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 (Bookmarks).

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 , click , make changes, click .

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

10. When finished, click .