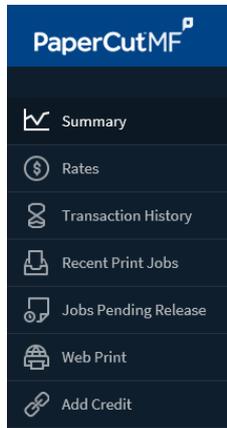


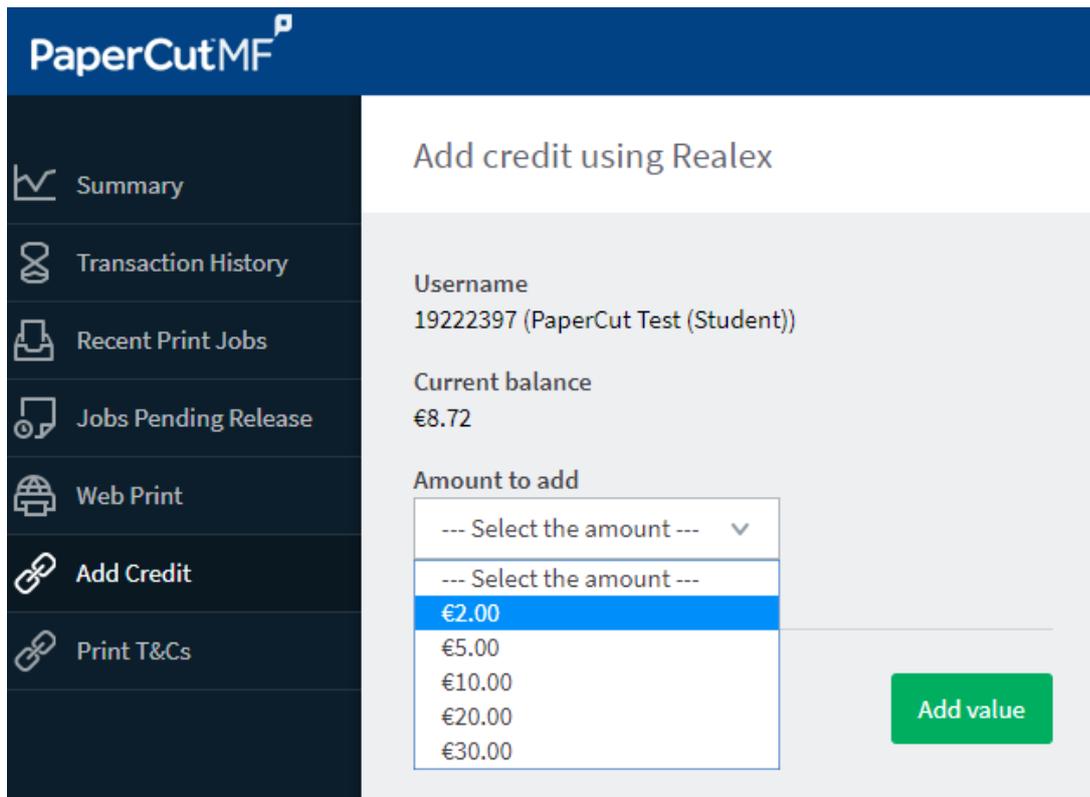
## How to add credit to your PaperCut Print account

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:

The screenshot shows a web browser address bar with the URL: `pay.realexpayments.com/card.html?guid=5f64a23f-b04d-4e92-9b8c-a223491b9a75`. Below the address bar is a dark grey header with the text "Payment Details". The main content area contains a payment form with the following fields:

- Card Number:** A text input field with a red border and a red error message below it: "A Card Number is required". To the right of the field are the Visa and Mastercard logos.
- Expiry:** A text input field with the placeholder "MM/YY".
- Security Code:** A text input field with a placeholder "Security Code" and a question mark icon to its right.
- Cardholder Name:** A text input field with the placeholder "Cardholder Name".

Below the form is a large blue button with the text "PAY NOW" and a small icon to its left. At the bottom of the form, there are two security logos: "256-bit SSL encrypted" and "Securely processed by Global Payments".

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

 Enter the CVC for Visa •••• 6652

After you confirm, card details from your Google Account will be shared with this site.



On completion, you should get the following successful response -



5  
Thank you, €2.00 was successfully paid into your printing account.  
[Click here to return.](#)

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](mailto:ICThelpdesk@mic.ul.ie)