


Special Collections & Archives Instructions for Online Payment

Link to Online Payment Facility: <https://ecommerce.apps.qub.ac.uk/osqbsc/catalog/index.php>

To make online payment

1. Create an account (if a new user) or log in (if an existing user).



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UNIVERSITY
BELFAST

[Cart Contents](#) [Checkout](#) [My Account](#)

Home

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Information

We Accept

Shopping Cart

0 items

Welcome to Special Collections & Archives

Welcome Guest! Would you like to [log yourself in?](#) Or would you prefer to [create an account?](#)

Privacy Notice

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Contact Us

VISA

MasterCard

Maestro

JCB

Queen's University Belfast

University Road

Belfast

BT7 1NN


Tele: [\(028\) 9097 3760](tel:028190973760)

Email: specialcollections@qub.ac.uk

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1a. Select **Create an Account**; you will see the following form:



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Home > Create an Account

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0 items

My Account Information

NOTE: If you already have an account with us, please login at the [login page](#).

Your Personal Details

* Required information

First Name:

Last Name:

E-Mail Address:

Your Address

Street Address:

City:

Post Code:

Country:

Your Contact Information

Telephone Number:

Your Password

Created by you to enable you to login in to the system at any time (must be a minimum of 5 characters)


Password:

Password Confirmation:

Continue

Enter your details and follow the on-screen instructions to create your account.

1b. Select **log yourself in**; you may then enter your email address and password to access your account.



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Welcome, Please Sign In

Returning Customer

I am a returning customer.

E-Mail Address:

Password:

[Continue](#)

New Customer


In order to make your payment, you first need to create an account.

[Sign In](#)

Shopping Cart

0 items

2. Select **Payment Options**.



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[Home](#) » [Payment Options](#)


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Books to Purchase

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Payment Options

Product Name+	Price	Buy Now
Payment for Filming / Recording / Still Photography	€0.00	Buy Now
Payment for MSS images	€0.00	Buy Now
Payment for Musical Performance Sets	€0.00	Buy Now
Payment for Thesis Copy Requests	€0.00	Buy Now

Displaying 1 to 4 (of 4 products)

Result Pages: 1

Shopping Cart

0 items

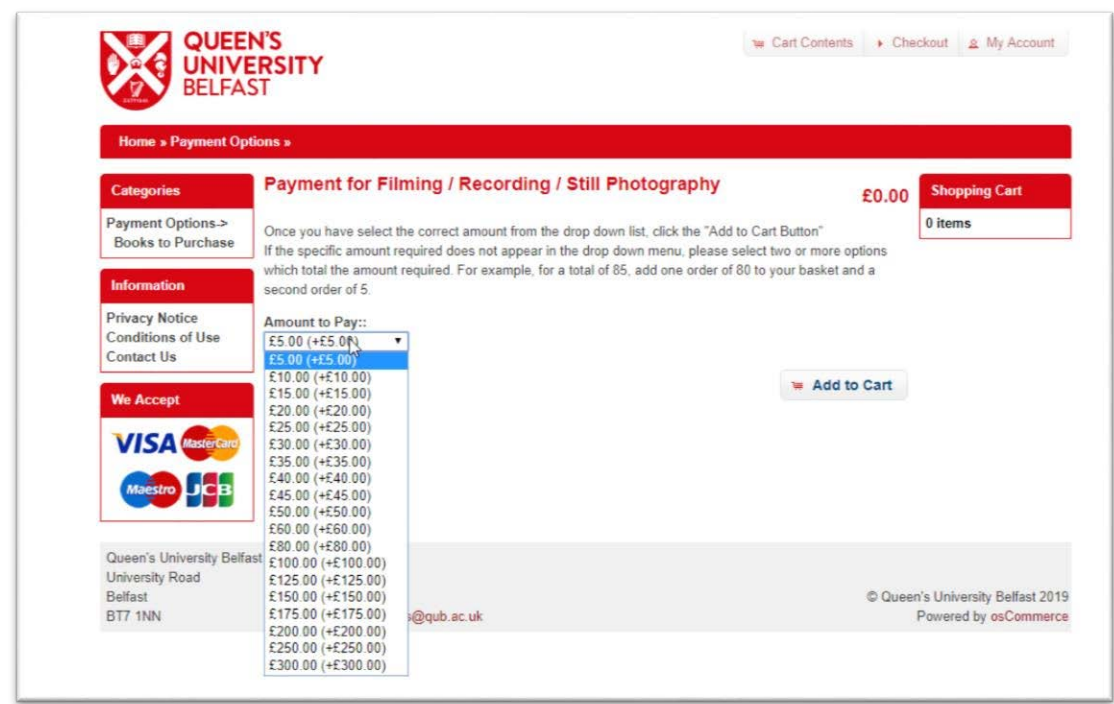
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Choose the most applicable option.

3. You will be brought to the payments page. Use the dropdown menu to choose the correct payment amount.



Select **Add to Cart**, then **Checkout**.

4. You will then have the opportunity to add any details about your order. When you are happy to proceed, select **Continue**. The order details will be displayed. Choose **Confirm Order**. Follow the on screen instructions to make payment via credit card.

If you experience any difficulties, please contact specialcollections@qub.ac.uk for guidance.