

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).

The screenshot shows the homepage of the Queen's University Belfast online payment facility. The header includes the university logo and navigation links for Cart Contents, Checkout, and My Account. A red banner at the top reads "Home". Below this, there are sections for "Categories", "Payment Options->", "Information" (with links for Privacy Notice, Conditions of Use, and Contact Us), and "We Accept" (with logos for VISA, MasterCard, Maestro, and JCB). The main content area features a "Welcome to Special Collections & Archives" message with a "Shopping Cart" button showing "0 items". A welcome message for a guest user asks if they want to log in or create an account. The footer contains contact information for Queen's University Belfast, including the address, telephone number (028) 9097 3760, and email address (specialcollections@qub.ac.uk). It also includes a copyright notice for 2019 and mentions the site is powered by osCommerce.

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

The screenshot shows the "Create an Account" form. The header is identical to the homepage. A red banner at the top reads "Home > Create an Account". Below this, there are sections for "Categories", "Payment Options->", "Information", and "We Accept". The main content area is titled "My Account Information" and includes a note: "NOTE: If you already have an account with us, please login at the login page." The form is divided into several sections, each with a red header: "Your Personal Details" (with fields for First Name, Last Name, and E-Mail Address), "Your Address" (with fields for Street Address, City, Post Code, and Country), "Your Contact Information" (with a field for Telephone Number), and "Your Password" (with fields for Password and Confirmation). A "Continue" button is located at the bottom right of the form.

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.

The screenshot shows the login page of the Queen's University Belfast website. At the top left is the university logo. Navigation links for 'Cart Contents', 'Checkout', and 'My Account' are in the top right. A red banner at the top contains 'Home » Login'. Below this, there are three main sections: 'Categories' with a 'Payment Options->' link, 'Information' with links for 'Privacy Notice', 'Conditions of Use', and 'Contact Us', and 'We Accept' with logos for VISA, MasterCard, Maestro, and JCB. The central area is titled 'Welcome, Please Sign In' and offers options for 'Returning Customer' and 'New Customer'. The 'Returning Customer' section has fields for 'E-Mail Address:' and 'Password:', a 'Continue' button, and a 'Sign In' button. The 'New Customer' section has a message: 'In order to make your payment, you first need to create an account.' A 'Shopping Cart' box in the top right shows '0 items'.

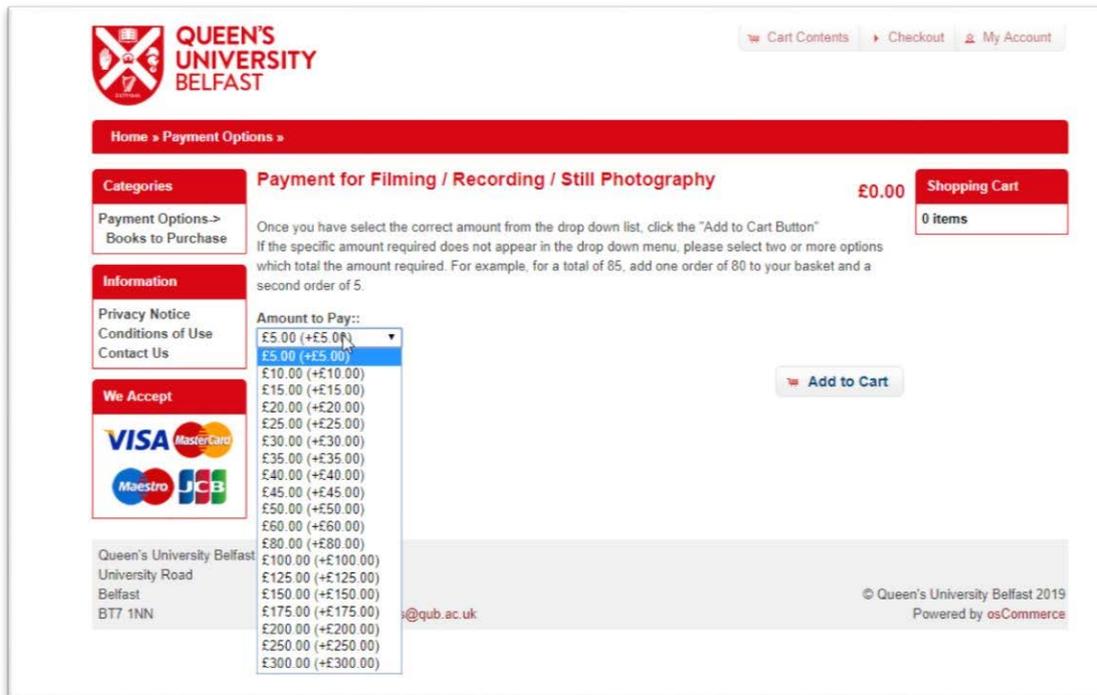
2. Select **Payment Options**.

The screenshot shows the 'Payment Options' page on the Queen's University Belfast website. The layout is similar to the login page, with the university logo and navigation links at the top. A red banner at the top contains 'Home » Payment Options'. Below this, there are three main sections: 'Categories' with a 'Payment Options->' link and 'Books to Purchase', 'Information' with links for 'Privacy Notice', 'Conditions of Use', and 'Contact Us', and 'We Accept' with logos for VISA, MasterCard, Maestro, and JCB. The central area is titled 'Payment Options' and features a table with columns for 'Product Name+', 'Price', and 'Buy Now'. The table lists four products, each with a price of £0.00 and a 'Buy Now' button. Below the table, it says 'Displaying 1 to 4 (of 4 products)' and 'Result Pages: 1'. At the bottom, there is contact information for Queen's University Belfast, including the address, telephone number (028) 9097 3760, and email address specialcollections@qub.ac.uk. The footer also includes the copyright notice '© Queen's University Belfast 2019' and 'Powered by osCommerce'.

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

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.