

## Paying Fines Online

If you owe more than \$2.00, you can use a Visa, Master Card or Discover Card to pay fines and replacement fees online.

- There is no additional transaction fee charged.
- You pay all outstanding fines, or you can select line items to pay
- You will get an on screen receipt that you should print.
- If you enter a valid email address, you will get a copy of the receipt emailed to you.
- Your patron record is immediately updated with the payment. You will need to refresh the screen to see your updated patron record.
- Your credit card data is entered on a secure server and is passed directly to the payment processor. The library does not retain credit card information.

### How to pay your fines and fees online

[My Account Help](#)

[Catalog Help](#)

Step 1 Log into My Account by entering your name and library card number

Please enter the following information:

Your Name:  For example, type **Jane Smith**

Library Card Number:  For example, type **23456...**

Step 2 If there are any fines overdue fines or fees on your account there will be a link with the amount owed indicated. Click on this link to see a list of your

fines and fees.

MY ACCOUNT

FORD  All Libraries

[Search the Catalog](#)  
[Preferred Searches : How to Use...](#)  
[0 Items currently checked out](#)  
[0 requests \(holds\)](#)  
[\\$1.75 in unpaid fines and bills](#)  
[Modify Personal Information](#) - Sign up here for [Email Notification!](#)

Step 3 Above and below your list of fines will be buttons labeled Pay Online. Click on one of those buttons.



**FINES**

*The mystery of the blue train : a Hercule Poirot novel / Agatha Christie.*

OVERDUE ITEM RETURNED	\$0.25	
DATE CHECKED OUT:		Tue Sep 18 2007 04:33PM
DATE DUE:		Tue Sep 18 2007
DATE RETURNED:		Wed Sep 19 2007




Step 4 If there are multiple charges you may choose to uncheck the fines you do not wish to pay at this time, and then click on the button labeled "Recalculate Total." The resulting total must be greater than \$2.00.

Type your billing information into the form and click on the Submit button. The name and email address will already be entered from the patron record. If the name on the credit card is different, change the name to match the name on the credit card. You can also change the email address for the receipt.


edinetwork / All Libraries - Microsoft Internet Explorer

The Catalog - Online Payments

We accept MasterCard, Visa, and Discover

Your credit card Information is passed directly to the processor.  
The library does not retain credit card information.



**Fees/Fines:**

<input checked="" type="checkbox"/> The mystery of the blue train : a Hercule Poirot novel / Agatha Christie.	\$0.25
<input checked="" type="checkbox"/> Forward the mage / Eric Flint & Richard Roach.	\$0.25
<input checked="" type="checkbox"/> The Peshawar Lancers / S.M. Stirling.	\$0.25
<input checked="" type="checkbox"/> Card Replacement	\$1.00
<input checked="" type="checkbox"/> Test charge	\$0.25
<b>TOTAL FINES :</b>	<b>\$2.00</b>
<b>TOTAL :</b>	<b>\$2.00</b>

**Billing Information:**

Name:

Address:

City:

State:

Zip Code:


Send Receipt to Email:

**Credit Card Information:**

Card number:

Expiration:  /

Security Code:



Done Local intranet

Step 5 A confirmation screen appears. When you have verified the information is correct click on Submit. Your credit card will be charged at this point. If you need to modify this information click on Cancel and you will be able to enter

you billing information again.

**Is this information correct and complete?**

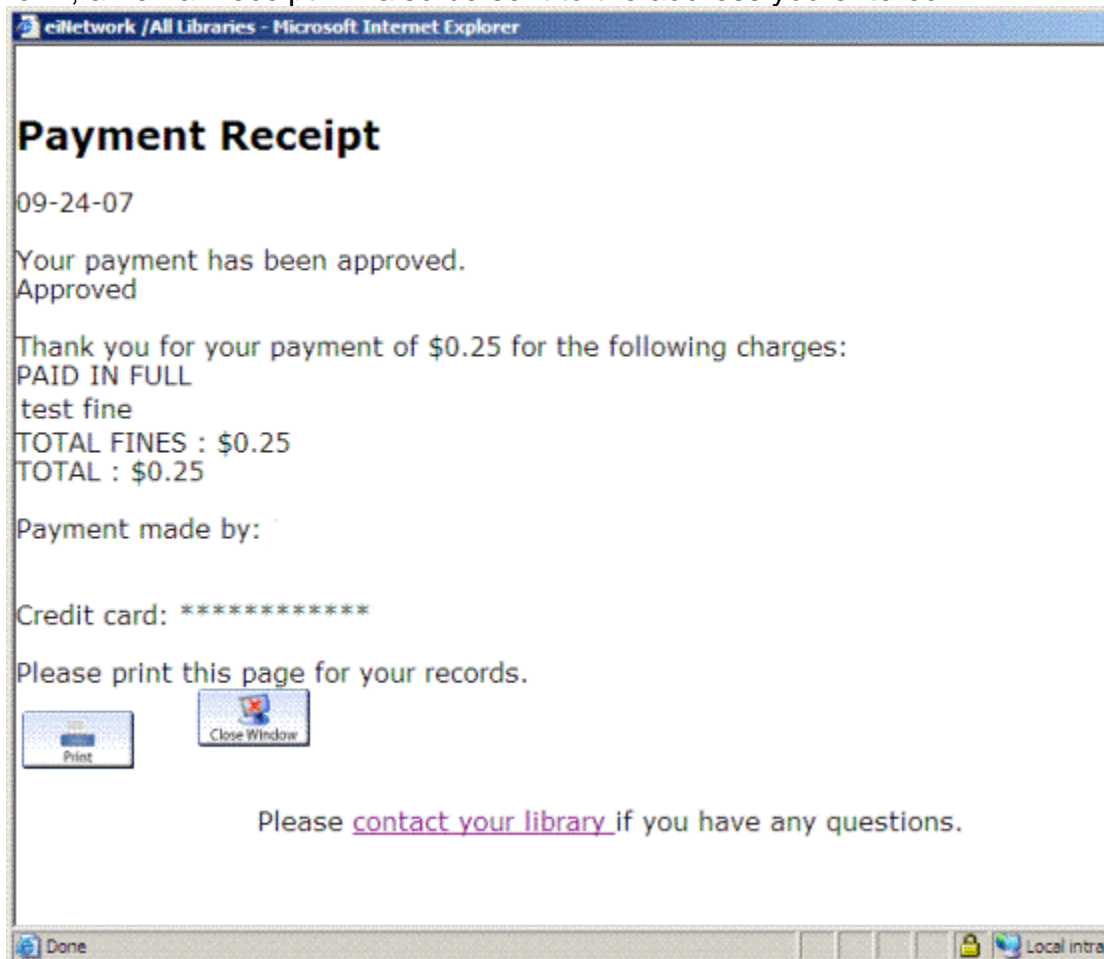
<b>Payments:</b>		<b>Billing Information:</b>	
The mystery of the blue train : a Hercule Poirot novel / Agatha Christie.	\$0.25	Name:	
Forward the mage / Eric Flint & Richard Roach.	\$0.25	Address:	
The Peshawar Lancers / S.M. Stirling.	\$0.25	City:	
Card Replacement	\$1.00	State:	
Test charge	\$0.25	Zip Code:	
		Send Receipt to Email:	
		<b>Credit Card Information:</b>	
		Card number: *****	
		Expiration:	
		Security Code:	
TOTAL FINES :	\$2.00		
TOTAL :	\$2.00		

NOT VALID UNLESS SIGNED  
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Submit Cancel

Step 6 A Payment Receipt page will be available to the printed immediately after the successful transaction. If you entered a valid email address in the billing

form, an email receipt will also be sent to the address you entered.



Please  
Note

A Successful transaction will immediately update the balance in your library account. When you close this receipt window, the screen with your library account information may still show your fines and fees and unpaid. The correct and updated information will be displayed if you do one of the following:

- refresh your browser screen
- search the catalog while logged in, and return to your account
- log out of your account and log back in