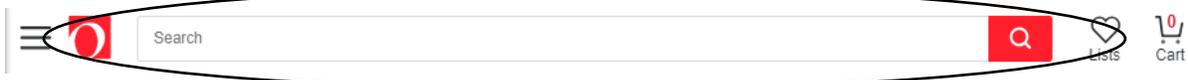


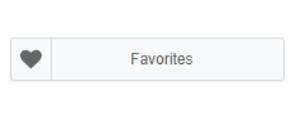
Instructions for Requesting Home Furnishings and Household Items from Overstock.com

Applicants and service providers should complete this process together. Please remember that only items on the 'Approved Home Furnishings and Household Items' list can be requested and the total cost of the requested items, including any shipping costs and taxes (tax rates may vary based on location), cannot exceed the approved amount. Applicants can request items from up to 2 of the approved vendors. See the Home Furnishing and Household Item vendor list.

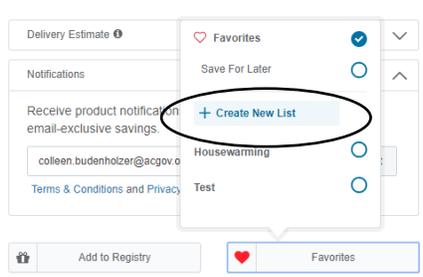
- 1) Go to www.overstock.com.
- 2) Use the search bar to find items you want.



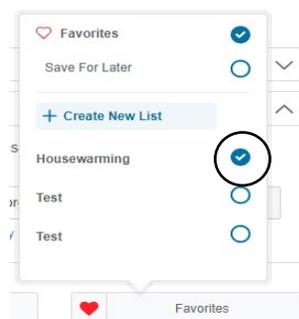
- 3) When you find an item you want, click on that item.
- 4) Click **Favorites**.



- 5) Click on **Create New List**.

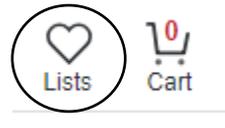


- 6) Enter the applicants' name as the name for the list.
- 7) To add additional items to your list, click on favorites, then the check mark next to the name of your list.

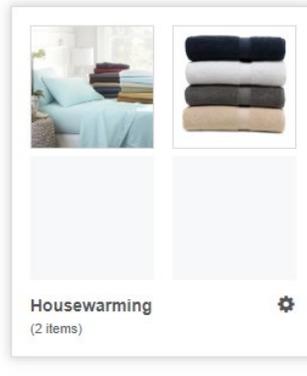


8) Continue to add items to your list until it is complete.

9) When you have added all of the items you want to your list, click the List icon in the upper right hand corner of your screen.



10) Click on the correct list.



11) Review the items to ensure that all of the items you want are on your list, the quantity is correct, and there are no additional items on your list. You will also need to add up the cost of the items to make sure that your request is not exceeding the approved amount, be sure to include shipping costs in your calculation.

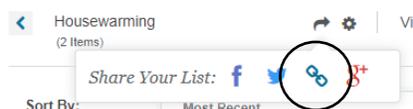
You can click use the search bar to continue shopping if you realize that something is missing or you can click trash can icon to delete an item from your list.



12) When your list is ready to send, click the share icon at the top of the page.



13) Click the link icon.



14) The service provider then sends the link to the HCSA Housing Solutions for Health staff along with the address where the items should be sent and information about whether or not the items can be sent immediately.