



## How to add credit to your Print Wise account using cash, check, or credit/debit card

### Using cash or a check:

To add credit to your Print Wise account using cash or a check please visit the CSN campus Cashier Offices during business hours. **The Cashier offices only accept cash or checks to credit your Print Wise account.** Please use the instructions below to add credit from any CSN campus computer.

### Using a credit or debit card:

1. Click on **Add Credit**

<b>Summary</b>	<b>Add credit using TouchNet uPay</b>								
Rates									
Transaction History									
Recent Print Jobs									
Jobs Pending Release									
Add Credit									
Log Out									
<table border="1"><tr><td><b>Username</b></td><td>00000002</td></tr><tr><td><b>Current Balance</b></td><td>\$16.00</td></tr><tr><td><b>Amount to add</b></td><td>--- Select the amount --- <input type="button" value="v"/></td></tr><tr><td colspan="2" style="text-align: right;"><input type="button" value="Add Value"/></td></tr></table>		<b>Username</b>	00000002	<b>Current Balance</b>	\$16.00	<b>Amount to add</b>	--- Select the amount --- <input type="button" value="v"/>	<input type="button" value="Add Value"/>	
<b>Username</b>	00000002								
<b>Current Balance</b>	\$16.00								
<b>Amount to add</b>	--- Select the amount --- <input type="button" value="v"/>								
<input type="button" value="Add Value"/>									

Figure 11

The Current Balance is shown.

2. Click the drop down box to select the amount to add to the account.

Summary

Rates

Transaction History

Recent Print Jobs

Jobs Pending Release

Add Credit

Log Out

## Add credit using TouchNet uPay

<b>Username</b>	00000002
<b>Current Balance</b>	\$16.00
<b>Amount to add</b>	<input type="text" value="\$4.00"/> <input type="button" value="v"/> --- Select the amount --- \$1.00 \$2.00 \$3.00 \$4.00 \$5.00 \$10.00 \$20.00
	<input type="button" value="Add Value"/>

Figure 12

3. Select the amount and click **Add Value**

4. Your credit/debit card information is entered next.

**Please enter your credit card information**

\* Credit Card Type:

\* Account Number:

\* Expiration Date:  /

\* Card Verification Value:  [What is this?](#)

\* Name on Card:

\* Email Address:

Day Phone:

Night Phone:

Mobile Phone:

\* Required Information

[Privacy Policy](#)

Figure 13

5. Select the credit card to be used. (MasterCard, Visa, Discover, AmEx)

6. Enter your credit or debit account information:

**NOTICE: CURRENTLY THE "Name on Card" FIELD COULD BE PRE-FILLED WITH A "C" NUMBER, OR A NAME, LAST NAME A COMMA AND THEN FIRST (DOE,JOE)**

**ENTER THE NAME ON THE CARD, FIRST NAME LAST NAME (John Doe)**

7. Click **Continue** and the page will refresh and the account will be updated with the selected amount added.

**Summary**

Rates

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Log Out

**\$4.00 has been added to your account**

### Add credit using TouchNet uPay

<b>Username</b>	00000002
<b>Current Balance</b>	\$20.00
<b>Amount to add</b>	<input type="text" value="-- Select the amount --"/>

Figure 14

8. When finished, click **Logout** or complete another transaction.

## Messages

The most common message you will see is the deny message as shown below. This will be displayed when you attempt to print and do not have enough money in your account. To remedy this, add funds to your account.

**You do not have sufficient balance to release this job.**

Jobs awaiting approval prior to printing are listed below:

Auto refresh (Refresh in: 49) Your balance: \$2.50

	Submit Time ▼	Printer	Document	Client	Pages	Cost	Action
⌵	Aug 5, 2010 2:01:41 PM	otscyps01\CY2643 - HP LaserJet 4000N	CSN_Summer10_Schedule.pdf	changeme	57	\$2.85	<a href="#">[print]</a> <a href="#">[cancel]</a>

Figure 15