



OPTION 1: Purchase books for CCP students with a credit card

1. Create an eCampus account at <https://owens.ecampus.com/sign-in?ltype=m>
2. Send teamexpress@ecampus.com tax exempt form and email address the account was created with.
3. eCampus will add the email address as tax-exempt so that all purchases made on that account will be tax-exempt.
4. Once step 3 has been completed you can purchase books at <https://owens.ecampus.com/> and pay with a credit card.

OPTION 2: Purchase books for CCP students and charge account

1. Create an eCampus account at <https://owens.ecampus.com/sign-in?ltype=m>
2. Send teamexpress@ecampus.com tax exempt form and email address the account was created with.
3. eCampus will add the email address as tax-exempt so that all purchases made on that account will be tax-exempt.
4. eCampus will add funds to your account.
5. Once steps 3 & 4 have been completed you can purchase books at <https://owens.ecampus.com/> and pay with the funds on your account.
6. eCampus will send a monthly invoice to your email address with all the charges and order details.

OPTION 3: Purchase multiple books for the entire CCP class (Bulk Ordering)

1. Send teamexpress@ecampus.com tax exempt form and email address
2. eCampus will add the email address as tax-exempt so that all purchases made with that email address will be tax-exempt.
3. Send teamexpress@ecampus.com ISBNs, the quantity of each item, and shipping address.
4. eCampus will send you a quote to approve.
5. Once the quote has been approved we will place the order on your behalf.
6. The invoice for the order will be sent to your email once the item has shipped.