

## Adding Print or Copy credits to your ID card

These instructions will demonstrate how to add credit to your ID card for printing or copying at any Flinders printing device.

Pu	Purchase Printing Credit								
1)	1) Open the web browser on your device and go to myprint.flinders.edu.au								
2)	) Log in using your FAN and password								
3)	) Select Purchase Credit from the sidebar menu								
	.28								
	📮 Flinders	Summary							
	Summary	Summary							
	Recent Print Jobs	BALANCE \$0.00	(\$)	print jobs O	ē	pages			
	Change Details	Activity							
	Heb Print	\$0.00	Balance history for g.add	namehere					
	Purchase Credit	\$0.00							
	<u> </u>	\$0.00							
		\$0.00 E \$0.00							
		-\$0.00							
		-\$0.00							
		-\$0.00							
		00:00 02:00 04:00	06:00 08:00 10:00 12:00 Day	0 14:00 16:00 18:00 20:00 2	2:00 00:00				
4)	Add the Am	ount you wo	uld like to	o purchase	and Add to	o Cart			
	Payment Home Of My Account Information/Need Help? Privacy								
	Print and Photocopy Balance TopUp								
	Please complete the following details								
	Please use this form to top up your Print and Photocopy balance.								
	Please allow L	up to 3 minutes for your bala	nce to be updated.						
	PaperCut Use	er * g.addnameh	ere						
	Balance	0.0							
	Amount *	✓ \$5.00							
		\$15.00 \$20.00							
		\$50.00					Add to Cart		



Ch	Check the details are correct, then select Process Payment.							
			VISA 1					
	G Payment Home O My Account Information/Need Help? Privacy	ttem	ns: 1 Total: \$5.00					
	Flinders Online Payments Selections							
	This is a list of your payment selections. To proceed, please select Process Payment.							
	Print and Photocopy Balance TopUp		Remove					
	PaperCut User: g.addnamehere	Quantity	1					
		Item: Amount	\$5.00 \$5.00					
		Grand Total	\$5.00 Process Payment					
lf y	you would like a receipt emailed to you, add your	Grand Total	\$5.00 Process Payment					
If y	you would like a receipt emailed to you, add your	Grand Total • email address. • • • • • • • •	\$5.00					
If y	you would like a receipt emailed to you, add your Flinders Payment Home Any Account Information/Need Help? Privacy Customer Details	Grand Total • email address.	\$5.00 Process Payment					
If y	you would like a receipt emailed to you, add your         Image: State of the	Grand Total • email address. • email address to the state of the sta	\$5.00					
If y	you would like a receipt emailed to you, add your         Image: Structure	Grand Total	\$5.00					





7)	Enter your Mastero	ard or VISA pay	yment c	ard det	ails, t	hen se	lect Pay	y Now.		
	Flinders							VISA		
	Payment Card De	tails								
		Number Amount Email		3100430 \$5.00 nicki_mac@hotmail.com						
		Card Number		411111111111111			]			
		Expiry Date	Month	12	Year	30				
		Security Code ( <u>CVV</u> )	urity Code ( <u>CVV</u> ) (i) <u>What's this?</u> 123			123	]			
		Amount Payable \$5.00 Pay Now								
8)	Purchased printing credits will be available in your account. Your balance can be viewed in the Summary dashboard.									
	Flinders									
	Transaction History  Recent Print Jobs  Jobs Pending Release	٢	print jobs 0		6	pages O				
	(i)     Change Details       (ii)     Change Details       (iii)     (iiii)       (iiii)     (iiii)       (iiii)     (iiii)       (iiii)     (iiiii)       (iiii)     (iiiii)       (iiii)     (iiiii)       (iiii)     (iiiiii)       (iiii)     (iiiiii)       (iiii)     (iiiiiiii)       (iiiii)     (iiiiiii)       (iiiiii)     (iiiiiii)       (iiiiiii)     (iiiiiiiii)       (iiiiiiiiiii)     (iiiiiiiiiiiiiiiiiiiiiiiiiiiii)	Balance history for g.addn	amehere							

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