# 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*** 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 a 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 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.**