

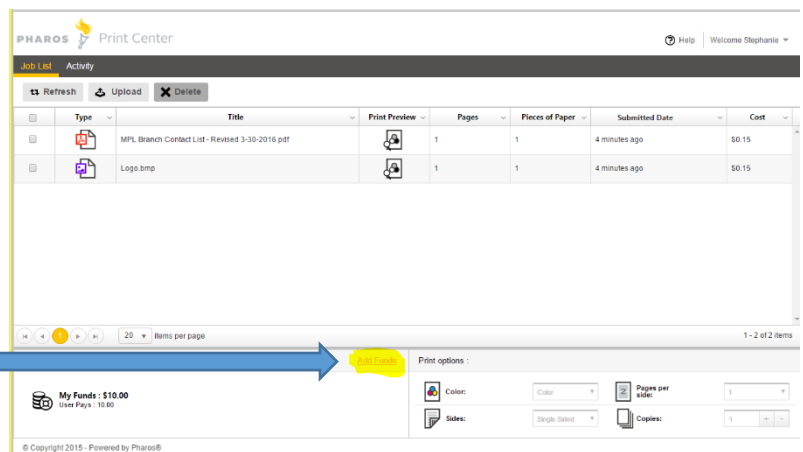
## MILWAUKEE PUBLIC LIBRARY – ADD FUNDS WITH CREDIT CARD

James Imaging and Milwaukee Public Libraries would like to offer a new feature associated with Printing at all Milwaukee Public Libraries. The ability to “Add funds” with a Credit Card is NOW available. Please remember, just like cash value added to your card the **transaction is non-refundable**, but if you lose your card the funds can be transferred to a new card.

**NOTE: This feature is powered by PayPal as the payment agent, which will add a small transaction fee based on the amount you add to your account. PayPal does require a valid EMAIL address to use the credit card processing feature.**

Follow the steps below to get started:

1. Logon to the MPL MyPrintCenter website – <https://mobileprint.mpl.org/myprintcenter/>
2. Enter in your library card id number and pin.
3. You will be logged into your personal Print Center.
4. Click on the ADD FUNDS hyperlink
5. The add funds window will appear.



Choose the amount you would like to add to your account, the convenience fee will adjust based on the amount you enter in. (Min: \$5.00/ Max \$100.00), which is automatically calculated and applied to the total amount owed.

**REMEMBER: THE FUNDS ADDED ARE NON-REFUNDABLE.**

6. When completed, click the I AGREE box, and click CONTINUE TO PAYMENT.
7. You will be redirected to PayPal to either logon with an existing account, sign up for a PayPal account or enter as a guest.
8. Once you confirm the information entered, you will receive an email confirmation and you will be redirected to the MPL Mobile Print site where you can see your new balance.

If you experience any problems please contact James Imaging Systems, or your local Milwaukee Public Library for assistance.

The 'Add Funds' dialog box has a yellow header. It contains three input fields: 'Amount' with a value of \$5.00, 'Transaction Fee' with a value of \$0.46, and 'Total' with a value of \$5.46. Below these fields is a checkbox labeled 'I agree to pay the total above' which is currently unchecked. At the bottom, there are two buttons: 'Cancel' and 'Continue to Payment'.

The 'Funds Added, Awaiting Confirmation' dialog box has a yellow header. The main text reads: 'If you completed a payment transaction and your balance has not yet updated, please wait a few minutes and click refresh. If you still don't see the expected balance, check with your administrator. Don't attempt to add funds again at this time.' At the bottom right, there is a yellow 'Ok' button.

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## Frequently Asked Questions

### **Why are there transaction fees applied when I add funds?**

This is a fee applied by PayPal, not James Imaging or MPL. PayPal is the secure credit card processing agent for this new feature and the standard rates apply (2.9% of the total amount charged and .30 per transaction). This is considered a convenience fee of using this online credit card add funds service.

### **What is the minimum amount I need to charge?**

For each time you add funds, the minimum amount is \$5.00, with the maximum of \$100.00.

### **How long does the amount remain on my card?**

This amount will remain on your card as long as your MPL card account is active.

### **What happens if I lose my MPL Library card with funds added?**

The library retains the information and can transfer the amount to a new card if you lose your card.

### **What type of credit cards are accepted?**

Visa, MasterCard, Discover, or American Express card