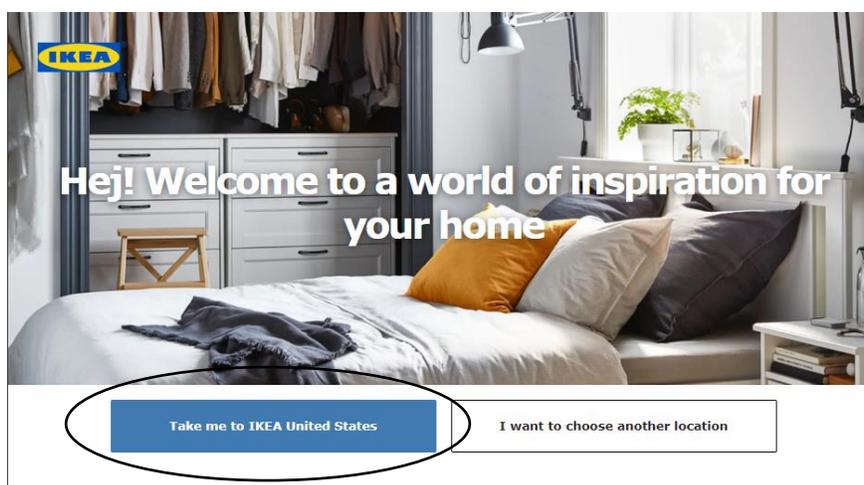


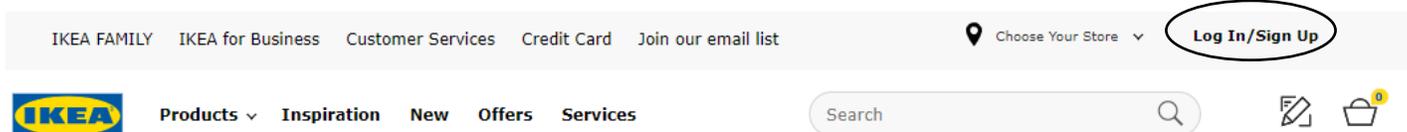
Instructions for Requesting Home Furnishings and Household Items from IKEA

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.

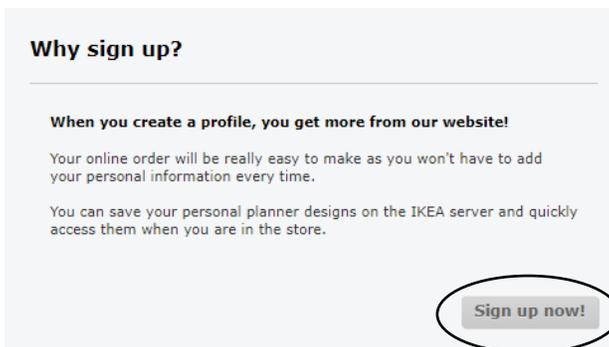
- 1) Go to www.ikea.com.
- 2) Click on **Take me to IKEA United States**.



- 3) Click on **Log In/Sign Up**.

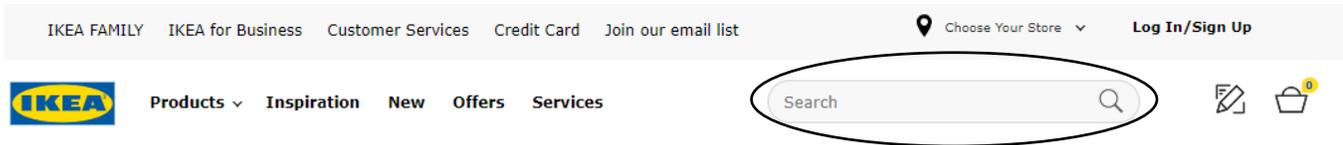


- 4) Click **Sign Up Now**.



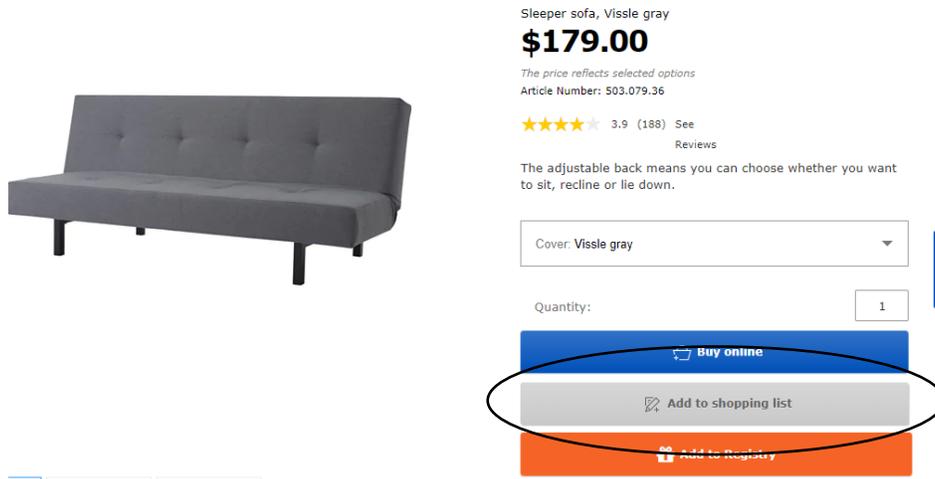
- 5) Create and save your profile.

6) Use the search bar on the top left of the page to find items you want.



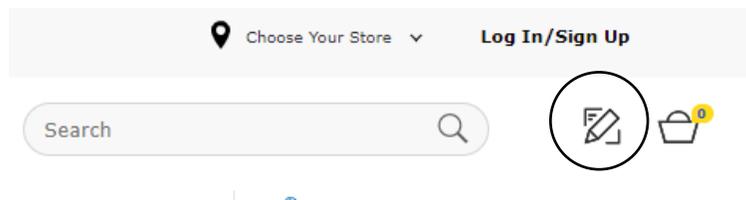
7) When you find an item you like, click on that item.

8) Once you are in the webpage for the item you want click **Add to Shopping List**.



9) Continue to add items to your shopping list until it is complete.

10) Once you believe your shopping list is complete click on the shopping list icon in the top right corner of your screen.



11) Review the items to ensure that all of the items you want are on your shopping 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.

You can click on **Continue Shopping** or simply use the search bar again if you realize that something is missing or you can click **Remove** to delete an item from your list.

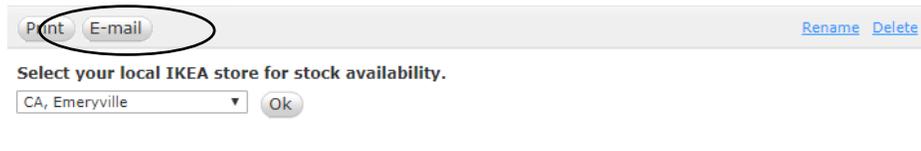
Product	Quantity	In stock	Price	Buy online
 BALKARP Sleeper sofa \$179.00	1 Update Remove	More info	\$179.00	Buy online
 SONGESAND Bed frame \$149.00	1 Update Remove	More info	\$149.00	Buy online
Total price			\$328.00 Continue shopping	

12) Select a local store. CA, Emeryville or CA, East Palo Alto.



A screenshot of a web form. At the top, there are buttons for 'Print' and 'E-mail', and links for 'Rename' and 'Delete'. Below these is the instruction 'Select your local IKEA store for stock availability.' followed by a dropdown menu showing 'CA, Emeryville' and an 'Ok' button. The 'E-mail' button is circled in red.

13) Click the **E-mail**.



A screenshot of a web form, identical to the one above. The 'Print' button is circled in red.

- 14) Type in your e-mail address (this can be the service provider), a message that indicates that this is related to a HCSA Short Term Housing Assistance Fund request, and the initials of the applicant. Input homestretchfund@acgov.org, as well as the provider and applicant's e-mail addresses as recipients. Click **Send**.
- 15) The service provider should follow up with an e-mail to the HCSA Housing Solutions for Health staff letting them know the list was sent along with the address where the items should be sent and information about whether or not the items can be sent immediately.