

## Sustainable Harvest Farm CSA Sign-up Instructions

1. Using Google Chrome (not Edge or Explorer) Go to:  
<https://www.harvie.farm/signup/sustainable-harvest-farm>
2. Section 1--Select from one of the three sizes of produce share offerings (small, regular, XL)
  - a. Select 'weekly' from the 'select frequency' drop down menu under the size share you wish to purchase.
  - b. Hit the green 'select this share' button to add the share to your cart.
  - c. You should see your share in the 'summary' box on the right hand side of the page. \*\*Note the 'quantity' will say 22 for 22 weekly deliveries.
3. In the 'summary box' on the right-hand side, **click the 'add coupon' button and type your voucher code in the coupon code field and hit the 'add' button to apply your coupon.** \*Make sure the coupon code is applied before processing your transaction to ensure the voucher code is applied\*
4. Section 2--Scroll down the page and select any add on items that you'd like to add.
5. Section 3--Select the pick up location for your share.
  - a. Please note your employer is a pickup location: 1218 S. Broadway Lexington, KY 40504
  - b. Or, type in your address to see the available pick up locations near your home. If you want to pick up near a certain location, type in the address in the text box under the map and hit the green 'search nearest pick up location' button.
  - c. Click on the green box/pin that pops up on the map to see the pick up day and time that location and then hit the green 'select this option' button. You should see your desired pick up location show up in the 'summary box' on the right hand side of the page.
6. Section 4—enter your contact information. **Be sure that your signup has your first and last name so your employer will recognize it as a valid voucher use.**
7. Section 5—review/confirm your payment details and hit the blue 'go to checkout' button.
8. Review the membership agreement and then hit the blue 'pay 25%' button or the 'pay in full' button. If you elect to pay only 25% at checkout, please note the terms and payment days for the payment plan option.
9. Your voucher will zero out your vegetable main season CSA share balance and your employer will discuss payroll deduction options with you.
10. Enter your payment information to complete your purchase.