

# How to Pay for a Replacement ID Card

You will use these instructions for purchasing a replacement ID Card.

## Step-by-step guide

1. Using the camera on your smart phone, tablet or laptop scan this QR code and tap on the pop up link



- a.
- b. [eBill](#)

2. Select "Login as Student/Guest"
3. Enter your Student ID #
4. Enter your Last Name
5. Click Login
6. Choose **Duplicate ID Payment - \$25**
7. For **Amount:** Enter **25** (numeric values only)
8. Click **Add to myLynn cart**
9. Confirm the information in your cart is correct and the **Total Amount** is **\$25.00**
10. Click the **Checkout** button
11. Complete the payment process
12. Once complete, you will receive an email stating you have paid with an invoice number
13. You will need that email when you request your Replacement ID



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