



USER INSTRUCTIONS FOR SETTING UP AN AMAZON SMILE ACCOUNT FOR THE FORCES PENSION SOCIETY CHARITABLE FUND

We have provided three different sets of instructions. Please read the summary below and go to the section that describes your current situation.

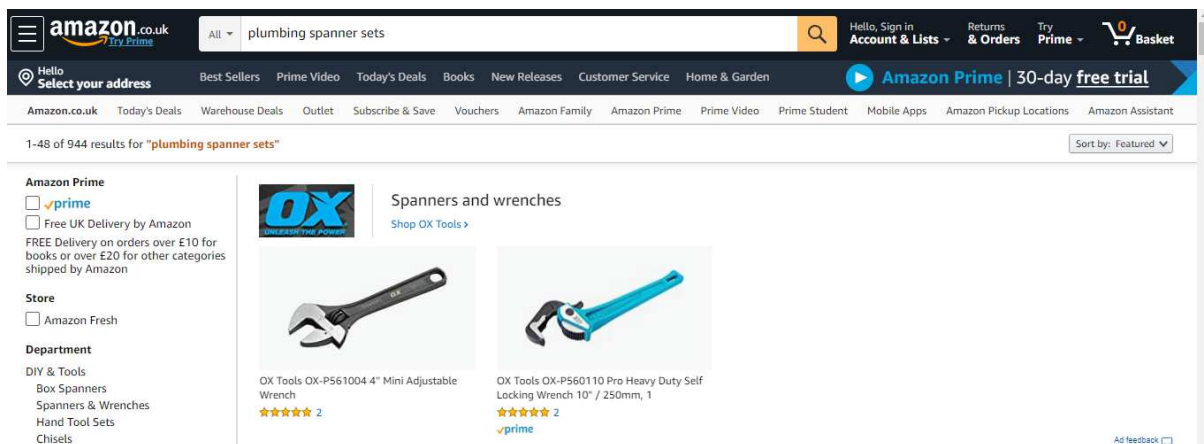
Instructions 1 - If you don't have an Amazon account – here are instructions on how to set one up

Instructions 2 - If you already have an Amazon account - here are instructions on setting up AmazonSmile for the first time

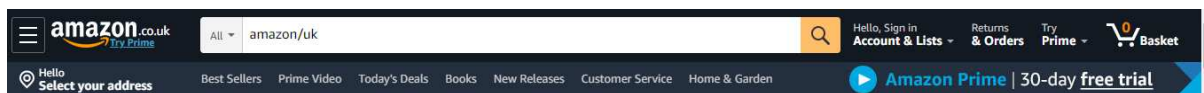
Instructions 3 - If you are an existing AmazonSmile account holder - here are instructions on how to change to *The Forces Pension Society Charitable Fund*

Instructions 1 - How to set up an Amazon account

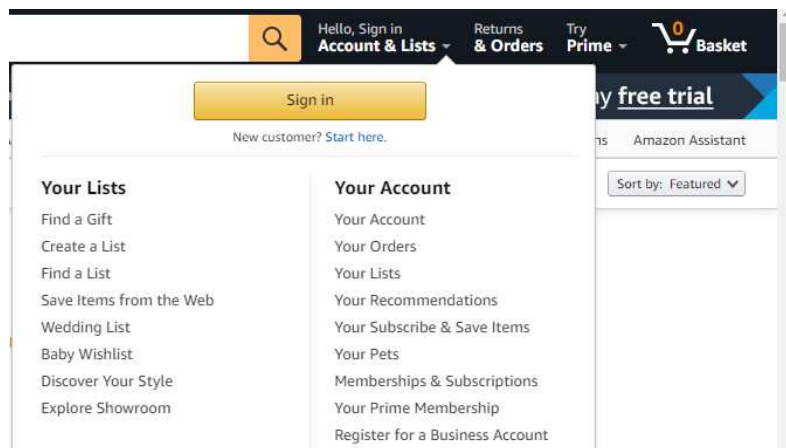
1. In the search bar type in Amazon.co.uk and press return
2. A list of websites will appear.
3. From the list of websites, click on Amazon.co.uk
4. You will be taken into a new screen which will look something like the following



5. Move your cursor to the top of the screen and click on *Hello, Sign in* just to the right of the search bar



The following should appear on your screen. This can be a bit tricky as it often disappears, it seems to be very sensitive to the position of the mouse. So just move it a little and the following should appear or reappear!



Just below *Sign in*, it says *New Customer? Start here*

6. Move your cursor onto *Start here* and click. You will be taken into the next screen (shown below) where you are guided through the Amazon account set up process

A screenshot of the Amazon account creation page. At the top, the Amazon logo is followed by '.co.uk'. The main heading is 'Create account'. Below this, there are four input fields: 'Your name', 'Email', 'Password', and 'Re-enter password'. The 'Password' field has a placeholder text 'At least six characters' and a small information icon to its left. Below the 'Password' field, there is a note: 'i Passwords must be at least 6 characters.' Below the 'Re-enter password' field, there is a yellow button labeled 'Create your Amazon account'. At the bottom of the form, there is a line of text: 'By creating an account you agree to Amazon's Conditions of Use & Sale. Please see our Privacy Notice, our Cookies Notice and our Interest-Based Ads Notice.' At the very bottom, there is a link: 'Already have an account? Sign in >'

7. Enter your chosen details and you will then have an Amazon account. You can then proceed to Instructions 2.

Instructions 2 – For existing Amazon account holders – setting up AmazonSmile for the first time

1. Type into the search bar www.smile.amazon.co.uk
2. Log into smile.amazon.co.uk (exactly the same as the normal Amazon website but with SmileAmazon showing at left hand end of the top of the screen)



3. Type in your Amazon account details
4. When asked to select your charity, type *The Forces Pension Society Charitable Fund*
5. After this choice *The Forces Pension Society Charitable Fund* will appear under the left-hand end of the search bar next to *Supporting*
6. When you shop in the future always start at Smile.amazon.co.uk

Instructions 3 - Existing AmazonSmile account holder – change to The Forces Pension Society Charitable Fund

1. Go to smile.amazon.co.uk and change to *The Forces Pension Society Charitable Fund* by clicking the down arrow next to the current charity you support
2. Next to the name of your current charity, click *Change*
3. Enter *The Forces Pension Society Charitable Fund* and select it
4. You will now see on the screen next to *Supporting*, is *The Forces Pension Society Charitable Fund*
5. Whenever you shop on Amazon start at smile.amazon.co.uk to ensure all purchases are made via AmazonSmile