How to Place an Order

Step 1: Log into your school's bookstore at lhs.shelfit.com.
Step 2: To purchase books, select the store option on the left hand side panel.

Step 3: Click the drop down menu located under Select A Department. Select the department that you'd like to purchase books for.

Step 4: After selecting the department, a list of courses will appear below. Select the course that you'd like to purchase books for.
**Step 5:** The books for this course will populate on the right side of your screen. To add a book to your cart, click the green **Add To Cart** button.

![Add To Cart button](image)

**Step 6:** After clicking the Add To Cart button, a box will appear showing the quantity currently in your cart. You can click on this box to change the quantity in your cart.

![Quantity in Cart box](image)

**Step 7:** Add any additional books you may need for this course to your cart. The word "Required" next to a book means that your school is requiring that you have this book for class.

![Required book](image)
**Step 8:** To purchase books from another department, repeat steps 2 through 6 as listed above. When you're ready to check out, click the green **Proceed To Cart** button at the top or bottom right of the screen.

![Shopping Cart Image]

**Step 9:** Once you've added your books, view your shopping cart and you will see your items. You may see different books fulfilled by either EdTech or Amazon.

![Shopping Cart Image]
**Step 10:** In the checkout window, enter your billing Information. All required fields have a red asterisk next to them. When all required fields have been completed, click the **Continue** button.

**Step 11:** Select either an internal credit or a credit card as your payment option. To pay with a credit card, complete all required fields and click the green **Continue** button.

**Step 12:** Confirm that all information is correct, and click the green **Place Order** button.

**Step 13:** A window will pop up asking you to confirm or cancel your order. If you're sure that your order is correct, click the green **Confirm** button.
**Step 14:** Once your order has been placed, our system will generate an order number for you. Please keep a record of this number, as it will be very helpful if you have any need to contact Customer Service.

**Step 15:** If you have a book fulfilled by Amazon, then you'll see a separate checkout process after your purchase. Click the green **Checkout on Amazon** button.
**Step 16:** Once you clicked on Checkout on Amazon, you'll be directed to your Amazon shopping cart. Click the **Continue** button to finish checking out.

**Step 17:** Enter your **billing** Information. When all required fields have been completed, click the **Continue** button.
**Step 18:** Choose a shipping option and click the **Continue** button.

**Step 19:** To pay with a credit card, complete all required fields and click the **Continue** button.
**Step 20:** Confirm that your order is correct, and click the *Place your order* button.