

Nutrition Matters Material Ordering Instructions for Montana WIC Clinics



1. Navigate to <https://nutritionmatters-montana.com/>
2. **Select 'Sign in'**, located in the top right hand corner of the screen, to create an order.

Sign in or Register | (0)

3. **Sign in** to your account using these credentials:

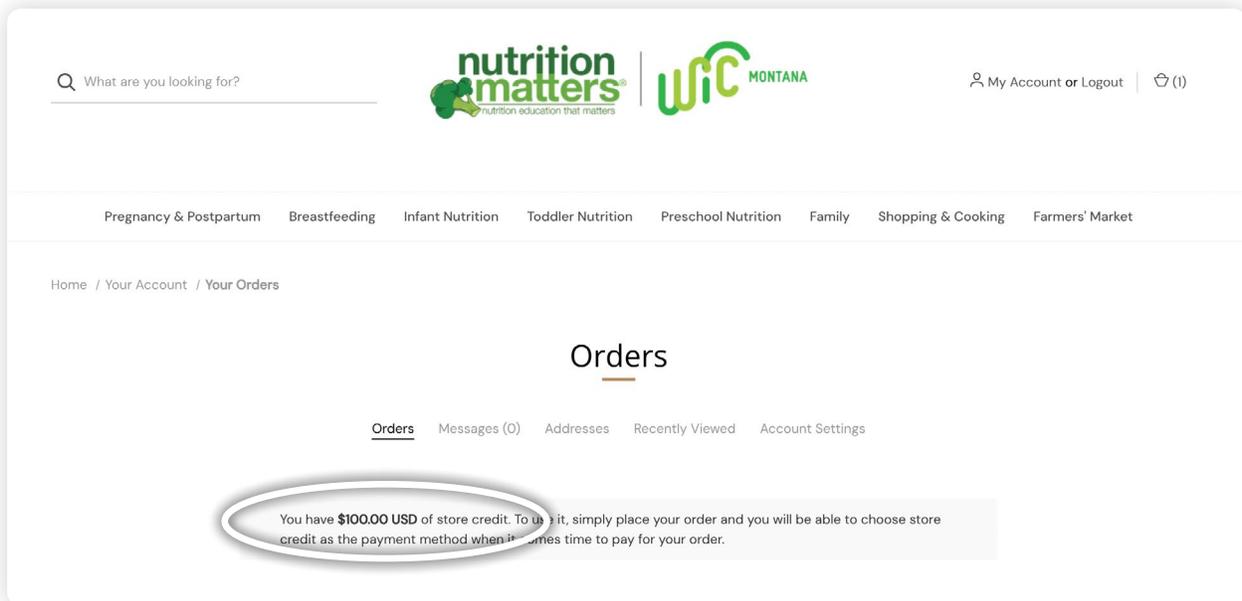
Email Address: Your email address ([click for a list of agencies and emails](#))

Password: MTWIC1234

Please note: These credentials will only work on the Montana-specific website linked above.

When you sign in, you will see your available store credit.

This store credit will automatically be applied at checkout.



4. Now you are ready to shop!
Click on a category at the top to look for products you would like to add to your cart. Discounts will automatically be applied.
5. Once you have selected the items you would like to order, click on the cart in the top right hand corner, and select **Checkout**.

My Account or Logout | (1)

Check out

View Cart

×

6. Under Shipping: **Select your agency's shipping address from the drop down.**
Don't see your agency's preferred shipping address? Feel free to add it.

Customer tracy@numatters.com Sign Out

Shipping

Shipping Address

Tracy Pettis
NUTRITION MATTERS MONTANA 7158311822
316 N BARSTOW ST / SUITE I
EAU CLAIRE, Montana, 59901 / United States

My billing address is the same as my shipping address.

Shipping Method

Ship by Order Total \$10.00

Order Comments

Continue

7. **Unselect the checkbox** next to My billing address is the same as my shipping address. **Click Continue**
8. Under Billing: **Select the "A billing address" from the drop down. Click Continue.**

Billing

Billing Address

A Billing Address MT
Montana WIC Program 111-111-1111
PO Box 4210 / Aimee Duncan
Helena, Montana, 59620-4210 / United States

Continue

9. Under Payment: **Your available Store Credit will automatically apply.**
If your order total is more than your Store Credit, you can use a credit card to pay the balance.
10. **Click Place Order.**

The Nutrition Matters team will be notified of your order. We will reach out with any questions
*To view an order that has been placed, navigate to **My Account**, and select **Completed Orders**.*