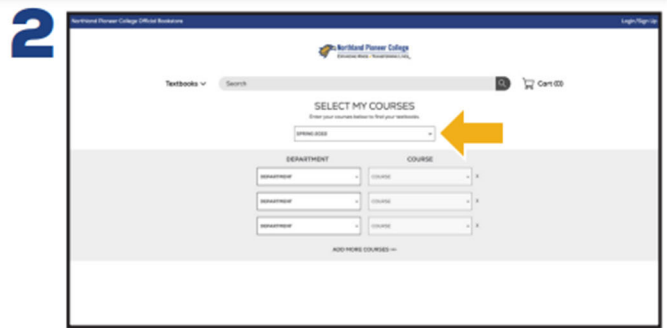


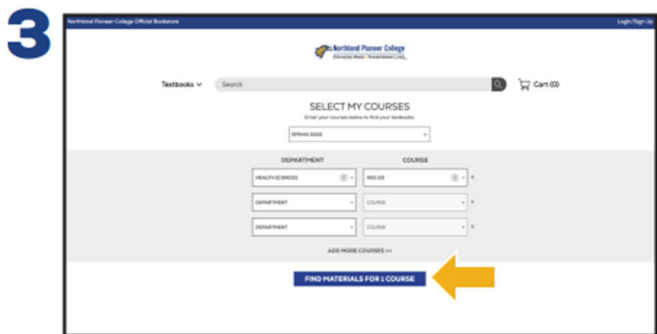
Textbook Order Instructions



Visit your Online Bookstore at npc.ecampus.com and select **Order** from the Textbooks drop down menu.



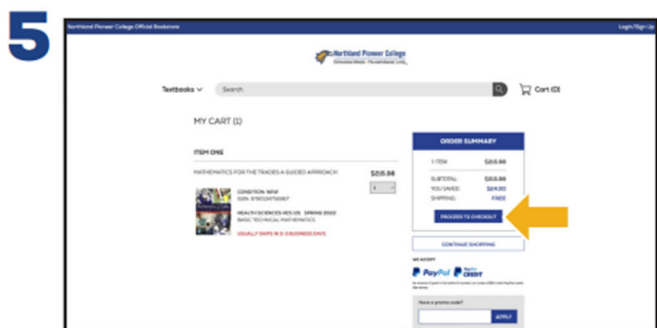
Select the correct **Term**.



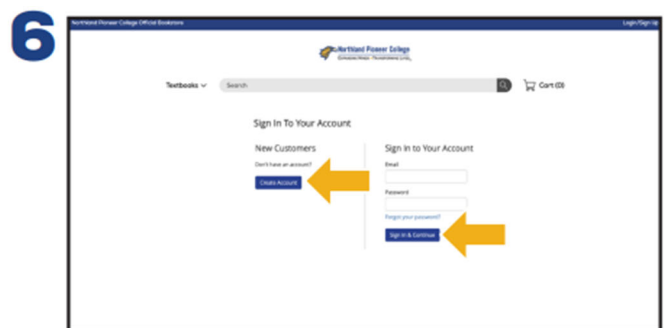
Select your course(s) and select **Find Materials for Course**.



Select the items to be purchased and select **Add Item to Cart**.



Review your order and select **Proceed to Checkout**.



Sign in via your Online Bookstore account or **Create Account** to place an order for your Course Materials.

STEP 7 Enter your shipping address and phone number, then click **Continue**.

STEP 8 Choose a shipping method if applicable. NOTE: Free **USPS** shipping on orders over \$35 but excludes Marketplace purchases. Economy shipping will show as the only method for PO Box addresses. More shipping options including expedited shipping will display for physical addresses.

- Digital materials such as access codes are not always shipped in the mail. You'll receive a separate email when digital purchases are added to the Digital Bookshelf in your bookstore account.

STEP 9 On the payment method screen, enter your credit/debit card information.

- If you need to purchase textbooks with a payment plan/NPC scholarship/Pell Grant/Third Party Authorization, make note of the cart amount that includes sales tax and any shipping fees.
 - a) Email StudentBilling@npc.edu with the following: student name, NPC ID, phone number, email address used in step 6, and amount displayed in step 9. This is required for NPC to add the bookstore charge to the student account.
 - b) NPC Online Bookstore will email student when bookstore voucher is available on the payment method screen as **e-Cashier Account**. NOTE: If a rental is selected, a credit/debit card is required at checkout for collateral. The card will not be charged unless the book is returned damaged or not returned.
 - c) Student will need to return to www.npc.ecampus.com and login to finalize bookstore order by proceeding to Step 10.

STEP 10 After entering payment method, click **Continue**. Review your order information again, then click **Place Order**. An order confirmation will be provided to you by email. **Sign Out** of your bookstore account.

To view your order progress, go to www.npc.ecampus.com and sign in to your account.

For further assistance:

- Call NPC Online Bookstore at 928-524-7480 for help with book voucher request.
- Call eCampus Customer Service at 859-209-6958 for help with changing email login to bookstore account.