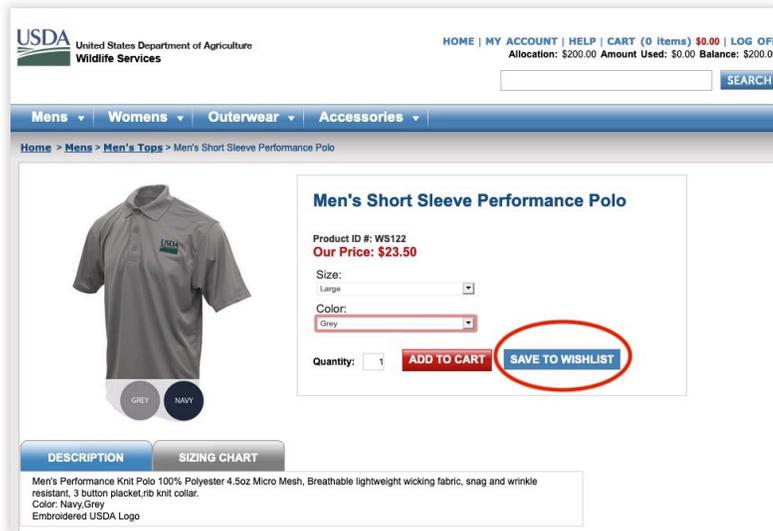


How to Create, Share and Use a Wishlist

1. Choose the item to be added to a new or existing Wishlist.
2. Click the “SAVE TO WISHLIST” button.



3. On the “Add to Wishlist” screen do one of the following.
 - a. Choose an existing Wishlist from the Wishlist dropdown and then click the “Save to Wishlist” button to update an existing Wishlist.
 - b. Type a name for your new Wishlist in the “List Name” text box and type in the date in the “List Date” text box. Check the “Share” checkbox if you plan to share the Wishlist with your Supervisor/Unit Coordinator. Click the “Save to New Wishlist” button to create your new Wishlist.

The screenshot shows the 'Add to Wishlist' screen. At the top, it says 'Add to Wishlist'. Below that is a breadcrumb trail: 'Home > Mens > Men's Tops > Men's Short Sleeve Performance Polo'. The product image is a grey polo shirt with a USDA logo. To the right of the image, the product details are: 'Men's Short Sleeve Performance Polo', 'Product ID #: WS122', 'Size: X-Large', and 'Color: Navy'. Below the product image are two color selection buttons: 'GREY' and 'NAVY'. The main section is titled 'Please Choose a Wish List:'. It has a dropdown menu with 'My Wish List' selected and a 'Save to Wishlist' button. Below this is the text 'Create a new wishlist (the item will be automatically saved to the new wishlist):'. There are three fields: '*List Name' with a text box, '*List Date' with a date picker, and 'Share with Supervisor/Unit Coordinator' with a checked checkbox. At the bottom, there is a 'Save to New Wishlist' button. Red arrows point from the right side of the screen to the 'Save to Wishlist' button (labeled 'A'), the '*List Name' text box (labeled 'B'), and the 'Share with Supervisor/Unit Coordinator' checkbox (labeled 'Share Checkbox').

How to Create, Share and Use a Wishlist

4. To view your Wishlist:
 - a. Click on the “My Account” link in the upper right corner of the webpage.
 - b. Click the “My Wish Lists” link on the right side of the My Account page.
 - c. Your Wishlist’s will be listed on the “Your Wish Lists” page.
 - d. Click on your Wishlist Name to open a Wishlist.

USDA United States Department of Agriculture
Wildlife Services

HOME | MY ACCOUNT | HELP | CART (0 Items) \$0.00 | LOG OFF
Allocation: \$200.00 Amount Used: \$0.00 Balance: \$200.00

Mens Womens Outerwear Accessories

Your Wish Lists

Wish List	Date	Share	Public	Delete	Edit	Quick Links
My_Wish_List2	Jan 5, 2021	Share	No	Delete	Edit	Back to In House Account
Test_Wish_List	Jan 13, 2021	Share	Yes	Delete	Edit	My Account Change Password
My_Test_Wishlist	Jan 5, 2021	Share	Yes	Delete	Edit	Logout

5. To share a Wishlist click the “Share” button to the right of your Wishlist name.

USDA United States Department of Agriculture
Wildlife Services

HOME | MY ACCOUNT | HELP | CART (0 Items) \$0.00 | LOG OFF
Allocation: \$200.00 Amount Used: \$0.00 Balance: \$200.00

Mens Womens Outerwear Accessories

Your Wish Lists

Wish List	Date	Share	Public	Delete	Edit	Quick Links
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Test_Wish_List	Jan 13, 2021	Share	Yes	Delete	Edit	My Account Change Password
My_Test_Wishlist	Jan 5, 2021	Share	Yes	Delete	Edit	Logout

6. Enter the email address of the recipient in the in the “To” textbox and the subject of your email in the “Subject” text box. Click the “Share” button to send your Wishlist.

My Wish List2 - Share

[Go to Wish list](#)

Use this link to share this wishlist with your friends and family: <https://bit.ly/3r6Gnr1>

Email Your Wish List:

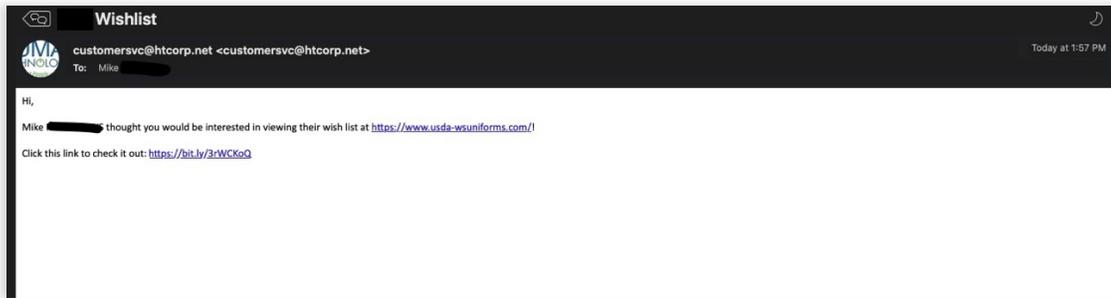
To:

Subject:

Body:

How to Create, Share and Use a Wishlist

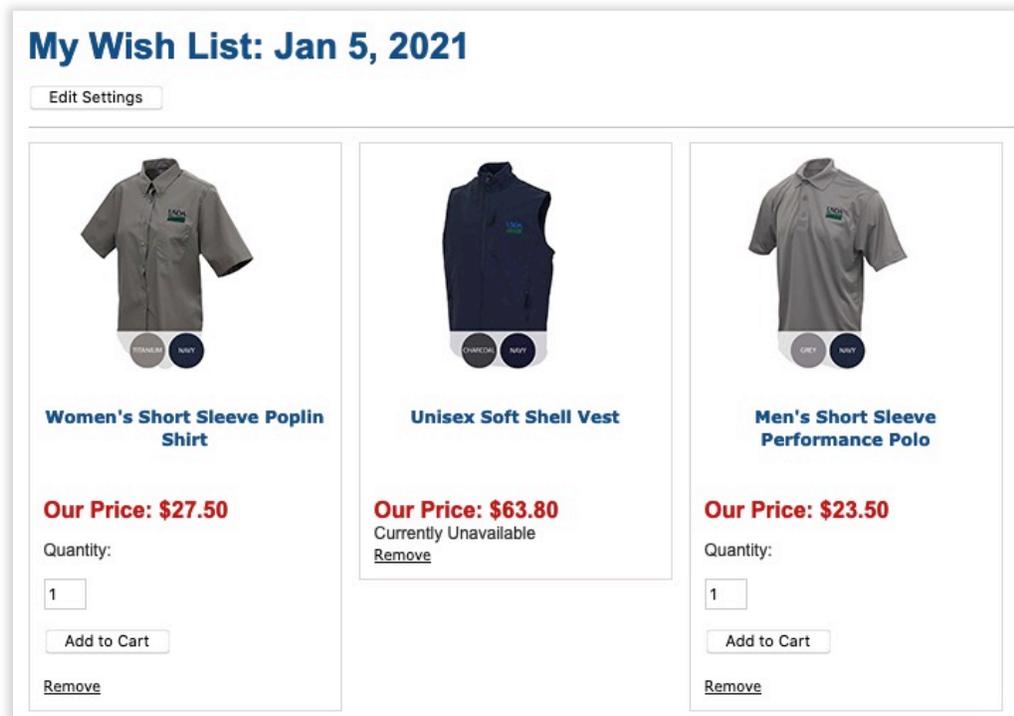
7. Your recipient will receive an email with a link to view your Wishlist.



8. To view your Wishlist or another user Wishlist do the following:
- First log into the account at <https://www.usda-wsuniforms.com/> that you want to place the order under (e.g., your account or the employee's account).
 - Open the Wishlist email you received via email.
 - Click the Bit.ly link in the email and it will open in the logged in account.



- d. The shared Wishlist will open on the website (if you logged in first).



- Click the "Add to Cart" button to add any Wishlist item to your cart.
- Go to checkout to purchase the Wishlist items.

How to Create, Share and Use a Wishlist

- g. During checkout you can edit the Shipping Address and email. The order confirmation will go to both the Billing Address email and Shipping Address email.

1. Billing Address

First Name	WS Card
Last Name	Holder
Address Line 1	2260 Dwyer Ave
Address Line 2	
City	Utica
State/Province	New York
Zip	13501
Country	United States
Phone	(315) 724-9891
Email Address	cardholder@usda.gov

Update account billing address

2. Shipping Address

Enter Different Address

First Name	WS
Last Name	Employee
Address Line 1	2260 Dwyer Ave
Address Line 2	
City	Utica
State/Province	New York
Zip	13501
Country	United States
Phone	(315) 724-9891
Email Address	employee@usda.gov

Update account shipping address

3. Shipping Method

Standard \$0.00
 USPS \$0.00

4. Payment Method

Payment Method: Select payment method...

5. Place Order

Product Name	Part #	Qty	Price Each	Total
Men's Short Sleeve Performance Polo Size: X-Large Color: Navy	WS122	1	\$23.50	\$23.50

Subtotal: \$23.50
Sales Tax: \$0.00
Shipping: \$0.00

Grand Total: \$23.50
Balance Due: \$23.50

Enter any comments and place order
All Discounted Discontinued Items are Final Sale / Non-Returnable
***Any item ordered in a non-standard size cannot be returned

PLACE ORDER

9. The allowance will be reduced for the account which you have logged in as (employee or card holder). If you are a card holder and want to affect the allowance of an employee, you must log into the employees account to place the order.