



## Adding Print Credits from a Checking or Savings Account

Brad Christ - 2019-11-15 - 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).

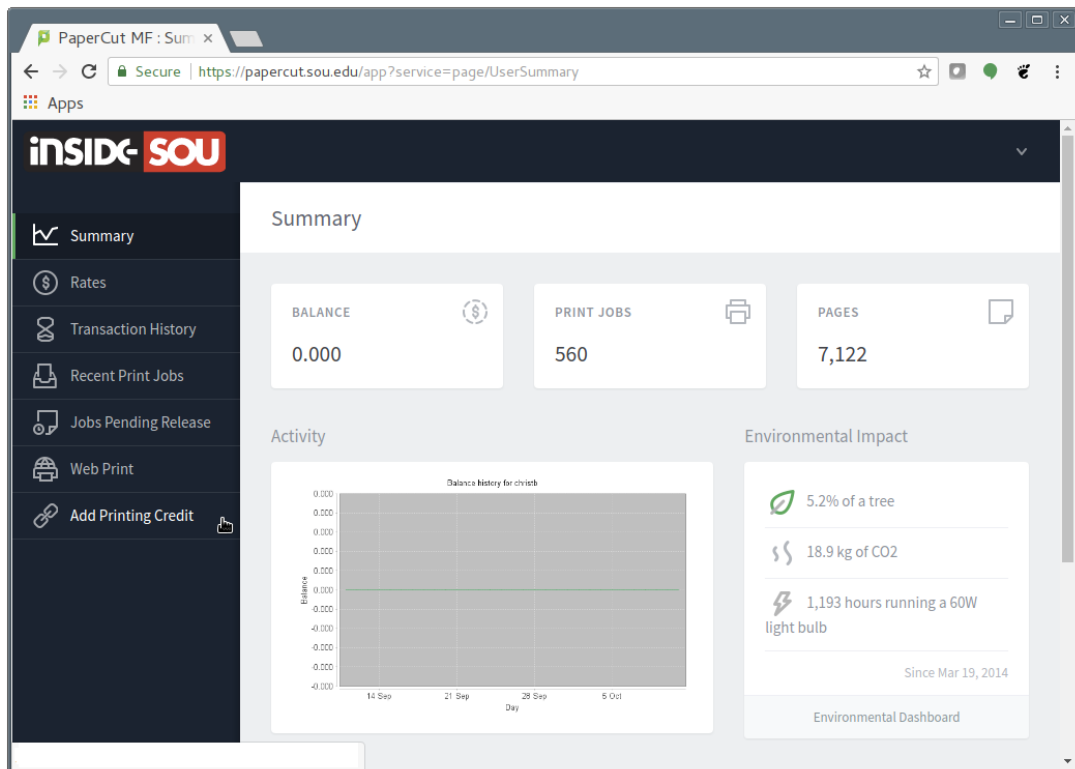
You can add printing credits in increments of \$1, \$2, \$5, \$10, \$20 by charging a credit card. If your printing credit balance is zero, you won't be able to print in the computer labs, the Hannon Library, and at the Green Print Stations.

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!

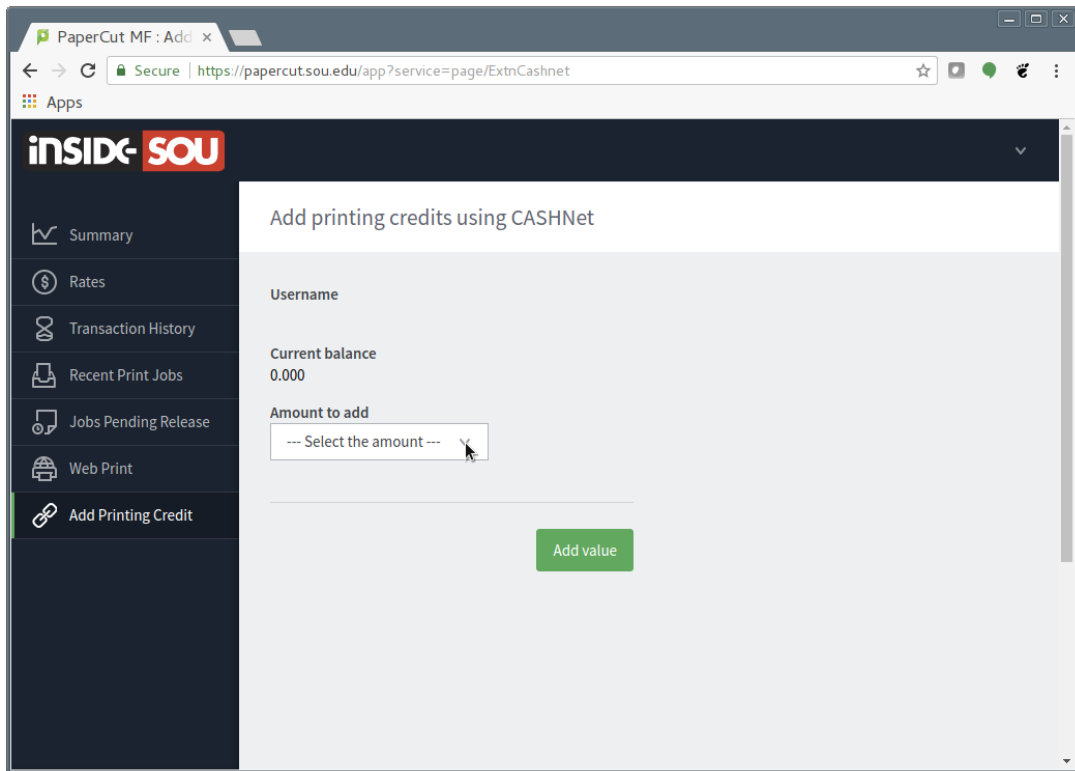
For instructions to add credits using a Credit Card, including your SOU OneCard, click [here](#).

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

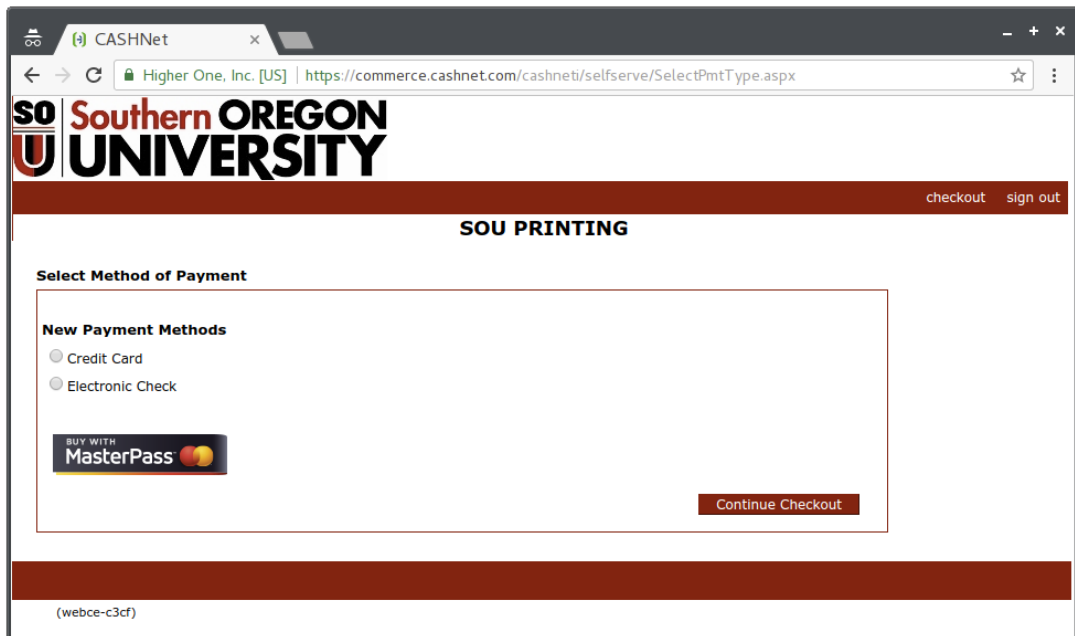
**1. Login to PaperCut by clicking the [Print Accounting \(PaperCut\)](#) link on InsideSOU. Once logged in, click "Add Printing Credit."**



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 Electronic Check and click the "Continue Checkout" button.



4. Enter your bank account information and, when finished, click "Continue Checkout."

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

**SOU** Southern OREGON UNIVERSITY

checkout sign out

**SOU PRINTING**

**Enter check information** **Total Amount: \$1.00**

**IMPORTANT:** Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number  \*

Confirm Bank Account Number  \*

Account Type\*  Checking  Savings

Routing Transit Number  \* [What are my Routing Transit and Account Numbers?](#)

Account Holder Name  \*

Email Address  \*

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

**Continue Checkout**

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

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

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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
<b>Total Amount</b>	<b>\$1.00</b>

**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!

