NPC students can order their textbooks ONLINE! All of the books you’ll need for your classes are available for purchase by going to the NPC home page at www.npc.edu and clicking the Online Bookstore link.

How to order your textbooks

STEP 1: Go to the NPC website www.npc.edu. Click on the “Online Bookstore” link under Student Resources. Then click the blue Go to the NPC ONLINE BOOKSTORE button.

STEP 2: At the center left of the page, click the ORDER TEXTBOOKS button.

STEP 3: Select your semester, then select the department your course is in (example: Biology). SELECT your course and then select it again.

STEP 4: Need books for other classes? Click on another department or click ADD OTHER COURSES in the bottom of the screen. Remember to SELECT each course you want to add. When you have selected all your textbooks, click CONTINUE.

STEP 5: From the available options (buy, rent, etc.) choose the way you want to obtain your book. Finished? Scroll down and click CONTINUE. You will now see a summary of what you have ordered. Review the list to make certain it is correct. Everything there? Click PROCEED TO CHECKOUT.

STEP 6: If this is the first time you have ordered books from the NPC Online Bookstore, select CREATE ACCOUNT. If you have ordered books this way before, log in as a returning customer using your NPC Online Bookstore password and follow the instructions.

STEP 7: Fill out the Shipping Address and Email Address information. Click the CONTINUE button on the bottom right.

STEP 8: Next choose a Shipping Method by selecting the button to the left of the shipping option you wish to use. Click the CONTINUE button on the bottom right.

NOTE: Only the United States Postal Service option will ship to a P.O. Box. You MUST use that option to ship to a P.O. Box address.

STEP 9: Choose your Payment Method. The online bookstore accepts VISA®, MASTERCARD®, AMERICAN EXPRESS® and DISCOVER®. If you were awarded financial aid through NPC, you may also use your NPC MONEY CARD as a MasterCard payment method. You may use your already established e-Cashier Payment Plan account. If you have a different Billing Address you may enter that information on this page, or click the box “Same as Shipping Address.” Rental books may be purchased with e-Cashier Payment Plan, but you must also provide a credit card number to cover non-returns and/or late fees. There is also a PAYPAL or PAYPAL CREDIT® option available for orders that do NOT contain rental items. PAYPAL CREDIT® orders must total $250 or more.

STEP 10: Carefully review your order information to be sure it is correct. If this is your first time ordering, create an NPC Online Bookstore account. This saves your information and allows you to track orders. Be sure to make note of your password so you will remember it. If you are renting textbooks, you can use your NPC email address that is provided to ALL students if you do not have a personal one, or as a secondary email address.

Last, click the PLACE ORDER button on the bottom right of the page. You have now submitted your order. To see your account or track an order, go to www.ecampus.com/npc, then click the SIGN INTO YOUR ACCOUNT link at the top right of the page.

At the end of the semester, SELL your books back to the NPC Online Bookstore via the eCampus website (http://npc.ecampus.com) or at an NPC campus on specified dates. See NPC campus sale dates at www.npc.edu/online-bookstore.

IMPORTANT: Students are NOT required to purchase their books from the NPC Online Bookstore and can choose to purchase textbooks from another vendor. Students should be aware of any vendor’s return policy, since NPC classes can be canceled. Students assume all liability for the cost of purchased books and the ability to return those books should their classes be canceled. Always use the ISBN number to ensure you have the correct edition required for your class.
How to use e-Cashier Payment Plan to Purchase Textbooks

Adding Textbook Costs To Your e-Cashier Payment Plan Agreement:

**STEP 1:** Register for your classes. Make a note of the course numbers for all the classes in which you registered. (Example: BUS 100)

**STEP 2:** Go to the NPC Online Bookstore at [http://npc.ecampus.com](http://npc.ecampus.com) to find the textbooks you need for your classes. Follow steps 1 through 8 on "How to order your textbooks" (on page 9) and then click the **CONTINUE** button. When you get to the Payment Method selection page – **STOP! DO NOT CLICK THE PLACE ORDER BUTTON.** Write down the **Estimated Total** shown at the bottom of your cart on the right side of the page. Then, **close** your Web browser window.

**STEP 3:** Sign up for an e-Cashier Payment Plan account by following the instructions at [www.npc.edu/ecashier](http://www.npc.edu/ecashier). In e-Cashier Payment Plan, add the **Estimated Total** amount that you wrote down from the NPC Online Bookstore to your e-Cashier Payment Plan agreement at the **Amount Due/Plan Options** under **Expenses and NPC Online Bookstore.** A down payment for textbooks will be required according to the e-Cashier down payment schedule. For the periods that have no down payments, 15% will be required, paid directly to NPC.

For students that want to add the cost of textbooks to their already established e-Cashier agreement a down payment according to the e-Cashier down payment schedule will be required, paid directly to NPC. For the periods that have no down payments, 15% will be required, paid directly to NPC. This amount will be added to your e-Cashier Payment Plan account and reported as purchasing credit to the NPC Online Bookstore. This can take up to two business days.

You will know your e-Cashier Payment Plan bookstore credit is ready to use when you receive an email from NPC with your login and password for the NPC Online Bookstore. Once you have it, you are ready to place your book order.

**STEP 4:** Return to the NPC Online Bookstore website and click the **shopping cart** if your books are in the cart, if not, re-select your books. You are now ready to click the **PROCEED TO CHECKOUT** button. On the secure checkout screen, sign in as a returning customer using your login and password that were emailed to you by NPC. Then complete steps 7 through 10 on the "How to order your textbooks" instruction sheet. Your e-Cashier Payment Plan credit will show on the payment method screen.

Questions? Please call the NPC Bookstore Manager at (800) 266-7845, ext. 6115.

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### Payment Options

You **CANNOT** use a Check or Money Order as payment for rental books.

**NOTE:** A credit card account number must accompany rental book orders.

**Credit/Debit Cards:** The NPC Online Bookstore accepts Visa®, MasterCard®, Discover® or American Express® credit cards. The Online Bookstore accepts most debit cards, as they can be used just like a credit card. To place an order using your debit card, enter all the information at Checkout exactly as it appears on your card. Under “type of credit card,” enter the affiliation (Visa or MasterCard) that appears on your debit card. (PRE-PAID CREDIT CARDS CANNOT BE USED AS PAYMENT FOR ORDERS.)

**e-Cashier Payment Plan:** You may use the e-Cashier payment plan to pay for your books, classes or both. Please be aware of NPC’s tuition payment due dates (www.npc.edu/payment-due-dates) if you plan to use e-Cashier to pay for tuition. A down payment will be required for textbooks purchased using e-Cashier. See step-by-step instructions on how to use e-Cashier at [www.npc.edu/ecashier](http://www.npc.edu/ecashier).

**Pay Pal Credit:** You can use PayPal Credit, to make purchases at the NPC Online Bookstore without using your credit card. To use PayPal or PayPal Credit, choose that option on the Payment Options page. If you use PayPal Credit, you will receive a monthly statement listing your purchase, the amount due and interest charges. (PayPal Credit is offered by a third party and is not affiliated with the NPC Online Bookstore. PayPal Credit is subject to credit approval and may only be used on qualifying orders of $250 or more.)

**Check or Money Order:** Payments may also be made by check or money order, but textbook orders will not be processed until the check or money order has cleared the financial institution. To place an order this way, please follow these directions:

1. Contact the bookstore customer service team at (877) 284-6744 or email them at bookstore@ecampus.com to obtain your order total.
2. Include the following information:
   a. Student Name
   b. Student ID
   c. Email Address
   d. Phone Number
   e. Shipping Address
3. Mail the above information along with your check or money order to:
   Virtual Bookstore Program c/o Leslie Hatfield
   2373 Palumbo Drive, Lexington, KY 40509

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### Shipping Options

In Stock Orders are processed for shipping in 1-2 business days. Orders placed after 9 a.m. MST will not be processed until the next business day. Business days are Monday through Friday. Orders will not be shipped or delivered on Saturdays and Sundays in most cases. For more details on shipping, see bookstore website.

- **ONLY the United States Postal Service will ship to PO Boxes!**

**United States Postal Service (USPS):**
- Least expensive
- 4 to 10 business days for shipping
- Items may be shipped by a variety of carriers
- Some carriers may deliver on Saturday
- Items may be shipped to APO/FPO and PO Box addresses

**United Parcel Service (UPS):**
- Reasonably priced to expensive
- 2 to 7 business days for shipping
- Standard Ground and One or Two day shipping
- No weekend delivery
- No shipments to PO Boxes or APO/FPO addresses
- No shipments to US Territories (Guam, Virgin Islands, Puerto Rico)
- No shipments to Alaska or Hawaii

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**Take advantage of the NPC Online Bookstore FREE SHIPPING DATES!**

Free shipping is usually offered at the beginning of registration. Sign up for classes and order your books early! Find out more at [www.npc.edu/online-bookstore](http://www.npc.edu/online-bookstore).