

2020 CSA Signup Instructions for KMSF

Rootbound Farm CSA Signup Instructions

QUESTIONS? Please contact the farm. Email: bree@rootboundfarm.com Phone: (859)433-2563

1. Go to: <https://csa.farmigo.com/join/rootboundfarmcsa/2020CSA>
2. Select your desired pick up location: KMSF employees should select “Lexington: KY Medical Services Foundation” and hit the green “Next” button at the top of the screen.
3. Select your share size: “Full Share” or “Small Share” by clicking the green “Add” button and then selecting the “Next” button at the top of the screen.
4. Select your payment plan: “Payment in full” or “4 installments”.
 - a. Note: For employees that wish to do KMSF payroll deduction choose “Payment in full” at signup and KMSF will handle payment.
5. Enter your voucher code in the coupon code box:
 - a. Enter **“KSMF2020”** if you are choosing a farm payment plan. This voucher code will deduct \$100 off the total price and you will be responsible for paying the remaining balance with farm.
 - b. Enter **“KMSFpayroll”** if are choosing KMSF payroll deduction. This voucher code will deduct the full price of the share at checkout and KMSF will handle payment with farm. Employee will still be able to use \$100 voucher and be responsible for paying balance of the share over 8 pay periods.
 - i. KMSF will deduct payments of \$50 for a small share and \$75 for a full share on: February 20th, March 5th, March 19th, April 2nd, April 16th, April 30th, May 14th, and May 28th.
6. Enter your contact information: Select the “create account with Facebook” or “create account with email” button or if you are a returning customer select the second tab to login with your email and password.
 - a. Note: Your account login will be the email and password you create during this step. The contacts listed will receive weekly emails about your CSA share and customization.
7. Add an additional contact if desired. If you would like this person to receive emails check the box that says, “also send email communications to this contact” and click “next”.
8. Select payment method: “Check” or “automatic debit/credit card payments” and select the “checkout” button. Complete payment information as requested.
 - a. Note: For employees choosing KMSF payroll deduction select the “check” option you will not be required to enter any payment information at this time.