## **Ordering Textbooks Online**

## Did you know that the W&J online bookstore offers:

- Guaranteed Buyback
- 24/7 Customer Service
- LOW flat rate shipping
  Price Match Guarantee
- Accepted payments include JayCash and W&J Gift Cards\*







- 1. Go to https:/bncvirtual.com/washjeff
- 2. Choose Let's Get Started
- 3. From the dropdown choose Term, Department (Site) & Course ID. Please make sure to choose the correct section which are the last two digits in course code (Ex: ACC 211-02)
- **4.** Find materials for your courses
- 5. When you have chosen all of your courses, click View your materials
- 6. Choose the format preference by clicking the radial buttons
  - If you are using JayCash or W&J gift cards as payment, you may not purchase Marketplace items
  - If you are renting items, you must provide a credit card at checkout
- 7. Add selected to cart
- 8. Proceed to checkout
- 9. Review your items to make sure they are correct
- **10.** Check out now
- 11. Create an account if you are a first time user or sign in if you've shopped with us before We strongly suggest that you create the account under the student's name and use their W&J email address so the Campus Store knows who to contact to pick up their books
- 12. Choose your delivery address. Default delivery is to the Campus Store
- 13. Enter billing address
- 14. Choose your shipping method \*BNC VIRTUAL orders ship from their facility within 24 hours
- **15.** Select payment method (Credit Card, JayCash or PayPal)\*
- **16.** Review your order
- **17.** Agree to the terms
- 18. Submit your order. You will receive confirmation at the email address that you provided The student will receive an email from the Campus Store when their books arrive
- \* If you are using a W&J Gift Card as payment, you must call the Campus Store to order.

724-229-5116