

What is SWAN Ecommerce— an online payment service, which allows patrons to pay any or all of their overdue fines or fees for lost or damaged materials via a computer in the library or via the Internet. Ecommerce will accept your MasterCard, Visa or Discover credit card. However, it will not accept debit cards.

Step One

To use Ecommerce log into “My Account” from the main screen of the SWAN Online Catalog at: <http://swan.mls.lib.il.us/>

Step Two

When screen repaints enter your name, barcode, and PIN number -- click submit.

Step Three

To pay your fines and bills, click on the “\$x.xx in unpaid fines and bills” line.

For more information about paying your bills online (our patron FAQ), select “Help with Online Payments.”

Step Four

Screen repaints —click “Pay Online” button

Step Five

Screen will repaint with a list of all fees/fines. You can select to pay any or all of the listed items by checking the boxes. After selecting fees/fines to be paid, click on “Recalculate Total.” Enter the billing information for the patron, include your email address for an emailed receipt. Then enter the credit card information and click submit.

Step Six

 (not pictured)

Screen repaints asking “Is this information correct and complete?”- if yes click submit, if not click cancel. After clicking submit “Payment Receipt” will display for your records. Click the Print button to print.