**Payment Instructions for Book Bucks**

**\*You will need to complete the Book Buck request on the Bursar’s website before placing your order\***

Once materials are added to the cart:

1. In store pick up or shipping must be selected BEFORE checkout.

A screenshot of a shopping cart

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2. Proceed to checkout after reading “About Your Used Books”

A screenshot of a book

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3. Enter/select the shipping address and choose the shipment method (standard ground shipping is $8.99 during non-free shipping promo periods).

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3a. If in store pick up is selected, choose one of the following under “CHANGE PICKUP LOCATION”.

\*The **85 Main Street-Britt Hall** location is **the Main Campus Textbook Distribution Center** and where all Main Campus textbook pick up orders will be located. Do **NOT** choose the Bazaar as a pickup location for textbook orders. Law school pickup is **ONLY** for law textbook orders. AOE textbook orders with law school pickup will remain at **Main Campus.**

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4. If you are using **Book Bucks** to pay for textbooks, please make sure to select **Campus Card** as your payment method. If you are renting any textbooks, a credit/debit card will need to be added in case they are not returned.

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5. Click proceed to checkout

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6. In the event there are not enough Book Bucks available, a credit/debit card can be added. Otherwise, click continue.

A screenshot of a credit card

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7. Confirm the information is correct and select “Place Order”. A confirmation email will be sent within five minutes.

A screenshot of a online order

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