



Kitchen Onboarding Timeline

Welcome,

We make it as easy as possible for you to start customizing your account so you can begin streamlining how you manage your kitchen. Use this worksheet as a guide as you complete the steps in the onboarding process, and remember, the TFC Gnomes are here to support you every step of the way.

Let's get to it!

GOAL DATE FOR GOING LIVE:

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Due Date

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Action Item

Create your Kitchen Account on The Food Corridor

Create your space and equipment calendars

Customize your Kitchen Settings (general, billing plans, storage, fees, documents)

Invite your clients by sending instructions on how to sign up, add documents, payment method, etc.

Schedule a check-in call to go over any final account questions and what to expect during billing

Approve your clients in your Prospects tab

Assign appropriate items to your client accounts (storage, fees/credits, billing plans, documents, etc.) in Client Profile

Confirm that clients are assigned to their correct billing plan (or set to Hourly), storage, and fees, and that their payment methods are on file

Set your account to Live Mode (this is what initiates the powerful automatic billing of your clients)

Everything checked off?

That's it! Relax. The Gnomes got you.

Additional Resources

[Onboarding: Set-up Your Kitchen's Account - how-to's for getting your account set up](#)

The Food Corridor Help Desk

Our help center for all your questions and a great place to start if you have a question!

Set up an onboarding call

Once you've made some progress, schedule a call with us to go over your account and get your questions answered!

Note that the first call is free!

For additional onboarding calls, we charge \$70 per call.

Email hello@thefoodcorridor.com

Reach your onboarding specialist, Hailey, here if you need support.

<https://app.thefoodcorridor.com/login>

