

Rental Book Online Returns

www.tiffinuniversityshop.com

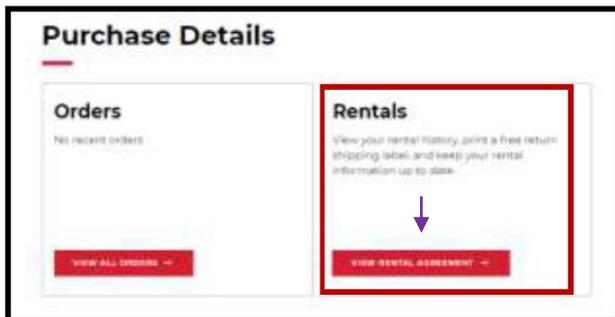
Note: The step outlined here will start the process of returning your rental book(s) by providing a pre-paid shipping label in the event you are unable to bring your rented book(s) to the bookstore before the rental due date of **May 4th 2020**. Books are not officially checked in until it arrives in the store and the check-in process is completed by a store team member. *If you rented your book in-store, you can also generate a label from an email reminder link that will be sent to your registered email address as the due date approaches.

Important: The packing slip generated from this process must be included in the shipment. Books shipped without identifying information will not be properly removed from your account.

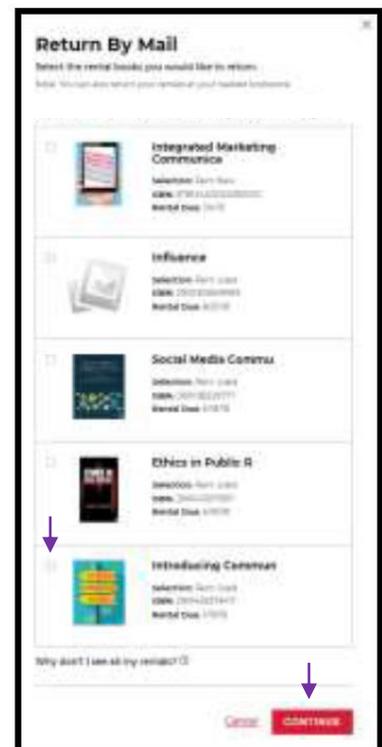
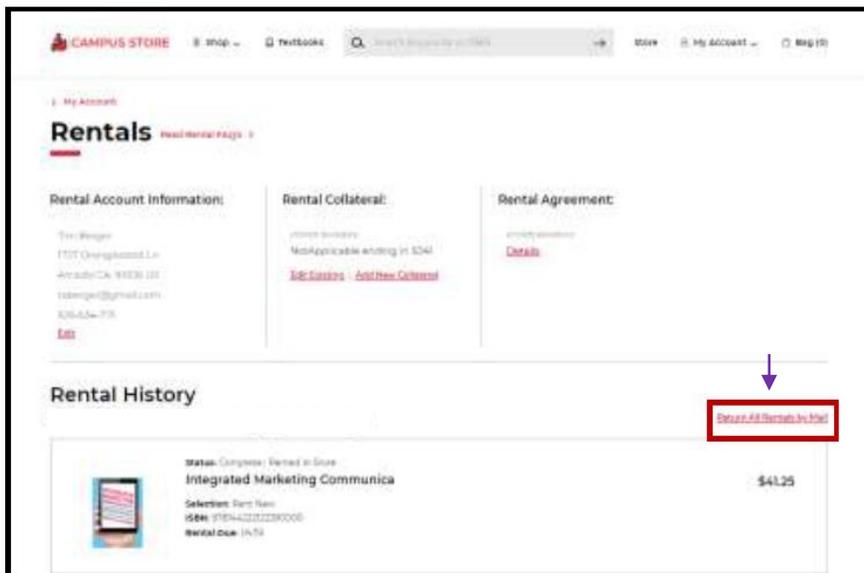
To initiate a rental check-in online:

1. Log into the www.tiffinuniversityshop.com website.
2. Click the **My Account** link found at the top right bar of the screen. The *My Account* screen displays.
3. Select the button in the *Rentals* box under *Purchase Details*.

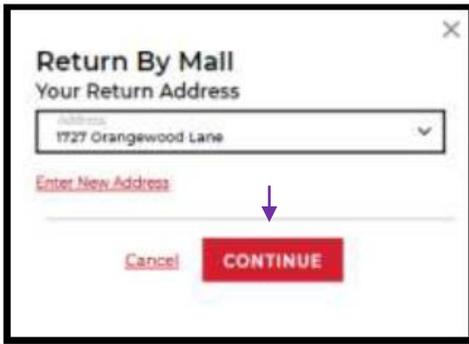
Note: Not all buttons display if no outstanding rentals exist at the time of login, just the View Rental Agreement button displays. The Rentals screen displays.



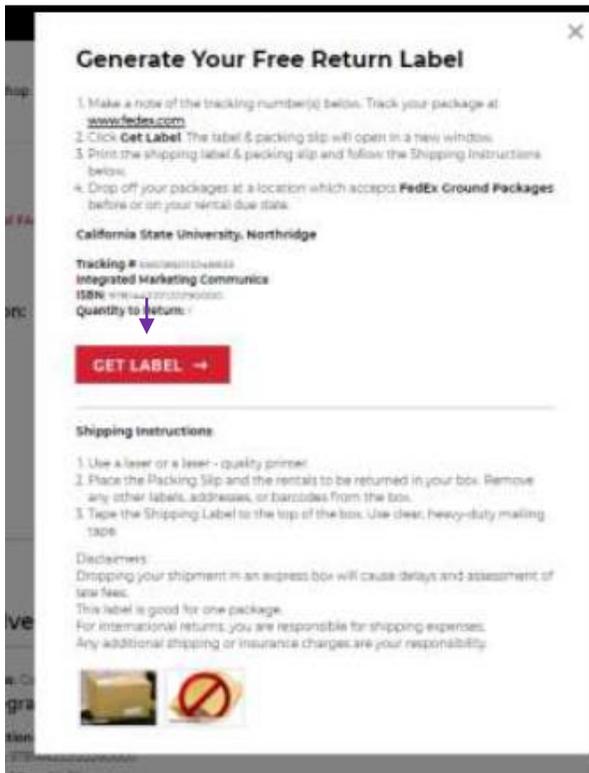
The *Rentals* screen displays.



4. Check the box next to each rental to be checked-in or select the **Return All Rentals by Mail** link.
5. Select the **CHECK-IN** button. The *Return By Mail* screen displays (see image to the right).

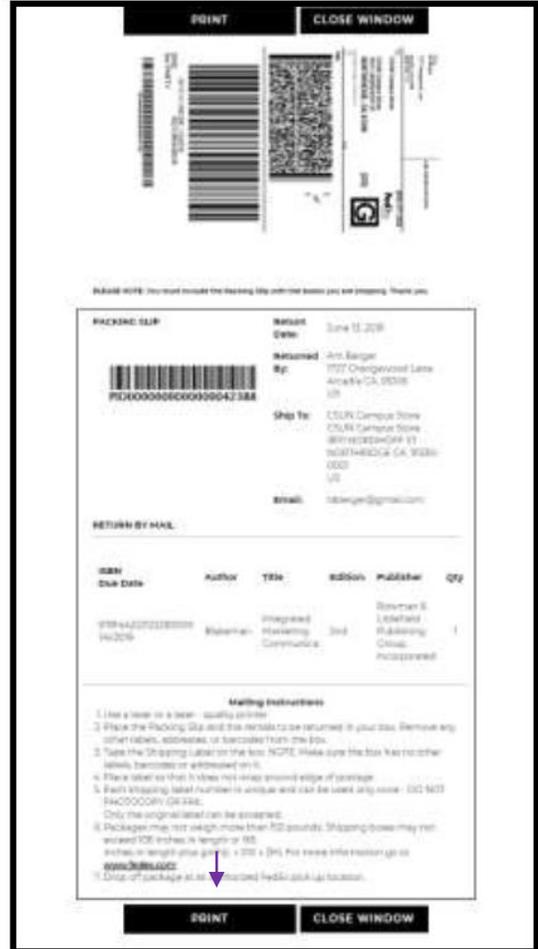


6. Select **Continue**. The *Generate Your Return Label* screen displays.



7. Select **Get Label**.

8. Select **Print**, then **Close Window**. A packing slip and package label are printed.



9. Affix the shipping label to the outside of the package containing your rental books and place the packing list inside the box. Drop off the package at any FedEx Ground location.

Important: Packing list must be included to ensure proper processing of your rental items.

Please contact the bookstore during business hours for assistance with returning your rental books. Current store hours of operation can be found at <https://www.bkstr.com/tiffinstore/store-hours>