

Adding Funds to Pharos Printing

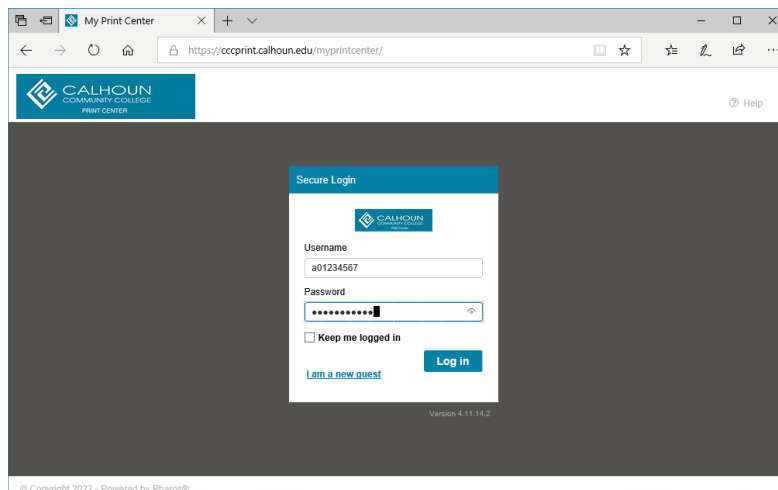
You can always add Funds to your print account.

1. Login to Print Center

In a web browser on any computer with internet access navigate to:

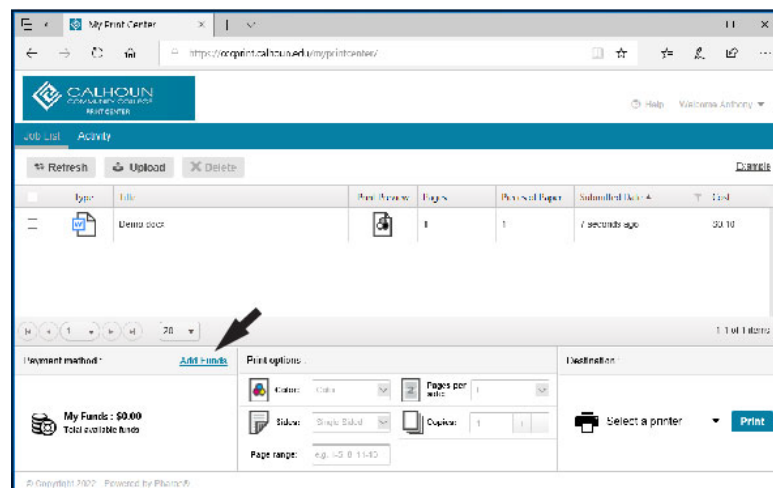
<https://cccprint.calhoun.edu/myprintcenter>

Enter A# and password to sign in. (Same as MyCalhoun Portal credentials)



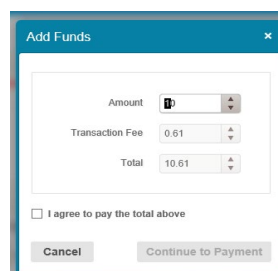
The screenshot shows a web browser window with the URL <https://cccprint.calhoun.edu/myprintcenter/>. The page features the Calhoun Community College Print Center logo and a "Secure Login" form. The form includes fields for "Username" (containing "a01234567") and "Password" (masked with dots). There is a "Keep me logged in" checkbox and a "Log in" button. A link for "I am a new guest" is also present. The version number "Version 4.11.14.2" is displayed at the bottom of the login form.

2. Click add funds.



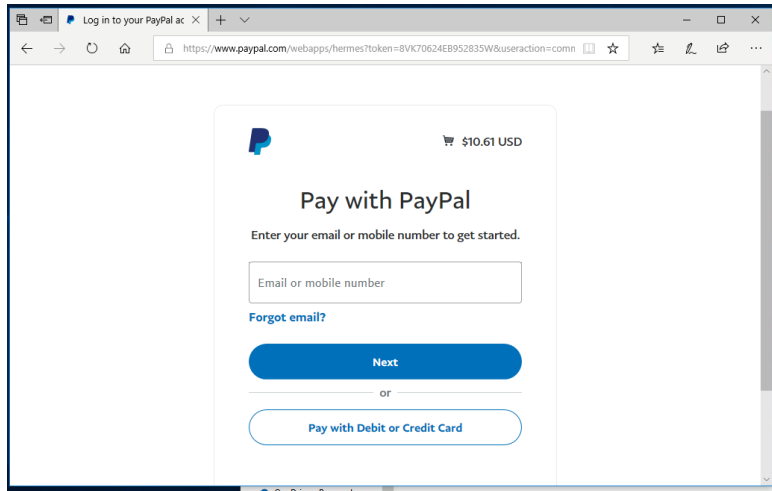
The screenshot shows the "My Print Center" dashboard. At the top, there are tabs for "Job List" and "Activity". Below these are buttons for "Refresh", "Upload", and "Delete". A table displays a job titled "Demo doc" with columns for "File", "Print Preview", "Pages", "Printed Pages", "Submitted Date", and "Time". Below the table, there is a "Payment method" section with a link to "Add Funds" highlighted by a black arrow. The "Add Funds" link is located next to the "My Funds: \$0.00" and "Total available funds" text. To the right of the "Add Funds" link is the "Print options" section, which includes fields for "Color", "Pages per side", "Duplex", and "Page range". The "Destination" section shows a printer icon and a "Print" button.

3. Choose the amount to credit your account.



The screenshot shows a "Add Funds" dialog box. It contains three input fields: "Amount" (with a currency symbol and a spinner), "Transaction Fee" (set to "0.61"), and "Total" (set to "10.61"). Below these fields is a checkbox labeled "I agree to pay the total above". At the bottom of the dialog are two buttons: "Cancel" and "Continue to Payment".

4. You will be redirected to PayPal after you agree to pay amount listed above and click Continue to payment.
 - a. Sign into PayPal with your account or checkout as guest.



- b. Provide required billing information.

A screenshot of the PayPal Guest Checkout page. At the top, it says 'John C Calhoun Community College' and shows the PayPal logo and '\$10.61 USD'. The heading is 'PayPal Guest Checkout' with a subtext 'We don't share your financial details with the merchant.' There are two columns. The left column contains a 'Country/Region' dropdown set to 'United States', a 'Card number' field, an 'Expires' field, a 'First name' field, and a 'Last name' field. Below these is the 'Billing address' section with fields for 'Street address', 'Apt., ste., 3rdg.', 'City', 'State' (dropdown), and 'ZIP code'. At the bottom is the 'Contact Information' section with a 'Phone type' dropdown set to 'Mobile', a 'Phone number' field, and an 'Email' field. The right column features a shield icon and the text 'PayPal is the safer, easier way to pay' with a subtext 'No matter where you shop, we keep your financial information secure.' At the bottom of the form is a blue 'Pay Now' button. The browser's address bar shows a URL from www.paypal.com.

- c. Press Pay now when ready.

You should be redirected back to print center after the transaction is complete.
Funds Will Be Added to Pharos Print Center shortly after payment is made to PayPal.

Please note:

*Student account funds expire when the student is no longer active in Banner.
(A student is inactivated after 18 months of last attendance)*

*Guest account funds expire after 28 days
Sorry, no refunds or reimbursements.*