How to use eCashier to Purchase Textbooks

Adding Textbook Costs To Your eCashier Agreement:

**STEP 1:** Register for your classes. Make a note of the course numbers for all the classes in which you registered. (Example: AIS 100)

**STEP 2:** Go to the NPC Online Bookstore at www.ecampus.com/npc to find the textbooks you need for your classes. Follow steps 1 through 8 on “How to order your textbooks” (on page 2) and then click the **CONTINUE** button. When you get to the Payment Method selection page — **STOP** **DO NOT CLICK THE PLACE ORDER button. Write down the Estimated Total shown at the bottom of your cart on the right side of the page. Then, close your Web browser window.

**STEP 3:** Sign up for an eCashier account by following the instructions at www.npc.edu/admissions/ecashier-electronic-payments. In eCashier, add the Estimated Total amount that you wrote down from the NPC Online Bookstore to your eCashier agreement at the Budget Worksheet under Expenses and NPC Online Bookstore. This amount will be added to your eCashier account and reported as purchasing credit to the NPC Online Bookstore. This can take up to two business days. You will know your eCashier bookstore credit is ready to use when you receive an E-mail from NPC with your login password for the NPC Online Bookstore. Once you have it, you are ready to place your book order.

**STEP 4:** Return to the NPC Online Bookstore Web site and click the “Sign in to your account” link on the top right of the page. Use your password E-mailed to you by NPC to login. Your order should still be saved in your shopping cart, if not re-select your books again and place them there. You are now ready to click the (PLACE ORDER) button. Your order will not be sent to the NPC Online Bookstore until you have clicked this button.

Questions? Please call the NPC Bookstore Manager at (800) 266-7845 ext. 7615.

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**Payment Options**

You CANNOT use a Check or Money Order as payment for rental books.

**NOTE:** Credit card account number must accompany Rental book orders.

**Credit/Debit Cards:** The NPC Online Bookstore accepts Visa®, MasterCard®, Discover® or American Express® credit cards. The online bookstore accepts most debit cards, as they can be used just like a credit card. To place an order using your debit card, enter all the information at Checkout exactly as it appears on your card. Under “type of credit card,” enter the affiliation (Visa or MasterCard) that appears on your debit card. (PRE-PAID CREDIT CARDS CANNOT BE USED AS PAYMENT FOR ORDERS.)

**eCashier:** You will need to register for your classes before you enroll in eCashier. See step-by-step instructions on how to use eCashier above.

**Bill Me Later:** You can use Bill Me Later to make purchases at the NPC Online Bookstore without using your credit card. To use Bill Me Later, choose this option on the Payment Options page and you will be guided through the process. You will receive a monthly statement listing your purchase, the amount due and interest charges. (Bill Me Later is offered by a third party and is not affiliated with the NPC Online Bookstore. Bill Me Later is subject to credit approval and may only be used on qualifying orders of more than $50.)

**Check or Money Order:** Payments may also be made by check or money order, but textbook orders will not be processed in the eCampus system until the check or money order has cleared their financial institution. To place an order this way, please follow these directions:

1. Contact the bookstore customer service team at (877) 284-6744 or e-mail them at bookstore@ecampus.com to obtain your order total.
2. Include the following information:
   - a. Student Name
   - b. Student ID
   - c. E-mail Address
   - d. Phone Number
   - e. Shipping Address
3. Mail the above information along with your check or money order to:
   Virtual Bookstore Program c/o Megan Kendall
   2373 Palumbo Drive, Lexington, KY 40509

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**Shipping Options**

**In Stock Orders** are processed for shipping in 1-2 business days. Orders placed after 12 p.m. EST will not be processed until the next business day. Business days are Monday through Friday. Orders will not be shipped or delivered on Saturdays and Sundays, in most cases. For more details on shipping, see bookstore Web site.

- **ONLY the United States Postal Service delivery will ship to P.O. Boxes!**
- **United States Postal Service:** (Delivery time, 4-8 business days)
  - $2.98 per shipment + $0.99 per item
  - Example: Four books ordered would be - $6.94  (($0.99 x 4) + $2.98)
  - • CAN ship to: P.O. Box, APO, FPO (Army Post Office), FPO (Fleet Post Office) addresses
  - • NOT recommended for time-sensitive deliveries
  - • This is the only option that might deliver on Saturday
  - • Order processing and delivery time could be 10 business days

- **Ground Select:** (Delivery time, 3-5 business days)
  - $4.49 per shipment + $2.49 per item
  - Example: Four books ordered would be - $14.45  (($2.49 x 4) + $4.49)
  - • Does NOT ship to: P.O. Boxes, APO, FPO addresses
  - • No weekend delivery
  - • No shipments to Alaska, Hawaii or US Territories (Guam, Virgin Islands, Puerto Rico)
  - • Includes Tracking & Insurance
  - • Order processing and delivery time could be 7 business days

- **Two Day Shipping:** (Delivery time, 2 business days)
  - $10.49 per shipment + $3.99 per item
  - Example: Four books ordered would be - $26.45  (($3.99 x 4) + $10.49)
  - • Does NOT ship to: P.O. Boxes, APO, FPO addresses
  - • No weekend delivery
  - • No shipments to US Territories (Guam, Virgin Islands, Puerto Rico)
  - • Includes Tracking & Insurance
  - • Order processing and delivery time could be 4 business days

- **One Day Shipping:** (Delivery time, 1 business day)
  - $16.49 per shipment + $6.99 per item
  - Example: Four books ordered would be - $44.45  (($6.99 x 4) + $16.49)
  - • Does NOT ship to: P.O. Boxes, APO, FPO addresses
  - • No weekend delivery
  - • No shipments to US Territories (Guam, Virgin Islands, Puerto Rico)
  - • Includes Tracking & Insurance
  - • Order processing and delivery time could be 3 business days

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The NPC Online Bookstore also sells

NPC logo T-shirts and sweatshirts at great low prices.

Be sure to check them out and show your college spirit.

They also make great holiday gifts!