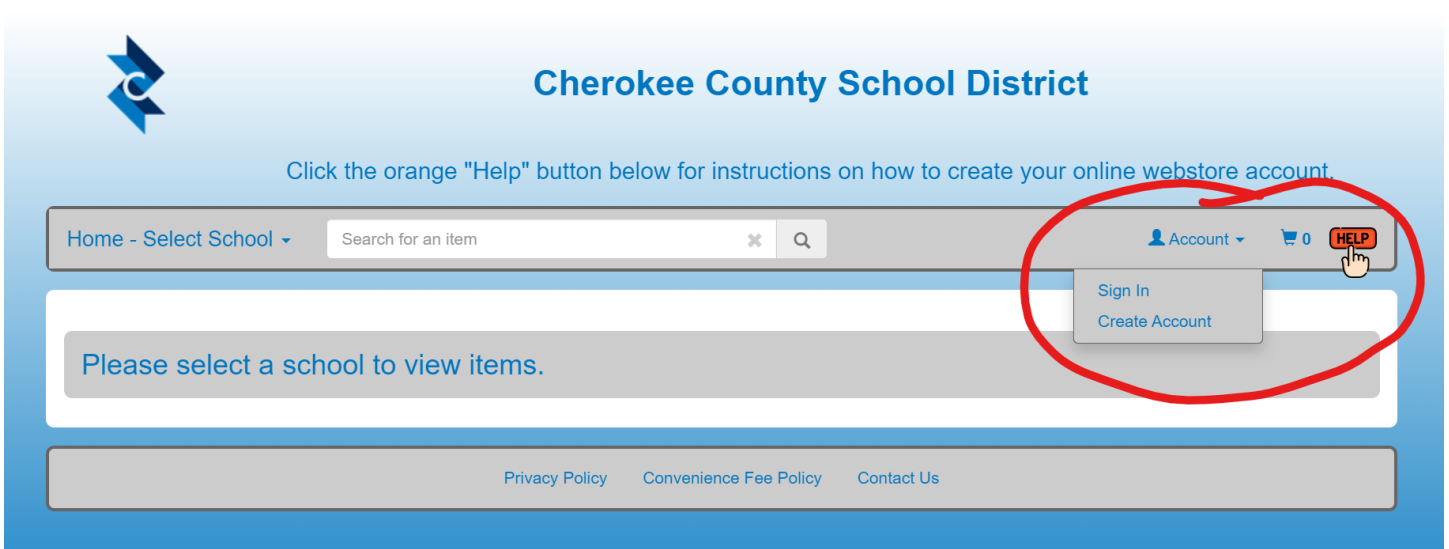


How to use the Online Payment System to pay for a Damaged or Lost Library Book

- Use this web address to access the [Greystep Payment Platform](#) or visit your school's homepage and click on the payment button (\$).
- Create an account for your family using your name as the primary person.



- Follow directions to link your student(s) to your family account.
- The [Help Button](#) gives great directions with visuals for these steps and the steps below.
- Once you create your family account and link your students, you will confirm your account via the email you provided.
- Login to the Greystep Platform and click on “My Account” (account profile at top right of page).
- A drop-down menu will appear. Choose “Unpaid Items”. The book(s) that are Lost or Damaged should appear.
- Choose “Pay Balance”. The items should be sent to your cart.
- Go to your cart and pay.
- Please email your school's Media Specialist and your student's teacher to let them know the debt has been paid.

Thank you so much for helping your student to be a responsible Media Center patron!