To place orders on your school’s bookstore follow these easy steps:


2. Search for your school by typing Lancaster Theological Seminary

3. Click “Find My School”

4. Select your school’s name
5. Click: Order Your Books

6. Select your term
7. Select your course(s) type(s) by clicking the white box and click Continue

8. Select your course by clicking the white box next to the course name and click Continue
9. From this page you will be able to see each course you selected, the text for the class, the prices of the text, and the different formats of the text.

10. Select the format of the text that you would like to purchase. The price of each format is shown. The bookstore will automatically default to selecting the Used format when available.

11. After selecting each format of each text you are purchasing click Add Items & View Cart at the bottom of the page.
12. This page shows you recommended study aides based on your purchases. These titles are not required.
13. Scroll down to the bottom of the page to review your cart. Your cart will show you the title, format, quantity, and price of all texts that you placed in your cart.

14. After you have reviewed your cart click **Proceed to checkout**
15. Sign in to your MBS account or create an account by selecting the *I don’t have an account* button.

16. Review your billing and Shipping Information and select *Save and Continue*.

17. Enter your student ID.

18. Select your shipping method. Each shipping method has the price and date expected to be delivered listed by it.

19. Click *Save and Continue*.

20. Enter your payment information.
21. After you have entered and reviewed your payment information select **Finalize Order**

![Checkout page](image)

**Payment Information**

- Card Type: [Visa, Mastercard, Discover]
- Card Number: [Enter Card Number]
- Expiration Date: [Month, Year]
- Security Code: [Enter Security Code]

**Billing Address**

- Name: SARA LEBEL
- Address: 2711 WASH ST
- City: COLUMBIA, MO 65203-4613
- State: US

**Summary**

- Subtotal: $115.49
- Tax: $3.90
- Shipping: $10.79
- MBS Direct Total: $130.18

**MBS Direct Terms of Service**

- I have read and accept the [Shipping Terms & Conditions](#) as well as the [Privacy Policy and Disclaimers](#).

Once you have clicked the Finalize Order button, your order is immediately processed and it cannot be amended or cancelled. Your confirmation receipt will appear in the next step.

You may owe sales tax in your state for this order. Learn more.

[Finalize Order](#)

22. You will receive a confirmation email stating your order has been placed.