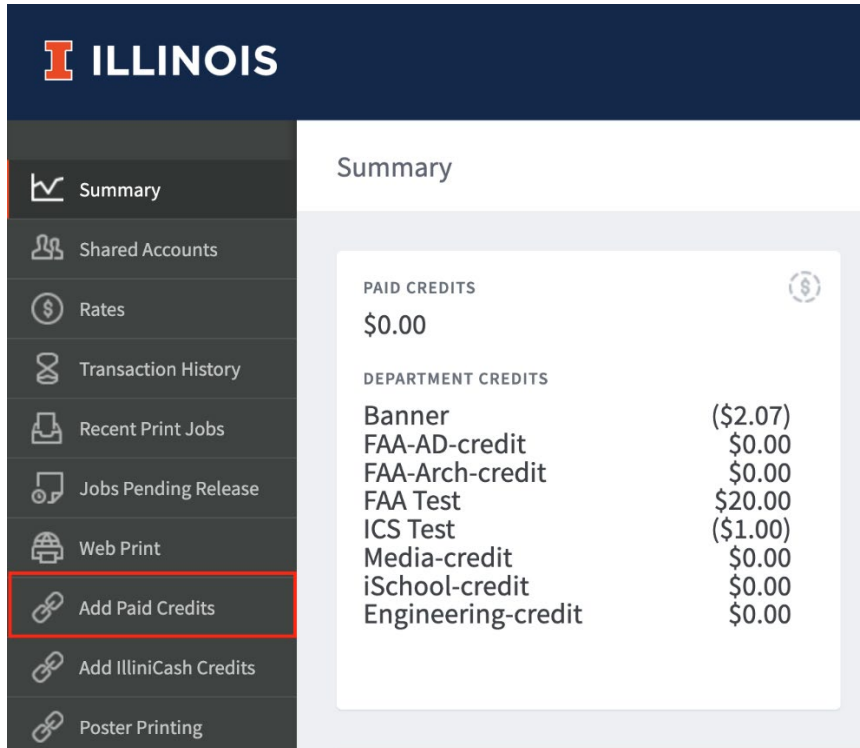


Adding Paid Credit to Papercut

1. Go to <https://papercut.ics.illinois.edu/> and select Add Paid Credits.

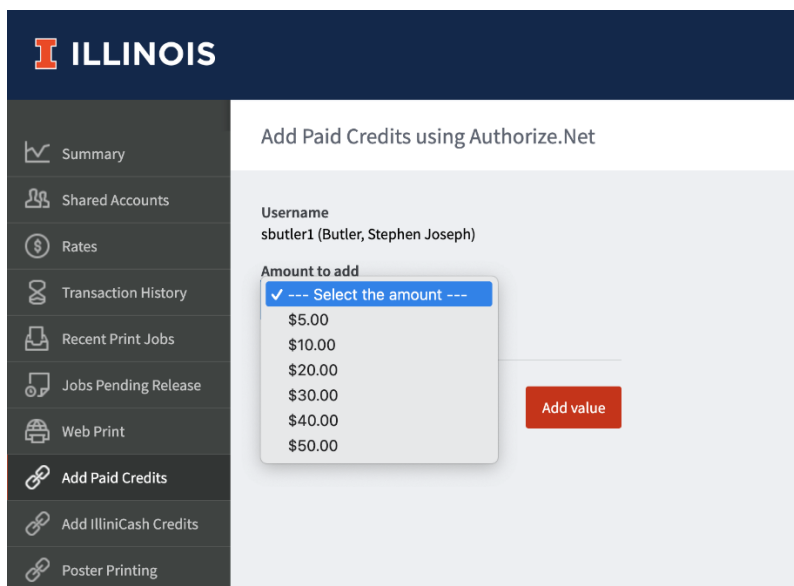


The screenshot shows the Papercut interface with the 'Summary' page selected. The sidebar on the left contains several options, with 'Add Paid Credits' highlighted by a red rectangle. The main content area displays the 'Summary' page, which includes a 'PAID CREDITS' section showing '\$0.00' and a 'DEPARTMENT CREDITS' section listing various credits and their amounts.

PAID CREDITS	
	\$0.00

DEPARTMENT CREDITS	
Banner	(\$2.07)
FAA-AD-credit	\$0.00
FAA-Arch-credit	\$0.00
FAA Test	\$20.00
ICS Test	(\$1.00)
Media-credit	\$0.00
iSchool-credit	\$0.00
Engineering-credit	\$0.00

2. Select the amount to add, and click Add Value.



The screenshot shows the 'Add Paid Credits using Authorize.Net' page. The sidebar on the left is the same as in the previous screenshot, with 'Add Paid Credits' highlighted. The main content area has a form with a 'Username' field (sbutler1 (Butler, Stephen Joseph)) and an 'Amount to add' dropdown menu. The dropdown menu is open, showing a list of amounts: \$5.00, \$10.00, \$20.00, \$30.00, \$40.00, and \$50.00. An 'Add value' button is visible to the right of the dropdown.

Username
sbutler1 (Butler, Stephen Joseph)

Amount to add
✓ --- Select the amount ---
\$5.00
\$10.00
\$20.00
\$30.00
\$40.00
\$50.00

Add value

3. The system will then prompt for credit card information. After submitting credit card information, the amount should show up as Paid Credit, visible on the Summary page.

Transfer Illini Cash to Paid Credit

1. At <https://papercut.ics.illinois.edu/>, go to Add Illini Cash credits.

PAID CREDITS	
\$0.00	
DEPARTMENT CREDITS	
Banner	(\$2.07)
FAA-AD-credit	\$0.00
FAA-Arch-credit	\$0.00
FAA Test	\$20.00
ICS Test	(\$1.00)
Media-credit	\$0.00
iSchool-credit	\$0.00
Engineering-credit	\$0.00

2. Select the amount of Illini Cash to transfer to Paid Credit and select Add Value.
If a person has no Illini Cash (\$0.00), they will not be able to transfer any to Paid Credit, nor add additional Illini Cash. This option should go away in a year when the service ends support for Illini Cash.

Add Paid Credits using Illini Cash

Username
sbutler1 (Butler, Stephen Joseph)

Illini Cash
\$0.00

Amount to add
✓ --- Select the amount ---

- \$1.00
- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$10.00
- \$15.00
- \$20.00
- \$25.00

Add value

3. The amount should then show up as Paid Credit, visible on the Summary page.