

Topping up your PaperCut Account

Your Papercut Account allows you to print and photocopy. Both parents and students are able to top this account up.

Instructions

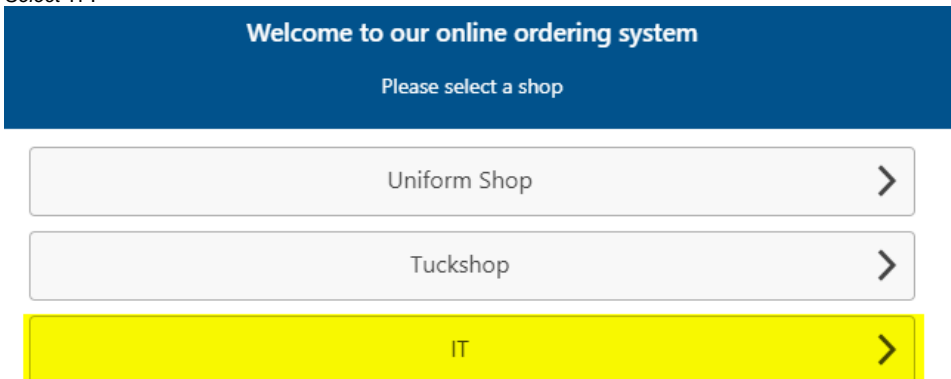
1. Open 'My Monitor'.



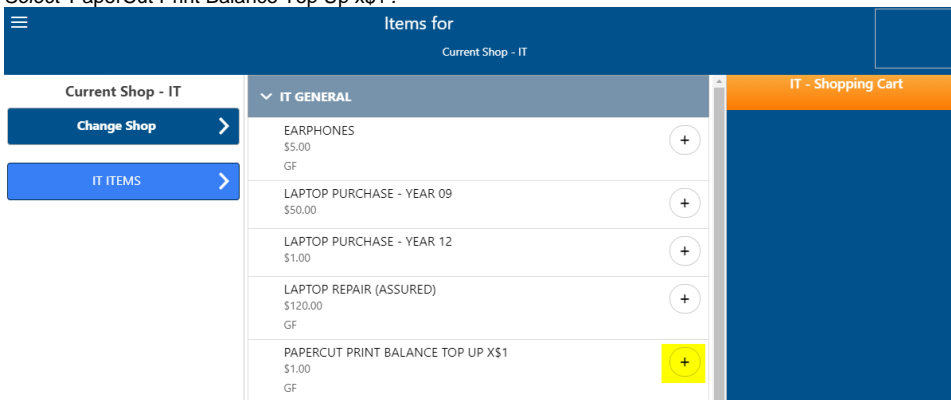
2. Select 'Brigidine Online Ordering'



3. Select 'IT'.



4. Select 'PaperCut Print Balance Top Up x\$1'.





It will take at least one school day for the top up to be added to your PaperCut balance.




5. Once you have finished adding your desired top up amount, *click 'Summary and Checkout'.*

IT - Shopping Cart

IT ITEMS

PAPERCUT PRINT BALANCE TOP UP X\$1

\$1.00



Shop	Items in cart	Price
IT	1	\$1.00
Grand total	1	\$1.00

Summary & Checkout

Related articles

- [Scan to OneDrive](#)
- [Cancelling Queued Print Jobs](#)
- [PaperCut Web Print](#)
- [Topping up your PaperCut Account](#)