How To Add A Produce Item At Top10Fresh.com

- 1) Go to <u>Top10Fresh.com</u>
- 2) Click at the top of the page on the link <u>Consumer Profile | Register</u>
- 3) Register yourself as a consumer if you have not already done so.
- 4) Login under the name you have registered under.
- 5) Go to the <u>Produce</u> tab in the navigation bar.
- 6) Click on ANY state listed on the page.
- 7) Look for the <u>Click Here to Add Produce Item</u> and click on it.

8) You will be asked for the Grower ID to associate with the produce item you wish to add. If you do not know which grower, rancher, or farmer is responsible for producing the produce item you wish to add, then do not add it. If you DO know the grower, rancher, or farmer, visit the <u>Grower Related</u> <u>Businesses</u> area of the site and locate the profile page for that entity. The profile page will list the Grower ID. Note it down, or select it with your mouse and copy it.

9) On the <u>Add Produce Item</u> page paste the Grower ID into the form and click on the link that says "click here to verify the grower id before proceeding". If your Grower ID is valid you will be able to proceed to the next page where you can fill out the details associated with the produce item you wish to add.

10) Fill out the form to <u>Add Produce Item</u> as accurately as possible. You can also upload an image at the same time using the Manage Upload button.

11) When you have finished filling out the form click on the Add button to submit your produce item.

IMPORTANT: If you do not click on the Add button you submission will not be saved!