TEXTBOOK ORDERING PROCEDURE

- Go to www.ANFPonline.org.
- Click the words LOGIN in the upper right hand on the home page.
- LOGIN if you already have a login and password for the ANFP website or select the Create an account link.

After selecting the Create an account link:

- The system will prompt you to search the ANFP database as you may already have a record. This avoids duplication and keeps all your transactions in one place so that you can refer back to them or print paid receipts if needed.
- The search criteria are listed. By entering your first and last name, a list of possible records appears, or you can continue and select create a new account.
• When completing the account set-up form you will notice there are several fields that are required. Once complete, select **Continue**.

• You will then be prompted to create a password.

• After the password has been created your account set-up is complete and you will be directed to the ANFP Home page where you can view your ANFP Account Profile.

**ORDERING YOUR BOOKS (Textbooks are non-refundable)**

• To be eligible for member pricing on textbooks first join ANFP as a Pre-Professional member enter your ANFP Profile by selecting **View Profile** next to your name. On the right of the screen under My Information select **Become a Member**.

  • Select **Apply for ANFP Membership Online** and select you select your membership type.

    o For Students **Full Year**: $64 if joining between Apr 1 and Nov 30 | **Half Year**: $37 if joining between Dec 1 and Mar 31

• Complete the application form and select **Next**. Then select **Add To Cart**.
• Before checking out, select **Continue To Shop** to take you to the ANFP Marketplace to purchase your textbooks with the member discount.

• **Select Textbooks & Exam Prep.**

• Locate the first textbook and **Add To Cart**. To purchase the second textbook, select **Continue To Shop**, select **Textbooks & Exam Prep**, choose the textbook, and **Add To Cart**.
• When you are ready, select **Check Out**. You will need to select the Shipping Method from the drop down and then **Continue**.

• Confirm your personal information and add your credit card. *Please make sure that the billing address listed is the billing address of the credit card being used for the purchase.* You can make corrections by selecting the pencil icon. Once correct, select **Continue**.

• In the Shopping Cart under order line items, you will see that you received member pricing on the textbooks. (Only IL residents are charged tax on orders, and shipping is included in orders over $75.)
• It is important to verify the shipping address. Corrections can be made by selecting the *alter shipping address* button.

• You can also *Edit Payment* or *Submit Order* in this window. *Orders are not complete until it has been submitted.* Once submitted you will receive a confirmation email of your purchase.

**Ordering Textbooks without ANFP Membership**

• To bypass membership, simply select the Marketplace link once your account has been created and follow the directions listed above.