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 & Birthdate **MM/DD/YYYY**).
- 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 same as your MyCSU ID & Birthdate MM/DD/YYYY 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.