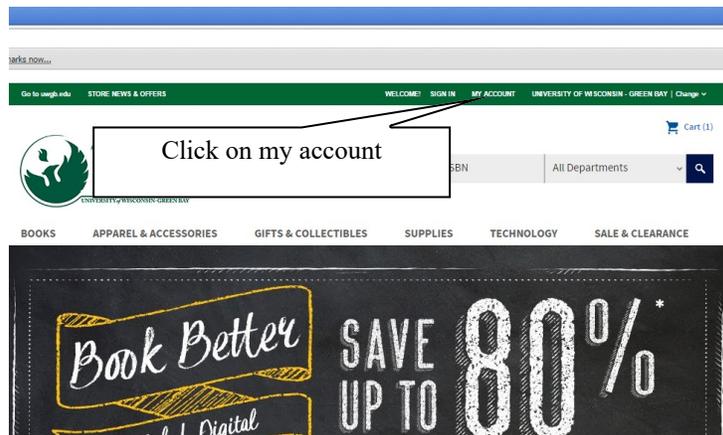


Ordering Textbooks Online

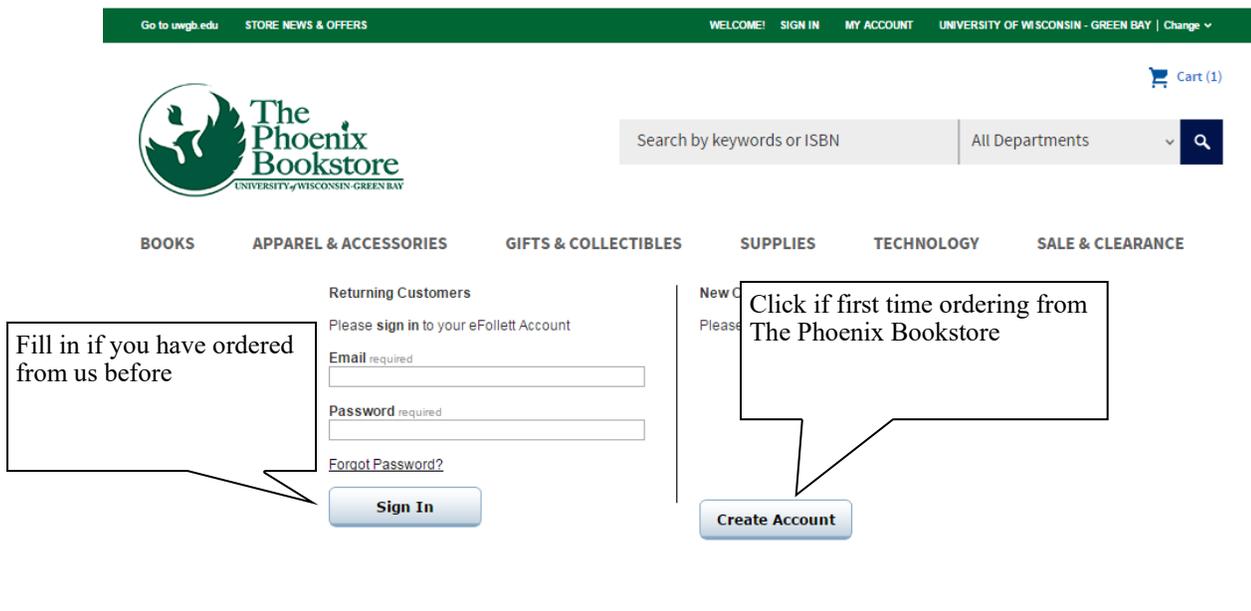
Step 1 - Setup an account at www.thephoenixbookstore.com

1. Click on My Account



2. Click register under New Users (if you do not have an account already) or sign-in to your account

3. Fill out form completely– email, password, address



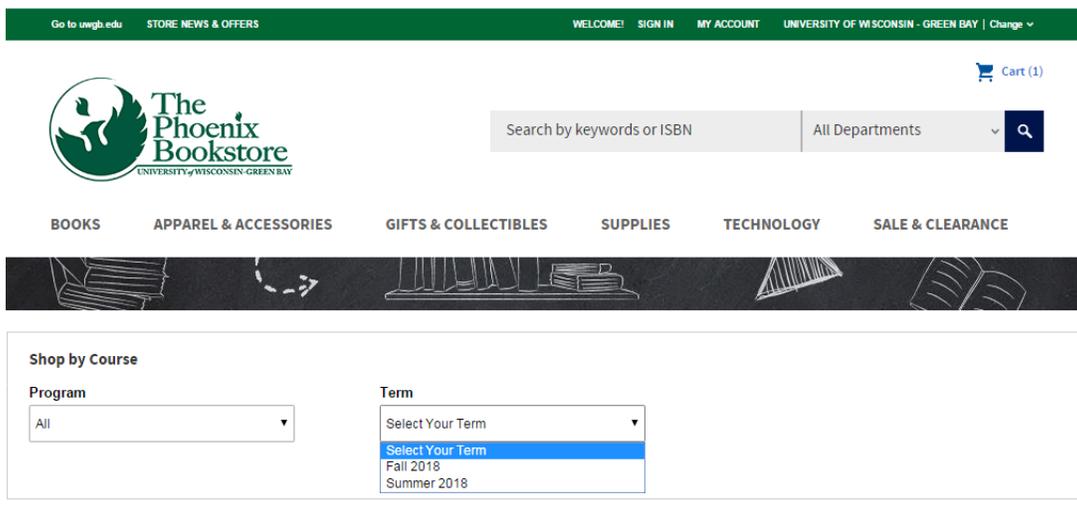
Step 2 - Ordering your textbooks

1. Go to www.thephoenixbookstore

2. Click on books, then textbooks & course materials

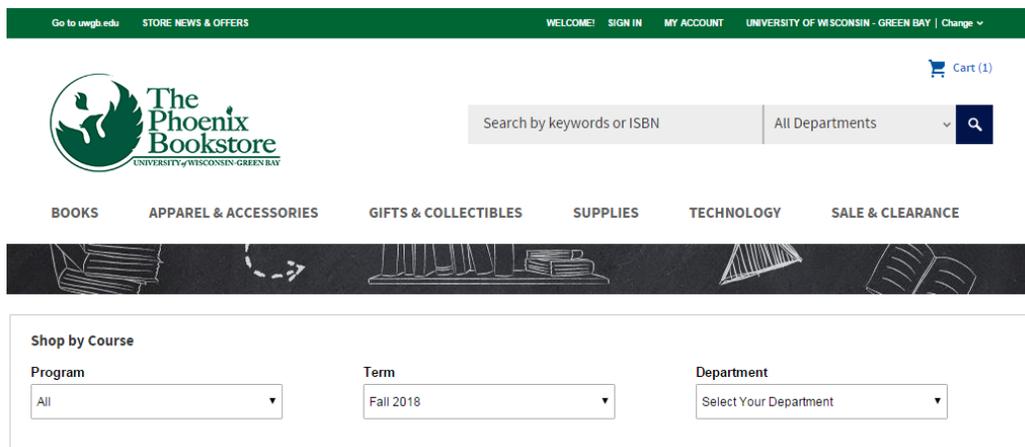


3. Select a term that you are ordering textbooks for



RECOMMENDED

4. Select the department for your course



5. Select the course number for your course

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Course: Select Your Course

6. Choose the section for your course

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8. Click on the plus signs to expand the list and view which books you would like to purchase or rent

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Home > Textbooks & Course Materials > All : Fall 2018 : ACCTG : 300 : 0001

Course Materials

ACCTG: 300: 0001 : Patricia Albers

[2 Required Material\(s\)](#)

[Print List](#)

Required Material(s) (2) [Open All](#)

	CengageNOWv2 for Porter/Norton's Financial Accounting: The Impact on Decision Makers, 10th Edition, Instant Access, 1 term	+
	Choice of Titles - Pick 1 of 3	+

Please Note: Course and pricing information is subject to change based upon updated data from publishers and instructors.

9. Check the box of the item you want to purchase or rent and click "Add to Cart"

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	CengageNOWv2 for Porter/Norton's Financial Accounting: The Impact on Decision Makers, 10th Edition, Instant Access, 1 term	-
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Type	Buy/Rent	Option	Rental Period	Provider	In Stock ?	Your Price
<input type="checkbox"/>	Digital	RENT	180 Days	Cengage Learning	✓	\$130.00

Image Not Available

Author: Porter
Edition: 10th
ISBN: 9781305662032

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Pick only 1 of the following 3 choices.

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10. When all courses and books have been added to your shopping cart, click on “Cart” at the top right of the screen

The screenshot shows the top navigation bar with links for 'Go to uwgb.edu', 'STORE NEWS & OFFERS', 'WELCOME!', 'SIGN IN', 'MY ACCOUNT', and 'UNIVERSITY OF WISCONSIN - GREEN BAY | Change'. The Phoenix Bookstore logo is on the left, and a 'Cart (2)' icon is on the right. Below the logo is a search bar with the text 'Search by keywords or ISBN' and a dropdown menu for 'All Departments'. A navigation menu includes 'BOOKS', 'APPAREL & ACCESSORIES', 'GIFTS & COLLECTIBLES', 'SUPPLIES', 'TECHNOLOGY', and 'SALE & CLEARANCE'. A dropdown menu for 'SUPPLIES' is open, showing 'Supplies' and 'Technology'. The breadcrumb trail reads: 'Home > Textbooks & Course Materials > All : Fall 2018 : ACCTG : 300 : 0001'. The page title is 'Course Materials' and the course is 'ACCTG: 300: 0001 : Patricia Albers'. There are '2 Required Material(s)' listed.

11. Choose an option for the Textbook Condition Availability. Then click “Checkout”

The screenshot shows the 'Your Cart' page. The top navigation bar is identical to the previous screenshot. The page title is 'Your Cart'. Below the title, it says 'Important messages about items in your Cart:'. The main content area is titled 'Products being fulfilled by Phoenix Bookstore - UW-Green Bay'. It contains a table with two items:

Product Details	Buy or Rent	Qty	Unit Price	Total Price	
 <p>Cultural Anthropology (w/inquizative Access) Edition: 2nd Author: Guest Publisher: W. W. Norton & Company, Inc Due Date: December 26, 2018 Failure to return item on-time will result in the following charge, for each item not returned. Non-return charge \$93.80 Non-return processing fee \$8.40</p>	Rent Used	1	\$44.80	\$44.80	Delete
 <p>CengageNOWv2 for Porter/Norton's Financial Accounting: The Impact on Decision Makers, 10th Edition, Instant Access, 1 term Edition: 10th (Digital Edition) Author: Porter Publisher: Cengage Learning Digital ISBN 9781305662032 Access: Downloadable Format: Palm Reader Rental: 180 Days Click for Details</p>	Rent Digital	1	\$130.00	\$130.00	Delete

Subtotal: \$174.80

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Because our textbook inventory can change, if the textbook condition (new/used) you selected is unavailable, we can replace it with the condition available. This may affect the total price of your order. Please Select:

- Yes! Replace my book with the condition available. **(Recommended)**
- Do not replace my book. The unavailable item(s) will be cancelled from my order.

Update Cart | Continue shopping | **Checkout**

Please note that if you check “Do not replace..”, the book could be cancelled if the condition you selected is not available.

12. While in checkout, sign into the account you created at the beginning of the process
13. Delivery Options: pick up in store (free), shipping (\$7.50 or more)
14. Fill out payment information (debit/credit card or gift card).
- 15: Complete the Rental Agreement section and proceed to the next step.
- 16: Review your order details and select “Place Order”.