



## Add Money to BruinPrint Account

A screenshot of the PaperCut MF 18.1 login interface. The interface is white and centered on a dark blue background. It features the PaperCut MF 18.1 logo at the top, followed by the instruction "Log in with your MyBelmont credentials." Below this are three input fields: "Username", "Password", and "Language" (set to "English"). A red "Log in" button is positioned at the bottom of the form.

PaperCut<sup>®</sup>  
MF 18.1

Log in with your MyBelmont credentials.

Username

Password

Language

 **PaperCut MF**  
Print Management Software  
Licensed to Belmont University  
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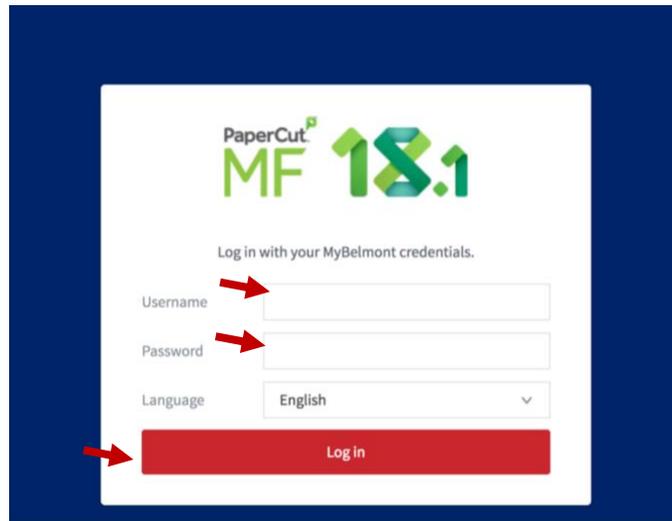
1. Log into **MyBelmont** and click on the **BruinPrint** link in the LaunchPad.

The screenshot shows the MyBelmont website's LaunchPad. On the left, there is a 'LAUNCHPAD' menu with various links. The 'BruinPrint' link, which includes a paw print icon, is circled in red. The main content area is titled 'CAMPUS ANNOUNCEMENTS' and lists several events such as 'BruinLink Fair', 'Changing Health Attitudes + Actions to Recreate Girls Info Session', and 'FREE DRAKE CONCERT TICKETS - \$500 GIVEAWAY - TIGIRLILY CONCERT - FREE FOOD'. Below this is a 'CAMPUS INITIATIVES' section with the Belmont University 2020 logo. On the right side, there are sections for 'CAMPUS CALE' with links to 'Full Calendar' and 'Convocation', and 'Notices' with a list of times from 6:30 AM to 9:00 PM.

2. Click the **Add Money to Account** button on the BruinPrint website.

The screenshot shows the BruinPrint website. At the top, there is a navigation bar with the Belmont University logo and links for 'Students', 'Faculty & Staff', 'Parents', 'Alumni', and 'Community'. Below the navigation bar is a large image of students in a computer lab, with the 'BruinPrint' logo overlaid. The main content area features a 'Welcome to LITS' section on the left with links for 'Departments' and 'LITS Policies'. In the center, there is a 'BruinPrint' logo and a note: 'NOTE: Your login for BruinPrint is your MyBelmont username and password.' Below the note is a list of resources: 'Video Tutorial', 'PDF = Step-by-step Instructions', and several PDF links for 'Android Mobile Device Instructions', 'Apple Mobile Device Instructions', 'Apple Laptop & Desktop Instructions', and 'Windows Laptop & Desktop Instructions'. On the right side, there is a vertical stack of red buttons: 'BRUIPRINT', 'ADD MONEY TO ACCOUNT' (circled in blue), 'BRUIPRINT CAMPUS MAP', 'WINDOWS PRINTER DRIVER', 'ANDROID MOBILE APP', and 'BRUIPRINT PRICING'. At the bottom, there is a paragraph of text: 'We are excited to introduce BruinPrint, Belmont's new student print station system. Operating through a network of hi-speed printers located throughout the academic buildings and many of the dorms, BruinPrint will offer a variety of printing options.'

3. On the **BruinPrint** login screen, type your **MyBelmont username** and **MyBelmont password** and click **Log In**.



4. Click the **Add Credit** link on the left.

**PaperCutMF** geoff.price

- Summary
- Rates
- Redeem Card
- Transfers
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Add Credit**
- Bunch Library Home

### Summary

<b>BALANCE</b> \$2.00	<b>PRINT JOBS</b> 0	<b>PAGES</b> 0
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### Activity

Balance history for geoff price

Day	Balance
00:00	\$2.00
02:00	\$2.00
04:00	\$2.00
06:00	\$2.00
08:00	\$2.00
10:00	\$2.00
12:00	\$2.00
14:00	\$2.00
16:00	\$2.00
18:00	\$2.00
20:00	\$2.00
22:00	\$2.00
00:00	\$2.00

### Environmental Impact

- 0.0% of a tree
- 0 g of CO2
- 0.0 hours running a 60W light bulb

Since Aug 22, 2018

Environmental Dashboard

5. Select an amount of money to add from the menu. Click **Continue**.

The screenshot shows the PaperCutMF interface. The header is green with the logo on the left and the user name 'geoff.price' on the right. A dark sidebar on the left contains navigation links: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Add Credit, and Bunch Library Home. The main content area is titled 'Add BruinPrint credit using Credit Card'. It displays the user's 'Username' as 'geoff.price' and 'Current Balance' as '\$2.00'. Below this is a dropdown menu for 'Amount to add' with '\$1.00' selected. A red arrow points to this dropdown. At the bottom of the form is a green 'Continue' button, which is circled in red.

6. Select a payment method and provide the required information.

The screenshot shows the Belmont University BruinPrint payment page. The header includes the Belmont University logo and the text 'Belmont University BruinPrint'. The main heading is 'Choose a way to pay'. There are two main options, both circled in red: 'Pay with PayPal - The faster, safer way to pay' and 'Pay with credit or debit card'. Under the PayPal option, there are buttons for 'Pay Now' (CHECK OUT WITH PayPal) and 'Pay Later' (PayPal CREDIT). The 'Pay with credit or debit card' option is expanded, showing fields for 'Card Number', 'Expiration Date' (mm / yy), and 'Billing Address' (First name, Last name, Billing address). There are also logos for American Express, Discover, MasterCard, and VISA. On the right side, there is an 'Order summary' box showing 'Total (USD): 1.00'. A small note at the bottom states: 'If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.'

7. After payment is complete, click the **Return to BruinPrint** link to view your updated balance.



**Belmont University**  
**BruinPrint**

**Thank you for your payment**

**Reference number**  
AR1AF9C0C598

**Amount**  
1.00

Geoff, you have successfully completed your payment.

Payment Received Successfully!

[Return to BruinPrint](#)

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<b>Bill-to-address</b> Geoff Price 1900 Belmont Blvd Nashville, TN 37012 US	<b>Ship-to-address</b> US
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If you encounter issues with your account, please contact the Service Desk at Belmont University: 615-460-8888

Secure payments by 