Instructions for Requesting Home Furnishings and Household Items from Walmart

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.walmart.com](http://www.walmart.com).

2) Scroll to the bottom of the home webpage and click on Other Services.

3) Click on Event under Registry Services.

4) Click Create a Registry.
5) At this step, you must either sign into an existing account or create a new account.

6) Once signed in, enter the requested fields: **Add a Date, Add a Location, Add a name or Organization Name, Address Information.** You can choose to uncheck the box ‘Make My Registry Public’ if you would like. Once all of the information is entered, click **Create It.**

7) Use the search bar at the top of the page to find items you want.

8) When you find an item you like click on the item.

9) Click on the add to registry button to add an item to your registry.

10) Continue shopping and adding items to your registry until you have added all of the desired and approved items on your registry.
11) When you click Add to Registry on your last item, click on View Your Registry.

12) Review the items to ensure that all of the items you want are on your registry, the quantity is correct, and there are no additional items on your registry. 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.

Use the search bar at the top of the page to locate additional items if you realize that something is missing or you can click on Delete to remove an item from the registry.

13) Click the Link Icon to get the URL to your registry.

14) Copy the URL.

15) 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.