

Instructions for Books On the Go! Online Book Fair.
Click on: <http://sebcobooks.com/index.cfm>

Log on to: 1. Click on the top right tab titled **LOGIN**

2. **User ID Coral**
Password Springs (login)
Book Search

3. **In the Book Search type in Coral Springs.**

4. Under type of search dropdown, select **Series Title** and **click Start Search**

5. Click on **Coral Springs Middle School List**

6. Write the number of books you are ordering in the box to the right of the title.

7. Add to Cart Please make sure you choose **Add to Cart on each page.**

8. If you choose to view the individual titles click on the **highlighted title to view each book.**

Shopping Cart

9. When your order is complete **View Shopping Cart**

Shopping cart will appear with titles you've selected

10. To submit the order online click on **Place Order** located At the bottom right of the shopping cart.

Billing and Shipping information will appear,

11. Click **NEXT**
You will see Coral Springs MS information.

12. **Add your own information.**

Options:

Click ***I do not want any cataloging/ processing on my order**

Special Instructions

13. Under Information type your shipping address:

E.g. John Doe

10300 West Wiles Road

Coral Springs, FL 33076

Ph. 954-888-8888

Payments can be made by check or credit card.

***Checks must be received prior to the order being shipped.**

Please include the following:

14. Type of credit card

Credit card number

Expiration Date

Last 3-digit # CVC or security code (found on the back of your card)

Name on Card

Telephone #

Payment Information

15. Select no PO Needed

A Web Order Invoice will appear on your screen. At the bottom of the screen you'll have the option to:

**Cancel Order,
Change Order or
16. *Submit Order.**

Once order is submitted a web confirmation number will appear.

Congratulations! Your order has just been submitted to our order department

And will be processed shortly.

Please call **Sebco Books at 800-223-3251 for help.**