

# HOW TO ORDER FROM AMAZON

You can order directly from Amazon using your funds on account by logging into amazon.com's Ed Fund portal. To get access to this portal, please email Bridget Daly at [bridget@oaklandedfund.org](mailto:bridget@oaklandedfund.org).

## STEP 1

You will receive an email titled "Welcome to Amazon for Business," inviting you to sign up through the Oakland Public Education Fund portal. Click the gold "Accept this invitation" button to get started. On the next page, you will be asked to confirm your email address, then to create a password for your account.

## STEP 2

Once you have created your account, you can click the gold "Start shopping" button to start building your cart. When you are finished and ready to place your order, click "Proceed to checkout."

## STEP 3

Select your shipping address. Please note: you will not be able to enter a custom shipping address. If you would like to ship to a different address, please contact [bridget@oaklandedfund.org](mailto:bridget@oaklandedfund.org).

On the next page, there is space for a PO number should you need it, as well as a comment section if you would like to include relevant information for approvers at the Ed Fund. The next page asks you to select your shipping options.

## STEP 4

You will then be asked to select a payment method. There will only be one option, which is a Visa ending in \*\*1107. Please select this card and click "Continue." Please note: you will not be able to enter a custom payment card.

## STEP 5

Next, you will be asked to review your order. If everything is correct, click "Submit order for approval." On your confirmation page, you can review the details of your order again. The final step is to click the "View or Print Invoice" button and save the invoice as a PDF. You will need this PDF to attach to the Requisition form.

### Order Details

Ordered on August 11, 2015 | Order# 109-3646901-2161062

[View or Print invoice](#)

Approval Status: Pending approval ▾		
<b>Shipping Address</b>	<b>Payment Method</b>	<b>Order Summary</b>
Bridget Daly 1000 Broadway Ave Suite 300 Oakland, CA 94607 United States <a href="#">Change</a>	<a href="#">VISA **** 1107</a> <a href="#">Change</a>	Item(s) Subtotal: \$10.99 Shipping & Handling: \$11.34 Total before tax: \$22.33 Estimated tax to be collected: \$0.00 <b>Grand Total: \$22.33</b>