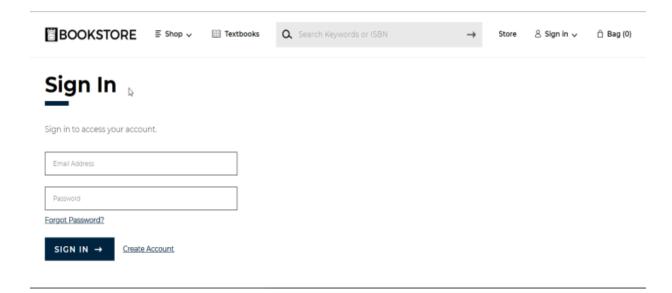
\*Students will ship their rental returns back to the bookstore (*or in-person where eligible*) at their own expense through a carrier of their choice.

To initiate a rental return online, the student must complete the following steps:

**Step 1**: Sign into the existing account associated with the rental account.



**Step 2**: Upon sign in, "Rentals" page and "Rental History" is displayed when the customer scrolls down the page.

The student selects either the **Return by Mail** button or the **Return All Rentals by Mail** link.

**Note:** Both options open the Return by Mail modal.

BOOKSTORE ≣ Shop ↓	Textbooks	Q Search Keywords or	ISBN 🚽	Store	옹 My Account 🗸	🖞 Bag (0)
< My Account Rentals Read Rental FAQ's >						
Looking to return, buy, or extend your rent	tal? You can see av	vailable options in <u>Rental</u>	History.			
Rental Account Information:	Rental Co	llateral:	Rental Agreemer	nt:		
Karthik Menon	eFollett Book		eFollett Bookstore			
1510 Valley Lake Dr	Visa endin		Details			
Schaumburg IL, 60195 US	Edit Existin	Add New Collateral				
kmenon@follett.com 888-888-8888						
Edit						

Return All Rentals by Mail

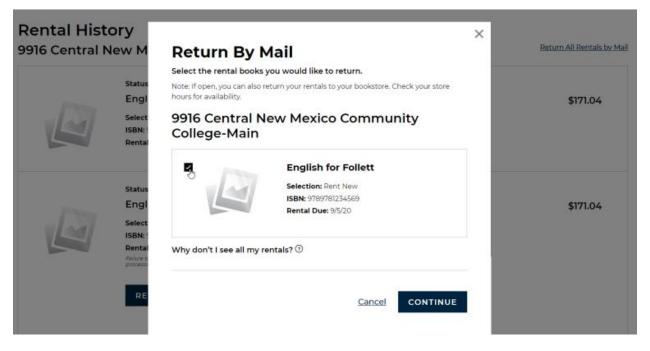
## Rental History 9916 Central New Mexico Community College-Main

	lm
Status: Complete   Rented Online	0
English for Follett	\$171.04
Selection: Rent New ISBN: 9789781234569	
Rental Due: 5/30/20	
Status: Active Rental   Rented Online	
English for Follett	\$171.04
Selection: Rent New	
ISBN: 9789781234569	
Rental Due: 9/5/20	
Failure to record a vertial item on-clime Will result in non-vertain charges and processing fees of \$77206 to the card associated with the rental account.	
RETURN BY MAIL -> Buy >	

**Step 3**: The Return By Mail model displays all rentals eligible to return.

Rentals already returned, charged non-return fees, extended, or converted to purchase are not displayed.

The student selects the rental books they wish to return and clicks **CONTINUE**.



\*School listed used as an example only

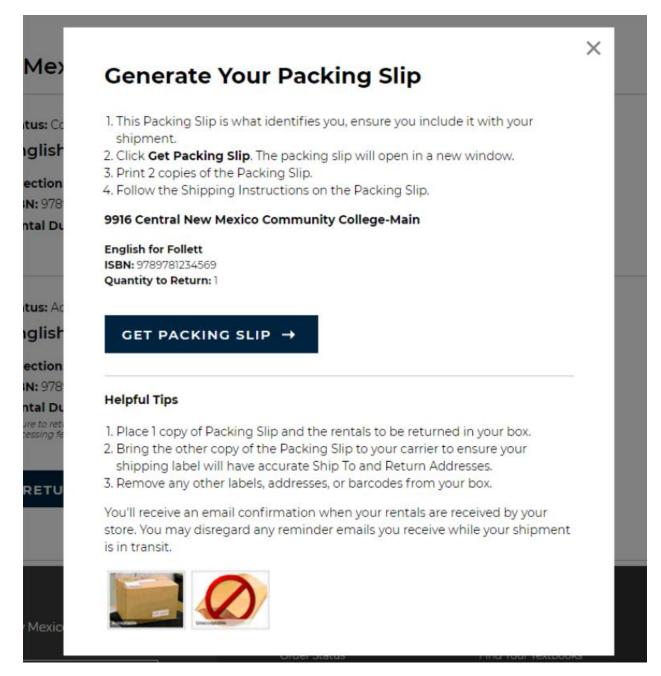
**Step 4**: The student selects their return address from the drop down menu or selects the **Enter a New Address** link.

Rental Hist 9916 Central I	Ory lew Mexico Correturn By M Your Return Ad	X Return All Rentals by Mail
	Status: Complete   Rr English for Foll Selection: Rent New ISBN: 9789781234569 Rental Due: 5/30/20 Cance	\$171.04
	Status: Active Rental English for Follett Selection: Rent New ISBN: 9789781234569 Rental Due: 9/5/20 Railore to neural anental ferm on-time will result in non-return o processing Nees of ST7/26 to the card associated with the rental RETURN BY MAIL → Buy >	station \$171.04

Rental Hist 9916 Central N	-	Return By Mail	×	Return All Rentals by Mail
1700	Status: Complete   F English for Fol	Select Saved Address New Return Address First Name		\$171.04
E	Selection: Rent New. ISBN: 978978123456: Rental Due: 5/30/20	Last Name United States   <u>Select Country/Territory/Region</u>		
1000	Status: Active Renta English for Fol	Address Address 2 (Optional)		\$171.04
H	Selection: Rent New. ISBN: 978978123456: Rental Due: 9/5/20 Failure to return a rental its processing fees of \$7706 to	City Select State		
	RETURN BY N	Cancel CONTINUE		

**Step 5**: The Generate Your Packing Slip option is displayed.

The student reviews the Helpful Tips and then clicks **<u>GET PACKING SLIP</u>**.



**Step 6:** The **<u>GET PACKING SLIP</u>** button opens a new window. The student reviews the Shipping Instructions and prints the packing slip.

PACKING SLIP			Return Date:	June 11	, 2020	
PID0000000	0000006	577841	Returned By:	2230 H	st Iassell Road an Estates II	
			Ship To:	Mexico 725 Un Test Ac Test Ac	402 Central o iversity Blvo ddress Line 3 ddress Line 3 uerque NM,	SE 2 3
RETURN BY MAIL			Email:	kmend	on@follett.co	om
ISBN Due Date	Author:	Title	E	dition:	Publisher	Qty
Due Date						
9789781234569 9/5/2020	Flores	English fo Follett	or 13	th	Atlantic Mo	1
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\*Students will ship their rental returns back to the bookstore (*or in-person where eligible*) at their own expense through a carrier of their choice.