete, select the “Check Out” icon to go to your shopping cart



In the “Check Out” cart find “My Appointment”

The Reserved date and time will appear on the “My Appointment” grid in the Shopping cart. To confirm your appointment:

- Select Pick Up
- Select the reserved date
- Select the reserved time

The final step is to **SUBMIT** your order.