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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 [PaperCut](#).

Note

You can add **printing credits** in increments of \$1, \$2, \$5, \$10, \$20 by charging a credit card.

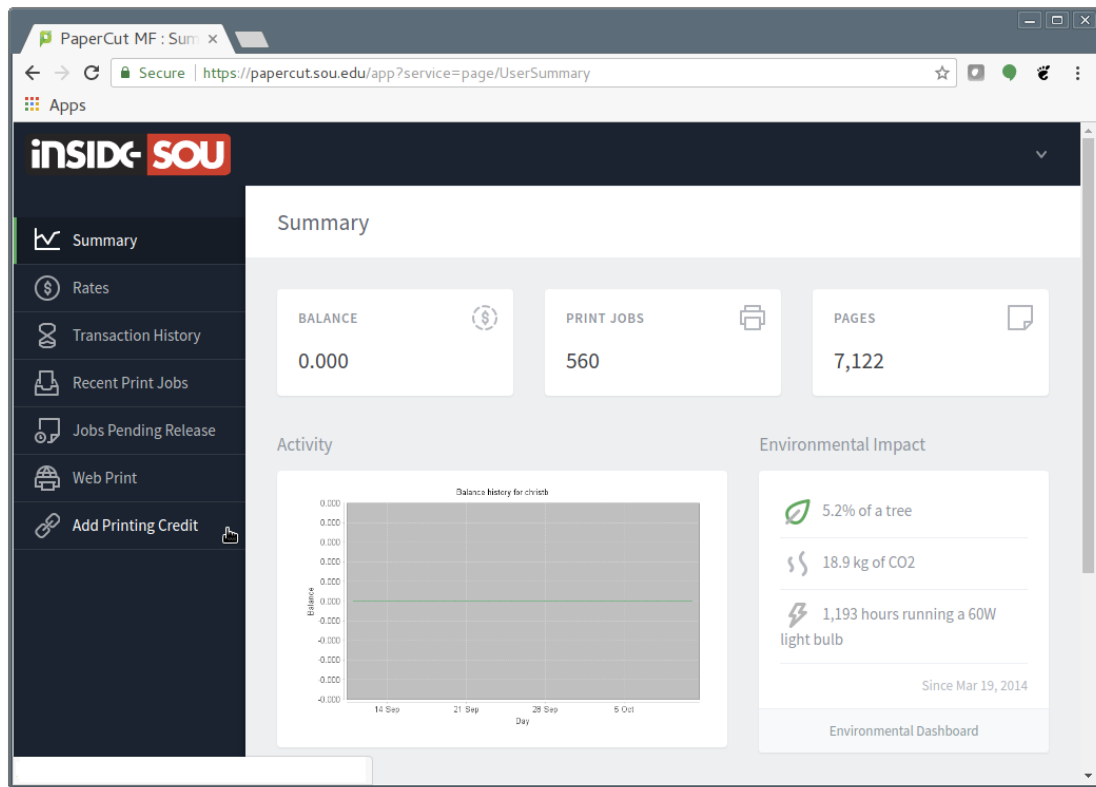
If your **printing credit balance** is zero, you *won't* be able to print in the **computer labs**, the **Hannon Library**, and at the **Green Print Stations**..

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.

PaperCut MF: Add x

Secure | <https://papercut.sou.edu/app?service=page/ExtnCashnet>

Apps

inside-SOU

Add printing credits using CASHNet

Username

Current balance 0.000

Amount to add

--- Select the amount ---

Add value

Summary

Rates

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Add Printing Credit

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

CASHNet

Higher One, Inc. [US] | https://commerce.cashnet.com/cashneti/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** 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

(webce-c3cf)

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

CASHNet x

Higher One, Inc. [US] | https://commerce.cashnet.com/cashnet/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
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!

PaperCut MF: Add x

Secure | https://papercut.sou.edu:9192/app?service=external/ExtnCashnet&order-id=christb1505306203538

Apps

inside SOU

- Summary
- Rates
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Printing Credit

Add printing credits using CASHNet

Username

Current balance 1.000

Amount to add
--- Select the amount ---

Add value