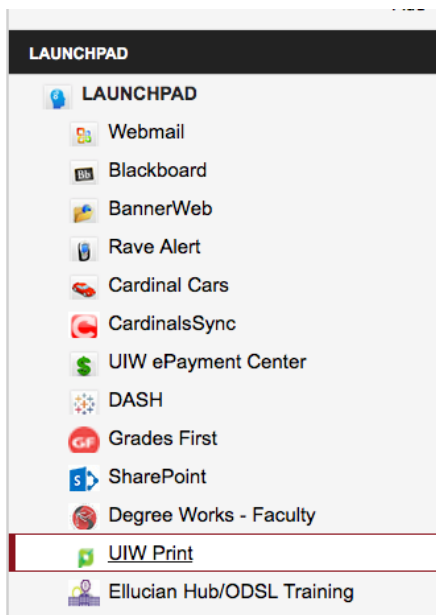


In order for students to print in the new UIW Print system they must add credit to their account. To start the 2017-18 school year all students will have \$1.00 loaded into their accounts. After that is used the student will need to load their own money. Students can also check their balance at anytime 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.

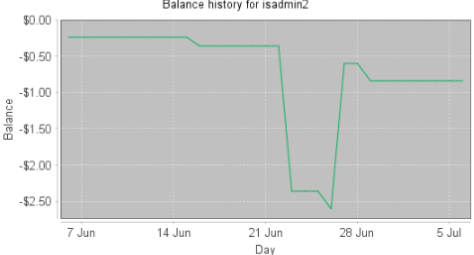
PaperCutMF

Summary

Username	isadmin2 (Dennis Murray)
Balance	(\$0.84)
Total print jobs	30
Total pages	41

Activity

Balance history for isadmin2



Environmental Impact

- 0.4% of a tree
- 457 g of CO2
- 28.6 hours running a 60W light bulb

Since May 30, 2017 [Environmental Dashboard](#)

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

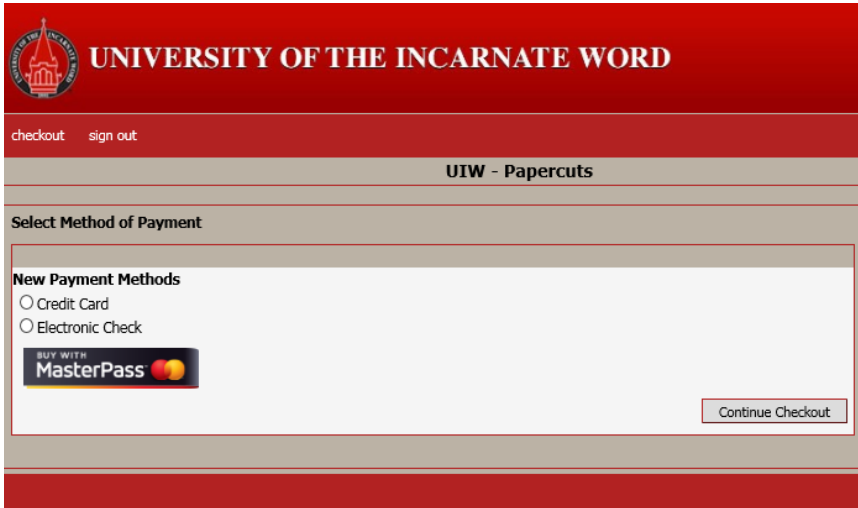
PaperCutMF

Add credit using CASHNet

Username	isadmin2
Current Balance	(\$0.84)
Amount to add	<input type="text" value="-- Select the amount --"/> <ul style="list-style-type: none"> \$2.00 \$5.00 \$10.00

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.



UNIVERSITY OF THE INCARNATE WORD

checkout sign out

UIW - Papercuts

Select Method of Payment

New Payment Methods

Credit Card

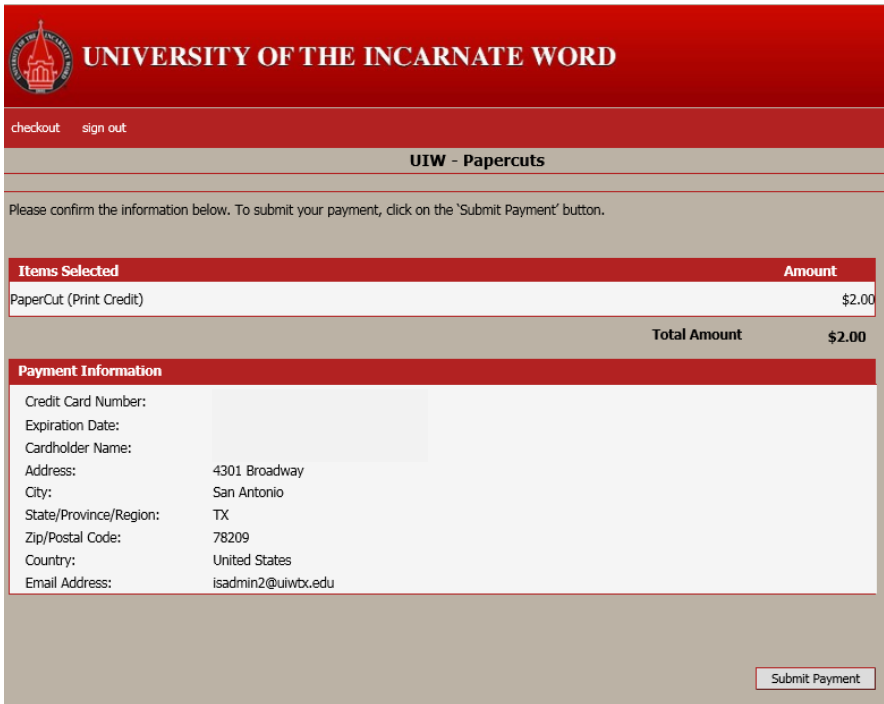
Electronic Check

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.



UNIVERSITY OF THE INCARNATE WORD

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

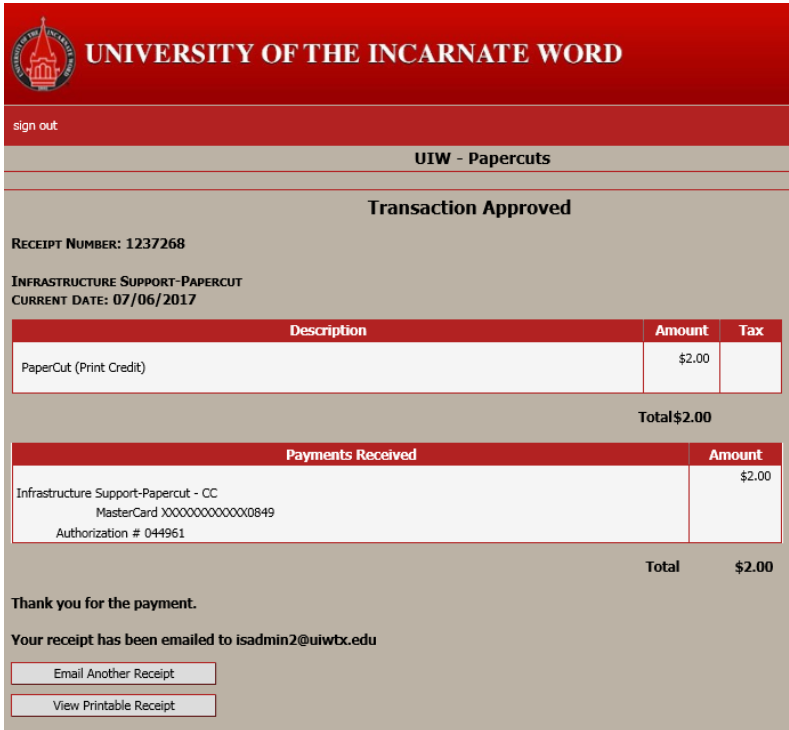
Zip/Postal Code: 78209

Country: United States

Email Address: isadmin2@uiwtx.edu

Submit Payment

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



UNIVERSITY OF THE INCARNATE WORD

sign out

UIW - Papercuts

Transaction Approved

RECEIPT NUMBER: 1237268

INFRASTRUCTURE SUPPORT-PAPERCUT
CURRENT DATE: 07/06/2017

Description	Amount	Tax
PaperCut (Print Credit)	\$2.00	
Total \$2.00		

Payments Received	Amount
Infrastructure Support-Papercut - CC MasterCard XXXXXXXXXX0849 Authorization # 044961	\$2.00
Total \$2.00	

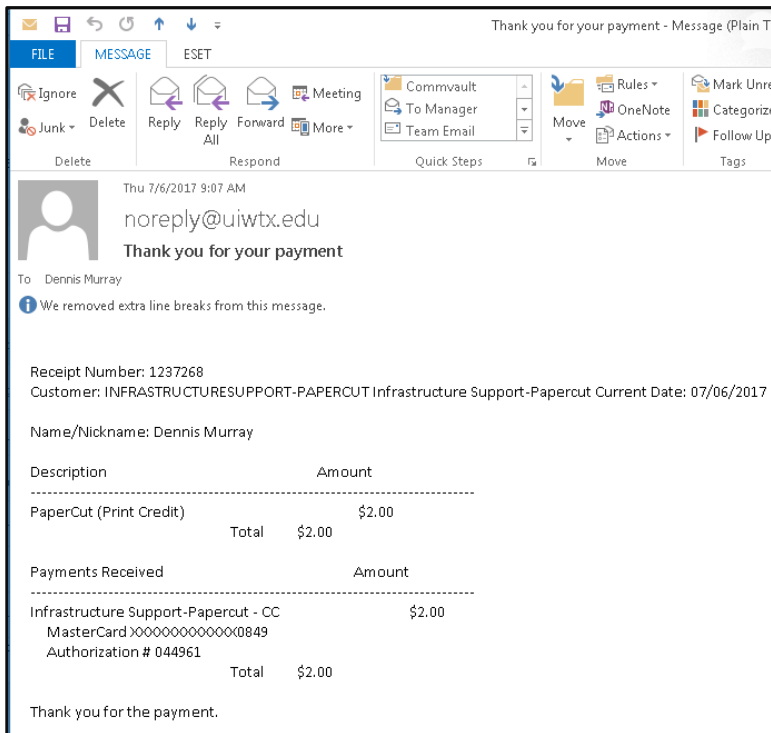
Thank you for the payment.

Your receipt has been emailed to isadmin2@uiwtx.edu

[Email Another Receipt](#)

[View Printable Receipt](#)

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



Thank you for your payment - Message (Plain Text)

FILE MESSAGE ESET

Ignore Delete Reply Reply Forward Meeting
All More

Commvault To Manager Team Email Move OneNote Actions Follow Up
Quick Steps Tags

Thu 7/6/2017 9:07 AM

noreply@uiwtx.edu

Thank you for your payment

To: Dennis Murray

i We removed extra line breaks from this message.

Receipt Number: 1237268
Customer: INFRASTRUCTURESUPPORT-PAPERCUT Infrastructure Support-Papercut Current Date: 07/06/2017

Name/Nickname: Dennis Murray

Description	Amount
PaperCut (Print Credit)	\$2.00
Total	\$2.00

Payments Received	Amount
Infrastructure Support-Papercut - CC MasterCard XXXXXXXXXX0849 Authorization # 044961	\$2.00
Total	\$2.00

Thank you for the payment.

11. Choose sign out to return to papercut website.



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	<input type="text" value="-- Select the amount --"/>

Add Value

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