

Passbook Self-Ordering Guide

Step-by-Step Instructions for Colleges

Colleges can now order passbooks directly through our online ordering platform. Please follow the steps below to register and place your orders.

Step 1: Create Your Account

1. Click the registration link provided by NACC.
2. Complete all required fields on the registration form.
3. Click **Create Account** at the bottom of the page.
4. Once your account has been approved, you can begin placing passbook orders.

Important: If your college has multiple campuses, each campus must register separately to ensure orders are processed and shipped to the correct location.

Step 2: Select Your Passbooks

1. Log in to your account.
2. Select the passbook you wish to order.
3. Enter the quantity required.
4. Click **Add to Cart**.
5. Select **Keep Shopping** to add more passbooks or **Check Out** to proceed with your order.

Step 3: Review Your Order

1. Review your shopping cart and verify that all information is correct, including:
 - College/campus name
 - Shipping address
 - Passbook types and quantities
 - Total order amount
2. Click **Continue**.

3. Review all information on the final order summary page.
4. Click **Complete Order**.

Step 4: Complete Payment

1. A pop-up window will appear requesting your payment information.
2. Enter the required payment details.
3. Click **Check Out** to finalize your purchase.

Step 5: Order Confirmation & Tracking

Once your order has been placed, you will receive:

- An order confirmation email.
- Order status updates as your order is processed.
- Shipping confirmation and tracking information once your order has been shipped.

Reminder: Please ensure you are placing orders under the correct campus account and verify all order details before completing your purchase.

Thank you for your cooperation as we transition to our new self-ordering process!