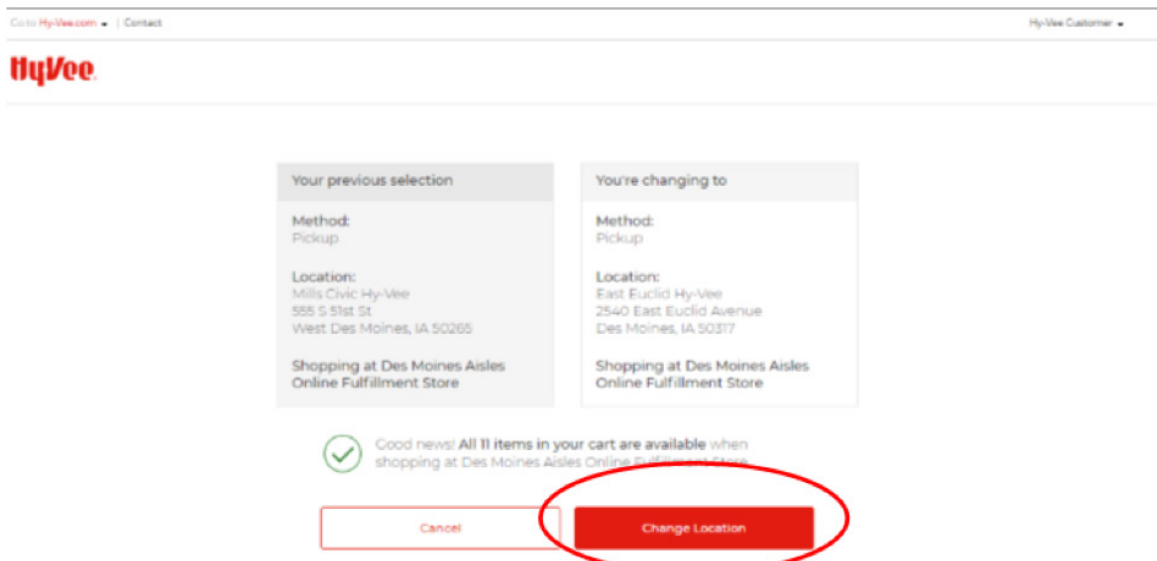


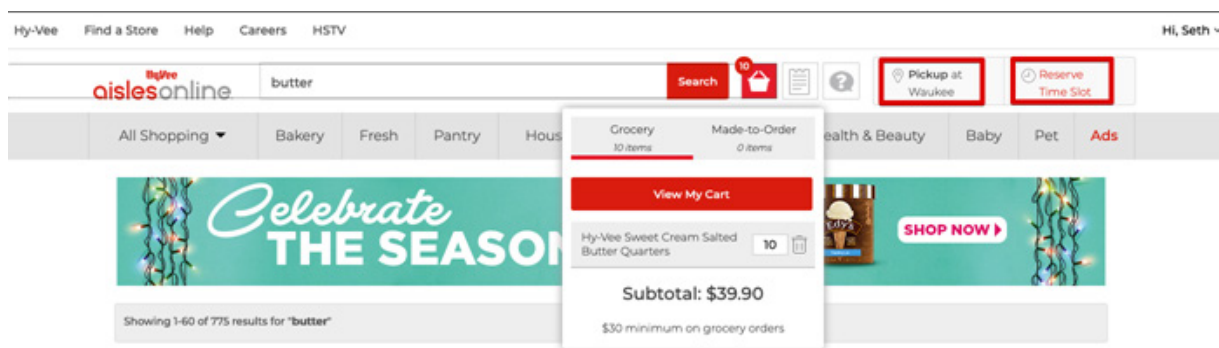
How to use aislesonline[®]

1. Enter the website in your search bar: <https://www.hy-vee.com/grocery/> or visit [hy-vee.com](https://www.hy-vee.com) and click the Hy-Vee Aisles Online logo.
2. Click **Log In** in the upper right hand corner of the page.
3. Sign into your existing account or create a new account.
 - To create an account, click on the “Sign Up” link below the red bar. You’ll enter your name, preferred email and a password (which must contain an upper case letter, lower case letter, number or symbol (!@#%\$)).
4. Click the **Select Store** option in the upper right hand corner, to the left of your account name.
5. A pop-up box allows you to choose delivery or pick-up.
 - a. For delivery, enter your name, address and phone number you can be contacted at when the items are being delivered.
 - b. For store pickup, enter an address, city or zip code and choose pickup from your preferred store.

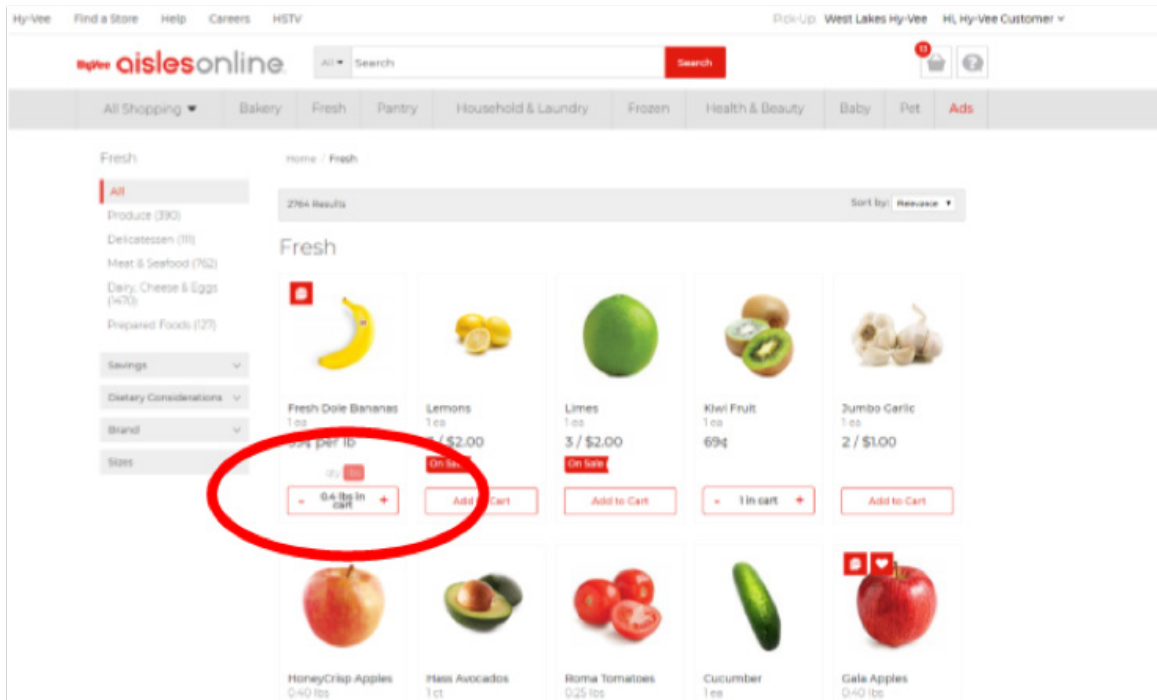
Note: If you want to switch from delivery to pick up, click on your current delivery location in the upper right corner of your screen. Select **Pickup** in the pop-up box and enter your address, zip code or the name of the location you’d like to pick up from. Click the **Select** box on the right side of the list. Confirm your change by clicking the **Change Location** button. You will be directed back to the main Aisles Online page, where you can continue shopping or proceed to checkout.



6. Click **Reserve Time Slot** and choose first the day and then the hour you prefer for your order. If a time slot is marked as Not Available, you have either missed the order cutoff time or that time slot is full. If all time slots are full, please check back tomorrow. The items in your cart will be saved.



7. Once you have a location selected, search for your items using the search bar at the top of the page or by looking through the department categories located under the search bar.
8. Add items to your shopping cart by selecting **Add to Cart** and adjust the quantity or weight of the item using the + and - buttons.



9. Once you have added all your items, click on the grocery basket in the upper right hand corner and choose **View My Cart**.
10. You will see all the items you have added to your basket as well as an estimated total on the right side of the screen. (Note: There is a \$30 minimum purchase for all orders. If you have not met the minimum purchase, you will not be able to checkout.)
11. Select **Proceed to Checkout**.
12. Select a substitution preference in case the store is out of an item you’ve ordered. Choosing “No Substitutions” may mean that your order is only partially filled.

13. You may also include any special notes for the employee shopping your order.
14. When finished, select **Save & Continue** on the right side of the screen.
15. Enter your payment information. Major credit cards and Hy-Vee Gift Cards are accepted. EBT is not an option at this time.
16. Select **Place Order** on the right side of the screen. You will be directed to a screen that says “Thank you for your order” and you will receive a confirmation email with your order number and details.

Please call us any time you need assistance: 1-800-772-4098. Hy-Vee representatives are available 24/7 to assist with questions.