

How to add money to your NetPrint account

1. **Purchase a Netprint card.** Available at both the Pasco and HSC Libraries.



VOID-9C82-92YD

- 1) Log in to netprint using your SID and PIN
- 2) Click Redeem Card
- 3) Enter the number above
- 4) Click the Redeem button

Valid Until: 1/3/2016

2. While connected to the CBC network, type: <http://netprint.columbiabasin.edu:9191/app>



3. **Log in** using your CBC Student ID number and PIN

A screenshot of the NetPrint Login page. It features a blue "NetPrint Login" button at the top. Below it, the text "Login with your SID and PIN" is displayed. There are three input fields: "Username" with "Student ID" entered, "Password" with "Student PIN" entered, and "Language" with "English" selected in a dropdown menu. A "Log in" button is located at the bottom right of the form.

4. Click "**Redeem Card**"
5. **Type the number** on the Netprint Card in to the Card Number field.
6. Click the "**Redeem Card**" button to add the credit.
7. Click "**Log Out**" to finish.

A screenshot of the "Redeem Card" page. On the left is a navigation menu with items: Summary, Redeem Card (highlighted), Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, and Log Out. Red arrows point from "Step 4" to "Redeem Card" and from "Step 7" to "Log Out". The main content area has the heading "Redeem Card" and the instruction "Enter the Card number and press the 'Redeem Card' button to redeem." Below this is a "NOTE: All requests to redeem cards are logged." A "Card number" input field contains "VOID-9C82-92YD", with a red arrow from "Step 5" pointing to it. A "Redeem Card" button is to the right, with a red arrow from "Step 6" pointing to it.