Recharging your print credit online

You can recharge your print credit anywhere, anytime by going through the **Print Recharge** button on **Campus Life & Guild**.

**How do I recharge my print credit?**

1. On the **Campus Life & Guild** tab, click the **Print Recharge** button, located under **Print Online**. The Curtin Managed Print portal will open in a new window.

2. Login to the Curtin Managed Print portal with your Student ID and password.
3. Select the payment.

4. Select Recharge credit tab.
5. Type the dollar amount you want to add (minimum $1) and select pay. You will be redirected to Curtin ePay for payment.

6. Select a payment method.
7. Enter your payment details and select Pay Now.

8. Once your payment has been processed you will be returned to the Curtin Managed Print portal where you can check your transactions or balance.