TEXTBOOK ORDER STEPS:

1.  www.laccbookstore.com go to BUY BOOKS
   a.  In the course drop down choose your TERM (from the drop down) and HIT GO
   b.  Choose your COURSE and SECTION
       i.  Do this until you have all the books for all your courses in your cart
   c.  Change the quantity of the books if needed (if you do not want a book change quantity to zero)
       i.  *note* (DC)= digital content (this is the digital version of the title), (PAC) is printed access code (this can be the e-book or other access)
   d.  Click Purchase

2.  If this is all you would like to Purchase Click CONTINUE TO CHECKOUT.
3. Verify totals UPDATE if needed (check for duplicate titles but different versions- if you do not want both change the quantity to zero on one of the versions) and then Click CHECKOUT
   a. Verify checkout options then Click CONTINUE TO SHIPPING INFO

4. If you have an account login, if you do not PLEASE CLICK CREATE ACCOUNT
   a. In order to process your order correctly we need an account with your name, correct address and credit or debit card.

5. After Creating your account or logging in, Click CONTINUE TO SHIPPING INFO and verify your address and phone number.
6. Choose SHIPPING METHOD

7. In SHIPPING INSTRUCTIONS TYPE-
   a. any special delivery notes – eg. Leave with manager or back house
      i. *note* Fedex does not call you when they arrive and if your location is not secure consider choosing LACC-PICK UP BY APPOINTMENT
   b. your funding source—eg. EOFS, FINANCIAL AID, TAP etc

*most customers will use LACC FEDEX GROUND-CALIFORNIA or LACC PICK UP BY APPOINTMENT.*
8. Click CONTINUE TO PAYMENT INFO- choose CREDIT CARD and enter Card Information AND Click APPLY PAYMENT
   a. ENTER STUDENT ID# AND BILLING ADDRESS

   b. SCROLL DOWN AND Click REVIEW ORDER- again, please review the quantities and titles and make sure you want everything in your cart.
      i. Look for duplicate items
      ii. Look for same title different version items
9. CLICK: PLACE MY ORDER  
   a. Verify quantities, special instructions and total

10. Please note that your card will not be charged until we verify we have your materials and process your order.  
   a. IF YOU HAVE A VOUCHER- your card will only be charged what is needed to complete order. If your voucher covers your whole order YOU WILL NOT BE CHARGED.

11. If you have no Credit or Debit Card to use please contact the store for further instructions.  
   a. Phone- 323-953-4000 x2142  
   b. Email – bookstore@lacitycollege.edu  