Adding money to your pay-for-print account using a credit card

1. To add money to your pay-for-print account, open a web browser and go to https://print.kccd.edu

2. You will see the login screen. Your username is your College ID (8 digit number) and the same password you use to login to campus computers. (Do not change the “Log on to:” selection)

3. Once logged in, you will see a summary of your account. Next click on the “Balances” button on the toolbar across the top.

4. You will see a page called Balance Information. Make sure the “Paid” option is selected.
5. In the “Amount” field put in the amount you would like to add to your account. *(the example below shows $1.00 being added)* and then click “Purchase Credit”.

![Edit Balance: Paid](image)

6. You will notice in the upper right hand corner a message that says, “Balance credit added to cart.” Now click on the shopping cart icon *(next to the blue circle in the image below)*.

![Balance credit added to cart.](image)

7. You will now see your shopping cart and you are ready to add money to your account with your credit card. Click on the blue button that says, “Check Out With Credit Card”.

![Shopping Cart](image)
8. Please put in all of your credit card information and click the blue button that says, “Pay Now”.

9. You should now see a Purchase Summary and the money has been added to your account.