

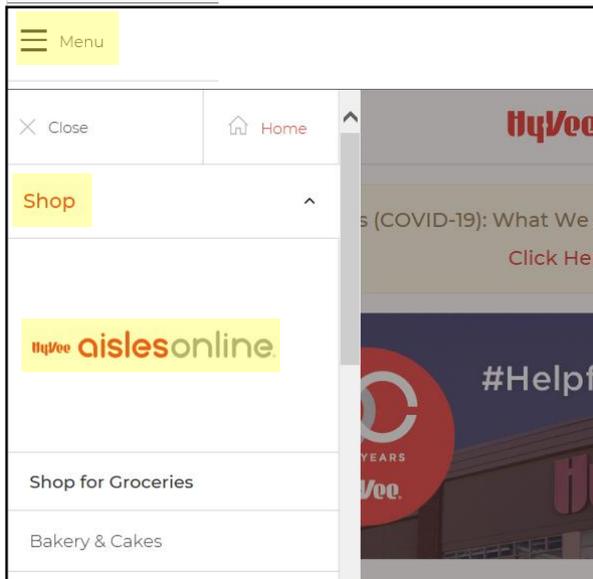
Creating An Account For Hy-Vee Aisles Online

To order groceries online from Hy-Vee, you need to have an account with Hy-Vee Aisles Online. If you do not already have one, this document walks you through creating an account.

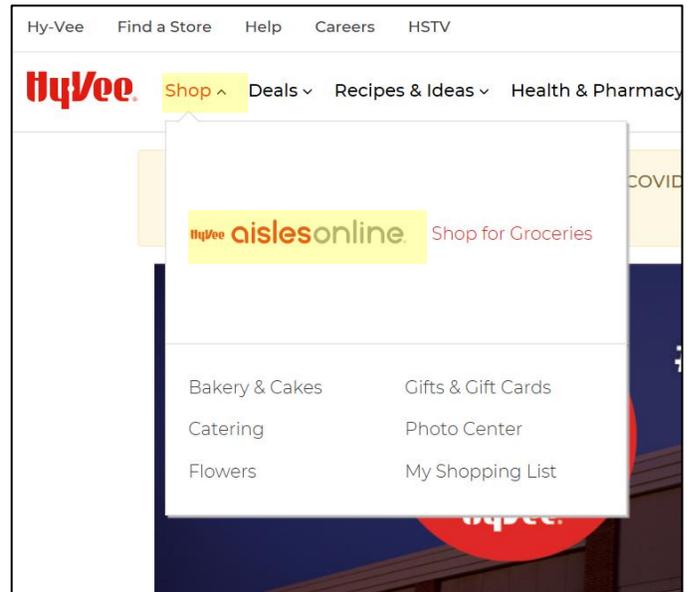
The images shown here are from a laptop computer running Windows and using Internet Explorer. The website should look similar from any computer, tablet, or phone, though there may be a few small differences, particularly on Apple products.

GO TO THE WEBSITE

1. Open an internet browser (Chrome, Internet Explorer, Edge, Safari, etc.).
2. In the address bar, type **hy-vee.com**, then press the Enter key.
3. If you see three horizontal lines in the upper right corner next to the word **Menu**, click on it. A drop-down menu should appear. If you don't see the horizontal lines, jump to the next step. *The three horizontal lines are called a "hamburger icon." 
4. Click the word **Shop**.
5. Click on either **Hy-Vee Aisles Online** or **Shop For Groceries**. Either will take you to the same place.



With the hamburger icon

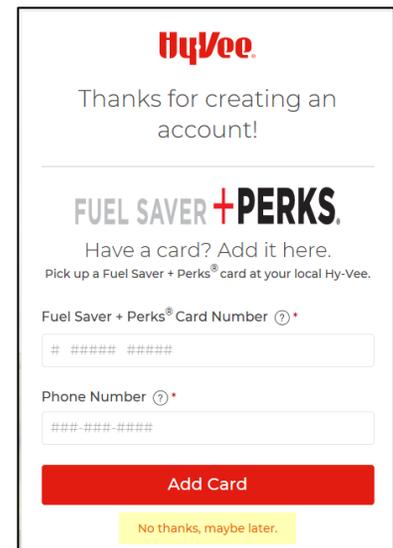
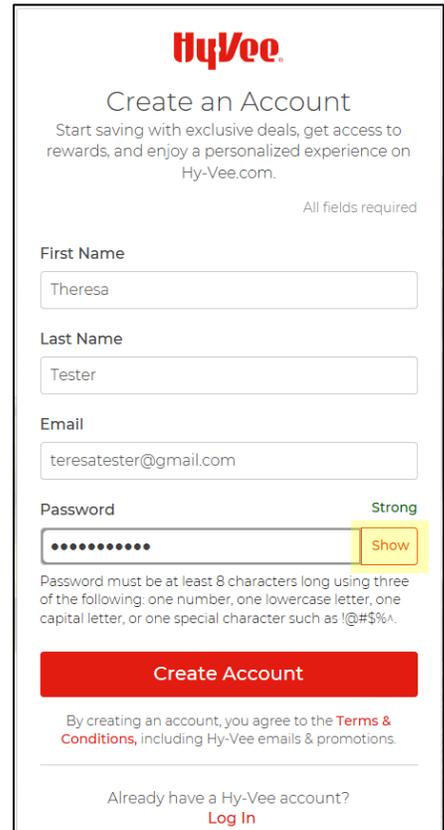
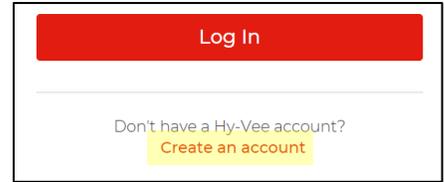


Without the hamburger icon

CREATE A NEW ACCOUNT

6. Click on the red **Log In** box in the upper right-hand corner of the screen. The Log In screen will appear.
7. At the bottom of the Log In box, click **Create An Account**.
8. On the Create an Account screen, type your **first name**, your **last name**, your **email address**, and a **password** you choose in the correct boxes.
 - Your password must be 8 characters long and contain an upper case letter, a lower case letter, and a number or a special character (the shift characters above the numbers on a keyboard).
 - To see your password as you type it, click the Show button.
 - If the word Weak appears above the Show button, it means you need a different password, one that meets all the criteria.
 - Be sure to remember your password exactly as you type it. You'll need it to order groceries later.
9. Click the red **Create Account button**. If you receive errors, check your password. It may not meet all the criteria required.
10. If you have a **Hy-Vee Fuel Saver + Perks card**, enter the **number** that is on the card.
11. Enter your **phone number** associated with the card.
12. Click **Add Card**.

*If you DO NOT have a Hy-Vee Fuel Saver + Perks card or do you not want to enter the number now, click **No thanks, maybe later**. You can enter a Fuel Saver card number at any time in the future.



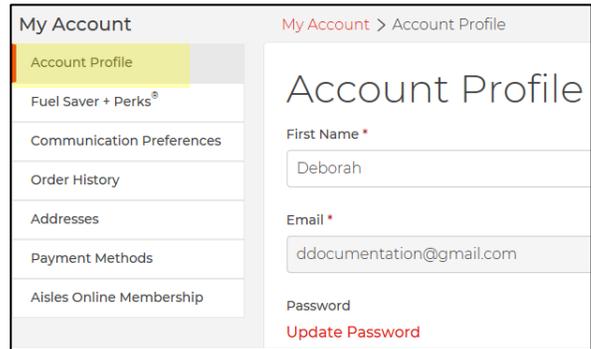
COMPLETE YOUR PROFILE

The My Account section is where information specific to you can be seen and edited. This information customizes what you see on the Aisles Online website. Some of the sections are particularly important to complete for grocery delivery.

My Hy-Vee

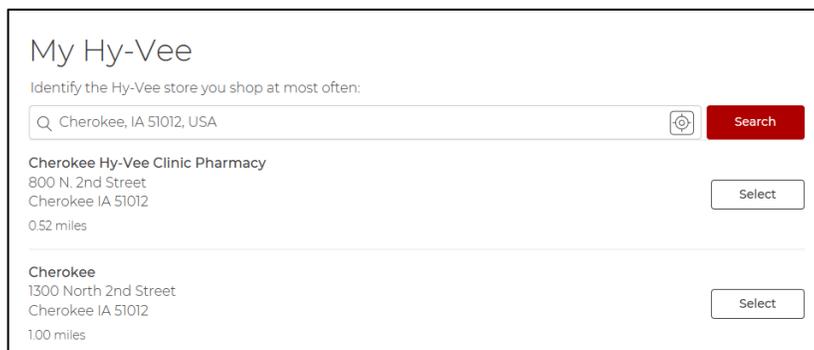
This section of the My Profile page allows you to pick the Hy-Vee you use most often. This is the store that will prepare your grocery order for pick-up or delivery.

1. If you are not already on the Account Profile page, go to it by clicking Account Profile from the menu on the left-hand side of the screen.



*The gray box and red bar indicate you are already on the Account Page.

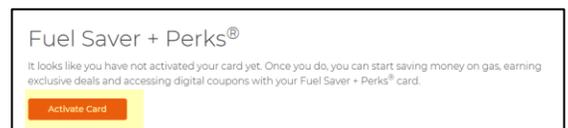
2. In the My Hy-Vee box, type your zip code.
3. Click the red Search button.
4. The address of several nearby stores will appear. Find your store, then click the Select button next to the address.



*Your Hy-Vee's address will be displayed in the My Hy-Vee box along with a small map so you can be sure you selected the correct store. If you did NOT select the right store, click the red Set Preferred Store button and repeat the processes.

Fuel Saver + Perks

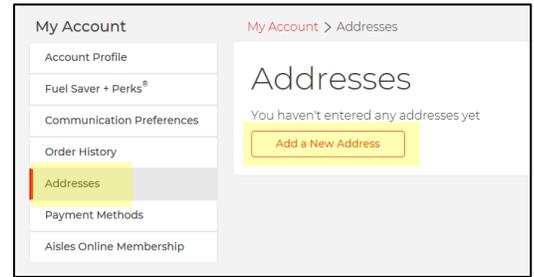
You can enter a Fuel Saver + Perks card number at anytime from this page. Click on **Fuel Saver + Perks from the My Account Menu**, then click **Activate Card**. Then follow Steps 10, 11, and 12 in the previous section.



Addresses

In order to have your groceries delivered, you must enter your address into your Hy-Vee Aisles Online account.

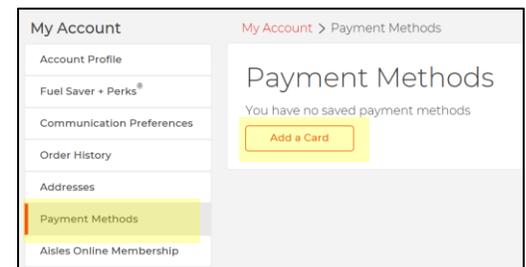
1. Click on **Addresses** from the My Account menu on the left-hand side of the screen.
2. Click **Add a New Address**.
3. Enter your address information in the Add Address screen. When you are finished, click the **Save Address** button.



Payment Methods

In order to pay for your grocery delivery or pick-up, you'll need to enter a credit card (or any debit card with a credit card logo) into your Hy-Vee Aisles Online account.

1. Click on **Payment Methods** from the My Account Menu on the left-hand side of the screen.
2. Click **Add A Card**.
3. Enter your card information on the Add A Card screen. When you are finished, **click Add Card**.



 A screenshot of the 'Add Address' form. It includes fields for First Name, Last Name, Address Type (Residence), Address Line 1, Address Line 2, City, State, Zip Code, and Phone Number. There is a 'Default Address' checkbox and 'Save Address' and 'Cancel' buttons at the bottom.

Add Address Screen

 A screenshot of the 'Add a Card' form. It includes fields for Name On Card, Phone Number, Card Nickname, Credit Card Number, Expiration Date, and Security Code. There is a checkbox for 'Make this card my default payment method' and 'Billing Address' fields (Street Address, Address Line 2, City, State, Zip Code). 'Cancel' and 'Add Card' buttons are at the bottom.

Add A Card Screen

*There is more to explore in My Account. But by completing these sections, you should be ready to order your groceries online!