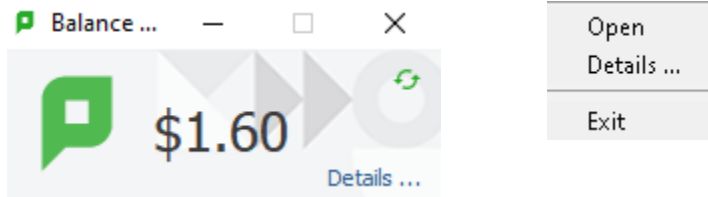
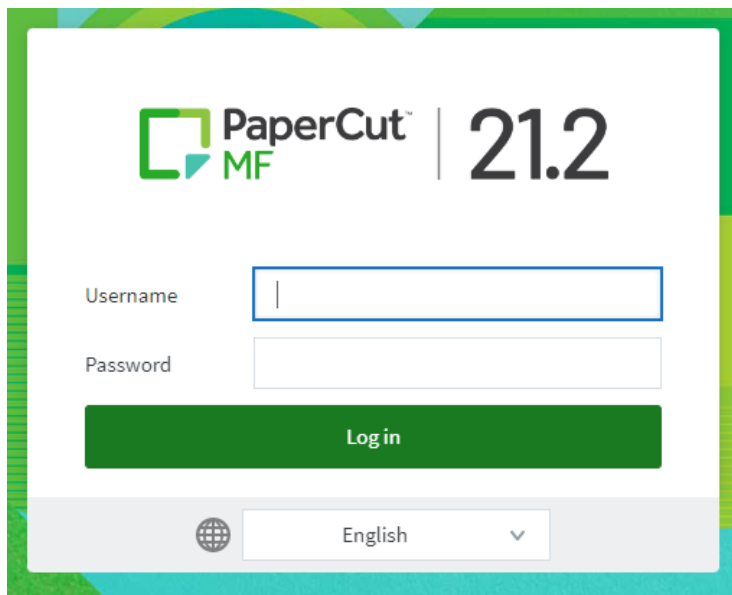


ADDING FUNDS

In order to add more funds/prints to your printing account – you must login to one of the computers on campus. The PaperCut client has a link to “Details...” that will take you to the internal website for your account details.



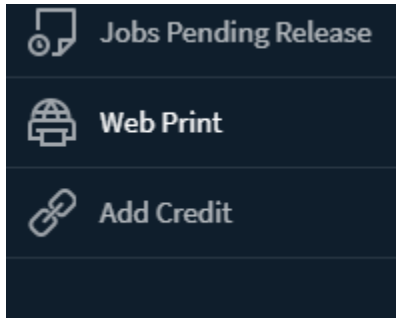
When the site opens in the browser it will look like the image below. Simply login with your network username and password (NO “@nmhs.org” needed)



The direct link to this is <http://w2k19papercut1:9191/user>

(CONTINUE TO NEXT PAGE)

Once you have logged in you will need to go to the “add credit” link on the left side of the screen:



Add credit using Authorize.Net

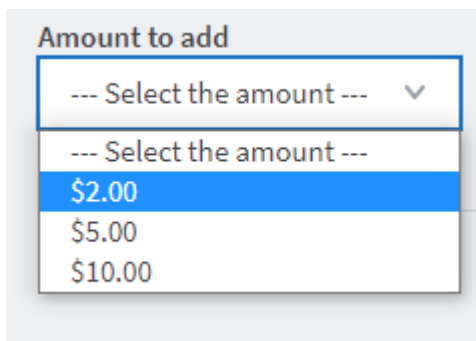
Username
mstockf (Stockfeld, Matt)

Current balance
\$1.60

Amount to add
--- Select the amount --- ▾

Add value

As of today we have three amount options to choose from



\$2 = 40 sheets

\$5 = 100 sheets

\$10 = 200 sheets

After you pick the amount you'd like to fund – you will be redirected to the secure payment site where you can enter your payment information. After you submit successfully – the funds will instantly be available in PaperCut.

If making a payment for someone other than person named on credit card, please enter the name of that person in the description field below.


Order Information * Required Fields

Description:

Total: \$2.00 (USD)

Payment Information

Pay by **Credit / Debit Card** **Bank Account**
(USA Only)



Card Number: (enter number without spaces or dashes)

Expiration Date: (mmyy)

Billing Information

First Name: Last Name:

Address:

City:

State/Province: Zip/Postal Code:

Email:

Phone:

Nebraska Methodist College

You can then log out and go on to print!

If you have any questions or issues please email Educational Technology:

nmchelp@methodistcollege.edu