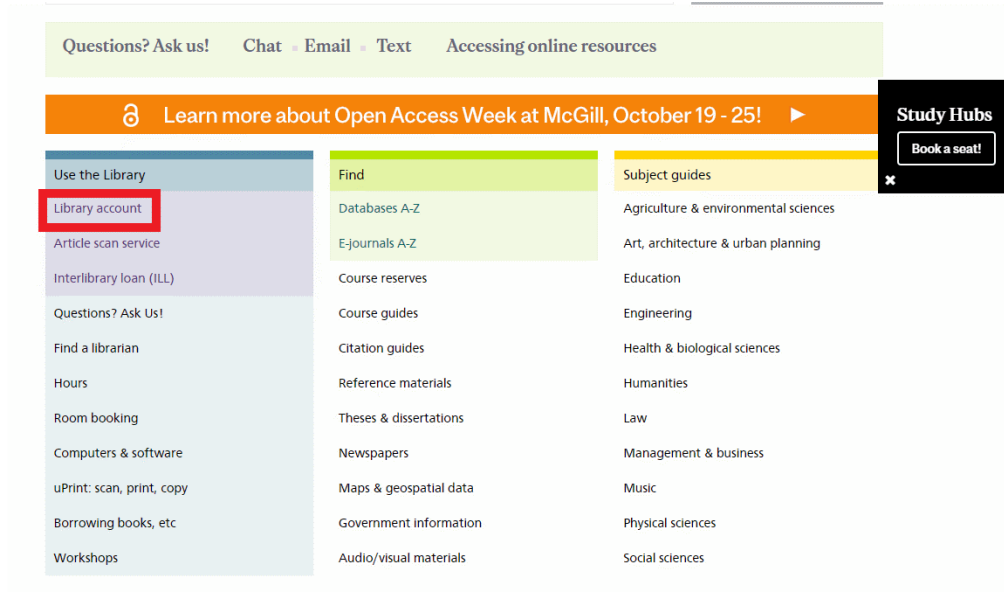


Fee payment instructions

1. On the Library Homepage, click on “Library Account”



The screenshot shows the McGill University Library homepage navigation menu. At the top, there are links for "Questions? Ask us!", "Chat", "Email", "Text", and "Accessing online resources". Below this is a banner for "Open Access Week at McGill, October 19 - 25!". The main navigation menu is divided into three columns: "Use the Library", "Find", and "Subject guides". The "Library account" link in the "Use the Library" column is highlighted with a red box. Other links in the "Use the Library" column include "Article scan service", "Interlibrary loan (ILL)", "Questions? Ask Us!", "Find a librarian", "Hours", "Room booking", "Computers & software", "uPrint: scan, print, copy", "Borrowing books, etc", and "Workshops". The "Find" column includes "Databases A-Z", "E-journals A-Z", "Course reserves", "Course guides", "Citation guides", "Reference materials", "Theses & dissertations", "Newspapers", "Maps & geospatial data", "Government Information", and "Audio/visual materials". The "Subject guides" column lists various disciplines such as "Agriculture & environmental sciences", "Art, architecture & urban planning", "Education", "Engineering", "Health & biological sciences", "Humanities", "Law", "Management & business", "Music", "Physical sciences", and "Social sciences". A "Study Hubs" button with a "Book a seat!" link is also visible on the right side of the menu.

OR

In the Sofia Discovery Tool, click on “Sign In”



The screenshot shows the Sofia Discovery Tool interface. At the top, there is a red header bar with the "Sofia" logo, the "McGill" logo, and a "Sign In" button. Below the header bar, there are links for "Library Links", "Course Reserves", "Chat with a librarian", and "My Items (0)". A message indicates that print books not available electronically or through the HalhiTrust Emergency Temporary Access Service (ETAS) can now be requested from select branches using a web form through the "McLennan-Redpath Terrace Pickup Service". The main section of the interface is titled "Search McGill University Library and beyond." and features a search input field with a magnifying glass icon and a link to "Advanced Search".

2. Choose the appropriate option

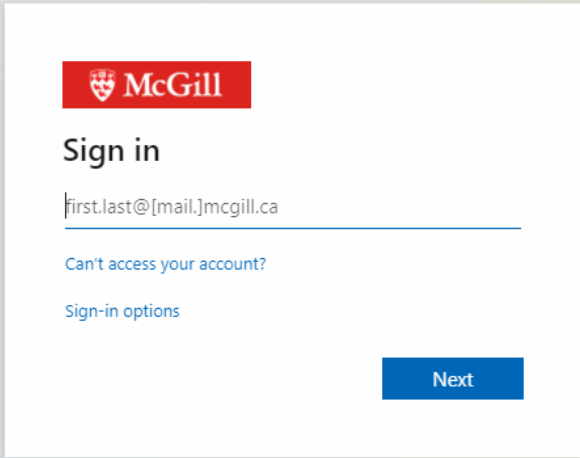
Select a service to sign into.

Remember my selection

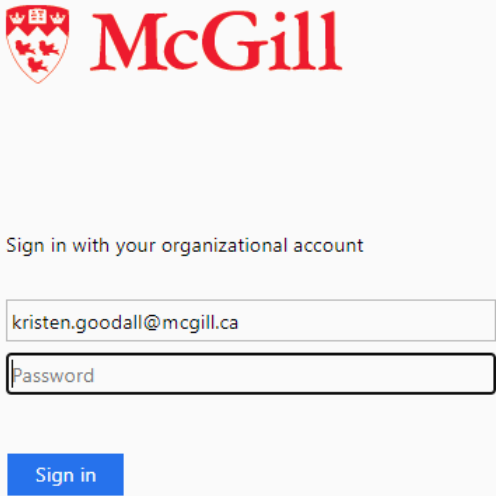
LOGIN WITH A MCGILL USERNAME AND PASSWORD (FOR
CURRENT STUDENTS, FACULTY, AND STAFF)

LOGIN WITH A BARCODE (FOR COMMUNITY AND AFFILIATED BORROWERS)

3a. For current students, faculty, and staff, log in with your McGill credentials



The image shows a sign-in form for McGill. At the top left is the McGill logo, which consists of a red shield with a white cross and four red lions, followed by the word "McGill" in red. Below the logo is the heading "Sign in". Underneath is a text input field containing the placeholder text "first.last@[mail.]mcgill.ca". Below the input field are two links: "Can't access your account?" and "Sign-in options". At the bottom right of the form is a blue button labeled "Next".



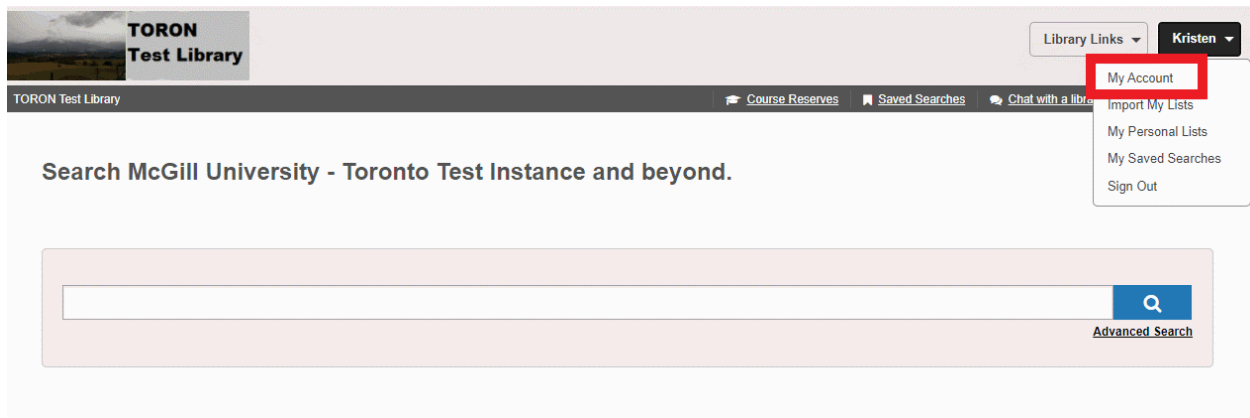
The image shows a sign-in form for McGill. At the top left is the McGill logo, which consists of a red shield with a white cross and four red lions, followed by the word "McGill" in red. Below the logo is the heading "Sign in with your organizational account". Underneath are two text input fields: the first contains the email address "kristen.goodall@mcgill.ca" and the second is labeled "Password". Below the input fields is a blue button labeled "Sign in".

Please sign in with your [McGill Username](#) and [McGill Password](#). [Forgot password?](#)
Your use of this service is governed by the [Policy on the Responsible Use of McGill Information Technology Resources](#) and [Cloud Data Storage Directive](#)

3b. For Barcode users, log in with your 290 xxx xxx barcode

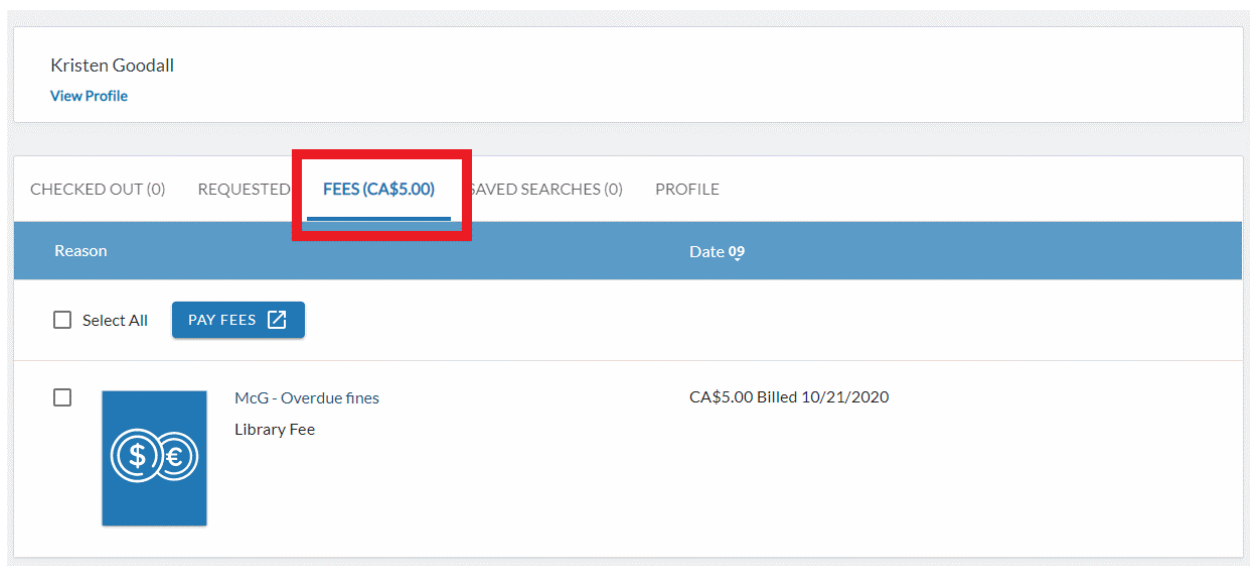
The image shows a login interface for Sofia McGill. At the top, there is a red header bar containing the Sofia logo (a stylized face) and the McGill logo (a shield with a cross) and the word "McGill". Below the header, the text "Sofia" is visible. The main content area is white and features a "SIGN IN" heading in blue, underlined. Below the heading, there are two input fields: the first is labeled "Barcode*" and contains the text "Barcode"; the second is labeled "Password*". Below the input fields, there are three buttons: a solid blue "SIGN IN" button, a white button with a blue border labeled "SET/RESET PASSWORD", and a blue "CANCEL" button at the bottom.

4. Click on “My Account” from the drop down menu on the upper left-hand side, under your name




The screenshot shows the TORON Test Library website. In the top right corner, the user's name 'Kristen' is displayed next to a 'Library Links' dropdown menu. The 'My Account' option in the dropdown menu is highlighted with a red box. Below the navigation bar, there is a search bar with the text 'Search McGill University - Toronto Test Instance and beyond.' and an 'Advanced Search' link.

5. Click on the “Fees” tab




The screenshot shows the user's account page. The user's name 'Kristen Goodall' and a 'View Profile' link are at the top. Below this, there are several tabs: 'CHECKED OUT (0)', 'REQUESTED', 'FEES (CA\$5.00)', 'SAVED SEARCHES (0)', and 'PROFILE'. The 'FEES (CA\$5.00)' tab is highlighted with a red box. Below the tabs, there is a table with columns for 'Reason' and 'Date'. A 'Select All' checkbox and a 'PAY FEES' button are also visible.

Reason	Date
<input type="checkbox"/> Select All	
<input type="checkbox"/>  McG - Overdue fines Library Fee	CA\$5.00 Billed 10/21/2020


6. Select the fees you wish to pay, or click on “Select All” to pay all fees on your account

CHECKED OUT (0) REQUESTED **FEES (CA\$5.00)** SAVED SEARCHES (0) PROFILE

Reason	Date 09
<input checked="" type="checkbox"/> Select All PAY FEES (CA\$5.00)	
<input checked="" type="checkbox"/>  McG - Overdue fines Library Fee	CA\$5.00 Billed 10/21/2020

7. Click on “Pay Fees”

CHECKED OUT (0) REQUESTED **FEES (CA\$5.00)** SAVED SEARCHES (0) PROFILE

Reason	Date 09
<input checked="" type="checkbox"/> Select All PAY FEES (CA\$5.00)	
<input checked="" type="checkbox"/>  McG - Overdue fines Library Fee	CA\$5.00 Billed 10/21/2020

8. Consent to sharing data with the payment processor

PAYMENT CONSENT ✕

You are about to send data to a payment processor chosen by your library, which may include data from your library account and/or data we collect directly from you. The data are used for processing fee payments and notifying you and your library a payment was made.

Depending on the payment processor's requirements, the data sent may include:

- Cardholder's name
- Cardholder's billing address
- Your email address
- Your patron barcode
- Information about your library
- Fees you wish to pay

Click "I Do Not Consent" if you do not wish to share these data with the payment processor. Contact your library to pay fees by another method.



Click "I Consent. Pay Now" to share these data with the payment processor. Additional data will be collected from you to finalize the payment on this screen or you will be redirected to the payment processor's site."

I CONSENT. PAY NOW I DO NOT CONSENT

Resources My Account

9. Enter credit card information

PAY FEES (CA\$5.00) ✕

Payment Details  

Email Address

Required

Card Number

Required

Expiration Date Security Code
Required. MM/YY date Required

Cardholder Name

Required

Billing Details

Street Address

[Saved Lists](#)

10. Once all the required information has been entered, click on “Pay Fees”

PAY FEES (CA\$5.00) ×

Cardholder Name

Required

Billing Details

Street Address

Required

Street Address 2

City

Required

Country or Region

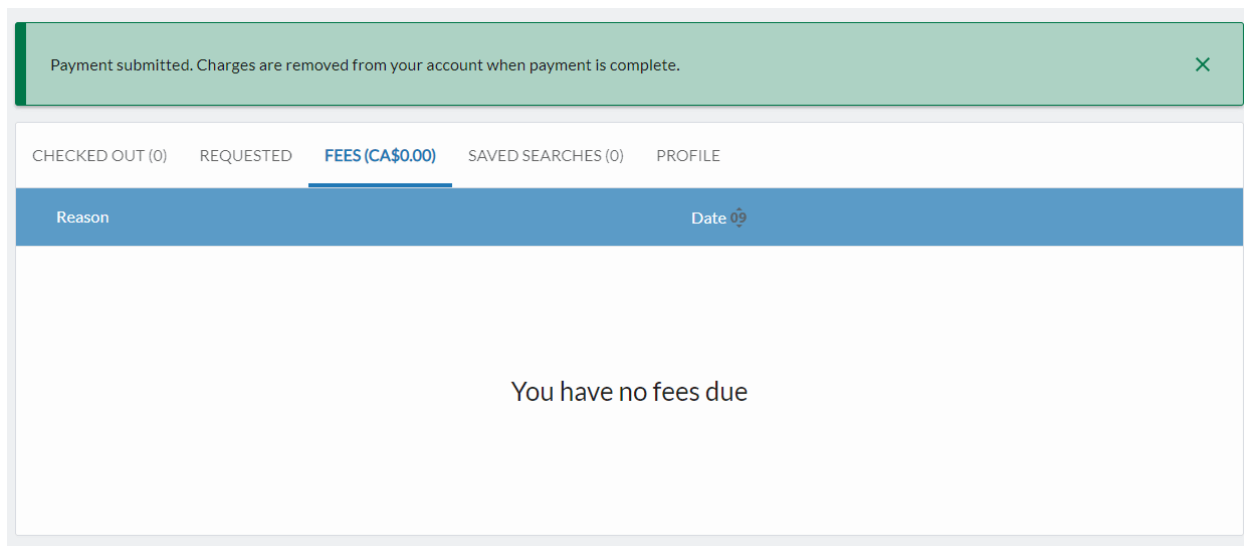
Required

British Columbia
Manitoba
New Brunswick
Newfoundland and Labrador
Northwest Territories
Nova Scotia
Nunavut
Ontario
Prince Edward Island
Quebec

Saved Lists

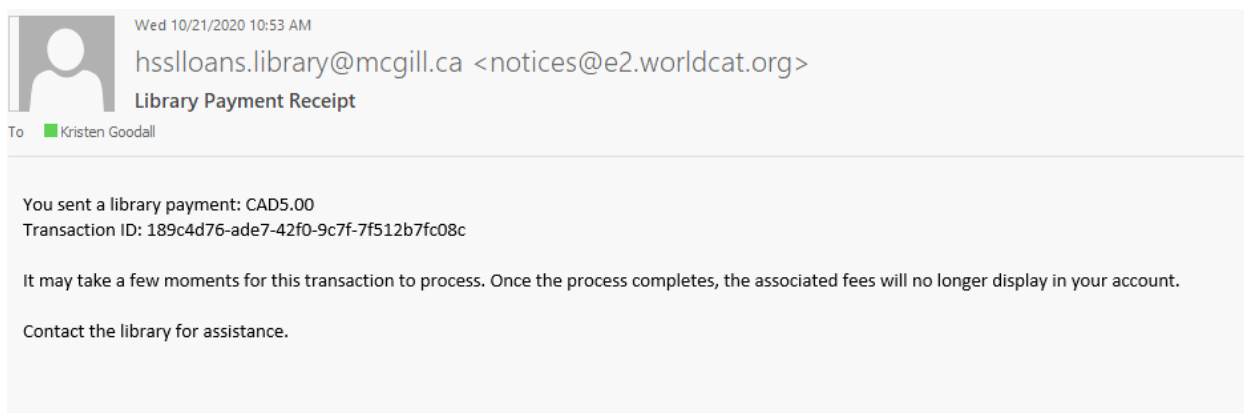
11. Once the payment is processed, you will be automatically redirected to your account page. A notification will appear that the payment was submitted and there will be no fees under your “Fees” tab.

Note: If you receive an error message, please follow the directions or contact the library for assistance.



The screenshot shows a library account interface. At the top, a green notification bar states: "Payment submitted. Charges are removed from your account when payment is complete." Below this is a navigation menu with tabs: "CHECKED OUT (0)", "REQUESTED", "FEES (CA\$0.00)", "SAVED SEARCHES (0)", and "PROFILE". The "FEES" tab is selected. Below the navigation is a table header with columns "Reason" and "Date". The main content area displays the message: "You have no fees due".

12. You will also receive a confirmation email that your fees have been paid



The screenshot shows an email titled "Library Payment Receipt". The sender is "hsslloans.library@mcgill.ca" with a contact email of "<notices@e2.worldcat.org>". The recipient is "Kristen Goodall". The email content includes: "You sent a library payment: CAD5.00", "Transaction ID: 189c4d76-ade7-42f0-9c7f-7f512b7fc08c", and a note that it may take a few moments for the transaction to process. It also includes the instruction: "Contact the library for assistance."

...and you're done!