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.

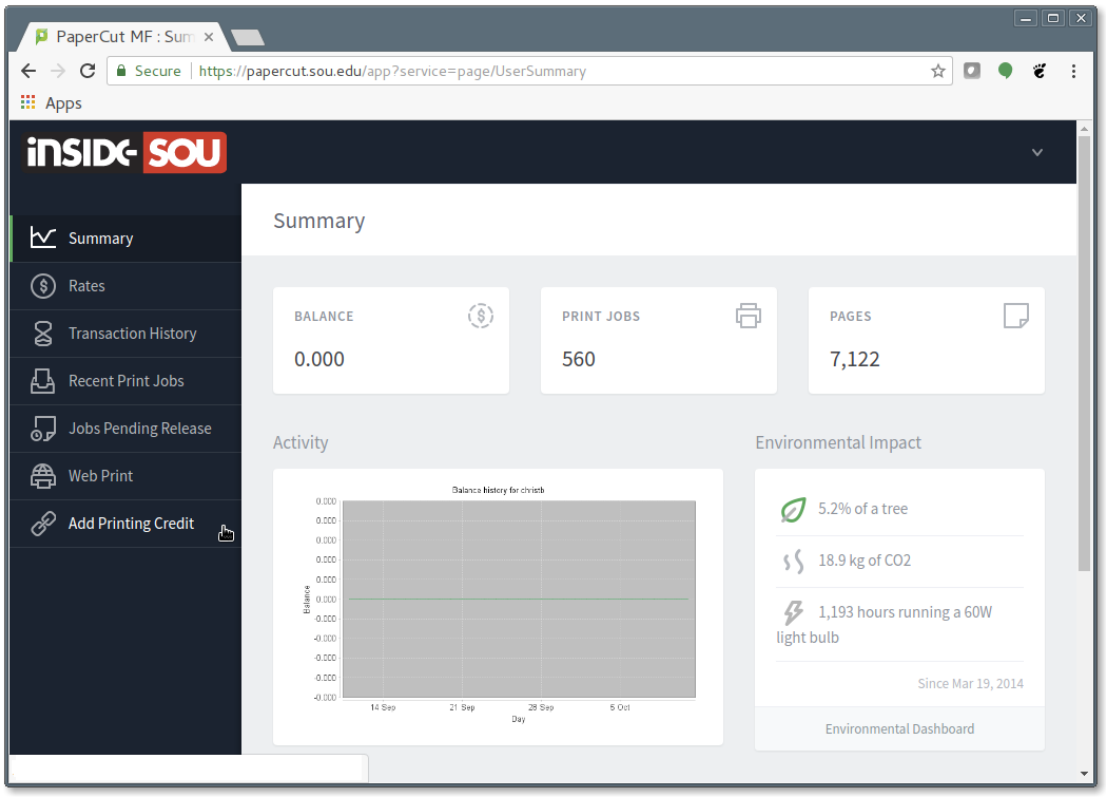
If your **printing credit balance** is zero, you *won't* be able to print in the ***computer labs***, the ***Hannon Library***, and at the ***Green Print Stations***..

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!

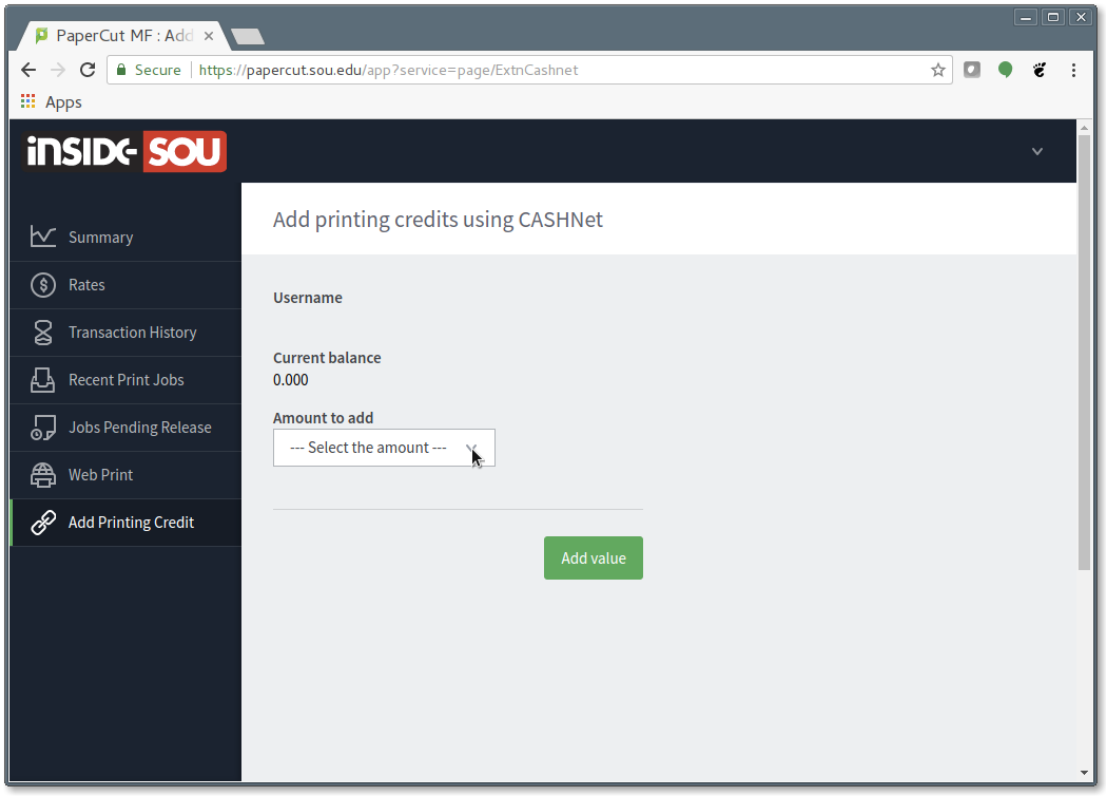
For instructions to add credits using a **Credit Card**, including your **SOU OneCard**, click here.

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

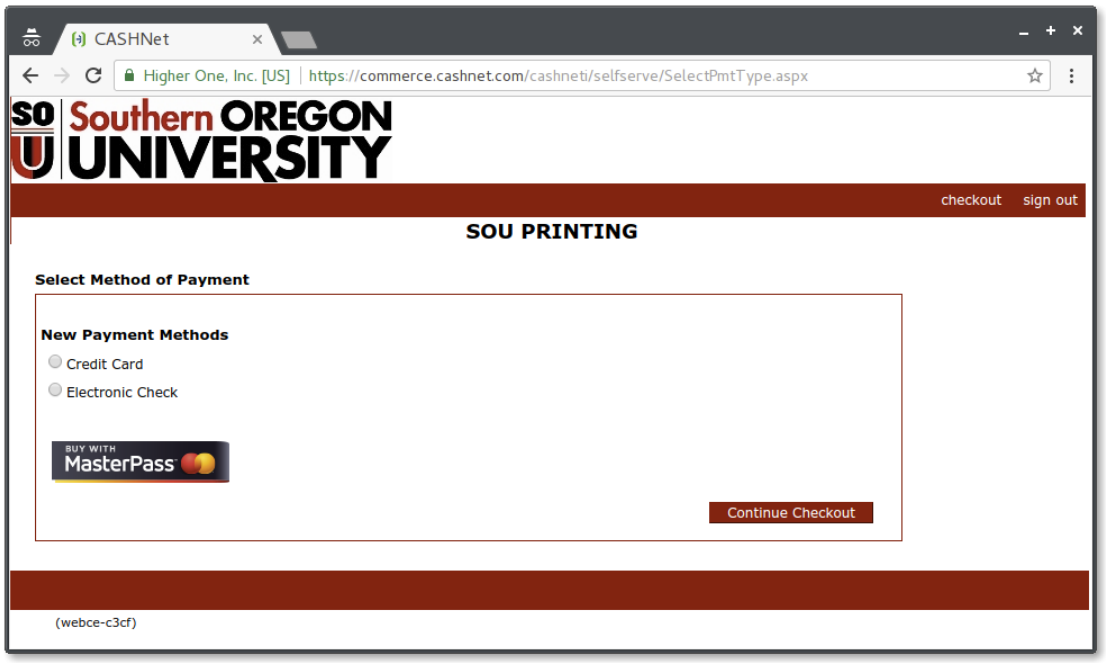
1. Login to PaperCut by clicking on the **Printing (Paper Cut)** app. Once logged in, click **Add Printing Credit**.



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.

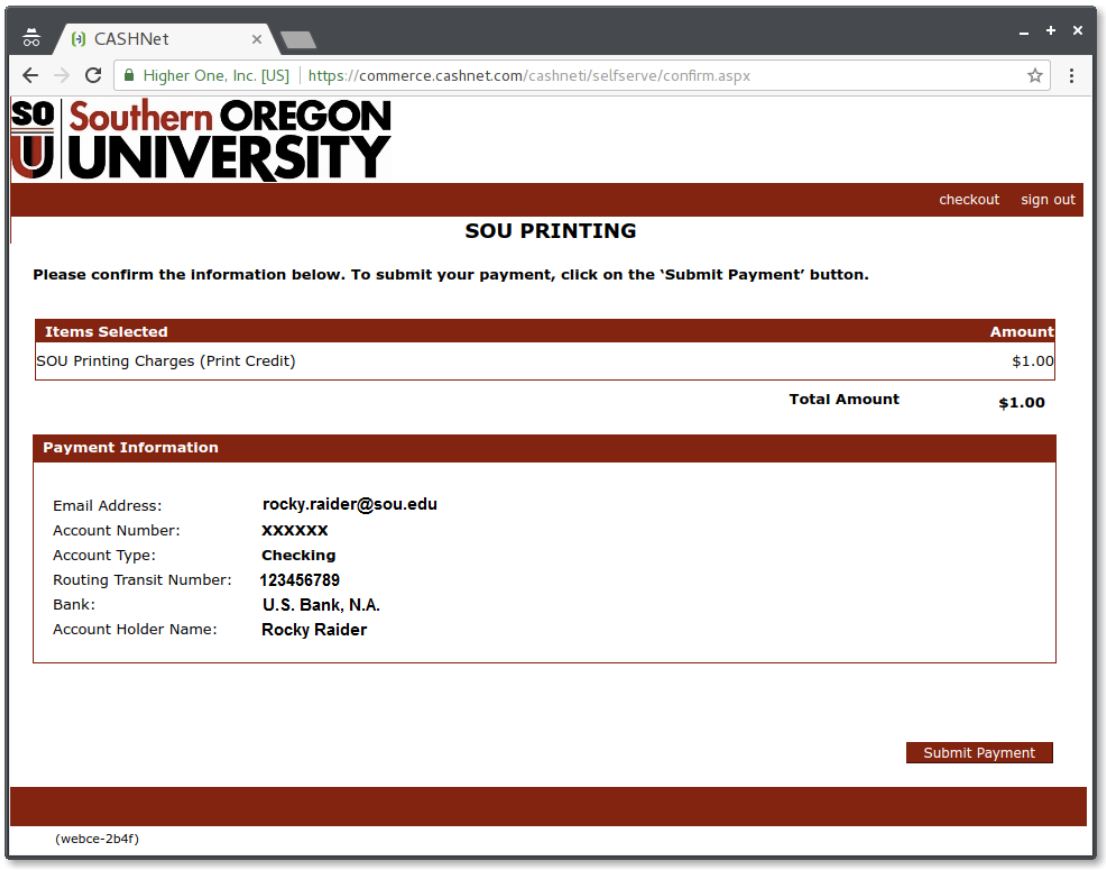


3. You'll be taken to **CashNet**, where you can select your payment method. Select **Electronic Check -***if you want to use your bank account or-* **Credit Card** *-if you want to use a credit or debit card-* and click the **Continue Checkout** button.

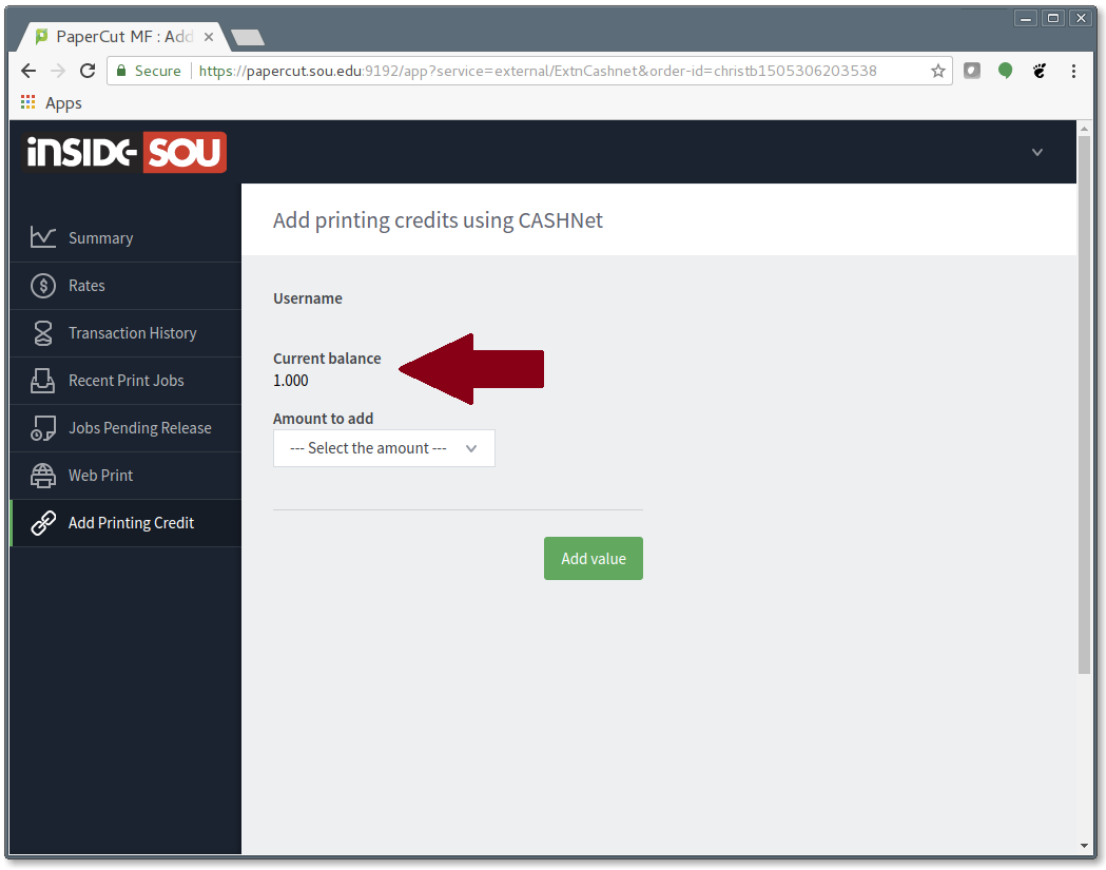


4. Enter your **bank account information** or your **debit/credit card** information and, when finished, click **Continue Checkout**.

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



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)