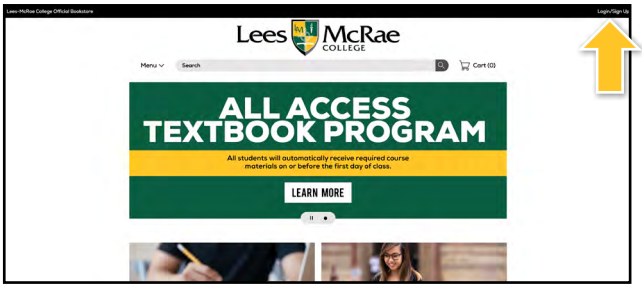
Lees McRae COLLEGE | **ALL ACCESS TEXTBOOK PROGRAM**

How to Return *Rentals*

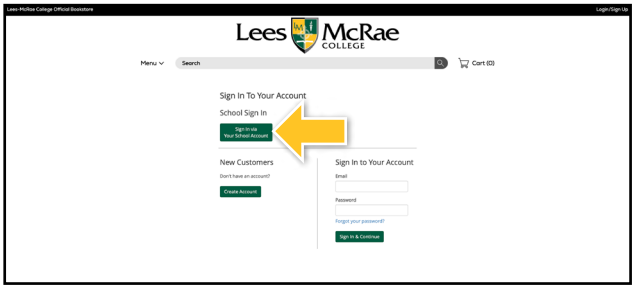
For the most seamless rental return process, please return your course materials to the Mailroom on Campus.

1



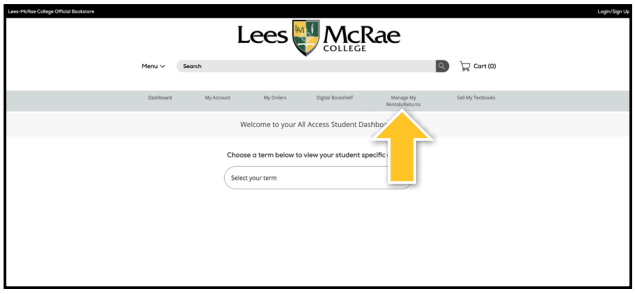
If you are unable to return your rentals to the Mailroom on Campus, visit **lmc.ecampus.com** and select **Login/Sign Up** in the upper-right corner to return materials online.

2



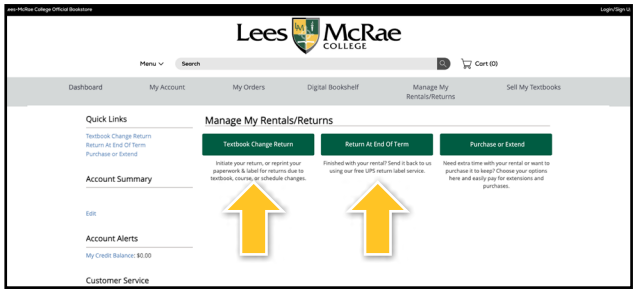
Select **Sign In via Your School Account**. You will be redirected to sign in using your Lees-McRae College credentials.

3



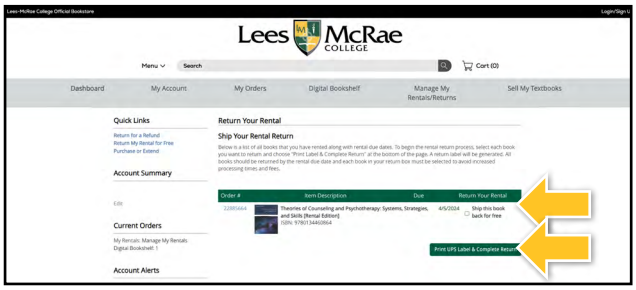
Select **Manage My Rentals/Returns** from the menu at the top.

4



Select **Return At End Of Term** if your semester is coming to a close or **Textbook Change Return** if you have dropped a course. To avoid charges, you will have 7 days from the time your course was dropped to return your old books.

5



Locate the rental(s) you wish to return and select the **Ship this book back for free** box. Select **Print Label & Complete Return**.

6

Print your free UPS label and packing slip. Insert the packing slip with the rental(s) you are returning and place the shipping label to the outside of your package. Take your package to The UPS Store.

Questions? lmc.ecampus.com/help

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