

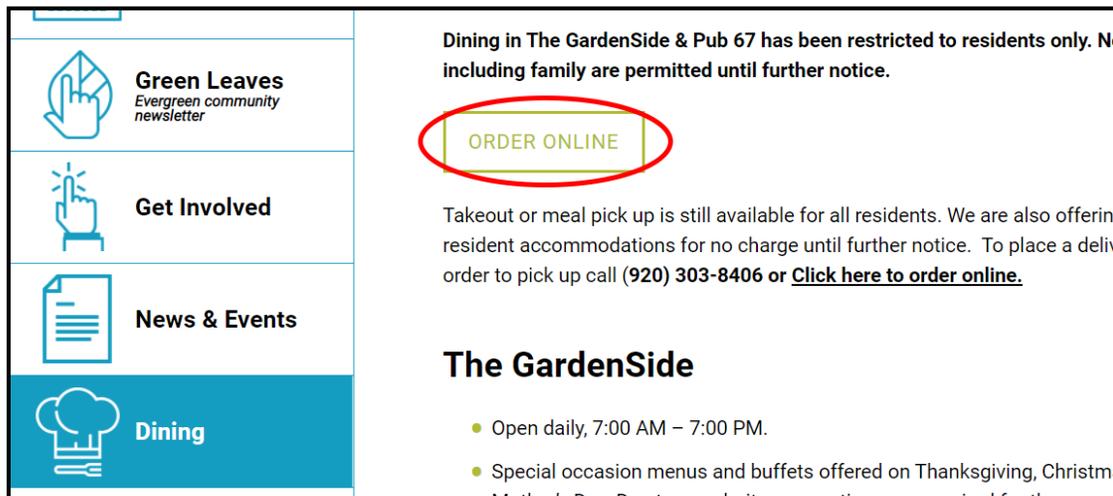
Online Ordering



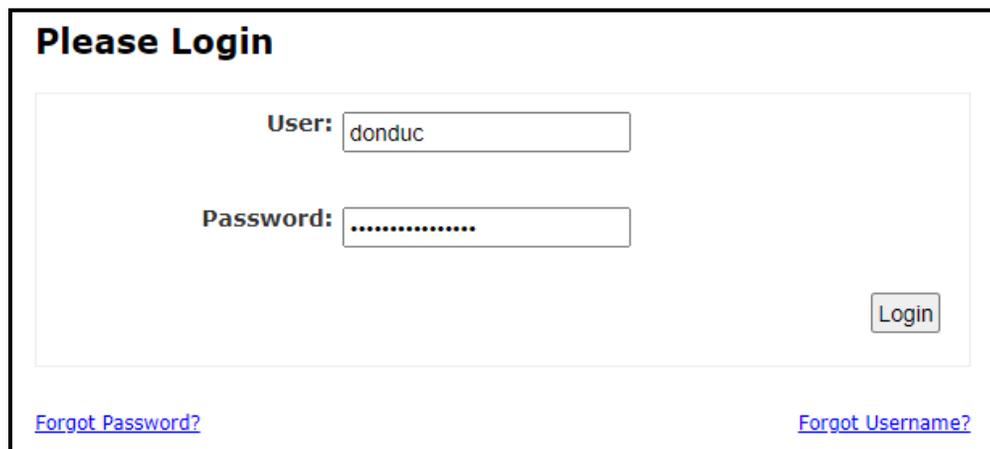
1. Online ordering from either The GardenSide or Pub 67 can be accessed through the Resident Portal at www.evergreenoshkosh.com. Once on the Evergreen site click on Resident Portal in the upper right hand corner.



- 1.1. Select the **Dining** tab → Click on the **ORDER ONLINE** button.



- 1.2. You will then be prompted to sign in using your username and password. Your username and password were generated as the first 3 letters of your first name followed by the first 3 letters of your last name and the number 1 (for example: John Smith's username and password would be johsmi1).

A screenshot of a login form titled 'Please Login'. It contains two input fields: 'User:' with the text 'donduc' and 'Password:' with a masked password represented by dots. A 'Login' button is located to the right of the password field. At the bottom of the form, there are two links: 'Forgot Password?' on the left and 'Forgot Username?' on the right.

After you have signed in, you will be redirected to the following webpage:

The screenshot shows a user account dashboard with a navigation menu at the top: **Account Summary**, **My Info** (highlighted), **Online Ordering**, **Reservations**, and **Log Off**. Below the menu is the **My Information** section, which contains a table with the following details:

Resident Name	Donald Duck
Apartment	100
Portal Username	donduc
Registered Email Address	<input type="text" value="Add Email Address"/>

Below the table is a button labeled **Update My Password**.

From here you can order online (delivery or pick-up) from The GardenSide and Pub 67, make reservations online for The GardenSide, or view all previous online orders you have placed. **NOTE:** If this is your first time signing in to the online ordering portal, we highly recommend that you change your password after you are logged in to something easily remembered. You can change your password by clicking the Update My Password button.

- To begin placing your order online, select the **Online Ordering** link from the top navigational menu. Click on the **Start Order** button.

The screenshot shows the same navigation menu as above, but with **Online Ordering** highlighted. In the center of the page, a button labeled **Start Order** is circled in red.

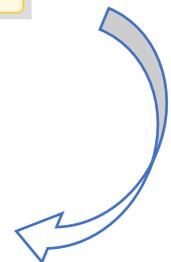
- A pop-up menu will then be displayed having you select either **Delivery** or **Pick-up** → Party Size → and a Requested Time. Input your desired options.

The screenshot shows a pop-up menu titled **This order is for**. It has two options: **Delivery** (highlighted in yellow) and **Pick-up**. There is a **Cancel** button at the bottom.

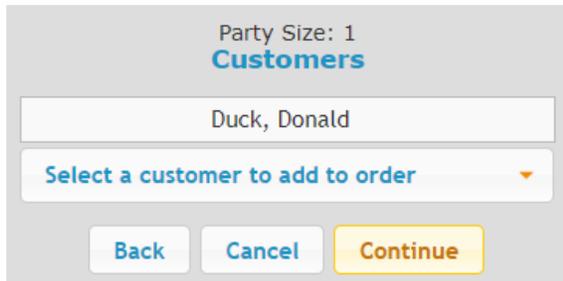


The screenshot shows a pop-up menu titled **Party Size:**. It features a dropdown menu with the number **1** selected. There are **Back**, **Cancel**, and **Continue** buttons at the bottom.

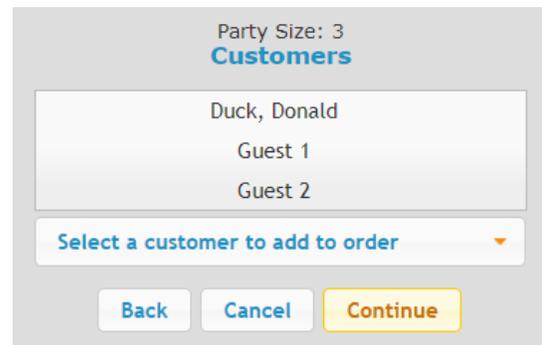
The screenshot shows a pop-up menu titled **Requested Time**. It asks the user to "Select the time you would like to pick your order delivered". It displays a grid of time slots from 12:15 PM to 6:15 PM in 15-minute increments. The **7:00 PM** slot is highlighted in yellow. There are **Back**, **Cancel**, and **Continue** buttons at the bottom. The date **Date: Sep 14, 2020** is shown at the very bottom.



After selecting a requested time, the following menu will appear. If you are ordering for yourself, you can simply select **Continue**. **NOTE:** If you are ordering for more than one person, you must add them by clicking on the **Select a customer to add to order** drop-down menu.



Ordering for a party of 1

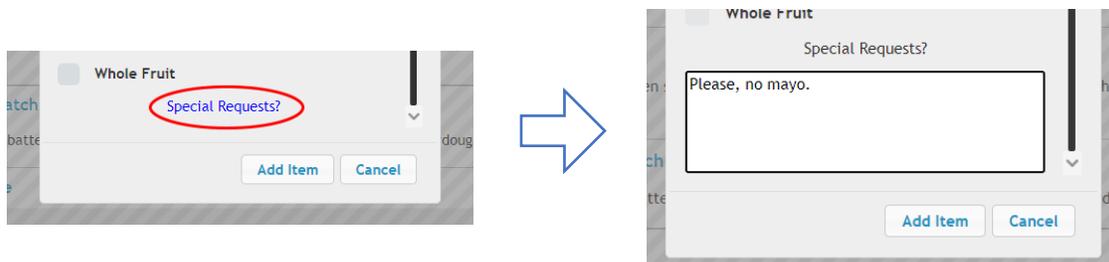


Ordering for a party of 3

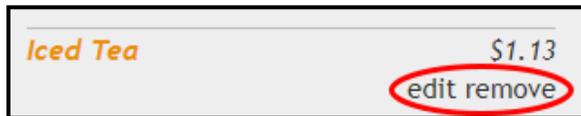
2.2. The menu for both The GardenSide and Pub 67 should now be displayed:



Navigate the menu on the left to locate your desired choices. After selecting a specific item, you may be required to choose additional options and sides. **NOTE:** All items will allow you to include a special request (e.g. extra cheese, sauce on the side, etc.).

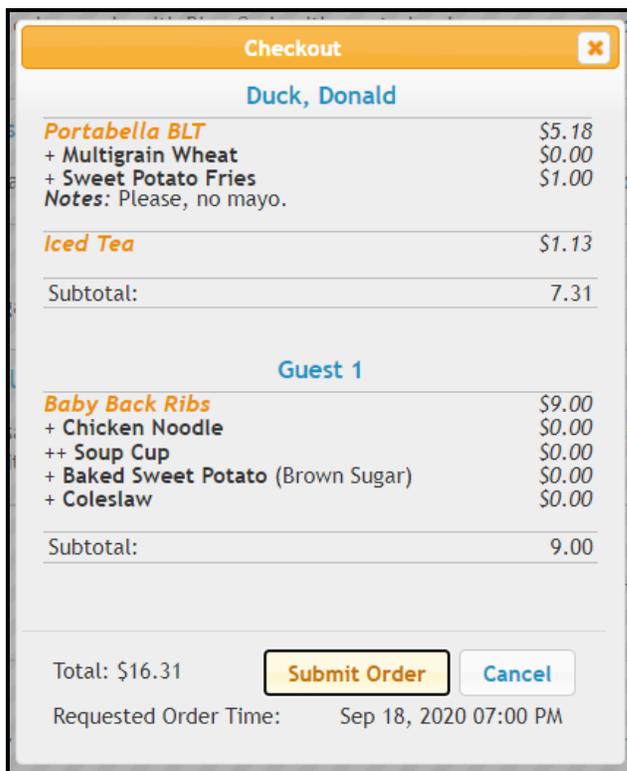


2.3. As you add items, they will appear within the Order Items box to the right. **NOTE:** If your order contains a party larger than 1, you must click the button labeled **Guest 1** and begin adding their selections. Continue this process for each guest in your party.



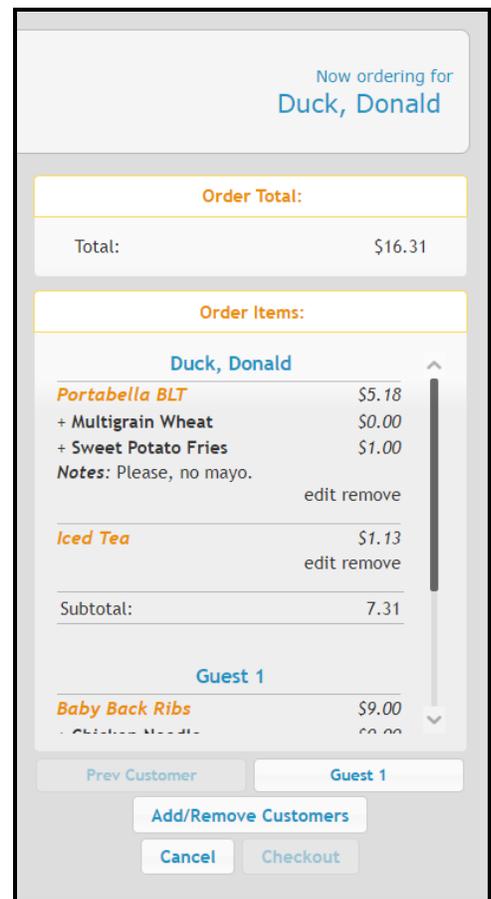
You can edit or remove items on your order by clicking on the corresponding text

Once you have added everything you would like, click the **Checkout** button. The Checkout menu will then appear summarizing your entire order. Review your order and if it looks good, click on the **Submit Order** button.



Your order has been submitted!

To receive your receipt, you can input your email address or click the **Print** button to print.



Above the Order Total box displays who you're currently ordering for

NOTE: For orders with a party larger than 1, the **Checkout** button will only be clickable while you are currently ordering for the last guest in your order.