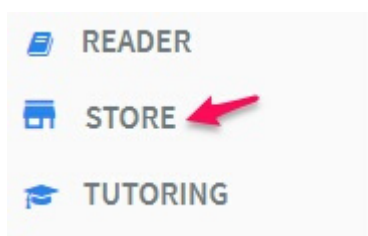


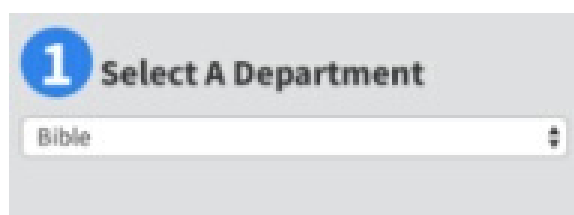
# How to Place an Order

**Step 1:** Log into your Amazon account, then open a new tab to log into your school's book store at [acs.shelfit.com](https://acs.shelfit.com).

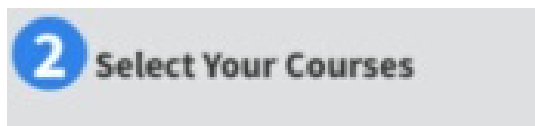
**Step 2:** To purchase books, select the **Store** option in the left-hand side panel.



**Step 3:** Click the drop down menu located under **Select A Department**. Select the first department you'd like to purchase books for.



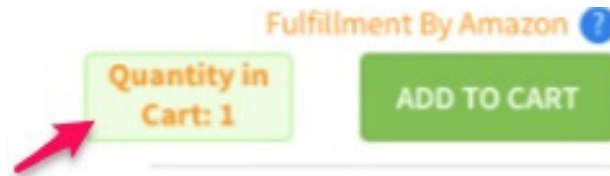
**Step 4:** After selecting the department, a list of courses will appear below. Select the first course you'd like to purchase books for.



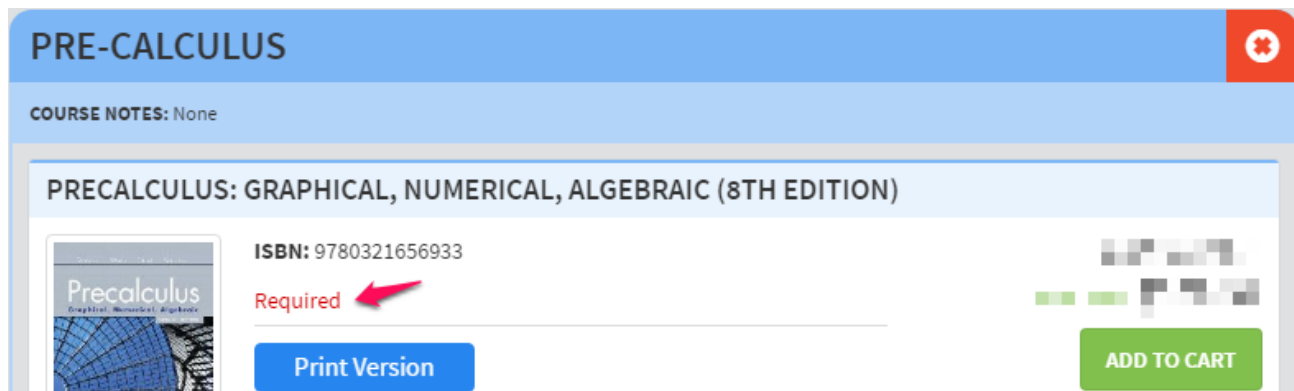
**Step 5:** The books for this course will populate on the right side of your screen. To add a book to your cart, click the green **Add To Cart** button.



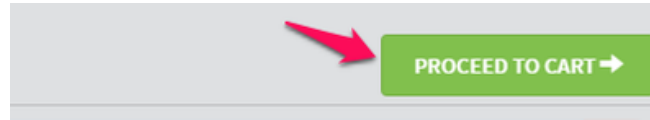
**Step 6:** After clicking the Add To Cart button, a box will appear showing the quantity currently in your cart. You can click on this box to change the quantity in your cart.




**Step 7:** Add any additional books you may need for this course to your cart. The word "Required" next to a book means that your school is requiring that you have this book for class.



**Step 8:** To purchase books from another department, repeat steps 3 through 7 as listed above. When you're ready to check out, click the green **Proceed To Cart** button at the top or bottom right of the screen.



**Step 9:** Once you've added your books, view your shopping cart and you will see your items. You may see different books fulfilled by either EdTech or Amazon.



Whittier Christian High School  
sachin admane [Logout](#)

STORE

MY SHELF


MY ACCOUNT

SCHOOLADMIN

## SHOPPING CART

[PROCEED TO CHECKOUT](#)

### EDTECH ITEMS- FULFILLED BY EDTECH AND PARTNERS

PRODUCT	PRICE	QTY	SUBTOTAL
 <p><b>Societies, Networks, and Transitions: A Global History 2nd Edition PDF Textbook</b> Order Processing <input type="checkbox"/> Ebook Insurance: 18.00%</p>	\$72.29	1	\$72.29

[CONTINUE SHOPPING](#)
[CLEAR EDTECH ITEMS](#)
[UPDATE EDTECH ITEMS](#)


#### BUYBACK CREDIT

Available credit amount is \$527.78.  
Please use the button below to redeem your buyback certificate or school issued scholarship certificate number.

[Use Credit](#)

Subtotal	\$72.29
Tax	\$6.00
<b>Grand Total</b>	<b>\$78.29</b>

### AMAZON ITEMS- FULFILLED BY AMAZON.COM

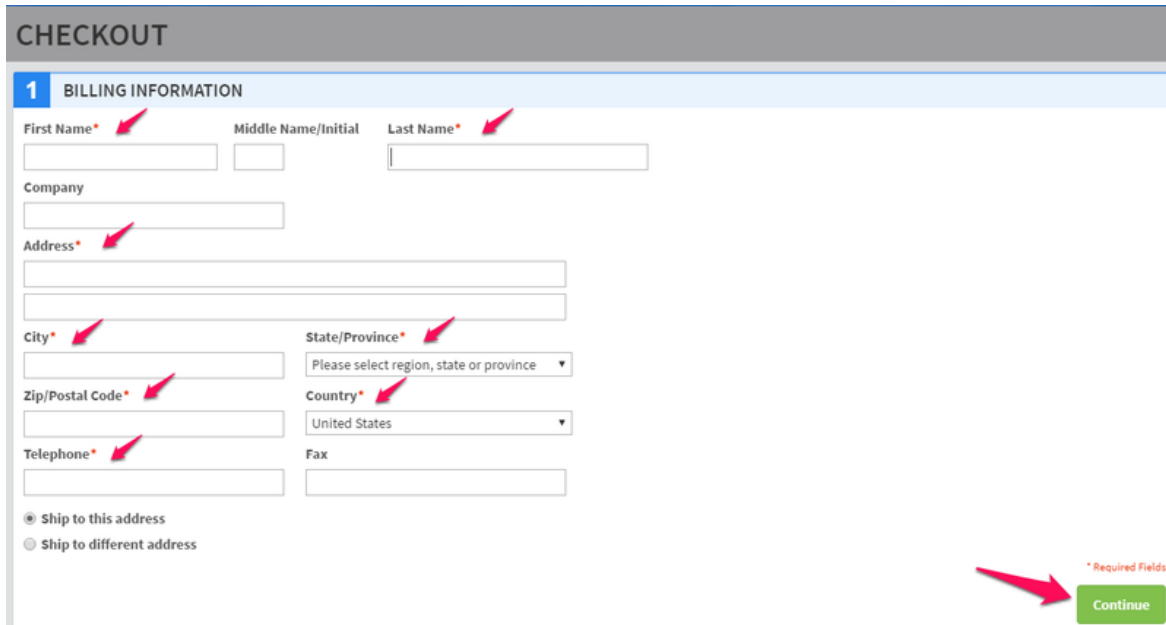
PRODUCT	PRICE	QTY	SUBTOTAL
 <p><b>The Return of Martin Guerre</b> Usually ships in 1-2 business days</p>	\$8.30	1	\$8.30

[CONTINUE SHOPPING](#)
[CLEAR AMAZON ITEMS](#)
[UPDATE AMAZON ITEMS](#)

These Items will be fulfilled by Amazon

[Help](#)

**Step 10:** In the checkout window, enter your billing Information. All required fields have a red asterisk next to them. When all required fields have been completed, click the **Continue** button.



**CHECKOUT**

**1 BILLING INFORMATION**

First Name\* Middle Name/Initial Last Name\*

Company

Address\*

City\* State/Province\* Zip/Postal Code\* Country\* Telephone\* Fax

☒ Ship to this address  
☐ Ship to different address

\* Required Fields

**Continue**

**Step 11:** Select either an internal credit or a credit card as your payment option. To pay with a credit card, complete all required fields and click the green **Continue** button.

**Step 12:** Confirm that all information is correct and click the green **Place Order** button.



Required Course Materials Fee \$340.41 1 \$340.41

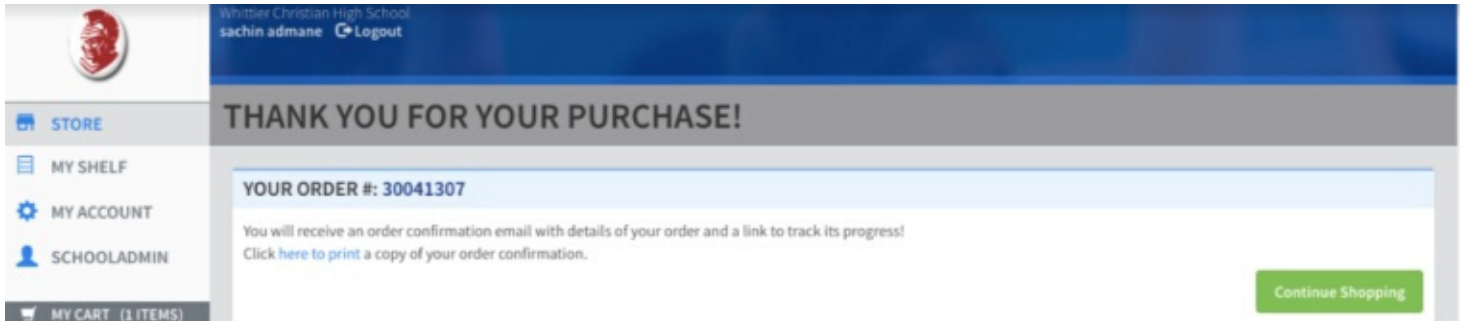
Subtotal	\$340.41
Tax	\$0.00
<b>Grand Total</b>	<b>\$340.41</b>

Forgot an item? Edit Your Cart

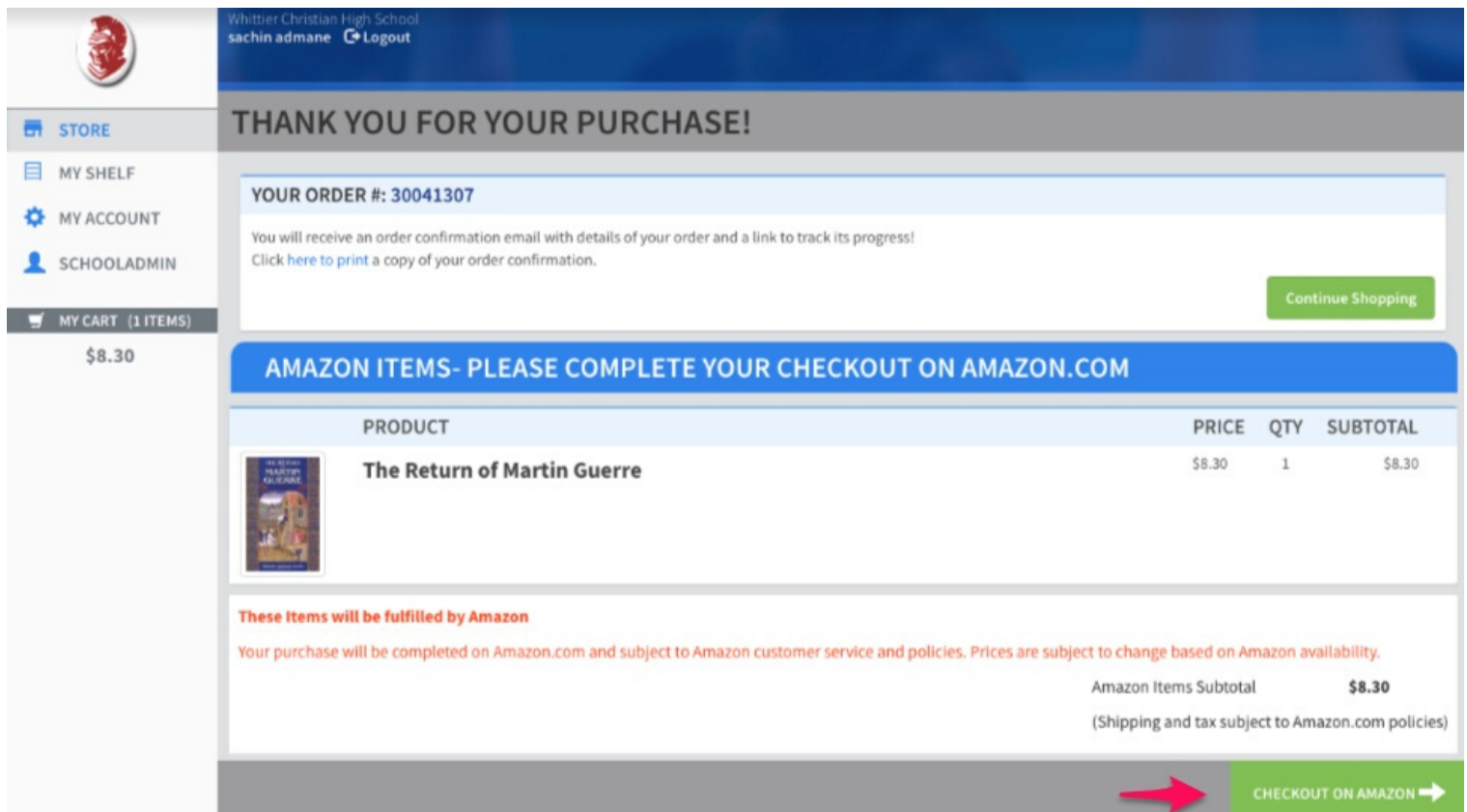
**Place Order**

**Step 13:** A window will pop up asking you to confirm or cancel your order. If you're sure your order is correct, click the green **Confirm** button.

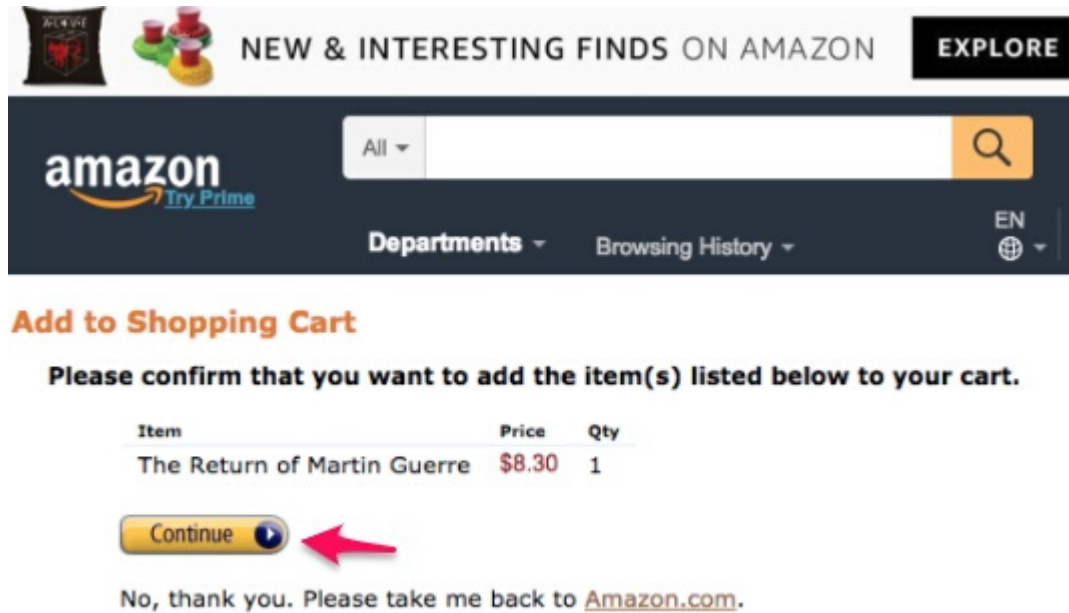
**Step 14:** Once your order has been placed, our system will generate an order number. Please keep a record of this number in case you need to contact Customer Support.



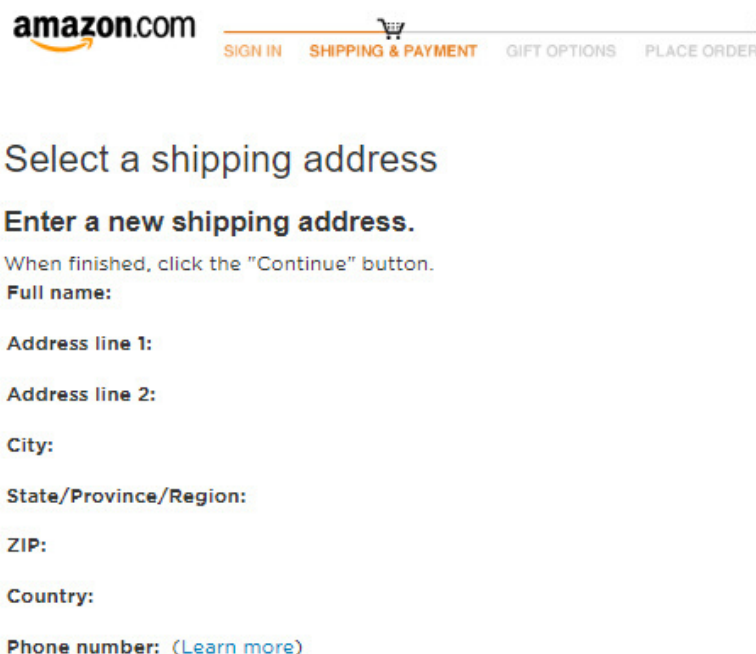
**Step 15:** If you have any books fulfilled by Amazon you'll see a separate checkout process after your purchase. Click the green **Checkout on Amazon** button.



**Step 16:** Once you clicked on Checkout on Amazon, you'll be directed to your Amazon shopping cart. Click the **Continue** button to finish checking out.



**Step 17:** Enter your billing Information. When all required fields have been completed, click the **Continue** button.



amazon.com

SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Select a shipping address

Enter a new shipping address.

When finished, click the "Continue" button.

Full name:

Address line 1:

Address line 2:

City:

State/Province/Region:

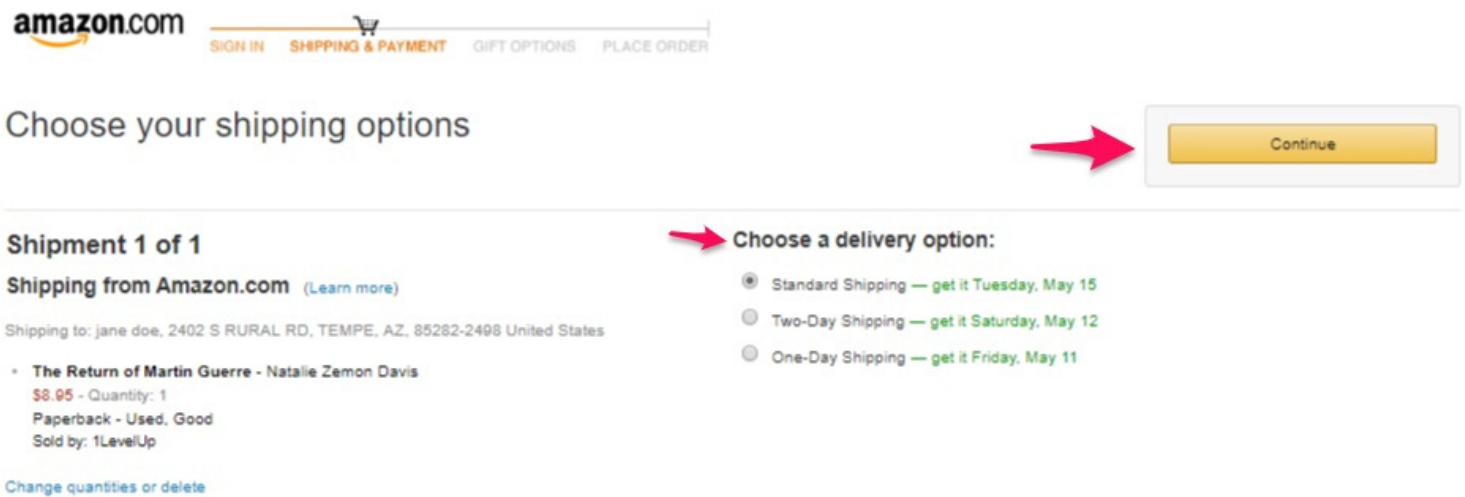
ZIP:

Country:

Phone number: ([Learn more](#))



**Step 18:** Choose a shipping option and click the **Continue** button.



amazon.com

SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Choose your shipping options

Shipment 1 of 1

Shipping from Amazon.com [\(Learn more\)](#)

Shipping to: jane doe, 2402 S RURAL RD, TEMPE, AZ, 85282-2498 United States

- **The Return of Martin Guerre - Natalie Zemon Davis**  
\$8.95 - Quantity: 1  
Paperback - Used, Good  
Sold by: 1LevelUp

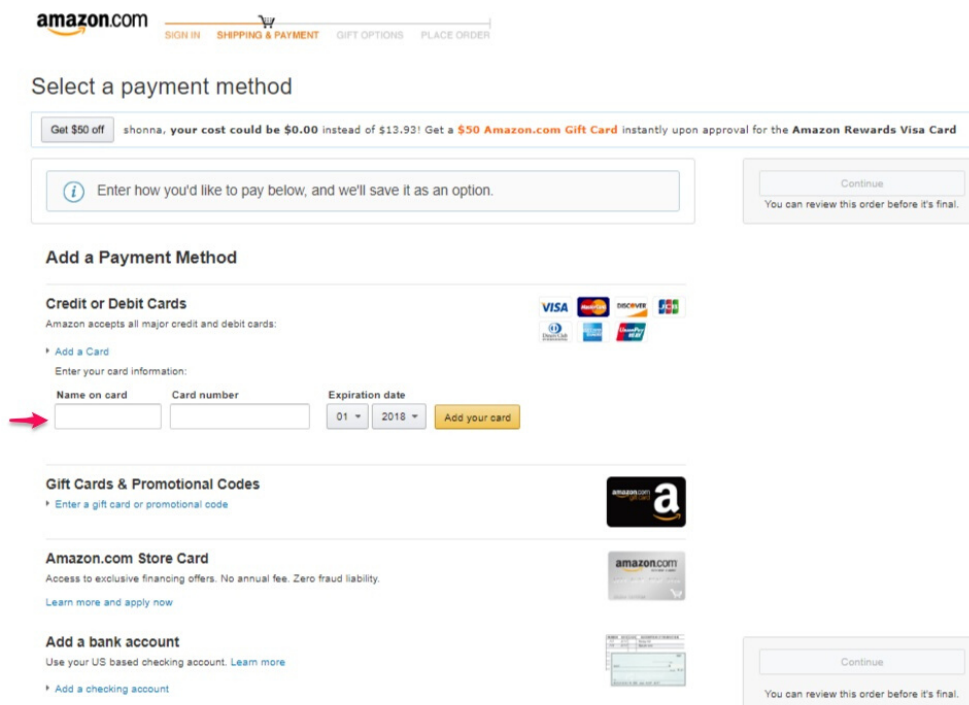
[Change quantities or delete](#)

Choose a delivery option:

- Standard Shipping — get it Tuesday, May 15
- Two-Day Shipping — get it Saturday, May 12
- One-Day Shipping — get it Friday, May 11

Continue

**Step 19:** To pay with a credit card, complete all required fields and click the **Continue** button.



amazon.com

SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Select a payment method

Get \$50 off shonna. your cost could be \$0.00 instead of \$13.92! Get a \$50 Amazon.com Gift Card instantly upon approval for the Amazon Rewards Visa Card

Enter how you'd like to pay below, and we'll save it as an option.

Continue  
You can review this order before it's final.

Add a Payment Method

**Credit or Debit Cards**  
Amazon accepts all major credit and debit cards:

• Add a Card

Enter your card information:

Name on card Card number Expiration date

01 2016 Add your card

**Gift Cards & Promotional Codes**  
• Enter a gift card or promotional code

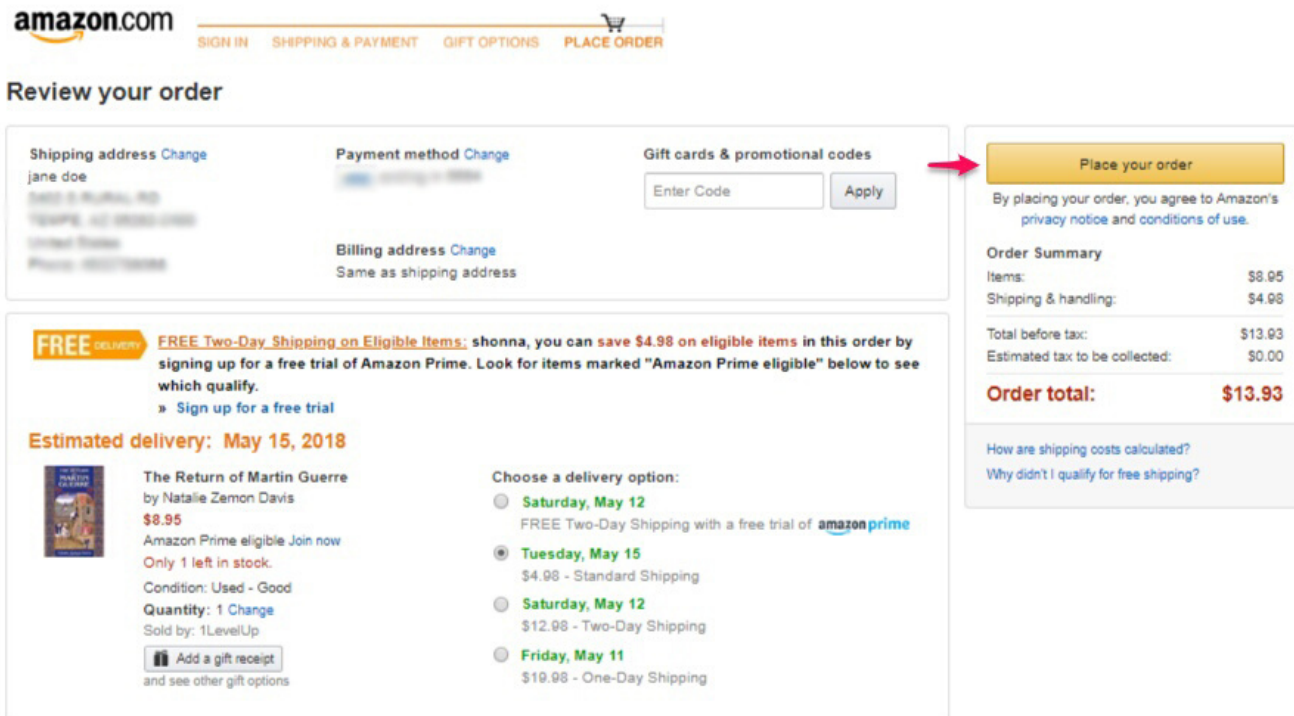
**Amazon.com Store Card**  
Access to exclusive financing offers. No annual fee. Zero fraud liability.  
[Learn more and apply now](#)

**Add a bank account**  
Use your US based checking account. [Learn more](#)

• Add a checking account

Continue  
You can review this order before it's final.

**Step 20:** Confirm that your order is correct, and click the **Place your order** button.



The screenshot shows the Amazon.com checkout process. At the top, the navigation bar includes 'amazon.com', 'SIGN IN', 'SHIPPING & PAYMENT', 'GIFT OPTIONS', and 'PLACE ORDER'. Below this, the 'Review your order' section is displayed. It is divided into three main columns. The left column shows the shipping address for 'jane doe' and the payment method. The middle column shows the billing address, which is the same as the shipping address, and a section for gift cards and promotional codes. The right column features a large yellow 'Place your order' button, a link to Amazon's privacy policy, and an 'Order Summary' table. The 'Order Summary' table lists the item price at \$8.95, shipping and handling at \$4.98, a total before tax of \$13.93, and an estimated tax of \$0.00, resulting in an 'Order total' of \$13.93. Below the shipping address, there is a promotional banner for 'FREE Two-Day Shipping on Eligible Items' and a link to sign up for a free trial of Amazon Prime. The item being purchased is 'The Return of Martin Guerre' by Natalie Zemon Davis, priced at \$8.95. The estimated delivery date is May 15, 2018. A section for choosing a delivery option is also present, with 'Tuesday, May 15' selected for standard shipping at \$4.98. Other options include Saturday, May 12 (free with Prime), Saturday, May 12 (two-day shipping at \$12.98), and Friday, May 11 (one-day shipping at \$19.98). A red arrow points from the 'Place your order' button to the 'Order Summary' table.

amazon.com SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

### Review your order

**Shipping address** [Change](#)  
jane doe  
200 S Rural Rd  
Tempe, AZ 85282  
United States  
Phone: (520) 359-0800


**Payment method** [Change](#)  
[blurred]

**Gift cards & promotional codes**  
Enter Code

**Billing address** [Change](#)  
Same as shipping address

**FREE** [FREE Two-Day Shipping on Eligible Items](#): shonna, you can **save \$4.98 on eligible items** in this order by signing up for a free trial of Amazon Prime. Look for items marked "Amazon Prime eligible" below to see which qualify.  
» [Sign up for a free trial](#)

**Estimated delivery:** **May 15, 2018**



**The Return of Martin Guerre**  
by Natalie Zemon Davis  
**\$8.95**  
Amazon Prime eligible [Join now](#)  
**Only 1 left in stock.**  
Condition: Used - Good  
**Quantity:** 1 [Change](#)  
Sold by: 1LevelUp  
 and see other gift options

**Choose a delivery option:**

- ☐ **Saturday, May 12**  
FREE Two-Day Shipping with a free trial of [amazon prime](#)
- ☒ **Tuesday, May 15**  
\$4.98 - Standard Shipping
- ☐ **Saturday, May 12**  
\$12.98 - Two-Day Shipping
- ☐ **Friday, May 11**  
\$19.98 - One-Day Shipping

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

**Order Summary**

Items:	\$8.95
Shipping & handling:	\$4.98
Total before tax:	\$13.93
Estimated tax to be collected:	\$0.00
<b>Order total:</b>	<b>\$13.93</b>

[How are shipping costs calculated?](#)  
[Why didn't I qualify for free shipping?](#)