1. Go to <u>www.epl.lib.in.us</u> 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).

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Request Library Card New Sea	arch INSPIRE Indiana Sta	ate Library About Evergreen Which 0	OverDrive Link Do I Use?		
Copyright © 2006-2020 Georgia I	Public Library Service, and oth	iers			
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- 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.

				Language: English (US) Change My Account
v Search INSPIRE Indiana State Library	Find a Library Near Me	About Evergreen	Which OverDrive Link Do I Use	? Reference USA
Request a Library Card				
Home Library	Eckhart PL - Main	any to choose? F	ind out here	
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Email checkout receipts by default?			"	

4. Click Submit Registration.

Go Back 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.

1. To pay a bill on your account, go to <u>epl.lib.in.us</u> and click on **My Account** (located at the top left of the screen, underneath the library logo).

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MY ACCOUNT	RESOURCES	HOURS & LOCATIONS	CALENDAR	LIBRARY SERVICES	ABOUT US	\vee
	EC	KHART P	VBLI	C LIBRA	ARY	

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

	Language: English (US) ▼ Change	Me	essages My Account	My Lists Logout
BINDIANA		0 Checked Out 0 On H	Hold 0 Ready for Pick	up <u>\$21.00 Charges</u>
		0 E-Items Checked Out	0 E-Items on Hold 0	E-Items Ready for Checkout
New Search INSPIRE Indiana State Library Find a Library	Near Me About Evergreen Which OverDrive Link Do I Use?	Reference USA		

4. 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.

	E-Items Currently Checked out (Q E-Items Currently on Hold (Q E-Items ready for pickup (Q	D) D) D)		Fines: \$21.00 Pay Fines In some situations payments may not be applied until the next business day. Only cick Pay Fines on avoid multiple billings.
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6. 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.