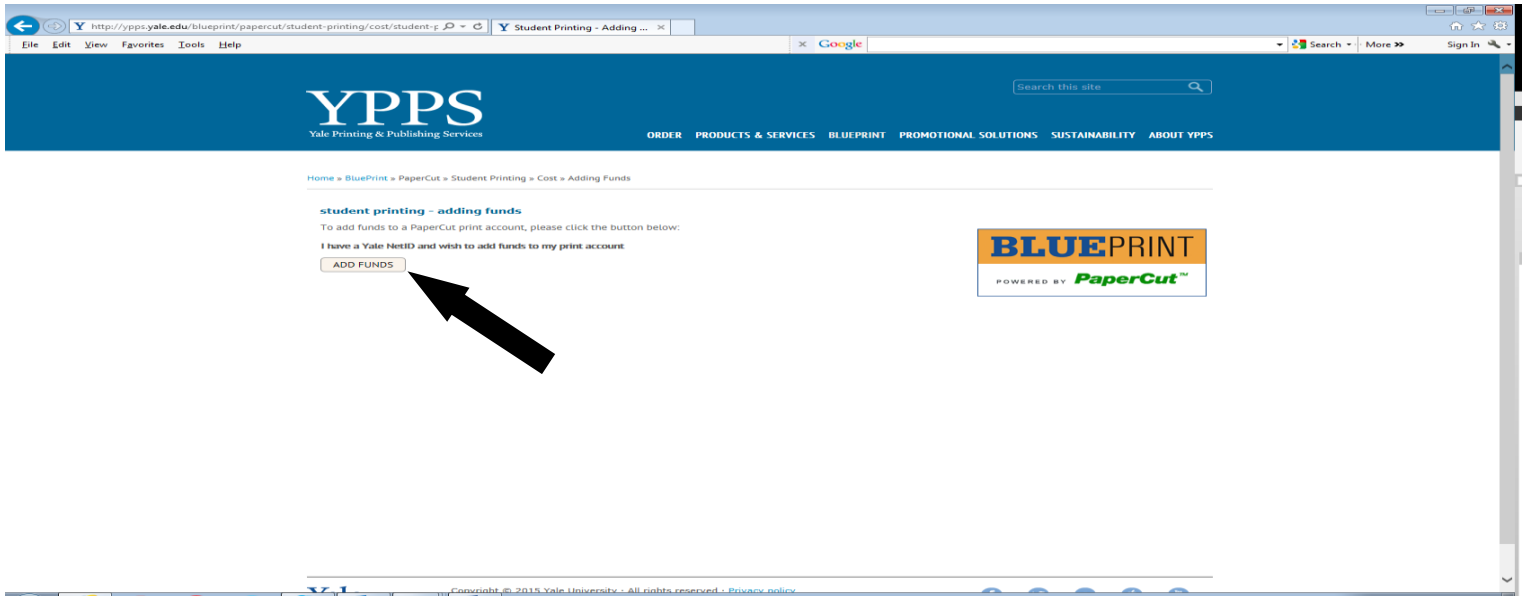


# Add Funds to a PaperCut Student Account

-Logon to <http://ypps.yale.edu/>. Click on 'Blueprint'. Click on 'Cost' in 'Student Printing' section. Click on 'Adding Funds'.



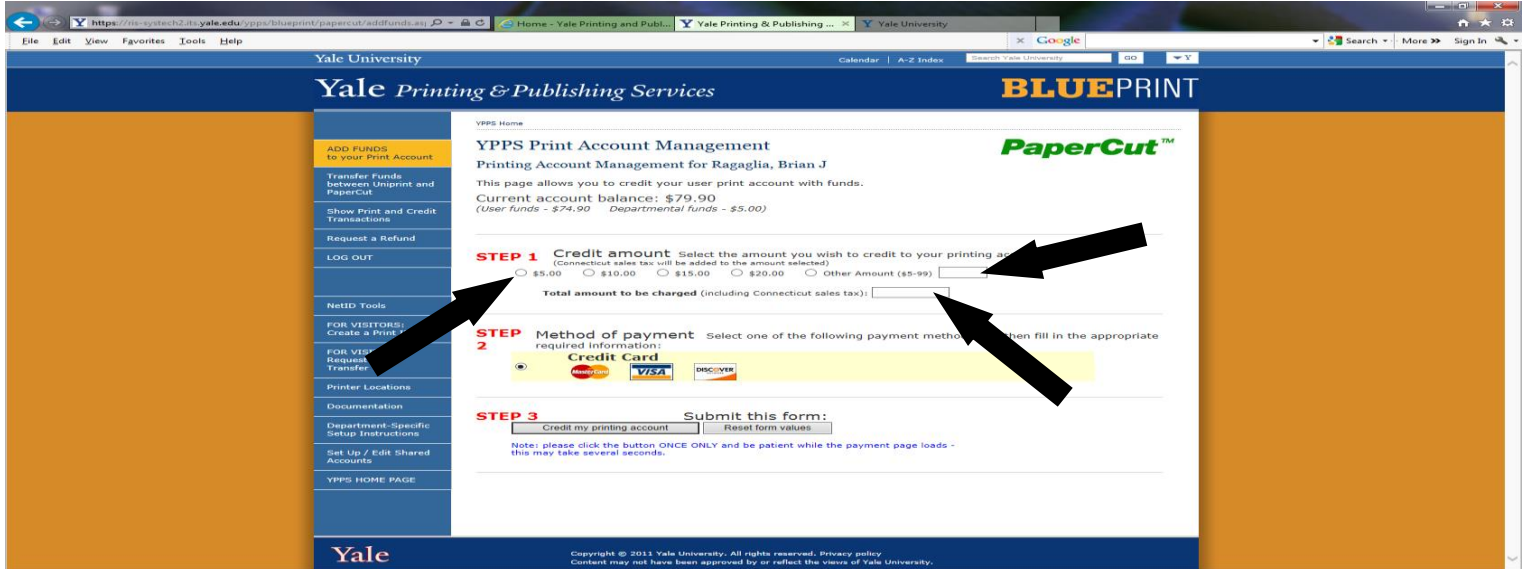
-Click on 'Add Funds' button.



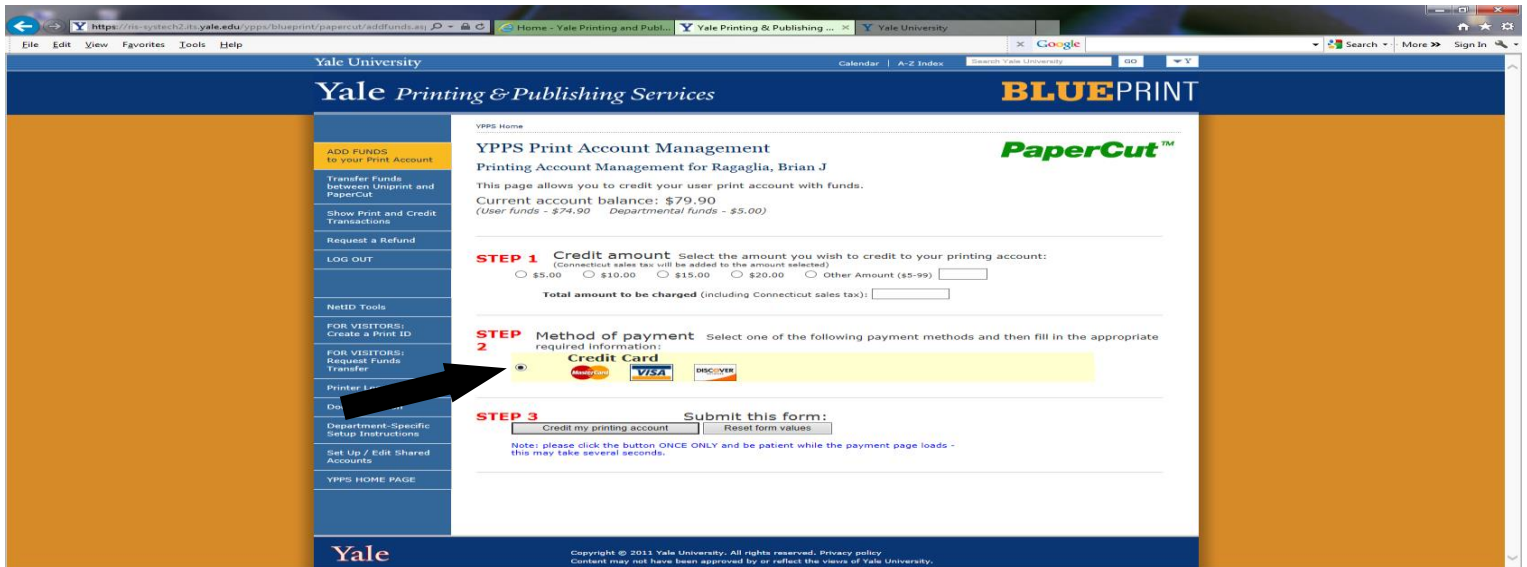
-Enter your NetID in the Username box. Enter your NetID password in the Password box. Click Log in button.



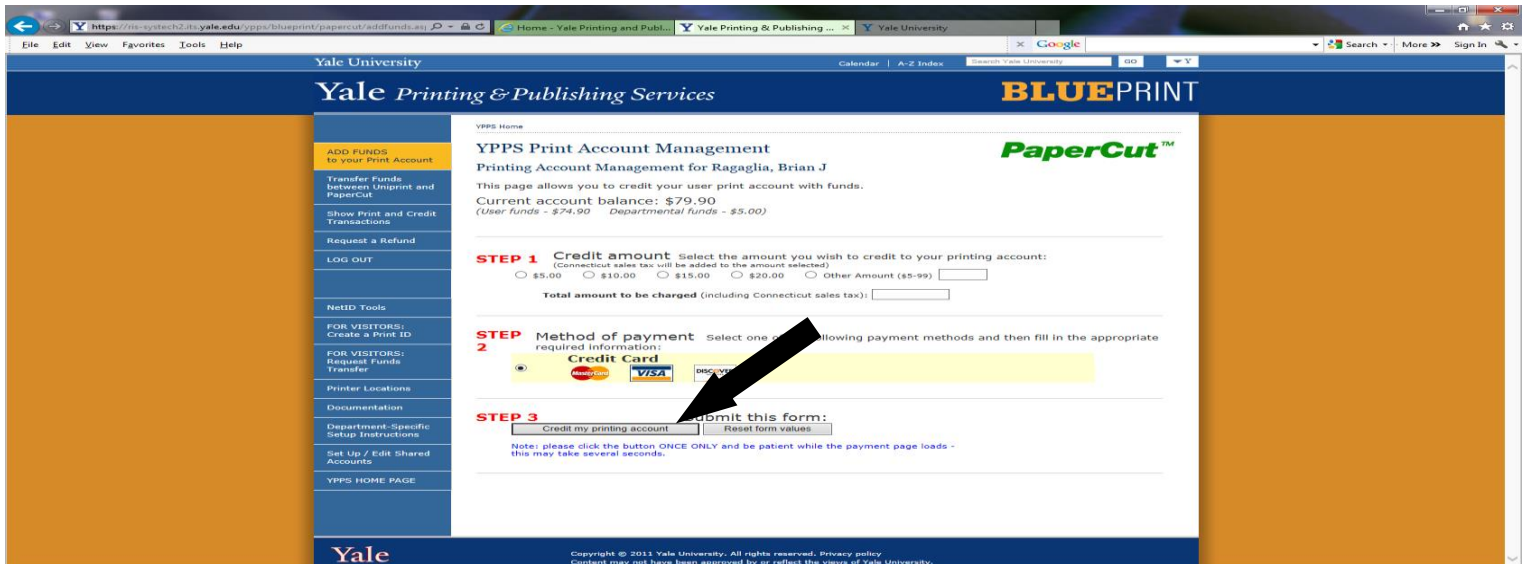
-Click on a \$ amount radio button in Step 1. Click Other Amount button and then add a \$ amount between \$5 and \$99 in the box if you want to add other than the amounts shown. (Total amount plus tax will appear in Total box)



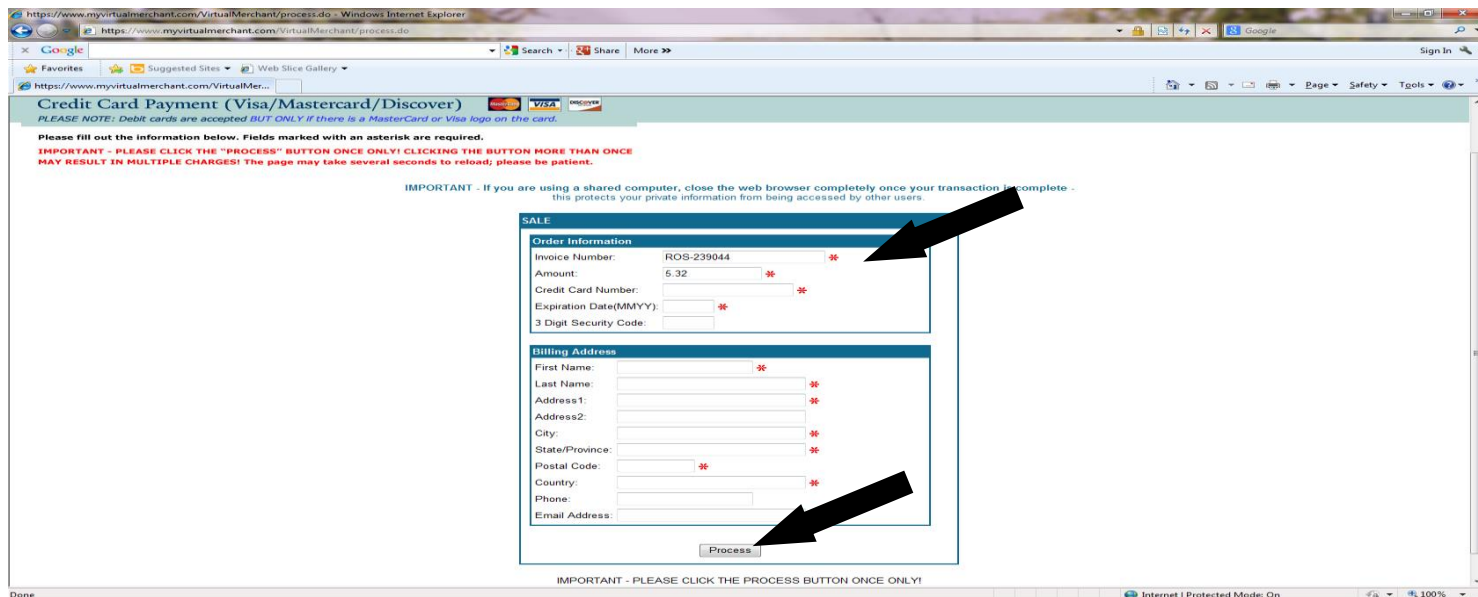
-Click on the Credit Card radio button to pay by credit card in Step 2. Click on the Student Account Billing radio button to pay by Bursar account in Step 2. (only students with a Bursar Account will see this option)



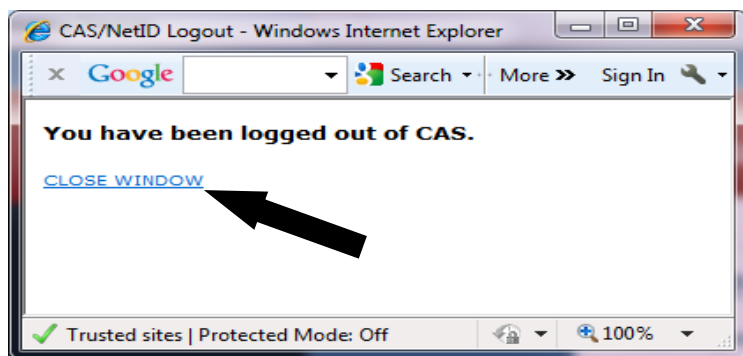
-Click on the 'Credit my printing account' button in Step 3 if you are paying by credit card. If you are paying by Bursar account your account will be automatically updated and you will not see the credit card payment screen.



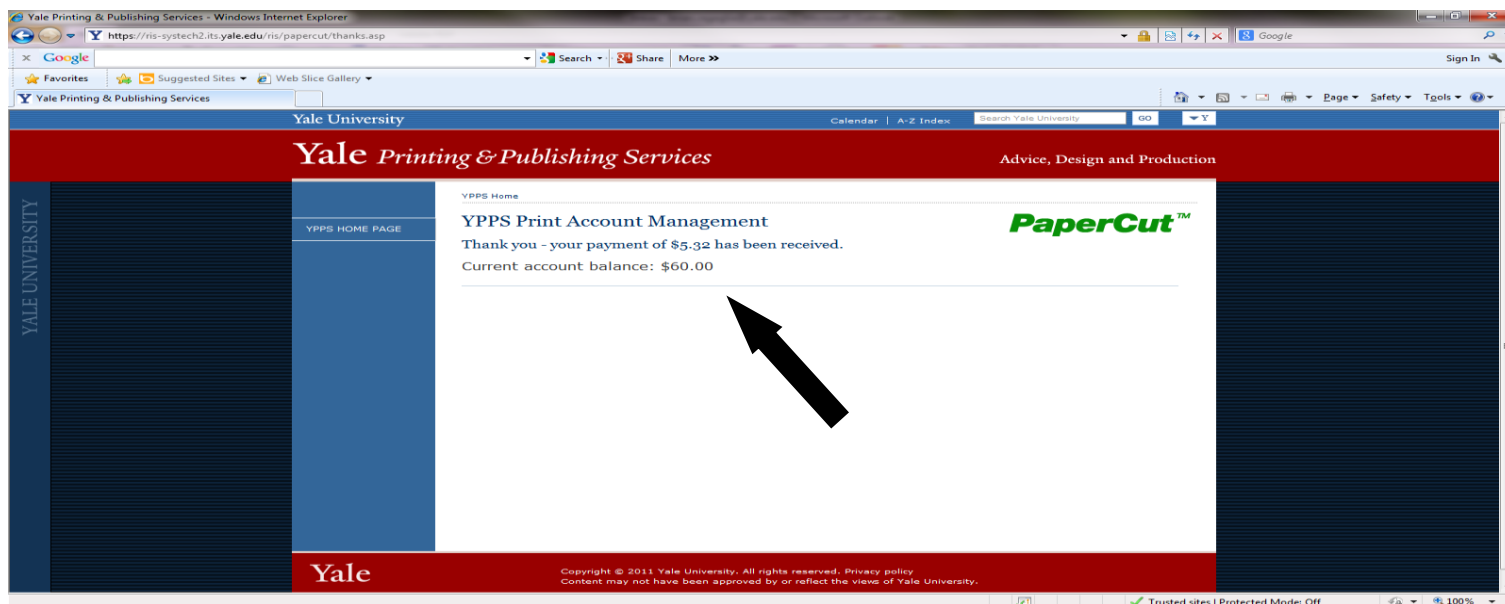
-Enter data in all required fields. (red asterisk \* ) Enter all your credit card number information in the credit card number boxes. Enter all your billing address information in the Billing Address boxes. Click Process button when all required fields are entered.



-Click on Close Window button.



-Your PaperCut account has been credited.



-Close the window.