

# CHOCO STARTER GUIDE

CHOCO

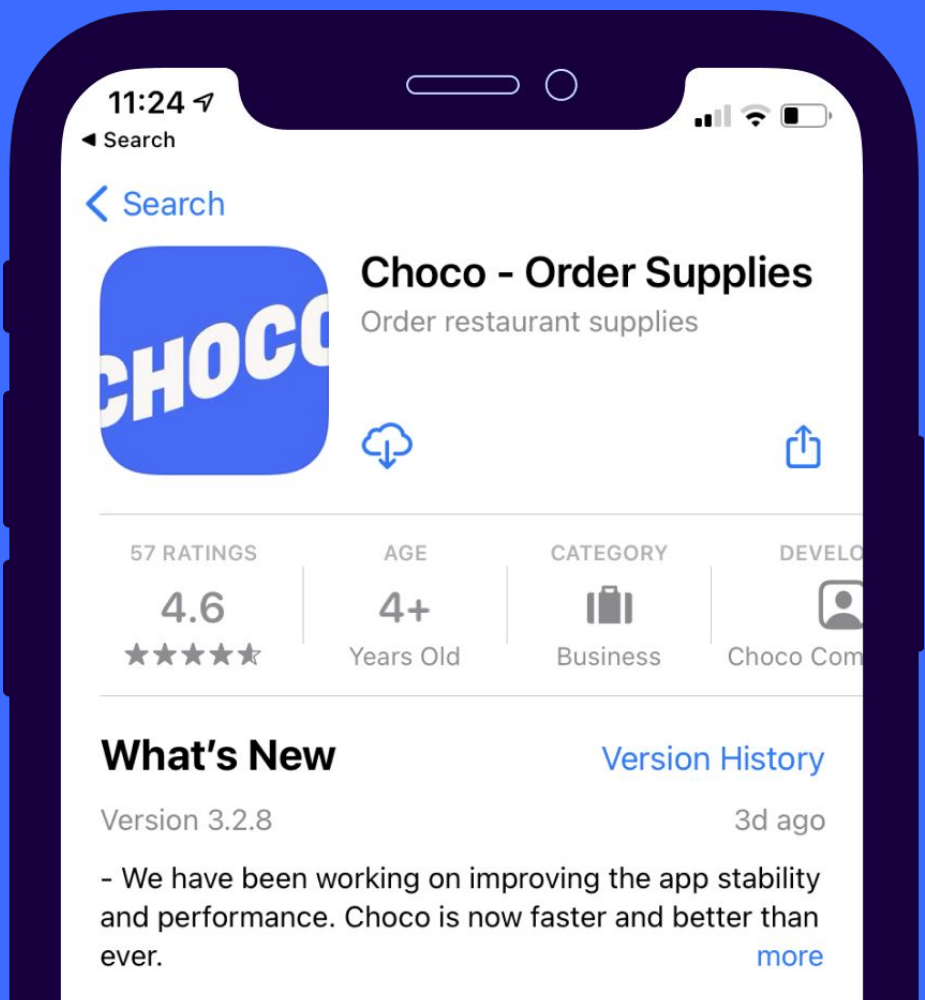
# GETTING STARTED

1. Download
2. Log in
3. Place an order
4. Add suppliers
5. Add your team



# STEP 1: DOWNLOAD

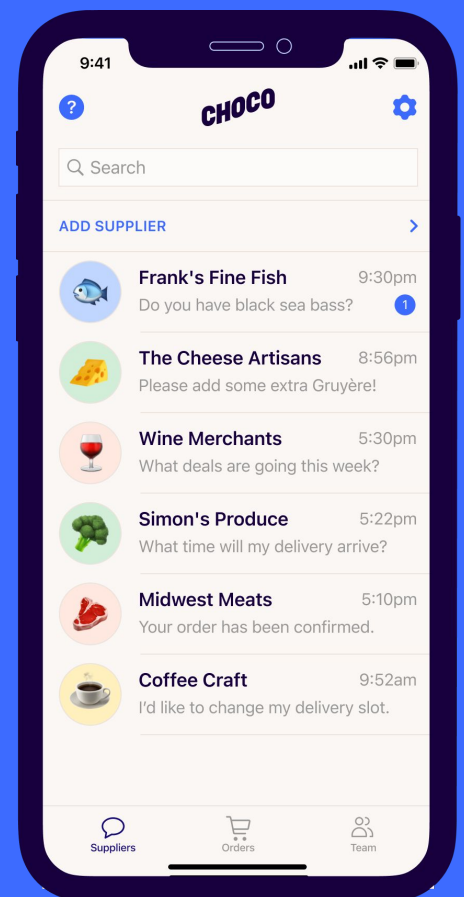
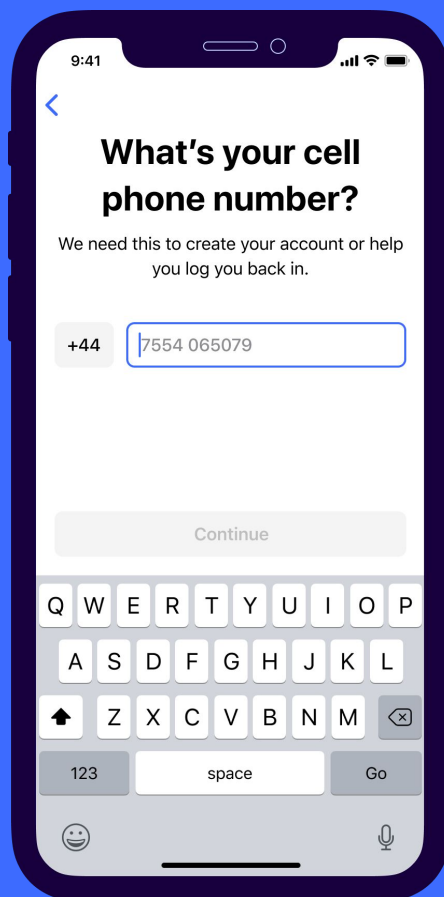
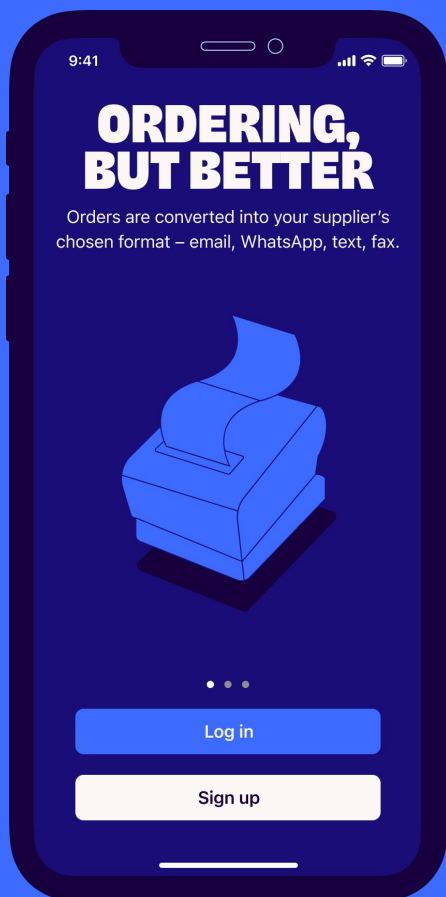
1. Open the [App Store](#) or [Google Play Store](#)
2. Search for “**Choco**” in the search bar 🔍
3. Select “**Download**”



# STEP 2: LOG IN

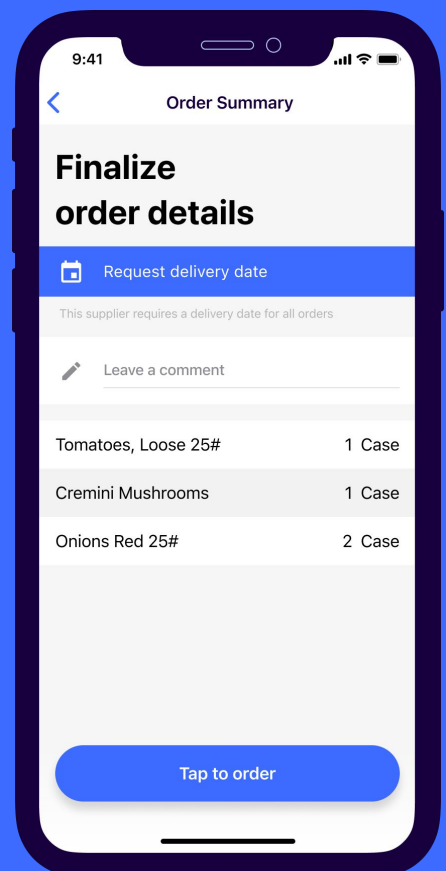
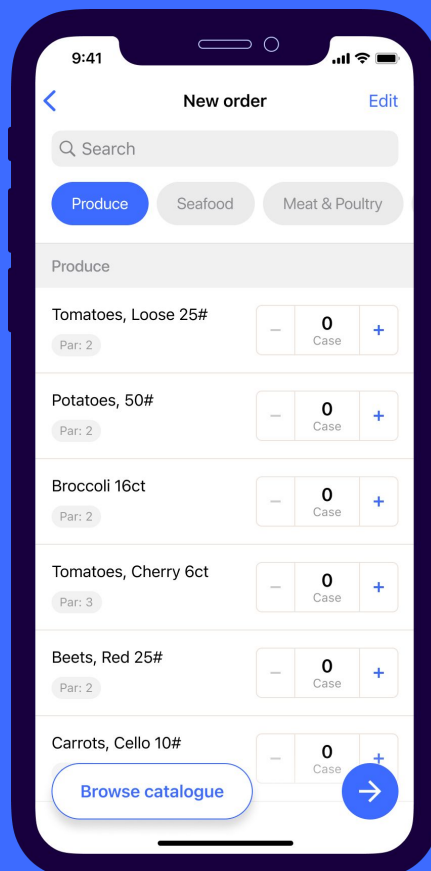
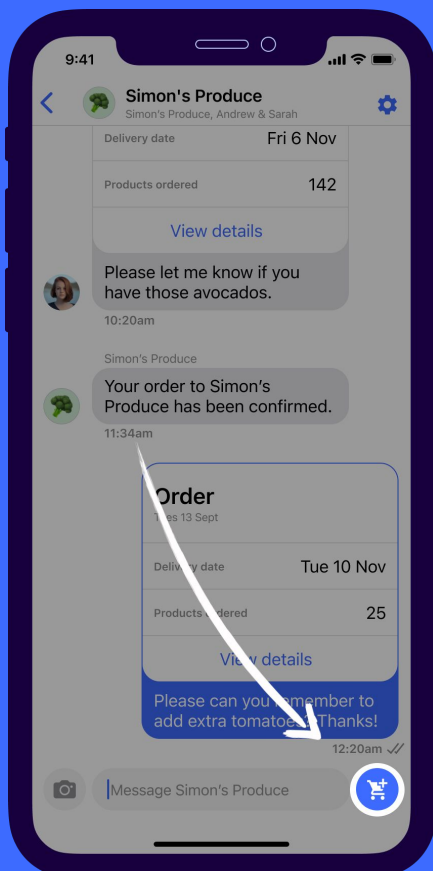
1. Open Choco and select “**Log in**”
2. Enter your cell phone number
3. Enter the verification code from your text messages

Now you will see a list of your suppliers.



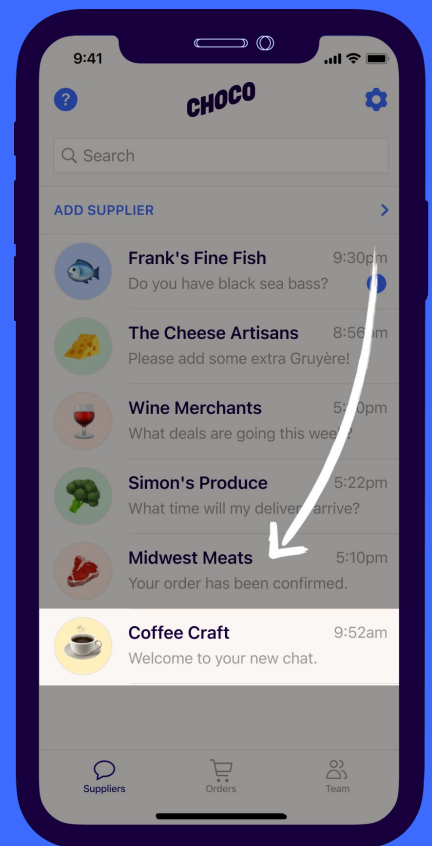
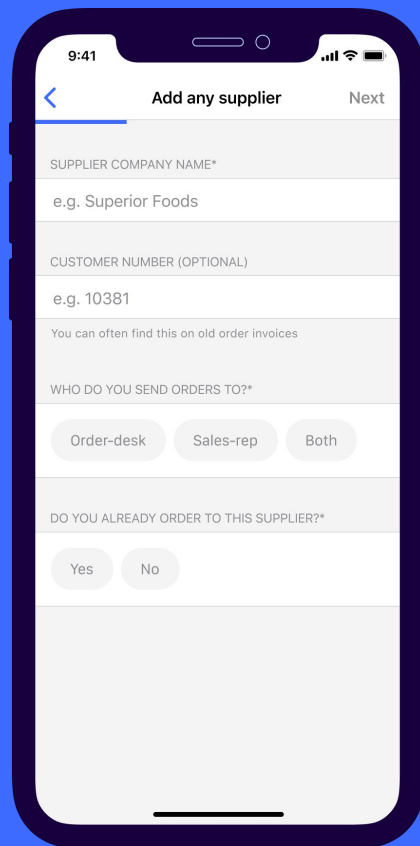
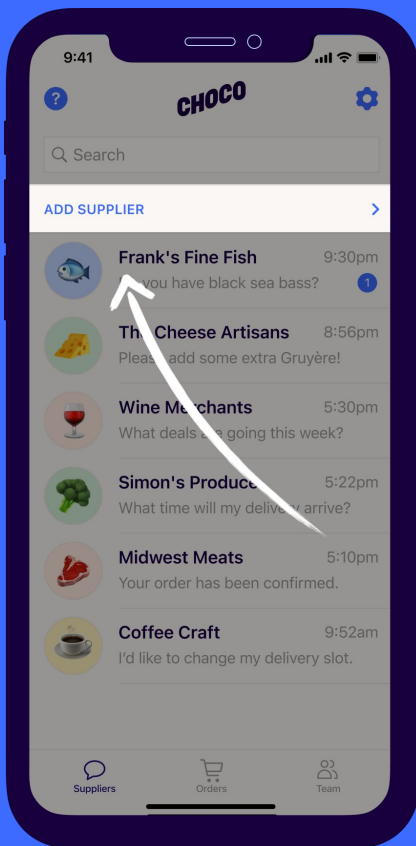
# STEP 3: PLACE AN ORDER

1. Choose any supplier and tap the shopping cart
2. Select products from your order guide
3. Set a delivery date and **“Tap to order”**



# STEP 4: ADD SUPPLIERS

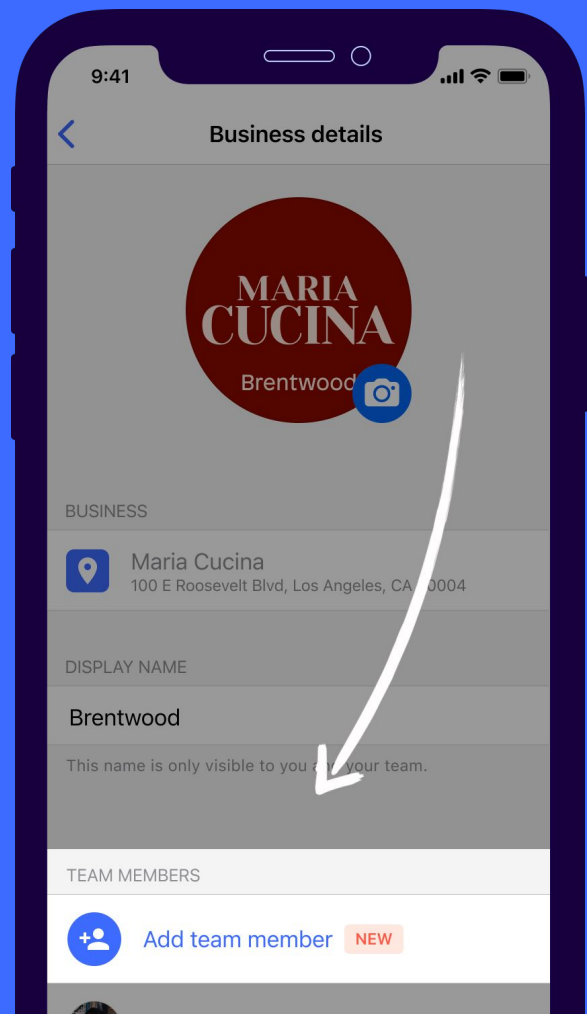
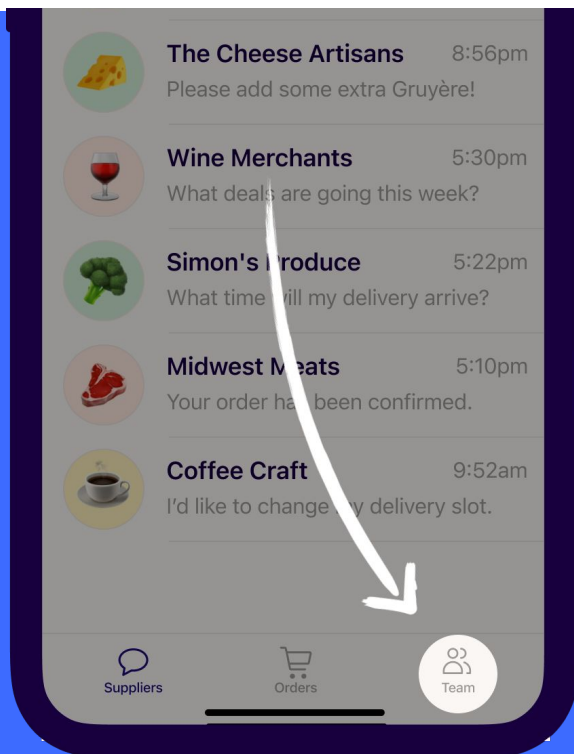
1. Tap “Add supplier”
2. Provide relevant information
3. Your new chat appears in the lobby
4. Our team will set up your order guide within 24 hours



# STEP 5: ADD YOUR TEAM

1. Select **"Team"**
2. Tap **"Add team member"**
3. Choose a contact to invite

They will get a text with a link to download the app and log in with their phone number.



# ANY MORE QUESTIONS?

Reach out to **Choco Support**. Our Support hours are Monday - Friday, 9am - 6pm CT.

We're happy to help you:

- Update your order guides
  - Set up multiple locations
  - See monthly reports of ordered products
- ... or anything else!

