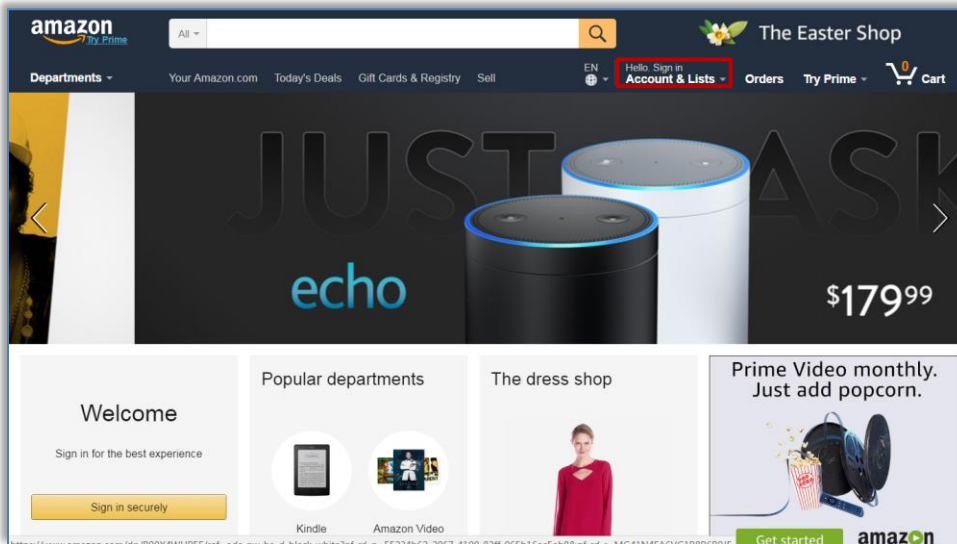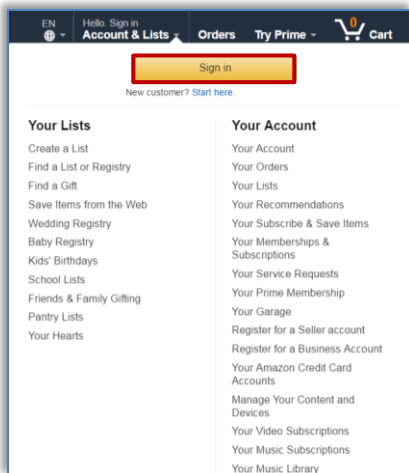# Purchasing an Item on Amazon.com
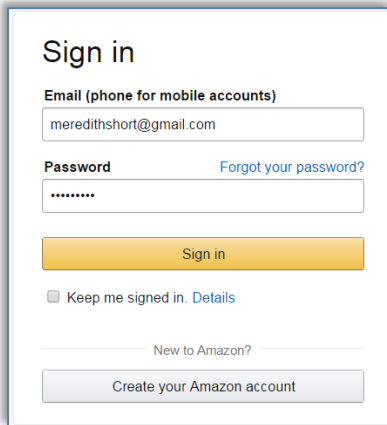
1. In your browser, enter www.amazon.com and Click **Enter.** Amazon's homepage appears.

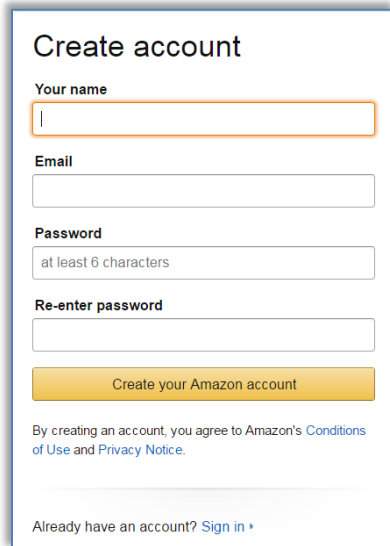2. If you are not already logged in, click the **Hello. Sign in** link. The Sign in drop-down menu appears.

3. Click the **Sign in** button. The Sign in screen appears.


a. If you have an amazon account:
    i. In the **Email (phone for mobile accounts)** field, enter your email address or phone number.
    ii. In the **Password** field, enter your password.
    iii. Click the **Sign in** button.
b. If you do not have an amazon account, click the **Create your Amazon account** button. The Create account screen appears.

c. To create a new account:
    i. In the **Your name** field, enter your name
    ii. In the **Email** field, enter your email address.
    iii. In the **Password** field, enter the passcode of your choice.
    iv. In the **Re-enter password** field, re-enter the passcode you entered above.
    v. Click the **Create your Amazon account** button.

4. When the amazon homepage appears, in the Search window, enter the item you wish to purchase. For this example, enter "Randall Cobb jersey."
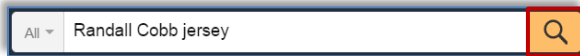
5. Click the magnifying glass icon. All relevant options appear.
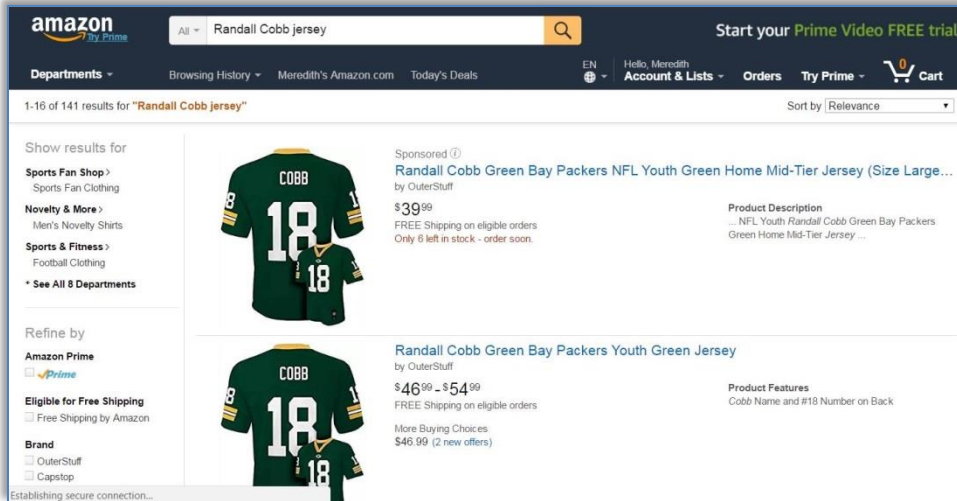
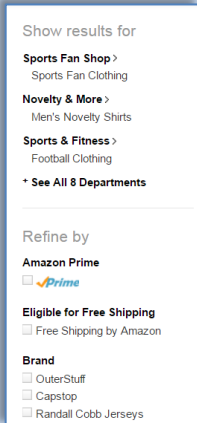6. Scroll through returned options until you find the desired item.

TIP:

You can also refine your results further by using the left-side tools.

Under **Show results for**, you can narrow the results by category.

Under **Refine by** you can
- Mark the **Prime** checkbox to only display items that provide additional discounts or shipping perks to Prime users.
- Mark the **Eligible for Free Shipping** checkbox to display only items that can be shipped for free.
- Mark one of the **Brand** checkboxes to display only items from a certain manufacturer.
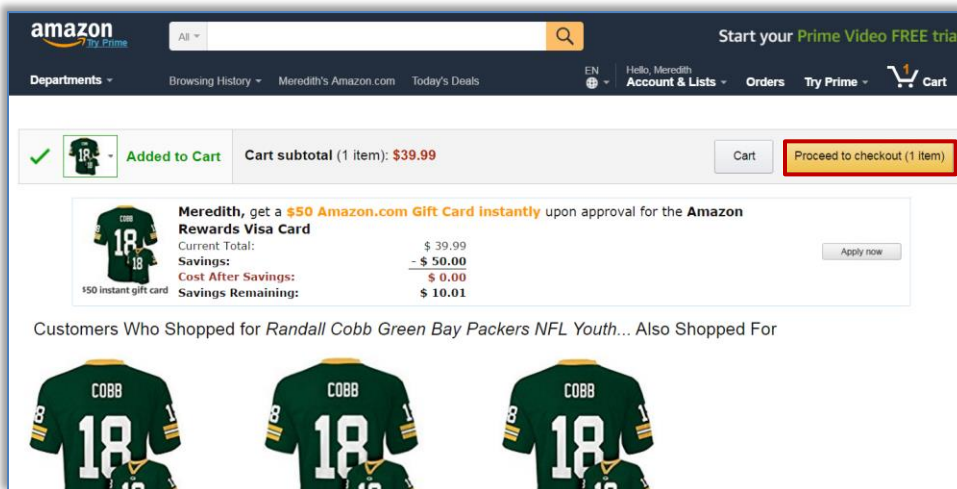
7. Click the item. The item's detail screen appears.
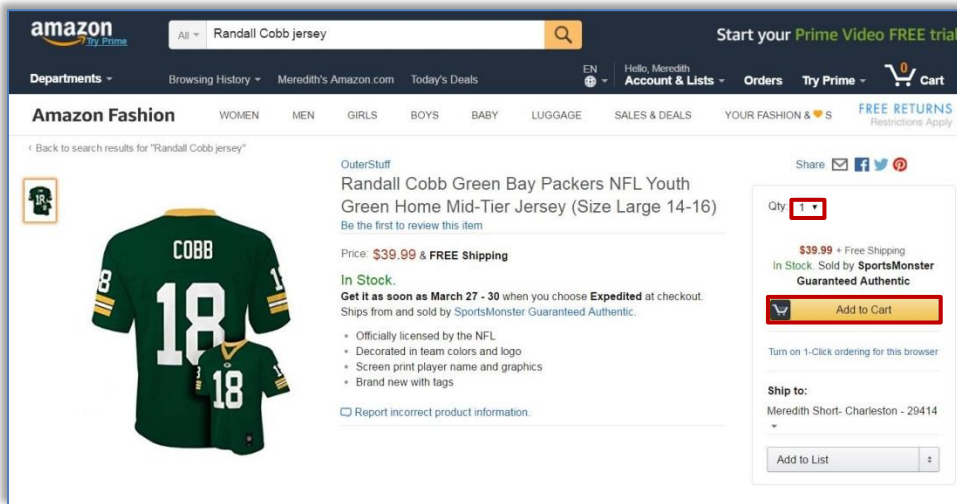
8. In the **Qty** field, enter the number of items you wish to purchase. Note that for some items, additional fields will apply (for example, **Size** or **Color**).
9. Click the **Add to Cart** button. The Added to Cart screen appears with your subtotal displayed.

10. Review the summary.
    a. If the summary has errors, click the **Back** button to make changes.
    b. If wish to apply for a card to receive an instant discount, click the **Apply now** button. A screen appears launching a credit card application.

c. If the summary is correct, click the **Proceed to checkout** button. The payment screen appears.

11. Review the **Shipping address** section
    a. Review the address to which the item will be shipped.
    b. If the address is incorrect, click the **Change** link. You can save multiple addresses for your account and change the default at any time.
12. Review the **Payment method** section.
    a. If you have never ordered from Amazon before, click **Add New** and enter your credit card details.
    b. If you wish to change the payment for this purchase (or update your default method) click the **Change** link. The Select a payment method screen appears where you can make updates. (If you have ordered with Amazon before, all payment options you have entered previously will appear. The order summary screen appears.)
13. Update the billing address.
    a. If you wish to change your billing address (which must match the billing address of the selected credit card), click the **Change** link. The Choose a billing address screen appears.
    b. Find the desired billing address and click the **Use this address** link.
    c. Click **Close** when complete.
14. Enter a discount code.
    a. If you have a discount code, enter it in the **Gift cards & promotional codes** field.
    b. Click the **Apply** button. Your **Order Total** at the right updates.
15. Click the **Place your order** button.
16. A confirmation screen appears displaying your order's confirmation number and information. A copy of this information is also sent to your email address.