# myprinting.humber.ca

## 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.

### 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.