

Paying fines and fees with your credit card

MCLINC now offers the ability to pay fines, fees and lost book charges from your home computer. (Cell phone option coming soon!)

A library card and password is required in order to access your secure patron account. If you do not have an account log on, you can create one at the [Log In](#) page of the online catalog.

Once logged on to your account, click the link for **Fines & Fees**. Follow the instructions to make your credit card payment. Minimum payment is \$5. MCLINC accepts PayPal payments, or the following credit cards:



Due to strict payment card industry security requirements, this service is only available from home. A \$1 fee will be charged to help cover the costs to provide and maintain this service. To avoid paying this fee, please continue to make your payments by check or cash at the library.

Attached are some screen shots to guide you through the process. Approved payments will be immediately posted to your patron account.

Select a fine amount to be paid then click the **Pay Fines Now** link

MCLINC MCLINC System
...the only connection you need!

LIBRARY INFO SEARCH MY ACCOUNT HELP

My Account
Patron, MCLINC
• \$17.50 owed on your account
My Record
Items Out
Requests
Fines & Fees (\$17.50)
Reading History (5)
Saved Searches (1)
Log Out

Name: Patron, MCLINC
Barcode: *23AZ
Username: maryam
Registered at: Words on Wheels
Patron code: Adult (Patron 18 and over)
Date of original registration: 8/14/2002
Expiration date: 3/1/2013

Fines & Fees

<input type="checkbox"/>	i	Transaction Date	Type	Reason	Title	Amount	Balance
<input type="checkbox"/>	i	2/5/2013	Charge	Computer Copies/Printouts		\$10.00	\$8.50
<input checked="" type="checkbox"/>	i	2/5/2013	Charge	Video in Bookdrop Fee		\$5.00	\$5.00
<input type="checkbox"/>	i	2/5/2013	Charge	Rental Fee Not Paid	The Rainmaker [videorecording (DVD)]	\$3.00	\$3.00
<input type="checkbox"/>	i	1/17/2013	Charge	Lost Card		\$1.00	\$1.00

Charges: \$17.50 **Deposits:** \$0.00 **Credits:** \$0.00 [Pay Fines Now!](#)

Log Out

The option to cancel or read the MCLINC privacy and refund policies is presented.

The screenshot shows the MCLINC System interface. At the top, there are links for 'LARGE TEXT', 'KID'S CATALOG', and 'MOBILE SITE', along with a 'Switch to another branch...' dropdown. The MCLINC logo is prominently displayed with the tagline '...the only connection you need!'. Below the logo is a navigation bar with 'LIBRARY INFO', 'SEARCH', 'MY ACCOUNT', and 'HELP'. On the left, a 'My Account' sidebar shows 'Patron, MCLINC' and a 'Log Out' button. The main content area contains a payment confirmation message: 'A small fee will be charged to help cover the costs to provide and maintain this service. To avoid paying this fee, please continue to make your payments by check or cash at the library.' Below this, another message states: 'A \$1.00 processing fee will be added to this online payment. If you would like to continue with this transaction, click Accept. To avoid a processing fee, please make your payment with cash or check in the library.' There are '<< Previous' and 'Accept >>' buttons. A red rectangular box highlights the link 'Privacy Policy | Refund Policy' at the bottom of the payment area.

MCLINC [Privacy policy](#). Your credit card numbers are NOT stored by MCLINC.

This screenshot shows the MCLINC System interface with the same header and navigation as the previous image. The main content area displays the text: 'To view the MCLINC Privacy Policy please go to <http://www.mclinc.org/PrivacyPolicy.pdf>'. A 'Back' button is located below the text.

MCLINC Refund policy

This screenshot shows the MCLINC System interface with the same header and navigation. The main content area displays the text: 'As refund policies vary across the consortium, MCLINC does not process online refunds for credit card payments. Please contact your local MCLINC library directly with any refund requests.' A 'Back' button is located below the text.

Review your payment information

My Account
Patron, MCLINC
Log Out

Fines and Fees			
Type	Reason	Title	Amount
Charge	Video in Bookdrop Fee		\$5.00
Charge	Processing Fee		\$1.00
Total \$6.00			

You will be redirected to PayflowLink ...

<< Back Continue >>

[Privacy Policy](#) | [Refund Policy](#)

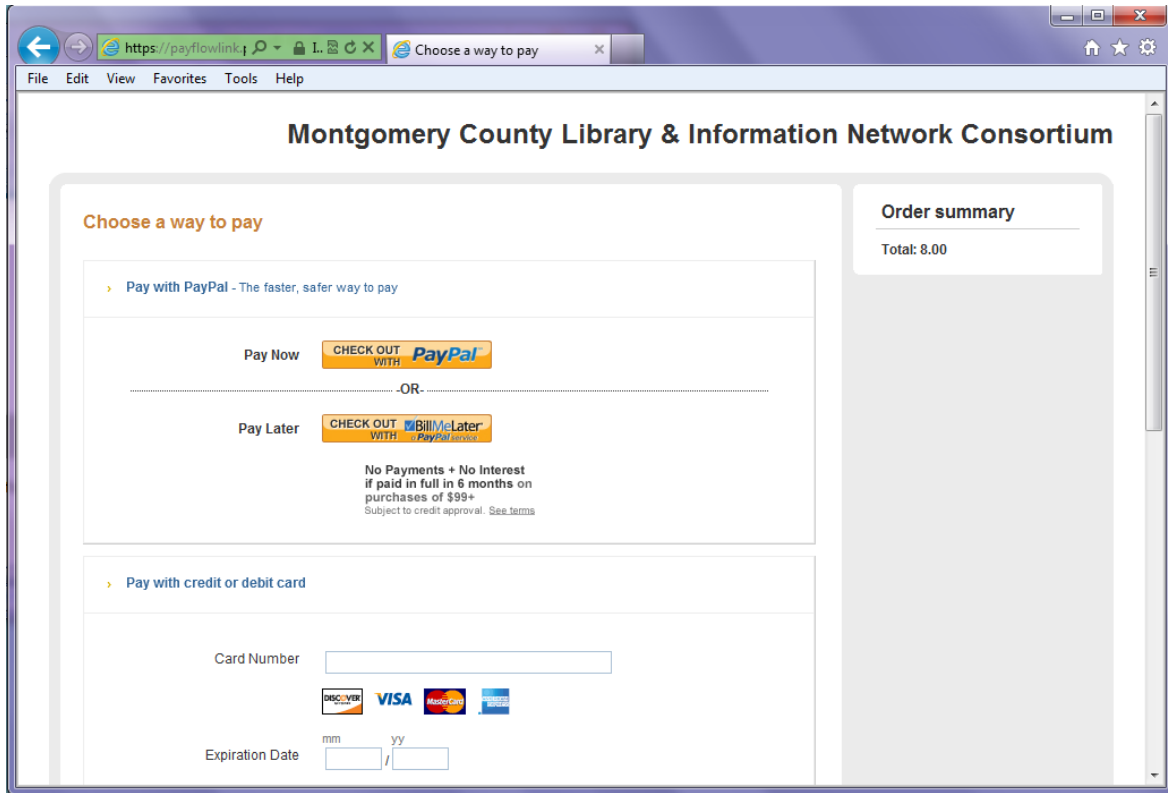
Click **Continue**

You will be redirected to the PayPal site, where payment can be made with your PayPal account or credit card.

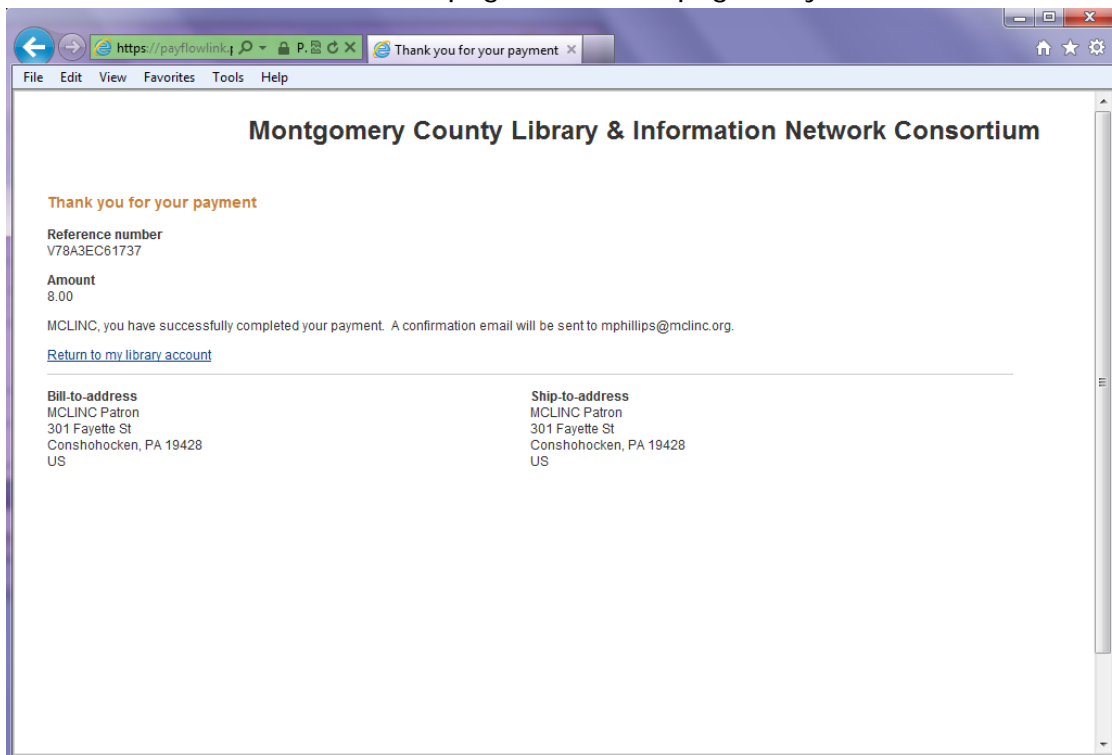
https://spica.mclinc... paypal.com

File Edit View Favorites Tools Help

Connecting to https://payflowlink.paypal.com ...



Complete the payment information and click **Pay Now**
You will receive a confirmation page. Print the page for your records.



You will receive an email confirmation (if an email address was supplied)
Click the link to return to your library account. The charge will no longer appear on
your fines and fees page.

The screenshot shows the MCLINC System web interface. The browser address bar displays <https://spica.mclinc.org/p>. The page header includes the MCLINC logo with the tagline "...the only connection you need!" and the text "MCLINC System". A navigation bar contains "LIBRARY INFO", "SEARCH", "MY ACCOUNT", and "HELP".

The "My Account" section on the left lists various options, with "Fines & Fees (\$29.50)" selected. The main content area displays the following account information:

- Name: Patron, MCLINC
- Barcode: *23AZ
- Username: maryam
- Registered at: Words on Wheels
- Patron code: Adult (Patron 18 and over)
- Date of original registration: 8/14/2002
- Expiration date: 3/1/2013

A "more information" link is available next to the registration date. Below this is the "Fines & Fees" section, which contains a table with the following data:

<input type="checkbox"/>	i	Transaction Date	Type	Reason	Title	Amount	Balance
<input type="checkbox"/>	i	2/8/2013	Charge	Damaged Item		\$12.00	\$12.00
<input type="checkbox"/>	i	2/5/2013	Charge	Computer Copies/Printouts		\$10.00	\$8.50
<input type="checkbox"/>	i	2/5/2013	Charge	Video in Bookdrop Fee		\$5.00	\$5.00
<input type="checkbox"/>	i	2/5/2013	Charge	Rental Fee Not Paid	The Rainmaker [videorecording (DVD)]	\$3.00	\$3.00
<input type="checkbox"/>	i	1/17/2013	Charge	Lost Card		\$1.00	\$1.00

At the bottom of the table, it states: Charges: \$29.50 Deposits: \$0.00 Credits: \$0.00. A "Pay Fines Now!" button is also present. A "Log Out" button is located in the bottom right corner of the page.

Don't forget to log out of your account!