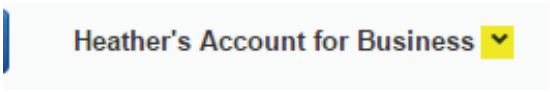
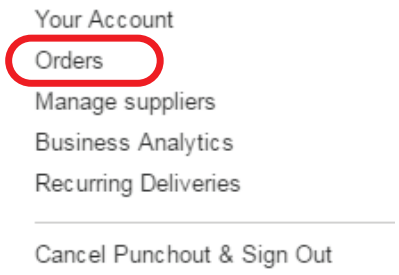
How to track an Amazon order

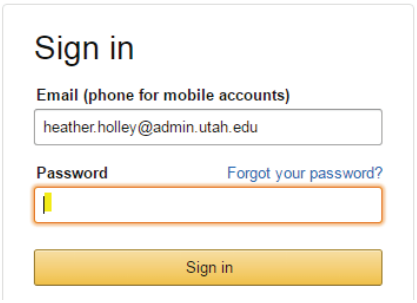
1. Punchout to Amazon and go to drop down next to your name.



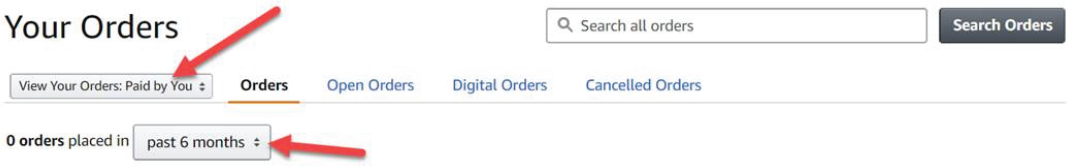
2. Select Orders.



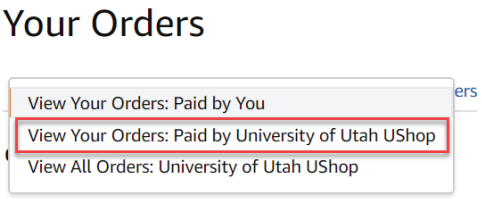
3. Enter your password.



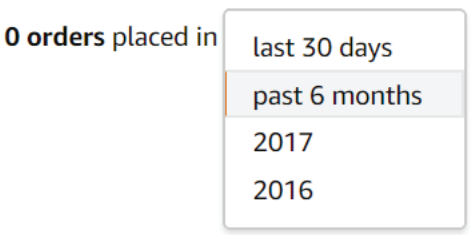
4. Notice the default values for the two fields below, "View Your Orders :Paid by You", and "Past 6 months".



In the first field, you must select "View Your Orders: Paid by University of Utah UShop"

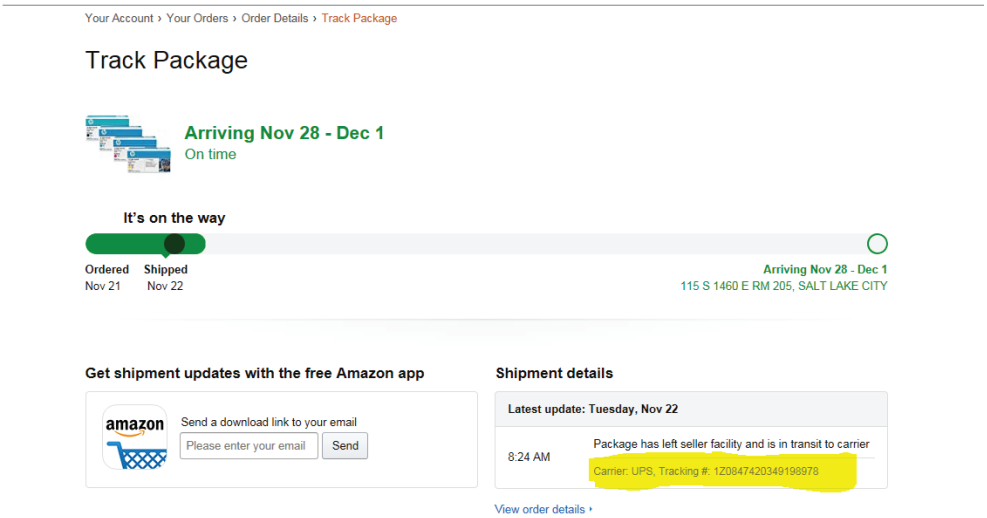


In the second field, select the most applicable window of time

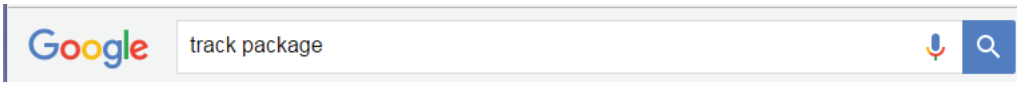


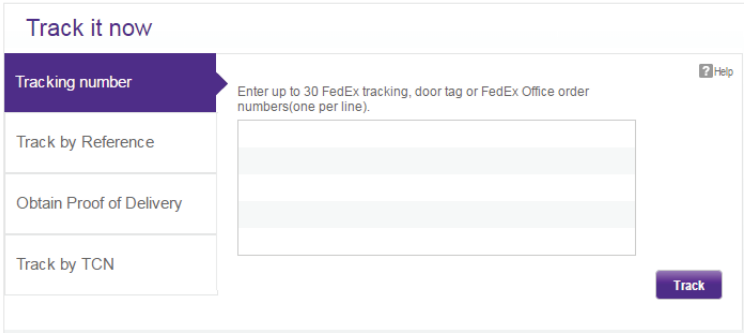
5. Find the order and click Track Package.

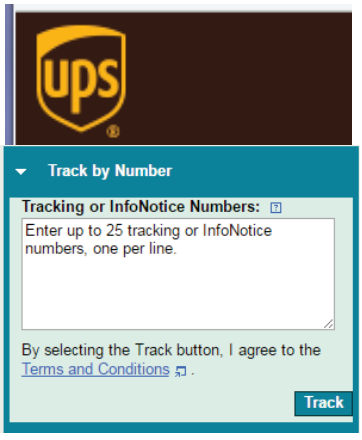
6. The Track Package screen will appear. It provides an overview of shipment and when applicable shows the tracking number (see highlight).

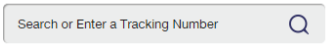


7. Do an internet search for "track package" or perform a track package through Fed Ex, UPS, or USPS.









8. Type in the tracking number.

9. View where your order is.