2. Select Library Fine
3. Enter the amount and click Add Item.

4. You will be prompted to select a type of Fine and enter patron’s last name, first name and Univ ID #.

5. After clicking Add Item, a Order Summary will appear on the right. Confirm the amount with the patron and click Pay Now. *(You can also add additional items or transactions if needed)*

6. Click on Credit Card and TouchNet will connect with the credit card reader.
7. Patron will be prompted to Insert, Swipe or Tap Card:

- Patron will be prompted to confirm amount by pressing YES or NO.

- Patron may be asked to sign machine and/or enter a PIN code.

8. If signature is required, you will be asked to Accept the signature.

9. If payment is approved a Receipt will appear. You have the option to Print or Email receipt.