Adding Funds with PaperCut

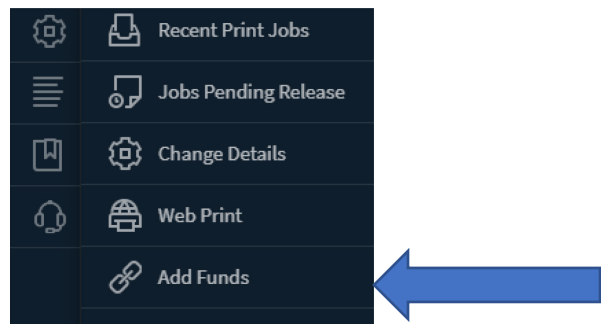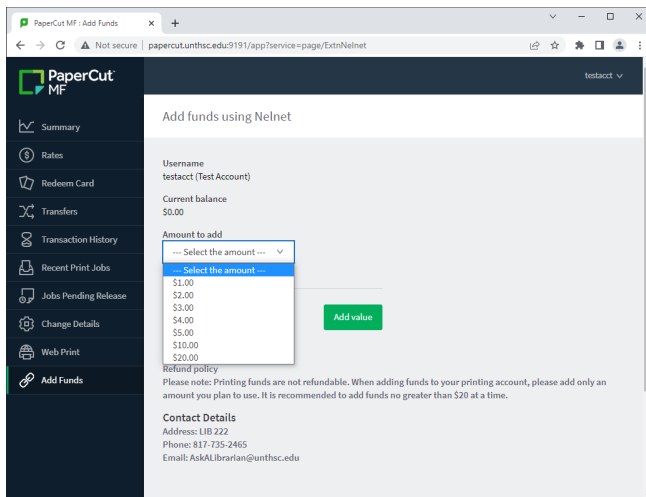1. Go to https://papercut.unthsc.edu/
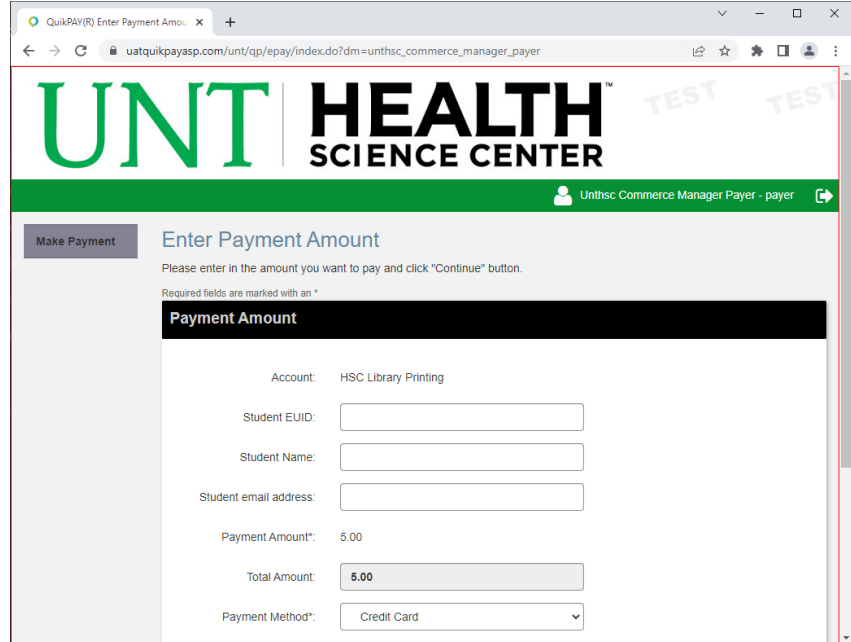2. Login with your euid and password
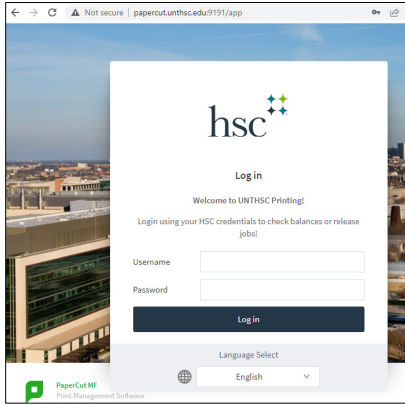
3. On the bottom, left-hand side, click on Add Funds

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.")
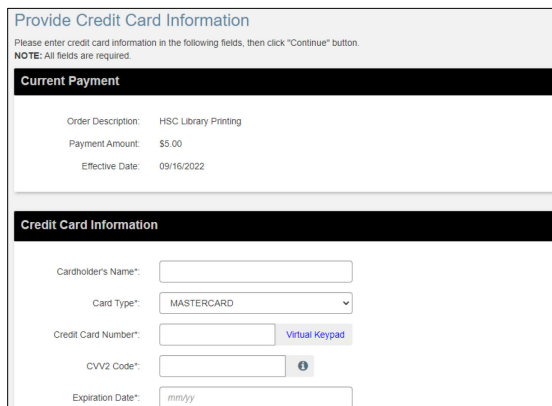

6. Enter your euid (2 or 3 letters followed by 4 numbers), your name, and your email address. Confirm that the amount showing is what you selected. Payment method on has "Credit Card" as an option.

7. On the next screen, enter the required (*) fields:
    - Cardholder's Name,
    - Card Type,
    - Credit Card Number,
    - CVV2 Code,
    - Expiration Date,
    - Address,
    - City,
    - State,
    - 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.

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

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
Email: AskALibrarian@unthsc.edu

Your funds are immediately available to use!