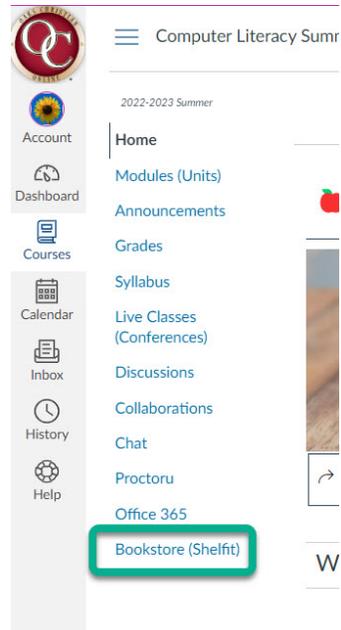
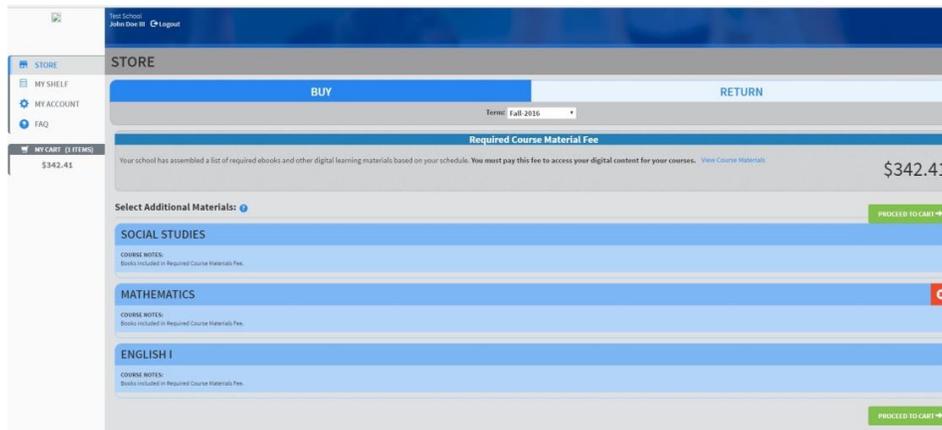


Ordering Book Bundles

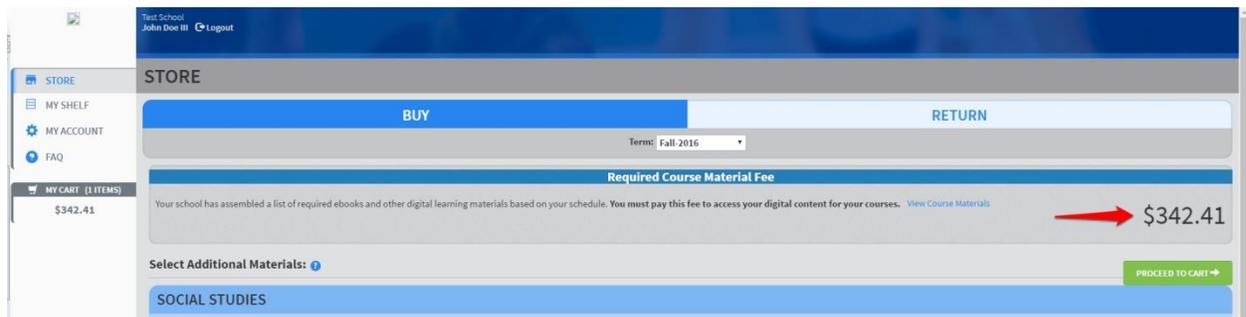
1) From your course homepage, select the "Bookstore (Shelfit)" link in the left menu.



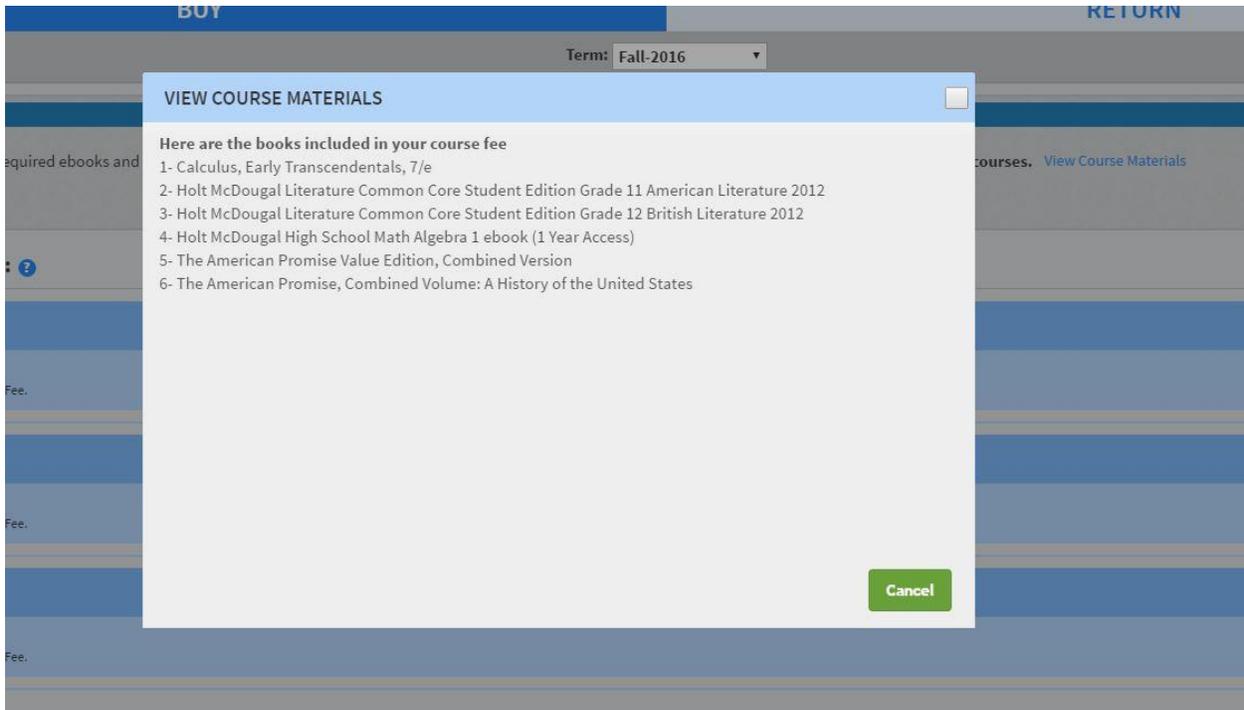
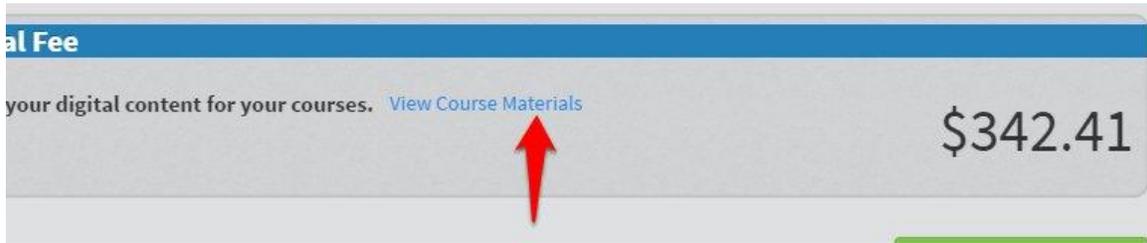
2) This will take you into the store.



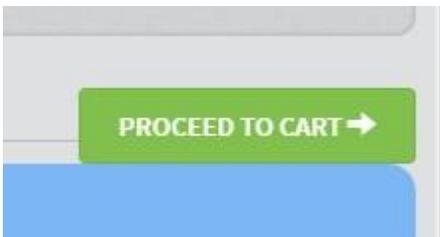
3) At the top of your page you will see a "Required Course Materials Fee" that is the total ebook fee for all of your ebooks.



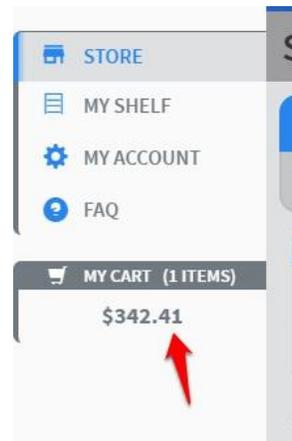
- 4) To view the list of ebooks included in the required course materials fee select the blue "View Course Materials" link.



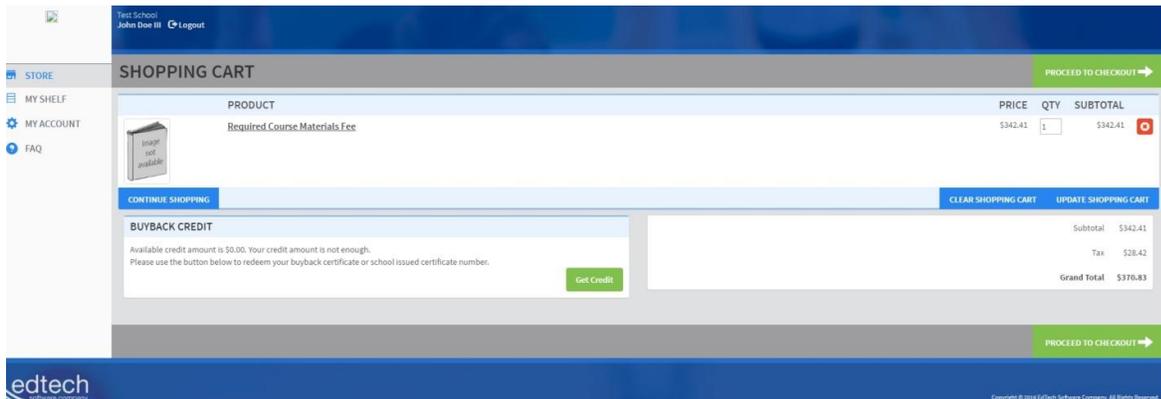
- 5) To complete the ebook bundle purchase, select "Proceed to Cart" on the left or "My Cart" on the right.



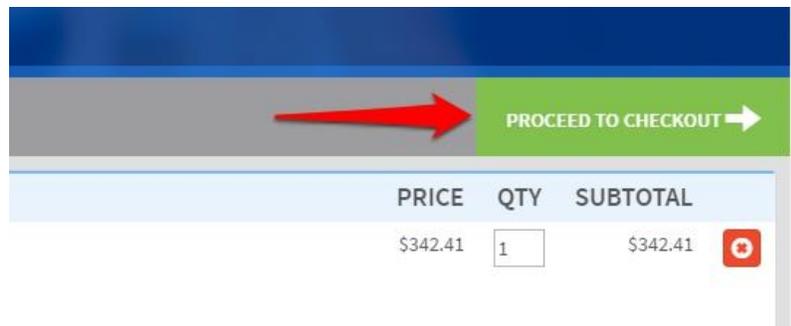
or



6) You will now be in the shopping cart menu.



7) To complete your purchase, select "Proceed to Checkout".



8) Now you are in the Checkout window. In this first window enter your Billing Information. All required fields have a red asterisk next to it. After you have filled out all required fields click on the "Continue" Button.

The screenshot shows the "CHECKOUT" window with three steps: "1 BILLING INFORMATION", "2 PAYMENT INFORMATION", and "3 ORDER REVIEW". The "BILLING INFORMATION" section contains several form fields, all of which have a red asterisk indicating they are required. The fields are: "First Name*" (containing "John"), "Middle Name/Initial" (empty), "Last Name*" (containing "Doe III"), "Company" (empty), "Address*" (containing "1245 S. South Street"), "City*" (containing "South"), "State/Province*" (containing "Florida"), "Zip/Postal Code*" (containing "123456"), "Country*" (containing "United States"), "Telephone*" (containing "555-555-5555"), and "Fax" (empty).

9) You are now in the Payment Information window where you may use an internal credit if you have one, or enter a credit card. If you select credit card, required fields will have a red asterisk. Enter your credit card information and select "Continue".

Test School
John Doe III Logout

STORE
MY SHELF
MY ACCOUNT
FAQ

CHECKOUT

- BILLING INFORMATION
- PAYMENT INFORMATION**
- ORDER REVIEW

Internal Credit (Add Credit)
 Credit Card

Credit Card Type*
▼ Visa

Credit Card Number*
5555-5555-5555-5555

Expiration Date*
05 - May 2017

Card Verification Number*
555 [What is this?](#)

[Back](#)

10) You will be directed to the Order Review Window. If everything is correct, select "Place Order"

Test School
John Doe III Logout

STORE
MY SHELF
MY ACCOUNT
FAQ

CHECKOUT

- BILLING INFORMATION
- PAYMENT INFORMATION
- ORDER REVIEW**

PRODUCT NAME	PRICE	QTY	SUBTOTAL
Required Course Materials Fee	\$342.41	1	\$342.41
			Subtotal \$342.41
			Tax \$5.80
			Grand Total \$348.41

Forgot an item? Edit Your Cart

[Place Order](#)

11) You have one final opportunity to cancel or confirm the order.

CONFIRM ORDER

Please review your order to make sure it is correct. Once submitted, it cannot be changed.

[Confirm](#) [Cancel](#)

12) Congratulations! Your order is complete and you will see your order confirmation number.

Please keep a record of this number so that you can refer to it in case you need to contact customer support.

Test School
John Doe III Logout

STORE
MY SHELF
MY ACCOUNT
FAQ

THANK YOU FOR YOUR PURCHASE!

YOUR ORDER #: 30022544

You will receive an order confirmation email with details of your order and a link to track its progress.
[Click here to print a copy of your order confirmation.](#)

MY CART (0 ITEMS)
\$0.00

[Continue Shopping](#)