



CIS Knowledge Base

Adding Print Credit to account



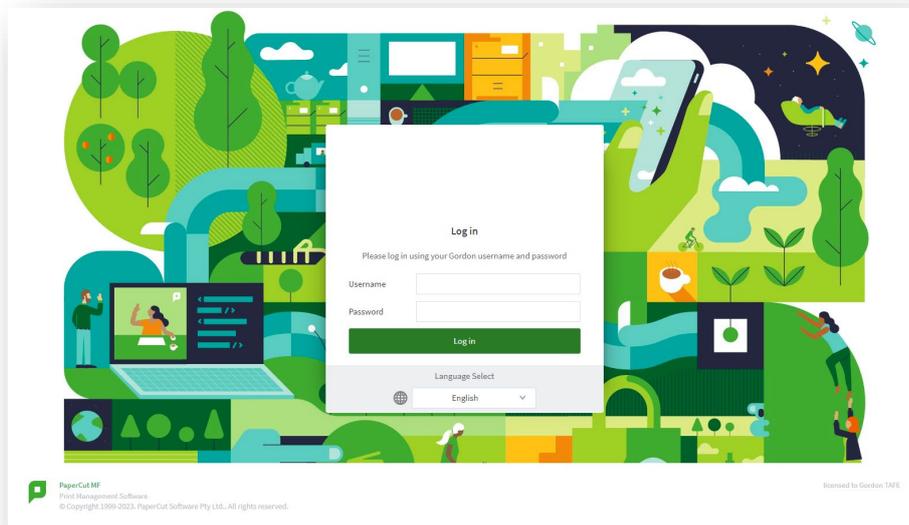
Document ID:	10245	Category:	CIS
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Adding Printing Credit to your account

- Please note that no refunds will be issued once the transaction is successful.
- The following process works only on Gordon-issued devices.

Access your [photocopying account from here](#) or by clicking on the green 'P' at the bottom of the screen when you are logged into a computer on campus.

1. This will open a new web page on your browser.



2. Enter your Gordon student ID in the username field and your Gordon student password in the password field and click login.

Log in

Please log in using your Gordon username and password

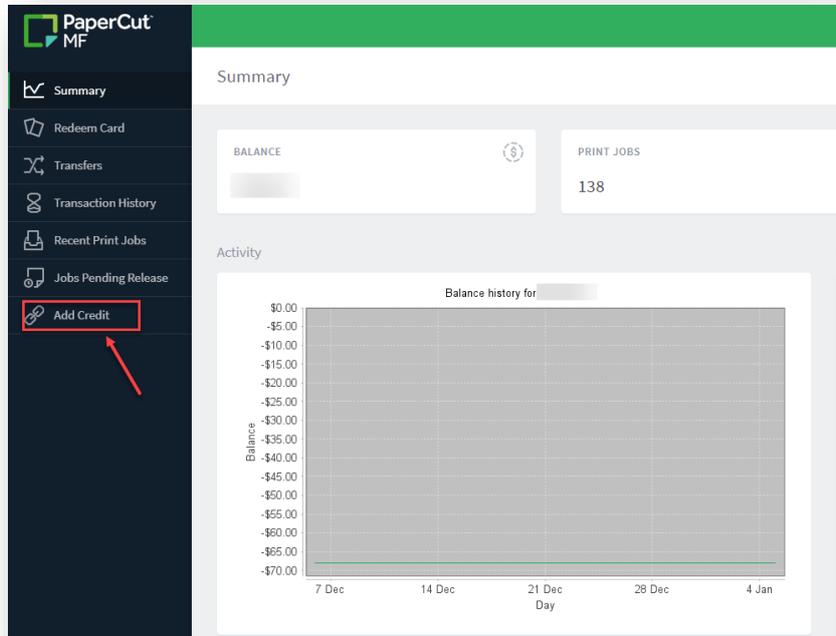
Username

Password

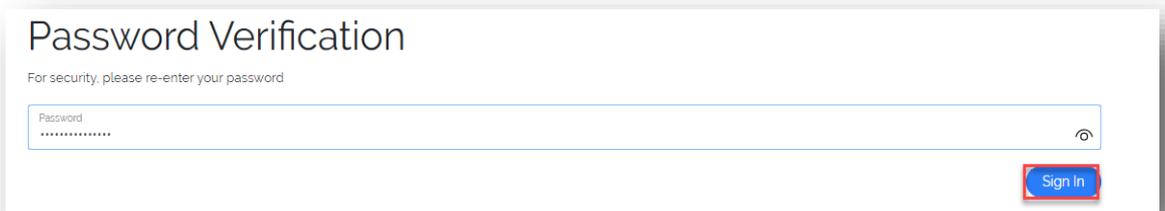
Log in

Language Select

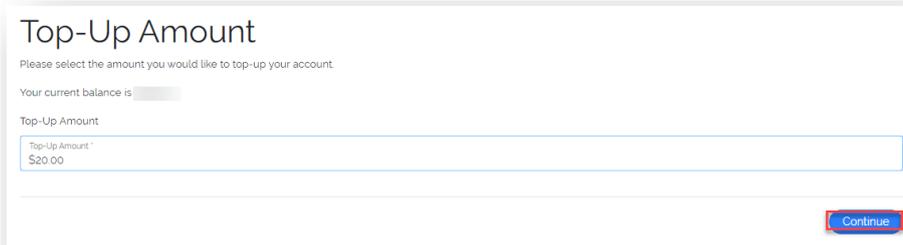
3. Select "Add Credit" from the left menu bar.



4. Enter your student password again in the password field and click on "Sign In".



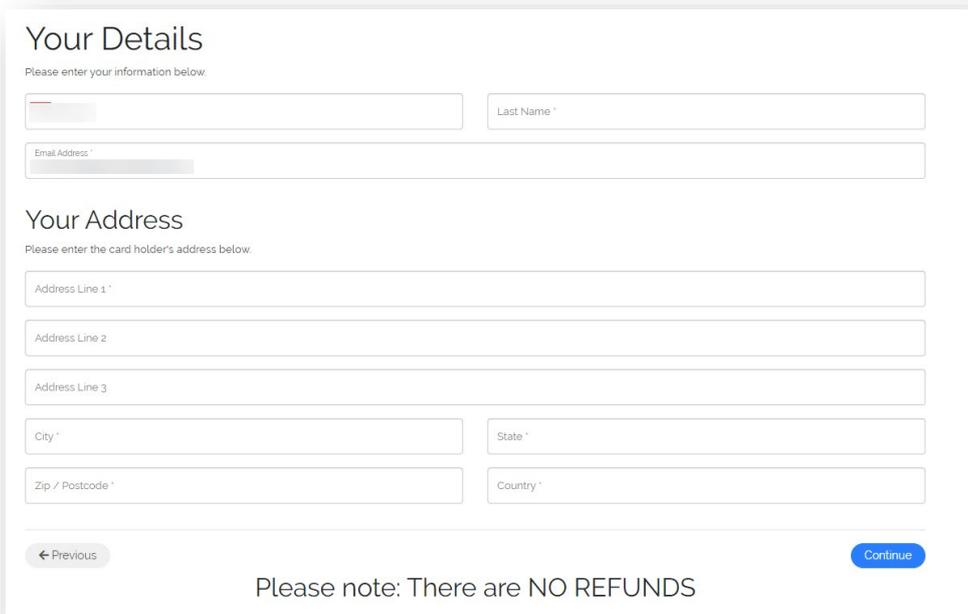
5. Select the amount you wish to top-up from drop down box and click Continue.



The screenshot shows a form titled "Top-Up Amount". Below the title, it says "Please select the amount you would like to top-up your account." There is a line for "Your current balance is" followed by a greyed-out input field. Below that is a "Top-Up Amount" section with a dropdown menu. The dropdown is open, showing "Top-Up Amount *" and "\$20.00" as the selected option. A blue "Continue" button is located at the bottom right of the form.

Note: Please note that there are no refunds.

6. Enter your billing details and click Continue. Note: Once entered, these details will be remembered automatically.



The screenshot shows two sections: "Your Details" and "Your Address".

Your Details
Please enter your information below.
There are two input fields: "First Name *" and "Last Name *". Below them is an "Email Address *" field.

Your Address
Please enter the card holder's address below.
There are three stacked "Address Line" fields (Address Line 1, Address Line 2, Address Line 3). Below these are "City *" and "State *" fields. At the bottom are "Zip / Postcode *" and "Country *" fields.

At the bottom of the form, there is a "← Previous" button on the left and a blue "Continue" button on the right. A note in the center reads: "Please note: There are NO REFUNDS".

