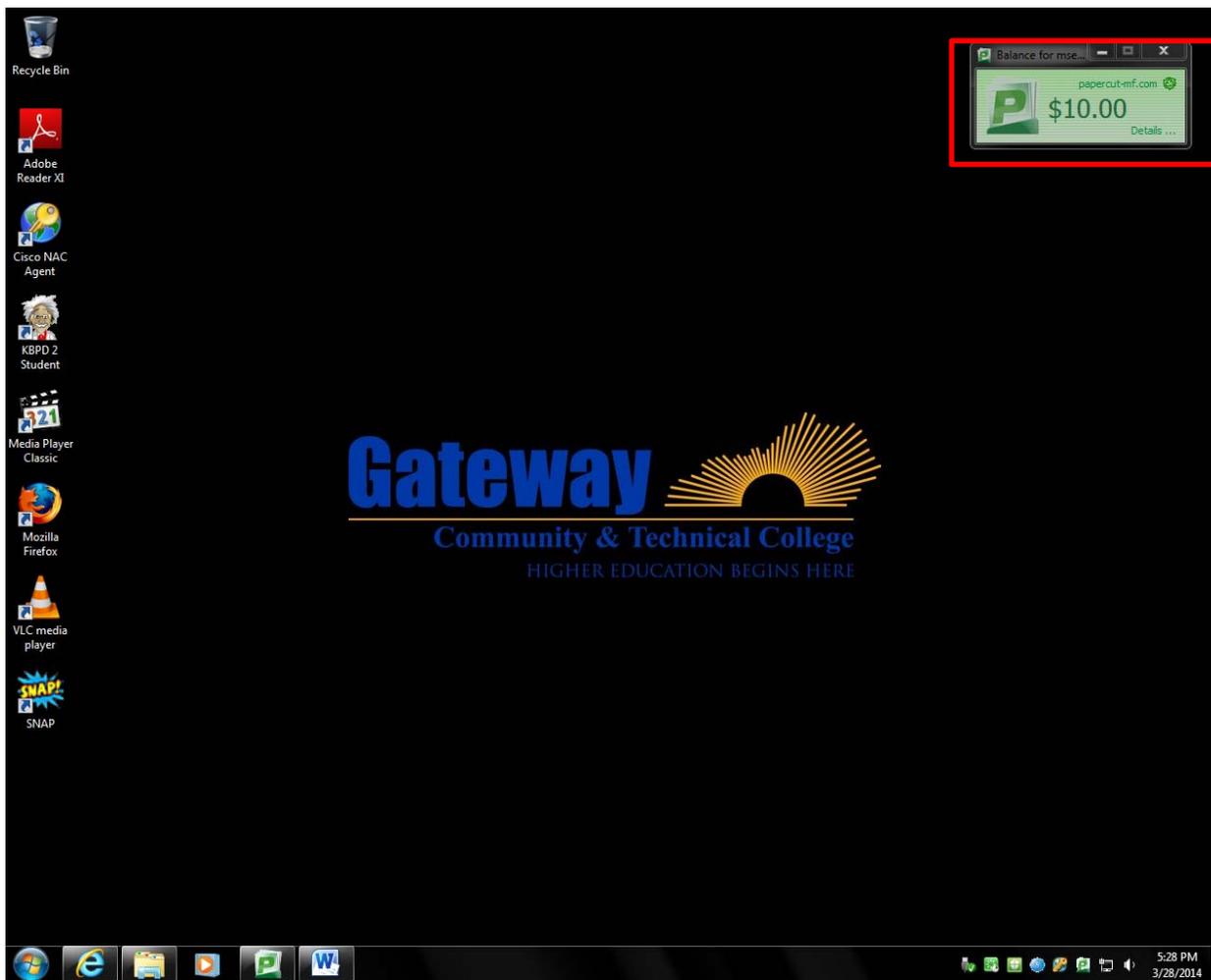


**Gateway Community and Technical College is happy to announce a new student service that allows students to add credit to their printing account anytime they are logged on to a college computer by using a credit card.**

Please note that cash payments will still be accepted at the Edgewood Business Office.

### **How to Pay for Printing with a Credit Card**

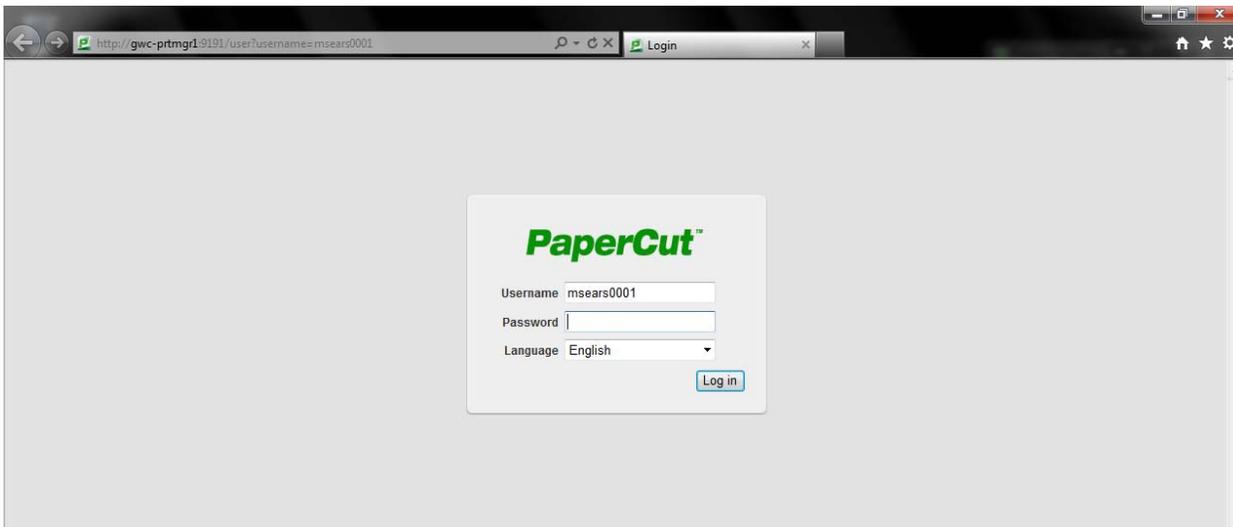
In order to pay for printing with a credit card, you must log on to a computer on a Gateway College Campus. Once you log on, the PaperCut dialog box will be displayed in the upper right hand corner of the desktop.



Click on the details link inside the PaperCut dialog box



Internet Explorer will open up to the PaperCut login page. Type in your username and password and click Log In.



Once you log in to PaperCut, the Summary page for your printing account will be displayed. From this page, you can look at all the details of your printing account in addition to adding credit to your printing account by paying with a credit card.

To start the credit card payment process, click on Add Credit in the tool bar on the left hand side of the page.

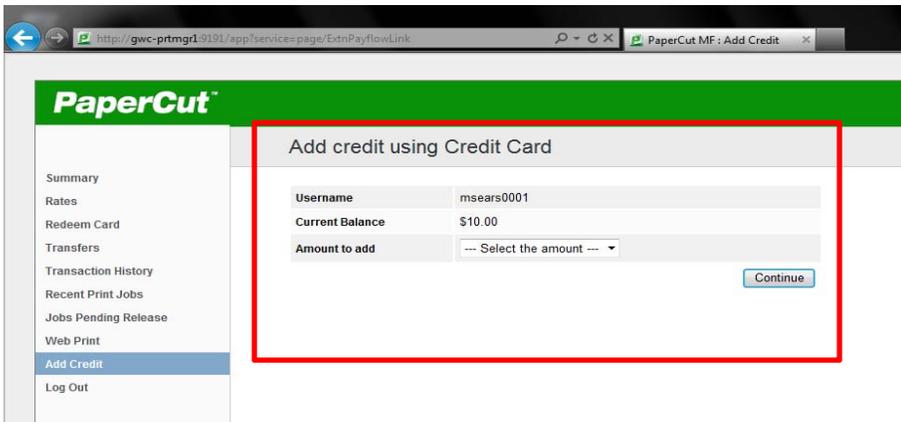
A screenshot of the PaperCut Summary page. The page has a green header with the PaperCut logo. A left-hand navigation menu contains several options, with 'Add Credit' highlighted by a red rectangle. The main content area is titled 'Summary' and contains a table with account details. Below the table is an 'Activity' section with a line graph titled 'Balance history for msears0001'. The graph shows a balance of \$0.00 until late March, where it spikes to \$10.00.

Username	msears0001 (Sears, Melissa (Gateway))
Balance	\$10.00
Total print jobs	735
Total pages	1,802

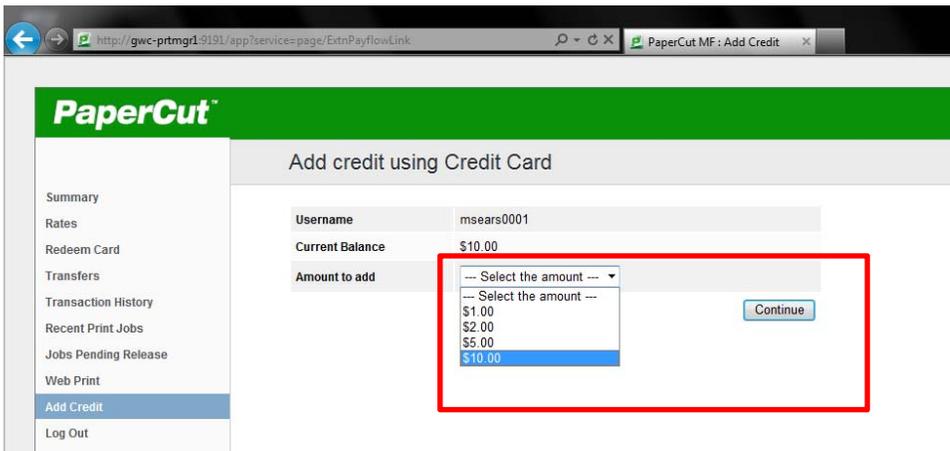
**Activity**

Balance history for msears0001

The printing summary page will change to the Credit Card payment page.



In the Amount to add line, click the arrow in the drop down box and select the amount you want to pay to add to your printing account. Then click continue. (NOTE: All student print accounts are reset to \$0.00 the day after each semester ends regardless if the funds were given to the student as the \$10 worth of free printing at the beginning of each semester, or if the student purchased it themselves.)



The secure Paypal credit card payment page will be displayed. In the bottom half of the page, type in your credit card information and expiration date and click Pay Now.

