Online payment by credit card (How to)
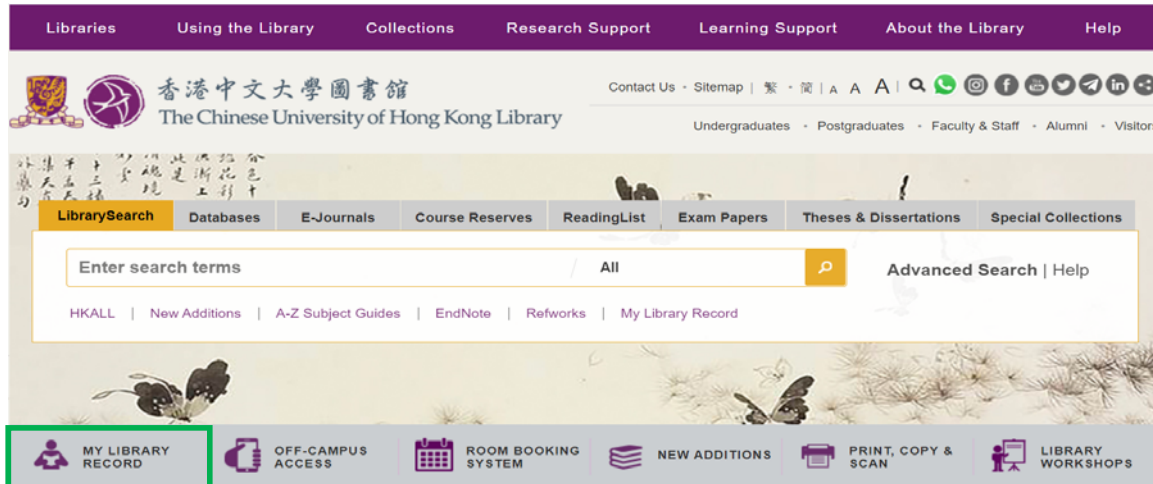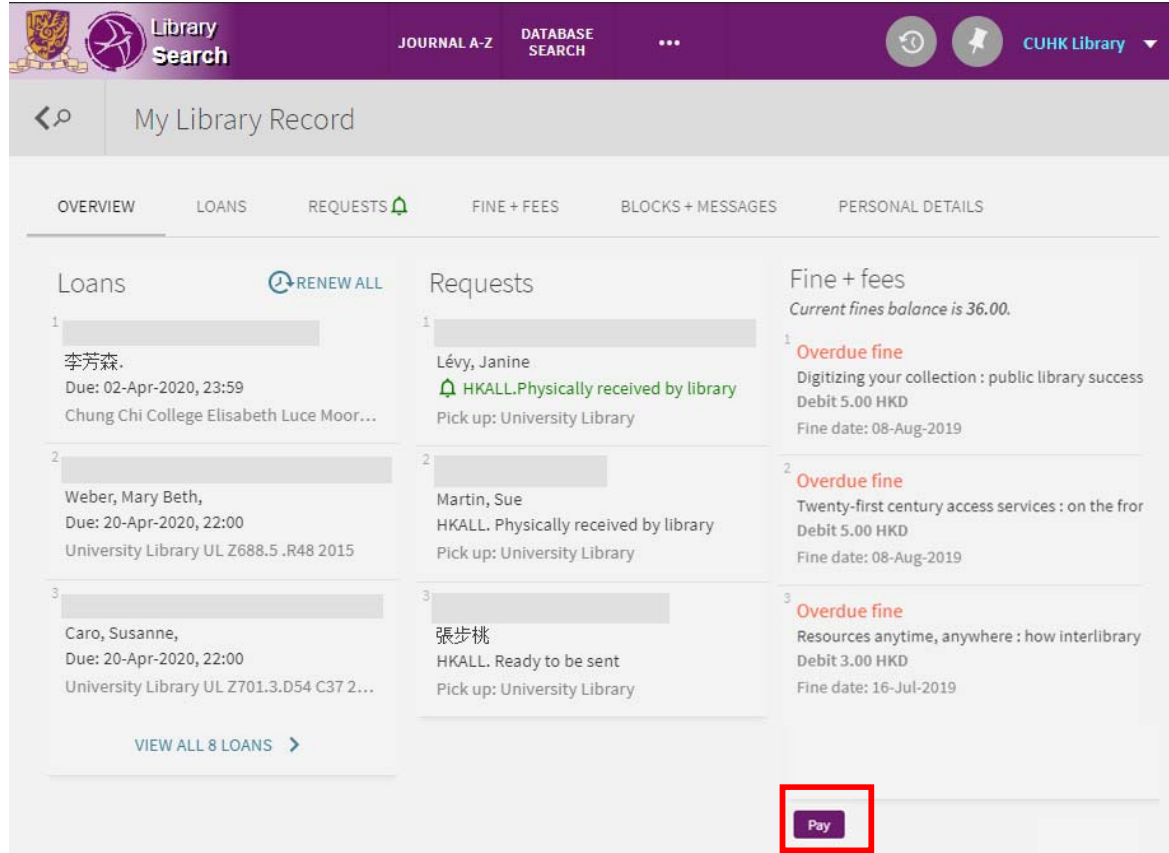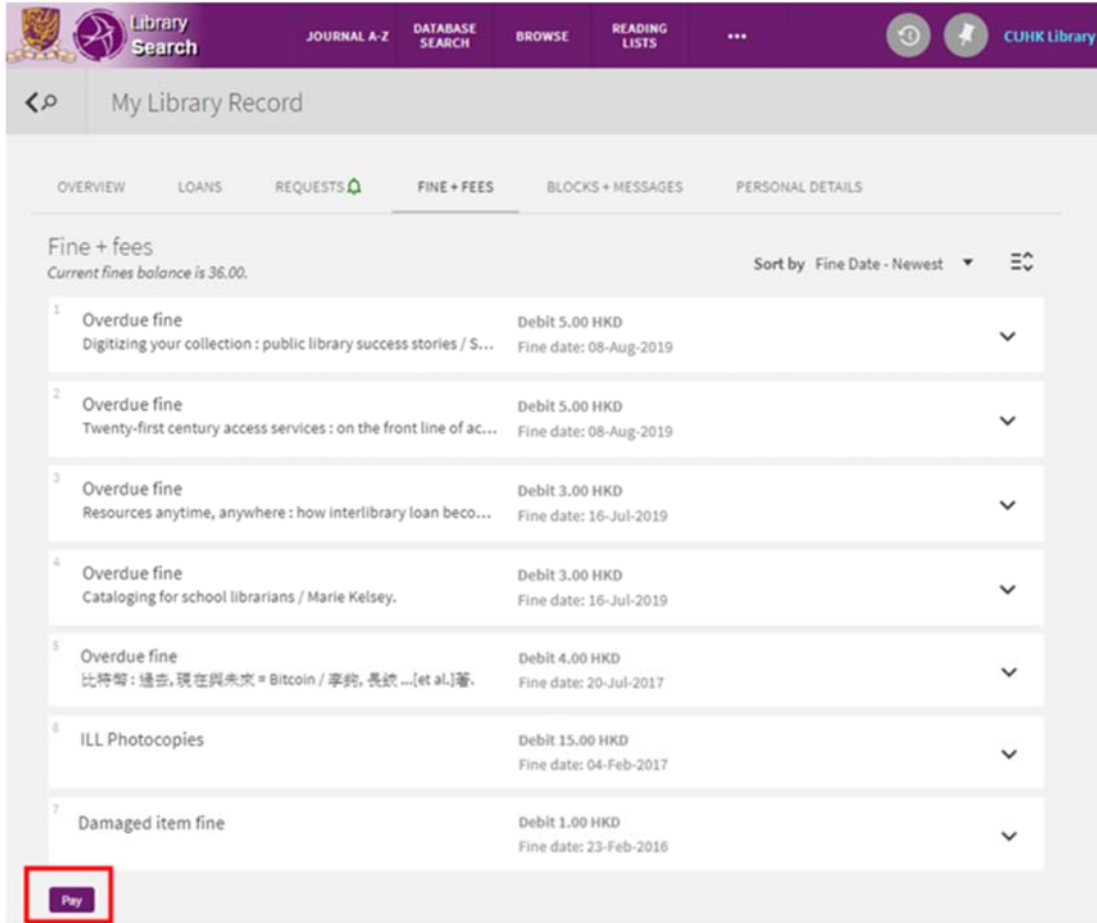
1. Log in to "My Library Record" on the [Library Homepage]([What is my login ID and password?]) ([What is my login ID and password?](#))

2. Click "Pay" under the tab "FINE + FEES"

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3. You will be directed to the CUHK Library Online Payment system

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CUHK Library Online Payment

SIGNED IN AS: **CUHK Library** [SIGN OUT]

Select Fines / Fees to be Settled by Online Payment

User ID: **998**▇▇▇

User Name: **CUHK Library**

Fines / Fees Details:

	Fine / Fee Type	Fine / Fee Date	Title	Barcode	Fine / Fee Amount (HKD)
☐					

4. Select the fines / fees to be settled <u>OR</u> leave it as it is (i.e. all fines / fees selected)

5. Click "Submit"

CUHK Library Online Payment

SIGNED IN AS: **CUHK Library** SIGN OUT

Select Fines / Fees to be Settled by Online Payment

User ID: **998**

User Name: **CUHK Library**

Fines / Fees Details:

	Fine / Fee Type	Fine / Fee Date	Title	Barcode	Fine / Fee Amount (HKD)
☑	Overdue fine	2017-07-20 16:49:14	比特幣：過去, 現在與未來 = Bitcoin / 李鈞, 長鋏 ...[et al.]著.	004923324	4.00
☑	Overdue fine	2019-07-16 19:25:34	Resources anytime, anywhere : how interlibrary loan becomes resource sharing / Ryan Litsey.	005145487	3.00
☑	Overdue fine	2019-08-08 09:22:13	Digitizing your collection : public library success stories / Susanne Caro ; with contributions by Sam Meister, Tammy Ravas, and Wendy Walker.	005053654	5.00
☑	Overdue fine	2019-07-16 19:25:36	Cataloging for school librarians / Marie Kelsey.	004944382	3.00
☑	Overdue fine	2019-08-08 09:22:21	Twenty-first century access services : on the front line of academic librarianship / edited by Michael J. Krasulski, Jr. and Trevor A. Dawes.	004900100	5.00
☑	Damaged Item fine	2017-07-13 22:55:38			1.00
☑	ILL Photocopies	2017-07-13 22:55:38			15.00

Total Amount: **HKD 36.00**

Payment receipt will be sent to email address in library system. If you want to use another email address, please update the email address in the system at My Library Account and start the online payment process again.

Submit Start Over

6. Click "Confirm" if the amount shown under "Fine / Fee Amount (HKD)" is correct OR click "Back" if you would like to amend your selection

7. Click the card type you would like to use. Only MasterCard, UnionPay and Visa credit cards are accepted
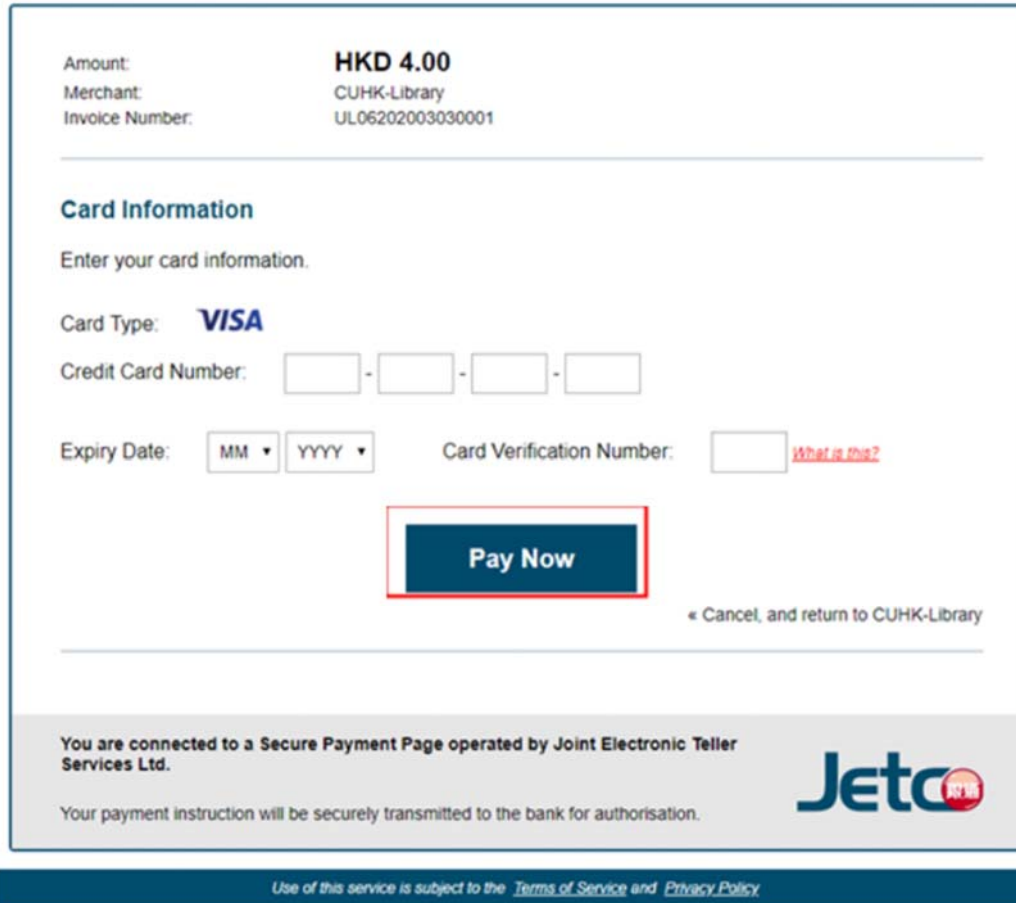
8. Enter your card information and click "Pay Now"
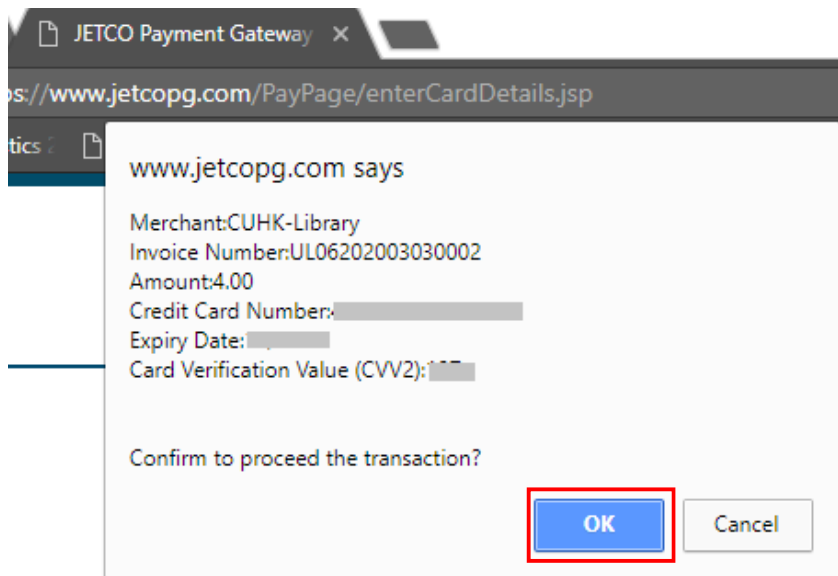
9. Click "OK" to confirm the transaction details shown

10. Click "Print" if you wish to have a print receipt. A payment receipt will also be sent to your email address registered in your library record automatically

CUHK Library Online Payment

SIGNED IN AS: **CUHK Library** SIGN OUT

Payment Receipt

The online payment is successful. The fines / fees in the library system has been settled.

User ID: **998**

User Name: **CUHK Library**

Transaction ID: **UL06202003030002**

Payment Date and Time: **2020-03-03 18:06:18**

Fines / Fees Details:

Fine / Fee Type	Fine / Fee Date	Title	Barcode	Fine / Fee Amount (HKD)
Overdue fine	2017-07-20 16:49:14	比特幣 : 過去, 現在與未來 = Bitcoin / 李鈞, 長鋏 ...[et al.]著.	004923324	4.00

Total Paid Amount: HKD 4.00

Print Start Over

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For enquiry, please contact us at 3943-7305 or email to library@cuhk.edu.hk.