How to add credit to your PaperCut Print account

Browse to https://print.mic.ul.ie:9192/user

Select 'Add Credit' from the left-hand menu on the screen -
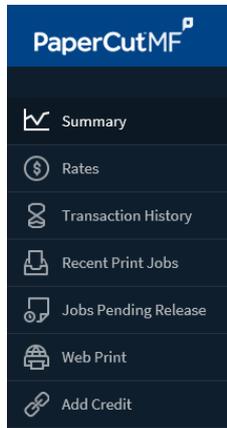
In the drop down menu, select how much credit you want to add to your account and select 'Add Value'.
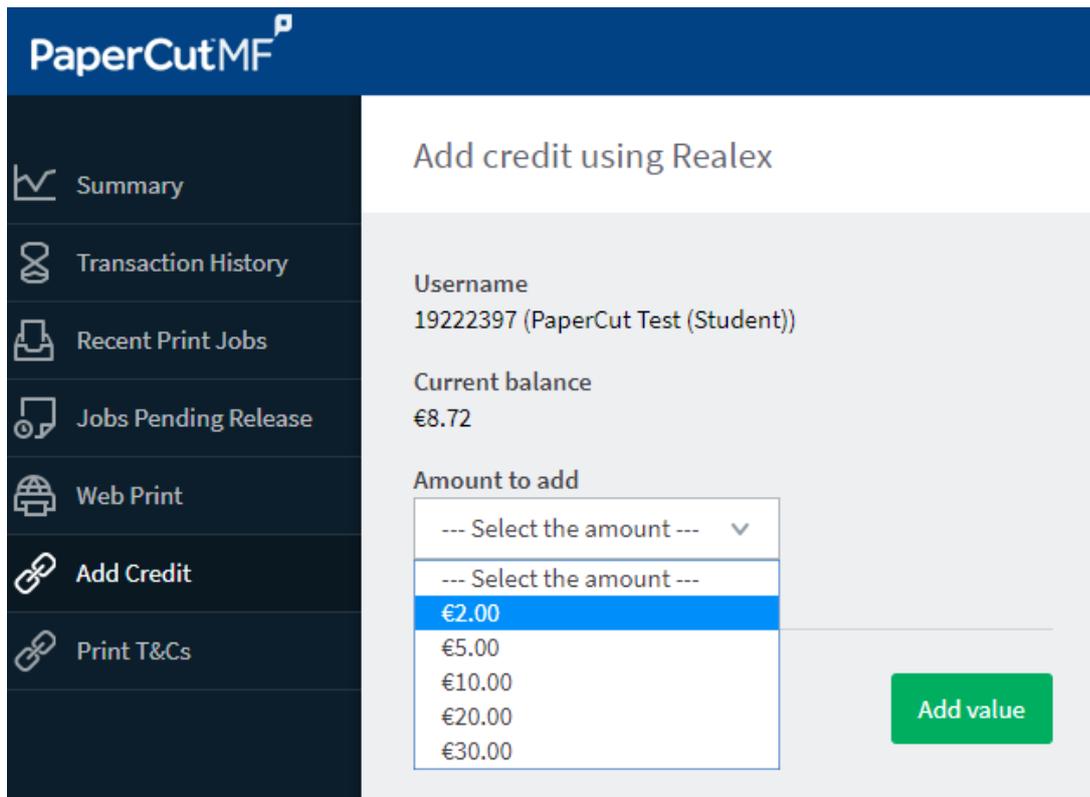
This will then redirect you to the Realex hosting page:

Enter the required details, your CVC number and click on 'Pay Now'.

On completion, you should get the following successful response -

Verify the update in your current credit balance is correct.

If there are any issues please contact the ICT helpdesk –

Phone: 061-774777 Email: ICThelpdesk@mic.ul.ie