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### 1. Logging In

Thank you for choosing EZ-ORDER!! When products are uploaded you will receive an email.

Look for noreply@mysecureorder.cloud or make sure it is not in your spam folder. This email contains a link to your online guide, your account code, and your password. The header of your email should look like the image below.



Dear Gary :

Your SECURE ORDER individualized Product Planner is now ready for you.

Please login at the following URL:

Login: <https://www.mysecureorder.cloud>

In your email message, click on the link next to Login:

Note that your username is your email and a password is preset. You can change your password if you like in your customer User Information.

This will take you to a Customer Portal Login screen:

## Customer Portal Login

**Login To Your Account**

**Account Code**

[Retrieve Account Code]

**Username**

GARY@CFGAK.COM

*Note: Your email is your login username*

**Password**

Show Password

**Login To Your Account**

Retrieve Your Password

After you click on [Login To Your Account] button, you are directed to the welcome page. Click on the Green [View Your Products]

 <p><b>COUNTRY FOODS GROCERY INC.</b> 140 S WILLOW ST STE A KENAI AK 99611-7796 907-283-4834 Fax: 907-283-4831 <a href="mailto:AR@cfgak.com">AR@cfgak.com</a> <a href="http://countryfoods.iga.com/">countryfoods.iga.com/</a></p>	<p><b>DRUGS</b> <a href="#">[my account]</a></p> <p>Code: 15-0000100504 Contact: Gary Email: <a href="mailto:gary@cfgak.com">gary@cfgak.com</a></p>
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## Customer Portal - Home Page

✓ You are logged in, please continue below.

X Close

### Welcome Gary

You have the following items that need attention:

🛒 You have 1 item(s) in your cart. Click [here](#) to checkout.

User Information (edit)

Gary  
GARY@CFGAK.COM  
(Administrator)

**Support**  
For assistance please contact:  
907-283-4834  
907-283-4831 (fax)  
[AR@cfgak.com](mailto:AR@cfgak.com)

Logout

[View Your Products](#)

Here you will see your account info in the Header. If you choose to change your password, you would do that here. Click on the blue “[my account]” and follow the prompts.

**2. Click on the green “View Your Products” tab to see your product guide:**

# ner Portal - Home Page

please continue below.

X Close

[View Your Products](#)

.COM

act:

You should now see a header page that looks like this, with your items displayed below:

Order Guide Quick Add

3277 Records Found, Sorted by Product ID Ascending  
Last Product Import: 04/14/2025 2:46 pm

List Type Department Product ID Description Unit Measure Search

Product ID	Description	List Type Department	UM WT	Your Price	Enter QTY (Clear All)
------------	-------------	-------------------------	----------	------------	--------------------------

**3. Quick Add** is an entry page for quick entry of products without scrolling or searching.

Order Guide Quick Add

Use the form below to search and add items to your order.  
Press the spacebar to see all choices, or enter your own values.

	Item	U/M	Price	QTY	X
1	Product ID NAME	UM	Price	QTY	X
2	Product ID NAME	UM	Price	QTY	X
3	Product ID NAME	UM	Price	QTY	X

With quick add you can type in our product ID number found on your printed Order Pad guide or begin typing and products within the range will display.

**4. If an item is splittable** (purchase less than a full case) there will be two lines for that item; one to enter full case qty, the other to enter each quantity:

6 Records Found, Sorted by Product ID Ascending |  Cart (1)  
*Last Product Import: 03/06/2025 5:30 pm*

Product ID	Description	List Type Department	UM	Your I
129448 	LETTUCE ICEBERG PALL CALIF 024 HD	Standard LEAF VEGETABLES FOODSERVICE	EA	
129448 	LETTUCE ICEBERG PALL CALIF 024 HD	Standard LEAF VEGETABLES FOODSERVICE	CS	
129486 	LETTUCE GREEN LEAF CALIF 024 HD	Standard LEAF VEGETABLES FOODSERVICE	EA	
129486 	LETTUCE GREEN LEAF CALIF 024 HD	Standard LEAF VEGETABLES FOODSERVICE	CS	

**5. All catch weight** items have the following characters at the end of their description line: **\*CW**

Catch weight items display the price based on **average** case weight. Final pricing will be determined by actual product weight.

**6. You will need to click the “Add to Cart” button on the bottom of each of the order pages in your guide as you go.**

136321	MILK BUTTERMILK 1/2 GAL DGOLD 006 64 OZ Last Purchased 1 on 05/05/2025 @ \$13.98	Standard DAIRY FRESH LIQUID	CS	\$26.55	QTY 0 1 5 10 25
There is an minimum order amount of \$200.00					<input type="button" value="Add To Order"/> (Clear All)

Rows Per Page:

Once your shopping is complete you will begin the check out. Please note that you must add products by page using the [Add to Cart] button or the [Enter] key or by each item to the shopping cart. **NOTE: Your shopping cart expires after four hours so if you start and don't finish within four hours, it will erase your previously selected items.**

From here you can scroll through page by page entering items as you go- if you choose this method be sure to hit the “Add to Cart” button before you move to a new page.

136321	MILK BUTTERMILK 1/2 GAL DGOLD 006 64 OZ Last Purchased 1 on 05/05/2025 @ \$13.98	Standard DAIRY FRESH LIQUID	CS	\$26.55	QTY 0 1 5 10 25
There is an minimum order amount of \$200.00					<input type="button" value="Add To Order"/> (Clear All)

Rows Per Page:

**7. The search functions at the top are very robust.**

# My Products

1080 Records Found, Sorted by Product ID Ascending |  Cart (1)

*Last Product Import: 03/06/2025 5:30 pm*

List Type	Department	Product ID	Description	Unit Measure	Search
-----------	------------	------------	-------------	--------------	--------

- Click on the **Department** tab and hit the space bar to display a scrollable department list. Select a department and click the search tab.
- You can also search for a department by entering text into the **Department** field I.E. “vegetable” or “beef” All departments with those terms in the tile will be displayed in a scrollable list.
- You can select the department field, **enter nothing**, then hit the search button. System will take you back to the top of the entire order guide.
- If you know the item number you are looking for you can enter that directly into **Product ID** and click the search tab.
- You can type a general description into the **Description** field- I.E. “lettuce” then click the search tab. All items with lettuce in the description will be displayed.

## 8. Exports to EXCEL

If you find it helpful to have a printout of the entire guide for inventory and order planning purposes, scroll to the bottom of any page that has product displayed.



Rows Per Page:

Click on the “**Export All Products**” button.

You should see a download notice from Windows. Open the file, and you will have an excel file you can save or print to use as your needs require. Once you have your complete excel file, you can easily use the [“Quick Add” screen to add items by item#.](#)

### **Check Out.**

**NOTE: Your shopping cart expires after four hours so if you start and don’t finish within four hours, it will erase your previously selected items.** Each time you hit the “**Add to Order**” button on each page, you will be taken to your shopping cart and can review the items added to that point. If you need to add additional items, tap the “Continue Shopping” tab at the top of the page. You will be returned to the last order page you were viewing, from there you can use the search function to find and add additional items.

136321	MILK BUTTERMILK 1/2 GAL DGOLD 006 64 OZ Last Purchased 1 on 05/05/2025 @ \$13.98	Standard DAIRY FRESH LIQUID	CS	\$26.55	QTY 0 1 5 10 25
<p>There is an minimum order amount of \$200.00</p>					<p>Add To Order</p> <p>(Clear All)</p>

1 2 3 4 5 6 Next >>

Rows Per Page: 25 Go

When you are finished shopping, hit “Check Out” button at the bottom of the shopping cart page. You can also Manually Add items to your cart that you were unable to location in the guide from this shopping cart page.



+ Manually Add Items To Cart

Check Out Delete Shopping Cart

Back To Last Page Continue Shopping Customer Portal  
Home Page

## 9. Check out Process

Here you will go through a series of informational screens:



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KENAI AK 99611-7796  
907-283-4834 Fax: 907-283-4831  
[AR@cfgak.com](mailto:AR@cfgak.com)  
[countryfoods.iga.com/](http://countryfoods.iga.com/)

Z1 PRODUCT GUIDE [\[my account\]](#) [\[logout\]](#)

Code: 15-0000999999  
Contact: Gary  
Email: [gary@cfgak.com](mailto:gary@cfgak.com)

## Enter Your Contact Information

**!** We are missing your contact information for your order. Please enter it below.

[X Close](#)

### Your Contact Information

\* First / Last Name

Gary

Last Name

\* Email Address

GARY@CFGAK.COM

\* Phone Number

907-283-4834

Enter the best number to reach you on. ie xxx-xxx-xxxx

[Continue](#)

[Return To Previous Page](#) [Customer Portal](#)

You will most likely need to add your info here the first time.



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[AR@cfgak.com](mailto:AR@cfgak.com)  
[countryfoods.iga.com/](http://countryfoods.iga.com/)

Z1 PRODUCT GUIDE [\[my account\]](#) [\[logout\]](#)

Code: 15-0000999999  
Contact: Gary  
Email: [gary@cfgak.com](mailto:gary@cfgak.com)

## Billing Information

Please enter your billing information below.



Please continue below.

X Close

### Billing / Account Information

You are currently logged in under the following account listed below.

You can [go to your account here](#).

If this is **not your account** please [log out now!](#)

Company / Organization / First & Last Name: Z1 PRODUCT GUIDE

Address: 140 S WILLOW ST

Address 2:

City: KENAI AK

State / Province / Region: AK

Zip / Postal Code: 99611

Country: United States

### Primary Contact Information

The person who we contact for any questions about this order.

You can change your contact information [here](#).

First Name: Gary

Last Name: Stroh

Email: [gary@cfgak.com](mailto:gary@cfgak.com)

Phone: 907-283-4834

### Purchase Order Number

Enter your information here, else leave blank. Maximum of 20 characters.

Next Page

[Back To Last Page](#) [Continue Shopping](#) [View/Edit Cart](#) [Customer Portal](#) [Home Page](#)

10. Verify shipping information.

11. Ship to information



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[AR@cfgak.com](mailto:AR@cfgak.com)  
[countryfoods.iga.com/](http://countryfoods.iga.com/)

Z1 PRODUCT GUIDE [\[my account\]](#) [\[logout\]](#)

Code: 15-0000999999  
Contact: Gary  
Email: [gary@cfgak.com](mailto:gary@cfgak.com)

## Ship To Address

Enter a shipping address or prefill using the billing address.

[Your Addresses](#)

### Address

[Prefill Using the Billing Address](#)

• **Name**

Z1 PRODUCT GUIDE

• **Address**

140 S WILLOW ST

*Street address, P.O. box, c/o.*

• **Address 2**

*Apartment, suite, unit, building, floor, etc.*

• **City**

KENAI AK

• **Country**

United States



Choose USA

*We only ship to these countries, contact us for a different country*

• **State / Province / Region**

AK

[\(show list\)](#)

Choose North Carolina

• **Zip / Postal Code**

99611

[Next Page](#)

[Back To Last Page](#) [Continue Shopping](#) [View/Edit Cart](#) [Customer Portal](#) [Home Page](#)

On the next page there is a box provided for special instructions. You can leave a message here if this is a normal order for the next scheduled truck, or a pick up order.

## 12. Ordering Items not on your current guide:

On the bottom of your shopping cart page, you can find a “Manually Add Items” button. With this button, You can request any item not listed in the order guide. (Use this area in the same way that you used the blank lines at the bottom of the old excel guide).

[← Continue Shopping | Home Page](#)

## Shopping Cart

Your cart contents are below. Please edit as you need.  
To place an order please click the 'Check Out' button at the bottom of the page.

✓ **Success - 1 item(s) were added to your cart - see below or return to your [last page](#).**

X Close

Cart #: 1103321158 <a href="#">X Delete Cart</a>				
Item / Description / Details	UM	QTY	Unit Price	Total
<b>101015</b> GROUND BEEF 81/19 *CW 008 10 LB	CS	<input type="text" value="1"/> <a href="#">Update</a> 	\$319.20	\$319.20

[+ Manually Add Items To Cart](#)

Check Out

Delete Shopping Cart

[Back To Last Page](#)   [Continue Shopping](#)   [Customer Portal](#)   [Home Page](#)

## Manual Order Form (optional)

*Use this form to order an item that is not listed for sale. Enter the details below to the best of your ability. If we have any questions we will contact you. Note: you can add a total of 10 different item(s) using this form.*

[▶ SKIP THIS PAGE](#)

• **Quantity**

QTY  2 5 10

• **Description**

Item Description

• **Unit of Measure**

Unit of Measure  Each Case Box Pound Pallet

Add To Cart

Skip Page

View Shopping Cart (1)

MyAccount Home



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[countryfoods.iga.com/](http://countryfoods.iga.com/)

Z1 PRODUCT GUIDE [\[my account\]](#) [\[logout\]](#)

Code: 15-0000999999  
 Contact: Gary  
 Email: [gary@cfgak.com](mailto:gary@cfgak.com)

## Review Your Information Below

**Bill To:** [🔗](#)  
 Z1 PRODUCT GUIDE  
 140 S WILLOW ST  
 KENAI AK AK 99611

**Contact Person:** [🔗](#)  
 Gary Stroh  
 Phone: 907-283-4834  
 Email: [gary@cfgak.com](mailto:gary@cfgak.com)

**Payment Method:** [🔗](#)  
 Bill Account

**Ship To:** [🔗](#)  
 Z1 PRODUCT GUIDE  
 140 S WILLOW ST  
 KENAI AK AK 99611  
 United States

**\*\* Note \*\***  
 Ship Via COUNTRY FOODS GROCERY INC.

Cart #: 1614738039 [🔗 Edit Cart](#) [✕ Delete Cart](#)

Item / Description / Details	UM	QTY	Unit Price	Total
<a href="#">101967</a> BF LOIN STRIP XT 0X1 SLCT *CW 005 12 LB	EA	21	██████████	██████████
<a href="#">106120</a> BACON DAILY'S 10/12 CT 001 15 LB	CS	1	██████████	██████████
			Grand Total	██████████
			Balance Due	██████████
			Bill Account <a href="#">🔗</a>	

[Submit Order](#)

[Delete Order](#)

[Edit Cart](#)

[Continue Shopping](#) [View/Edit Cart](#) [Customer Portal](#) [Home Page](#)

[info@mysecureorder.cloud](mailto:info@mysecureorder.cloud)

13. From this page, you can review the entire order and then **Submit**. You can also **Delete** the order. In addition, you can use the **Edit Cart** feature to add /edit items.



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[AR@cfgak.com](mailto:AR@cfgak.com)  
[countryfoods.iga.com/](http://countryfoods.iga.com/)

Z1 PRODUCT GUIDE [\[my account\]](#) [\[logout\]](#)

Code: 15-0000999999  
Contact: Gary  
Email: [gary@cfgak.com](mailto:gary@cfgak.com)

## Order Accepted

Thank you for submitting your order. A link to your receipt is below.

[Download Your Receipt](#)

### Summary

Date: 03/07/2025  
Order #: 1002  
Sold To: Z1 PRODUCT GUIDE  
Account ID: 73  
Total Items Ordered: 2  
Grand Total: \$2,909.00  
Delivery Method: None  
Payment Method: Bill Account

[Continue Shopping](#) [Customer Portal](#) [Home Page](#)

[info@mysecureorder.cloud](mailto:info@mysecureorder.cloud)

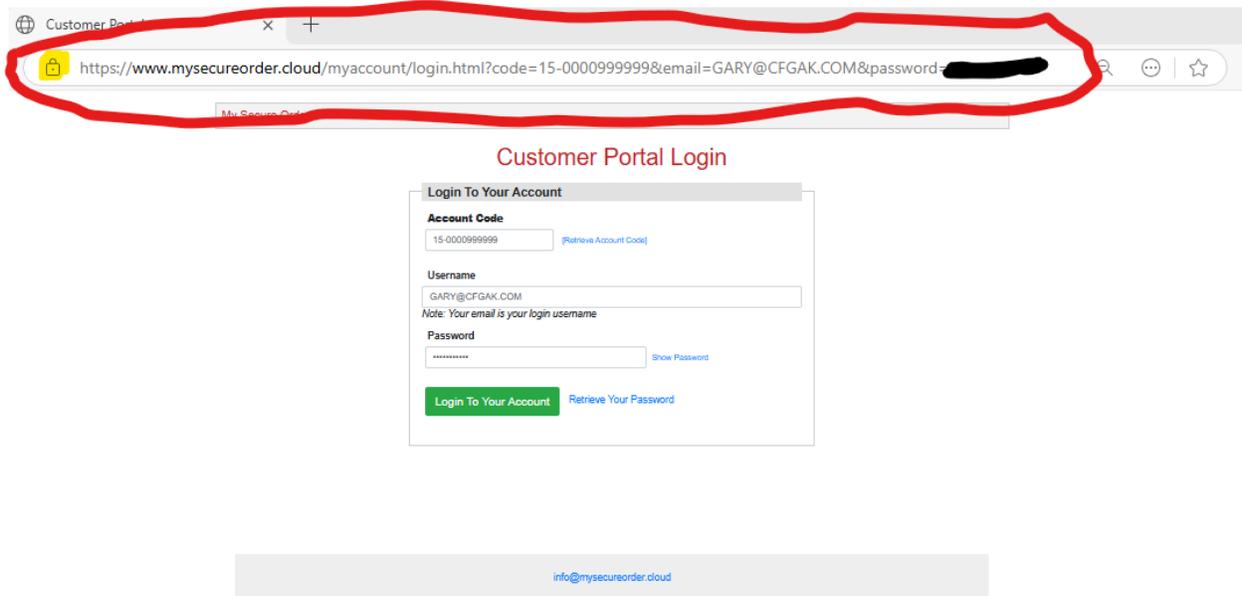
When you hit "Submit", you will see the page above. Click on **Download Your Receipt** for a printable and savable copy of your order.

If finished, simply close your browser window. You can also continue shopping to submit another order, or you can return to the home page from here

## Saving a Portal Link to the Desktop

From the Customer Portal Login Screen (first screen you saw when you clicked the link in the email)

You can either Click/Drag /Drop on the icon of the lock highlighted in yellow to any blank space on your desktop, Or highlight the entire string beginning with HTTPS then copy and paste to your desktop. Either method should past a direct browser link to your Portal Log in Page onto your desktop.





Your icon may appear different depending on what browser you are using.