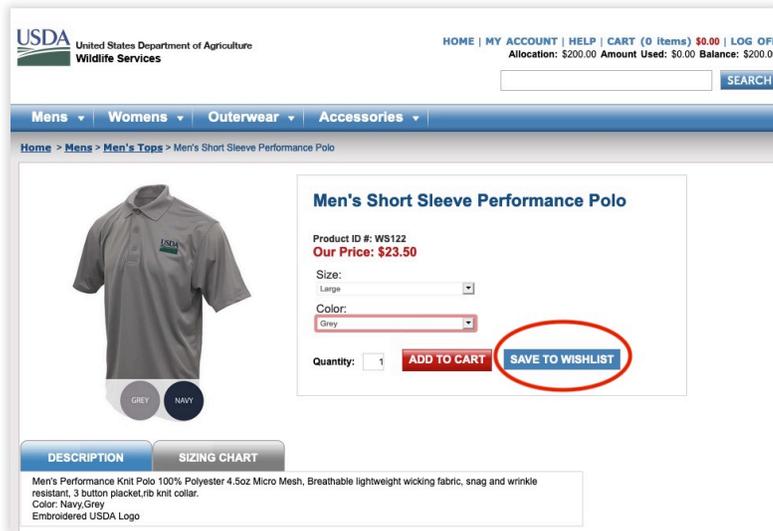


How to Create and Share a Wishlist

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 form area is titled 'Please Choose a Wish List:' and contains a dropdown menu with 'My Wish List' selected and a 'Save to Wishlist' button. Below this is the section 'Create a new wishlist (the item will be automatically saved to the new wishlist):' which includes a '*List Name' text box, a '*List Date' text box, a 'Share with Supervisor/Unit Coordinator' checkbox (checked), and a 'Save to New Wishlist' button. Red arrows point from labels 'A', 'B', and 'Share Checkbox' to the respective elements in the form.

How to Create and Share 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
My Test Wishlist	Jan 5, 2021	Share	Yes	Delete	Edit	Change Password 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

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Test Wish List	Jan 13, 2021	Share	Yes	Delete	Edit	My Account
My Test Wishlist	Jan 5, 2021	Share	Yes	Delete	Edit	Change Password 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:

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