



## **Financial Aid Book Voucher Instructions**

**It's easy! Follow these easy steps to place your order...**

- From any computer, visit the online bookstore at [www.mercyohbooks.com](http://www.mercyohbooks.com) or you can choose the “textbook orders” link on the Mercy College web site ([www.mercycollege.edu](http://www.mercycollege.edu)) under current students.
- For 1<sup>st</sup> time users, create your personal user name and password by clicking on MY ACCOUNT.
- Proceed to ordering books (courses are listed alphabetically by course number).
- Once all your books needed are in your cart, proceed to checkout
- Under payment options, either SELF-PAY *or* choose FINANCIAL AID (if you have completed your FAFSA).
- If you chose Financial Aid as your payment option, enter your name in the financial aid field.
- If an outside agency is paying for your books, please list the name of the agency after your name. (ex: Julie Leslie VA)
- Click on PLACE ORDER. Your order is then transmitted to the financial aid office for verification. You will receive an email confirmation immediately from Matthews Medical Books, and you will receive another confirmation with tracking information once the order has been shipped.
- The bill for your books is sent to Diane Rahn, Business Office Manager and she will add the book charge to your tuition bill.
- If you have any questions about ordering your books, please call Shannon at Matthews Medical Books at 1-800-633-2665