ONLINE ORDERING INSTRUCTION MANUAL
Step 1:

Use the URL (link) we provided you and place it on your website. If you don’t have a website, skip to step 2.

(Hint: Usually somewhere in the top menu is the best place to put it in)
Step 2:

Place the same URL in your Google My Business profile. You can see the steps on how to create a Google My Business Listing below.

2.1 Log into the Google Account you want associated with your business (or create a Google Account if you don’t already have one).
2.2 Go to google.com/business and select “Manage Now” in the top right-hand corner.
2.3 Enter your business name.
2.4 Enter your business address.
2.5 Choose your business category.
2.6 Add your business phone number and your website (The URL we provided you with).
2.7 Choose a verification option. If you’re not ready to verify your business yet, click “Try a different method” -> “Later.”
Step 3:

Place the same URL in your Instagram business profile. You can see the steps on how to place a link on your Instagram business profile below.

3.1 On your Instagram account, go to your profile.
3.2 Once you are in your profile, click the edit button.
3.3 Now where it says “website” next to it, add the URL we provided you with or your own website if you will add our link on your website.
3.4 Click “Done” in the upper-right hand corner of the screen when you’re finished.
Step 4:

**Print your QR Code** by going to your Online Ordering Page and clicking on your QR code on the top right corner.
Step 5:
Now that you printed your QR code page, place it in places where your customers can see it and scan it.
Step 6:

Done. Your online ordering is completely set up.