

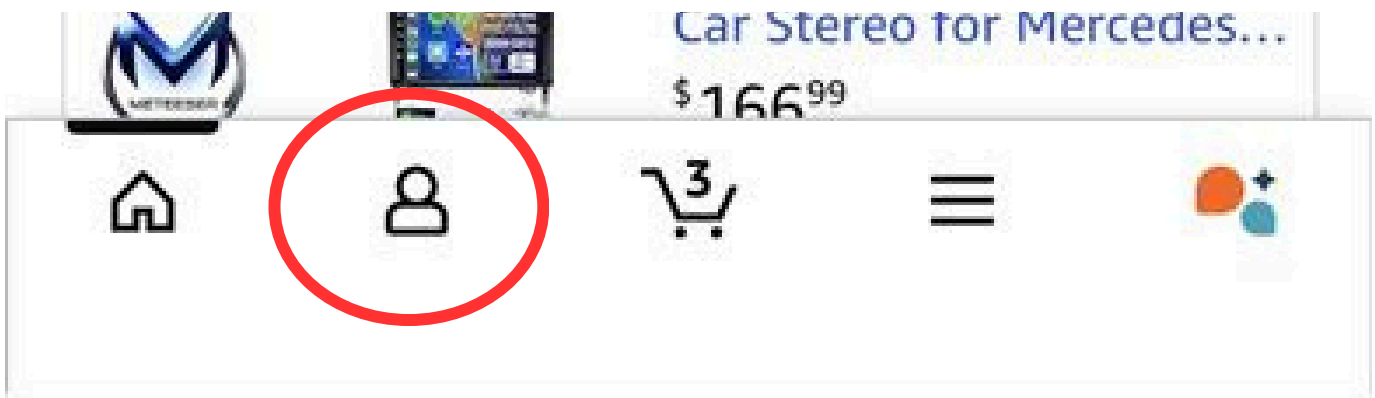
Amazon Deliveries

Before following the steps below, please create a Visitor Pass labeled “Amazon” with recurring access, ensuring the appropriate days and times are selected.

When setting up the pass, enter your own phone number as the recipient so you receive the access code directly.

If you need assistance with this process, please contact Louie Raffio (914)-447-5283 for support.

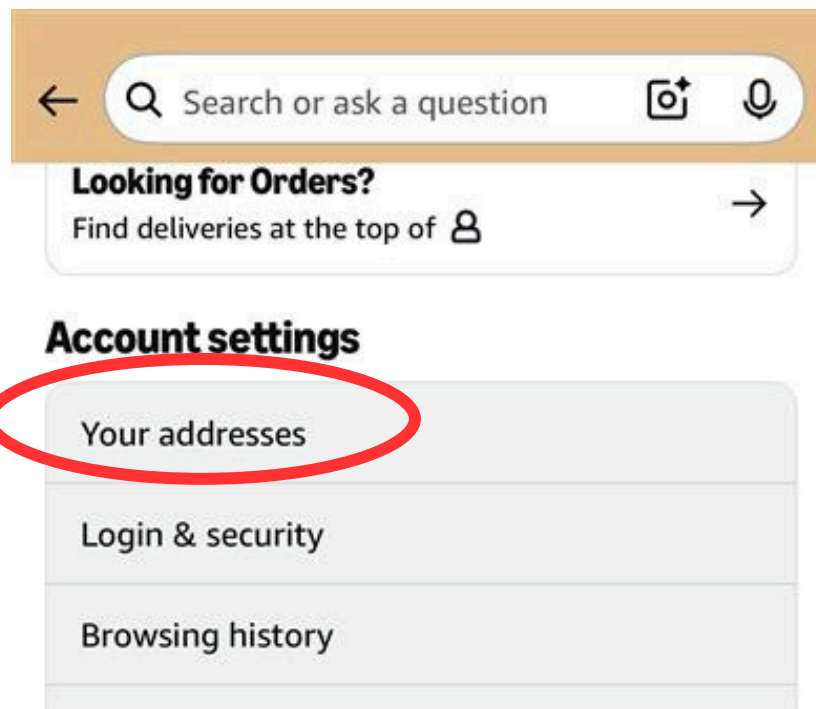
1. Open your Amazon app. At the bottom of the app click on the icon circled below.



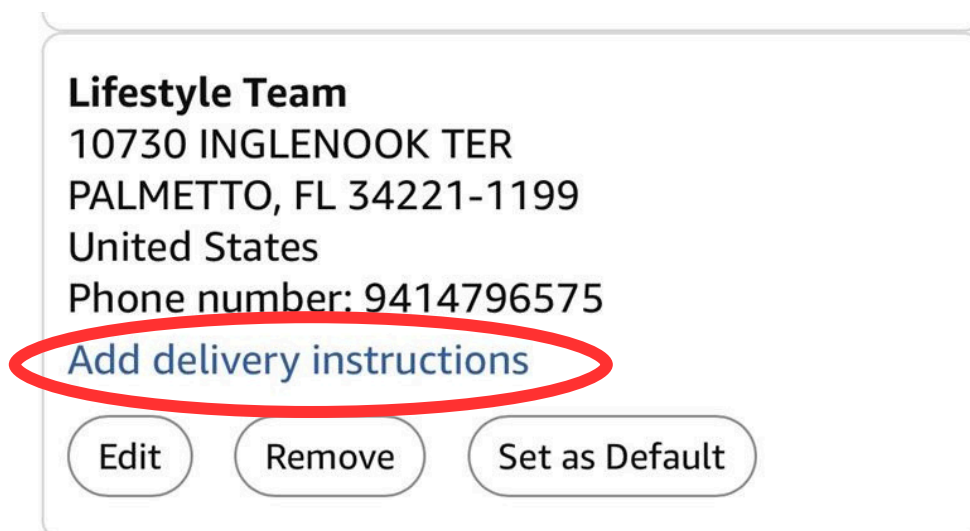
At the top of your account page, tap the “Account” button as circled below.



3. Scroll down until you see the “Your Addresses” button, as circled below.



4. Select the blue button labeled “Add delivery instructions.”



Do we need a security code, call box number or key to access this building? ^

Security code

Security code for the door

Call box

Call box number or name

Key or fob required for delivery

Add more instructions

For example, weekend availability or presence of dog

Your instructions help us deliver your packages to your expectations and will be used when possible.

4. Scroll through the delivery instruction options until you locate the blue button labeled “Add more instructions.”

5. Open the dropdown labeled “**Do we need additional instructions to deliver to this address?**”

In the text box, enter the following message:

“At the intercom, please press the Visitor Pass button and enter the code ”*****.”

Replace ***** with the six-digit code that was sent to your phone.

Once completed, click “Save Instructions.” Your setup is now complete.

← Search or ask a question

Single-family home

Where should we leave your packages at this address? ▾

Do we need a security code, call box number or key to access this building? ▾

Is this address closed for deliveries on Saturdays & Sundays? ▾

Do you have a dog at this address? ▾

Do we need additional instructions to deliver to this address? ▴

Delivery instructions

At the intercom, please press the visitor pass button and enter in the code " * * * * * " * * *

Your instructions help us deliver your packages to your expectations and will be used when possible.

Save instructions