

# My Print - Add Credit to Your Account

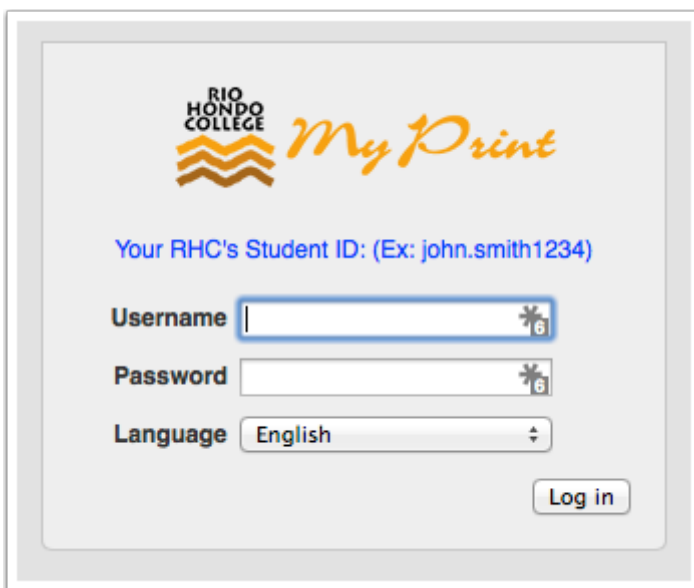
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## Login to My Print

My Print is a pay-for printing solution used at Rio Hondo College.

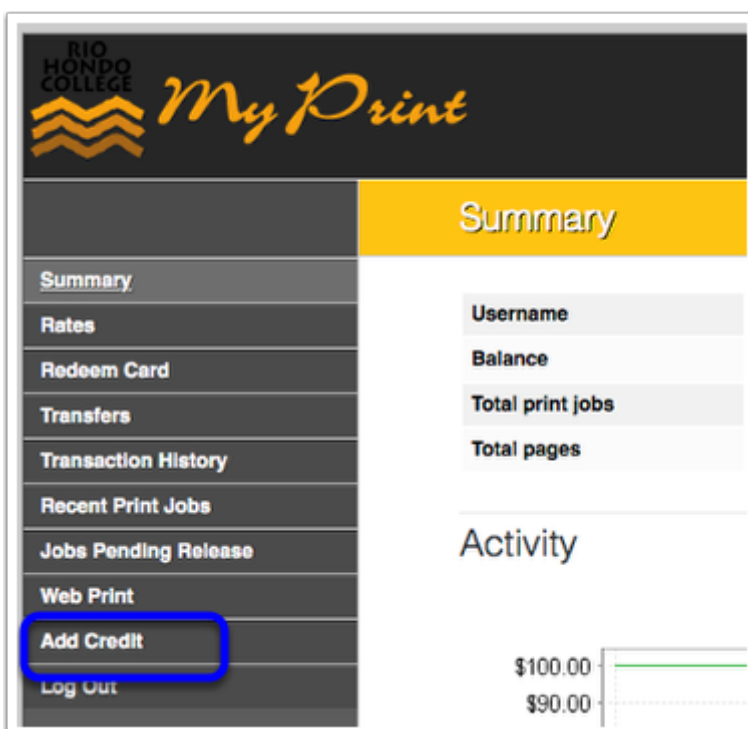
To login to My Print, open the following URL in your browser and enter your AccessRIO credentials.

<https://myprint.riohondo.edu>



The screenshot shows the login interface for My Print. At the top left is the Rio Hondo College logo, which consists of three wavy lines above the text "RIO HONDO COLLEGE". To the right of the logo is the "My Print" logo in a stylized orange font. Below the logos, there is a blue text prompt: "Your RHC's Student ID: (Ex: john.smith1234)". Underneath this are three input fields: "Username" with a password strength indicator, "Password" with a password strength indicator, and "Language" with a dropdown menu currently set to "English". A "Log in" button is located at the bottom right of the form area.

## Select Add Credit from the Navigation Menu



The screenshot shows the account dashboard for My Print. At the top left is the Rio Hondo College logo and the "My Print" logo. Below the logo is a navigation menu with the following items: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, Add Credit (highlighted with a blue circle), and Log Out. The main content area is titled "Summary" and contains the following information: Username, Balance, Total print jobs, and Total pages. Below this is an "Activity" section with a line graph showing a balance of \$100.00 and \$90.00.

## Add Credit Using PayPal

This screen will display your username and current balance. Please check that this is your account you are going to add credit to.

Select an amount to add from the dropdown list and then select Add Value.

**Add credit using PayPal**

Username

Current Balance

Amount to add

- ✓ --- Select the amount ---
- \$1.00
- \$2.00
- \$5.00**
- \$10.00

Add Value

## PayPal Redirect

My Print uses PayPal to add funds from your Credit Card or PayPal account.

Select *Have a PayPal account?* to login and authorize the transfer with your existing PayPal account.

If you do not have a PayPal account or you would like to use your Credit Card one time, select *Don't have a PayPal account?*

**Rio Hondo College**

**Summary**

Descriptions	Amount
Printing credit Item price: \$5.00 Quantity: 1	\$5.00
<b>Item total</b>	<b>\$5.00</b>
<b>Total \$5.00</b>	

**Choose a way to pay**

PayPal securely processes payments for Rio Hondo College.

- ▶ **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

## Paying with a Credit Card

If you are paying with a Credit Card, select *Don't have a PayPal account?* and enter your information. Then select continue.

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

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Country

First name

Last name

Address line 1

Address line 2 (optional)

City/State

ZIP code

Phone type

[Why is this needed?](#)

Phone number

Email

*Payments processed by* **PayPal**

# Enter Your Card Information

Select Continue to authorize the payment. You will then be re-directed to the My Print dashboard. You should see your updated balance.





### Choose a way to pay

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#### Payment Method

Credit or Debit Card

Card number

Payment types    

Expiration date mm yy  
 /

CSC

[What is this?](#)