

Quick Reference Guide

Logging In

1. Open a web browser and type myprinting.humber.ca
2. Press **Enter**.
3. Enter your Humber **username**.
4. Enter your **password**.
5. Click **Log in**.



Secure Login

HUMBER

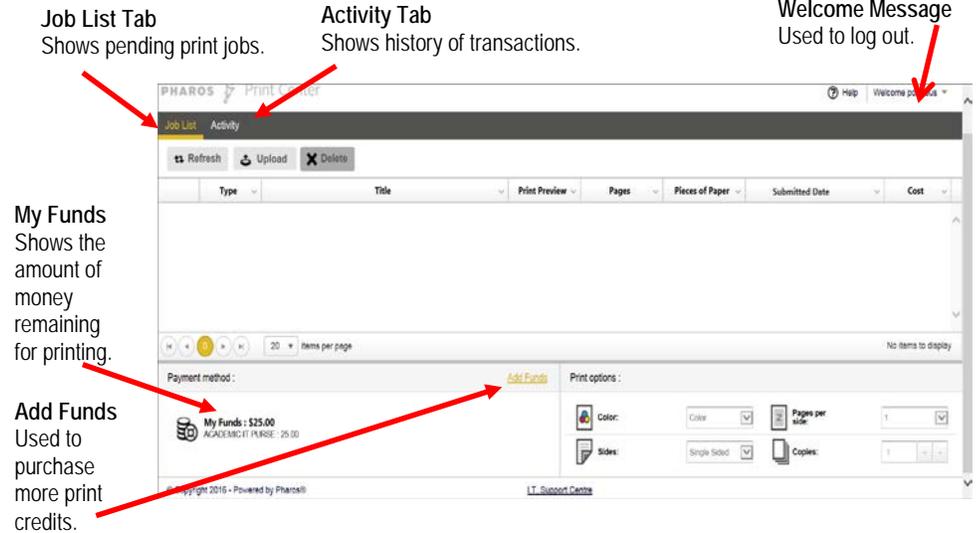
Username

Password

Keep me logged in

Log In

Home Page



Job List Tab
Shows pending print jobs.

Activity Tab
Shows history of transactions.

Welcome Message
Used to log out.

My Funds
Shows the amount of money remaining for printing.

Add Funds
Used to purchase more print credits.

Purchasing Print Credits

1. Click the **Add Funds** link on the Job List page.
2. Enter the dollar amount you wish to add to your funds.
3. Check the **"I agree to pay the amount above"** box.
4. Click **Continue to Payment**.
5. Make a payment using PayPal, a credit card, or VISA Debit.

To pay using PayPal:

- Click **Pay with my PayPal account**.
- Enter your PayPal email address.
- Enter your PayPal password.
- Click the **Log In** button and follow the instructions provided.

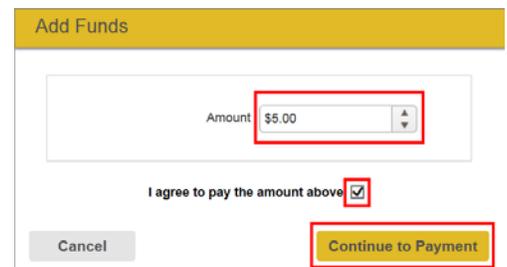
To pay using a credit card or VISA Debit card:

- Enter the **credit card** or **VISA Debit** card information.
- Enter the **Billing** Information.
- Enter the **Contact** Information.
- Click the **Pay** button and follow the instructions provided.

6. When payment is completed, you will be returned to the myprinting.humber.ca home page.
7. To log out, mouse over the Welcome message and click **Log out**.

A confirmation email will be sent to either your PayPal or Contact email, depending on your method of payment.

Funds are added immediately to your print account. Credits are non-refundable and non-transferable. Purchased credits carry forward from one semester to another.



Add Funds

Amount:

I agree to pay the amount above

Cancel **Continue to Payment**



Choose a way to pay

Pay with my PayPal account 
Log in to your account to pay

Don't have a PayPal account?
(Optional) Join PayPal for faster future checkout

