## online fine payment

## login to your online library account

- Follow the 'My Account' link found in the upper right corner of the library website or visit **msxl.ca.iiivega.com** and click the 'Log In' button in the upper right corner.
- Enter your library card number (include the zero, no spaces) and PIN (typically the last four digits of your phone number).
- Unable to login in? Your account my be expired or your PIN may need to be reset. Contact any Middlesex County Library branch for help.

## open the Fines and Fees tab

- After logging in, you should see the "My Bookshelf" view. Select 'Fines and Fees' to view your fines.
- If you don't see the 'My Bookshelf' view, click on your name (found in the upper right corner), and click on the 'Fines/Fees link on the pop-up window.

## making a payment

- Click the 'Pay Total' button to pay the entire amount owing, or select which fines you'd like to pay and click the 'Pay Selected' button. Note: there is a minimum payment amount of \$1.00.
- This will open a new window, taking you to the Middlesex County Library Board payment page. Our payments are managed by PayPal.
- Use the 'Check out with PayPal' option or enter your payment information and click the 'Pay Now' button.
- Please be patient while your payment is processed.
- Once your payment is processed, you will see a thank you message and reference number. A confirmation will also be sent to the email address you provided. Payments are immediately reflected on your library account.
- Questions or concerns? Email us at **librarian@middlesex.ca** Be sure to include your library card number.



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