

Adding funds to your student printing account – 2 ways

1 You can pay with cash at the circulation desk in the library

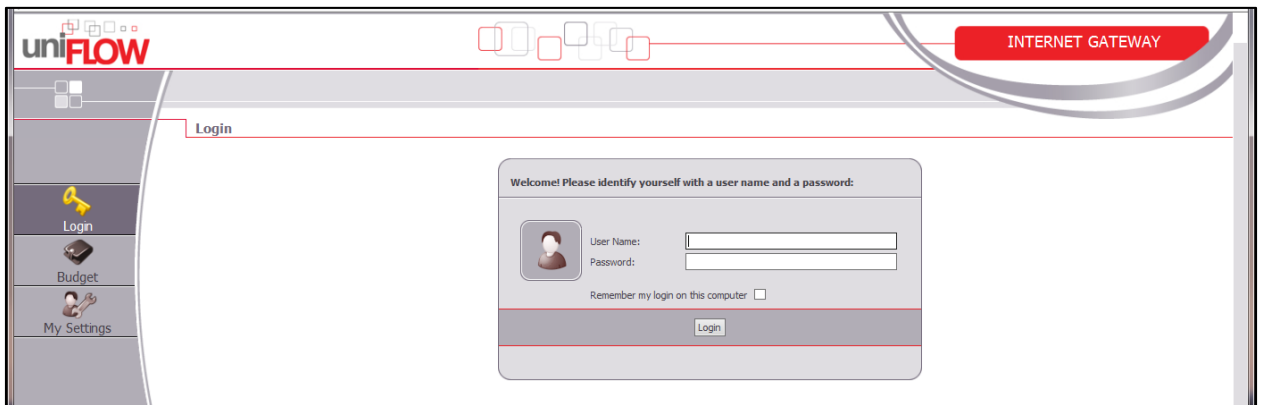


Circulation Desk

The circulation desk, located directly across from the library entrance, is the initial point of contact for library patrons. Circulation Desk staff can answer general library questions or get you to the person who can. They can help you find library materials, facilitate interlibrary loans and solve printing, copying and scanning problems.

2 You can also pay with a credit card or PayPal account

1. Goto: <https://printing.mitchellhamline.edu/ig> and then Login with your username and password: john.smith | Password



2. Click on **Budget**



3. Click on Budget Recharge button

a. The Budget Management page will show your current budget

Budget Info
Current Balance: 5.88 USD
Last Budget Change: 2013-09-03 12:33:09

Last Budget Recharges

Date	Provider / Operator
No transaction data available!	

Budget Recharge

4. Enter the amount you would like to add to your account. Then click **Next**.

Budget Recharge
Set Cash Amount: USD
Credit Card Payment Provider: PayPal

Please set the cash amount and choose 'Next' to go on with the budget recharge. Note that in the next step the payment pages of the credit card payment provider will be displayed. After finishing the payment, you will be redirected back to the Internet Gateway.

Cancel Next

- Charges must be in whole dollars.
- There is a \$10 minimum per transaction charge & a \$20 daily maximum.

5. The Uniflow account then connects to Paypal Merchant services. This can take a minute to create the secure connection.

uniFLOW hint

Please wait! Initializing Budget Recharge ...
Note that in the next step the payment pages of the credit card payment provider will be displayed. After finishing the payment, you will be redirected back to the Internet Gateway.

Cancel

6. You can either use a PayPal account by logging in or with a credit card as a guest.

William Mitchell College of Law

Your order summary

Descriptions	Amount
Budget Book	\$10.00
Item price: \$10.00	
Quantity: 1	
Item total	\$10.00
Total	\$10.00 USD

Choose a way to pay

PayPal securely processes payments for William Mitchell College of Law.

▶ Have a PayPal account?
Log in to your account to pay

▼ Don't have a PayPal account?
Pay as a guest now, sign up for PayPal later

Address line 2 (optional)

City/State

ZIP code

Phone type
Why is this needed?

Phone number 555-555-1234

Email

Payments processed by PayPal

Cancel and return to William Mitchell College of Law

7. Fill in the billing information and click **Continue**

Country

First name

Last name

Address line 1

Address line 2 (optional)

City/State

ZIP code





Phone type
Why is this needed?


Phone number 555-555-1234


Email

8. Click **Credit or Debit Card**.

Payment Method

Credit or Debit Card    


PayPal - Get more time to pay with Bill Me Later 
• Bill Me Later is a credit line that can be used for PayPal purchases
• Apply and get a decision in seconds

Get more time to pay on this purchase
[See terms](#) 

Billing Address [Change](#)
Sobe Allen
87 Summit Ave
St. Paul, MN
55105

Contact Information [Change](#)
6512906411
it@wmitchell.edu

[Continue](#)





Payments processed by 

9. Then enter in your credit card information then click **Review and Continue**

Payment Method

Credit or Debit Card

Card number


Payment types    

Expiration date mm / yy
 /


CSC

[What is this?](#)

PayPal - Get more time to pay with Bill Me Later

 **BillMeLater**
a PayPal service

- Bill Me Later is a credit line that can be used for PayPal purchases
- Apply and get a decision in seconds

Get more time to pay on this purchase
[See terms](#) 

Billing Address [Change](#)
Sobe Allen
87 Summit Ave
St. Paul, MN
55105


Contact Information [Change](#)
6512906411
it@wmitchell.edu

Review and Continue

10. Review your information and charge information then click **Pay Now**

Review your information

Pay Now

Shipping address  [Change](#)

Sobe Allen
87 Summit Ave
St. Paul, MN 55105
United States

Payment methods

Credit/Debit Card : Visa XXXX-XXXX-XXXX-9190 \$10.00 USD

This transaction will appear on your bill as PayPal *WMITCHELL.

Contact information
it@wmitchell.edu


Pay Now

Payments processed by **PayPal**

11. You will then be returned to you Uniflow account. The charge should show up, if not click the **refresh button** to update the budget management screen.

Budget Info

Current Balance: 15.88 USD

Last Budget Change: 2013-09-26 23:39:33 

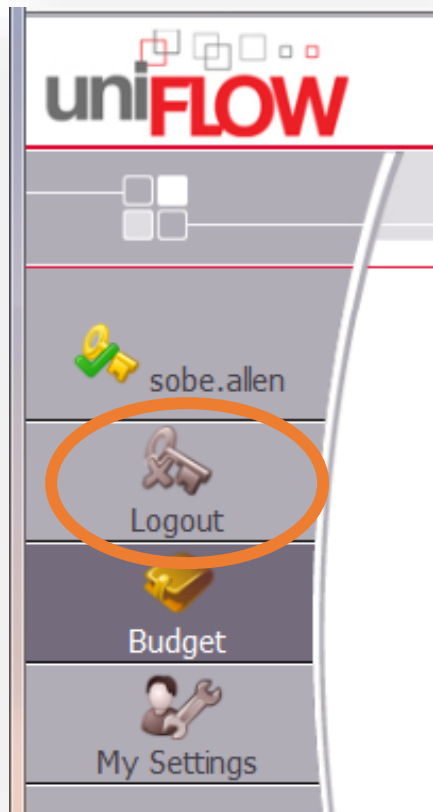
Last Budget Recharges

Date	Provider / Operator	Amount
2013-09-25 09:19:08	Budget Recharge with PayPal	10.00 USD

Budget Recharge

Callouts: Updated Budget (points to current balance), Refresh button (points to refresh icon), Charge listed (points to table row)

12. You can then logout anytime.



Contact the IT Services Helpdesk in the Library or call 651-290-6411 with questions or for more information.