

## How-To for SNAP/EBT

Kohala Food Hub Shoppers can now pay directly with SNAP EBT dollars during online checkout. This means we now serve all of North Kohala, Waimea, Kawaihae and Waikoloa communities for pickup and delivery options shopping with SNAP! All local fruits, veggies, edible plant starts and eligible minimally-processed produce products will be discounted through our partnership with the **Da Bux** program when shopping with SNAP/EBT. In order to pay with SNAP online and redeem the Da Bux 50% discount on eligible items, follow these steps when using a laptop/desktop computer (the mobile version is slightly different and is below the laptop section):

**LAPTOP/DESKTOP:**

1. Once you've loaded your cart with the items you want, click the Shopping Cart Icon In the Payment Preference field (bottom left of the checkout screen) click **"Online SNAP"**

The screenshot shows the checkout page for Local Food Marketplace. At the top, there is a navigation bar with links: HOME, SHOP, REVIEW & CONFIRM ORDERS, SHARES, PRODUCERS, REGISTER, CONTACT, and GIFT CERTIFICATES. A dark blue banner below the navigation bar states: "Tuesday: The current ordering period closes on Wednesday, May 22 at 5:10 AM." The main heading is "Unconfirmed Order". A message box says: "This order is **not confirmed**. Click the **Confirm Order** button to complete your purchase. If the order period has closed, these items were **NOT** ordered." There is a "Continue Shopping" button.

The page is divided into several sections:

- Account Information:** Includes Main Address (Test EBT2, 123 Test Street, Eugene, OR 46282), Billing Address (Test EBT2, 123 Test Street, Eugene, OR 46282), and Credit on Account: \$0.00, Double Up Incentive Credit: \$29.89.
- Distribution Information:** Shows "Tuesday Tue, May-28-24" with options for "For Pickup" (selected) and "For Delivery". Location: LFM, Eugene Farmers Market Pickup. Address: 1334 Oak Aly, Eugene OR 97401-1144. There is a "Special Instructions" field with "Test This!!".
- Payment Information:** Includes checkboxes for "Apply Double Up Incentive Credit to this order" (unchecked) and "Have a gift certificate or promo code?" (checked). There are input fields for "Enter Promo Code" and "Enter Gift Certificate Code", each with a "Redeem" button.
- Payment Preference:** Shows several buttons: "Online SNAP/EBT" (highlighted with a red box), "In Person SNAP", "Check", "Cash", "Alliant Health Credit", "Credit Card", and "eCheck". Below these buttons is a note: "Pay online with your SNAP Card for eligible items and use a credit card to pay the remaining balance if necessary."
- Cart Summary:** Shows "1 Item(s) in your Order - \$9.30". The item is "Chard, Rainbow, Organic" (1.5 lb. bunch, 2 @ \$4.65, Blue Earth Farm) for \$9.30. Below this is a "Help us help you - consider adding a donation!" section with radio buttons for "No Donation", "10% (\$0.93)", "20% (\$1.86)", and "Custom Donation". There is an "Add / Update Donation" button.
- Order Totals:** A table showing: Sub Total (\$9.30), Order Total (\$9.30), SNAP-Eligible Total (\$9.30), EBT Cash-Eligible Total (\$9.30), and Double Up-Eligible Total (\$9.30). The last three rows are highlighted with a red box.
- Confirm Order Here:** A large green button at the bottom right.

2. After clicking "Online SNAP", the SNAP Match Discount promo code field will pop up underneath. Enter code: **DABUX** - then click the green "Redeem" button. If you do not click "redeem" then the discount will not be applied to your order.

**Payment Information**

Have a gift certificate or promo code?

**Payment Preference**

**Online SNAP/EBT**   VENMO   CSAPREPAY   Check   Cash   Credit Card

Pay online with your SNAP Card for eligible items and use a credit card to pay the remaining balance if necessary.

DABUX **Redeem**

3. Click the green "Confirm Order" button on the bottom right of the screen. It will take you to the Forage page.

<b>Sub Total</b>	\$4.60
<b>Discounts</b>	-\$2.30
<b>Tax</b>	\$0.22
<i>Displayed tax total represents maximum amount of tax that could be charged. Final tax to be calculated at checkout.</i>	
<b>Order Total</b>	\$2.52
SNAP-Eligible Total	\$2.30
DABUX-Eligible Total	\$2.30

**Confirm Order**

4. Enter your EBT card and pin information for the SNAP payment portion, and a credit card for any non-SNAP eligible items in your order (i.e. delivery fees or non-edible ornamental plant starts)

The screenshot shows a mobile checkout interface. At the top center, there is a placeholder for a 'Store Logo' and the text 'Add your EBT card'. Below this, there is a text input field labeled 'EBT card number' and a dark green button labeled 'ADD CARD'. At the bottom of the screen, there are three buttons: 'CHANGE CARD', 'NEXT', and 'Pay' (with a lock icon).

**MOBILE/PHONE SHOPPING:**

Largely the same process, but the checkout screen is slightly different:

Click the Green Review and Confirm button and top of the page to get to the checkout screen (next page).

Then click the Payment Information green arrow to open up that section and select Online SNAP as your payment preference. Make sure to input the DABUX promo code. Then click the green Redeem button - see below:

1:21



Distribution Information

Payment Information

Have a gift certificate or promo code?

Payment Preference

Online SNAP/EBT

VENMO

CSAPREPAY

Check

Cash

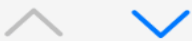
Credit Card

Pay online with your SNAP Card for eligible items and use a credit card to pay the remaining balance if necessary.

DABUX

Redeem

kohalafoodhub.localfoodmarketplace.com



Done

"DABUX"



Once you've finished doing that, scroll down and click the green "Confirm Order" button. That will take you to the Forage page where you will enter your EBT card information and credit card info for any nonSNAP eligible purchases. Please note it will prompt you to enter your EBT pin several times during the checkout process.