



# DISH Food Pantry Smart Choice User Guide



***Smart Choice Picture Guide located on pages 2-5***

## **Registering with the DISH**

- If you are a student, fill out the [DISH Intake Form](#). For faculty/staff, please click [here](#). Once we verify your Bunker Hill student/faculty/staff status, you will receive an email within 5-7 business days with your Smart Choice Shopper ID and PIN. At the very beginning of the semester, it may take up to 2 weeks.

## **Shopping on Smart Choice**

- Log into [Smart Choice](#) and enter your assigned Shopper ID and PIN. On the home page, you will see several categories: fruits, vegetables, dairy, proteins, grains, and hygiene. By clicking on each category, you will be able to see what items are available.
- On the home page, you will see your points balance in the top right-hand corner. Students have 35 points per month, and faculty/staff have 30. Points are refreshed on the first of every month and do not rollover. You may make **up to 2 orders per month**, but please try to make each order at least 5-6 items.
- When you are ready to add an item to your cart, click on the item and select the quantity you would like and select “Add to Cart.” Each item has a short description, a point assignment, and a limit per month. This is to ensure that our inventory stays consistent and so that we have enough for everyone. For example, you are only able to select one of each hygiene product per month.
- When the item is added to your cart, you will see it on the right-hand side of your home screen. Once you have finished selecting the items for your cart, click on the “Checkout” button on the bottom right hand side of the



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screen.

## Pickup Location

- Once you click the green “Checkout” button, you will be able to select your preference for pick-up in B101 on the Charlestown campus, our Charlestown lockers, or Chelsea lockers. Use the gray arrows to navigate between the three locations. The lockers are available all day, afternoon, and evening during the week. The lockers are also open on Saturdays, as long as campus is open. Please check campus hours on holidays and weekends before coming to get your locker order as they sometimes change. ***Please note that our delivery system has been discontinued as of September 2022.***
- Once you make your selection and select a time, you will receive an order confirmation email from Smart Choice. You will receive a reminder email from DISH on the day of your pickup.
- Thank you for using the DISH Food Pantry! You can find a list of [Frequently Asked Questions](#) on our website. If you need additional assistance using the Smart Choice software, please do not hesitate to email [dish@bhcc.edu](mailto:dish@bhcc.edu) or call 857-262-1412. We are here to make this experience easy and efficient for you!

## Picture Guide for Smart Choice

- **Step 1:** Visit [bhcc.edu/dishfoodpantry](http://bhcc.edu/dishfoodpantry) and click on the appropriate registration link (Student or Faculty/Staff).

The DISH Food Pantry serves current students, faculty, and staff at Bunker Hill Community College. In order to access the DISH, you must first register.

[Student Registration for the DISH](#) ▶

[Faculty/Staff Registration for the DISH](#) ▶

Returning user? [Log into Smart Choice](#) ↻



- **Step 2:** Wait for an email from DISH with your Shopper ID & PIN
- **Step 3:** Visit [Smart Choice](#) and type in your Shopper ID & PIN
- **Step 4:** Click through each category to see what items are available in the DISH Food Pantry




Shopper ID:

PIN:


[Click Here to Login](#)

[Forgot Shopper ID/PIN?](#)



- Cooking & Baking Items
- Fruits
- Vegetables
- Proteins
- Grains
- Specialty Items + Hygiene Products

Hansen, Molly




Points Balance 35.00

Cart Points 0.00

Count    Points



- **Step 5:** View each item. Every product has a name, short description, picture, how much it weighs, and how many points it is.



## Fresh Fruit

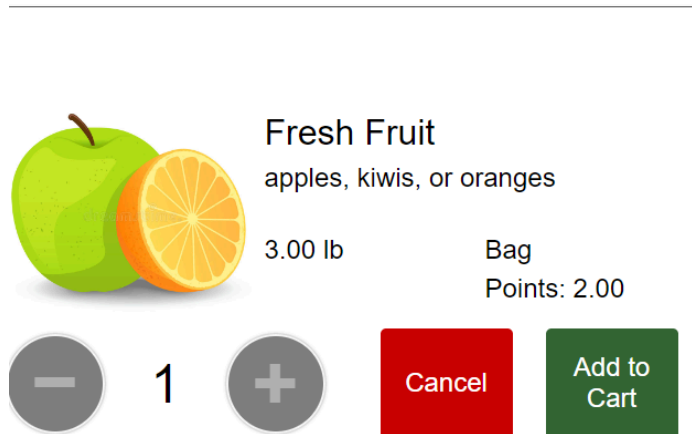
apples, kiwis, or oranges

3.00 lb                      Bag

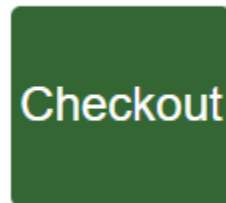
Points: 2.00



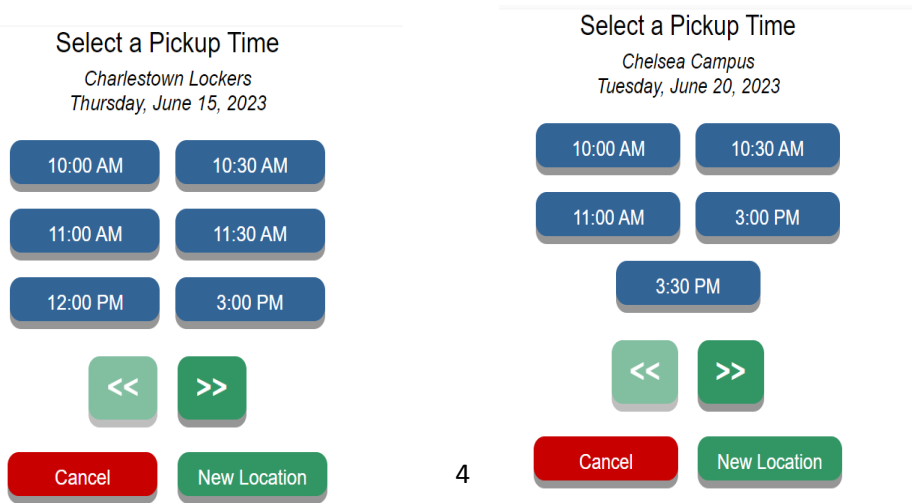
- **Step 6:** Click “Add to Cart” to add the item to your order.



- **Step 7:** Once you have added all the items that you would like, click the green “Checkout” button on the bottom right hand side.



- **Step 8:** Select a location, day, and time for pick-up! We offer pick-ups in B101 on the Charlestown campus, our Charlestown lockers, or Chelsea lockers. Use the gray arrows to navigate between locations.





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- **Step 9:** Wait for an email from the DISH on the day of your pick-up to confirm
- **Step 10:** Visit your pickup location at your selected time and pick up your order! If you selected the Charlestown or Chelsea lockers, you will receive a text and an email from Parcel Pending the day of your pickup with the pick-up code. If you selected B101, just stop by and give your name to the student staff member working.