



## KG Farms Online Ordering Instructions

1. Visit our website [www.kgfarmsinc.com](http://www.kgfarmsinc.com)
2. Click **Sign In** in the top right hand corner.
3. Enter your login credentials.

Note: If you do not have an established online account with us, select **Create an Account** and fill out the "Register User" page. Once filled out, select **Register**. You will be prompted to verify your email. Once verified, we will be notified and review your information. Upon our review, we will email you your login credentials. Once you have login credentials, you can sign in and view all published details on our Catalog and Availability pages.

**If you are not signed in/do not have an approved account, you will not see pricing, availability, or be able to submit orders online.**

4. To place an order, navigate to the **Catalog** or **Availability** page. The Catalog page will show our full catalog of material, but you will only be able to enter order quantities on products that have availability. On the Availability page, you will only see material that has availability.

In the Order column, enter the quantities you want to order for each item.

5. After entering order values for all desired material, select the cart icon  in the top right of the page.
6. You will see all the material you ordered. If you are done ordering, select the **Checkout** button.
7. Fill in all requested fields. Include any special requests/instructions in the Comments section.
8. Select the **Submit Order** button. Your order number will appear, and you will receive an email confirming your order.
9. You are done!