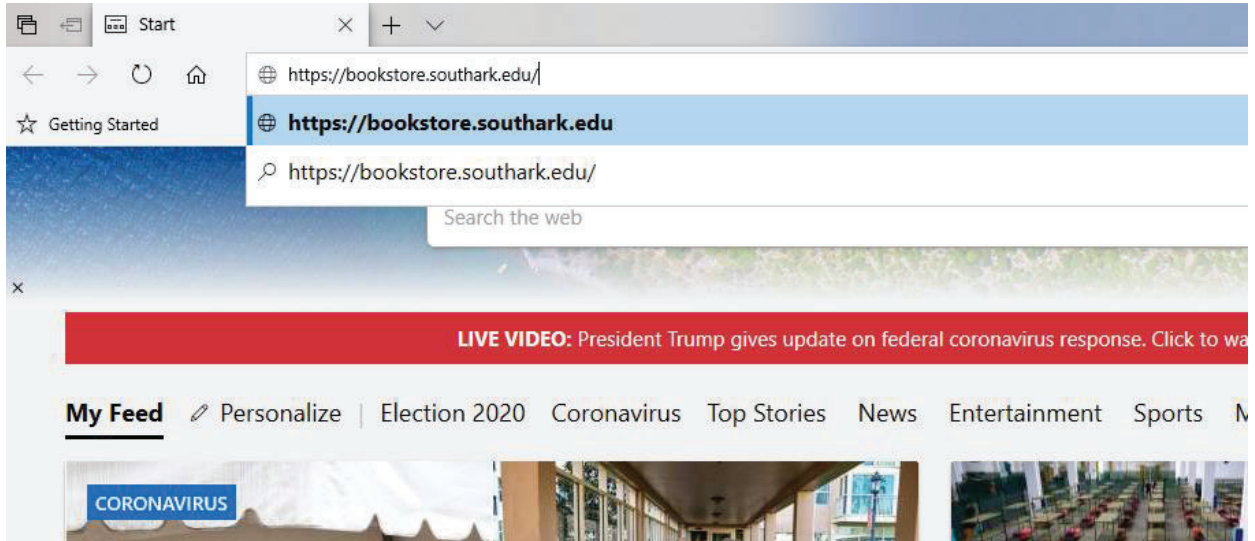
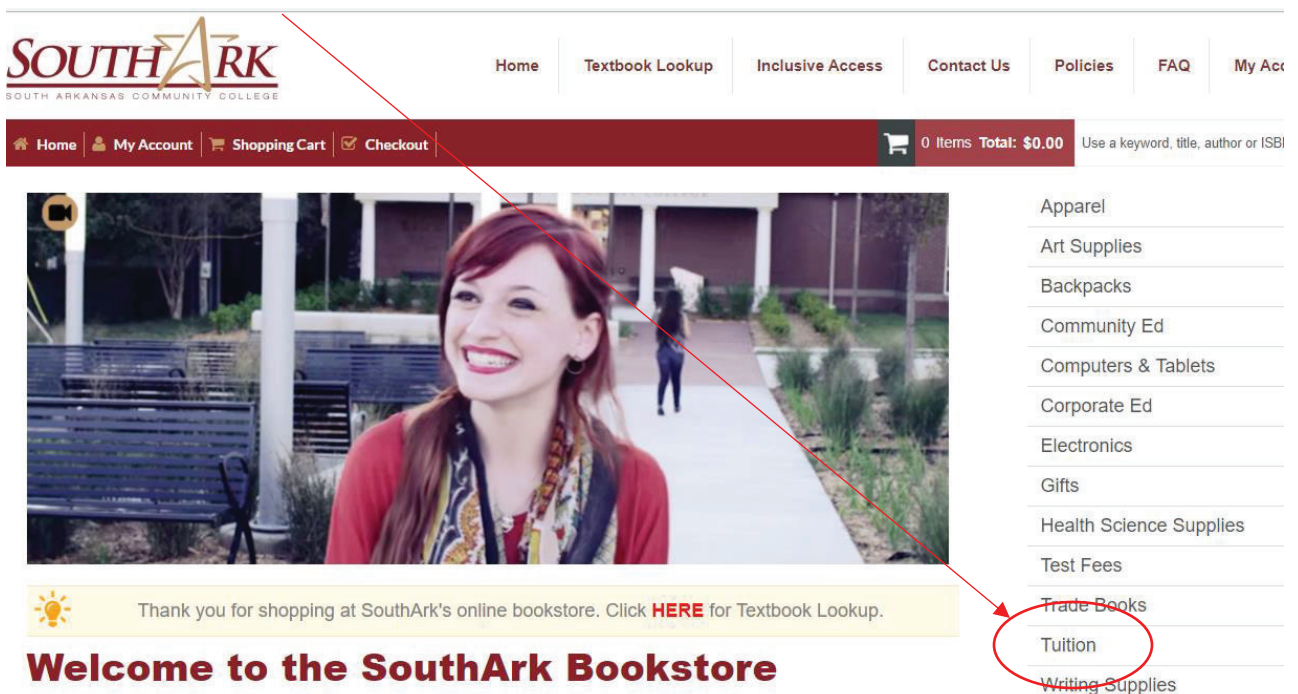


HOW TO MAKE AN ONLINE TUITION PAYMENT

1. Open any web browser and enter in the following web address: <https://bookstore.southark.edu/> and press "Enter". I used Microsoft Edge for this example.



2. The screen will change to the SouthArk Bookstore website. On the right side of the screen find and click on the word "Tuition".



- You will get a list of items available for that category, in this case the only item listed is “TUITION PAYMENT – CREDIT”. If you wish to pay the full amount you will need to contact the business office at 870-864-7119 for balance information. Enter in the amount of payment you would like to make towards your account in the amount box.

Tuition

TUITION PAYMENT - CREDIT

Tuition

Image Not Available



SKU: 101100

Please Specify the Amount:

\$

Add to cart

- Once you have entered in the amount click on “Add to cart”.

Tuition

TUITION PAYMENT - CREDIT

Tuition

Image Not Available



SKU: 101100

Please Specify the Amount:

\$

Add to cart

5. If you need more items press the “Continue Shopping” button. If you have all the items you need press the “Checkout” button.

Shopping cart

TUITION PAYMENT - CREDIT added to your shopping cart

TUITION PAYMENT - CREDIT	Remove
1	\$15.00

Subtotal: \$15.00

[Continue shopping](#)
[Update cart](#)
[Checkout](#)

6. You will be brought to the “Checkout” screen. This will show you the total sale and as you scroll down, will ask you for more information.

Checkout

Cart contents

1× TUITION PAYMENT - CREDIT	\$15.00
-----------------------------	---------

Subtotal: \$15.00

Customer information

Enter a valid email address for this order or [click here](#) to login with an existing account and return to checkout.

E-mail address: *

7. If you have used the website before click on the words “Click here” to log in and finish your order. If you have never used the website fill in the email address you would like you receipts to go to.

Checkout

Cart contents

1× TUITION PAYMENT - CREDIT	\$15.00
-----------------------------	---------

Subtotal: \$15.00

Customer information

Enter a valid email address for this order or [click here](#) to login with an existing account and return to checkout.

E-mail address: *

8. Next is the “Billing Information” screen. Here you will fill in the answers to the questions asked.

Billing information

Enter your billing address and information here.

***First name:**

***Last name:**

Company:

***Street address:**

***City:**

***Country:**

***State/Province:**

***Postal code:**

***Phone number:**

9. Next is “Delivery Information”. You will want to leave the box checked that reads “My delivery information is the same as my billing information.” Make sure the bubble next to “In-Store Pickup: \$0.00” is filled in by clicking on it. This will keep you from being charged a shipping fee. Your final receipts will be emailed to you.

▼ Delivery information

- ☒ My delivery information is the same as my billing information.

▼ Calculate shipping cost

Shipping quotes are generated automatically when you enter your address and may be updated manually with the button below.

Click to calculate shipping

- ☐ FedEx Home Delivery (1 package): \$17.20
- ☐ FedEx Express Saver (1 package): \$21.44
- ☐ FedEx 2nd Day (1 package): \$23.06
- ☒ In-Store Pickup: \$0.00

10. Scroll down to “Payment method” and select “Credit card:”, enter the information it requests.

▼ Payment method

Select a payment method from the following options.

Payment method: *

☒ Credit card:    

☐ Pay with Student Account

Your billing information must match the billing address for the credit card entered below or we will be unable to process your payment.

Card Type: -- please select card type --

Card Owner: John Smith

Card Number: 1111222233334444

Expiration Date: 01 - January
2020

CVV: 123  What's the CVV?

11. At the “Student Information” section you will need to enter in the “Student ID Number:”. You can get this number by calling the business office at 870-864-7119. Every student ID number begins with 7770.

Student Information

Student ID Number:

7770#####

This field is mandatory if you intend to pay with your student account. Format: 777123456

12. Scroll down and you will see the “Order comments” section. Here you can put any special notes for the bookstore to read. “Order total preview” is the final section of the screen. Press “Review order” to continue.

Order comments

Use this area for special instructions or questions regarding your order.

Order comments:

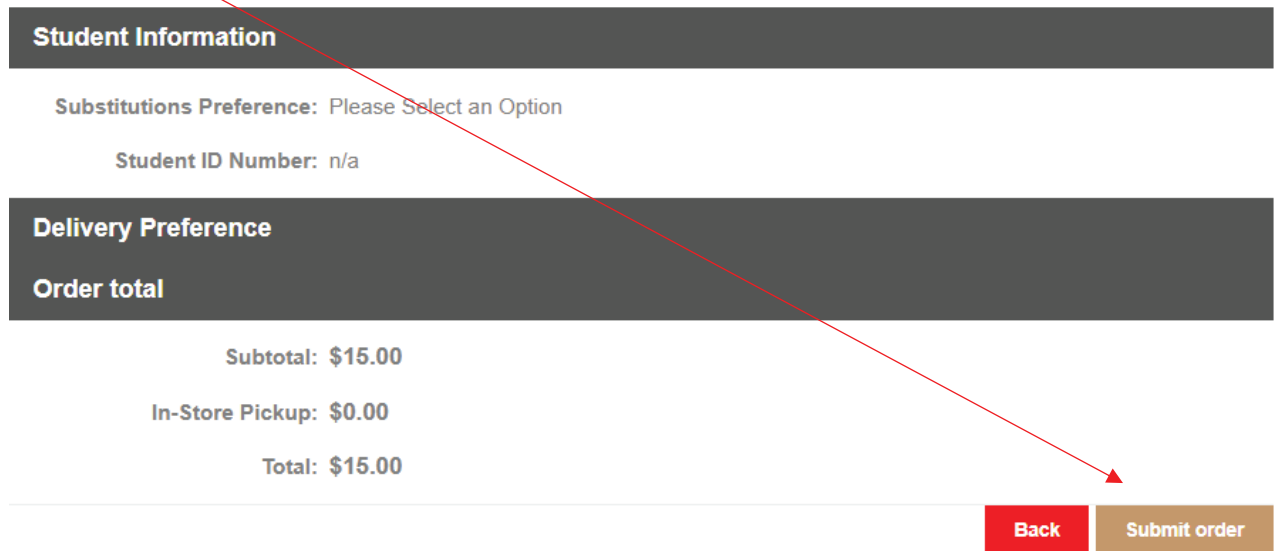
Order total preview

Subtotal: \$15.00
In-Store Pickup: \$0.00
Order total: \$15.00

Cancel

Review order

13. Scroll down, making sure that the information is correct as you do. If everything is correct then press the “Submit order” button at the bottom of the screen.



The screenshot shows the bottom portion of a web form. At the top is a dark grey header bar with the text "Student Information". Below this, the text "Substitutions Preference: Please Select an Option" is displayed. Underneath that is "Student ID Number: n/a". Another dark grey header bar follows, containing the text "Delivery Preference" and "Order total". Below the header bar, the order summary is listed: "Subtotal: \$15.00", "In-Store Pickup: \$0.00", and "Total: \$15.00". At the bottom right, there are two buttons: a red "Back" button and a tan "Submit order" button. A red arrow originates from the top left and points directly to the "Submit order" button.

Student Information

Substitutions Preference: Please Select an Option

Student ID Number: n/a

Delivery Preference

Order total

Subtotal: \$15.00

In-Store Pickup: \$0.00

Total: \$15.00

Back **Submit order**

14. You will get a screen that reads “Order complete”. If you get an error that reads “*Unable to send e-mail. Please contact the site administrator if the problem persists.*” Please disregard that error. If this was your first time using the website you will receive an “Username:” and “Password:” for the next time you order.

Order complete

Unable to send e-mail. Please contact the site administrator if the problem persists.

Your order is complete! Your order number is 562.

Thank you for shopping at South Arkansas Community College. A new account has been created for you here that you may use to view your current order status.

Login to your new account using the following information:

Username:

Password:

[Return to the front page.](#)

15. You will then receive a confirmation email with your receipt. You will receive a second email with the final receipts from the bookstore within the next business day.



South Arkansas Community College
311 South West Avenue
EL DORADO, AR 71730
870-864-7163

Thank you for your order, John!

Want to manage your order online?

If you need to check the status of your order, please visit our home page at [South Arkansas Community College](https://southark.edu) and click on "My account" in the menu or login with the following link:

<https://bookstore.southark.edu/login>

Purchasing Information:

E-mail Address:

bookstore@southark.edu

Billing Address:

John Smith
311 S WEST AVE BOOK STORE
EL DORADO, AR 717305936
United States

Billing Phone: 8708647163

Order Grand Total: \$15.00

Shipping Address:

John Smith
311 S WEST AVE BOOK STORE
EL DORADO, AR 717305936
United States

Shipping Phone: 8708647163

Payment Method: Credit card