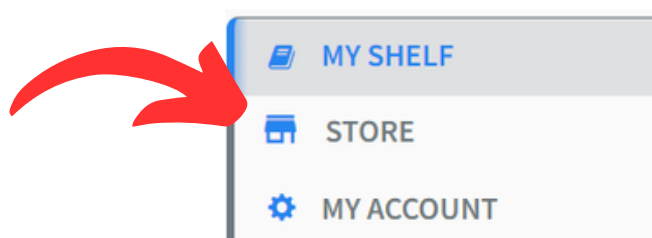


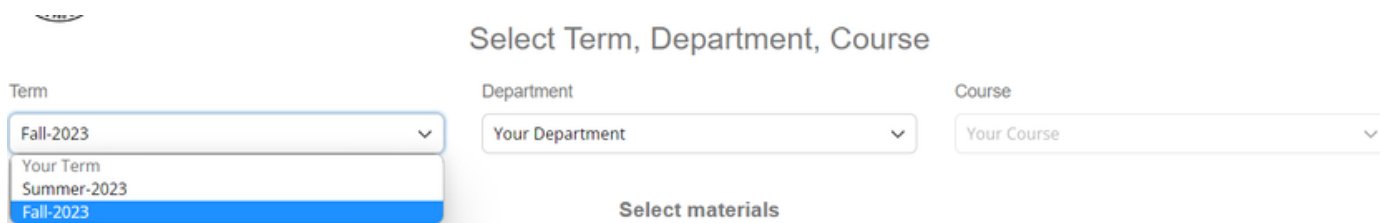
How to Place an Order

Step 1: Log into your school's book store at cat.shelfit.com.

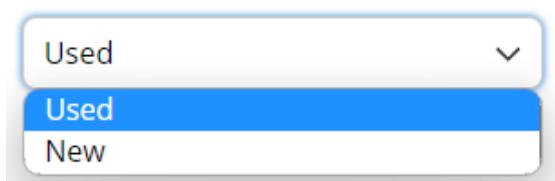
Step 2: To purchase books, click the **Store** button on the Left hand side of the home page.



Step 3: Click the drop down menu located under **Select Term, Department, Course**. Select the term, department, and course that you'd like to purchase books for.



Step 4: The books for the courses will populate below the drop downs. There may be an option for Used or New. Select which you prefer from the dropdown menu.



Step 5: Click the orange **Add To Cart** button to add the book to your cart.

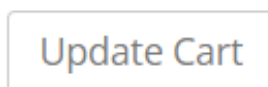


Step 6: Continue this process with each of the books for each of your courses. If it is listed in the store, your school does require the materials.

Step 7: When you're ready to check out, click the orange **Proceed To Cart** button at the top of the screen.



Step 8: Your selected materials will show in your Shopping Cart. Review each of these items and verify materials and quantities. If any changes are necessary, click Update Cart.



Step 9: Once you have verified the materials listed in your shopping cart and are ready to proceed, click the orange **Go To Checkout** button.



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 an **Update Address** button will appear where that arrow points to below. Click that, then **Next**.

✓

Shipping

2

Review & Payments

SHIPPING ADDRESS

First Name *

Teresa

Last Name *

Furegno

School Name *

This is a required field.

Street Address *

Street Address: Line 1

Country *

United States

State/Province *

Please select a region, state or province.

City *

Zip/Postal Code *

Phone Number

Tooltip ⓘ

Parent Email

ORDER SUMMARY

2 ITEMS IN CART

SHIPPING METHODS

Ⓢ

\$13.75

UPS Ground

Standard Shipping

NEXT



Step 11: Select your payment option. To pay with a credit card, once you have selected the radio dial, you will need to verify your billing address and enter the credit card information. You must acknowledge the checkbox stating that "By placing an order, you agree to our policy that all eBook sales are final and non-refundable."

The image shows a credit card payment form. At the top, there are logos for American Express, VISA, MasterCard, and DISCOVER. Below the logos, there are three main input sections: 'Credit Card Number' with a text box, 'Expiration Date' with 'Month' and 'Year' dropdown menus, and 'CVV' with a text box and a help icon. Below the CVV field, there are two checkboxes. The first checkbox is checked and labeled 'Save for later use.'. The second checkbox is unchecked and labeled 'By placing an order, you agree to our policy that all eBook sales are final and non-refundable.'. A large red arrow points from the left towards the first checkbox.

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

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

Step 14: Once your order has been placed, our system will generate an order number for you. Please keep a record of this number, as it will be very helpful if you have any need to contact Customer Service.