



# Mobile Ordering - User guide

## Dining Services

### Get the application:

There are 3 locations where you can find the app.

1. Click on the following link in your cell phone's browser: [EatAtPG.com](http://EatAtPG.com)
2. Scan the QR code on the mobile ordering marketing located in your Site Café.
3. If you are using a P&G issued iOS device, you can click on the "web" tab and select "Mobile ordering" from the list.

All three of these links will take you to a splash page that shows the locations where Mobile Ordering is currently available.

- If you generally stay at one site, you can click on that site and then add the location to your home screen or save as a bookmark.
- If you visit multiple locations you can add the splash page to your home screen or save as a bookmark.

### Sign up for the service:

After clicking on your location from the splash page you will be taken to the Ordering home screen. If this is your first visit click on "Create Account." You will be asked to enter the following:

- Email:
- First Name:
- Last Name:
- Password: (for security reasons please do not use your P&G network password).
- Confirm Password
- Phone Number:

Enter the above information and click the "Create" button at the bottom.

### Log In:

At the login screen enter your User Name (email) and password. If you've forgotten your password you can click on "forgot password" to have your password emailed to you.

### After login in follow these steps to place your order:

1. Select pick up date and time
2. Choose the menu you would like to order from (e.g. Grill'd, So Deli)
3. Choose one of the pictured specials or the Icon to "build your own."
4. Follow the screen prompts to complete your order and select sides.
5. After you have completed your first order you will be asked if you want to "add another item" If you choose yes it will walk you through steps 2-4 again. If you choose no it will take you to the "Review your order" screen.
6. On the "Review your order" screen you can select to cancel your order or add an item, if you don't want to do either of these, click the "done" button. This will take you to the Checkout page
7. The Checkout page will allow you to confirm your contact information and enter any special instructions (like "cook my burger well done"). If the information is correct press the "next" button at the bottom to go to the "Payment" page.
8. On the payment page the first time you pay you will enter your credit card information in the boxes provided. If you check the "Save Payment" box it will prompt you for a name to remember the card by. For future purposes the saved credit card will be available in the "Credit Card" dropw down box.
9. After you have entered the payment information, click "submit" and your order is complete.
10. You will receive a confirmation email of your order (there is no need to bring this to the café).

### Picking up your order:

Your order will be available in the café at the time you indicated. You will pick up the order from the station you ordered from (e.g. "grill" or "deli"). The pickup location will be highlighted by "Mobile Ordering" signage and your order will have a receipt with your name attached to it. Also it will include any sides you ordered as well as a cup if you ordered a fountain beverage.

### Questions / Comments / Concerns:

If you have any feedback please contact: Chad Rogers, [chad.rogers@compass-usa.com](mailto:chad.rogers@compass-usa.com)

