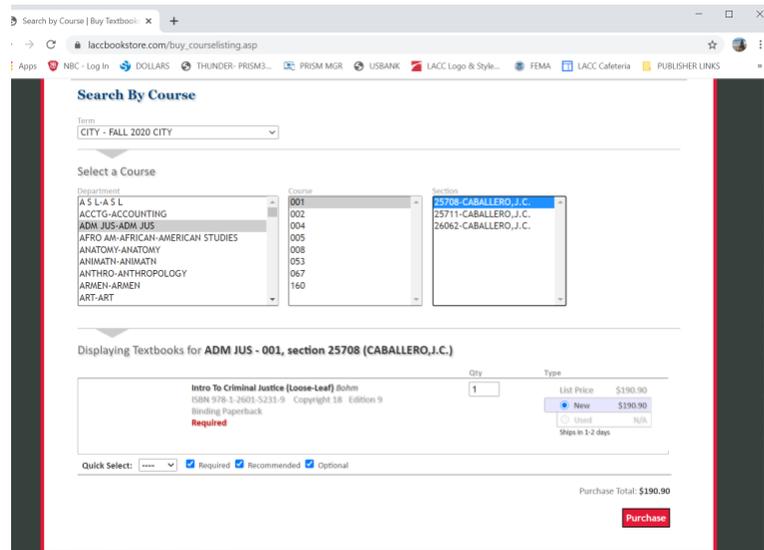
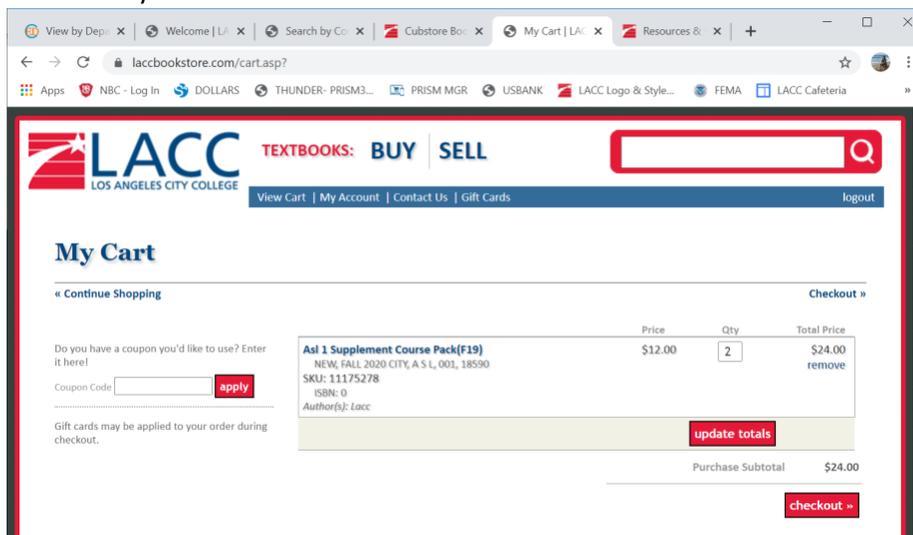


## TEXTBOOK ORDER STEPS:

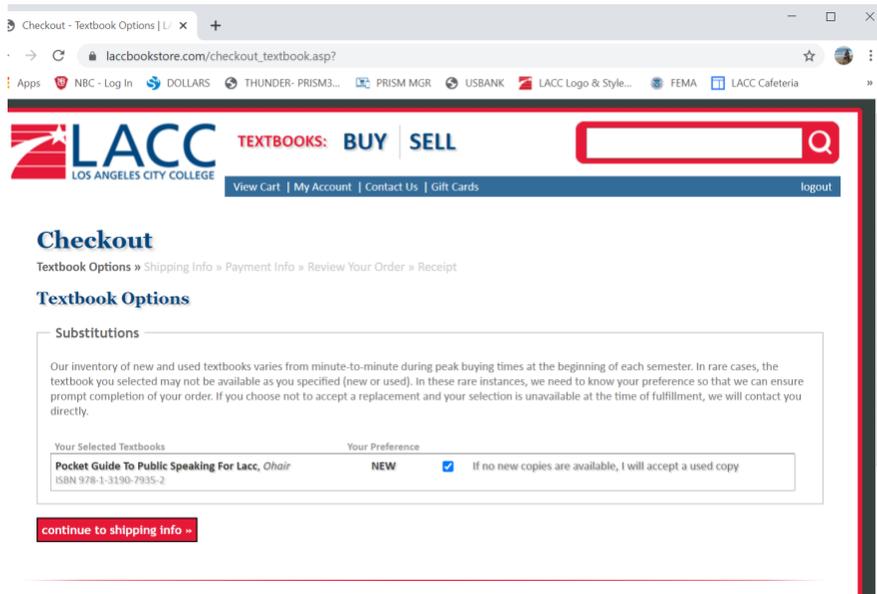
1. [www.laccbookstore.com](http://www.laccbookstore.com) go to BUY BOOKS
  - a. In the course drop down choose your TERM (from the drop down) and HIT GO
  - b. Choose your COURSE and SECTION
    - i. Do this until you have all the books for all your courses in your cart
  - c. Change the quantity of the books if needed (if you do not want a book change quantity to zero)
    - i. \*note\* (DC)= digital content (this is the digital version of the title), (PAC) is printed access code (this can be the e-book or other access)
  - d. Click Purchase



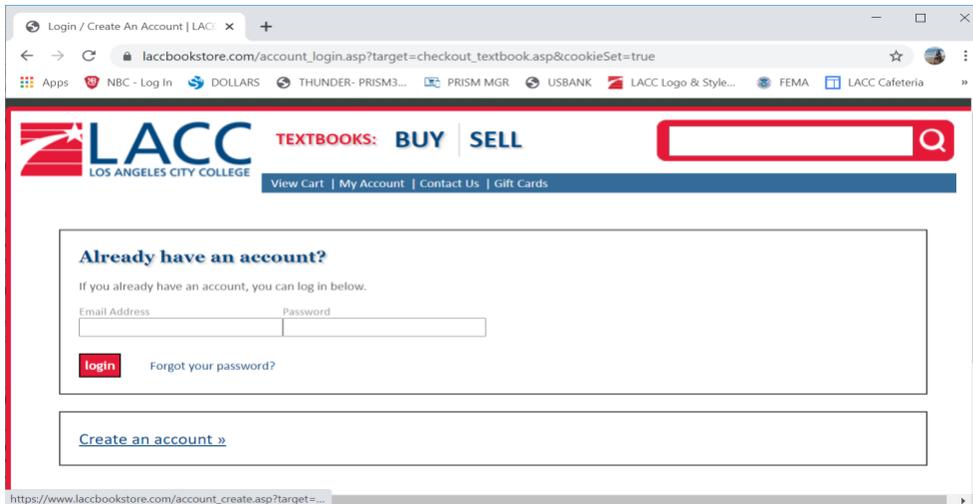
2. If this is all you would like to Purchase Click CONTINUE TO CHECKOUT.



3. Verify totals UPDATE if needed (check for duplicate titles but different versions- if you do not want both change the quantity to zero on one of the versions) and then Click CHECKOUT
  - a. Verify checkout options then Click CONTINUE TO SHIPPING INFO

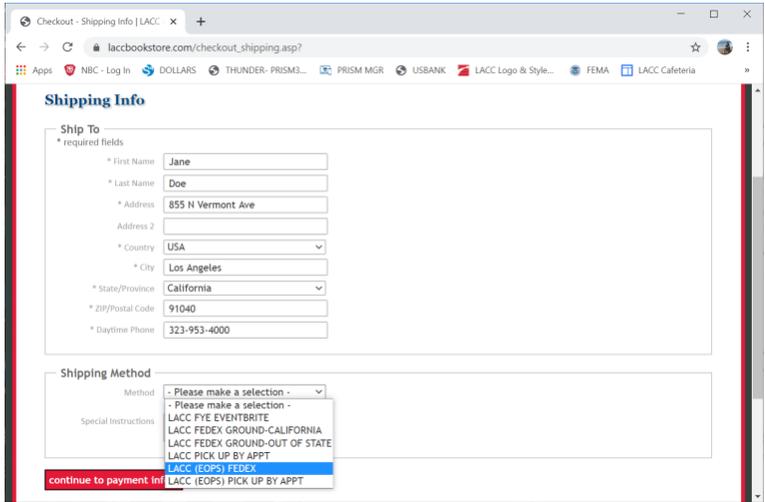


4. If you have an account **login**, if you do not PLEASE CLICK **CREATE ACCOUNT**
  - a. In order to process your order correctly we need an account with your name, correct address and **credit or debit card**.



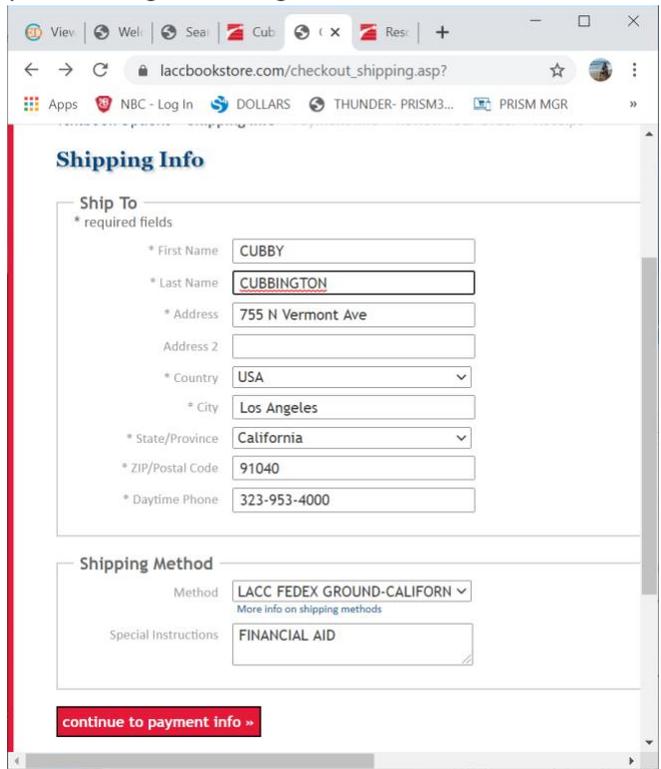
5. After Creating your account or logging in, Click CONTINUE TO SHIPPING INFO and verify your address and phone number.

6. Choose SHIPPING METHOD



7. In SHIPPING INSTRUCTIONS TYPE-

- a. any special delivery notes – eg. Leave with manager or back house
  - i. *\*note\** Fedex does not call you when they arrive and if your location is not secure consider choosing LACC-PICK UP BY APPOINTMENT
- b. your funding source- eg. EOPS, FINANCIAL AID, TAP etc



C.

*\*most customers will use LACC FEDEX GROUND-CALIFORNIA or LACC PICK UP BY APPOINTMENT.*

8. Click CONTINUE TO PAYMENT INFO- choose CREDIT CARD and enter Card Information AND Click APPLY PAYMENT

a. ENTER STUDENT ID# AND BILLING ADDRESS

The screenshot shows the 'Checkout' page on lacbookstore.com. The 'Payment Info' section is active, displaying a 'Summary of Charges' table and a 'Payment Method' form. The summary table lists Subtotal (\$24.00), Shipping (\$8.95), Tax (\$2.28), and an Order Total of \$35.23. The 'Payment Method' section includes a dropdown menu set to 'Please Select', a 'Credit Card' section with fields for Payment Type, Card Number, Expiration (Month and Year), and Card Security Code, and an 'Apply Payment' button.

Summary of Charges	
Subtotal	\$24.00
Shipping	\$8.95 (LACC FEDEX GROUND-CALIFORNIA)
Tax	\$2.28
<b>Order Total</b>	<b>\$35.23</b>

Remaining Balance [Select your payment method\(s\)](#)  
\$35.23

**Payment Method**

Please select your preferred method of payment and then complete the requested information:

-- Please Select --

**Credit Card**

Payment Type: Select Card...

Card Number: Card Number

Expiration: Month... Year...

Card Security Code (what's this?): Code

[Apply Payment](#)

b. SCROLL DOWN AND Click REVIEW ORDER- again, please review the quantities and titles and make sure you want everything in your cart.

- i. Look for duplicate items
- ii. Look for same title different version items

The screenshot shows the 'Student ID' and 'Billing Address' sections of the checkout page. The 'Student ID' field contains 'XXX-XX-XXXX'. The 'Billing Address' section includes a checkbox for 'My billing address is the same as my shipping address' (checked), and fields for First Name (CUBBY), Last Name (CUBBINGTON), Address (755 N Vermont Ave), Address 2, Country (USA), City (Los Angeles), State/Province (California), ZIP/Postal Code (91040), and Daytime Phone (323-953-4000). Below the address fields is a link to the Return Policy and a 'Review your order' button with a warning that clicking it will not finalize the order.

**Student ID**

Student ID is required to complete your textbook transaction.

Student ID: XXX-XX-XXXX

**Billing Address**

Please ensure that the billing address you enter below matches the billing address for your credit card. Incorrect information may result in a delay or possibly even the cancellation of your order if you are paying by credit card.

My billing address is the same as my shipping address.

\* First Name: CUBBY

\* Last Name: CUBBINGTON

\* Address: 755 N Vermont Ave

Address 2:

\* Country: USA

\* City: Los Angeles

\* State/Province: California

\* ZIP/Postal Code: 91040

\* Daytime Phone: 323-953-4000

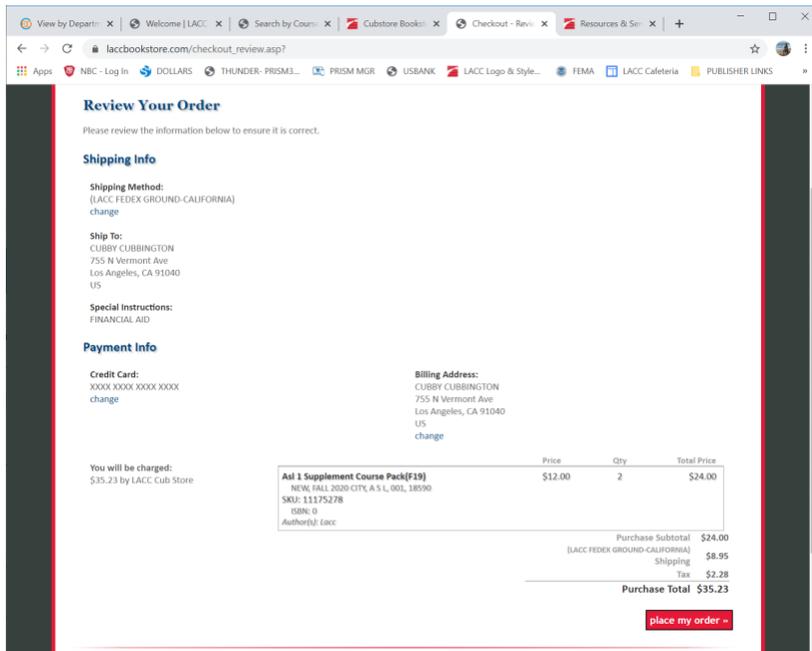
Please take a moment to review our [Return Policy](#) (opens in a new window).

[Review your order](#) Clicking this button will **not** finalize your order.

This company is based in the United States of America.

9. CLICK: PLACE MY ORDER

a. Verify quantities, special instructions and total



10. Please note that your card will not be charged until we verify we have your materials and process your order.

a. IF YOU HAVE A VOUCHER- your card will only be charged what is needed to complete order. If your voucher covers your whole order YOU WILL NOT BE CHARGED.

11. If you have no Credit or Debit Card to use please contact the store for further instructions.

a. Phone- 323-953-4000 x2142

b. Email – [bookstore@lacitycollege.edu](mailto:bookstore@lacitycollege.edu)

c. Cranium Café- <https://laccd.craniumcafe.com/group/cub-store/lobby> OR <http://lacitycollege.edu/Resources/Cubstore-Bookstore/Department-Home>