# How to Pay Fines MOCCE Online

- 1. Go to more.lib.wi.us
- 2. Click on Log In/My MORE, then select Fees from menu
- 3. Enter the barcode number from the back of your library card and your PIN
- 4. Click Pay Fees
- 5. Once again, enter the barcode number from the back of your library card and your PIN
- 6. Select \$ (fine amount) in unpaid fines and bills
- 7. Click Pay Online above or below your fines
- 8. All fines are selected by default. Uncheck any that you do not wish to pay by clicking the check mark in the box before each item. **Continue**.
- 9. Provide the following credit card information, then **Continue:** 
  - Card number
  - Card type
  - Expiration Date
- 10. Provide the following billing information:
  - Credit card security code
  - Credit card holder's name
  - Billing address of credit card holder
  - Email address for receipt
- 11. Click Pay Now
- 12. A confirmation message will display

13. You will be sent an email confirmation notice from <u>catalog@iflsweb.org</u> with the subject Order Confirmation

14. The entry on your credit card or bank statement will begin with INDIANHEAD FEDERATED

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### FAQs about Paying Fines Online

# What credit cards are accepted? How about debit cards?

Visa, MasterCard, and Discover debit and credit cards are accepted.

#### Is the site secure? How will I know?

Yes, it is a secure site. Look for the padlock icon and https designation.

#### Am I charged a transaction fee?

No, as a customer service feature the Library is absorbing the transaction fee.

### What information is required to complete the transaction?

Library card number, name, address, credit card information, and email address.

#### Do I receive a receipt?

Yes, after you complete your transaction, there is a confirmation page that you may print for your records, and a receipt will be emailed to you. Your statement will show a payment to INDIANHEAD FEDERATED LIBR (our regional library system).

### Do I need a receipt for each transaction?

It is a good idea to print a receipt for your records.

**Does the Library charge to print a receipt?** Check with Library staff.



MORE is a service of IFLS Library System and is brought to you by your local library. FAQs about Paying Fines Online

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