PAYING LIBRARY FEES WITH A CREDIT CARD

1. From the ARC College Library Homepage (arc.losrios.edu/library/) select **Your Library Record** under the Services category.

2. Log-in with your **Campus Log-in** (eServices username and password). Select **Submit**.

3. If fees accrued on your library account you will see the total amount listed. Select the **amount**.

4. You will now see an itemized list of fees. Select the **Pay Online** button at either the top or bottom of the list.

5. If paying only certain fees, select the fees you would like to pay. If paying the entire fee, simply select **Continue**.

6. Input your credit card number, card type (Visa, Master Card, etc.) and the card expiration date. Select **Continue**.

7. Enter your Billing Address and Zip Code. Select **I authorize this transaction**.

8. Confirm your payment. Select **Submit Transaction For Processing**.

9. You will then be taken to a **Confirmation Page** which will provide you with a **Reference Number** for the transaction.

10. Holds listed on eServices can take 48 hours to be removed after payment. If registering or requesting a transcript immediately please call the Library at 916-484-8455 to have staff manually remove holds.