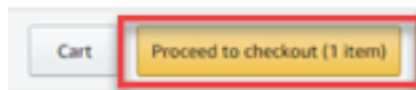


With the new Amazon Checkout activated, this guide identifies a few differences in the checkout process in the Amazon punch-out.

1. When all desired items are added to your cart in the Amazon Punch-out, click on Proceed to checkout.



2. Shipping Details

- You may enter your name in the Enter Recipient Name field.
- The Receiving Department is a default address for the entire account. Please disregard this.
- Click the box Deliver to this address.
- NOTE: Users will still provide a Ship-To address back in UShop, which will override the default address displayed on this page.



Is the address you'd like to use displayed below? If so, click the corresponding "Ship to this address" button.

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: This will be applied to only this order.

Receiving Department
1795 E CAMPUS DR RM 251
Salt Lake City, UT 84112-8904
United States
Phone: 8012132129

3. Shipping options

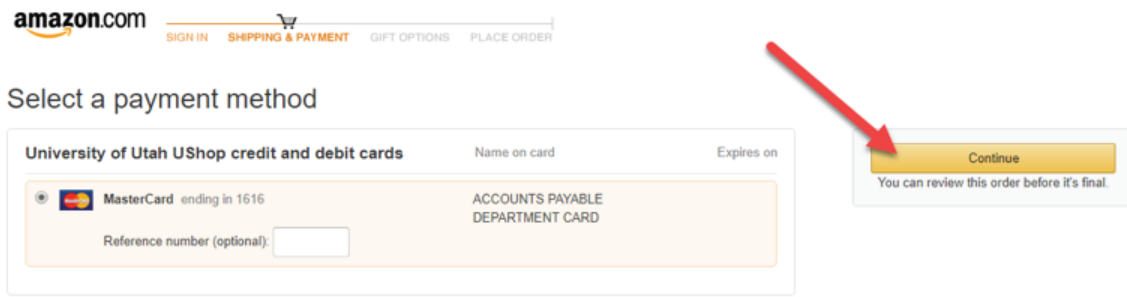
- Select either FREE Two-Day Shipping, included with our Prime Membership, or
- Select One-Day (expedited) shipping for an additional fee.

Choose your Prime delivery option:

- \$3.99 One-Day Shipping — get it tomorrow, Feb. 28
- FREE Two-Day Shipping — get it Thursday, Mar. 1

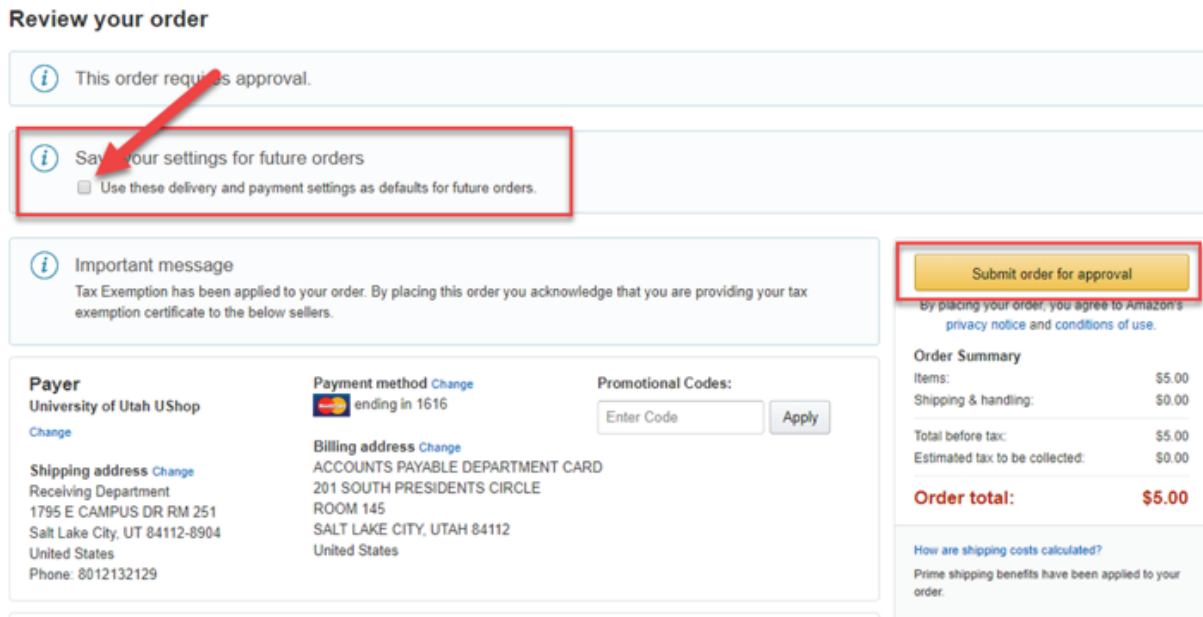
4. Payment method

- All UShop Amazon orders are paid with the card displayed. No editing is permitted.
- Click on "Continue".



5. Review your order

- Check the box to Save settings for future orders. This will configure the system to skip the address and payment steps in Checkout for future orders.
- Click Submit for approval.



- 6. At this point you return to UShop, and proceed to checkout as usual. Users will add/verify their Ship-to address, which will override the default address seen in the Amazon punch-out.

Shipping

