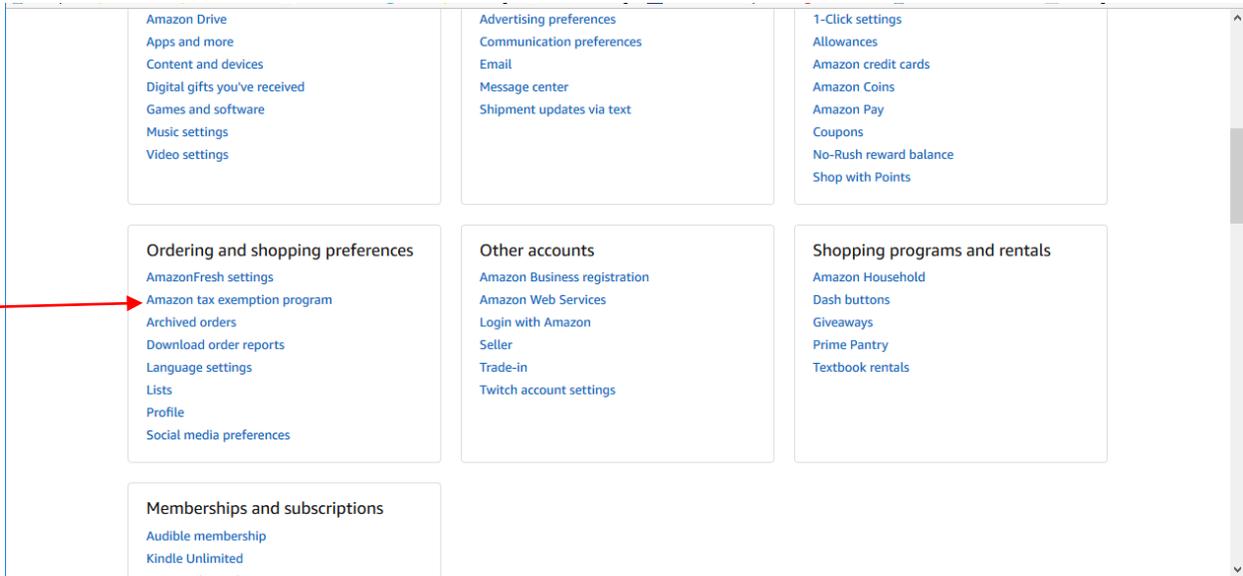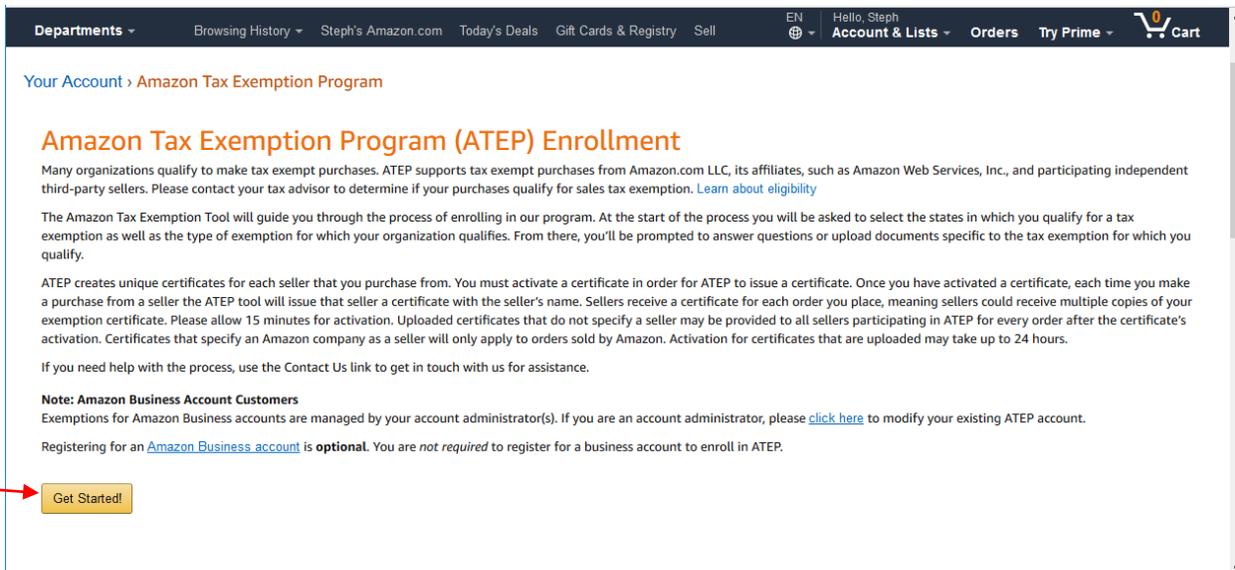**NOTE: You may NOT set your personal Amazon account to a tax-exempt status. Please set up an account to be used ONLY for Messiah College purchases prior to following the steps below.**

On the main Amazon page, hover on the menu that says "Hello, (your name)" Accounts & Lists and choose Your Account
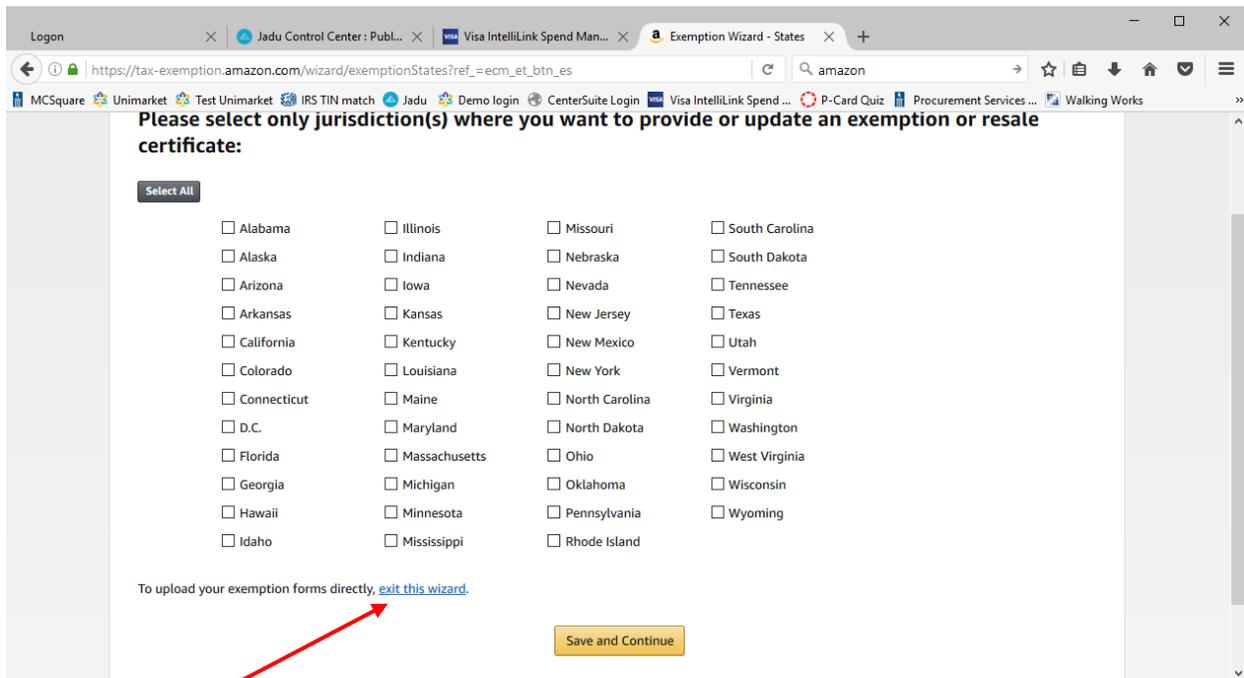
Scroll down to the second row of boxes with a list in them and find the one that says **Ordering and shopping preferences** and choose **Amazon tax exemption program**
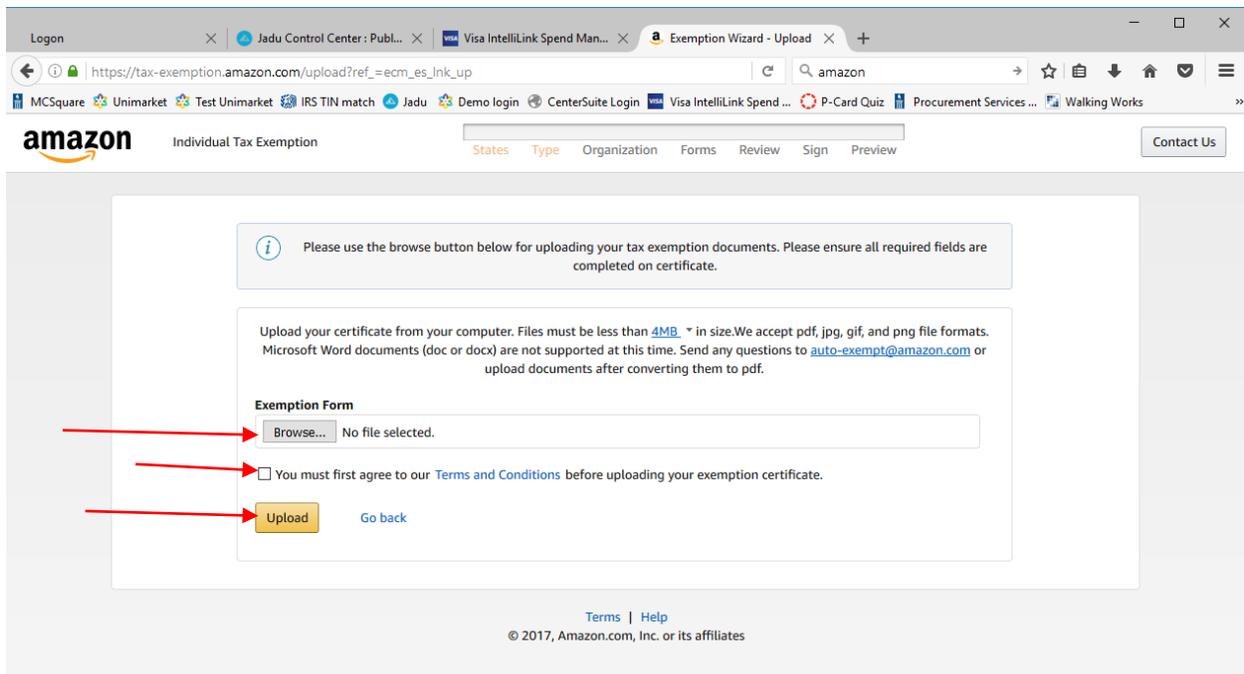

Click the **Get Started** button on the bottom of the next page.

On the next screen, click on the link at the bottom of the page that says "**exit this wizard**".

Click the **Browse** button and navigate to where you save Messiah College's PA Sales Tax Exemption Certificate on your PC. Agree to the terms and conditions, then click the **Upload** button

You will get a message that says they will review your document within 24 hours.