

HOW TO

PAY LIBRARY FINES ONLINE

1. From CCAD's website log into **Self Service** with your CCAD User Name and Password.
2. "**Finances**" tab.
3. "**Make Payment**" link.
4. Under - "**Deposits, Fines, & Items for purchase**", choose "**View All**".
5. Select "**Library Fine**".
6. Type in the \$0.00 amount of your library fine. This can be obtained from the circulation desk.
7. Click "**Add to shopping cart**".
8. Enter payment method - "**Credit Card**" (will add a 2.75% Convenience Fee to your total), or choose "**eCheck**" to link your bank account (no Convenience Fee).
9. After you enter your payment method select "**Submit Payment**".
10. Choose to have your receipt emailed and/or printed*.
11. Log out of Self Service.

*You will need to show library staff your printed receipt in order to clear any delinquency immediately. Otherwise we will clear your hold within one to two business days.