



Paying Fines on



Open the patron's record. The program takes you to the check out screen.

NEW PATRON CHECK IN

ETHAN AIDAN CHASE 1000100104073
ZEDS BLOCKS NOTES REGISTRATION REFRESH CLOSE

Check Out (0) Items (3)(0) **Account (\$5.00)** Claims/Lost (0/0) Holds (0) More

Scan or enter item barcode FIND TOOL RESET SPECIAL...

BARCODE	TITLE	DUE DATE	ACTION	MATERIAL TYPE	ASSIGNED BRANCH
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Click on *Account*.

NEW PATRON CHECK IN

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Check Out (0) Items (3)(0) **Account (\$5.00)** Claims/Lost (0/0) Holds (0) More

PAY Filter Charges

Charges: \$5.00 Deposits: \$0.00 Credits: \$0.00 Balance: \$5.00 View: Account Summary

TYPE	DATE	BARCODE	TITLE	REASON	ORGANIZATION	NOTE	AMOUNT	BALANCE
<input type="checkbox"/> Charge	12/26/2014			Copy Fee	Illinois Heartland Library System - Edwardsville		\$5.00	\$5.00

Check the box next to the charge to be paid. This will cause the *Pay* button to “light up”. Click on the *Pay* button.



FIND
Utilities
Help
Keyboard
cdawdy (zeds)

NEW PATRON
CHECK IN


ETHAN AIDAN CHASE
1000100104073
ZEDS
BLOCKS
NOTES
REGISTRATION
REFRESH
CLOSE

Check Out (0)
Items (3)(0)
Account (\$5.00)
Claims/Lost (0/0)
Holds (0)
More

PAY
Filter Charges

Balance: \$5.00
 Amount:
 Method:

- Cash
- Check
- Collection Agency
- Credit card - Manual
- Debit card
- Smart card
- Voucher

 Note:
PAY
CANCEL

Charges: \$5.00 Deposits: \$0.00 Credits: \$0.00 Balance: \$5.00 View: [Account Summary](#)

<input checked="" type="checkbox"/>	TYPE	DATE	BARCODE	TITLE	REASON	ORGANIZATION	NOTE	AMOUNT	BALANCE
<input checked="" type="checkbox"/>	Charge	12/26/2014			Copy Fee	Illinois Heartland Library System - Edwardsville		\$5.00	\$5.00
									\$5.00

Complete all of the boxes as appropriate, and then click on the green *Pay* button. Clicking the *Pay* button completes the process, and gives you the option of printing a receipt.