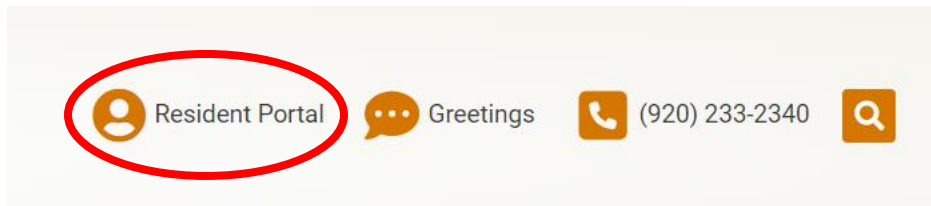


# Online Ordering



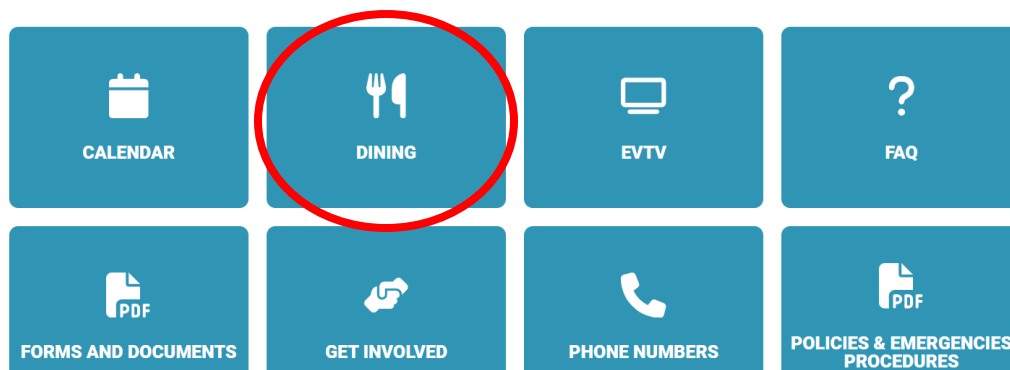
1. Online ordering from either The GardenSide or Pub 67 can be accessed through the Resident Portal at [www.evergreenoshkosh.com](http://www.evergreenoshkosh.com). Once on the Evergreen site click on Resident Portal in the upper right hand corner.



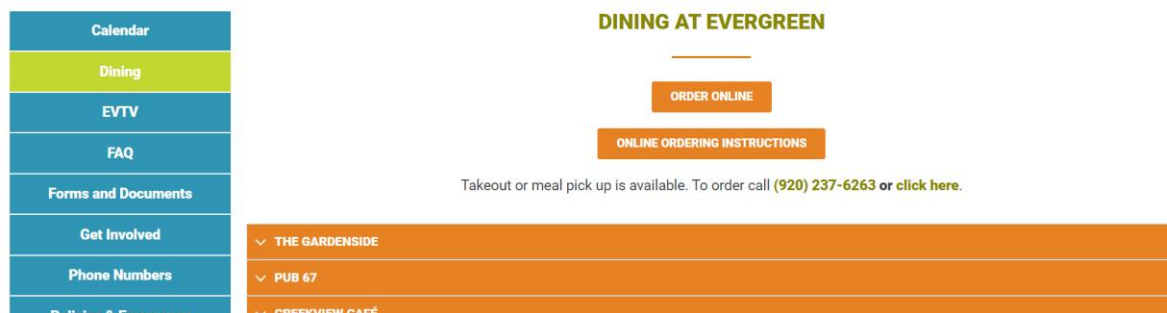
### 1.1. Select the Dining button



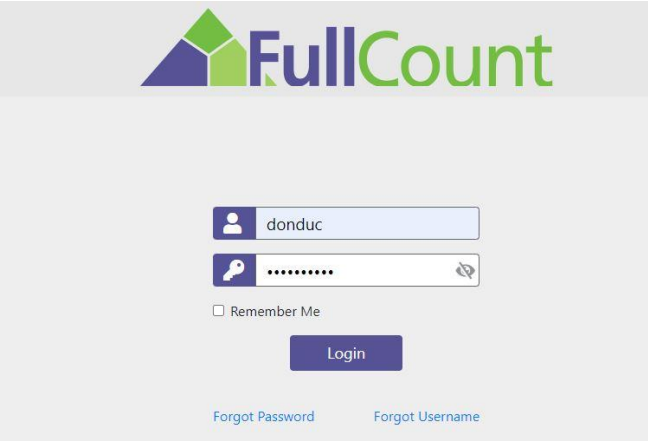
### RESIDENT PORTAL



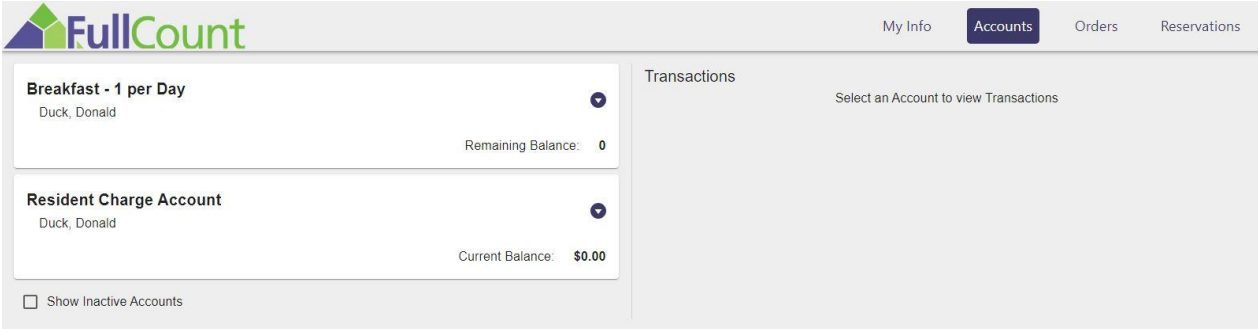
→Then Click on the **ORDER ONLINE** button.



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).



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



From the navigation in the upper right you can order online (delivery or pick-up) from The GardenSide and Pub 67 by clicking on the word orders, make reservations online for The GardenSide by clicking on reservations, or view all previous online orders you have placed by clicking on Accounts. **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 My Info and then clicking on the Change Password button and following the prompts.

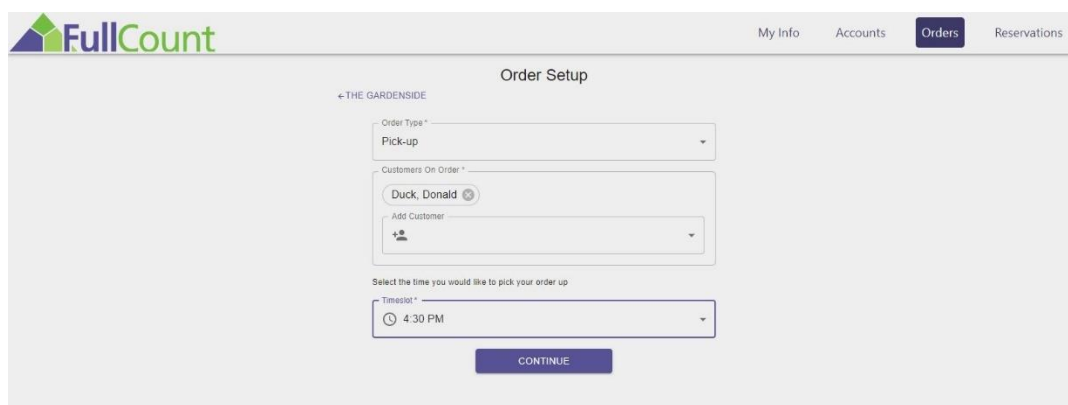
1.1. Once you have clicked the Order button in the top navigation you can begin placing your order online, Click on the purple The GardenSide Button (circled below) link from the top navigational menu. **\*NOTE:** At first you will only be able to choose The GardenSide as pictured below but once you select that you will have the option to choose Pub 67 once in the menu options:



1.2. An order set up menu will then be displayed. Using the Order type drop down select either **Delivery** or **Pick-up**. You will do this by clicking the drop down and choosing one or the other. You will then move to the Timeslot dropdown and choose a time to pick up your food or have it delivered.

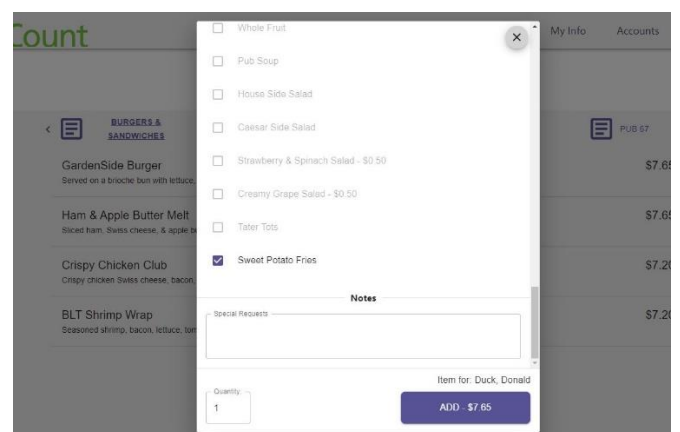
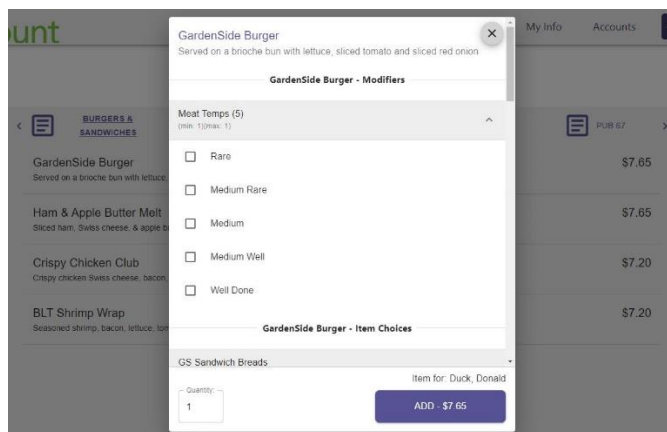
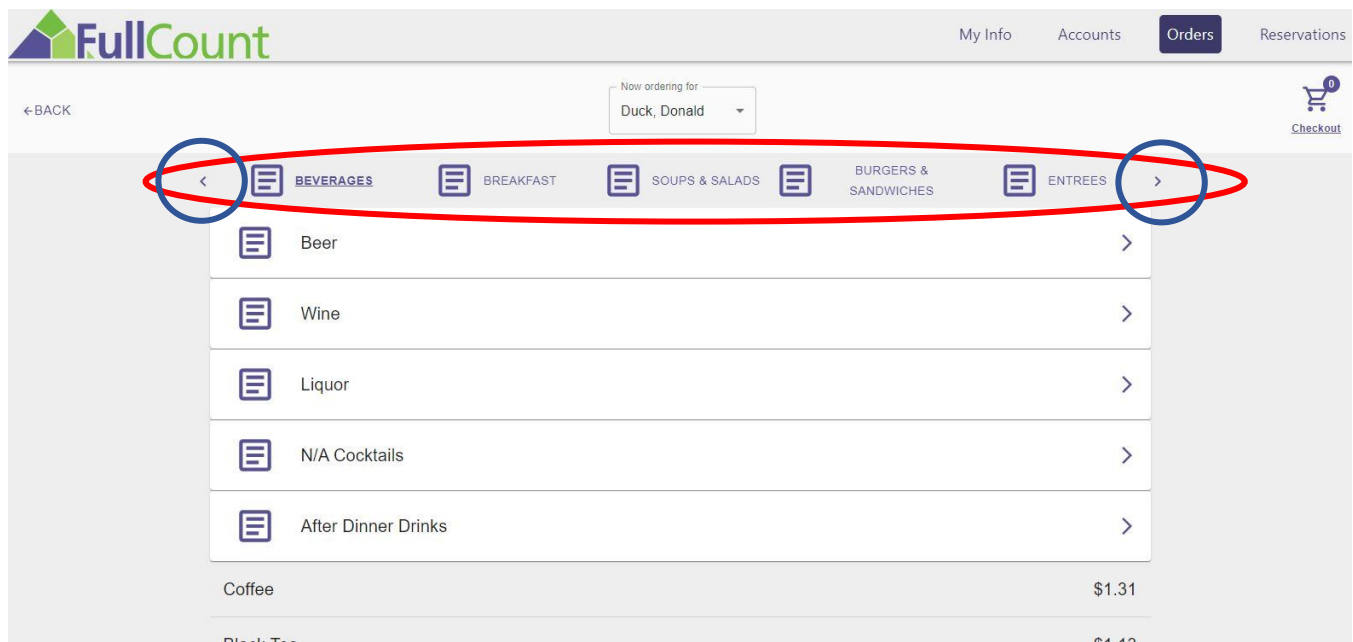


After selecting a requested time, the following menu will appear. If you are ordering for yourself, you can simply select **Continue** as your name should be prepopulated. **NOTE:** If you are ordering for more than one person, you must add them by clicking on the **plus people icon** drop-down menu and choose the person you would like to add.

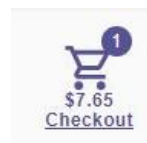


1.3. Click continue and then the online ordering menu will appear. The icons on the top circled in red will show you different categories on the menu. To see other categories, you can use the arrows (in the blue circles) to scroll to other categories; **this is also where you will find and can choose the Pub 67 menu**. Select a category and it will provide a drop down of items in that category. Click on the item

you would like to select/order. 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, extra crispy, etc.).



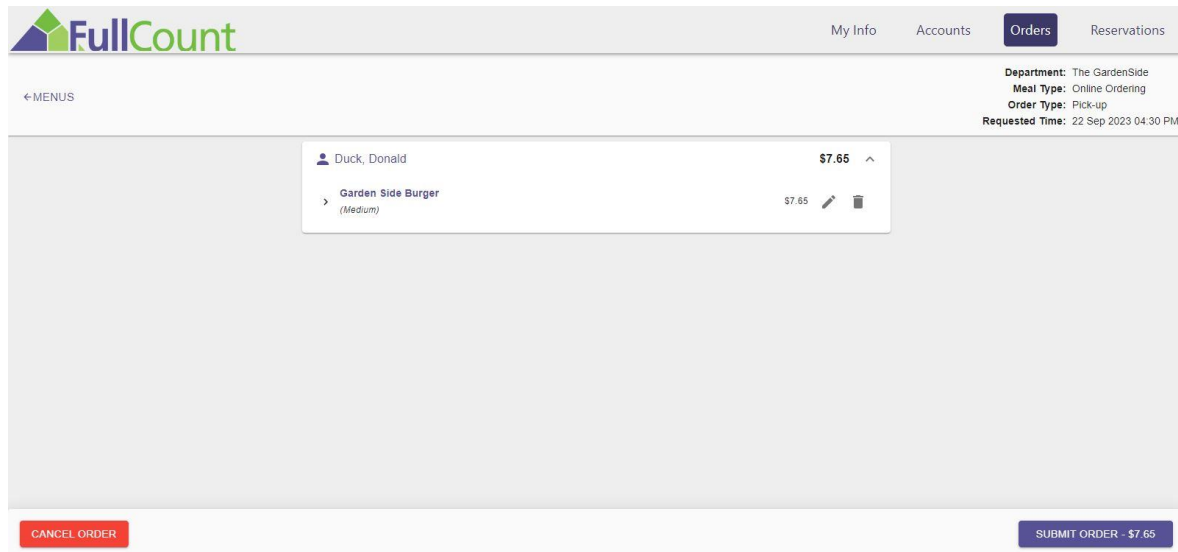
1.4. Click add to order and it will then be added to your shopping cart that appears in the upper right-hand corner of the screen.



**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.

Once you have added everything you would like to order, click the **Checkout** shopping cart pictured above that is in the upper right-hand corner of your screen.

Checkout menu will then appear summarizing your entire order. Review your order and if it looks good, click on the **Submit Order** button. **Note:** Here is where you can edit items by clicking on the pencil icon or delete them from your order by clicking on the trashcan icon.



After clicking 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.