

How to Redeem Capstone Rewards Points

You can view all of your Capstone Rewards information by logging in at: www.CapstoneRewards.com

1. Log into your Capstone Rewards account
2. Click "Redeem Points"
3. Enter the number of points you wish to redeem
4. You will then be presented with a certificate
5. Print out your certificate
(If you would like to place the order **online** skip to step 8)

6. Print the bookcart that you wish to use your points for.
7. **Fax** the Rewards certificate and your bookcart to 888-517-8978

8. **Online:** Go to the bookcart you have created at www.CapstonePub.com
9. Click "Proceed to Checkout"
10. Enter your Billing and Shipping address
11. Enter your PO information. If you are using only rewards points to pay for the order please enter "Rewards Points" in the PO section along with your name and telephone number
12. Under "Additional Order Instructions" Place your rewards number, the last 6 digits of your rewards certificate, and amount of rewards points you are using.
13. Click "Submit Order"

Let me know if you have any further questions!!

Thank you again,

Laura Herbst-Johnson