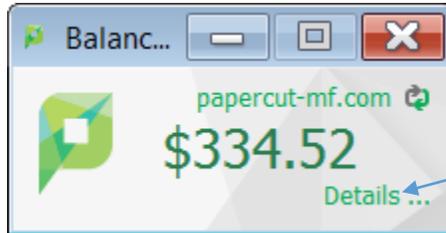


How To Add Funds To Your PaperCut Account

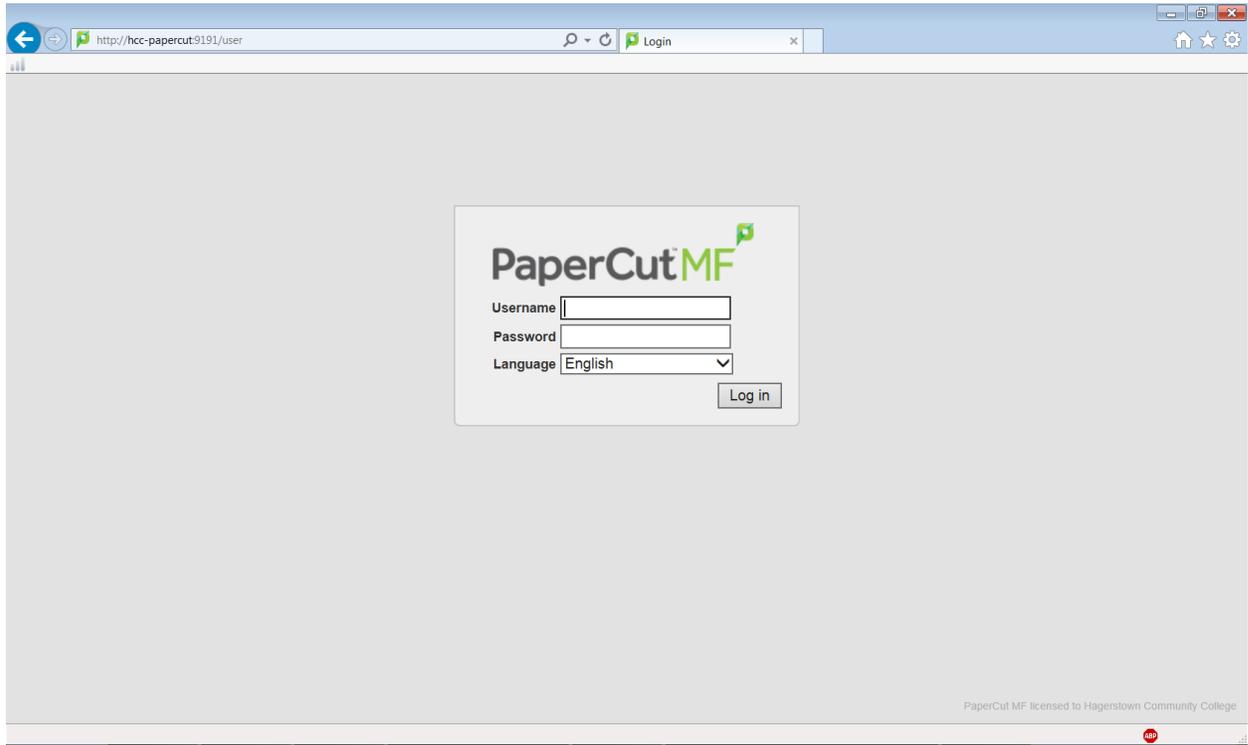
1. Navigate to the following link: <http://hcc-papercut:9191/user>
 - a. Or click the *Details...* link located on the balance window displayed when first logging in to a campus computer:



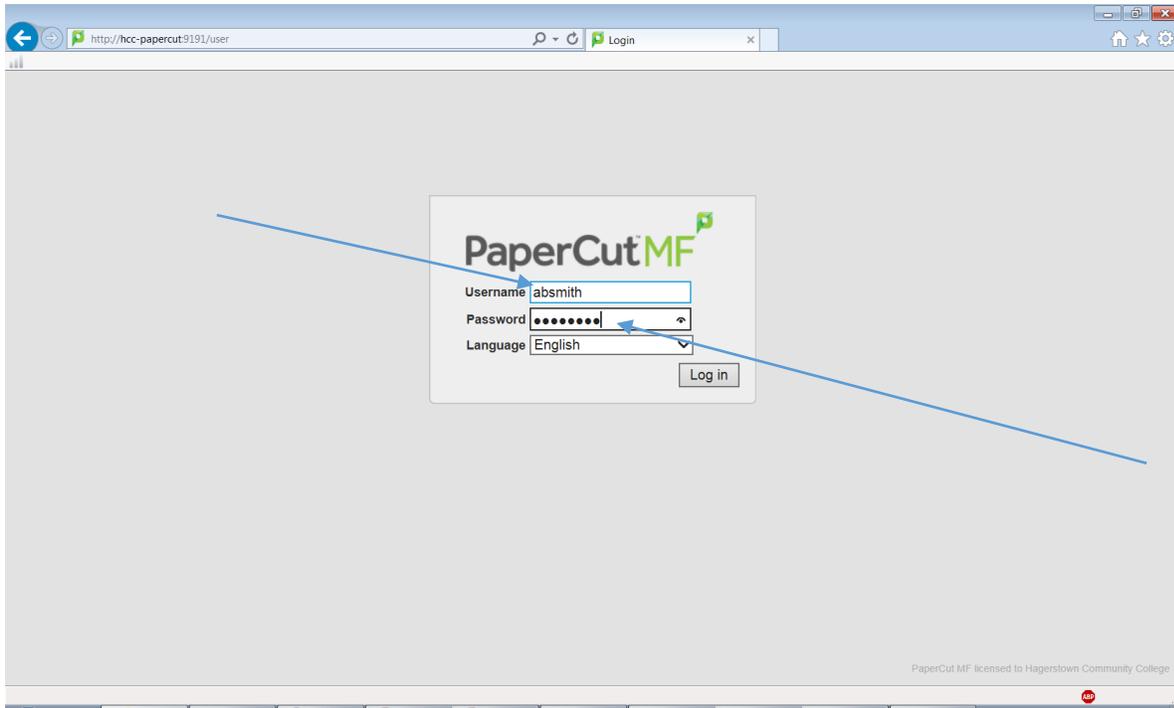
- b. If you do not see the above screenshot, click the PaperCut icon located on the taskbar:



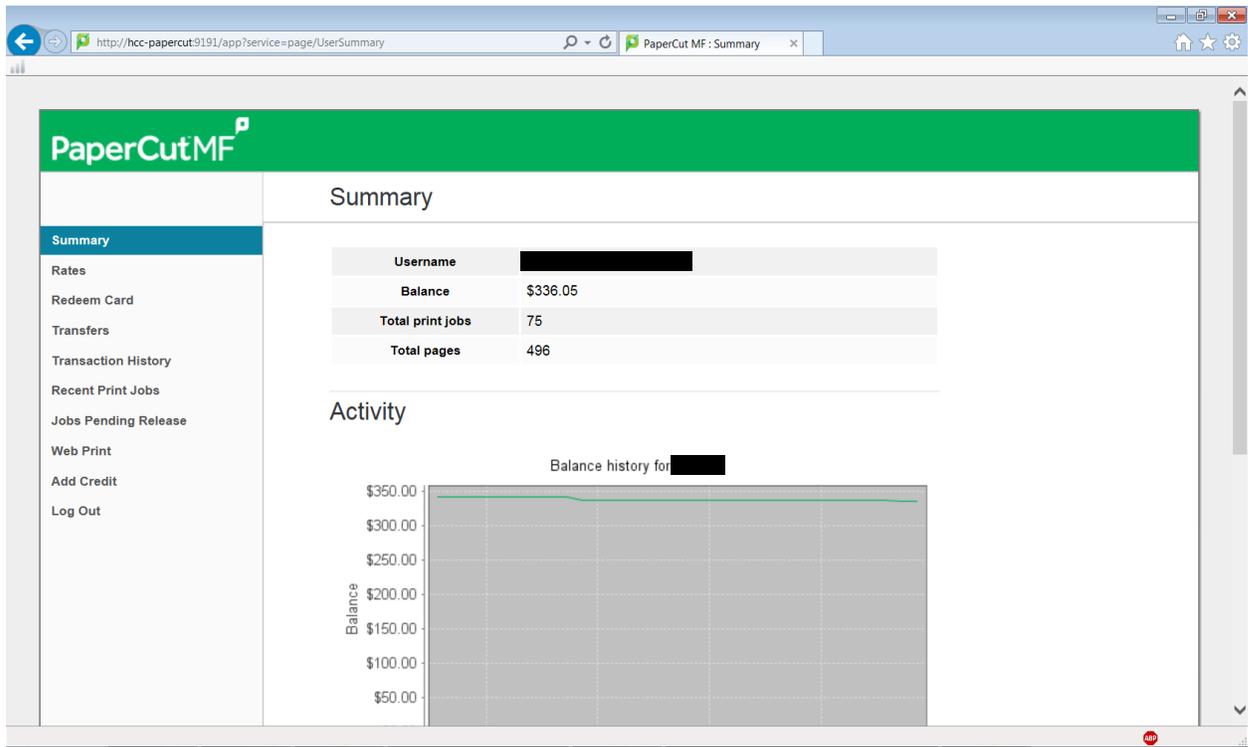
2. You should see a screen similar to the image below:



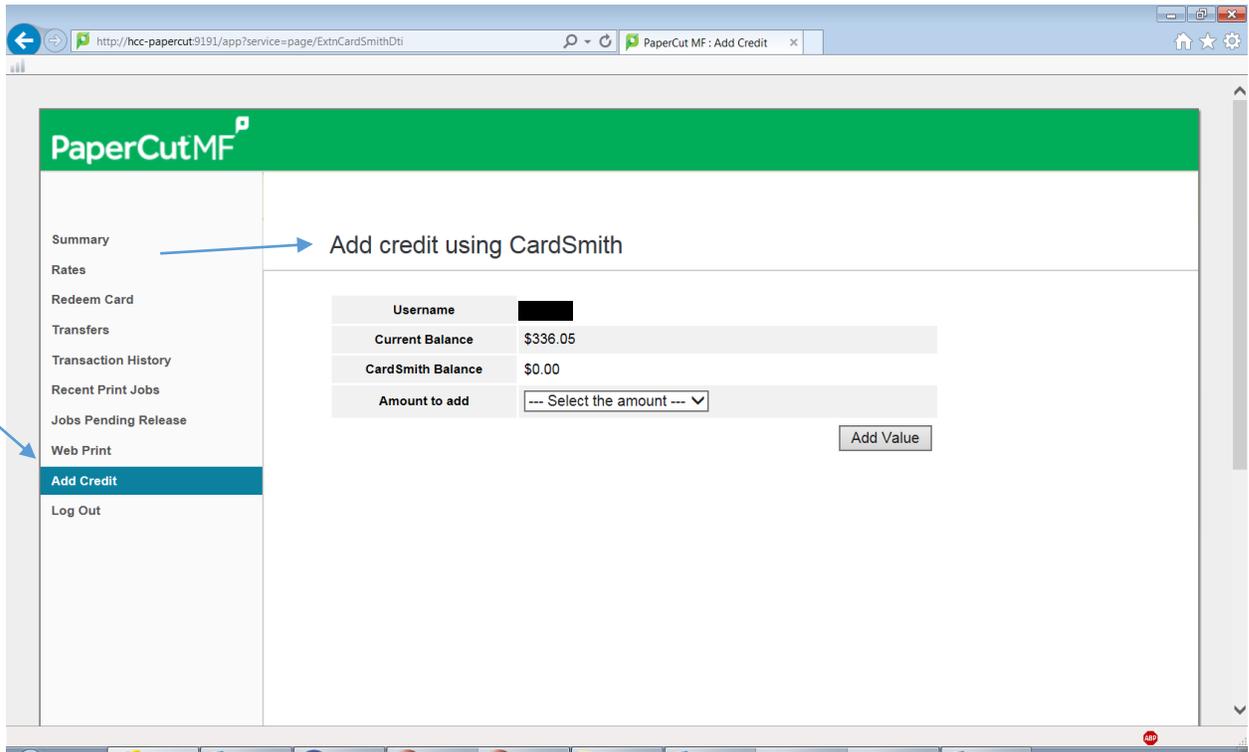
3. Type your Active Directory username and password.
 - a. The username is typically your first initial, middle initial, and last name (i.e. absmith).
 - b. The password is typically the same as your HCC email (faculty/staff or student).



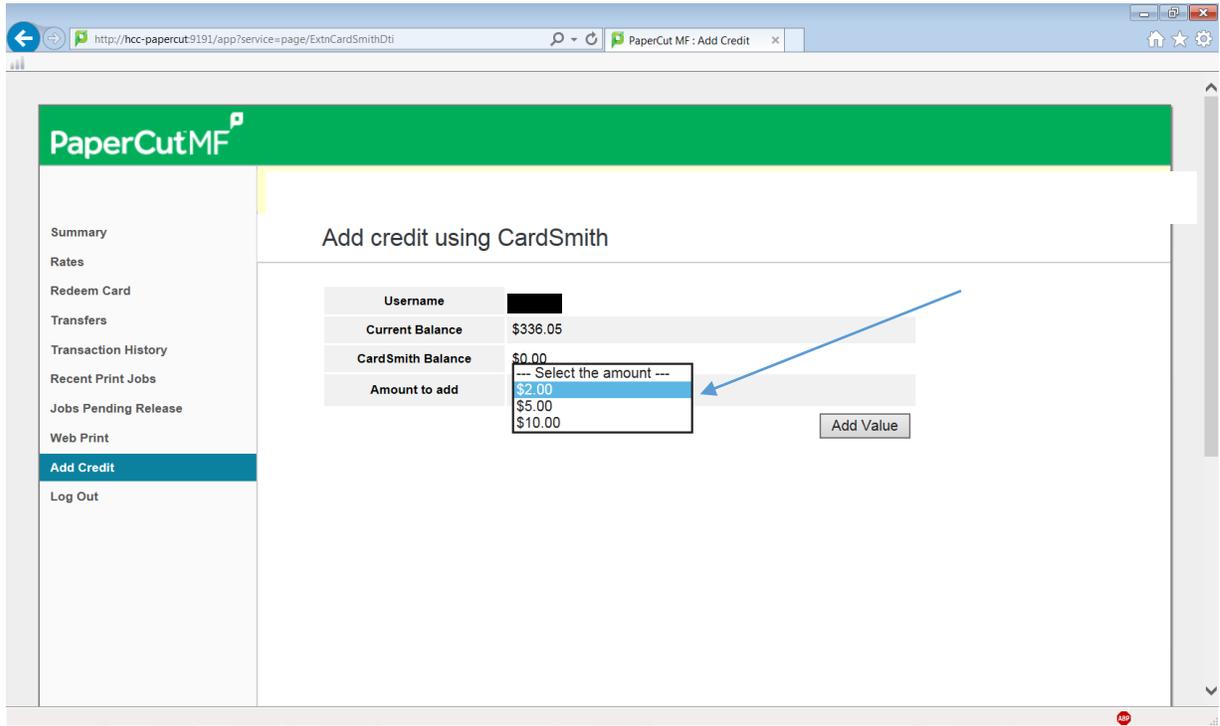
4. Once logged in your screen should look similar to the image below:



5. Click *Add Credit* on the left hand side of the screen:



6. Click the drop-down menu to the right of *Amount to add* and select the amount you wish to add to your PaperCut account:



7. Once you have selected the amount to add click the *Add Value* button:

The screenshot shows a web browser window with the URL `http://hcc-papercut:9191/app?service=page/ExtrCardSmithDti`. The page title is "PaperCut MF: Add Credit". The main content area is titled "Add credit using CardSmith". On the left is a sidebar with the following menu items: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, Add Credit (highlighted), and Log Out. The main content area contains a table with the following data:

Username	██████████
Current Balance	\$336.05
CardSmith Balance	\$0.00
Amount to add	\$2.00

Below the table is an "Add Value" button. A blue arrow points from the bottom right towards the "Add Value" button.