Locate and Open

1. Cart assignees will receive an e-mail with a subject of *A shopping cart has been assigned to you* for each cart that has been assigned.

2. Login to E-Market.

3. From the Shop menu icon, hover over My Carts and Orders then click View Carts or if you previously bookmarked View Carts navigate to it from 

4. You will be on the Cart Management page.

5. Click on Assigned Carts, under Shopping Cart Name click the shopping cart you want to open in blue.

6. The opened cart will become your active shopping cart. Click Proceed to Checkout.
7. You will be on **Order Review**. Click on the **+** to the left of Account Codes.

8. Review BMC account number (Fund-Account Code-Dept-Project) for accuracy. If updates are needed, click **Change**, click **Edit**, make changes, click **Save Values**.

9. Click on **Order Review** at top. If you would like to add/change any other information in your cart click **+**, then click **Change**. When finished, click on **Order Review** again.

10. When finished, click **Place Order**.