

VA Chapter 31 Online Ordering Process

1. Go to www.uwfshop.com
2. Scroll down to “Get Your Textbooks”
 - a. Enter Student ID and press Enter
 - b. Verify Student ID and Term is correct
 - c. Click on “Find Courses”
3. Your booklist will populate for all enrolled courses
 - a. Select **REQUIRED** material(s) for each course
 - i. For courses that offer a **CHOICE**, it is not necessary to purchase all choice materials. Choose one.
 - ii. **RECOMMENDED** and **STORE SUGGESTED** items will not be covered by VA benefits.
 - iii. Duplicate materials will not be covered by VA benefits. Choose only one format of the required course material.
 - b. Once you’ve completed your selections, click on “Add Items to Bag”
 - c. Confirm selections and click on “View Bag & Checkout”
4. Create an account using your UWF email address
 - a. Choose Delivery Method
 - i. VA Chapter 31 clients are **REQUIRED** to choose **PICK UP** as their method of delivery
 1. If shipping is required, please email Bookstorevoucher@uwf.edu with your shipping information.
 2. Shipping costs for Pensacola, Pace, and Milton residents will not be covered by VA benefits
 - b. Click on “Any special instructions?”
 - i. Enter in message box, **VA Chapter 31 Student**, then click on “Proceed to Payment Method”
5. Choose Payment Method
 - a. Click on “Fin Aid/Dual Enrollment/VA”
 - i. Enter your Student ID and Bookstore PIN
 1. Bookstore PIN can be found under “My Accounts” in MyUWF
 2. If you do not have a PIN, please email Bookstorevoucher@uwf.edu for assistance
 - ii. Click on “Find Accounts”
 1. You will need to place separate orders for textbooks, school supplies, and ink/paper (if authorized by your VA counselor)
 - a. Restricted merchandise is not covered by VA benefits such as clothing, masks, electronics, convenience, health & beauty, etc.
 2. Choose from the following options:
 - a. **VACH31-Text-Current Semester 20XX** for textbooks & digital materials
 - b. **VACH31-Supply-Current Semester 20XX** for general school supplies

- c. **VACH31-Ink-Current Semester 20XX** for ink and printer paper, if authorized by your VA counselor
3. Agree to the “Terms & Conditions”:

I am liable for any financial charges in which the VA does not cover due to unauthorized merchandise, duplicate course materials, and/or lack of signature upon receipt.

If I drop a course, I understand that I am required to return the merchandise back to the UWF Bookstore within 7 business days. Failure to do so will result in a financial hold being placed on my student account.
4. Click on “Pay With This” then click on “Place Order”
5. You will receive an email confirmation notifying you that we have received your order
6. You will receive a second email notification once your order has been fulfilled and is ready for pick up.
7. You will pick up at the window located outside the Bookstore in the University Commons
8. Please present your photo id at time of pick up
9. A signature is required for orders purchased in-store and online