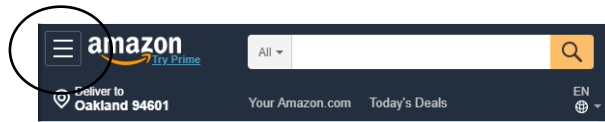


Instructions for Requesting Home Furnishings and Household Items from Amazon

Applicants and service providers should complete this process together. Please remember that only items on the 'Approved Home Furnishings and Household Items' list can be requested and the total cost of the requested items, including any shipping costs and taxes (tax rates may vary based on location), cannot exceed the approved amount. Applicants can request items from up to 2 of the approved vendors. See the Home Furnishing and Household Item vendor list.

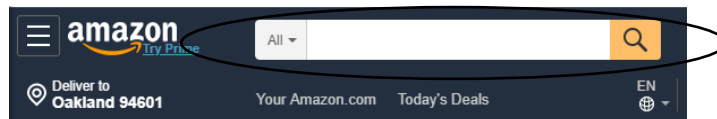
- 1) Go to www.amazon.com.
- 2) Click on the **Menu** icon in the upper right hand corner of the screen.



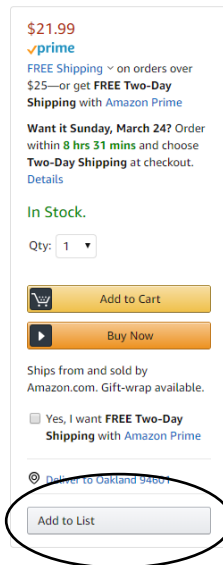
- 3) Click **Hello, Sign In** at the top of the page.



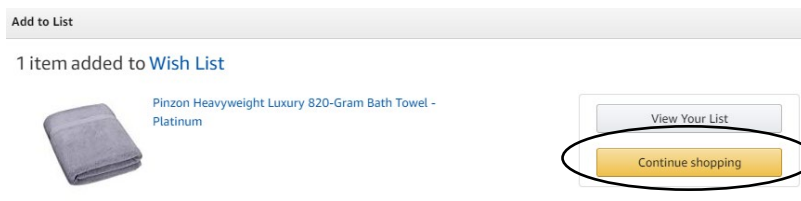
- 4) At this step, you must either sign into an existing account or create a new account.
- 5) Once signed in, use the search bar to find items you want.



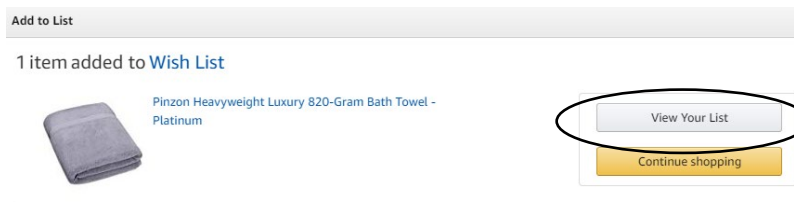
- 6) When you find an item you want, click on that item.
- 7) Click the **Add to List** button.



8) Click **Continue Shopping** to add more items to your list.



9) Click **View Your List** once you have added all desired items to your list.

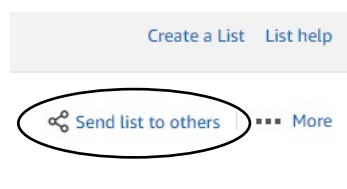


10) Review the items to ensure that all of the items you want are on your list, the quantity is correct, and there are no additional items on your list. You will also need to add up the cost of the items to make sure that your request is not exceeding the approved amount, be sure to include shipping costs in your calculation.

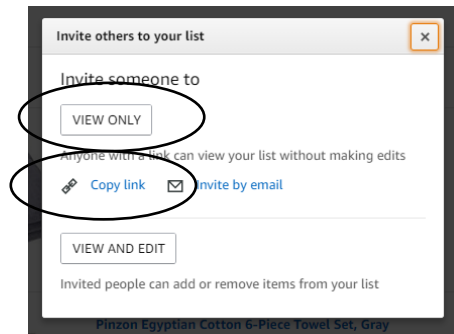
Use the search bar at the top of the page to locate additional items if you realize that something is missing or you can click on **Delete** to remove an item from your list.



11) Click **Send List to Others**.



12) Click **View Only** then **Copy Link**. The URL will copy automatically.



13) The service provider then sends the link to the HCSA Housing Solutions for Health staff along with the address where the items should be sent and information about whether or not the items can be sent immediately.