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

Select “Pickup” from the drop-down menu
Click on the calendar to select an available date
Note: Available appointments will be highlighted in gold.

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.