

Adding Funds with PaperCut

- 1. Go to https://papercut.unthsc.edu/
- 2. Login with your euid and password



3. On the bottom, left-hand side, click on Add Funds



4. You will see your username (euid) and your current balance. From the dropdown, select the amount you wish to add. We suggest that you never add more than \$20 since there are no refunds for leftover funds.







5. Click Add value. You will be taken to a site outside of UNTHSC – Nelnet Campus Commerce, USA. UNTHSC does not collect or see your credit card information. That is handled completely by the Nelnet site. (The url is slightly different than the one you see below. It does not begin with "uat.")

QuikPAY(R) Enter Payment Amou × +		~	- 🗆 ×
← → C	ex.do?dm=unthsc_commerce_manager_payer	6 \$	* 🗆 🛎 🗄
UNT	HEALTH SCIENCE CENTER		TEST
	🐣 Unthsc	Commerce Manager Pa	yer - payer 🕞
Make Payment A Please enter in the amount yo Required fields are marked with an Payment Amount	Amount u want to pay and click "Continue" button.		_
Account	HSC Library Printing		
Student EUID			
Student Name			
Student email address			
Payment Amount*	5.00		
Total Amount	5.00		
Payment Method*	Credit Card 🗸		

- 6. Enter your euid (2 or 3 letters followed by 4 numbers), your name, and your email address. Confirm that the amount showing is what you selected. Payment method on has "Credit Card" as an option.
- 7. On the next screen, enter the required (*) fields:
 - Cardholder's Name,
 - Card Type,
 - Credit Card Number,
 - CVV2 Code,

- Expiration Date, •
- Address, • City,

State,

•

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- Zip,
- and Email Address.

A confirmation will be sent to the email address you enter, so verify that it is correct before you click Continue.

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ase enter credit card information TE: All fields are required.	n in the following fields, then click "Continue" button.
urrent Payment	
Order Description:	HSC Library Printing
Payment Amount:	\$5.00
Effective Date:	09/16/2022
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redit Card Informatic Cardholder's Name*: Card Type*:	MASTERCARD V
redit Card Informatic Cardholder's Name*: Card Type*: Credit Card Number*:	MASTERCARD V Vitual Keypad
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- 8. Click Continue to go to the verification screen
- 9. If all information is correct, click Continue to process the transaction
- 10. You will be returned to the HSC PaperCut site. Your new balance should be showing

Username testacct (Test Account) Current balance \$5.00
Amount to add
Select the amount 🗸 🗸
Add value
Refund policy Please note: Printing funds are not refundable. When adding funds to your printing account, please add only an amount you plan to use. It is recommended to add funds no greater than \$20 at a time.
Contact Details Address: LIB 222
Phone: 817-735-2465

Your funds are immediately available to use!

