

## How To Get Set Up to Purchase Mt Meru Coffee On-line as a Unity Member

## Create a Website Log-in

- 1. Go to <u>www.mtmerucoffee.org</u>
- At the top right of the home page, click on the "profile" icon
- 3. Click on "create account" and fill in your information
- 4. Click on the "create" button at the bottom of the page

## Register as a Congregation Member

- 5. Go back to home page and at the top right, click on the menu icon
- 6. Click on "About Us"
- 7. From the drop down list, click on "Congregation Member" and complete the congregation member registration form. BE SURE TO FILL IN YOUR CONGREGATION AS *EITHER* 
  - Unity Brookfield Christ the King
  - OR
  - Unity Brookfield Cross of Life
- 8. Click the "submit" button at the bottom of the page

You will receive a welcome email, confirming that your log in was set up and a second email confirming your approval as a congregation member. Please be patient regarding these emails, as this may take a few days. As a totally volunteer run project, it is a real person, from an area congregation who logs in every few days to approve these.

You can begin to order coffee on September 1st.

- Coffee orders are processed only on Mon and Tuesday mornings
- Your coffee order will be available for pick up at your Unity campus the following Sunday

If you want to order coffee on a regular basis and cannot do the on-line process for some reason, contact Janet McMahon janetamcmahon@gmail.com