# UIW Print – How Students Add Money to Their Account

In order for students to print in the new UIW Print system they must add credit to their account. To start the 2017-18 school year 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 the MyWord portal (https://my.uiwtx.edu/) with your UIW username and password.
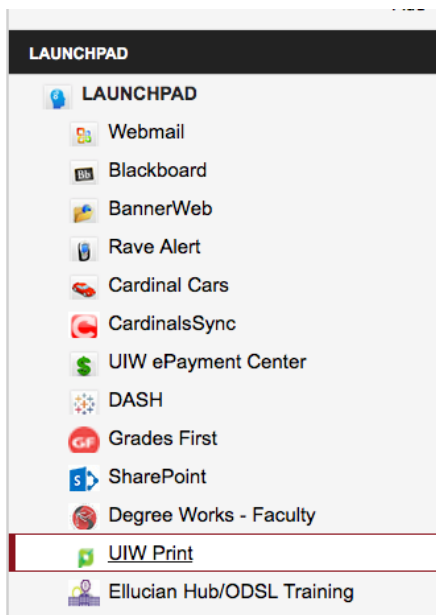
2. Select "UIW Print" on left side of the page under LAUNCHPAD.

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.
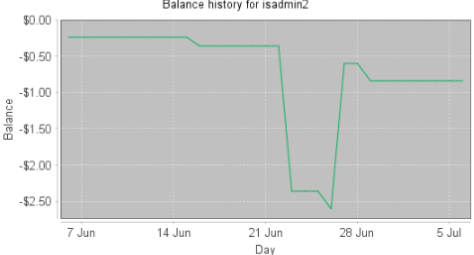
4. Select the "Add Credit" tab on the left side of the page.

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.

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checkout   sign out

UIW - Papercuts

Select Method of Payment

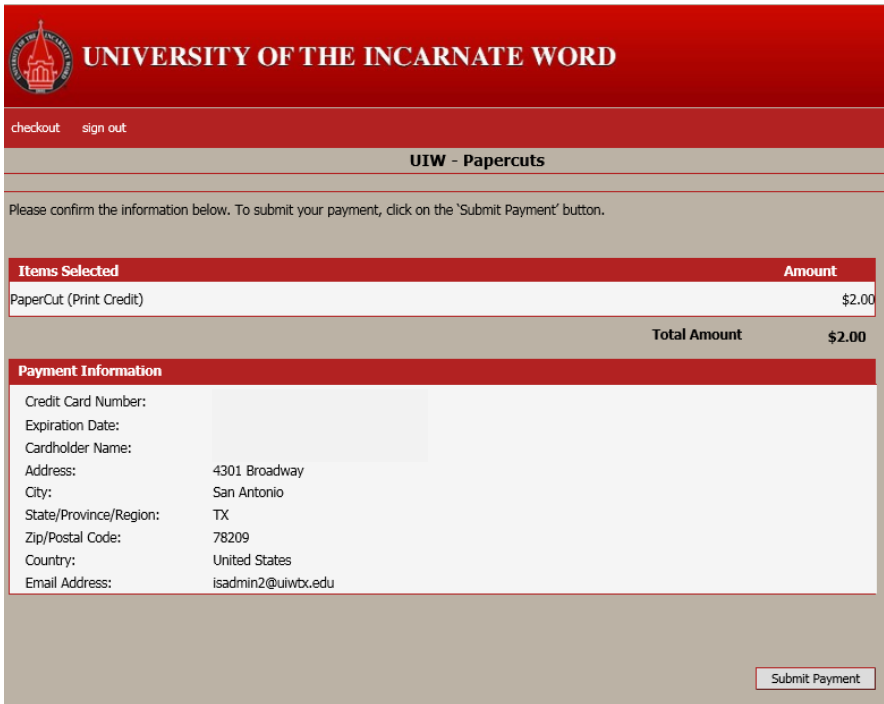**New Payment Methods**
○ Credit Card
○ Electronic Check

BUY WITH
MasterPass

Continue Checkout

7. Select your method of payment and then select continue to checkout.
8. Enter the appropriate information and then continue checkout, again.

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checkout   sign out

UIW - Papercuts

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
PaperCut (Print Credit)	$2.00
Total Amount	**$2.00**

Payment Information

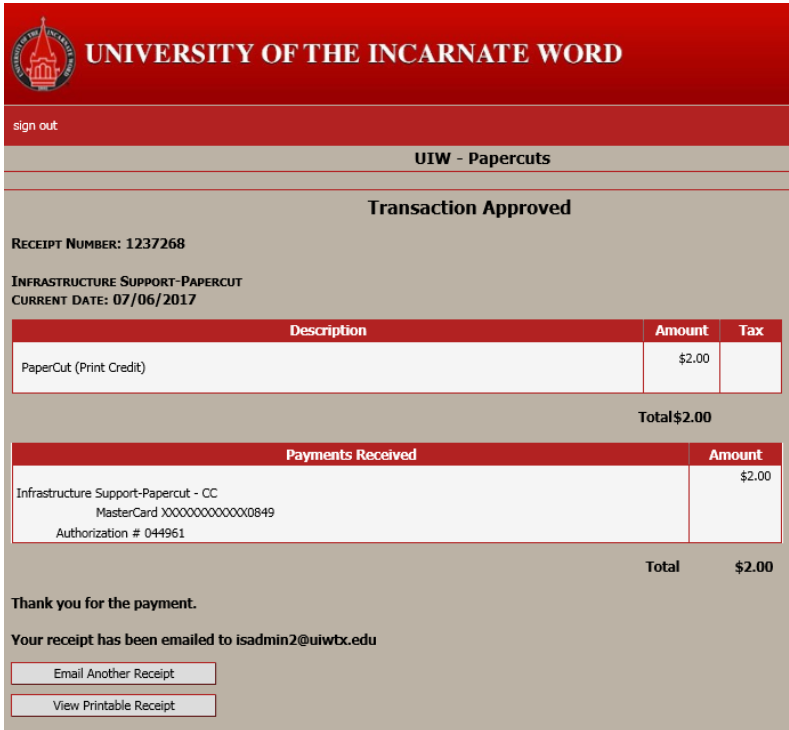|	
Credit Card Number:	
Expiration Date:	
Cardholder Name:	
Address:	4301 Broadway
City:	San Antonio
State/Province/Region:	TX
Zip/Postal Code:	78209
Country:	United States
Email Address:	isadmin2@uiwtx.edu

Submit Payment
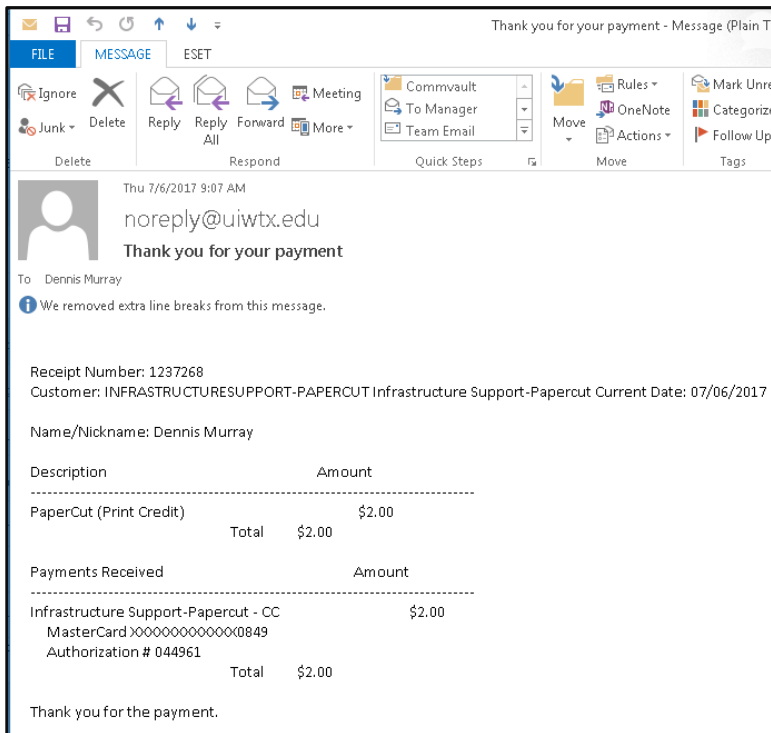
9.   Verify information is correct and then choose Submit Payment.

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

11. Choose sign out to return to papercut website.

PaperCutMF

Add credit using CASHNet

Summary

Rates

Transfers

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Add Credit

Log Out

Username	isadmin2
Current Balance	$1.16
Amount to add	--- Select the amount --- ⌄

Add Value

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