## Southern OREGON

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Adding Print Credits from a Checking or Savings Account 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 <u>PaperCut</u>.

## 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 <u>here</u>.

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

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

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

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

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

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Only checks from regular ch payments. Be sure to copy th attempt to use a check that is	cking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check erouting/transit and account numbers very carefully from your check. If you enter incorrect values, or if you not from a regular U.S. domestic bank checking account, your electronic check will be returned.	
If you are unsure of whether if your account can be used fo	r not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them ACH, and verify the correct numbers to use.	
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5. Confirm your payment information and click **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!

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