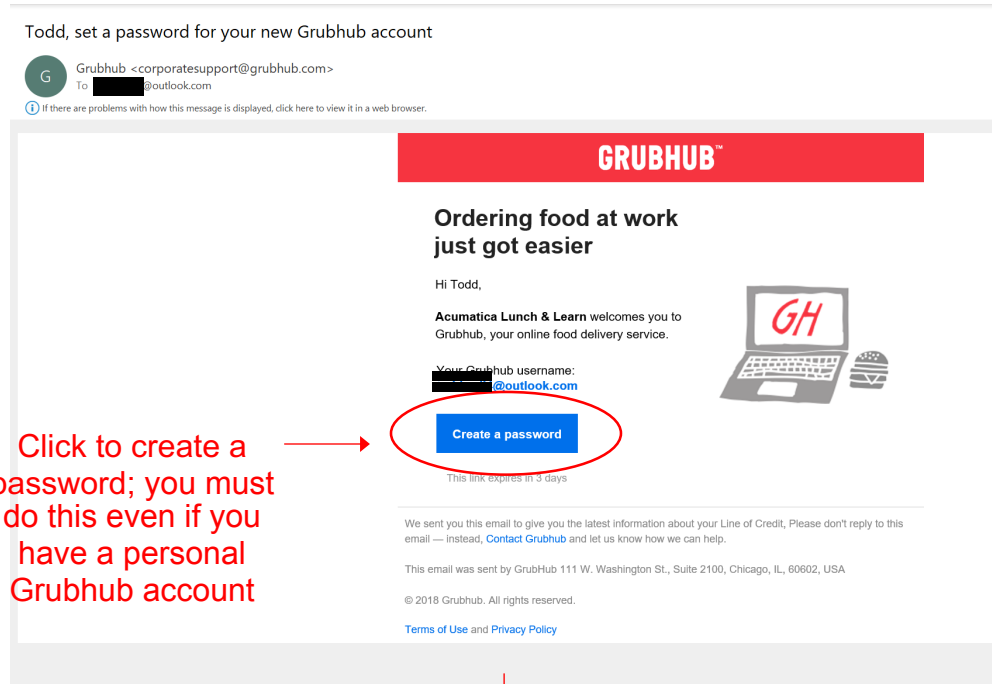


# How-to Order

## Grubhub Guide for ordering your complimentary meal

**1:** Receive Grubhub Email the evening prior to the Lunch & Learn. Check your spam folder as it comes directly from Grubhub.

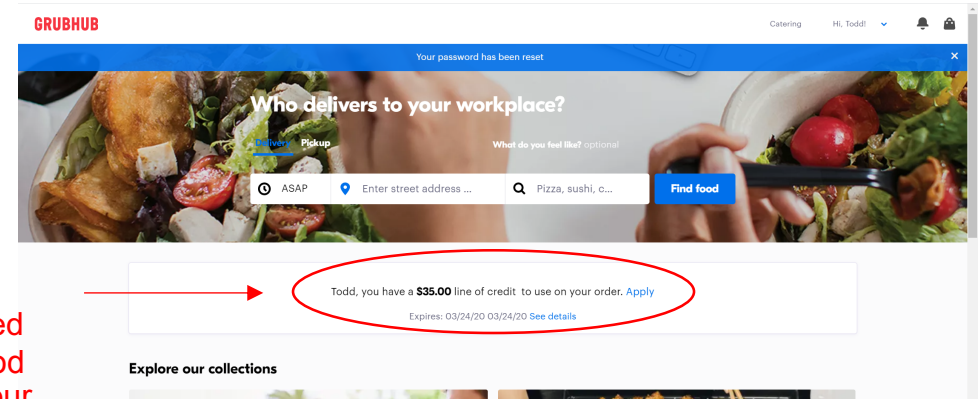


Click to create a password; you must do this even if you have a personal Grubhub account

You must create a password to access the credit

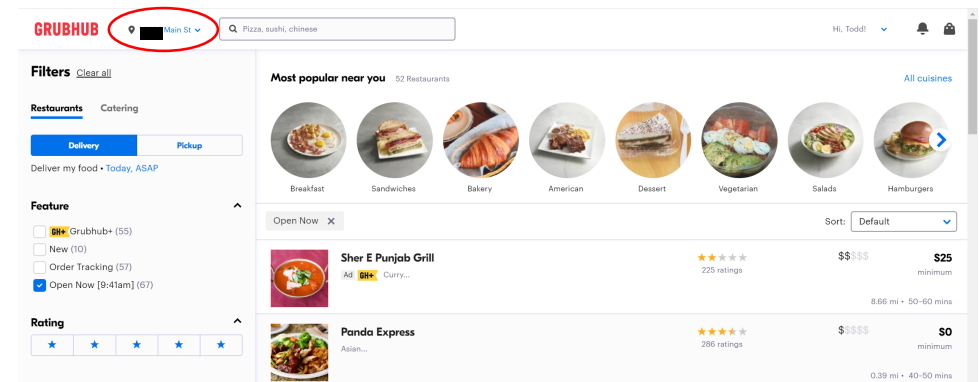
NOTE: this is different than a personal Grubhub account; everything is linked to a Corporate account and you must use this link to reset a password and then place your order.

**2:** You'll be directed to a homepage within your account



Your 24-hour credit is reflected here; this is good for the day of your Lunch & Learn.

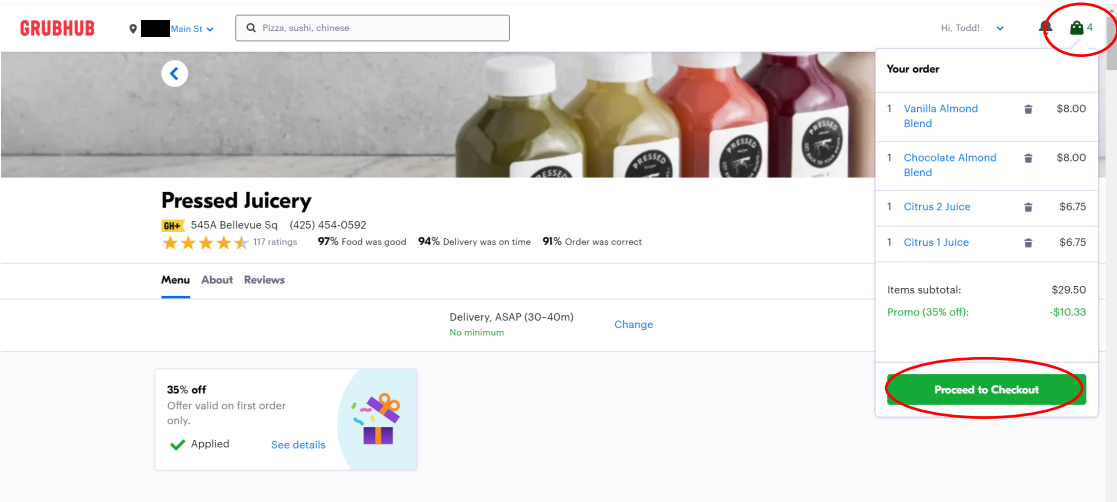
**3:** Input your address for delivery



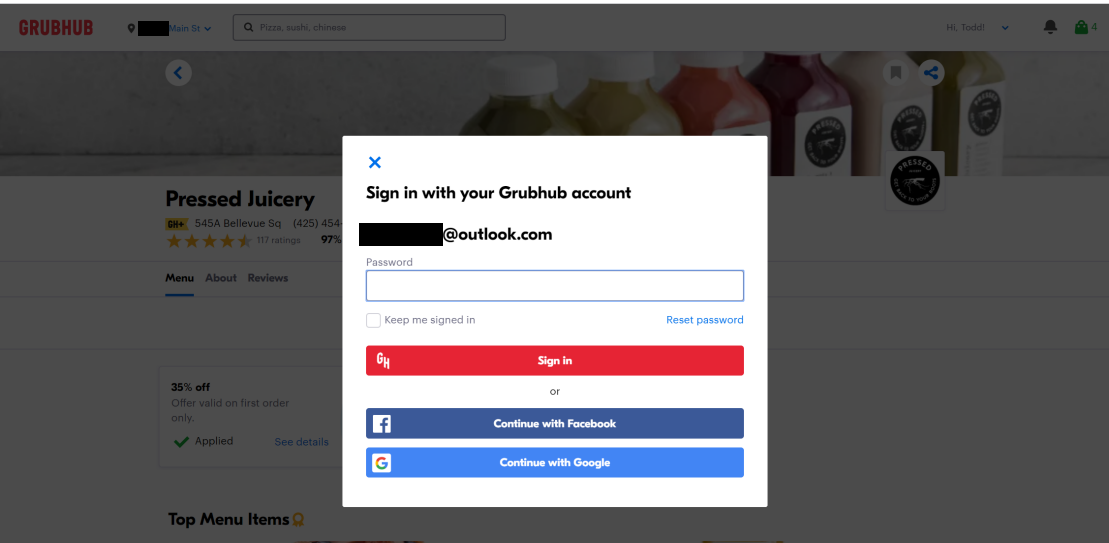
Adjust filters here

For additional support, Grubhub chatbot is available online or call 844-478-2249 option 3. Reference Acumatica and provide them your email address.

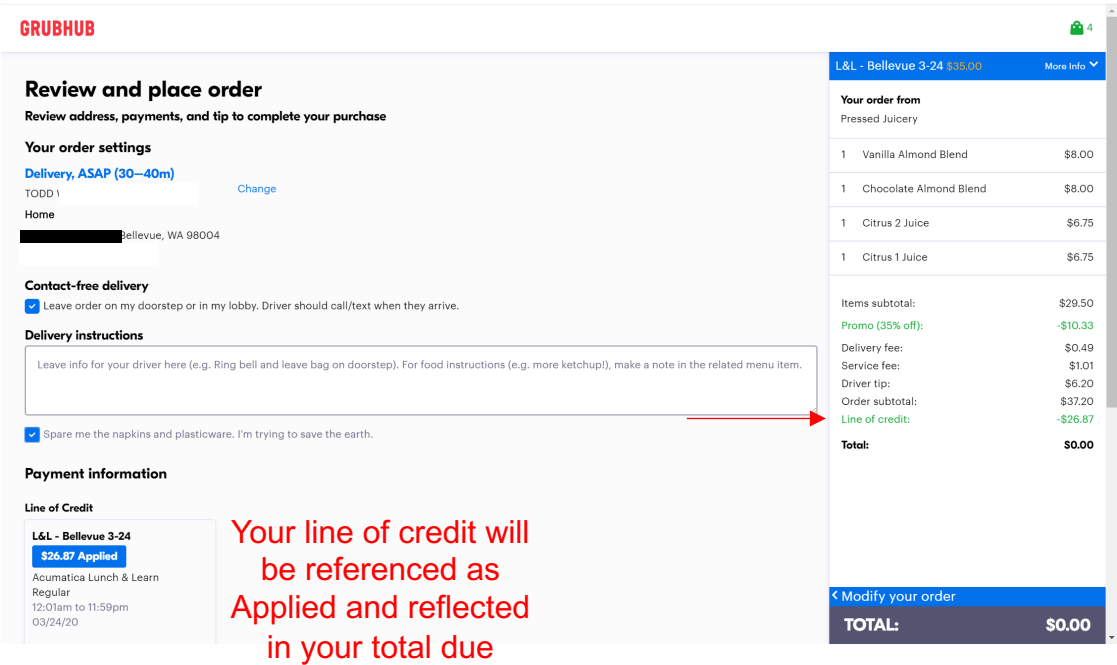
4. Select the restaurant you want to order from; add items to cart. Proceed to checkout when finished.



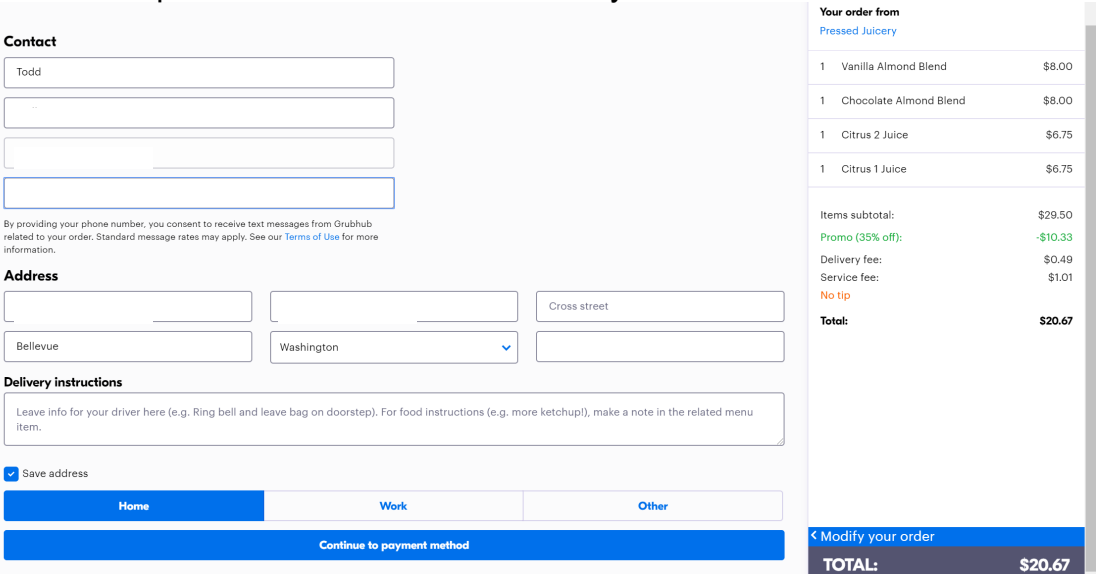
5. Enter your password when prompted.



6. Review and place your order.

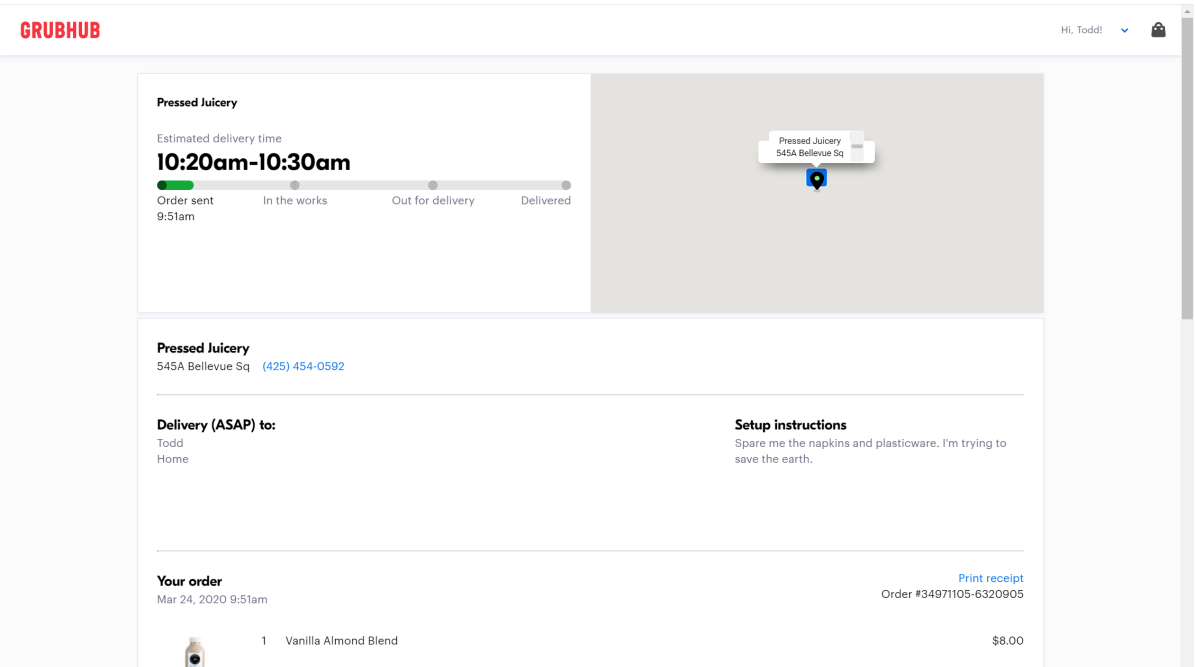


7. Confirm personal information and delivery instructions.

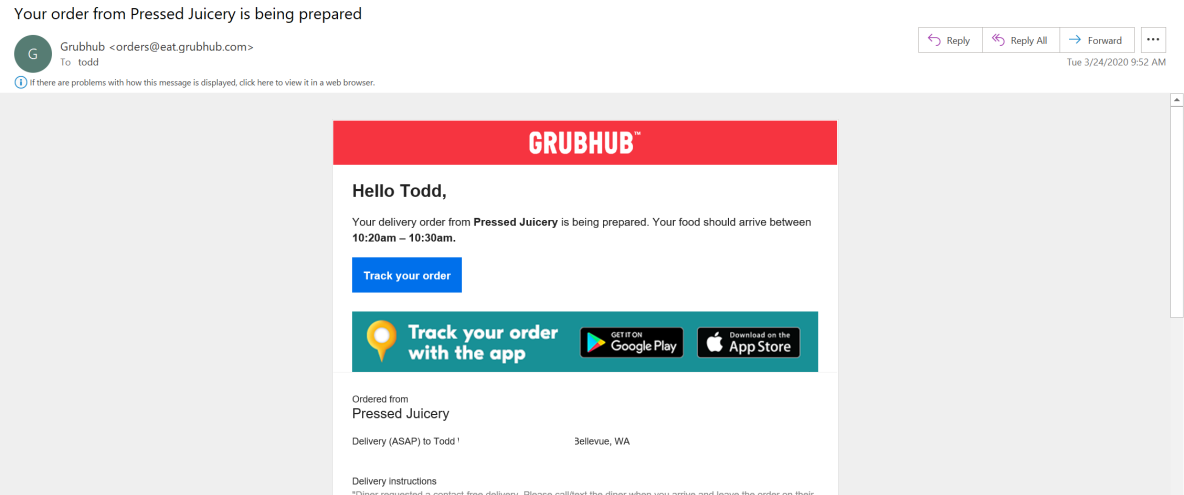


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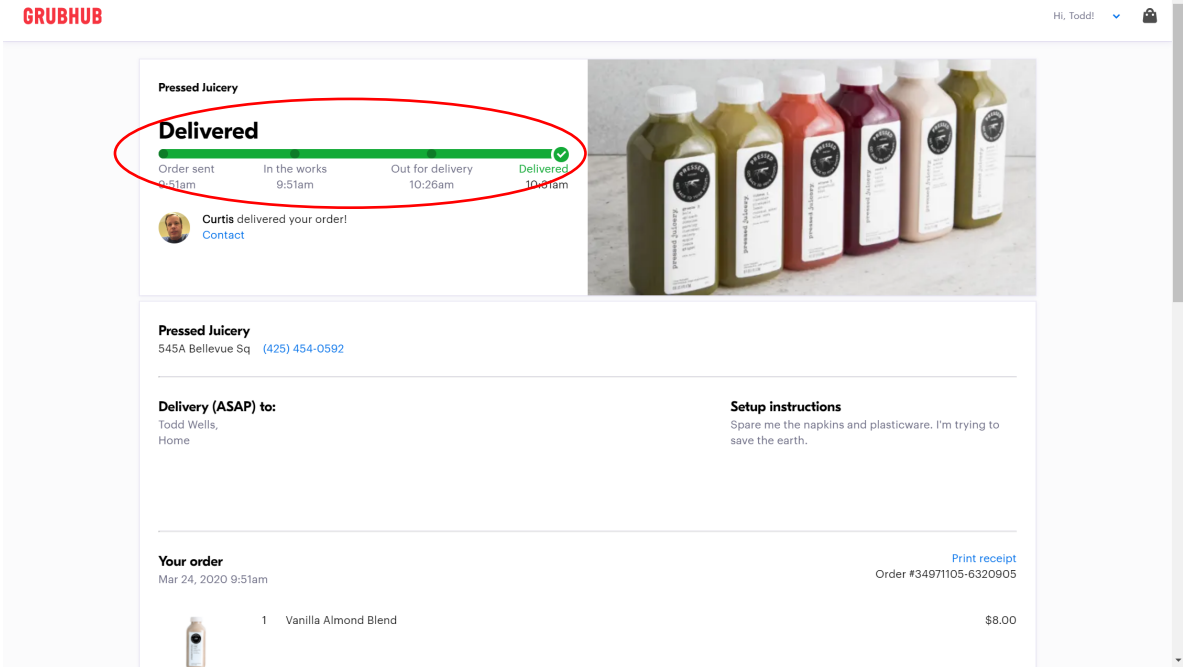
8. The next screen will show you delivery time and your receipt.



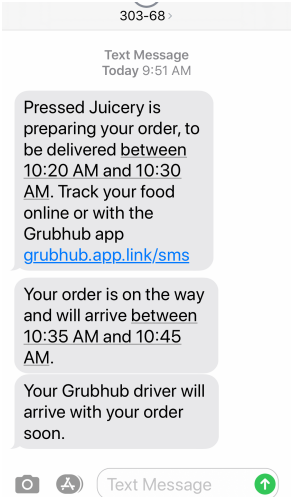
9. Receive confirmation email.



10. Track your delivery.



11. Receive text updates.



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