How to place on online order

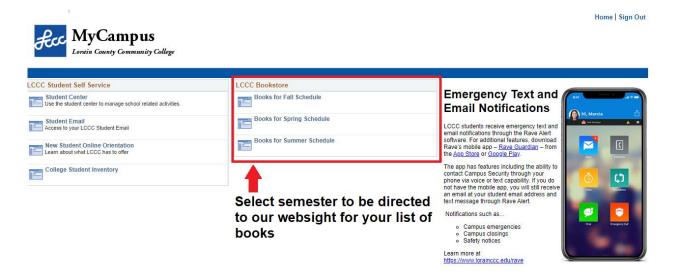
1. New Customer - make a new account here

Returning Customer - log into your account

• Please note this is not your Canvas or Campus login

	Login	FIRST
Email Address: * Password Forgot Your Password? Register Here Login	Returning Customers	
	All Major Credit Cards Accepted Please enter your login information.	

 To find the required text books for your course you may <u>search by course</u> or select Books for [Semester] Schedule from your <u>MyCampus</u> account



- 3. Select your text book preference then Add to Cart
 - Digital and Rentals are only available for select books
 - For more information on our rental policy click here

Note that the CHOOSE EITHER option is a choice between book formats (typically between access codes or physical bundles) you only need to select *one* of these options.

		Print Book I	ist Continue Checkout
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Term: SUMMER 20 Nam	ne: ASTY 152 Section: ALL Instructor: Hardy Location:		
Course Notes:			
View All Course M	laterials		
	REQUIRED	Print	
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	CHOOSE EITHER Access Code HORNGREN'S FINAN.+MNGRL(LL)-W/ACCESS Author: MILLER-NOBLES Edition: 6TH 18 Published Date: 2018 ISBN: 9780134642857 Publisher: PEARSON Book Notes: This product is a bundle containing a looseleaf version of the textbook as well as access to Pearson's MyAccountingLab. © Summary	Print \$260.00 New Add to Cart	
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	ISBN: 9780134450810		
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	Book Notes: This product is a printed code that gives access to the digital version of the		
	textbook and Pearson's MyAccountingLab.		

Course Materials

4. Select Continue Checkout to be directed to your shopping cart, here you may add and remove items or change quantity.

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Payment Options

- 5. Select . Here you may choose between **Pickup Order** or **Ship Order**.
 - When choosing **Ship Order**, make sure all information is correct and updated within *Select Address*

	Checkout		
1. Select Address	2. Shipping Method	3. Payment Options	
	h Financial Aid(Student# xx)? •	+ Your Order	View Cart
Click here to see what items in your o	art are covered by your Financial Aid funds.	Number Of Items:	1
	- OF -	Course Materials:	\$206.75
How would you like	to receive your order?	Shipping: Handling:	\$0.00 \$0.00
Pickup Orc	ler Ship Order	Total Before Tax: Estimated Taxes:	\$206.75 \$0.00
There may be some differences in available payment opti		\$206.75	
	2) Shipping fees will be applied	Need Help?	
		Call us: 440-366-4055 Returns Policy	

Email Us

- 6. Within Payment Options Fill out all necessary payment information.
 - If you are using Financial Aid please select the dropdown menu.

Apply Promo Code

Promo Code

Choose Payment Option

Credit Car	d		~	
Credit Car	ď			
Financial Aid(Student# + xxxx)				
VISA	~			

- Once Financial aid is selected please enter your Account number
 - Note that this number is your Student Number followed by the semester code. This code changes every semester

Choose Payment Option

Financial Aid(Student# + xxxx) ~	
Account Number *	
Your account number is your student ID number + xxxx	

our account number is your student ID number + xxxx . Do not enter any leading zeros. (example: if your student number is listed as 000123456, you would enter "1234564222")

By checking this verification box, I authorize the use of my available Student Financial Aid funds to pay for books and merchandise.

Please be aware, not all Financial Aid types cover materials, for information regarding your Student Financial Aid, please contact The Financial Services office at 440-366-4034 or use their text to talk feature. 7. You can view your total on the Right hand side of the page before submitting payment.

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Payment Information					
Apply Promo Code				Your Order	View Cart
Promo Code				Number Of Items:	1
Choose Payment Option				Course Materials:	\$206.75
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- 8. Order confirmation and Picking up
 - Two emails will be sent out, **the first** is a confirmation that the order *has been placed*. **The second** is confirming the order is *ready for pick up*. Please check your spam inbox if you have not yet received a confirmation email.
 - When picking up, a photo ID must be present. If anyone other than yourself is picking up, please specify within the *Order Comments* box provided, before submitting.
- 9. Order Status
 - When checking on your order please be aware of the different statuses
 - **New** the order has just been placed and is *not* ready for pick up
 - **Picking** –the order is currently being filled and is *not* ready for pick up
 - Packed the order has been processed and is ready for pick up (Please check for a confirmation email)
 - Repick an item in your order was not available at the time of placement and is being refilled.
 - **Dropped** there was an issue processing your order, please check your email for more details.