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 a 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.

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’ll 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 $25.00 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
   f. List of Courses including Course ID
   g. New or Used on each title
   h. Preferred Shipping Method
   i. Order Total
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 APO 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).