



A Practical Guide to Using the Service

Creating Your Account

Open your Internet Browser and enter the following address:

www.martinsgroceriestogo.com

Click on **create an account** (alternately, if you already have an account, click **sign in**)



You'll be asked to enter your information in the boxes on the Create Account page.

If you have an account on martins-supermarkets.com, you will need to create a new account at **martinsgroceriestogo.com** to start using this service. The two accounts are exclusive to their respective sites only.

Create Account Already have a Martin's Groceries To Go account? [Sign in here.](#)

Name*
 ← Your full name is required.

Email Address*
 ← Make sure that your e-mail address is the same in both boxes.

Password*
 ← please use a password you will remember and one that is secure.
 Show Password

Select Your Store*
 ← choose your desired store. Note: you can change this any time.

Martin's Advantage Card (Enter all 12 numbers under the barcode)
 ← please make sure you input all 12 numbers of your Advantage Card.

To link your existing card to your account, please enter all digits located on the back of your card/key tag.

Referral Code
 ← leave this box empty unless you have received a code from friend.

Stay Connected
Verify the type of email promotions you would like to receive from Martin's Groceries To Go by checking the boxes.

- General News
- School of Cooking
- Weekly Specials

← check the various e-mails you would like to receive, then click CREATE ACCOUNT button.

Begin Shopping

Once your account is created, you'll see the following message on screen:

Congratulations

You are registered with Martin's Groceries To Go. You now have access to all of our personalized website services.

VIEW ACCOUNT

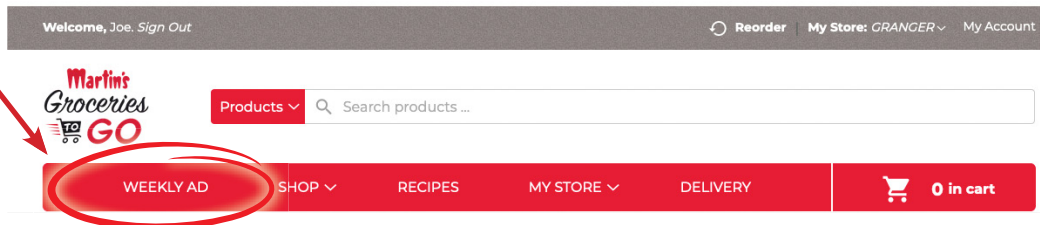
START SHOPPING

Don't have a Martin's Card? Click [here](#).

if you don't have an Advantage Card,
click here to apply for one of your own.

Click on **START SHOPPING**

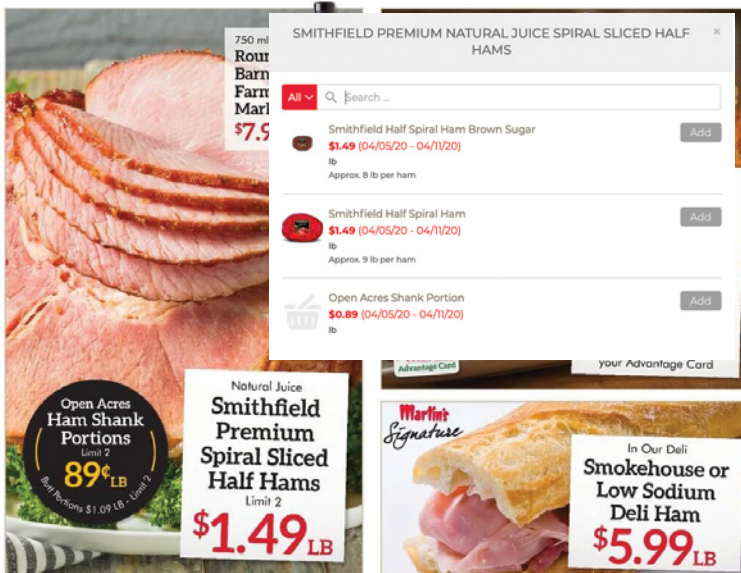
There are multiple ways to shop. You can shop via the weekly ad, via the Shop menu, or via Martin's featured recipes.



Shop via **Weekly Ad**

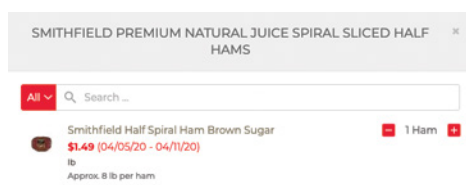
Click on **WEEKLY AD** from the menu bar to see Martin's weekly circulars.

Martin's often features two circulars at a time, so please be sure to shop from the ad for the week that your groceries will be ready for pickup or delivery.



Click the Add button to choose this item.

Clicking on an item in the ad will bring up a popup screen showing you your available options. When you click on **Add** next to the item you want, you will get a numerical selection in order to change the quantity.

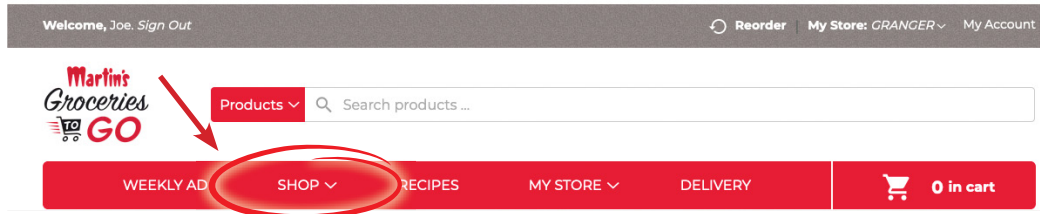


Once you've chosen your quantity of the item, click the X in the upper right corner to continue shopping.

Use the red plus or minus buttons to increase or decrease your quantity of items. This also applies to Butcher and Deli items that are sold by the pound. These buttons will help you choose your desired item weight for items sold by the pound.

Shop via Shop Menu

Click on **SHOP** from the menu bar to go to the Shop page.



When you arrive at this page, you will see featured items in boxes with Add buttons. Click the Add button next to the items you want to select it, choose your quantity, close the pop-up box and continue shopping.

You can also shop via the Shopping sidebar, as well.

Search for items by name here.

Show

- Featured
- Just For Me
- Purchased by Me
- My Favorites
- On Sale
- Has Digital Coupon

You can also sort viewable items by featured items, previously purchased items, favorite items, sale items, or items with digital coupons.

All Categories

- Bakery
- Beer & Wine
- Cocktail Mixes and Barware
- Dairy
- Deli
- Frozen Foods
- Home & Floral
- Meat
- Pantry
- Produce
- Seafood
- Specialty Shop
- Sushi

If you like shopping that mimics a trip to the store, you can click here to shop by departments or categories.

Yellow Banana

Ripeness*
Select One

ADD TO CART ADD TO FAVORITES

Approx. 0.4 lb per banana

SKU/UPC: 0000000040112

Location: Produce

Some items will bring up options like Ripeness. Be sure to make your selection from the drop down menu. You may also click Add to Favorites in case the item is one you shop for often.

Martin's 2% Reduced Fat Milk

ADD TO CART ADD TO FAVORITES

CLIP & SAVE

Save \$0.70 Save .70 off one (1) Gallon Martin's Milk (excludes chocolate) - Limit 3 gallons per clip [04/01/20-04/30/20]

Always pay attention to the item's description when choosing your quantity. Here, you see that bananas are sold by the each, not by the bunch.

Additionally, you may find items with digital coupons. Click Clip & Save to apply coupon. Note: You will need to register for digital coupons to use this option.

Substitution
Best comparable

Add Notes

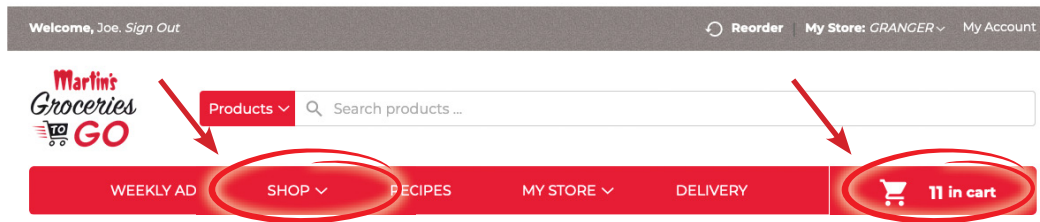
SKU/UPC: 00658882241020

Location: Dairy

You will also find options like Substitution preferences or the ability to add a note to an item. Be sure to use these in the event that the item you choose is out of stock.

Checking Out

When you are done shopping, click on the shopping cart icon in the red menu bar.

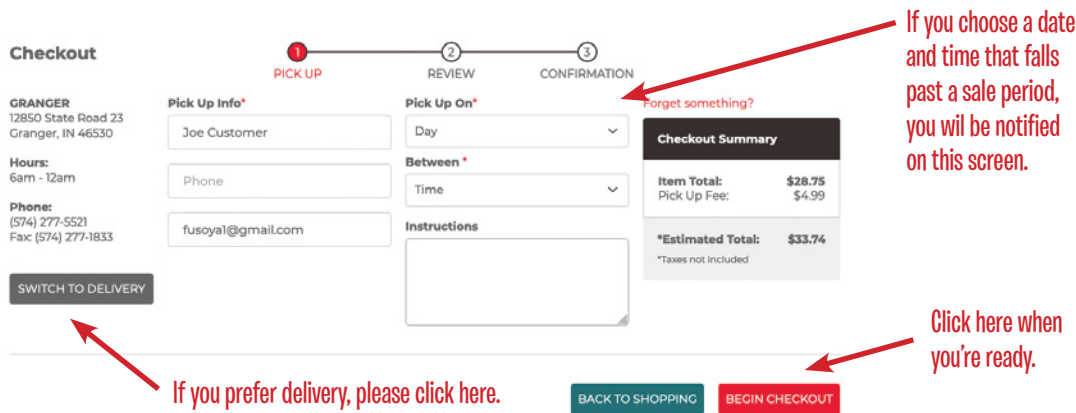


Your full shopping list will be displayed. Here you can change quantities, substitution options, and even add notes to any or all items in your list.

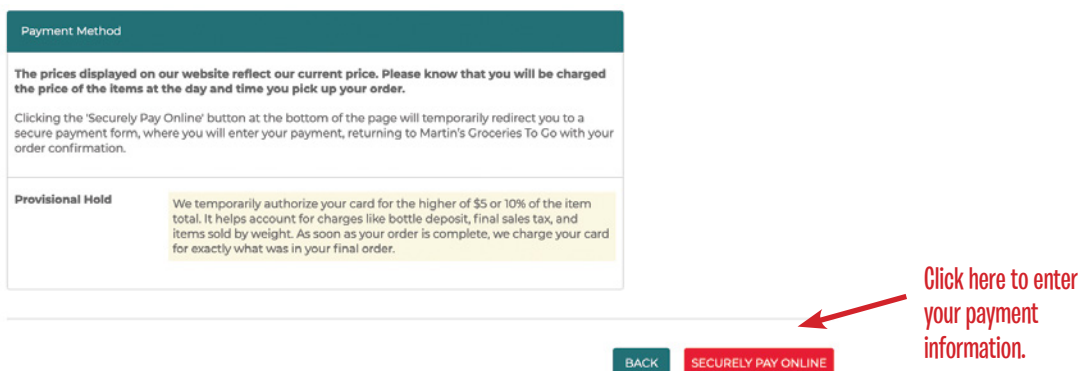
Once you're satisfied with your order, click on the red CHECKOUT button on the right side of the screen.



You will be taken to a screen where you will be able to choose your pickup date and time table, add a phone number, and add instructions.



The next page will give you one last chance to review your order.



Once you enter your credit card information and click the payment button, you will be taken to your order confirmation.

Thank you for your Martin's Groceries To Go order!

Order Number Your order number is **21221902**.

Confirmation An order confirmation is being sent to

Please pull up to the designated parking spots in the front of the store. Call us and we will promptly bring out your order to you.

Wednesday, April 15 between 1:00pm-2:00pm

GRANGER
12850 State Road 23
Granger, IN 46530
(574) 277-5521
Fax: (574) 277-1833

Payment Method Credit/Debit Card
You have authorized \$38.74 for this online payment. The actual amount will be billed upon pick up.

Provisional Hold We temporarily authorize your card for the higher of \$5 or 10% of the item total. It helps account for charges like bottle deposit, final sales tax, and items sold by weight. As soon as your order is complete, we charge your card for exactly what was in your final order.

Order Instructions

- If you must cancel an order, please notify us at least 24 hours before your scheduled pick up time. Orders canceled after the deadline will be charged a service fee.
- The prices displayed reflect our current price. Please know that you will be charged the price of the items at the day and time you pick up your order.

Would You Like To Add these items to my next order? (Clicking the 'Add Items To Next Order' button will add items to your list for your next order. If you would like to modify or cancel your existing order, please [click here](#).)

ADD ITEMS TO NEXT ORDER

Checkout Summary

Item Total:	\$28.75
Pick Up Fee:	\$4.99
Provisional Hold:	\$5.00
Estimated Total:	\$38.74
Authorized Amount:	\$38.74

There are options here for you to add items to your next order or modify or cancel your existing order.

You will also receive a confirmation e-mail to the e-mail address associated with your account.



Hi Joe Customer,

Thanks for your Martin's Groceries to Go order #21221902. Your order will be available for in-store or curbside pickup on Wednesday, April 15, 2020 at 1:00 PM.

Please pull up to the designated parking spots in the front of the store. Call us and we will promptly bring out your order to you.

Pick Up Instruction: N/A

Click Here To View Your Order Details

GRANGER

12850 State Road 23
Granger, IN 46530

(574) 277-5521

Fax: (574) 277-1833

Full details of your pickup date and time, as well as information on where to park when you pick up your order.

Click this button in your confirmation e-mail to view, modify or cancel your order.

How to Add Items to an Existing Order

To Add items to an Existing Order-Note this must be done from the Website, you cannot add to an order from the APP on your phone or tablet.

Click on My Account



Select the My Orders section from the list on the left side of the computer

My Orders

- My Account
- My Address Book
- My Payment Methods
- My Orders
- My Favorites
- My Recipes
- My E-Wallet
- My Shopping Lists

From your list of Orders, click on the Order #, listed in red, of the order to modify.

Order #	Pick Up/ Delivery Details	Status	Type	Total
21221902	GRANGER Joe Customer Wednesday, April 15 between 1:00pm-2:00pm	Placed	Pick Up	*\$38.74

*Estimated Total

On the next page, click on the red **Add to Order** button to begin shopping again.

The prices displayed on our website reflect our current price. Please know that you will be charged the price of the items at the day and time you pick up your order.



Pick Up Details	
Store	GRANGER 12850 State Road 23 Granger, IN 46530 (574) 277-5521 Fax: (574) 277-1833
Pick Up Date	Wednesday, April 15 between 1:00pm-2:00pm Edit
Pick Up Info	Joe Customer Edit
Pick Up Instructions	None Edit

Order Notes	Edit

ADD TO ORDER

When you have finished adding items to your order, click on the red **Update Order** button at the bottom of the page.

Checkout Summary	
Item Total:	\$31.14
Pick Up Fee:	\$4.99
Provisional Hold:	\$5.00
Estimated Total:	\$41.13
Authorized Amount:	\$38.74

[BACK TO MY ORDER](#) [UPDATE ORDER](#)

Some Frequently Asked Questions

Q. I have forgotten my password. What should I do to place an order?

A. If you have a Groceries to Go account, but you have forgotten your password, go to the Sign In page, enter your e-mail address and click the Forgot Your Password link. An e-mail will be sent to you with instructions on how to create a new password.

Q. What do I do if my Martin's Advantage Card is associated with another account?

A. It is not necessary to have an Advantage Card added to your account. You can always type your card number (all 12 digits) into the Instructions section of your order, and our shoppers will look up your number for you when filling the order.

Q. I have tried logging in to place an order, but it says my information is incorrect. What is wrong?

A. Martin's offers several services that require login credentials. If you get an error message that your login information is incorrect, be sure to check that you are logging into the Groceries to Go site and not our Martin's Click & Save digital coupons page. Simply look for the correct logo in the upper left of the screen.

Q. When it's time for me to pick up my order, where do I go?

A. Upon completing your order, please check your e-mail for a confirmation message. In the message, there will be instructions for you, including pickup date and time, as well as where in the store's parking lot you should be to receive your order.

Q. How do I order two pounds of ground beef or more than one banana?

A. Once you've clicked ADD to place an item in your cart, you will be able to increase or decrease the amount or quantity of that item on screen or during the checkout review process. Use the red plus or minus buttons to increase the quantities or the weight you would like to order.