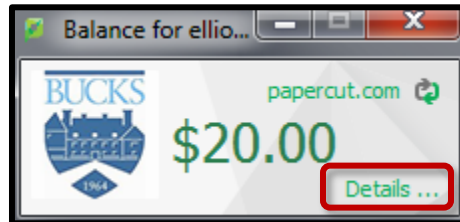


PaperCut – Adding Balance to Your Account

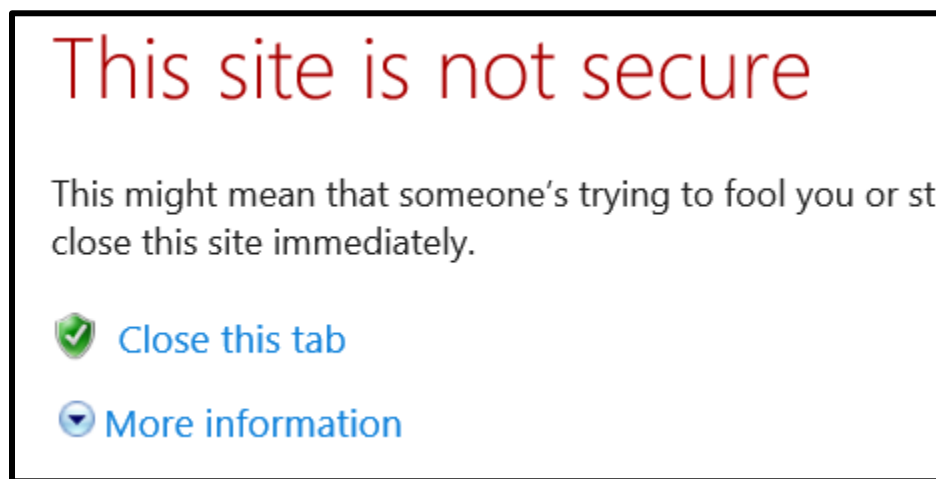
Balances refresh to \$25.00 starting on July 1st and will be valid for the entire year until the next refresh. Students that have registered with the Accessibility Office, enrolled in specific programs (Nursing, LPN), or have more than 24 credits cumulative can instead fill out the quota increase form:

<https://bucksedu.wufoo.com/forms/student-request-for-printing-quota-increase/>

1. After logging in to your student account, you will notice a small PaperCut window on your desktop. This window shows your current printing balance. Click **Details...** to open a web browser where you will log into your PaperCut account.



2. A security warning should appear in your browser. Click **More information**, then click **Go on to the webpage (not recommended)**.



3. Enter your Bucks username and password and click **Log in** to proceed to your PaperCut account.


A screenshot of the Bucks County Community College login page. At the top left is the college's logo. To the right of the logo, the text "Bucks County Community College" is written in blue. Below the logo and text, there are three input fields: "Username" with the text "username" inside, "Password" with a series of black dots inside, and "Language" with a dropdown menu showing "English". At the bottom right of the form, there is a "Log in" button which is highlighted with a red rectangular box.

4. When your PaperCut balance reaches \$1.00, you will be given a warning message that your balance is low. Visit the **Add Credit** area to add additional funds to your balance. The dropdown menu will allow you to specify dollar amounts ranging from \$2.00 to \$10.00. After selecting an amount, click the **Add Value** button.

PRINT ACCOUNTING	Add credit using PayPal	
SUMMARY		
TRANSACTION HISTORY		
RECENT PRINT JOBS		
ADD CREDIT		
PRINTING QUOTA		

Username	elliottg	
Current Balance	\$20.00	
Amount to add	--- Select the amount ---	
	--- Select the amount ---	
	\$2.00	
	\$3.00	
	\$4.00	
		Add Value

5. Payments for PaperCut will be processed using PayPal. Your student email address will be entered automatically. If you already have a PayPal account, you can sign in using that account. Otherwise you can use PayPal as a guest and choose to register for an account later.

🛒 \$2.00 USD ▼

Have a PayPal account?

Log In

or

PayPal Guest Checkout

We don't share your financial details with the merchant.

6. After your payment has been processed, you will need to send the receipt to our Help Desk to have the funds added to your account.
- Open your Bucks email account: <http://outlook.office365.com/live.bucks.edu> and find the receipt. Forward the receipt to helpdesk@bucks.edu with your name and student ID number.
 - You can also take a screenshot in your web browser or a photo of the receipt with your smart phone and send that to helpdesk@bucks.edu with your name and student ID number.