HOW TO ACCESS YOUR BOOK VOUCHER
To view your book voucher amount and buy books from MBS Online Bookstore follow these steps (the best browser for accessing your voucher is Google Chrome):

1. Login into myLCC Banner and click the Student tab. Click on Bookstore Information.

2. You will land on the Bookstore Information screen. From the drop down select term (Spring 2016) and then click submit. (If you have already selected a term, you do not need to select one here.)
3. Select the **MBS Bookstore Information** link.

4. The **Voucher Detail Page** will appear detailing the total amount that you have to use. If you have a voucher, you will have an option to use the voucher or credit card/PayPal for your purchases. Pay with Financial Aid is the default selection, click on Pay with Credit Card to change payment type. Click on **View My Courses**.
Browse your book options, click **Add to Cart** for the books you would like to purchase. Once your books are selected it will say **In Cart**.

When you are done selecting books, click Review Cart at the bottom of the page.
Summary **Review Your Cart** screen will load. This page contains additional MBS recommendations which are not required, either click **No thanks, take me to my Shopping Cart** or scroll to the bottom of the page to click on **Proceed to Checkout**.

Note on this page the amount of the Voucher that will be used is displayed along with any amount you will owe for either rental or the amount.

Clicking here will take you to the general bookstore page to search for courses.

Clicking here will take you to back to your pre-populated list.

Click here to continue.
If you have not logged into MBS before, select **I don’t have an account** and you will be brought to the **Create an Account** Screen. When done, select **Create Account**.

*Note – the password cannot have any special characters in it.*
Enter your Billing and Shipping address. Click **Save and Continue**.

Select shipping method. Click **Save and Continue**.
The final checkout screen will show your total cost and the amount of your voucher.

To finalize your order, please enter your payment information below and be sure to indicate that you have read and agreed to the terms and condition statement. Once you have done so, please click Finalize Order at the bottom of this page.

Shipping Address

Use a different address for Shipping

<table>
<thead>
<tr>
<th>MBS Direct Subtotal</th>
<th>$176.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax</td>
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</tr>
<tr>
<td>Shipping</td>
<td>$5.95</td>
</tr>
<tr>
<td><strong>MBS Direct Total</strong></td>
<td><strong>$194.99</strong></td>
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<tr>
<td>Voucher Total</td>
<td>$194.99</td>
</tr>
<tr>
<td><strong>Amount Due</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

Clicking on Finalize order will prompt that MBS is verifying the amount of your voucher, process your order, and log you out of your MBS account.

Check box to agree to terms.

Amount voucher pays and amount student pays
Click **OK** to continue submitting your order and verifying Book Voucher amount. For security reasons, you will be logged out of MBS at this point.
Your **Order Summary** will appear with your order number and final payment summary.

You may purchase books from any vendor; however, the book voucher option is available at MBS Online Bookstore for new, used, and digital books only.

If you have additional questions or need further assistance visit the **StarZone** located in the Gannon Building, or call **517-483-1200** and choose **option 1**.