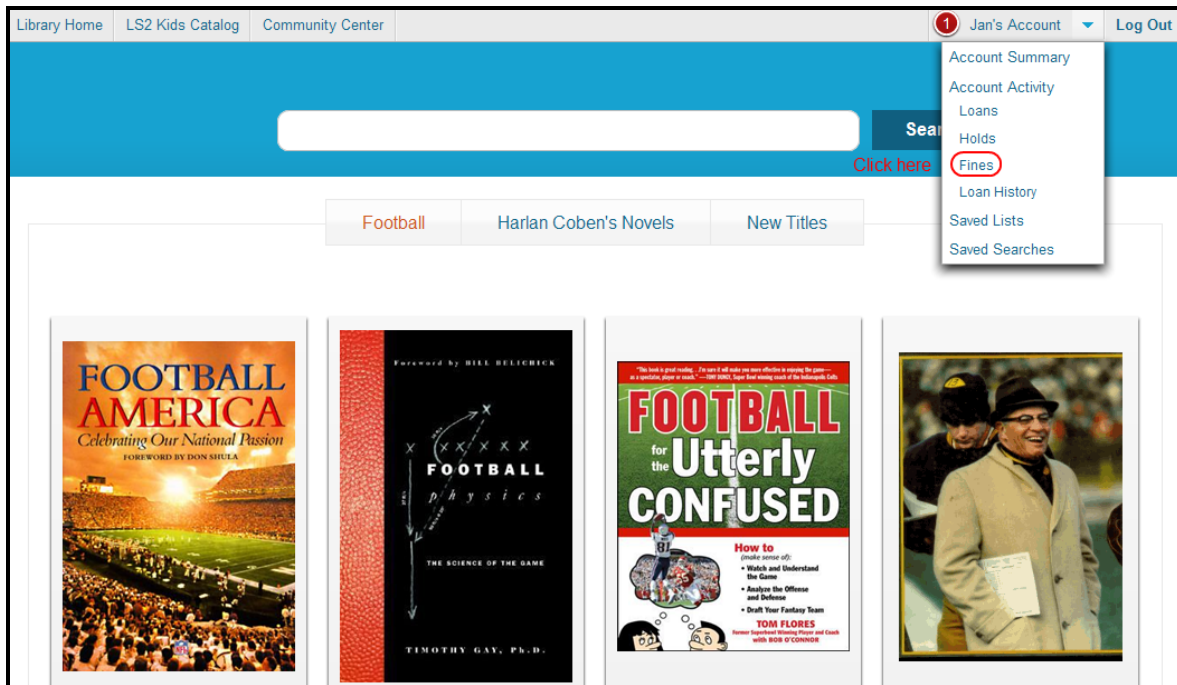


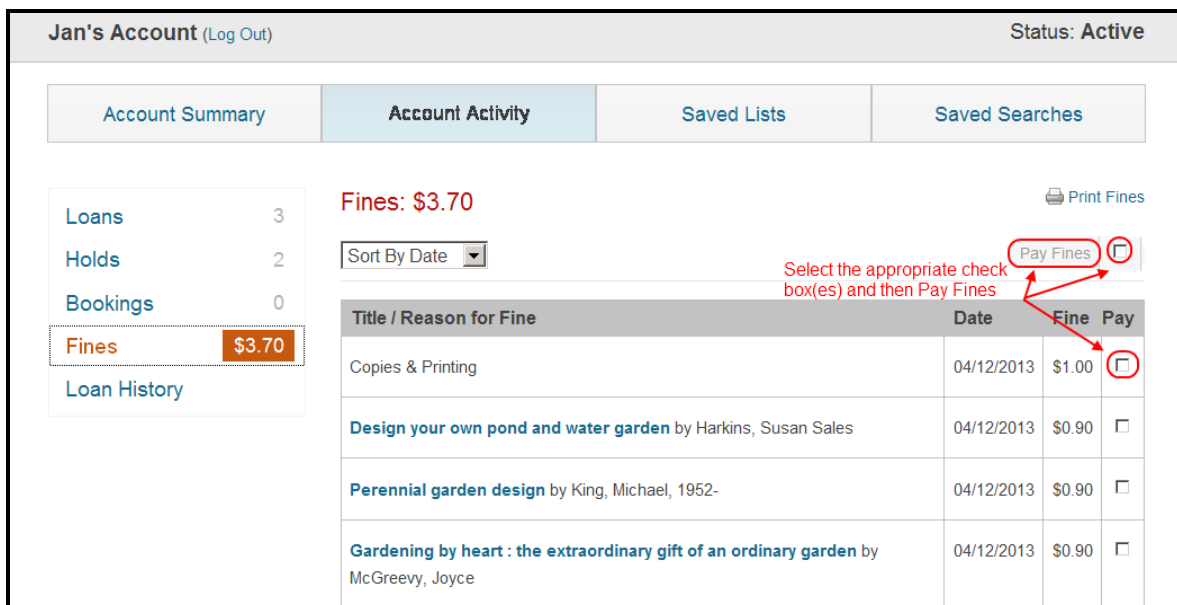
Pay Fines Using Authorize.Net

After the library obtains an **Authorize.Net** merchant ID and **LS2 PAC** is configured to use e-commerce, borrowers have the option to pay their outstanding fines online. Let's go over this feature.

First, the borrower logs in and then selects **Fines** from the account drop-down list.



The borrower then chooses which fines to pay or he/she can select the check box located below **Print Fines** to pay all fines. Next, click **Pay Fines**.



If the borrower does not have an e-mail address on file, a message will ask him/her to enter it. It is recommended the borrower enters an e-mail address as this will be their proof of payment. In addition, if you charge a convenience fee the borrower is notified how much he/she will be charged for this service. The borrower has the option to either proceed or cancel the process.

For proof of payment, we highly recommend you provide your e-mail address. Once payment has been accepted, you will receive your receipt via e-mail.

Type an e-mail address

You will be charged a convenience fee of \$1.00 to process this transaction.
 Fee determined per configuration

If the borrower decides to proceed with the process, the payment form will open. The total amount shown will include the selected fines and convenience fee, if applicable. The borrower enters their **Payment Information**, as well as their **Billing Information**. When finished, click **Submit**.

Order Information * Required Fields

Invoice Number: 20130423092813

Description:

Total: US \$4.70

Payment Information Enter payment information

Pay by Credit/Debit Card Bank Account (USA only)



Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mmyy)

Billing Information Make changes if applicable

Customer ID: 15411758277370

First Name: Last Name:

Company:

Address:

City:

State/Province: Zip/Postal Code:

Country:

Email:

Phone:

Fax:

Next, the payment form will close and a message advises the fines were paid successfully and an e-mail is on the way.

Your fines were paid successfully. You will receive a receipt via e-mail if you provided a valid e-mail address.

Jan's Account (Log Out) Status: Active

Account Summary Account Activity Saved Lists Saved Searches

Loans 2 Fines: \$0 Print Fines
 Holds 2 You currently have no fines.
 Fines

Gmail - 1 of 1

FreeScoreOnline - 3 Bureau Credit Report - View your latest Credit Scores from all 3 bureaus in 60 seconds for \$0!

Confirmation receipt via e-mail

Developer Test Account Customer Receipt/Purchase Confirmation

DO NOT CHANGE SHARED TEST ACCOUNT INFORI 9:38 AM (4 minutes ago)

Thank you for your order!

Order Information
 Merchant: Developer Test Account
 Invoice Number: 20130423092813
 Customer ID: 15411758277370

Billing Information Shipping Information
 Jan Doe
 1 MAIN STREET
 INWOOD, WV 25428
 JanMarissaDoe@gmail.com

Total: US \$4.70

Visa
 Date/Time: 23-Apr-2013 7:38:42 MDT
 Transaction ID: 2192386226

In the event a borrower's transaction was not approved due to the card being declined, invalid credit card information, or a hold on their account, the borrower will be notified. If payment is being held, it is important that the borrower prints out the message and then notifies you immediately. You will need to manually update their payment in the Circulation module.

Transaction not approved example

Error
 The credit card number is invalid.

Order Information * Required Fields
 Invoice Number: 20130415090256

Description:

Total: US \$4.70