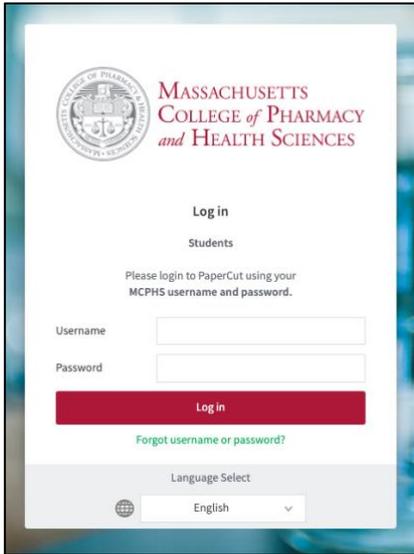


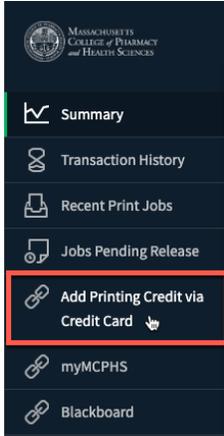


# Adding Additional PaperCut with a Credit Card

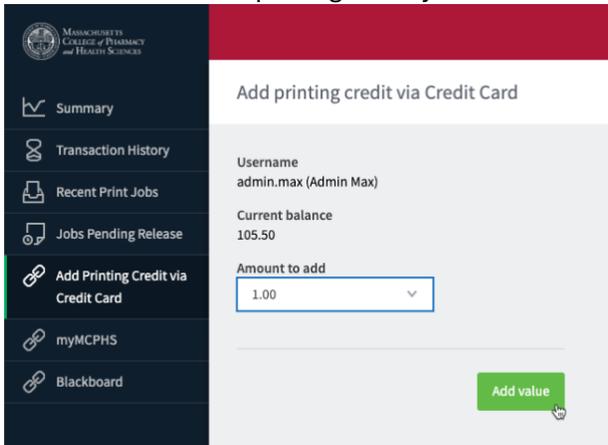
1. Log onto the PaperCut portal at <https://ppcapp05.mcphs.edu:9192/user>



2. Once logged in, select the **Add Printing Credit via Credit Card**



3. Select the amount of printing credit you want to add from the dropdown and click **Add Value**



- You'll be redirected to an Authroize.net payment form, please enter your payment information and click **Pay Now**

**Order Information** \* Required Fields

Description: PaperCut Printing Credit Addition

**Total: \$1.00 (USD)**

**Payment Information**



Card Number:  (enter number without spaces or dashes)

Expiration Date:  (mm/yy)

Card Code:  [What's this?](#)

**Billing Information**

First Name:  Last Name:

Address:

City:

State/Province:  Zip/Postal Code:

Email:

**Security Code**



Please enter the security code above.

[I cannot read the code, please provide a new one.](#)

**Pay Now**

- After selecting **Pay Now**, your transaction will be processed, you should receive a receipt via email.
- The funds are then added into the student's External Funds account and can be viewed from **Transaction History**

TRANSACTION DATE ↓	ACCOUNT	TRANSACTION BY	AMOUNT	BALANCE AFTER	TRANSACTION TYPE	COMMENT
Jul 7, 2023 1:52:58 PM	External Funds	[system]	1.00	30.15	Payment gateway	External funds added by payment gateway
Jul 7, 2023 7:23:49 AM	External Funds	[system]	1.00	29.15	Payment gateway	External funds added by payment gateway
Jul 7, 2023 7:22:44 AM	External Funds	[system]	5.00	28.15	Payment gateway	External funds added by payment gateway
Jul 7, 2023 7:14:31 AM	External Funds	[system]	10.00	23.15	Payment gateway	External funds added by payment gateway
Jul 7, 2023 7:07:00 AM	External Funds	[system]	1.00	13.15	Payment gateway	External funds added by payment gateway
Jul 7, 2023 6:55:29 AM	External Funds	[system]	0.50	12.15	Payment gateway	External funds added by payment gateway
Jul 7, 2023 6:50:25 AM	External Funds	[system]	2.00	11.65	Payment gateway	External funds added by payment gateway