



Adding Print Credits

Brad Christ - 2024-01-29 - 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](#), our print accounting system (hint, search for a printer name as the list is very long).

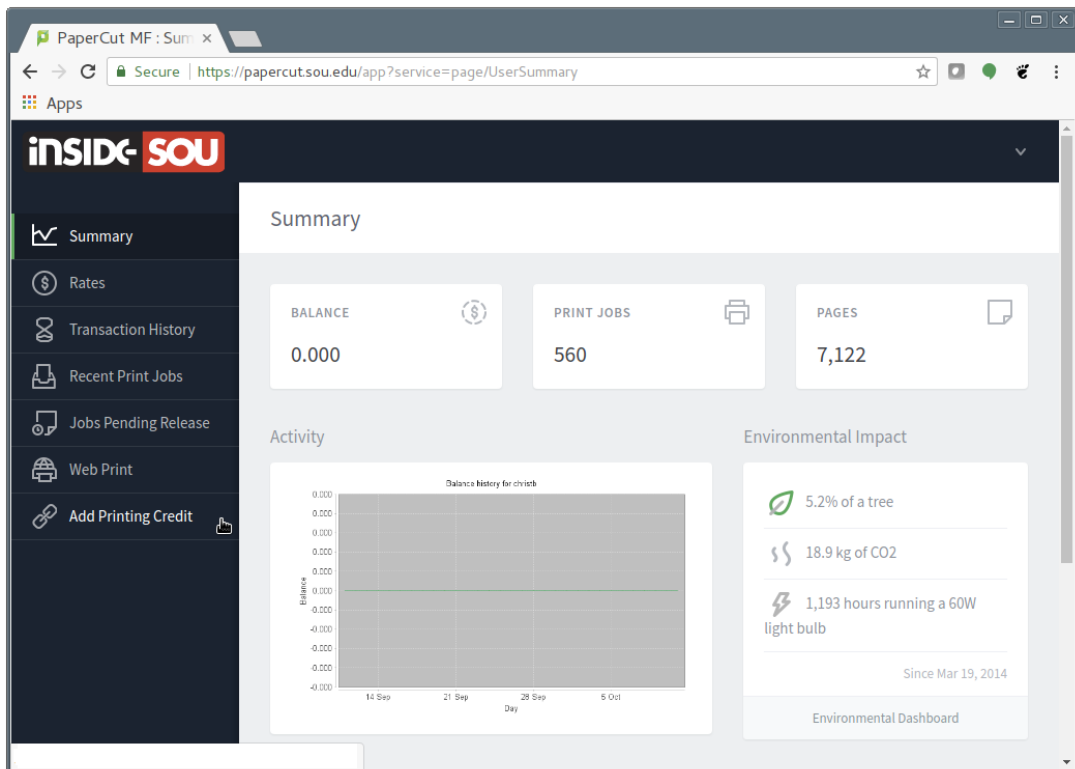
You can add printing credits in increments of \$1, \$2, \$5, \$10, \$20 by charging a credit card. If your printing credit balance is zero, you won't be able to print in the computer labs, the Hannon Library, and at the Green Print Stations.

Note: 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!

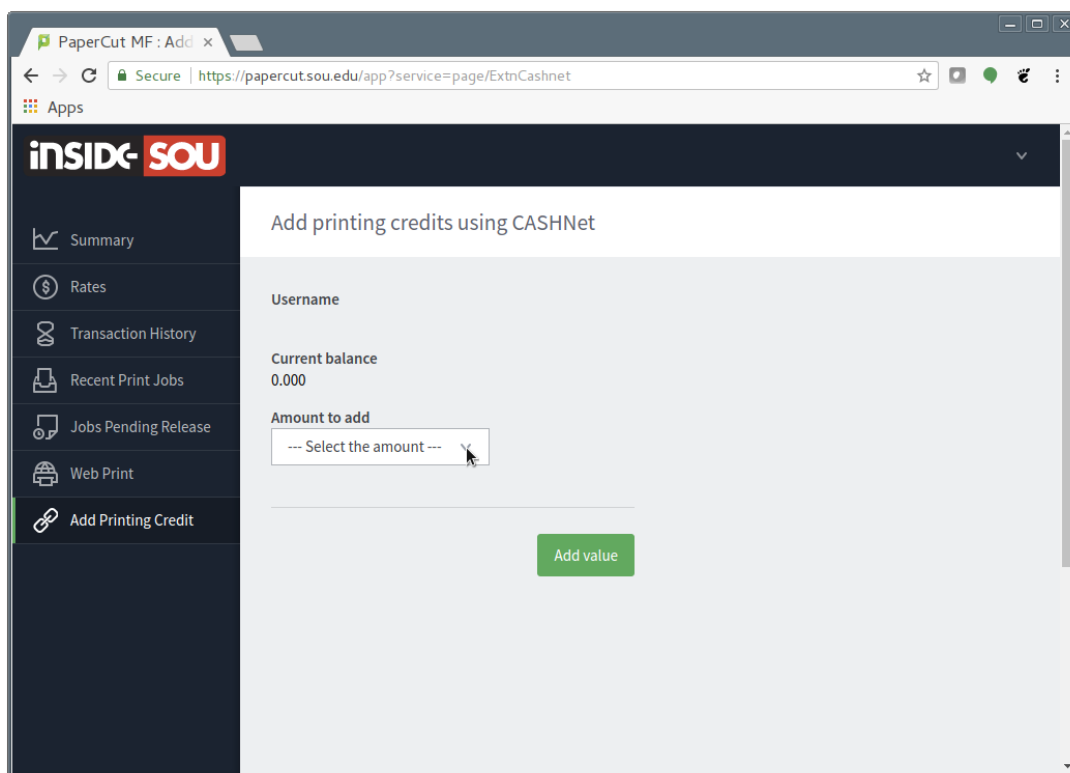
For instructions to add credits using a Checking or Savings Account, click [here](#).

To add printing credits, follow this step by step walk-through:

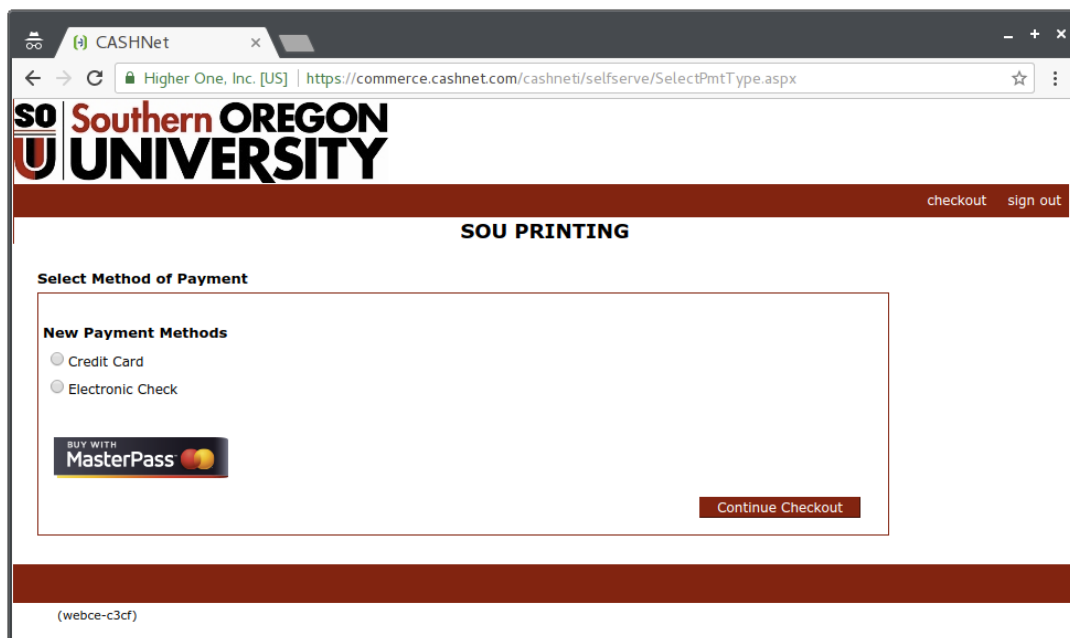
1. Login to PaperCut by clicking the [Print Accounting \(PaperCut\)](#) link on InsideSOU. Once logged in, click "Add Printing Credit."



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.



3. You'll be taken to CashNet, where you can select your payment method. Select Credit Card and click the "Continue Checkout" button.



4. Enter your payment card information and, when finished, click "Continue Checkout."

CASHNet x
Higher One, Inc. [US] | https://commerce.cashnet.com/cashneti/selfserve/EnterPmtInfo.aspx

SO Southern OREGON UNIVERSITY checkout sign out



SOU PRINTING

Enter credit card information **Total Amount: \$1.00**

Credit Card Number *

Expiration Month *

Expiration Year *

We accept:  

Cardholder Name *

Address * Enter the address where you receive the bill for this card.

City *

State/Province/Region *

Zip/Postal Code *

Country *

Email Address *

(You'll have a chance to review this order before it's final.)

[Continue Checkout](#)

(webce-c3cf)

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

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

SO 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

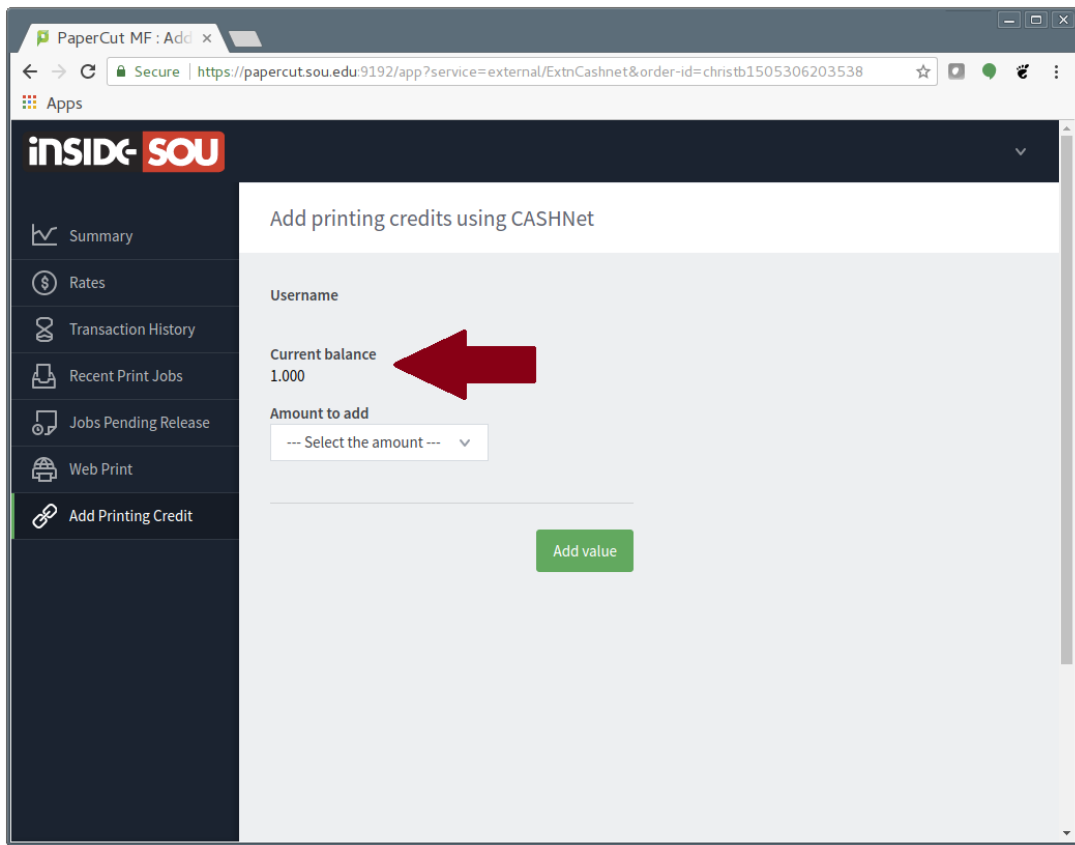
Email Address: rocky.raider@sou.edu
 Account Number: XXXXXX
 Account Type: Checking
 Routing Transit Number: 123456789
 Bank: U.S. Bank, N.A.
 Account Holder Name: Rocky Raider

[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!



Comments (0)