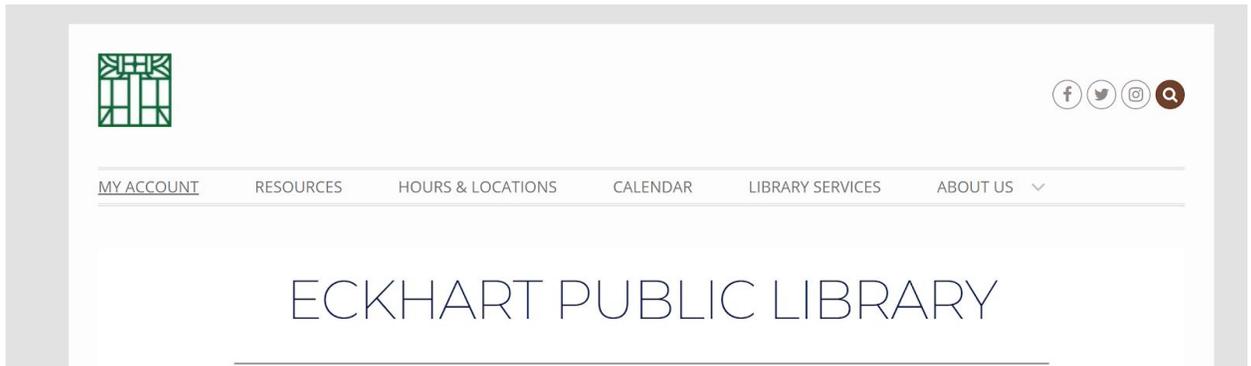
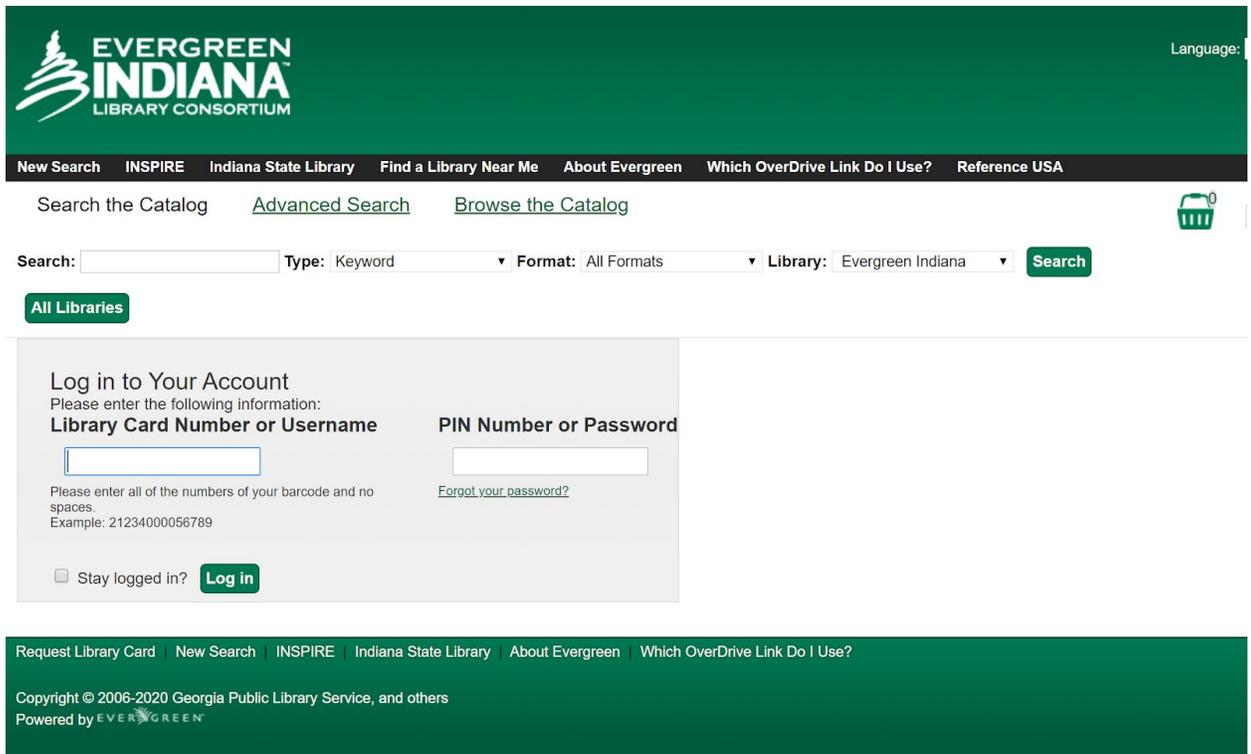


1. Go to [www.epl.lib.in.us](http://www.epl.lib.in.us) and click on **My Account** (located at the top left of the screen, underneath the library logo).



2. Go to **Request Library Card** (located at the bottom left of the screen, above the copyright information).



3. Fill out the form.
  - a. Select **Eckhart PL - Main** as Home Library.
  - b. All fields with a red asterisk (\*) are required.
    - i. NOTE: You must provide either a phone number or an email address! This allows library staff to contact you with details on how to use your card.

## Request a Library Card

Home Library	<input type="text" value="Eckhart PL - Main"/>	
	<a href="#">Not sure which library to choose? Find out here.</a>	
First Name	<input type="text"/>	*
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	*
Preferred First Name	<input type="text"/>	
Preferred Middle Name	<input type="text"/>	
Preferred Last Name	<input type="text"/>	
Street Address	<input type="text"/>	*
Street Address (2)	<input type="text"/>	
City	<input type="text"/>	*
Zip Code	<input type="text"/>	*
Date of Birth	<input type="text"/>	*
Phone Number	<input type="text"/>	
Email Address	<input type="text"/>	
Email checkout receipts by default?	<input type="checkbox"/>	

(Example: YYYY-MM-DD)  
 (Example: 123-456-7890 or 123-456-7890 x123)  
 (Example: user@example.com (separate additional addresses with , or ;  
 ))

[Go Back](#) [Submit Registration](#)

#### 4. Click **Submit Registration**.

Please allow 3 business days for library staff to process your application. Library staff will contact you within 3 business days with details about your card, including your PIN and how to use your account. Once library staff have contacted you, you may use your library card to access EPL's online services. Once the library reopens, you can come in with a valid photo ID to begin checking out physical items.

**If you live outside of our service area (Auburn city/Union township), you will need to pay the non-resident subscription fee as a bill on your account before you can use your card. Non-resident subscription fees will be billed as \$101.77 for a full year or \$50.89 for six months; student cards will be billed as \$5 for a full year.**

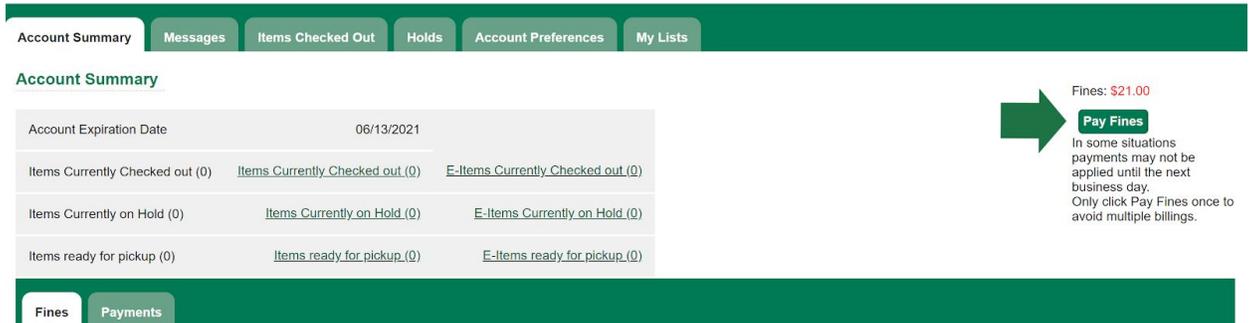
- To pay a bill on your account, go to [epl.lib.in.us](http://epl.lib.in.us) and click on **My Account** (located at the top left of the screen, underneath the library logo).



- Log in using your barcode and PIN number (staff will contact you with this information).
- Once you have logged in, click on your **charges** (located in the top right of the screen, underneath the logout button).



- You will be redirected to a screen showing your total fines, with any applicable notes and dates. You may pay those fines by selecting either of the **Pay Fines** buttons on the screen.



#### Pay Other Charges

Owed	Billing Type	Note	Date
\$11.00	Miscellaneous		06/13/2019
\$10.00	Long Overdue Collection Fee		08/18/2019

[Pay Fines](#)

- You will be redirected to a screen for online payment.



*This service allows you to pay your Indiana State Library Fee payments electronically and is a service of Value Payment Systems. A convenience fee of 2.25% of the payment amount (minimum \$1.00) is charged by Value Payment Systems for using this service. We accept Visa, MasterCard and Discover credit and debit cards.*

- Input your information. All fields with a red asterisk (\*) are required. Follow all prompts until the system has informed you that your payment has been received.

**NOTE:** Occasionally a bill may not show as paid until the next business day. **Do not resubmit payment after your initial confirmation.** If you have questions or concerns, please contact the library at 260-925-2414 x120 and a staff member will do their best to assist you.