

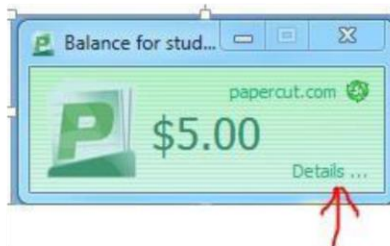
**Add money to your  Account online
Using a Credit, Debit Card, or Checking Account**

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.**

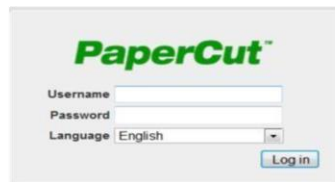
To add credit to your account using a credit card, debit card, or checking account information:

- Log in to a computer. Soon after login, your printing balance window will appear.
- Click the **Details...** link on the balance window



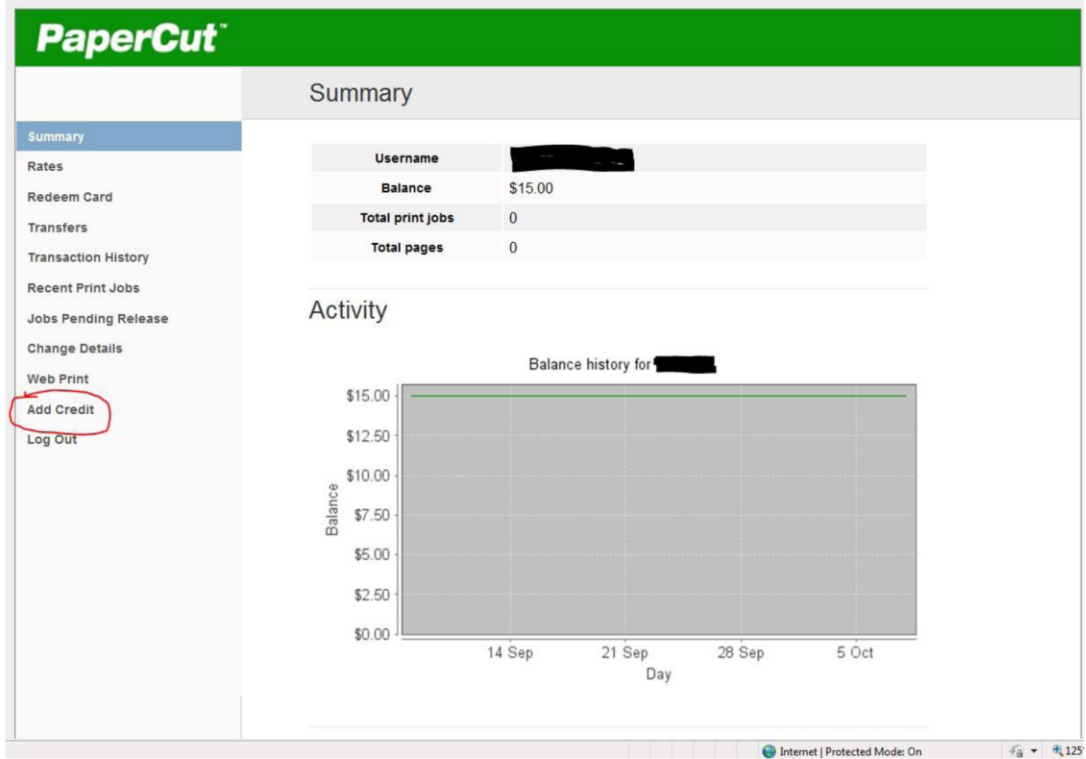
Balance window showing the Details link

- 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.

A screenshot of the PaperCut login form. It features the PaperCut logo at the top. Below the logo are three input fields: "Username", "Password", and "Language" (set to "English"). A "Log in" button is located at the bottom right of the form.

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

Username	<input type="text"/>
Current Balance	\$15.00
Amount to add	--- Select the amount ---

Add Value

- 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.

Order Information	* Required Fields
Description: Credit for print account	Invoice Number:
Total: US \$5.00	
Payment Information	
Pay by <input checked="" type="radio"/> Credit / Debit Card <input type="radio"/> Bank Account (USA only)	
	
Card Number: <input type="text"/>	* (enter number without spaces or dashes)
Expiration Date: <input type="text"/>	* (mm/yy)
Billing Information	
Customer ID: <input type="text"/>	
First Name: <input type="text"/>	* Last Name: <input type="text"/>
Company: <input type="text"/>	
Address: <input type="text"/>	*
City: <input type="text"/>	*
State/Province: <input type="text"/>	* Zip/Postal Code: <input type="text"/>
Country: <input type="text"/>	*
Email: <input type="text"/>	
Phone: <input type="text"/>	
Fax: <input type="text"/>	
Shipping Information	
<input type="checkbox"/> Copy Billing Information to Shipping Information	
First Name: <input type="text"/>	Last Name: <input type="text"/>
Company: <input type="text"/>	
Address: <input type="text"/>	
City: <input type="text"/>	
State/Province: <input type="text"/>	Zip/Postal Code: <input type="text"/>
Country: <input type="text"/>	
 <input checked="" type="button" value="Submit"/>	

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