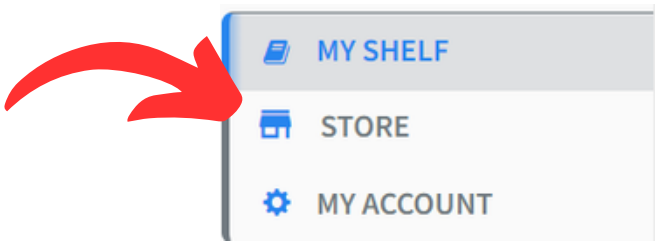
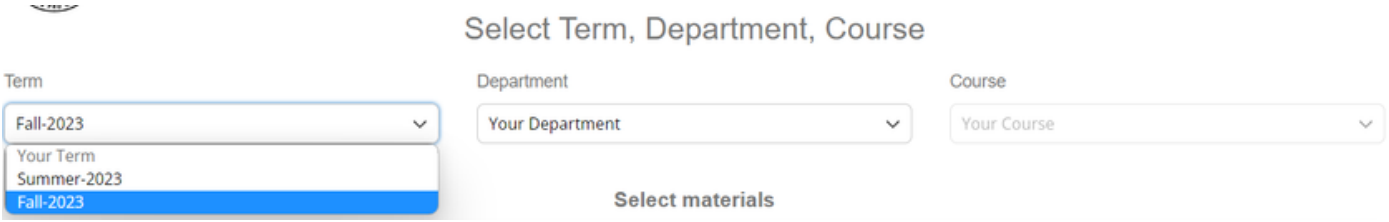
How to Place an Order

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

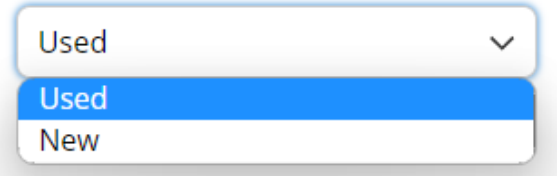
Step 2: To purchase books, click the **Store** button on the Left hand side of the home page.



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.

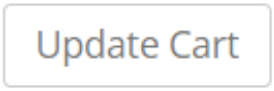


Step 6: Continue this process with each of the books for each of you courses. If it is listed in the store, your school does require the materials.

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



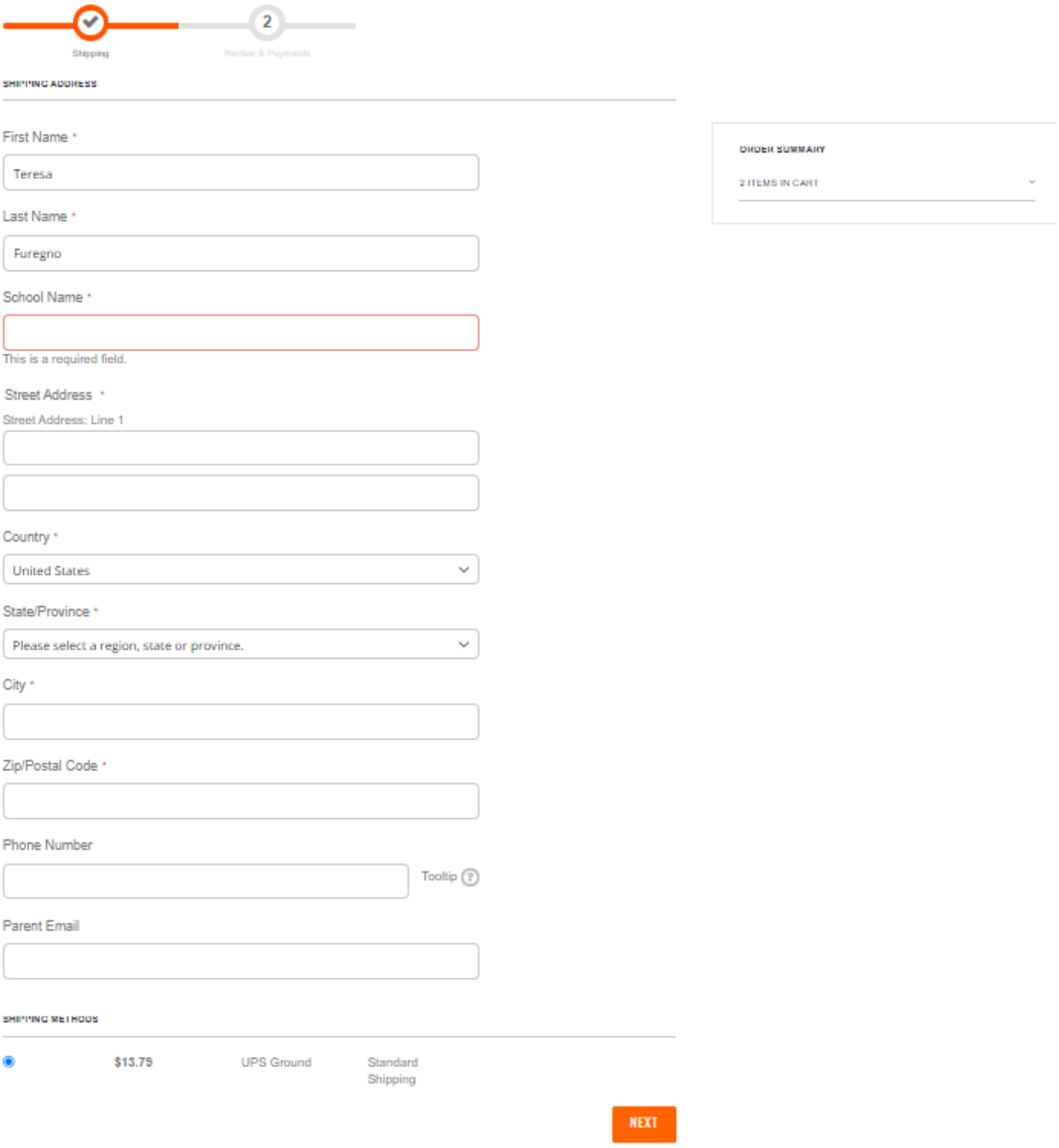
Step 8: Your selected materials will show in your Shopping Cart. Review each of these items and verify materials and quantities. If any changes are necessary, click Update Cart.



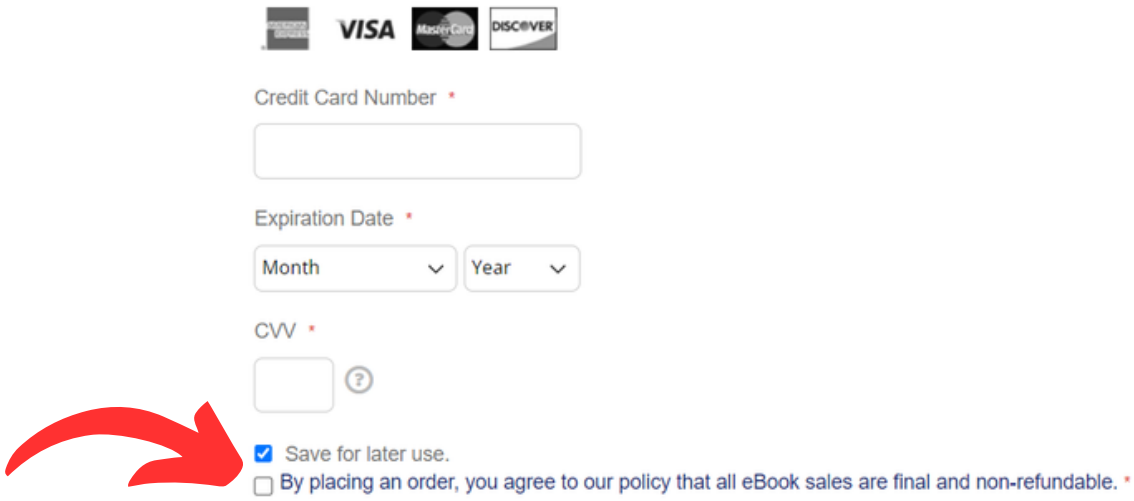
Step 9: Once you have verified the materials listed in your shopping cart and are ready to proceed, click the orage Go To Checkout button.



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, click the Next button.



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."



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.