



How To Add Money to your Regis College Printing & Copying Budget

Each Student was given \$100 to start the year for printing & copying.

To add additional money to your printing & copying budget, please follow these steps:

From your Web Browser (on Campus) go to <https://printing.regiscollege.edu>





User Name:

Password:

☐ Keep me logged in on this device

Login

LOGIN using the same Regis College AD credentials that you use to log into a PC in the LAB





User Name:

Password:

☐ Keep me logged in on this device

Login

Select "Budget Recharge"

Budget Info

Current Balance: 0.00 USD

Last Budget Change: unknown

Last Budget Recharges

Date	Provider / Operator	Amount
No transaction data available!		

Logout

Refresh

Budget Recharge



Type in the amount you wish to add in US dollars



Budget Recharge

Set Cash Amount:

 USD *

The minimum possible cash amount is 1 USD.

Online Payment Provider:

PayPal

* These mandatory fields must be filled in.

Please set the cash amount and choose 'Next' to go on with the budget recharge.

Note that in the next step the payment pages of the online payment provider will be displayed. After finishing the payment, you will be redirected back to the Internet Gateway.



Logout



Cancel



Next

The Next Button will take you to **your Paypal account** for verification. If you do not have a Paypal account, you can use a credit card or a debit card that has a Visa or Master card logo.