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Adding Print Credits

Brad Christ - 2025-06-06 - [Comments \(0\)](#) - [Paper, Printing and Copying](#)

Adding **printing credits** is necessary to print in the **computer labs**, the **Hannon Library**, and at the **Green Print Stations**. You can determine whether a printer charges by clicking **Rates** after logging into [PaperCut](#).

Note

You can add **printing credits** in increments of \$1, \$2, \$5, \$10, \$20 by charging a credit card.

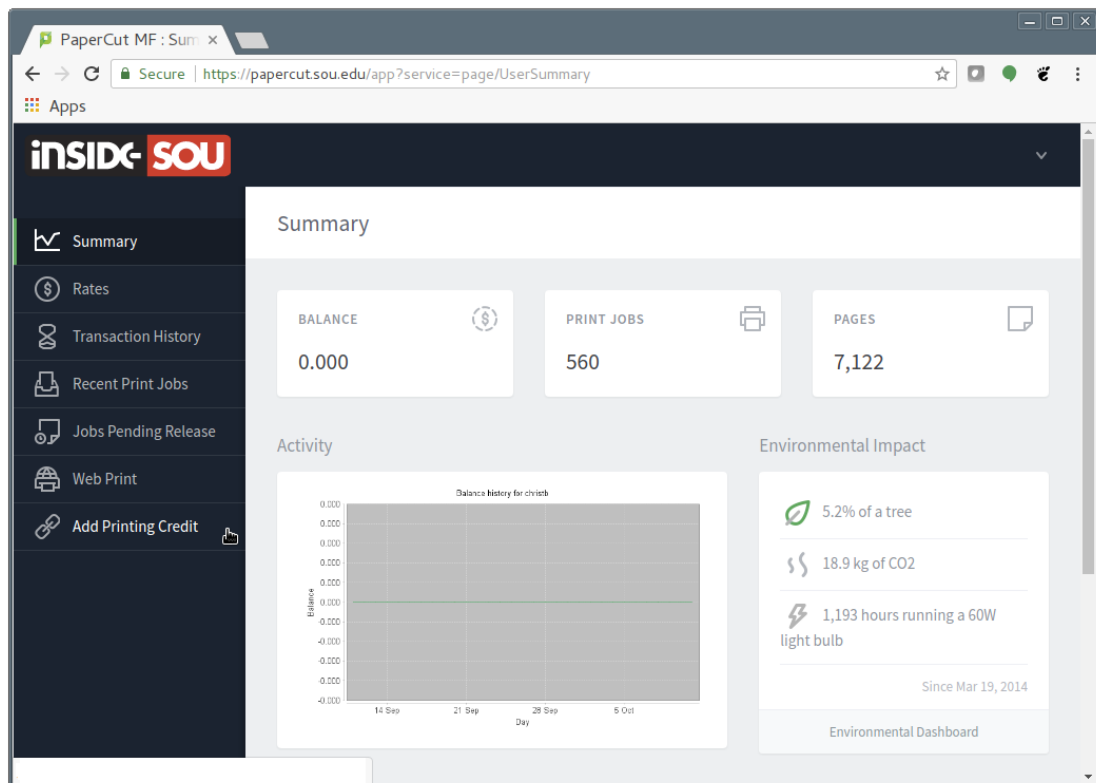
If your **printing credit balance** is zero, you *won't* be able to print in the **computer labs**, the **Hannon Library**, and at the **Green Print Stations**..

**Student employees are *not* charged for *work-related* printing, unless you print to a *computer lab*, the *Hannon Library* or a *Green Print Station*.
Do not use those printers for work-related printing!**

For instructions to add credits using a **Credit Card**, including your **SOU OneCard**, click [here](#).

To add printing credits from a Checking or Savings Account, follow this step by step walk-through:

1. Login to [PaperCut](#) by clicking on the **Printing (Paper Cut)** app. Once logged in, click **Add Printing Credit**.



2. Select the amount to add to your print account. You add credits in increments of \$1, \$2, \$5, \$10, or \$20. After selecting the amount, click the **Add value** button.

The screenshot shows a web browser window with the address bar displaying 'https://papercut.sou.edu/app?service=page/ExtnCashnet'. The page features the 'inside SOU' logo in the top left. A dark sidebar on the left contains a menu with the following items: Summary, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, and Add Printing Credit (which is highlighted with a green bar). The main content area is titled 'Add printing credits using CASHNet'. It includes a 'Username' field, a 'Current balance' of '0.000', and an 'Amount to add' dropdown menu currently showing '--- Select the amount ---'. A green 'Add value' button is positioned below the dropdown.

3. You'll be taken to **CashNet**, where you can select your payment method. Select **Electronic Check** -if you want to use your bank account or- **Credit Card** -if you want to use a credit or debit card- and click the **Continue Checkout** button.

The screenshot shows a web browser window with the address bar displaying 'https://commerce.cashnet.com/cashnet/selfserve/SelectPmtType.aspx'. The page features the 'SO Southern OREGON UNIVERSITY' logo at the top. In the top right corner, there are links for 'checkout' and 'sign out'. The main heading is 'SOU PRINTING'. Below this, the section is titled 'Select Method of Payment'. Under the sub-heading 'New Payment Methods', there are two radio button options: 'Credit Card' and 'Electronic Check'. Below these options is a 'BUY WITH MasterPass' logo. A 'Continue Checkout' button is located at the bottom right of the payment selection area. At the very bottom of the page, the text '(webce-c3cf)' is visible.

4. Enter your **bank account information** or your **debit/credit card** information and, when finished, click **Continue Checkout**.

5. Confirm your payment information and click **Submit Payment**.

CASHNet x

Higher One, Inc. [US] | https://commerce.cashnet.com/cashnet/selfserve/confirm.aspx

Southern OREGON UNIVERSITY

checkout sign out

SOU PRINTING

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
SOU Printing Charges (Print Credit)	\$1.00
Total Amount	\$1.00

Payment Information

Email Address: rocky.raider@sou.edu
Account Number: XXXXXX
Account Type: Checking
Routing Transit Number: 123456789
Bank: U.S. Bank, N.A.
Account Holder Name: Rocky Raider

Submit Payment

(webce-2b4f)

6. If your payment is successful, you'll be given a receipt and you'll be returned to **PaperCut**. Your current balance should show the amount of print credits that you just added. You're now ready to print!

PaperCut MF: Add x

Secure | https://papercut.sou.edu:9192/app?service=external/ExtnCashnet&order-id=christb1505306203538

Apps

inside SOU

- Summary
- Rates
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Printing Credit

Add printing credits using CASHNet

Username

Current balance 1.000

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

Add value

Comments (0)