

# Paying Your Account Online FAQs

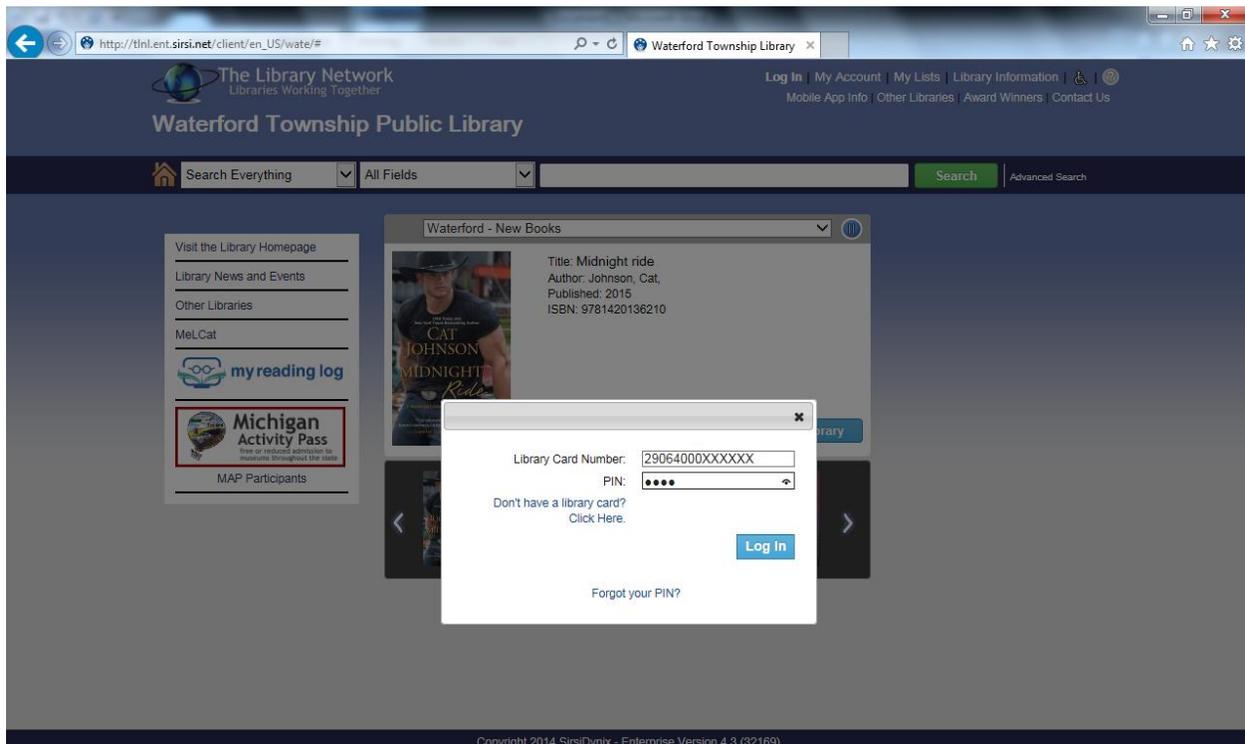
- You may pay your library account balance online from home or in the library from our public catalog or internet workstations provided that you know your library card and PIN number.
- Credit card transactions require a minimum payment of \$5.
- You may pay any number of single bill items or all bills together.
- Partial payments on bills are not accepted.
- You may use your PayPal account, Visa, MasterCard, American Express, or Discover card.
- You may not add money to your library account to cover the cost of future bills or printing from our computer workstations.
- Refunds on material owned by the Waterford Township Public Library billed as LOST may be returned for a full refund provided that the bill was paid within 90 days and you have a copy of the receipt.
- Refunds on materials billed as lost belonging to a library within our shared system is at the discretion of the owning library.
- Use the outline below to assist you in paying your account balance.

1. Begin by navigating to our catalog home page

[http://tln.ent.sirsi.net/client/en\\_US/wate/](http://tln.ent.sirsi.net/client/en_US/wate/) and selecting “Log In.”

The screenshot shows a web browser window displaying the Waterford Township Public Library catalog home page. The browser's address bar shows the URL [http://tln.ent.sirsi.net/client/en\\_US/wate/](http://tln.ent.sirsi.net/client/en_US/wate/). The page header includes the logo for "The Library Network Libraries Working Together" and the text "Waterford Township Public Library". A navigation menu in the top right corner contains links for "Log In", "My Account", "My Lists", "Library Information", "Mobile App Info", "Other Libraries", "Award Winners", and "Contact Us". Below the header is a search bar with a dropdown menu set to "Search Everything" and "All Fields". The main content area features a sidebar on the left with links to "Visit the Library Homepage", "Library News and Events", "Other Libraries", and "MeL.Cat", along with a "my reading log" button and a "Michigan Activity Pass" advertisement. The central area displays a featured book, "Lock In" by John Scalzi, with its cover image and details: "Title: Lock in [large print]", "Author: Scalzi, John, 1969-", "Published: 2016", and "ISBN: 9781410478344". A "Find In My Library" button is located below the book details. At the bottom of the page, a copyright notice reads "Copyright 2014 SirsiDynix - Enterprise Version 4.3 (32169)".

2. Enter your library card number without spaces and your PIN number. The default PIN is 1234 if you have not created a unique PIN for your account.



### 3. Select “My Account.”

The screenshot shows the Waterford Township Public Library website. The browser address bar displays [http://tln.ent.sirsi.net/client/en\\_US/wate/dt=list](http://tln.ent.sirsi.net/client/en_US/wate/dt=list). The page header includes the library logo, the text "The Library Network Libraries Working Together", and the library name "Waterford Township Public Library". A navigation bar contains links for "Welcome DOE, JANE", "Log Out", "My Account" (highlighted with a red circle), "My Lists", "Library Information", "Mobile App Info", "Other Libraries", "Award Winners", and "Contact Us". Below the header is a search bar with a dropdown menu set to "Search Everything" and "All Fields". The main content area features a "Waterford - New Books" section with a book cover for "Fodor's Greece" and a "Find In My Library" button. A sidebar on the left contains links for "Visit the Library Homepage", "Library News and Events", "Other Libraries", "MeLCat", "my reading log", and "Michigan Activity Pass". The footer contains the text "Copyright 2014 SirsiDynix - Enterprise Version 4.3 (32169)".

#### 4. From the account overview page, select “Fines.”

The screenshot shows the 'My Account' page for Jane Doe at the Waterford Township Public Library. The 'Fines' tab is highlighted with a red circle. The page displays the following information:

**Personal Information**

DOE, JANE

Alternative ID:  
Street: 5168 CIVIC CENTER DRIVE  
CTY\_ST\_ZIP: WATERFORD MI 48329  
Zip: 48329  
Phone: 248-674-4831  
Email:

Change PIN  
Preferences  
Text Message Notifications

**Checkouts**

Digital:	0
Library:	0

**Holds**

Digital:	0
Library:	0

**Fines**

Total due:	\$199.34
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5. Chose which bill(s) you would like to pay, and then select the “PayPal/Credit Card” button to be redirected to the payment screen.

The screenshot shows a web browser window with the URL [http://tln.ent.sirsi.net/client/en\\_US/wate/search/account?dt=list](http://tln.ent.sirsi.net/client/en_US/wate/search/account?dt=list). The page title is "My Account".

Item	Category	Amount
<input checked="" type="checkbox"/> Galileo [videorecording (VHS)] : on the shoulders of giants	Overdue materials	\$0.60
<input checked="" type="checkbox"/> Fractions and decimals [videorecording (VHS)]	Overdue materials	\$0.20
<input checked="" type="checkbox"/> Galileo [videorecording (VHS)] : on the shoulders of giants	Overdue materials	\$0.20
<input checked="" type="checkbox"/> Pre-GED mathematics [videorecording (DVD)]	Overdue materials	\$2.00
<input checked="" type="checkbox"/> The short life of Anne Frank [videorecording (DVD)]	Overdue materials	\$0.70
<input checked="" type="checkbox"/> The bridge of San Luis Rey [videorecording (DVD)]	Overdue materials	\$0.70
<input checked="" type="checkbox"/> Advise & consent [videorecording (DVD)]	Overdue materials	\$0.70
<input checked="" type="checkbox"/> Jerry Maguire [videorecording (DVD)]	Overdue materials	\$0.70
<input checked="" type="checkbox"/> All quiet on the western front [videorecording (DVD)]	Overdue materials	\$0.70
<input type="checkbox"/> Galileo [videorecording (VHS)] : on the shoulders of giants	Lost materials	\$19.98
<input type="checkbox"/> Drums along the Mohawk [videorecording (DVD)]	Lost materials	\$14.98
<input type="checkbox"/> Becket [videorecording (DVD)]	Lost materials	\$20.00
<input type="checkbox"/> Gandhi [videorecording (DVD)]	Lost materials	\$30.00
<input type="checkbox"/> Escape : teens who escaped the Holocaust to freedom	Lost materials	\$17.95
<input type="checkbox"/> Chinatown [videorecording (DVD)]	Overdue materials	\$2.50
<input type="checkbox"/> Math for kids & other people too!	Lost materials	\$10.95
<input type="checkbox"/> Dr. Math gets you ready for algebra : learning pre-algebra is easy! just ask Dr. Math!	Lost materials	\$14.95
<input type="checkbox"/> Painless algebra	Lost materials	\$8.99
<input type="checkbox"/> Basic mathematics write-in text	Lost materials	\$14.40
<input type="checkbox"/> Painless fractions	Lost materials	\$8.99
<input type="checkbox"/>	Fee for sending patron bills to collection agency	\$10.00
<input type="checkbox"/> Knockout! : a photobiography of boxer Joe Louis	Damaged material	\$17.95
<input type="checkbox"/> <i>Select All</i>		

**Total Due \$199.34**

**Total Selected 6.50**

Note: Minimum online payment is \$5.00

Payment History

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6. Select your method of payment, input any information needed, and select the “Pay” button.

The screenshot shows a web browser window with the URL [https://www.paypal.com/us/cgi-bin/webscr?cmd=\\_flow&SESSION=vi...](https://www.paypal.com/us/cgi-bin/webscr?cmd=_flow&SESSION=vi...). The page is titled "Pay with PayPal Credit, Deb..." and features a "Choose a way to pay" section.

**Your order summary**

Descriptions	Amount
Library Bill	\$6.50
Item price: \$6.50	
Quantity: 1	
<b>Item total</b>	<b>\$6.50</b>
<b>Total</b>	<b>\$6.50 USD</b>

**Choose a way to pay**

**Pay with my PayPal account**  
Log in to your account to complete the purchase

**Pay with a debit or credit card, or PayPal Credit**  
(Optional) Join PayPal for faster future checkout

Country: United States

Debit or Prepaid Gift Card | Credit Card | PayPal Credit Special Offer

Credit card number: 1234 5678 9123 4567

Payment types: VISA, MASTERCARD, AMERICAN EXPRESS

Expiration date: mm / yy  
12 / 15

CSC: 999  
[What is this?](#)

**Billing information**

First name: Jane  
Last name: Doe  
Address line 1: 5168 Civic Center Dr  
Address line 2 (optional):  
City/State: Waterford MI  
ZIP code: 48329

**Contact information**

Phone type: Mobile  
[Why is this needed?](#)  
Phone number: 555-555-1234  
248-874-4831  
Email: jane.doe@gmail.com  
Note to seller: Add

Click Pay to complete your purchase. Please review your information to make sure that it is correct.

**Pay**

Payments processed by PayPal

[Cancel and return to The Library Network](#)

Site Feedback  
PayPal: The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#).

7. After your payment is complete, a printable receipt should display.

## The Library Network

You just made a payment of  
**6.50 USD**

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[Print receipt](#)

**Paid to**  
The Library Network  
2485363100

**Ship to**  
5168 Civic Center Dr  
Waterford, MI 48329  
United States

**Thanks for your order**

**YourName** you just completed your payment.

Your receipt number for this payment is: 4402-1196-7127-9788.

We'll send a confirmation email to jane.doe@gmail.com This transaction will appear on your statement as PayPal \*LIBNET.

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Next time, check out faster with a PayPal account.

**Create a PayPal account** [Why?](#) (Optional)

Why create a PayPal account? Learn more [about PayPal](#) – the faster, safer way to pay.

[Faster checkout](#) Email address  
jane.doe@gmail.com

[You choose how to pay](#) Choose a PayPal password  
8 characters minimum

[Online security](#) Re-enter password

8. If you are making a payment from our public online catalog computers, select the “Home” button to be redirected our catalog home page and select “Log Out.”

