#### How to use a Book Loan or Scholarship online at Bookstore.umbc.edu

#### Step One: Log in using an existing account or create an account:

Log In



Checkout

## Step Two: Click "Continue to Checkout"

1. Select Address	2. Shipping Method	3. Payment Options	
	g with SFA on InSite? •	Your Order	View Cart
,,,,,,,,,	- or -	Number Of Items:	
Contin	ue to Checkout	Merchandise Item(s):	\$120.0
		Shipping:	\$0.0
		Handling:	\$0.0
		Total Before Tax:	\$120.0
		Estimated Taxes:	\$0.0
		Grand Total:	\$120.0

#### Step Three: Fill in the billing and shipping address with YOUR information

# Checkout

1. Select Address		2. Shipping Method	3. Payment Options	
Billing Address	Change	Shipping Address Change Erin McGonigle	Your Order (Estimates)	View Cart
1000 Hilltop Cr		1000 Hilltop Circle	Number Of Items:	1
Baltimore, MD 21250 - United States Phone: (410) 455-3811		Baltimore, MD 21250 - United States Phone: Comparison of the states	Merchandise Item(s): Shipping:	\$120.00 \$0.00
Student ID:		Residential Address? Yes	Handling:	\$0.00
Residential Address? Yes			Total Before Tax:	\$120.00
If planning to pay by credit card must match the billing address of	•	er	Estimated Taxes:	\$0.00
			Grand Total:	\$120.00
Continue				

### **Step Four: Click "Continue"**

	Checkout		
1. Select Address	2. Shipping Method	3. Payment Options	View Cart
Choose Shipping Method Show Shipping Policy	Additional Options Would you like to see gifting options for an item in your Shopping Cart? • Yes • No	Pping (Estimates)	
UPS Ground est. \$9.99		Number Of Items:	1
		Merchandise Item(s):	\$120.00
Continue		Shipping: Handling:	\$0.0 \$0.0
		Total Before Tax: Estimated Taxes:	\$120.0 \$0.0
		Grand Total:	\$120.00

# **Step Five: Fill in Payment Options: Select Payment Option "SFA on InSite" and for the Account Number enter your UMBC ID # finally check the box.** (You will need to enter a credit card as backup)

Checkout

		Onconour			
	1. Select Address	2. Shipping Method	3. Payment Options		
Payment Information Apply Promo Code			Yo	our Order	View Cart
Promo Code Choose Payment Option				nber Of Items: chandise Item(s):	1 \$29.99
SFA on InSite V				oping: dling:	\$9.99 \$0.00
Account Number *	ication you authorize the Bookstore	to use these funds.		l Before Tax: mated Taxes:	\$39.98 \$1.80
		ancial Aid funds. not completely covered by your SFA Funds.		nd Total: ubmit Payment	\$41.78
Card Type			N	eed Help?	
Card Number					