Add money to your *PaperCut* **Account online**
**Using a Credit, Debit Card, or Checking Account**

If you have used all of your free print allowance, you can easily add money to your print via debit, credit card or ACH (checking account) information via the *PaperCut* web payment gateway.

NOTE: *Money added to your print account is* __**non-refundable**__*. You may only add up to $5 at a time to your account. Be sure to only add as much as you will use during your time at Quincy College.* **Printing charges will always first draw from the free print quota allocation.**
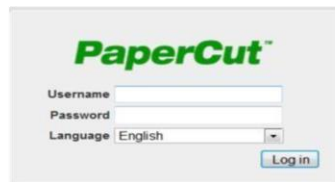
To add credit to your account using a credit card, debit card, or checking account information:

• Log in to a computer. Soon after login, your printing balance window will appear.

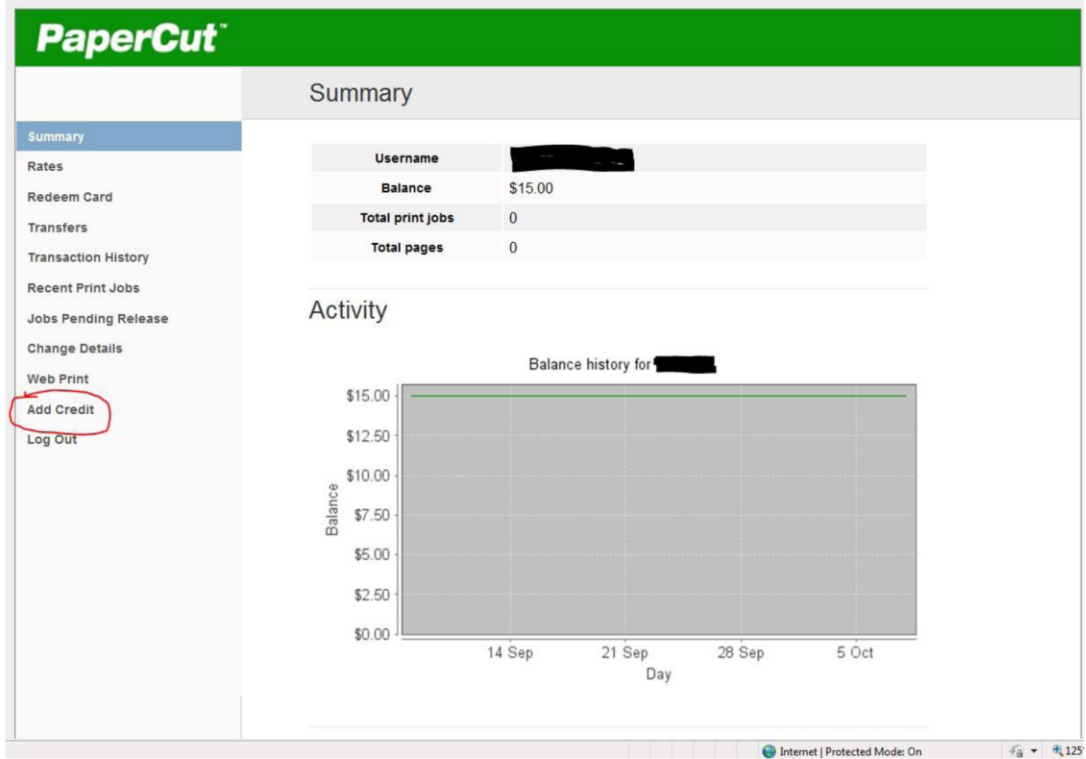• Click the **Details…** link on the balance window
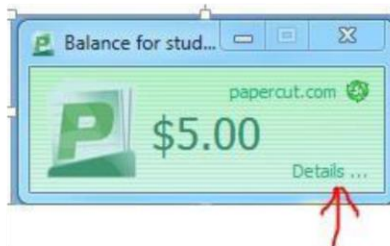
Balance window showing the Details link

• A web page will open requesting your network username and password. This is the same username and password you use to log in to your Quincy College Portal or campus computers.

Login to PaperCut

• After logging in, click the **Add Credit** link from the left menu.

PaperCut interface showing the Add Credit screen

Double check the amount you would like to add on the following screen

Choose Credit Card for either a credit card or debit card payment. Choose Bank Account to enter your checking account information.
• Enter in your card information. Finish the process to add money to your print account by clicking the submit button. Your balance will update momentarily.

• Money added to your Print Smart account via credit or debit card will show up as ""Quincy College" on your banking statement.