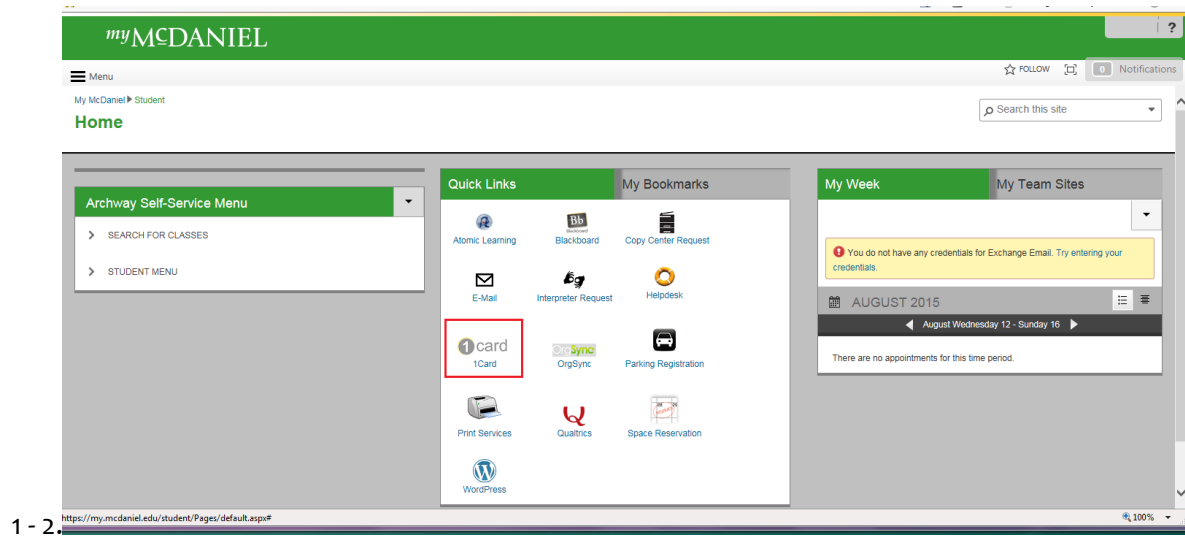


# How to Add Money to PaperCut

To add money to Paper Cut (the printing service), you must have at least \$5.00 on your 1Card (student ID). If you don't, then you will need to log into your One Card account and add money using your credit/debit card before logging into PaperCut. You cannot add money directly to PaperCut using your credit card.

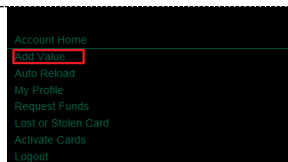
1. Log in to the portal at [my.mcdaniel.edu](http://my.mcdaniel.edu)
2. Under Quick Links choose 1Card.



3. Log in with your username and password (you will need to register your card if you have not already done so)



- Select *Add Value* from the left menu and add at least \$5.00 using your credit or debit card.



#### Add Value

##### Step 1 : Payment Amount

Enter how much value you would like added to each account. You can add value to one or more accounts.

Account	Balance	Payment Amount
McDaniel Bucks	\$ 0.15	\$ [ ] .00

Calculate      Payment Grand Total : \$ 0

##### Step 2 : Payment Method

Enter the payment information of the debit or credit card you would like to pay with. You can select a previously saved payment method or enter a new one.

Use Existing Payment Method: -- select -- [Edit]

Card Type: -- Select Creditcard Type --

Card Number:

Expiration Date: -- / --

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Name on Card:

Address 1:

Address 2:

City:

State/Province/Region: -- Select State --

Country: United States

Zip/Postal Code:

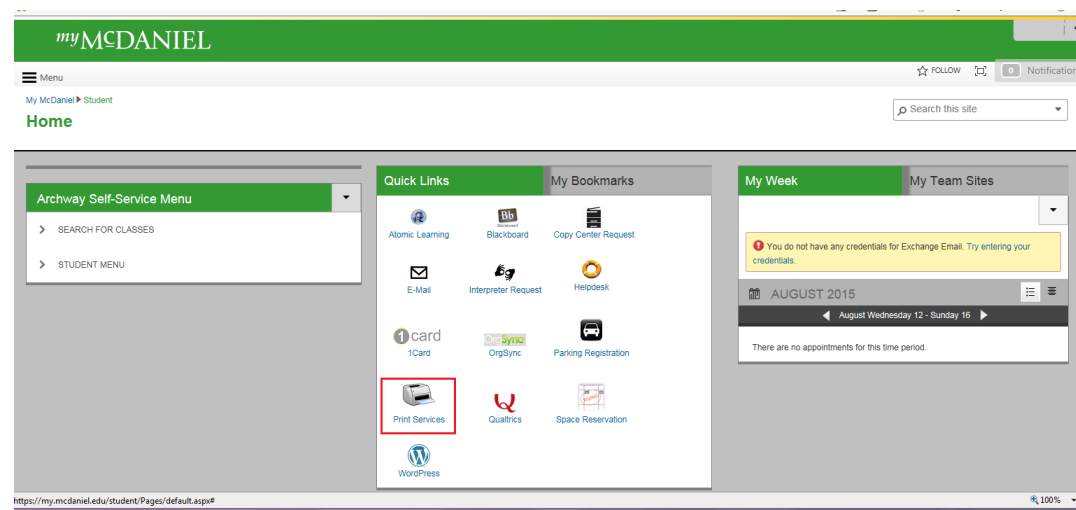
Confirmation e-mail address:

Save Payment Method

Card Nickname:

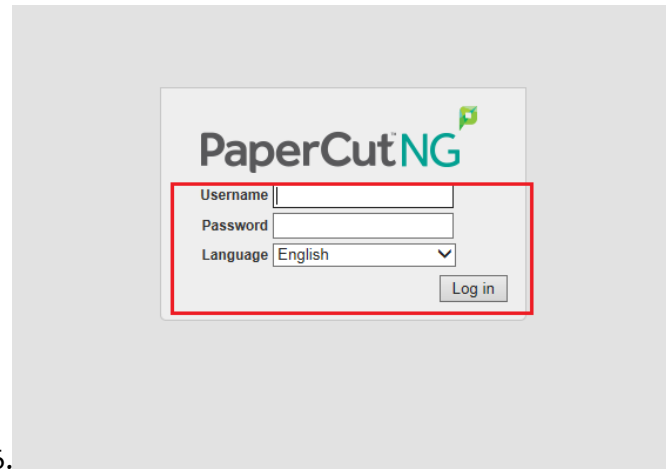
4.

- Now return to the portal and choose *Print Services* from Quick Links.

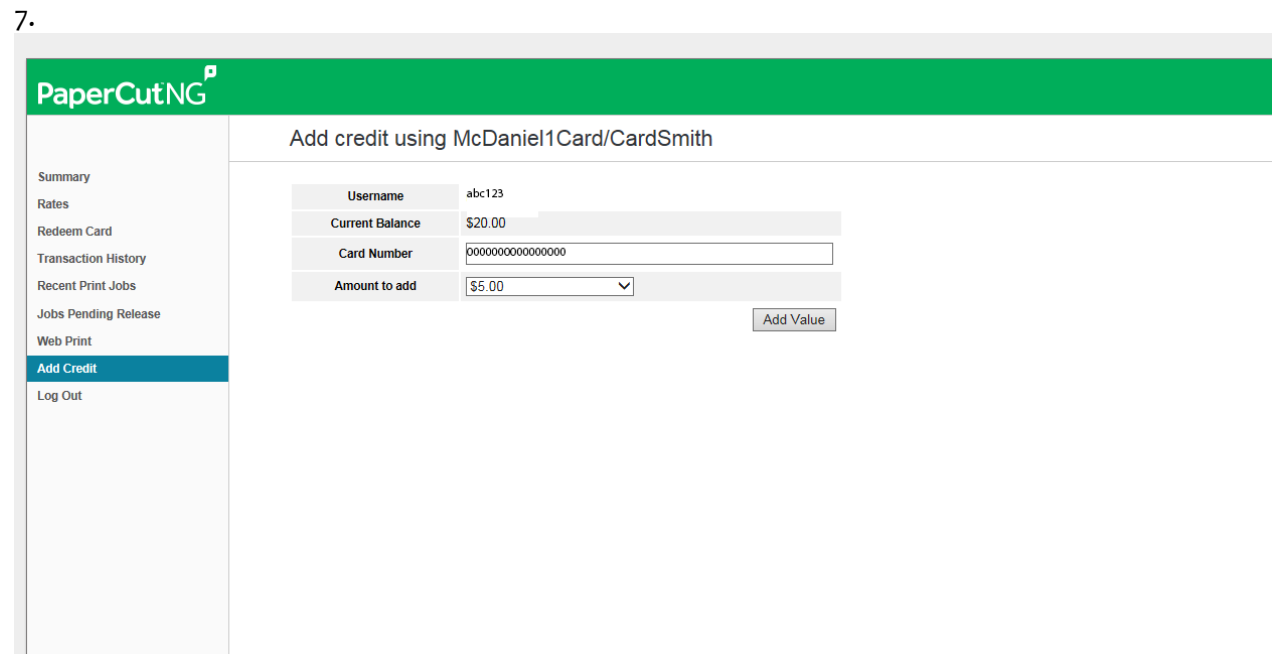


5.

6. Log into PaperCut using your McDaniel username and password.



7. Select Add Credit from the left menu.



8. Enter your 16-digit One Card number (bottom left on the front of your id card) and choose the amount you would like to add.



8.