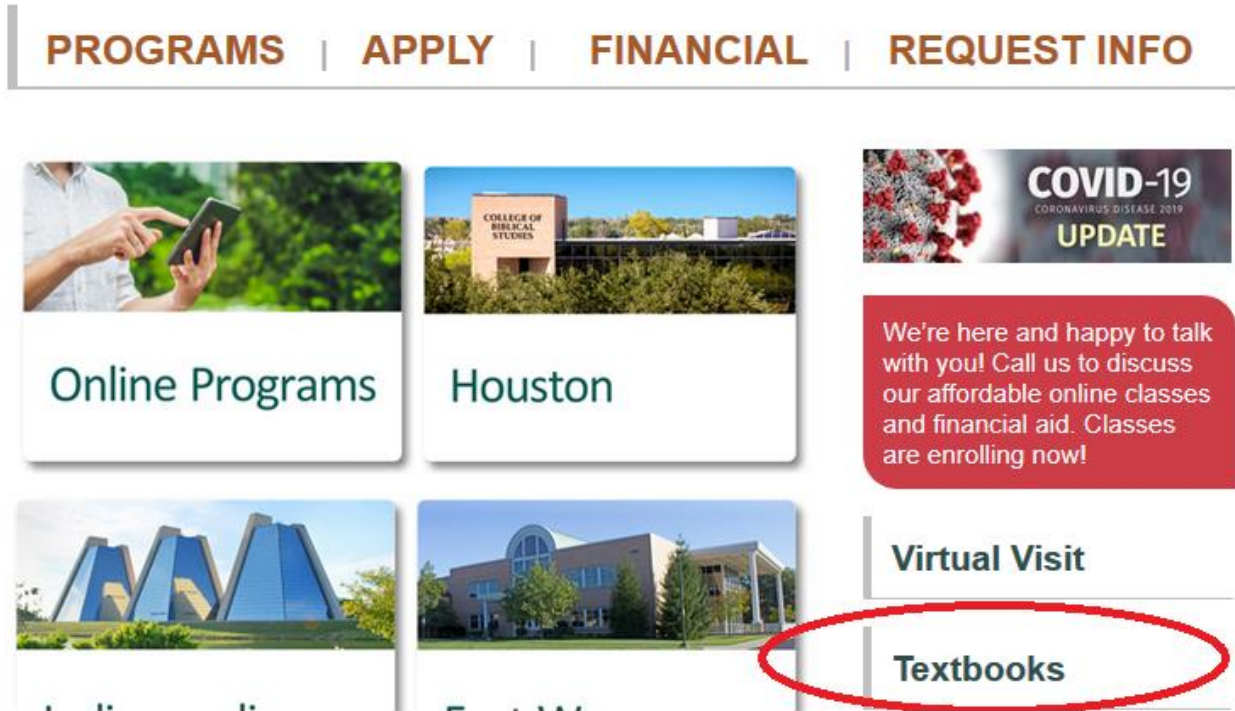


How to Order Textbooks using a Voucher

- Step 1) Open a web browser and go to: <http://www.cbshouston.edu/>
Scroll down the page and click **Textbooks**. This will take you to our website page for purchasing textbooks.

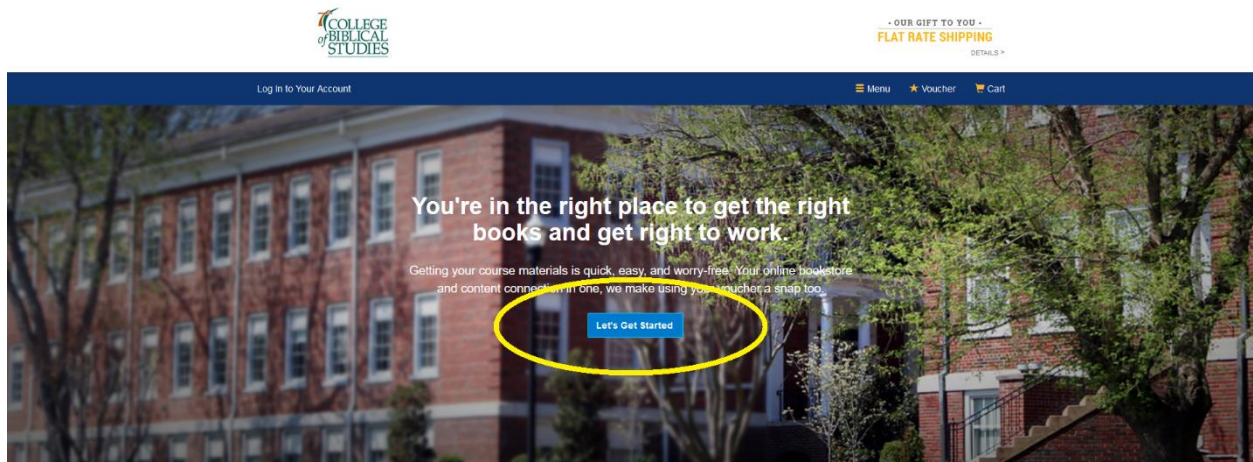


- Step 2) From the website page for Textbooks, click on **Order Your Textbooks** button. This will take you to our affiliate site with MBS Booksellers.



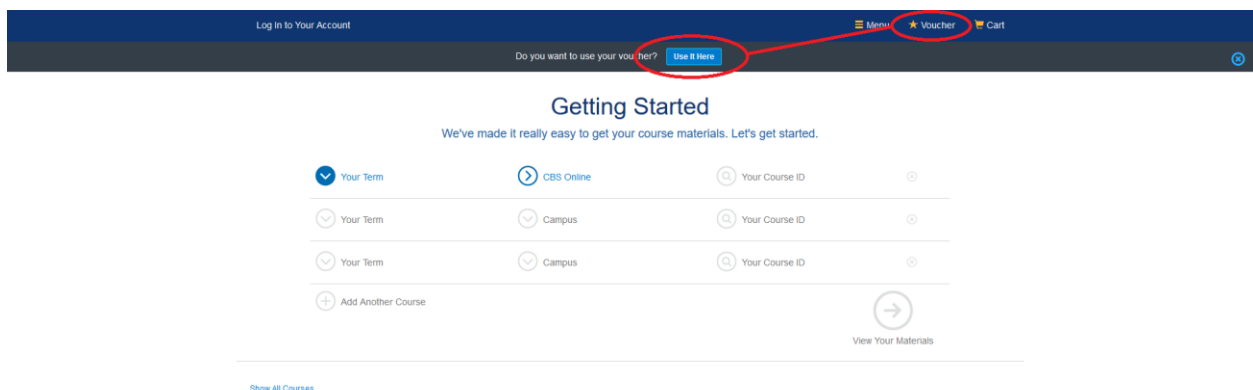
How to Order Textbooks using a Voucher

Step 3) On the Affiliate site (shown below), click on **Let's Get Started**. This will take you into the portal set up for College of Biblical Studies.



Step 4) Before selecting your textbooks, click on **Use it Here** or ***Voucher**. You should have read the information about your voucher that was sent to you via an email coming from **BNC Services** <VB@news.mbsbooks.com> with the Subject **Your funds are ready – time to get your books**.

Note: If you have not yet received a book voucher but believe that you are eligible for one, please email fa@cbsouston.edu. Or click [here](#) to go through the steps using a Debit or Credit card.



How to Order Textbooks using a Voucher

- Step 5) On this page, you will enter your **STUDENT ID*** (not contained in email from MBS, but available upon request from your academic advisor). Next, enter your **VOUCHER ID***. After completing information, click on **Access Your Funds**.

Log In to Your Account Menu Voucher Cart

Ready to Use Your Voucher?

Paying with your Voucher or Student Financial Aid is easy. Just enter your STUDENT ID and your VOUCHER ID. You'll be able to review the details on the next page.

A few things to note:

- You will need your STUDENT ID and VOUCHER ID to log in. If you need your VOUCHER ID emailed again, [click here](#).
- If your order exceeds your funds, or if certain items aren't covered, you can use a credit card for the balance.
- For questions about your funds, please contact your school.

Fields with an asterisk (*) are required.

STUDENT ID*

VOUCHER ID* Need this emailed again?

[Access Your Funds](#)

- Step 6) You will see the amount that you have available to spend in the bookstore. Once you've reviewed this information, click arrow on bottom right saying either **Get Your Course Materials** or **View your Materials**.

Note: Your Voucher is a credit on your student account based on funds available to you through financial aid. Any funds you do not use on textbooks may be available to you in the form of a financial aid overage disbursement. For questions about your voucher, please email fa@cbsouston.edu.

Note: You may cover different shipping speeds and rates using this Book Voucher. Just be sure that you do not exceed the **Voucher Total**.

Your Account • Log Out Menu Voucher Cart

Voucher Details

Great! We've got your funds connected to your account.

Voucher Total: \$500.00 Voucher Pays: \$0.00 Balance Due: \$0.00

Voucher Covers:	\$500.00 of your order (You must use a credit card to pay for any amount that exceeds your voucher funds.)
Voucher Expiration Date:	
Materials Covered:	Required, Rental, Marketplace
Shipping Methods Covered:	SmartRate Shipping, UPS Ground, UPS Second Day, UPS Next Day Air, UPS Saturday Delivery, USPS Priority Mail, Marketplace Standard, Marketplace Express
Tax Covered:	Yes

[View your Materials](#)

How to Order Textbooks using a Voucher

- Step 7) Now that you've completed the voucher information, complete semester and campus information to get started. First, select the appropriate semester by clicking on the dropdown **Your Term**.

COLLEGE of BIBLICAL STUDIES

OUR GIFT TO YOU
FLAT RATE SHIPPING

Log In to Your Account

Menu Voucher Cart

Getting Started

We've made it really easy to get your course materials. Let's get started.

▼ Your Term
CBS Summer 2020
Starts between: 05/04/2020 - 07/26/2020
Fall 2020
Starts between: 07/01/2020 - 12/18/2020

➤ CBS Online

🔍 Your Course ID

▼ Your Term

▼ Campus

🔍 Your Course ID

▼ Your Term

▼ Campus

🔍 Your Course ID

+ Add Another Course

➔ View Your Materials

- Step 8) Repeat step 5 by selecting your appropriate campus (point A on the screenshot) and then select your appropriate course (point B on the screenshot).

Note: Classes are listed in alphabetical order by class number.

COLLEGE of BIBLICAL STUDIES

OUR GIFT TO YOU
FLAT RATE SHIPPING

Log In to Your Account

Menu Voucher Cart

Getting Started

We've made it really easy to get your course materials. Let's get started.

▼ Fall 2020
Starts between: 07/01/2020 - 12/18/2020

➤ CBS Online

🔍 Your Course ID

▼ Your Term

▼ Campus

🔍 Your Course ID

▼ Your Term

▼ Campus

🔍 Your Course ID

+ Add Another Course

➔ View Your Materials

Show All Courses

BIBL 1311 OLE1A PENTATEUCH
09/07/2020 - 10/24/2020

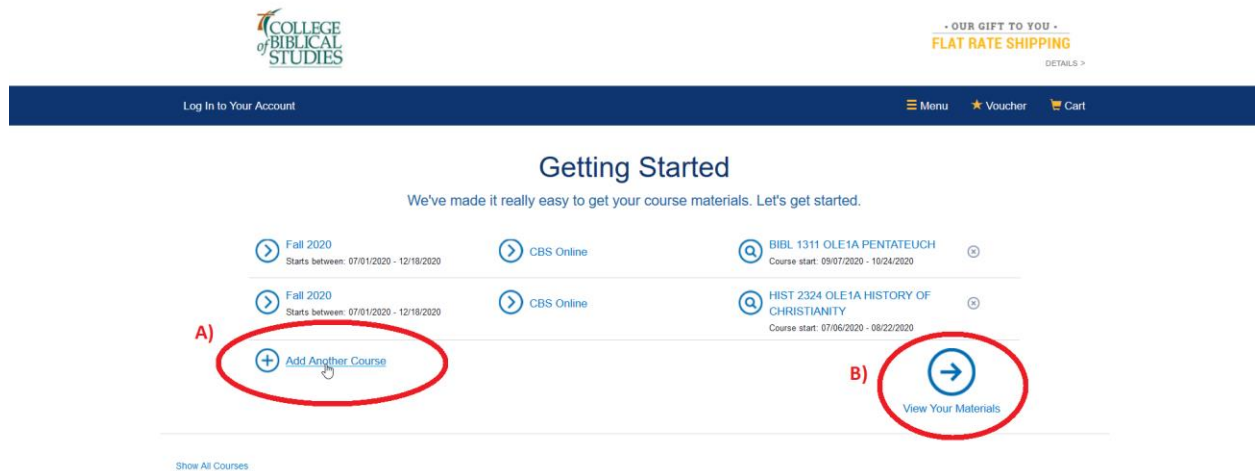
BIBL 1312 OLE2A HISTORICAL LITERATURE
10/26/2020 - 12/12/2020

BIBL 1321 OLE1A GOSPELS
09/07/2020 - 10/24/2020

How to Order Textbooks using a Voucher

Step 9) The textbook portal will allow you to enter two classes automatically. If you are ordering for more than two courses, click on the **Add Another Course** button (point A on the screenshot). Once you're confident that you have all of your courses selected for the semester, click on the button **View Your Materials** (point B on the screenshot).

Note: It is recommended that you order all of your textbooks at one time through the portal to ensure they all arrive in a timely manner before the beginning of the start of classes.



This Space Intentionally Left Blank

How to Order Textbooks using a Voucher

- Step 10) Select the way you would like to receive your textbook.
- Print**, especially **New Print**, is the more traditional way to receive your textbooks.
 - Digital** means that you are able to download this product onto a device and read it offline (without an Internet connection). Make sure to read the **Digital Rights** to the lefthand side under the title information. (Page numbers may differ from what the professor lists in the syllabus, so be sure to ask.)
 - Marketplace Sellers** opens up the opportunity to purchase cheaper or used books from partner companies and still use your book voucher. MBS still operates as shipping agent for transactions and are processed through same checkout process.
 - No Thanks** means that you would not like to purchase this book at this time.

Be sure to click **Add Selected to Cart** so that the textbook will show when you check out.

The screenshot shows a textbook selection interface. At the top, a header bar displays 'Course 1 of 2: Fall 2020 • CBS Online • HIST 2324 OLE1A HISTORY OF CHRISTIANITY • 07/06/2020 - 08/22/2020' and a 'Hide' button. Below this, the first textbook entry is 'Atlas of Christian History 2016' by Dowley, Tim. The entry includes a book cover image, a 'REQUIRED' label, and a list of options: 'Print' (\$24.00 New Print), 'Digital' (\$21.99 Perpetual Offline Access), 'Marketplace Sellers' (From \$8.46), and 'No Thanks'. A red box highlights the 'Add Selected to Cart' button. The second textbook entry is 'Religion in America: the Basics 2017' by Pasquiere, Michael. It also includes a book cover image, a 'REQUIRED' label, and options: 'Print' (\$22.50 Used Print, \$30.00 New Print), 'Digital' (\$11.18 90-Day eRental), and 'Marketplace Sellers'. A 'Show' button is visible at the bottom right of the page.

- Step 11) Navigate to the next class that you selected in the previous screen.

Note: You can collapse and expand classes in view after you've added all the books to your cart by clicking on **Hide** or **Show**.

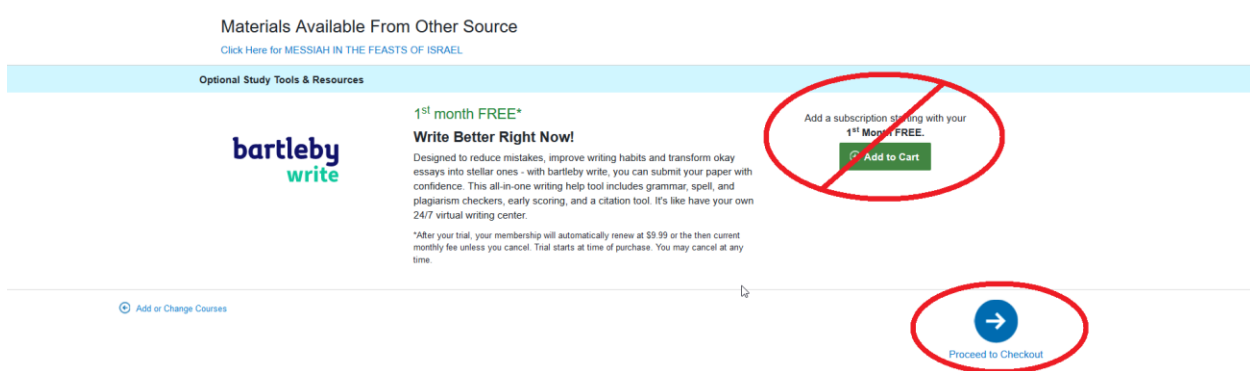
Note: Books that are **Guaranteed Buyback!** Have a high resale value

The screenshot shows a textbook selection interface. At the top, a header bar displays 'Course 1 of 2: Fall 2020 • CBS Online • HIST 2324 OLE1A HISTORY OF CHRISTIANITY • 07/06/2020 - 08/22/2020' and a 'Show' button. Below this, the first textbook entry is 'Bible Knowledge Commentary Old Testament: Exposition of the Scriptures 1983' by Walvoord, John F. / Zuck, Roy B. / Bible. The entry includes a book cover image, a 'REQUIRED' label, and a list of options: 'Print' (\$49.99 New Print, \$41.04 After Buyback), 'Rental' (\$32.49 New Print Rental), 'Marketplace Sellers' (From \$11.23), and 'No Thanks'. A red box highlights the 'Add Selected to Cart' button. The second textbook entry is 'Religion in America: the Basics 2017' by Pasquiere, Michael. It also includes a book cover image, a 'REQUIRED' label, and options: 'Print' (\$22.50 Used Print, \$30.00 New Print), 'Digital' (\$11.18 90-Day eRental), and 'Marketplace Sellers'. A 'Show' button is visible at the bottom right of the page.

How to Order Textbooks using a Voucher

Step 12) Once you've selected all the textbooks you'd like to purchase **and added them to your Cart**, you can scroll to the bottom of the page and select **Proceed to Checkout**.

Note: The Bartleby Write subscription is an optional purchase, so you do not have to select this before checking out.



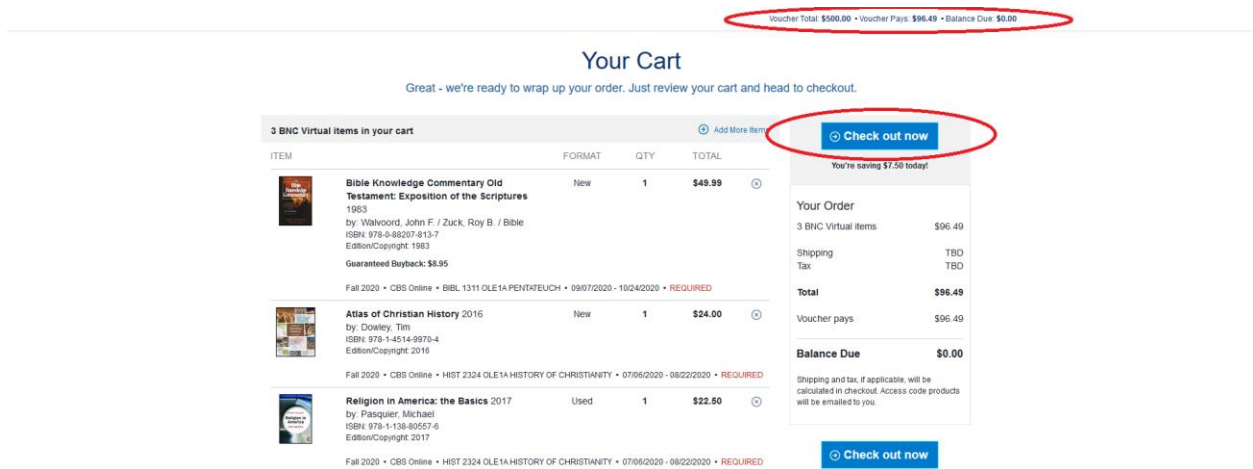
Again, the Bartleby Write subscription is optional, so if you would not like this option, select **No thanks, take me to my cart.**



How to Order Textbooks using a Voucher

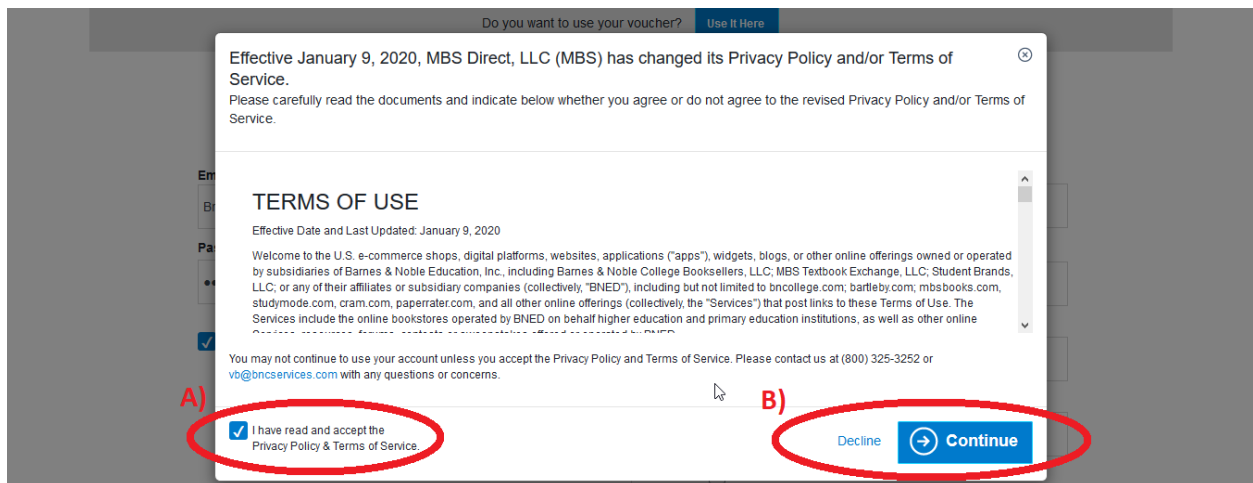
Step 13) Verify that you have all of the textbooks that you are trying to order at this time, and when you are ready, click **Check out now**.

Note: You will see the **Voucher Total** at the top, as well as the **Voucher Pays** field, which tells you the amount that this voucher will cover for your textbooks.



Step 14) If applicable, complete any Terms of Use Agreement by checking the box that says **I have read and accept the Privacy Policy & Terms of Service** (point A) below). Then click on **Submit** or **Decline** button to the right (point B) below), depending on your choice.

Note: If you do not accept the terms, you will not be able to complete your transaction.



How to Order Textbooks using a Voucher

- Step 15) Complete all required fields under **Your Shipping Address**. Then select **Choose Your Shipping Method**.

Voucher Total: \$500.00 • Voucher Pays: \$96.49 • Balance Due: \$0.00

Checkout

1. Shipping & Billing Address 2. Shipping Method 3. Payment Options 4. Review & Submit Your Order

Your Shipping Address

Are you shipping to a APO/FPO?

Fields with an asterisk (*) are required.

First Name* Last Name*

Address 1*

Address 2

Address 3

City* State* Zip/Postal*

Country* Phone Number* Example: XXX-XXX-XXXX

Work Phone Example: XXX-XXX-XXXX Ext Example: XXXX

[Choose Your Shipping Method](#)

You're saving \$7.50 today!

Your Order

[View Cart](#)

3 BNC Virtual Items	\$96.49
Shipping	TBD
Tax	TBD
Total	\$96.49
Voucher pays	\$96.49
Balance Due	\$0.00

Shipping and tax, if applicable, will be calculated in checkout.

Get \$8.95

at the end of the term with
Guaranteed Buyback!

Just return your books in good condition
by 11/07/2020

[Buyback terms and conditions apply](#)

- Step 16) Check the radio button in the **Your Shipping Method** section, making note of how much time you have before the start of your classes. Also note that the amount next to **Shipping** on the right under **Your Order** automatically updates based on the shipping method chosen. Finally, click **Select Payment Option** when ready.

Checkout

1. Shipping & Billing Address 2. Shipping Method 3. Payment Options 4. Review & Submit Your Order

Your Shipping Method

All items will be shipped to this address: [Edit Shipping Address](#)

Select your shipping option below.

3 BNC Virtual Print Items: [view details](#)

<input checked="" type="radio"/> UPS Ground	\$4.95	Est. Arrival: Thu, Aug 6, 2020
<input type="radio"/> UPS 2nd Day Air	\$67.00	Est. Arrival: Wed, Aug 5, 2020
<input type="radio"/> UPS Next Day Air	\$126.00	Est. Arrival: Tue, Aug 4, 2020
<input type="radio"/> UPS SurePost	\$17.35	Est. Arrival: Mon, Aug 10, 2020
<input type="radio"/> Priority Mail	\$20.35	Est. Arrival: not available

** Arrival dates are estimations based on UPS delivery zones. Deliveries may be made earlier or later than date listed.

[Select Payment Option](#)

You're saving \$7.50 today!

Your Order

[View Cart](#)

Shipping	\$4.05
BNC Virtual Subtotal	\$101.44
Order Total	\$101.44
Total	\$101.44

Tax, if applicable, will be calculated on the next page.

Get \$8.95

at the end of the term with
Guaranteed Buyback!

Just return your books in good condition
by 11/07/2020

How to Order Textbooks using a Voucher

Step 17) Since you're using a book voucher, you will likely receive a message letting you know how much you owe. Be sure to check the **Balance Due** under the **Your Order** box. Then click **Review Your Order**.

Note: You will be responsible to pay any amount over the amount of the voucher using a Debit or Credit card.

The screenshot shows the checkout process with four steps: 1. Shipping & Billing Address, 2. Shipping Method, 3. Payment Options, and 4. Review & Submit Your Order. The current step is 3. Payment Options. A message states: "Your voucher covers your entire order! Please continue on to review and finalize your order." A button labeled "Review Your Order" is circled in red. To the right, a summary box titled "You're saving \$7.50 today!" shows the order details:

Your Order	
3 BNC Virtual Items	\$96.49
Shipping	\$4.95
Tax	\$6.34
BNC Virtual Subtotal	\$107.78
Order Total	\$107.78
Voucher pays	\$107.78
Balance Due	\$0.00

Step 18) You may have to select the checkbox next to **I have read and accept the Terms**. To submit order and subtract the amount shown from your voucher balance, click **Submit Your Order**.

Note: You may use your voucher as many times as you need until the voucher expires or until you receive your financial aid overage disbursement (refund), if applicable. Any books that you need to order after that time are your responsibility to pay out of the funds received from financial aid.

The screenshot shows the checkout process with four steps: 1. Shipping & Billing Address, 2. Shipping Method, 3. Payment Options, and 4. Review & Submit Your Order. The current step is 4. Review & Submit Your Order. A message states: "Review & Submit Your Order". A checkbox labeled "I have read and accept the:" is circled in red. Below it, there are links for "Privacy Policy & Terms of Service" and "Shipping Terms & Conditions". The "Payment Method: 2" section shows "PAYMENT TYPE", "CARD NUMBER", and "EXPIRATION DATE". Below this, there are sections for "All items will be shipped to:" and "Billing Address:". A button labeled "Submit Your Order" is circled in red. To the right, a summary box titled "You're saving \$7.50 today!" shows the order details:

Your Order	
3 BNC Virtual Items	\$96.49
Shipping	\$4.95
Tax	\$6.34
BNC Virtual Subtotal	\$107.78
Order Total	\$107.78
Total	\$107.78