How to add credit to your Print Wise account using cash, check, or credit/debit card

Using cash or a check:

To add credit to your Print Wise account using cash or a check please visit the CSN campus Cashier Offices during business hours. The Cashier offices only accept cash or checks to credit your Print Wise account. Please use the instructions below to add credit from any CSN campus computer.

Using a credit or debit card:

1. Click on Add Credit

   ![Add credit using TouchNet uPay](image)

The Current Balance is shown.

2. Click the drop down box to select the amount to add to the account.
3. Select the amount and click **Add Value**
4. Your credit/debit card information is entered next.

**Please enter your credit card information**

- Credit Card Type: MasterCard
- Account Number: 1234567890123456
- Expiration Date: 04/2011
- Card Verification Value: 123
- Name on Card: John Doe

- Email Address: john.doe@csn.edu

- Day Phone: 
- Night Phone: 
- Mobile Phone: 

* Required Information

5. Select the credit card to be used. (MasterCard, Visa, Discover, AmEx)

6. Enter your credit or debit account information:

**NOTICE: CURRENTLY THE “Name on Card” FIELD COULD BE PRE-FILLED WITH A “C” NUMBER, OR A NAME, LAST NAME A COMMA AND THEN FIRST (DOE,JOE)**

**ENTER THE NAME ON THE CARD, FIRST NAME LAST NAME** (John Doe)

7. Click Continue and the page will refresh and the account will be updated with the selected amount added.
8. When finished, click **Logout** or complete another transaction.

**Messages**

The most common message you will see is the deny message as shown below. This will be displayed when you attempt to print and do not have enough money in your account. To remedy this, add funds to your account.