Effective July 1st, 2016, CLA members using the Library Materials Shipping Tool (EOE Secure) will only be able to pay for their shipments using either credit cards or stamps.

As originally communicated, payment by meter *for parcel shipments* will no longer be accepted effective July 1st, 2016. You may continue to use your meter to pay for the mailing of letters.
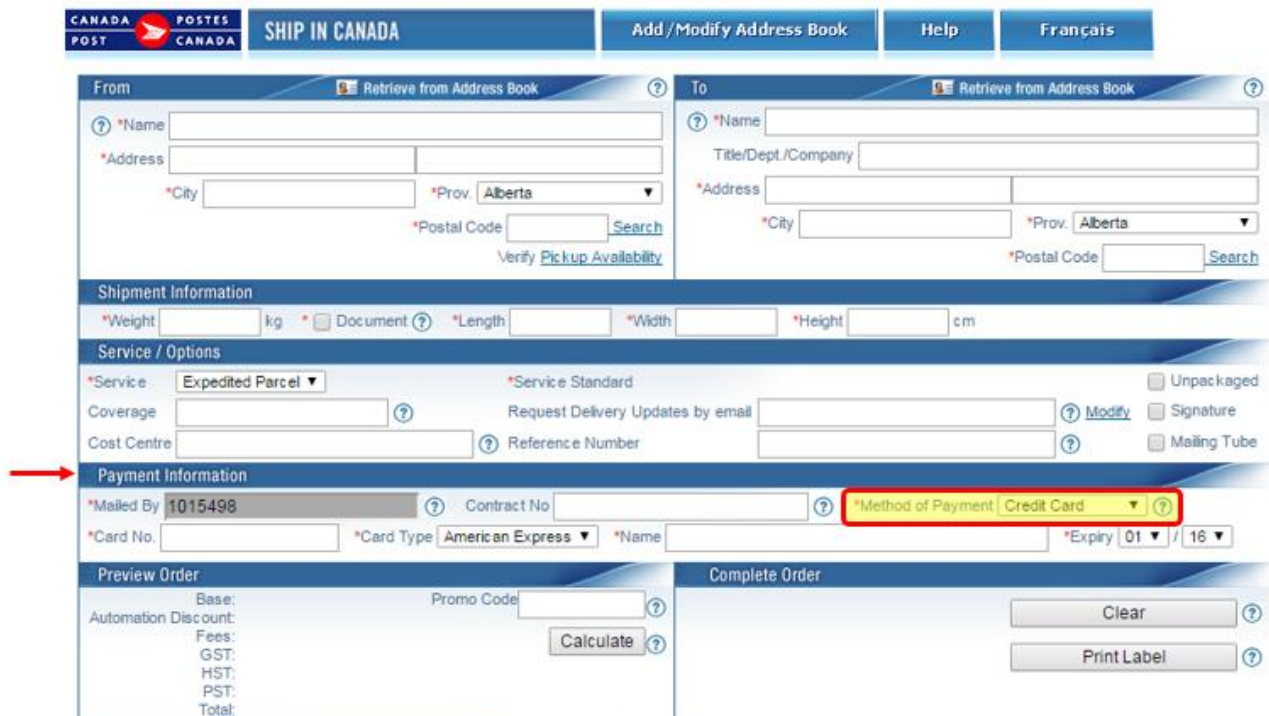
In February it was communicated that the option of Supplier Account would replace meter for parcels, however unfortunately that option cannot be offered in the shipping tool.

There is no change for libraries currently using credit cards or stamps to pay for parcel shipments.

To assist CLA members, we have prepared simple instructions on how to select credit cards or stamps when paying for parcel shipments using the shipping tool.

To pay for parcel shipments using credit cards or stamps:
1. In the "Payment Information" section, select "Credit Card" or "Stamps" from the "Method of Payment" drop-down list (downward pointing arrow to the right).
2. If paying by credit card, enter the card number, card type (VISA, Mastercard or American Express), name on the card and the expiry date.