# entrée

## Welcome to entrée™!

To access entrée, click here to login on your desktop or mobile browser. If you were provided a password, you can enter it here along with your email to login to the site. If you were not provided a password, please click the "Forgot your password?" link on the login page. Type in your email on the *Reset Your Password* page and we will send you a link to set your password and login to the site.

## Creating an Order

1. Click **"Create Order"** at the top of any page.

2. Choose a list to place an order from (History is selected by default) and Click **"Create Order"**.

3. On the Add List Items to Cart page, enter quantities for the items you would like to order then click **"Proceed to Review Cart"**.

4. Review the items in your cart and click **"Proceed to Checkout"**.

5. On the Cart page, choose your Delivery Day and enter a PO # if desired then Click **"Submit Order"**.

## Creating a Change Order

1. Click the "Hamburger" icon at the top right of any page, then select **"Orders"**.

2. Eligible change orders will be displayed at the top of the list with a pencil icon next to them. Locate order to be changed, click the invoice #, then **"Initiate Change order"** on the Order Details page.

3. This will open the Cart page for your order and allow you to make your desired changes.

4. Once you have completed your changes, click the **"Proceed to Checkout"** button at the bottom of the Cart page.

5. Check your cart items and delivery date for accuracy, then click **"Submit Order"**.

## Pay an Invoice

1. Click the "Hamburger" icon at the top right of any page, then select **"Invoices"**.

2. On the Invoices page, all open invoices for accounts you have access to will be displayed by default.

3. Choose the invoices to pay by selecting the checkboxes.

4. Review total and click **"Proceed to Pay"**.

5. On the Payment Confirmation modal, choose scheduled payment date(s) and click **"Submit Payment"**.

## Setting up Notifications

1. Click the "Hamburger" icon at the top right of any page, then select the gear icon.

2. On the Profile Settings page, click **"Notification Settings"**.

3. Click **"Edit"** then choose which notifications you would like to receive for your accounts, click **"Save"**.

4. To receive text notifications, you must add a mobile number under your User Profile.

## Support

If assistance is ever needed on entrée, please navigate to the Help Center at the bottom of any page in Entrée. Here you will find many helpful instructions and frequently asked questions. If you don't find what you're looking for, you can always find contact information for your Ben E. Keith sales representative or technical support by clicking **"Contact Us"** at the bottom of the Help Center.

## Start Ordering Today!

**bekentree.com**