# Amazon A to Z

#### How to Access

Use the same link for both desktop & mobile:

## https://atoz.amazon.work

• Click the menu icon to view other pages.



## Viewing your Schedule

• Scroll past the pay calendar and you will find your upcoming shifts which can be managed from here.

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• Click on Find Shifts".



• Shifts which have a pay surge will be visible in the top right corner.



## Cancel a Shift

From this screen you can also manage your shifts to include canceling a shift.

You will see a note if canceling the shift will result in an attendance occurrence.



## Enable notifications

• Click on "Notification Preferences".



- Set your preferred notification settings.
   Tip: "SMS" is text messaging.
- Standard messaging rates apply

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### Issues?

- First try <u>clearing your device's Cache</u> <u>and saved Cookies</u> in your browser's History to ensure no other credentials are creating conflict. If prompted, choose to clear the Cache and Cookies "from the beginning of time". For complete how-to, type "how to clear the Cache and Cookies on (insert device name)" in a search engine.
- If clearing the Cache and Cookies does not work, your password may be expired.
- If issues persist, reach out to your Manager.

## Please Keep in Mind:

- Amazon A to Z is still growing! Provide feedback to your Manager and we will make sure Developers fix any issues with this new platform as quick as possible.
- Remember to check your dashboard to see shift information and view your Super User status.

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