

Elmwood Stock Farm CSA Sign up Instructions

1. Go to: <http://elmwoodstockfarm.csasignup.com/members>
2. If you are a **new member** to Elmwood Stock Farm:
 - a. Click the link for “Summer 2019 Season”
 - b. Select your share (mini, regular, or robust) and any add on items (eggs, meat, etc.) then hit the “submit and continue” button at the bottom of the page.
 - c. Select your desired pick up location then hit the “submit and continue” button at the bottom of the page.
 - d. Enter your email address
 - e. Enter “LFCHD Payroll Deduction” if you have or plan to sign up for payroll deduction with your employer.
 - f. Enter and how you found out about the CSA program in appropriate the text fields and hit the “submit and continue” button.
 - g. Enter your contact information and hit the “submit and continue” button.
 - h. Read the membership agreement and click the box “I understand and agree” then hit the “submit and continue button” at the bottom of the page.
 - i. Review your order, type in your **voucher/coupon code** into the coupon code field and hit the “Go” button to apply the discount. **Please note the discount will not be applied unless you hit the “Go” button.** Select your method of payment (pay in full via PayPal or by check/cash) and pay for your share. Select “Invoice” if you plan to sign up for Payroll Deduction.
3. If you are a **returning member** to Elmwood Stock Farm:
 - a. Click the “Click here” link in the green “returning member” box at the top of the page.
 - b. Enter the email address you used to sign up for your share in previous years or that is associated with your account and hit the “submit” button.
 - c. Click the “Click here” link in the green “welcome back” box at the top of the page.
 - d. Click the link for “Summer 2019 Season”
 - e. Select your share (mini, regular, or robust) and any add on items (eggs, meat, etc.) then hit the “submit and continue” button at the bottom of the page.
 - f. Select your desired pick up location then hit the “submit and continue” button at the bottom of the page.
 - g. Enter how you found out about the CSA program in the text field and hit the “submit and continue” button. If you are returning member, just type “returning member”
 - h. Enter “LFCHD Payroll Deduction” if you want to sign up for this feature with your employer.
 - i. Make adjustments to the users associated with your membership (check or uncheck boxes, as appropriate) and hit the “submit and continue” button.
 - j. Read the membership agreement and click the box “I understand and agree” then hit the “submit and continue button” at the bottom of the page.
 - k. Review your order, type in your voucher/coupon code into the coupon code field and hit the “Go” button to apply the discount. **Please note the discount will not be applied unless you hit the “Go” button.** Select your method of payment (pay in full via PayPal or by check/cash) and pay for your share. Select “Invoice” if you plan to sign up for Payroll Deduction.