

In order for students to print in the new UIW Print system they must add credit to their account. All students will have \$1.00 loaded into their accounts. After that is used the student will need to load their own money. Students can also check their balance at anytime using the system outlined below.

To add money to your UIW Print account follow the instructions below:

1. Login to Cardinal Apps (apps.uiw.edu) with your UIW username and password.



. Select "PaperCut/ Print Anywhere"



3. Log in with your UIW network username and password. You only need to enter your username without the @student.uiwtx.edu or @uiwtx.edu.



	Summary			
Summary Rates	Username	isadmin2 (Dennis Murray)		
Transfers	Balance	(\$0.84)		
Transaction History	Total print jobs	30	1	Calaa
Recent Print Jobs	Total pages	41	4.	Selec
Jobs Pending Release	Activity			
Add Credit	,			
Log Out	\$0.00 -	Balance history for isadmin2		
	-\$0.50			
	。-\$1.00 ·			
	-\$1.50			
	-\$2.00 -			
	-\$2.50 -			
	7 Jun	14 Jun 21 Jun 28 Jun	5 Jul	
		Day		
	Environmental	Impact		
	0.4% of a tree			
	457 g of CO2			
	7 29.6 hours suppin	a a 60M light hulb		
	28.6 nours runnin	g a 6000 light buib		
aperCutMF				
aperCutMF	Add credi	it using CASHNet		
	Add credi	it using CASHNet		
	Add credi	ame isadmin2		
Imary Isfers	Add credi	ame isadmin2 Galance (\$0.84)		
Imary Isfers Isaction History	Add credi	it using CASHNet ame isadmin2 Salance (\$0.84) to add		
Imary Infers Isaction History ent Print Jobs	Add credi Usern Current B Amount	it using CASHNet ame isadmin2 Balance (\$0.84) to add Select the amount \$2.00 \$5.00		Add Value
aperculing Release	Add credi Userni Current B Amount	it using CASHNet ame isadmin2 Balance (\$0.84) to add <u>Select the amount</u> \$5.00 \$5.00 \$10.00		Add Value
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Select the "Add Credit" tab on the left side of the page.

5. Choose the amount you would like to add to your account. Choices are \$2, \$5, and \$10.

6. Choose Add Value and you will be redirected to the secure CashNet payment website.



	RSITY OF THE IN	CARNATE WOR	D			
checkout sign out				7	. Select your me	ethod of payment and then selec
		UIW - Papercuts			ontinue to check	out.
Select Method of Paymen	t			8	8. Enter the appr	opriate information and then
New Payment Methods O Credit Card Electronic Check MasterPass			Continue Check	c	ontinue checkou	t, again.
atos						
	SITY OF THE INC	ARNATE WORD				
checkout sign out					9. Verify	information is correct and then
	U	IW - Papercuts			choose Submit	Payment.
Please confirm the information b	pelow. To submit your payment, click (on the 'Submit Payment' button.				
Items Selected			Ame	ount		
PaperCut (Print Credit)				\$2.00		
			Total Amount	\$2.00		
Payment Information Credit Card Number: Expiration Date: Cardholder Name: Address: City: State/Province/Region: Zip/Postal Code: Country: Email Address:	4301 Broadway San Antonio TX 78209 United States isadmin2@uiwbt.edu					
			Submit	Payment		



UNIVERSITY OF THE INCARNATE WORD		
sign out		
UIW - Papercuts		
Transaction Approved		
RECEIPT NUMBER: 1237268		
INFRASTRUCTURE SUPPORT-PAPERCUT CURRENT DATE: 07/06/2017		
Description	Amount	Tax
PaperCut (Print Credit)	\$2.00	
	Total\$2.00	
Payments Received	A	mount
Infrastructure Support-Papercut - CC MasterCard X0000000000000849 Authorization # 044961		\$2.00
	Total	\$2.00
Thank you for the payment.		
Your receipt has been emailed to isadmin2@uiwtx.edu Email Another Receipt View Printable Receipt		

10. You will receive confirmation that the transaction completed successfully and an email from noreply@uiwtx.edu.

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FILE MESSA	GE ESET					
Fignore X	Reply Reply Forward	🕎 Meeting	Commvault	Move	🔚 Rules ▼ 🔊 OneNote	Mark Unre 🔛 Categorize
MO DOLIK -	All	Cal More -	E Team Email		📑 Actions 🔻	🕨 Follow Up
Delete	Respond		Quick Steps	Fa l	Move	Tags
In	u 7/6/2017 9:07 AM					
n	oreply@uiwtx.	edu				
П	hank you for your p	ayment				
To Dennis Murray						
🕦 We removed ext	ra line breaks from this m	essage.				
Receipt Numbe	r: 1237268					
Customer: INFR	ASTRUCTURESUPPOR	T-PAPERCU	T Infrastructure Sup	port-Papercu	t Current Date	: 07/06/2017
Name/Nicknam	e: Dennis Murray					
Description		Amour	nt			
PaperCut (Print	Credit)		\$2.00			
	Total	\$2.00				
Payments Rece	ived	۵	mount			
Infrastructure S MasterCard > Authorizatior	upport-Papercut - CC 00000000000000849 1 # 044961		\$2.00			
	Total	\$2.00				
Thank you for t	ne payment.					

11. Choose sign out to return to papercut website.



PaperCutMF				
	Add credit using CASHNet			
Summary				
Rates	Username	isadmin2		
Transfers	Current Balance	\$1.16		
Transaction History	Amount to add	Select the amount 🔽		
Recent Print Jobs		Add	Value	
Jobs Pending Release				
Web Print				
Add Credit				
Log Out				

12. Your new balance will be reflected and you may continue to print.