

How to use e-Cashier Payment Plan to Purchase Books

STEP 1: After registering for your classes, make a note of the course numbers for all the classes in which you registered. (Example: BIO 100)

STEP 2: Go to the NPC Online Bookstore at <http://npc.ecampus.com> to find the textbooks you need for your classes. Follow steps the on “How to order your textbooks” 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. In e-Cashier Payment Plan, add the Estimated Total amount that you wrote down (including Shipping if any) from the NPC Online Bookstore to your e-Cashier Payment Plan agreement at the Amount Due/ Plan Options under Expenses and NPC Online Bookstore. 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.

Additional Notes:

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.

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. Your e-Cashier Payment Plan credit will show on the payment method screen.