



## How to Return for a Refund

1



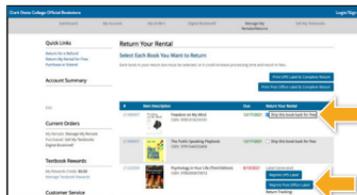
Log into your **myClarkState**. Under Quick Links, select **Virtual Bookstore**.

2



Select **Manage my Rentals/Returns** from the dashboard. Then select **Return for a Refund**. Please note that you can only return items for a refund within 30 days of the course start date or date of receipt, whichever is greater.

3



Please let us know a reason why you want to return the item(s). Once you have select the item(s) you wish to return, select **Print Label & Complete Return**.

4

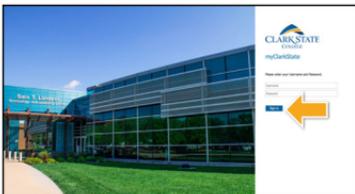


Use your UPS label to ship back your return(s). Affix the return label to your package. Place the packing slip inside the package. Take your package to any UPS store to return.



## How to Return Rentals

1



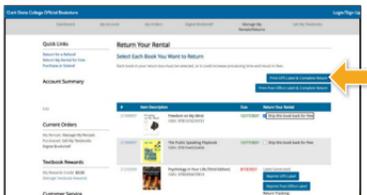
Log into your **myClarkState**. Under Quick Links, select **Virtual Bookstore**.

2



Select **Manage my Rentals/Returns** from the dashboard. Then select **Return My Rental for Free**.

3



Once you have selected the item(s) you wish to return, select **Print Label & Complete Return**.

4



Use your **FREE UPS** label to ship back your return(s). Affix the return label to your package. Place the packing slip inside the package. Take your package to any **UPS** store to return.