How to Add Funds to Your PaperCut Account Using PayPal

- Go to http://studentprint.sdmesa.edu
- Enter your Username and Password
  - Note: You must have a PaperCut Student account. To create an account, follow the “How to Create a New PaperCut Student Account” step-by-step guide.

- After logging in, click the “Add Credit” link located at the bottom left of the screen
• In the “Add credit using PayPal” window, click the down arrow in the “Select the amount” field
• Select the dollar amount you’d like to add to your PaperCut Student Printing Account
  o You can add a minimum of $5.00 to a maximum of $10.00 to your account
• Select “Add Value”

• You will then be taken to the PayPal interface web page
• Enter your PayPal account information and enter your Debit or Credit Card information as normal
• If you don’t have a PayPal account, you can sign in as a PayPal guest by clicking “Pay with Debit or Credit Card”
• If you opted to add funds to your account using the PayPal Guest Checkout, you will be brought to the page below
• The dollar amount you selected to add to your account will be displayed in the upper right-hand corner of the screen
• Fill out the form and click "Pay Now" at the bottom of the screen
• The funds are now added to your PaperCut Student Print Account!