

# How To Recharge your MyPrint Account

You can recharge your MyPrint account online from a computer at a TAFE Queensland Brisbane campus.

To add funds you will need:

- a Visa debit or credit card;
- a Mastercard debit or credit card; or
- a reloadable Visa or Mastercard.

## Step 1: Logging into your MyPrint account

### A. Access your online MyPrint PaperCut portal using one of the following options

1. Open your web browser and go to <http://SBRPRTAS1.print.tafe:9191/user>
2. You can also find this link on the TAFE Queensland Brisbane website <http://tafebrisbane.edu.au>
3. Or click the details link in the PaperCut client



### B. Log in with your Student ID and password

A screenshot of the PaperCut login form. The form has a light gray background and the "PaperCut™" logo at the top. Below the logo are three input fields: "Username" with the value "123456789", "Password" (empty), and "Language" with a dropdown menu set to "English". A "Log in" button is located at the bottom right of the form.

## Step 2: Adding Credit/Topping Up

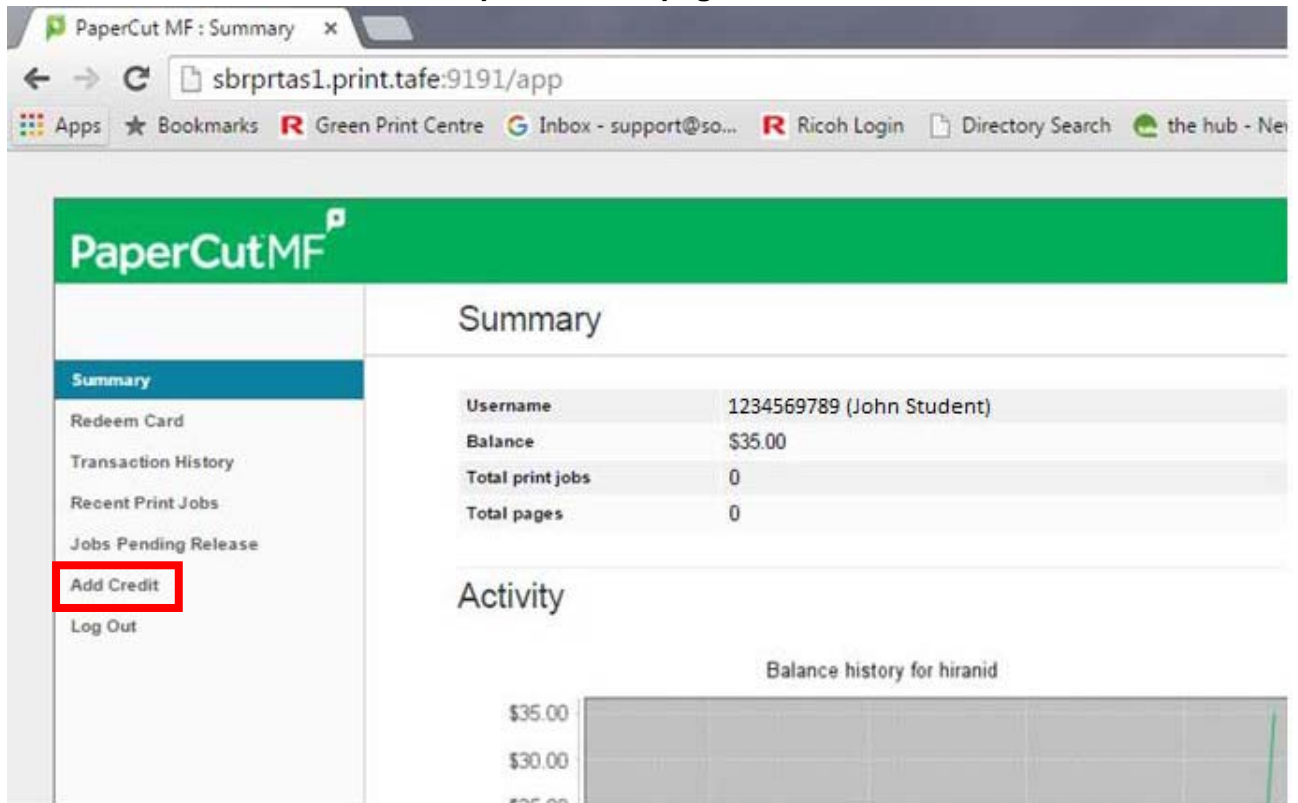
[tafebrisbane.edu.au](http://tafebrisbane.edu.au)

**13 72 48**

RTO NO. 0275 | CRICOS PROVIDER NO. 03020E



## A. Choose Add Credit form the PaperCut homepage

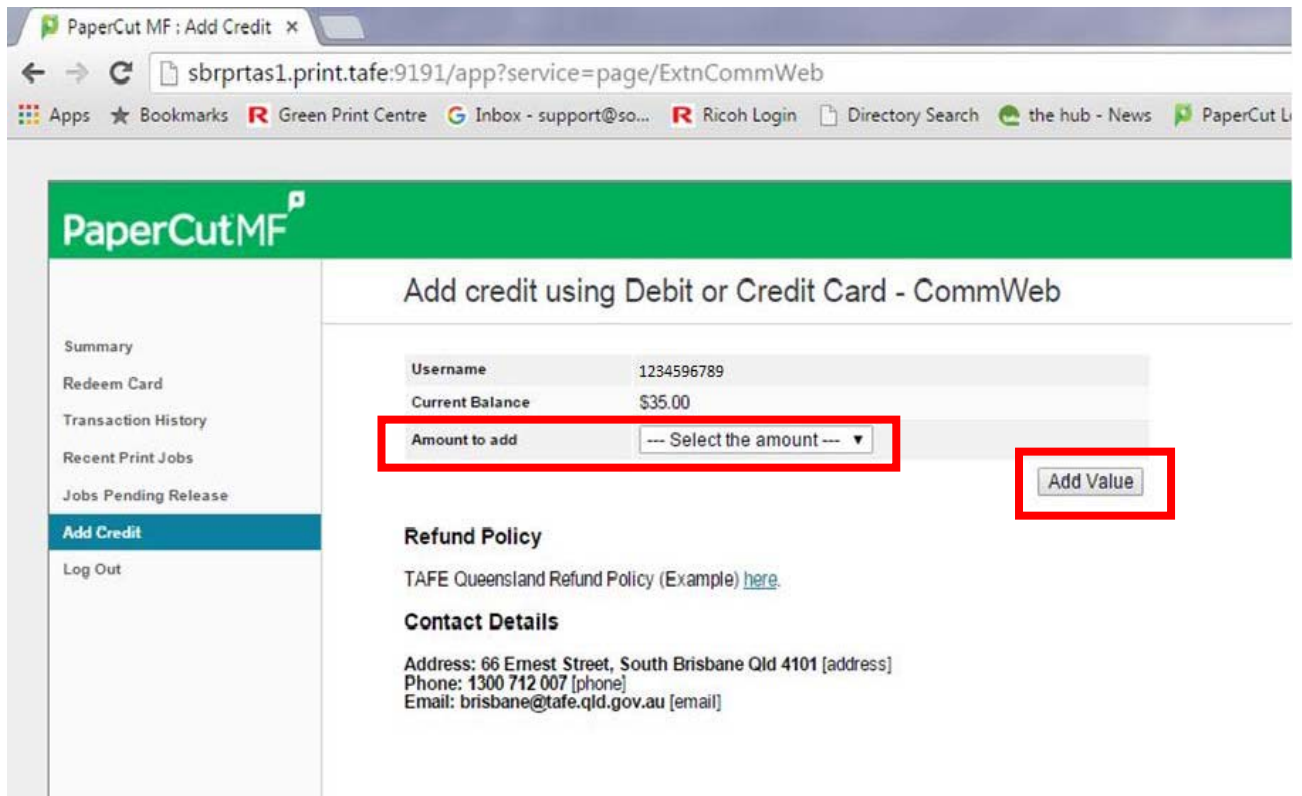


The screenshot shows the PaperCut MF Summary page. The left sidebar contains the following links: Summary, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, Add Credit (highlighted with a red box), and Log Out. The main content area displays the following summary information:

Username	1234569789 (John Student)
Balance	\$35.00
Total print jobs	0
Total pages	0

Below the summary is an 'Activity' section with a chart titled 'Balance history for hiranid'. The chart shows a balance of \$35.00.

From the **Amount to add** section, select your desired amount and click **[Add Value]**



The screenshot shows the PaperCut MF Add Credit page. The left sidebar contains the following links: Summary, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, Add Credit (highlighted with a blue bar), and Log Out. The main content area displays the following information:

**Add credit using Debit or Credit Card - CommWeb**

Username	1234596789
Current Balance	\$35.00
Amount to add	--- Select the amount ---

The 'Amount to add' dropdown menu and the 'Add Value' button are highlighted with red boxes.


**Refund Policy**  
TAFE Queensland Refund Policy (Example) [here](#).

**Contact Details**  
Address: 66 Ernest Street, South Brisbane Qld 4101 [address]  
Phone: 1300 712 007 [phone]  
Email: brisbane@tafe.qld.gov.au [email]

Enter the requested **Visa** or **Mastercard** details from your card and select **[Pay now]**

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Cardholder name\*  
John Student

Security code\*  
123  3 digits on back of your card

**Billing address**

Street address  
1 Street  
Street 2

City  
Brisbane

State / Province  
QLD

Postcode / Zipcode  
4101

Country  
Select Country ▾

PaperCut Funds Transfer TEST

TOTAL AUD: \$5.00

[Cancel](#) [Pay now](#)

If your transaction is successful a confirmation message will display

**PaperCutMF<sup>®</sup>**

✓ Funds have been added to your account

### Add credit using Debit or Credit Card - CommWeb

Username	123456789
Current Balance	\$45.00
Amount to add	--- Select the amount --- ▾

[Add Value](#)

- Summary
- Redeem Card
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Add Credit**
- Log Out