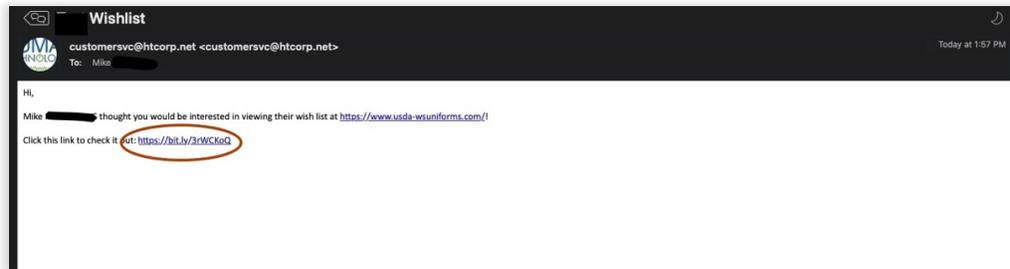
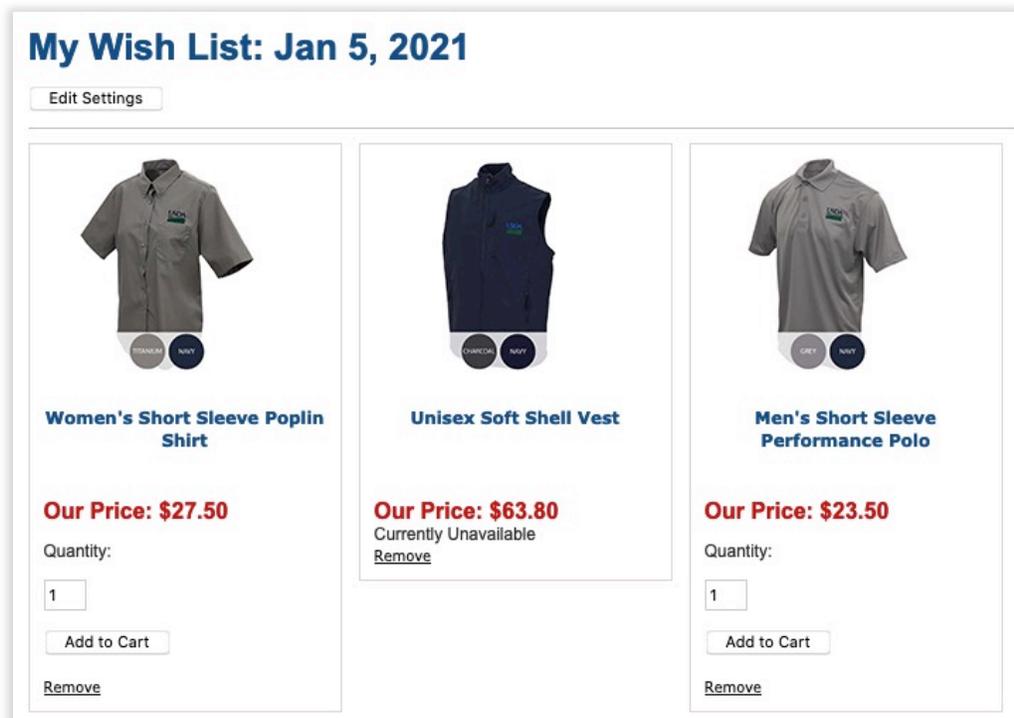


How Use a Shared Wishlist

1. To view your Wishlist or another user's Wishlist do the following:
 - a. 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).
 - b. Open the Wishlist email you received via email.
 - c. 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).



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

How Use a Shared 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

- 2. 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.