

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**..

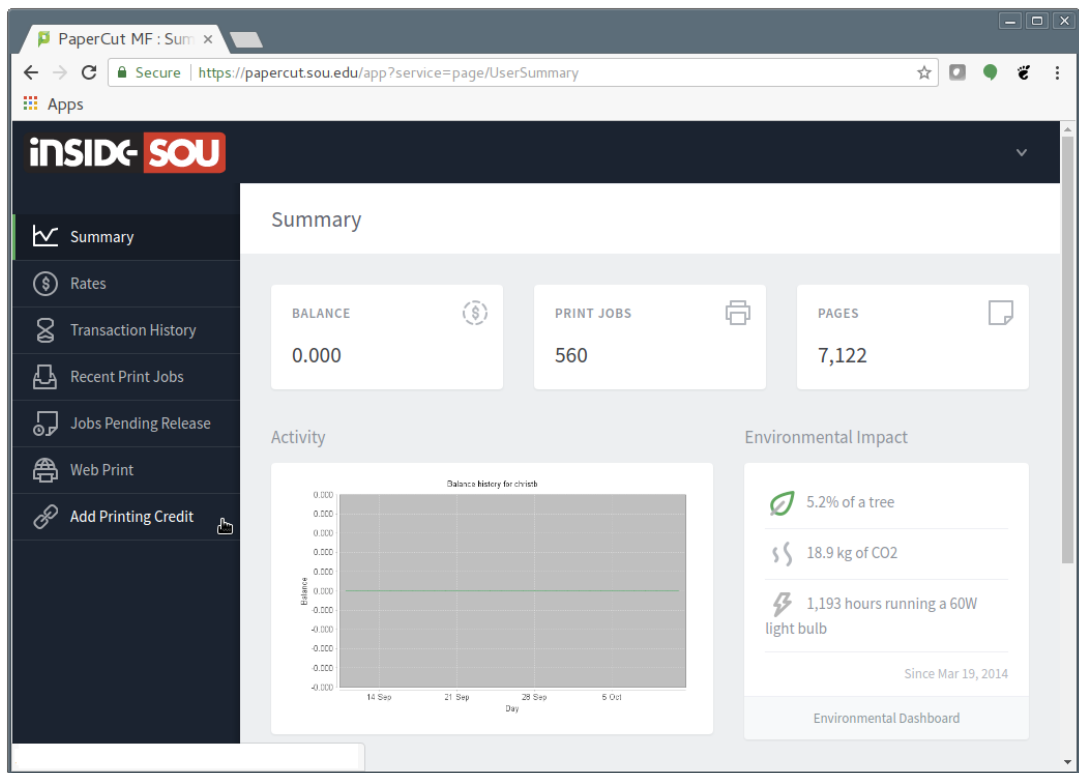
Student employees are **not** charged for **work-related** printing, *unless you print to a computer lab, the Hannon Library or a Green Print Station*.

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 the 'Add printing credits using CASHNet' page. The left sidebar is the same as the previous page. The main content area contains the following form fields and buttons:

- Username:** (empty text field)
- Current balance:** 0.000
- Amount to add:** A dropdown menu with the text '--- Select the amount ---'.
- Add value:** A green button at the bottom right of the form.

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.

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

SOU Southern OREGON UNIVERSITY

checkout sign out

SOU PRINTING

Select Method of Payment

New Payment Methods

☐ Credit Card

☐ Electronic Check

BUY WITH MasterPass

Continue Checkout

(webce-c3cf)

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

SOU 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

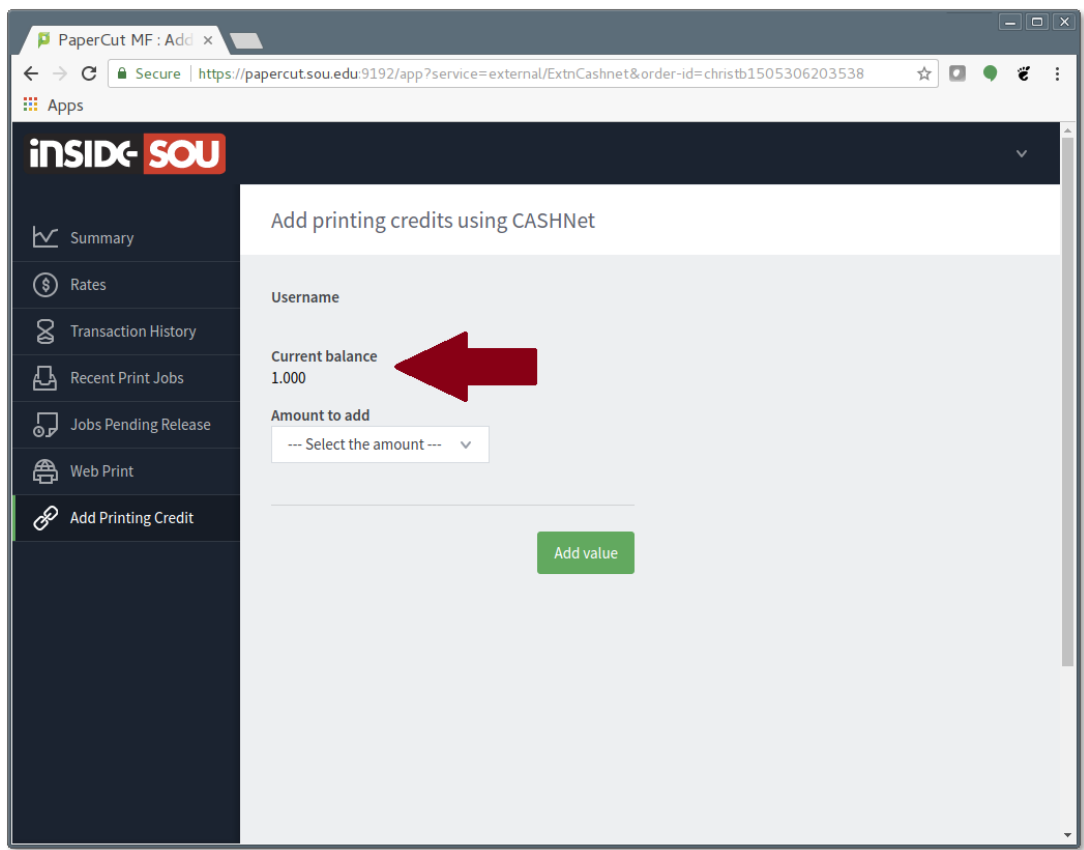
Bank: U.S. Bank, N.A.

Account Holder Name: Rocky Raider

Submit Payment

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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)