

HOW TO ORDER YOUR TEXTBOOKS

A Step-By-Step Guide

Ordering textbooks through your online bookstore is quick and easy. Designed with convenience, time savings, and satisfaction in mind, you can search for your school's official bookstore at www.mbsDirect.net, or may access it through a link placed on your school's website. In addition, MBS Direct will email you a link containing your school's online bookstore URL.

The Steps

Step 1

Once you arrive at the home page of your online bookstore, select the "Order my books" tab to begin.

Step 2

To place a new order, the online bookstore will display a listing of available courses and the start date of the course. Please make sure the correct course and start date are selected. You may select multiple courses from this screen.

Step 3

After you have selected all of your courses, click "Submit Course ID Selections." Required course materials will be displayed and pre-selected to add to cart. If you already own a textbook, you may click the "Don't Buy" button.

Step 4

When you are finished selecting each of your books, click "Add Item(s) to Cart."

Step 5

If all desired course materials have been added to cart, click "Proceed To Checkout." To add an additional course, click "Continue Shopping."

Step 6

Enter your email address. If you currently exist in our system, your information on the following screen will be pre-populated. In addition, you will receive order and shipping confirmations relative to your order. Please remember this information to take advantage of MBS Direct's money-saving Guaranteed Buyback and Customer Loyalty programs.

Your Username is your email address, and your password was decided by you when you first created an account.

If this is your first time ordering from us, please accurately enter your shipping address. MBS Direct will do an address verification on the information provided. After verification, click "Continue."

Step 7

Select your method of payment and enter all information required to complete the transaction.

Step 8

Select shipping method. Once selected, the online bookstore will display the anticipated date of delivery, along with the associated shipping information.

The online bookstore will display the order with the book detail and the shipping information. Before you click "Finalize Order," review the other options to modify the shopping cart if there's a change in shipping information. To place the order, click "Finalize Order." Your order is now finalized and submitted to MBS Direct for fulfillment.

For additional questions or comments, please contact our Customer Contact Center at 1-800-325-3252 or VB@mbsDirect.net.

