**How to Use eWallet**

| Start by clicking on “Sign Up” in the eWallet section of the Home Page ([www.bookwormcentral.com](http://www.bookwormcentral.com)) |
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| 1. Sign up by clicking on “Register” |
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| 1. Fill out your name, phone, email, and create a password. |
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| 1. Add a student to the account, by filling out the student name, school, grade, teacher, and the maximum amount to spend\*. Click “Add Student”. |
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| 1. Click “Add/Update Credit Card Details”. |
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| 1. Enter your credit card information and click “Pay” to continue\*. |
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| **\*Your card will NOT be charged until a purchase has been made. Only the amount purchased will be charged, not the maximum amount.** |
| 1. If you have multiple students, repeat steps 3-5 until all students are added. |
| 1. When finished, click on Print eWallet. |
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| 1. Print out the eWallet to give to your student. Repeat for each student. |
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**Other Features**

| History: allows you to see purchase history: |
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| Unlink Credit Card: when you no longer wish to have your credit card tied to an account, you can unlink it from a student account. |
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| You can add the maximum amount of a student’s eWallet by going to “Edit Information” and entering how much you want to add to their account. Click “Update” when finished. |
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