

UBuildABook EZPay Program Overview

Our EZPay program is where we setup a webpage for assisting the school with collecting the parent payments for Yearbook Orders and/or Fundraiser Ad Sales. This is handled through our Yearbook Pro Software. The parent payments for yearbooks come directly to us since it uses our Visa/Master Card/Amex merchant accounts. We credit the amount collected towards the school's total order.

The school's Yearbook Administrator is able to login to Yearbook Pro Online to get a recap of the money collected (when, who, how much, how paid, what ordered).

For Fundraiser Ad Sales, the parent will be able to login and create their Ad Page (or ¼ page or ½ page or business card), depending on which options the school wants to offer.

NO CHARGE TO SETUP and GET STARTED

UBuildABook EZPay FAQ for School

How can parents pay for the yearbook and/or ads?

Our standard payment accepts Visa, MasterCard, Discover and American Express. That information would be communicated on the individual school's selling page.

How is the school informed about the EZPay Yearbook Orders?

The Yearbook Administrator can login to their Yearbook Admin webpage and see a recap of pre-sold books (date, student name/homeroom, quantity, amount paid and order details) and Ads purchased (1/4 page, 1/2 page, full page, etc).

How is the EZPay payment price determined and updated?

The school determines the price(s) to be charged and the effective dates of the prices. This information is sent to the school's yearbook coordinator at UBuildABook and the payment webpage is updated on the effective date of the prices. The school also determines the cutoff date for accepting EZPay yearbook orders and/or ad orders.

What happens with the money that is paid by the parents?

- The parent payments for yearbooks come directly to us since it uses our Visa/Mastercard/Amex Merchant Accounts.
- Our online reporting details the monies that have been collected.
- The monies collected for yearbook sales (less the 5% credit card merchant and handling fee) are applied directly to the school's yearbook invoice.
- The monies collected for yearbook Ad Sales (less the 10% royalty and credit card merchant fee) are applied directly to the school's yearbook invoice.
- All amounts collected will reduce the balance owed for the yearbooks.
- Any overage in the amount of money collected can be returned to the school or use as next year's yearbook deposit.

How/when is the yearbook distributed?

Yearbook Distribution depends on the arrangement made by the school. There are two options which can be selected by the school:

Option 1: All yearbooks are sent to the school for distribution to the students.

This is the lowest cost option since bulk yearbook shipping is the least expensive shipping option.

Option 2: Yearbooks can be mailed directly to the shipping address requested by the purchaser of the yearbook. This option has an extra shipping and handling fee associated with it.

UBuildABook EZPay FAQ for Parents

How can I pay for the yearbook?

We accept Visa, MasterCard, Discover and American Express. Some schools have also arranged for check order processing. That information would be communicated on the individual school's selling page.

I tried to order a yearbook but it says I'm past the deadline, now what?

Please contact your school yearbook advisor. UBuildABook cannot accept orders past the online ordering deadline determined by the school.

What should I do if I am uncomfortable placing an order online.

Our website is 100% secure. It is as safe as purchasing in a store or over the phone. However, you can call our support line and we will enter the order on-line for you (using the same order form you have access to).

I can't find my receipt.

An automated receipt is emailed to you right after your order is placed. Please make sure to also check your spam filter. If you are unable to locate your receipt please see the instructions for contacting UBuildABook under section highlighted in Yellow below.

I would like to change or cancel an order?

If details entered in your order must be changed after the order has been processed, you must contact the school directly.

If you wish to cancel your order for any reason and less than seven (7) days have passed since the date of the order, please follow the instructions for contacting UBuildABook under section highlighted in YELLOW below. If more than seven (7) days have passed since the date of your order, you must contact the school directly. Please see the instructions for contacting your school highlighted in YELLOW below.

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UBuildABook EZPay FAQ for Parents

My address will be changing very soon and I specified that I wanted the yearbook shipped to my home, how do I change my address so the yearbook goes to the right address?

If you know your new address and are certain it will be in effect by the distribution date for the book you should enter that info into the shipping address form when placing your order. If you're uncertain when you will be moving, or you do not know your new address, you should contact the school directly as soon as you have confirmed your new address and/or date of occupancy (See the highlighted in YELLOW, below).

How do I know for certain that my order has been received?

Immediately after completing your order and your credit card has been processed, you will receive an e-mail confirmation at the email address you have supplied in your order. This confirmation will include your order number, the total amount that was charged to your credit card, and a list of the items purchased.

Still Have Questions?

If you have questions about your credit card processing and anything else directly related to the process of using your credit card and, please contact us at Yearbooks@UBuildABook.com

If you have questions about delivery, photos, anticipated distribution dates and anything else that relates to the yearbook, please contact your school.