

Using the PayPal payment gateway

to pay using your VISA, MasterCard, AMEX card (you do NOT need to have a PayPal account) or your PayPal account

Note: this payment gateway is NOT offered by all OneCard libraries



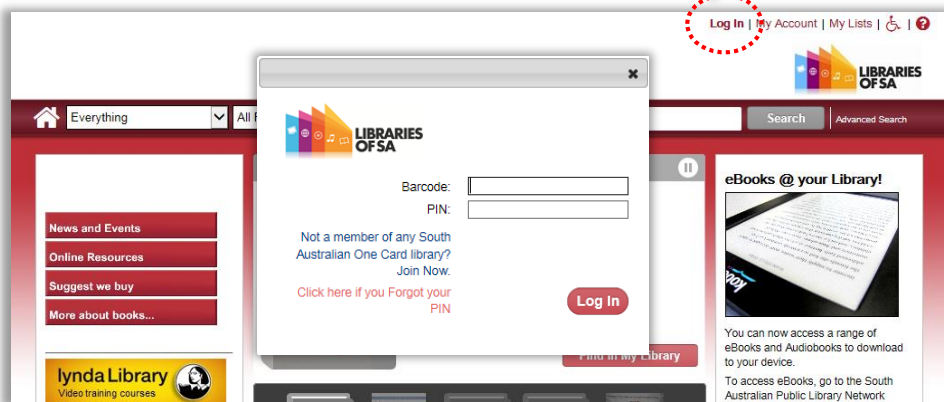
The instructions below assume that you know your library barcode (X0 number) and PIN and are familiar with using Enterprise online (the catalogue page) either via the Libraries SA site or via your local library web site. Please contact your local library for assistance if required.

Step 1:

Log in by entering your library barcode (X0 number) & Password (PIN) at either:

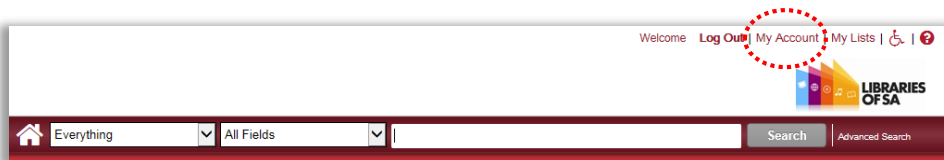
- The SA Public Libraries Enterprise page – click [here](#) (or enter the following address in your browser: https://sapln.ent.sirsiidynix.net.au/client/en_AU/sapubliclibraries/) OR VIA
- your library's own Enterprise page (accessible via your council's website)

Click 'Log in' (top of page). Then enter your library Barcode & PIN in the pop-up window that will appear. When complete, click the 'Log In' button in this pop-up window.



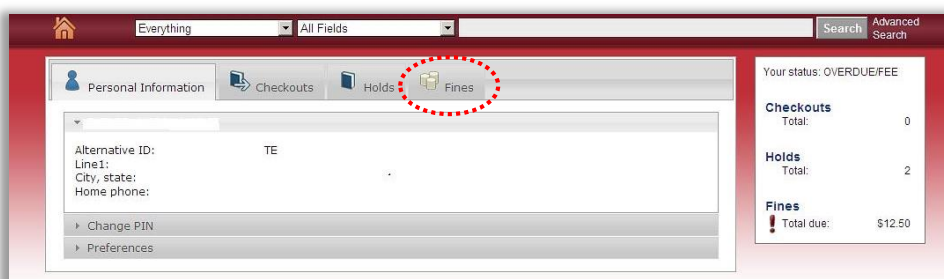
Step 2:

Now you are logged in, access the 'My Account' area via the link shown below.



Step 3:

Select 'Fines'.



Step 4:

The following window displays, listing each item, reason for the fee and the amount owing.

The screenshot shows a web interface with a navigation bar at the top containing 'Personal Information', 'Checkouts', 'Holds', and 'Fines'. The 'Fines' tab is active. On the right, a sidebar shows 'Your status: OVERDUE/FEE' with sub-sections for 'Checkouts' (Overdue: 1, Digital: —, Library: 10, Total: —), 'Holds' (Digital: —, Library: 5, Total: —), and 'Fines' (Total due: \$22.50). The main content area is titled 'Current Fines' and contains a table with columns 'Pay', 'Title', 'Reason', and 'Amount'. The table lists nine 'Fine for overdue notice' items, each with a checked box and an amount of \$2.50. At the bottom of the table, it shows 'Total Due \$22.50' and 'Total Selected 22.50'. A 'PayPal' button is visible below the table.

If you have fees and charges for more than one library service which has been configured to offer the PayPal payment gateway, you will see multiple 'accordion bars' when you select the fines tab.

This screenshot shows the 'Fines' tab with multiple accordion bars for different library services: 'Current Fines for City of Campbelltown', 'Current Fines for City of Tea Tree Gully', 'Current Fines for Walkerville Public Library', and 'Payment History'. A blue callout box points to these bars with the text: 'This example shows multiple 'accordion bars' that expand for each library service'. The right sidebar shows 'Your status: OVERDUE/FEE' with 'Checkouts' (Overdue: 8, Total: 9), 'Holds' (Total: 5), and 'Fines' (Total due: \$14.00).

Not all OneCard libraries currently offer the PayPal payment gateway.

The PayPal payment gateway is being set up at public library services across SA on a rolling basis as a preferred payment process. This means that there is the possibility that some charges you receive will be from library services that currently do not offer the PayPal payment gateway. In this scenario, the charges you receive from these libraries will appear grouped together at a single tab (labelled "Current Fines for") with no payment Account Button. See tab highlighted by red oval below). Alternative payment processes will be required to pay any charges that are at this tab. Please contact the relevant library/s directly to discuss payment arrangements.

This screenshot shows the 'Fines' tab with a red oval highlighting the 'Current Fines for' tab. Below it, the 'Current Fines for City of Unley' is expanded, showing a table with columns 'Pay', 'Title', 'Reason', and 'Amount'. The table lists two items: 'Cats & lions' with ID 'C0506588289' for 'Lost materials' (\$35.00) and 'Cats & lions' with ID 'C0506588289' for 'Fee for processing' (\$5.00). The total selected is \$40.00. A 'PayPal' button is visible below the table. The right sidebar shows 'Your status: BLOCKED' with 'Checkouts' (Digital: —, Library: 9, Overdue: 9), 'Holds' (Digital: —, Library: 3), and 'Fines' (Total due: \$135.96).

Step 5:

For those payments you can pay via the PayPal payment gateway (ie. other than “Current Fines for”), you can click inside the corresponding ‘accordion bar’ for each library service to view each library service’s charges applicable to your account.

The payment gateway allows you to selectively pay the charges for all or only some of the items listed. Use the [tick boxes](#) to select the items you will be paying charges for.

Clicking on the [PayPal button](#) (highlighted below) will open a window to the PayPal website and pass the total amount to be paid for that particular library service. You may be able to part pay but only if the library has set this up.

You can make a payment by logging into an existing PayPal account (if you have one), or by paying with a credit/debit card by filling in all the required fields (**you do not need a PayPal account to pay your fees**).

Note: where you are required to make payments to [multiple library services](#), the above process will have to be [repeated for each service](#) (ie. you cannot pay all charges for all library services in one transaction).

The screenshot shows a library account interface with a navigation bar at the top containing 'Personal Information', 'Checkouts', 'Holds', and 'Fines'. The 'Fines' section is expanded, showing a table of current fines for the City of Unley. The table has columns for 'Pay', 'Title', 'Reason', and 'Amount'. Two items are selected with checkmarks: 'Cats & lions' for 'Lost materials' (\$35.00) and 'Cats & lions' for 'Fee for processing' (\$5.00). A 'Total Selected' box shows '40.00' and a red 'PayPal' button is circled in red. To the right, a sidebar shows account status as 'BLOCKED' and lists 'Checkouts' (Digital: 0, Library: 9, Overdue: 9) and 'Holds' (Digital: 0, Library: 3). A 'Fines' section shows a 'Total due' of '\$135.96'.

Pay	Title	Reason	Amount
<input checked="" type="checkbox"/>	Cats & lions C0506588289	Lost materials	\$35.00
<input checked="" type="checkbox"/>	Cats & lions C0506588289	Fee for processing	\$5.00
<input checked="" type="checkbox"/>	Deselect All		

Total Selected: 40.00

PayPal

Total Due: \$40.00

Step 6: Select whether paying by credit/debit card or PayPal account (if you have one):

Click on your preferred payment option as shown below.

The screenshot shows a payment summary page. On the left, 'Your order summary' is displayed in a table. On the right, the 'Pay with PayPal' section is shown, including a link to 'Have a PayPal account?' and a link to 'Don't have a PayPal account?'. The 'Pay with PayPal' section also includes a 'PayPal' logo and a 'Log in to your account to pay' button.

Descriptions	Amount
Library Bill	\$12.50
Item price: \$12.50	
Quantity: 1	
Item total	\$12.50
Total \$12.50 AUD	

Pay with PayPal
PayPal securely processes payments for City of Tea Tree Gully.
You can pay using your PayPal account or as a PayPal guest.

[Have a PayPal account?](#) ← Pay with PayPal account

Log in to your account to pay


[Don't have a PayPal account?](#) ← Pay with credit/debit card
Pay with your credit or debit card

Step 7: If paying by credit/debit card:
Fill out all required fields and follow prompts.

Your order summary	
Descriptions	Amount
Library Bill Item price: \$12.50 Quantity: 1	\$12.50
Item total	\$12.50
Total \$12.50 AUD	

Pay with PayPal

PayPal securely processes payments for City of Tea Tree Gully.
You can pay using your PayPal account or as a PayPal guest.




[Have a PayPal account?](#) 

Log in to your account to pay

[Don't have a PayPal account?](#)
Pay with your credit or debit card

Country:

Card number:

Payment Types:   

Expiry date: mm / yy
 /

CVV:
[What is this?](#)

Please enter your full legal name

First name:

Middle name(s):
(optional)


Last name:

Residential address:
Please note we do not accept PO Boxes. If we are unable to match your address against Australia Post records, we may ask you to verify it by providing documentation.

Unit Number or Building Name and Level (if applicable):

Street number:

Select your payment method



[About your payment options](#)

Bank account (Instant transfer)
Bank Sa Cheque (Unconfirmed) x-xxxxx

Collecting credit card rewards? You'll earn applicable points with this transaction.

Credit/debit card
Visa Credit Card XXXX-XXXX-XXXX-XXXX [Link another card](#)

Collecting credit card rewards? You'll earn applicable points with this transaction.

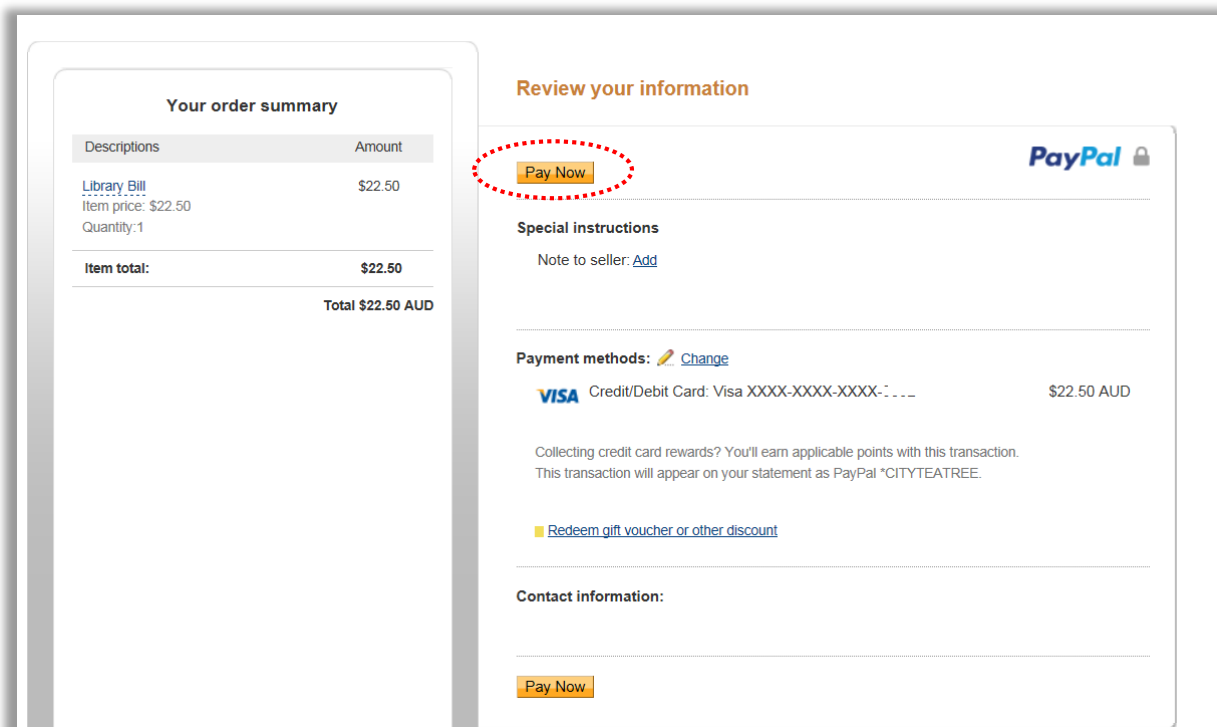
Payment method for \$22.50 AUD:
Visa Credit Card XXXX-XXXX-XXXX-XXXX \$22.50 AUD

This transaction will appear on your credit or debit card statement as CITYTEATREE.

Step 7: If paying by credit/debit card - continued

Once the 'Pay Now' button is clicked (see below), PayPal will start processing the transaction and will display a Payment confirmation.

A receipt number is generated and you can print out a receipt if required:



The screenshot displays the PayPal checkout interface. On the left, the 'Your order summary' section shows a table with two columns: 'Descriptions' and 'Amount'. The table lists a 'Library Bill' with an item price of \$22.50 and a quantity of 1. The 'Item total' is \$22.50, and the overall 'Total' is \$22.50 AUD. On the right, the 'Review your information' section features a 'Pay Now' button circled in red. Below this, there are sections for 'Special instructions' (with a link to 'Add'), 'Payment methods' (showing a VISA credit/debit card for \$22.50 AUD), and 'Contact information'. A 'Pay Now' button is also present at the bottom of the right-hand section.

Descriptions	Amount
Library Bill Item price: \$22.50 Quantity: 1	\$22.50
Item total:	\$22.50
Total \$22.50 AUD	

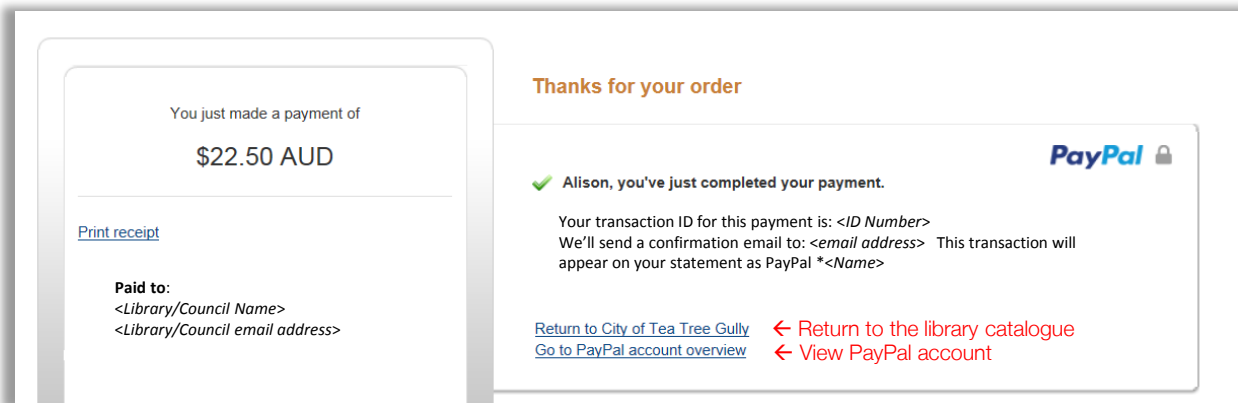
Step 8: If paying by PayPal account

You will be required to log in to your PayPal account with your PayPal email address and password. Follow the prompts and click 'Pay Now' when required

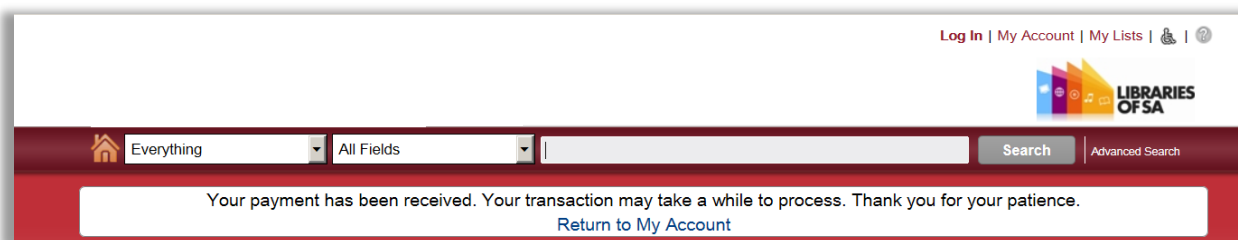
When payment is made, a payment confirmation will be displayed which can be printed. This confirmation will also be sent to your PayPal account email address.

Step 9: Returning to the library catalogue or PayPal account overview

You can click to return to the library catalogue (Enterprise page) or to view your PayPal account, as shown in red text below.



If you select the option of [returning to the library catalogue](#), you will see the following message:

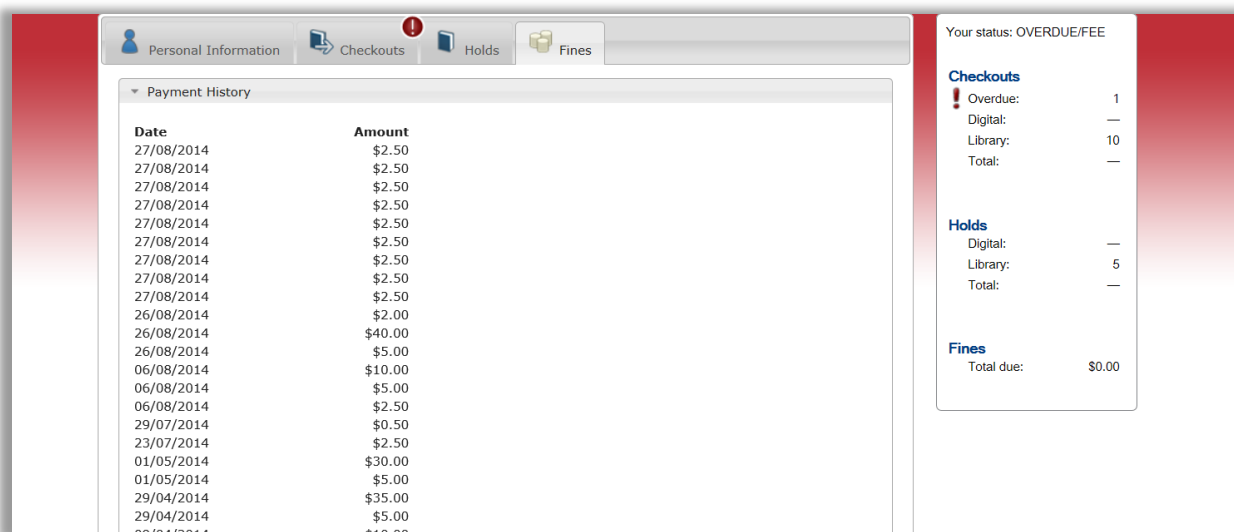


What happens next?

Once a payment is made and PayPal has confirmed the availability of the funds it will notify the Enterprise page, which in turn will then update your record on OneCard. The record is typically updated within ten minutes to one hour. It can on rare occasions take longer than this but should be completed within twenty four hours of payment.

After the payment process has been completed you will be able to see the changes in your 'My Account' tab in the library catalogue (Enterprise page). All paid bills will have been removed and the 'Total Due' updated.

The payments will also be listed under the 'Payments' tab. This tab shows all payments, both online and in person, made against the customer's bills, including those cancelled or forgiven. Please note that the display only indicates a date and an amount, as shown below.



IF YOU HAVE ANY QUESTIONS ABOUT THE PAYMENT PROCESS
OR NEED ASSISTANCE, PLEASE CONTACT YOUR LOCAL PUBLIC LIBRARY