## Pay reminder online



1. Scan the QR code on the reminder notice



- 2. The e-Pay page of the State Office of Finance will open. Click on the three lines on the left-hand side to switch to English.
- 3. Fill in the following information
  - a. Last name, first name
  - b. Invoice amount (7,50€ oder 17,50€ oder 37,50€)
  - c. The pre-filled purpose of payment must remain unchanged
  - d. Data protection check mark
- 4. Check your entries
- 5. Select how you would like to pay and enter your payment information.
- 6. Show the library staff that you have paid so that your account can be reactivated (after returning the books).
  - a. Either directly at the service counter
  - b. Or as a screenshot per mail to ausleihe@haw-landshut.de



