

## CSU Buc Bucks & PaperCut Printing Account

- **How to Add Funds to Buc Bucks Account** (if account balance is \$0.00)

**\*\*You must receive a verification code, so have your phone on or open your CSU email account on the computer.**


- From [MyCSU](#), go to **Buc Card Central** and Click on [Buc Card Login](#).  
OR go directly to Buc Card Login:  
(<https://portal.csuniv.edu/OneWeb/Account/LogOn>)
- Enter your **Account Number & Password** (same as your MyCSU ID & PIN).
- Click on “**ADD CASH**” tab & enter **Payment Information**.
- **Deposit Amount & Deposit Note**.
- Enter billing & card information & click on “**Submit**.”
  - If transaction is successful, your Buc Bucks balance is updated.
- To check your balance, go to the “**FINANCIAL**” tab & select “**BALANCES**.”
- **LOG OFF** & continue with next steps below to add printing money.

### ➤ How to Add Funds from Buc Bucks to PaperCut Print Account

**\*\*You must use a computer in the CSU Rivers Library or a CSU Computer Lab.**

**\*\*You must have funds available in your Buc Bucks account.**

**\*\*You must receive a verification code, so have your phone on or open your CSU email account on the computer.**

- Click “**Details**” on the balance window on computer desktop.
- If **PaperCut** balance window is not on desktop, click on the icon  in Taskbar at the bottom of the desktop screen.
- From the balance window click on “**Details**.”
- Login using your User Name & Password.
  - This is the same User Name & Password as your MyCSU ID & PIN that you use for printing.
- Once logged in a **Print Summary** page will be displayed.
- Click on “**Add Credit**” located on the left side of the page.
- Select the dollar amount you want (\$1.00 or \$5.00 or \$10.00).
- \*\*Must have funds available in your Buc Bucks account.**
  - Click “**Add Value**” button.
    - This will transfer the amount you selected to your print account.
- **LOG OUT** or close the window.