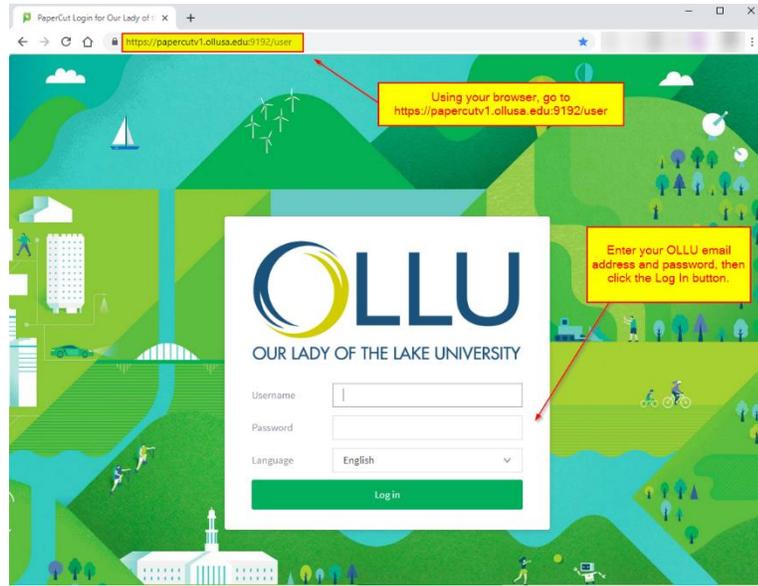


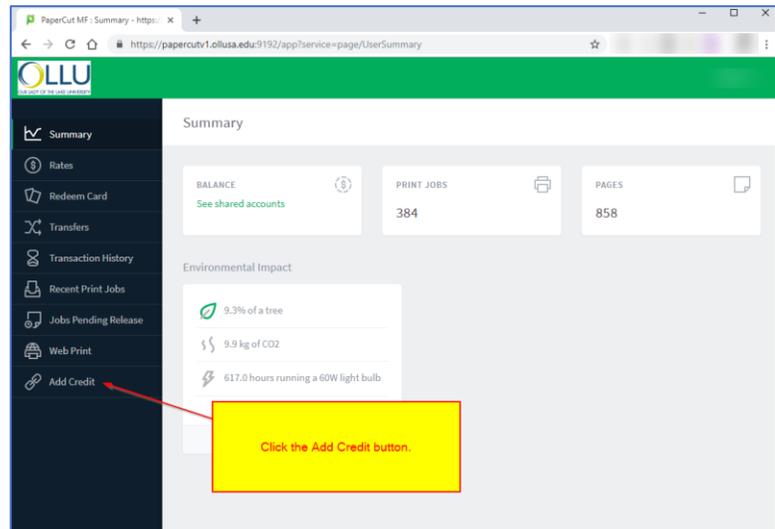
# HOW TO ADD PRINTING CREDIT IN PAPERCUT

OLLU students can add credit to their print balance using a debit or credit card. Just follow these instructions.

Open a web browser on your device and go to <https://papercutv1.ollusa.edu:9192/user>. Enter your OLLU email address and password, then click **Log In**.



From the menu on the left side, click **Add Credit**.



Under Amount to add, select the amount of credit to add to your balance from the drop-down list. You can choose between \$5, \$10, and \$20.

Then click the **Add value** button.

### Add credit using TouchNet uPay

Username  
clspears (Spears, Curtis L)

Current balance  
\$62.02

Amount to add  
--- Select the amount ---  
\$5.00  
\$10.00  
\$20.00

Add value

Select the amount of credit to add (\$5, \$10, or \$20), then click the Add value button

You will be redirected to our secure Touchnet payment gateway.

Complete the account information form and then click the **Continue** button.

You will be redirected to our Touchnet payment gateway.

Complete the account information form, then click on Continue.

If the payment was processed successfully, you will see a notification on Papercut that the credit was added to your print balance.

\$5.00 has been added to your account

If the payment was successful, you will receive notification that the credit has been added to your account.