

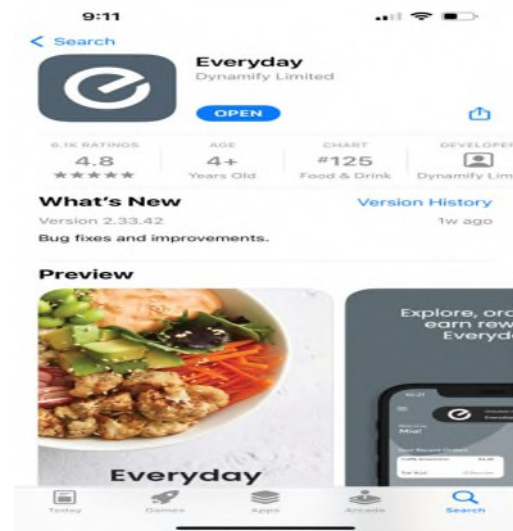


## Everyday Application Guide

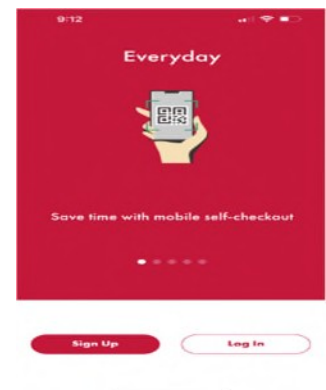
**Instructions:** HOW TO SIGN UP FOR THE “EVERYDAY” APP AND PLACE AN ORDER

- 1) Download the “Everyday” application onto your mobile device. Log into the app store for IOS or google play for Android to download the application.

Scan To Download:



- 2) After the application is downloaded, open the app and click “Sign Up”.





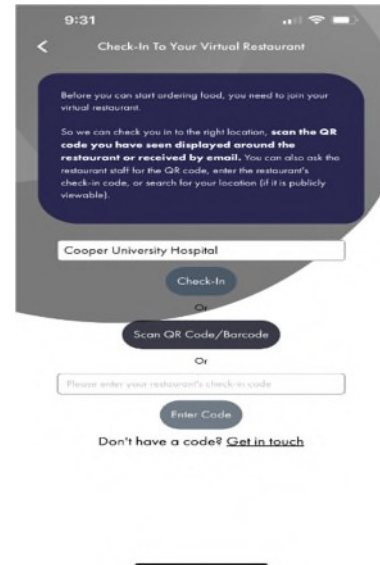
3) Fill out the required personal information and create a password. Once the information is entered, click “Next”.

4) It will then give you the option to turn on app notifications if you prefer them. Read the Terms & Conditions and click “Register”.

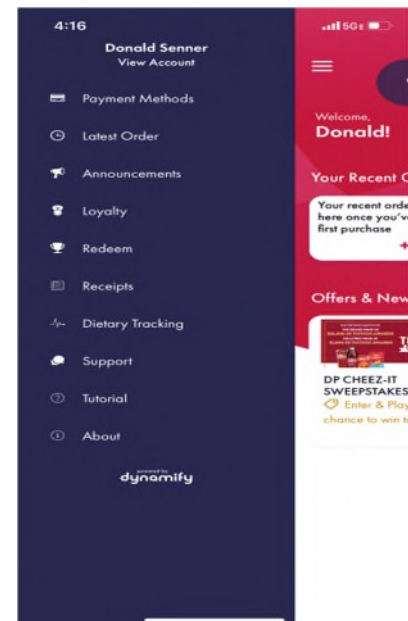
5) If you chose not to receive notifications, it will ask you again for confirmation. Click “Submit”.



- 6) It will ask if you want to allow "Everyday" to use your location. This is up to you.
- 7) Click "Next".  
Click "Check-In" to choose Cooper University Hospital as your location.

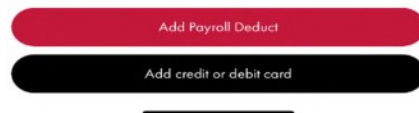
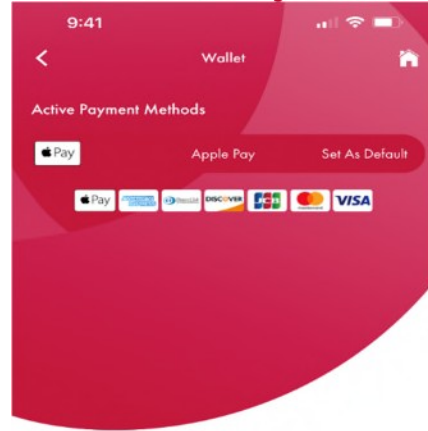


- 8) If you would like to sign up to have your food orders deducted from your paycheck, click the three bars in the top left of the screen. Choose "Payment Methods".

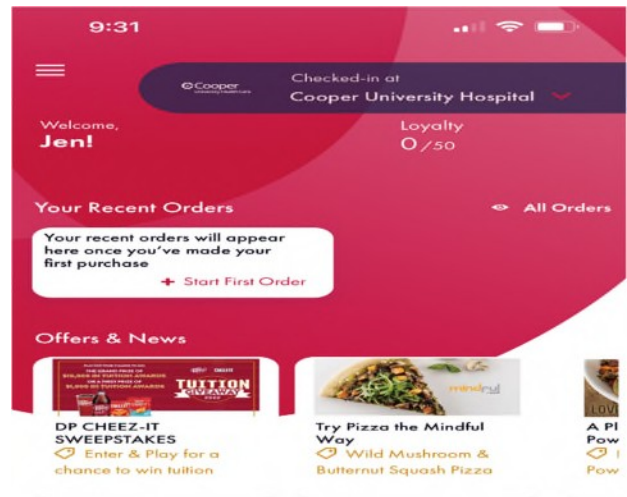




9) Click “Add Payroll Deduct” or “Add Credit or Debit Card”.



10) You are now signed up and ready to order!  
Click the “Order” button.

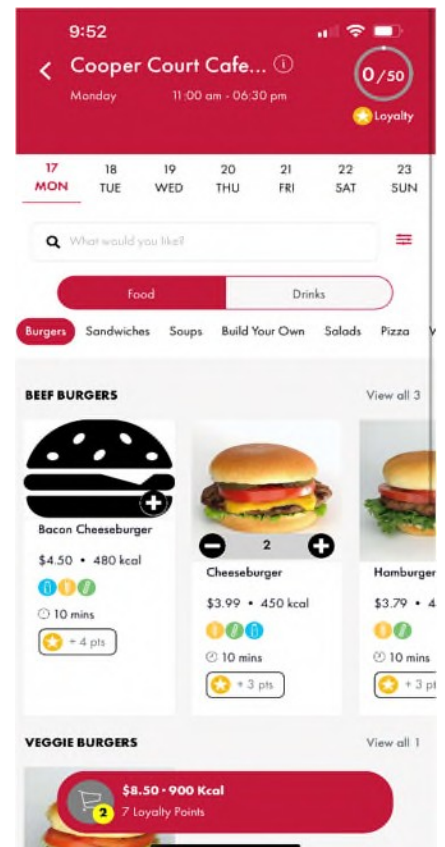




11) Next, click which location you would like to order from. This example is from the “Cooper Court Cafeteria”.

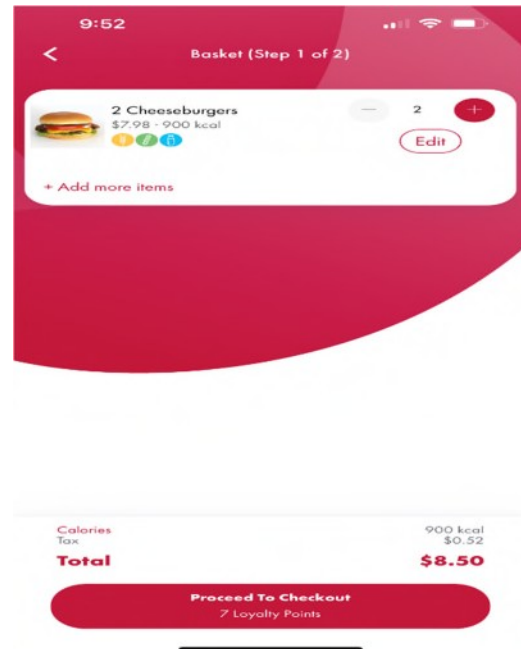


12) To place an order, click the “+” icon next to the item. In this example, the customer selected two cheeseburgers. After you’ve selected your item, click the red shopping cart button at the bottom of the screen.

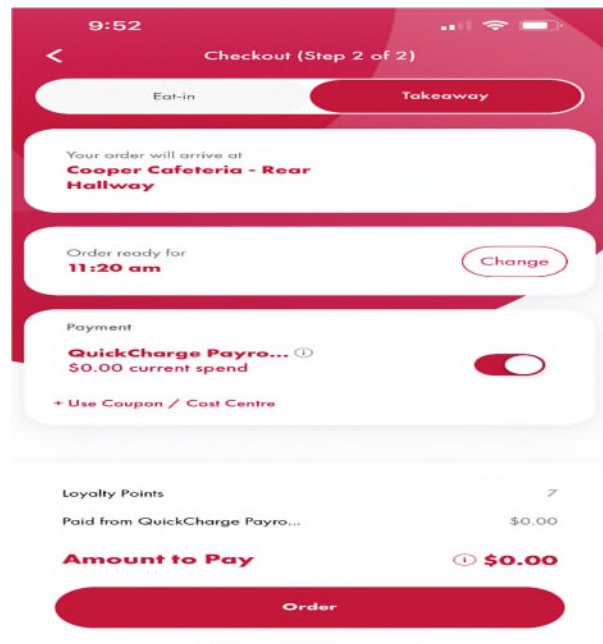




13) A new screen will pop up. Click “Proceed to Checkout”.



14) You will then be directed to a checkout screen to choose “Eat-in or Takeaway”. You can also choose the date and time you would like the order. Click “Order” when you are finished.





15) After ordering, you will receive confirmation of your order summary and order number.

