How to Pay with Credit or Debit Card

1. Get the following information from the library staff:
2. Title of book
3. Barcode number of book
4. Replacement cost of book
5. Go to the RCHS School Loop page (rchs-cjuhsd-ca.schoolloop.com)
6. Click on “Online Payment Center” on the bottom left.
7. Click on RCHS Library Book OR RCHS Textbook.
8. Fill out all information for one book at a time and click “Add to Cart.”
9. If you are paying for more than one book, click “Continue Shopping” and go through the same steps.
10. When complete, click “Checkout” or “Checkout with PayPal.”
11. When complete, click “Submit My Order.”
12. PRINT a copy of your receipt & bring it to the library.

**YOUR TRANSACTION IS NOT COMPLETE UNTIL THE LIBRARY RECEIVES THE RECEIPT.**

Student Name:

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| **Book Title** | **Barcode** | **Replacement Cost** |
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