AAA Scholarship Foundation
WE MAKE ACADEMIC ACHIEVEMENT ACCESSIBLE

SHOPPING FOR SCHOLARSHIP ITEMS ON AMAZON

A Step-by-Step Guide for FTC and PEP Families

HOW IT WORKS

FTC and PEP families can purchase approved educational items for your child through AAA's Amazon online platform. You choose the items, and AAA buys them and has them shipped directly to your home. The cost is deducted from your child's available scholarship balance.

- **No out-of-pocket cost.** AAA pays for the items up front, so you do not have to buy them yourself and wait for a reimbursement.
- **Saves time.** Request what your child needs from home. Once AAA places the order, eligible items ship with free two-day shipping.
- **Easy to track.** You can follow each request in the Scholarship Management Portal, and AAA can account for scholarship funds accurately.

The process at a glance

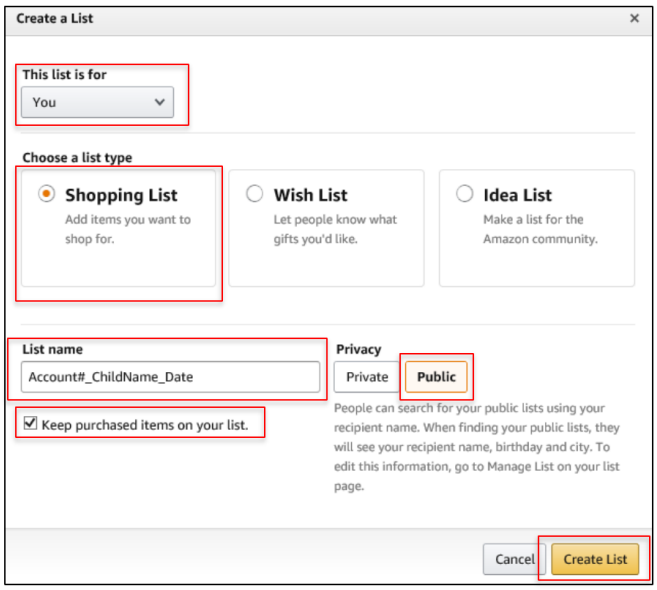
1	**Create a list on Amazon**	Make a new Shopping List for your child using AAA's naming format.
2	**Add your items**	Add each item you are requesting, with quantities and notes.
3	**Save a copy of the list**	Save the list as a PDF or take a screenshot. Copy each item's web link.
4	**Submit in the Scholarship Management Portal**	Enter the items, upload your list, confirm your address, and submit.

Before you begin

- You will need an Amazon.com account. A free account works; you do not need Amazon Prime.
- You will need your login for AAA's Scholarship Management Portal and your child's Student ID.
- Only items that are allowable under your scholarship can be purchased. See AAA's Purchasing Handbook for FTC and PEP families if you are unsure whether an item qualifies.
- Amazon updates its website from time to time, so your screens may look slightly different from the pictures in this guide.

STEP 1: CREATE YOUR AMAZON LIST

1. Sign in to your account at **Amazon.com**.
2. Hover over **"Hello, [your name]"** (Account & Lists) at the top of the page and click **Your Lists**.
3. Click **Create a List**.
4. In the Create a List window, complete the fields as shown below, then click **Create List**.
   - **This list is for:** choose **You**.
   - **List type:** choose **Shopping List**.
   - **List name:** use this format every time: **StudentID_ChildName_Date** (for example, FL123456_Maria_11-08-2026).
   - **Privacy:** choose **Public** so AAA can view the list if needed.
   - **Keep purchased items on your list:** check this box if you would like to keep a record of what was requested.



The Create a List window on Amazon

> **Important**
>
> Create a **new list with a new date** each time you request items. Do not add new items to a list you have already submitted.

STEP 2: ADD ITEMS TO YOUR LIST

1. Search Amazon for the item you want.

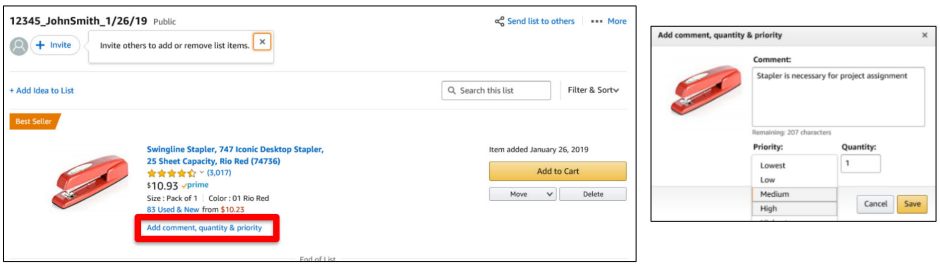
2. On the item's page, click the drop-down arrow next to **Add to List**.
3. Choose the list you just created. Over time you will have several lists, so be sure to pick the one with today's date.
4. Repeat for each item you are requesting.



Choose your list from the Add to List drop-down

When you have added everything, open your list by hovering over **"Hello, [your name]"** and clicking **Your Lists**, or by clicking **View Your List** after adding your last item.

Review the list carefully. Use **Add comment, quantity & priority** on each item to set the correct quantity and to add any notes that will help AAA, such as what the item is for.



Add a comment and quantity to each item

STEP 3: SAVE A COPY OF YOUR LIST

The portal asks you to upload a copy of your Amazon list, and to enter a web link for each item. Prepare both before you start your request.

Save your list as a PDF or image

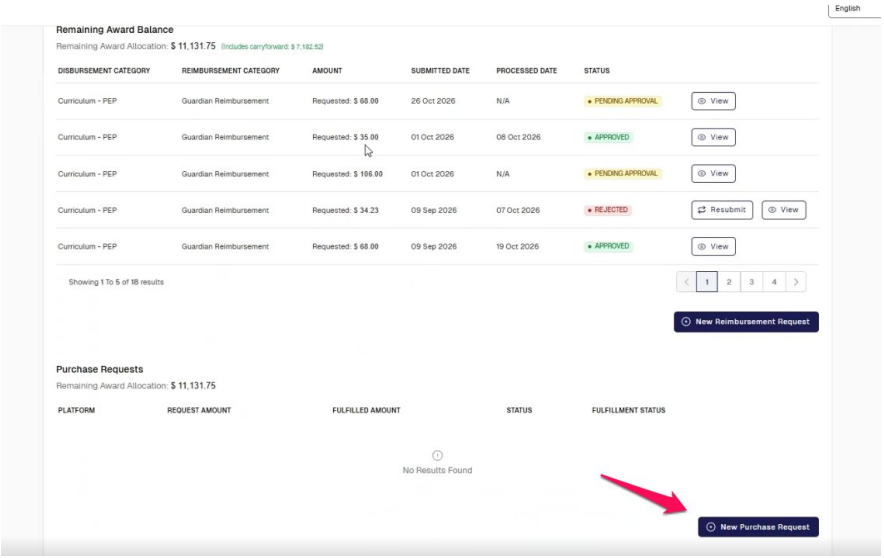
- **On a computer:** open your list, press **Ctrl + P** (Windows) or **Command + P** (Mac), choose **Save as PDF** as the printer, and save the file.
- **On a phone or tablet:** open your list and take a screenshot. If your list is too long to capture in a single screenshot, save it as a PDF instead.
- Make sure the copy shows the item names, prices and quantities.

Copy each item's web link

- Open each item's page on Amazon and copy the web address (URL) from the address bar. You will paste it into the portal in Step 4.

STEP 4: SUBMIT YOUR PURCHASE REQUEST IN THE PORTAL

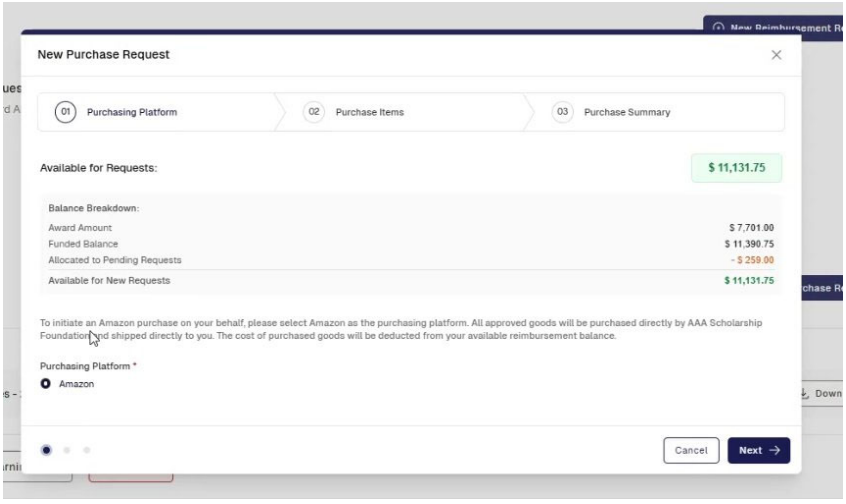
Sign in to the **Scholarship Management Portal** and open your child's scholarship account. Under **Purchase Requests**, you will see your Remaining Award Allocation. Click **New Purchase Request**.



Click New Purchase Request in the Purchase Requests section

Screen 1: Purchasing Platform

This screen shows the amount you have **Available for Requests**. Amounts already set aside for pending requests are subtracted from your balance. Select **Amazon** as the purchasing platform and click **Next**.



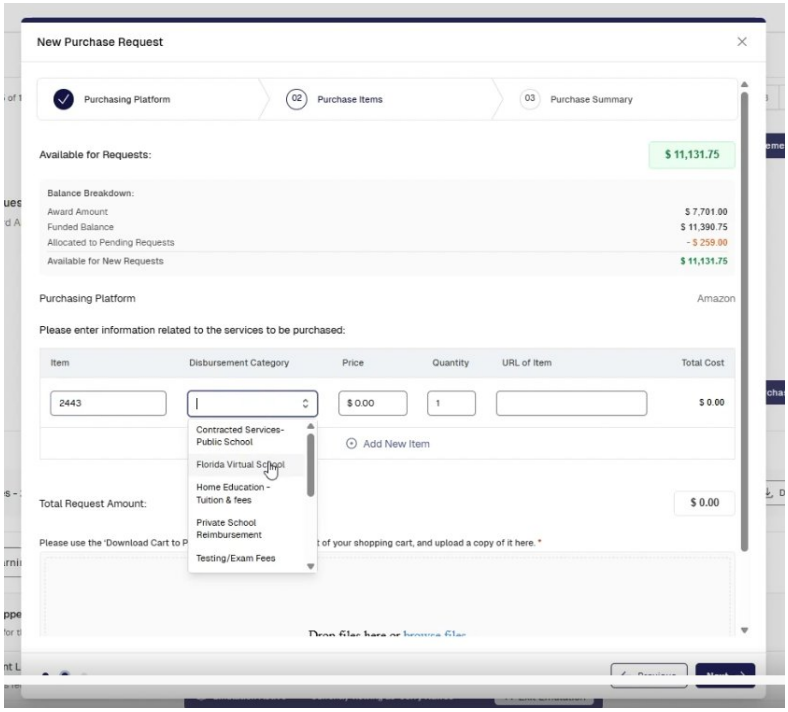
Screen 1: select Amazon and click Next

Screen 2: Purchase Items

Enter one line for each item on your Amazon list:

- **Item:** a short name for the item (for example, “4th grade math workbook”).
- **Disbursement Category:** choose the category that best describes the item, such as Curriculum.
- **Price:** the current Amazon price for one item.
- **Quantity:** how many you are requesting.
- **URL of Item:** paste the web link you copied in Step 3.

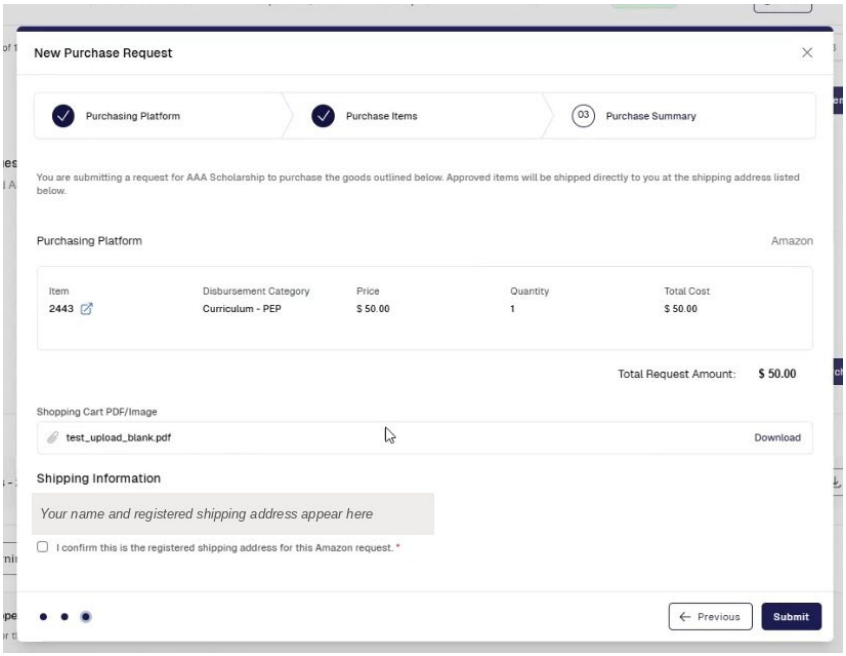
Click **Add New Item** to add another line. The portal adds up the **Total Request Amount**, which cannot be more than your available balance. Then upload the PDF or screenshot of your Amazon list in the upload box (drag the file in or click **browse files**) and click **Next**. The upload box accepts one file only (PDF, JPG or PNG, up to 10 MB).



Screen 2: enter each item and upload a copy of your list

Screen 3: Purchase Summary

Review the items, total and uploaded file. Check that your **shipping address** is correct. Items can only be shipped to the address registered on your scholarship application. Check the box to confirm the address, then click **Submit**. Use **Previous** if you need to make changes.

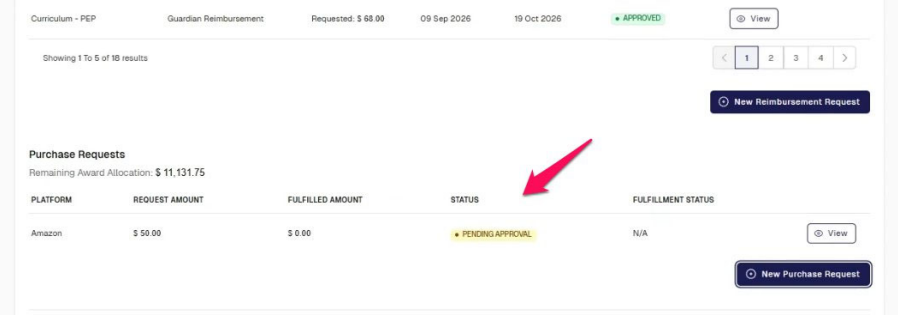


Screen 3: confirm your shipping address and submit

> **If your address has changed**
>
> Do not submit the request until your address has been updated with AAA. Contact AAA first so your items are not sent to an old address.

AFTER YOU SUBMIT

Your request will appear in the Purchase Requests section with a status of **Pending Approval**. No further action is needed from you.



Your request appears with a status of Pending Approval

- AAA will review your request and purchase the eligible items on Amazon.
- Items are shipped directly to your registered address.
- Amounts shown are estimates and may change as taxes are applied and prices are adjusted at the time of purchase.

- You can check the **Status** and **Fulfillment Status** of each request in the portal at any time. Click **View** to see the details.
- If any item cannot be purchased with scholarship funds, AAA will let you know.

RETURNS

If an item arrives damaged, is the wrong item, or otherwise needs to be returned:

1. Email **acctg@aaascholarships.org**.
2. Include the product name or Amazon order number and the reason for the return (for example, the item was damaged or is not the correct item).
3. AAA will request a return label from Amazon and email it to you so you can send the item back.

Please do not return scholarship purchases on your own through your personal Amazon account.

QUICK CHECKLIST

- New Amazon Shopping List created and named StudentID_ChildName_Date
- List set to Public
- Correct quantities and notes added to each item
- List saved as a PDF or screenshot
- Web link copied for each item
- Each item entered in the portal with category, price, quantity and link
- Copy of the list uploaded
- Shipping address confirmed

Questions?

Call AAA at **888.707.2465** or email **info@aaascholarships.org**.