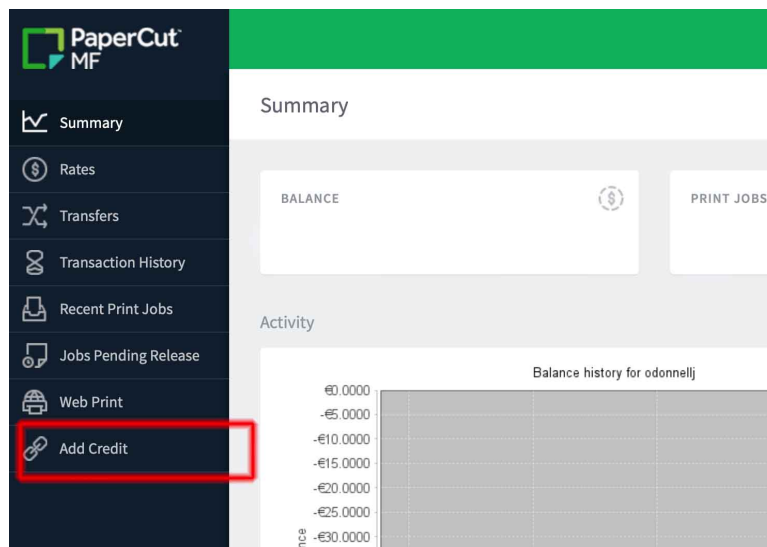
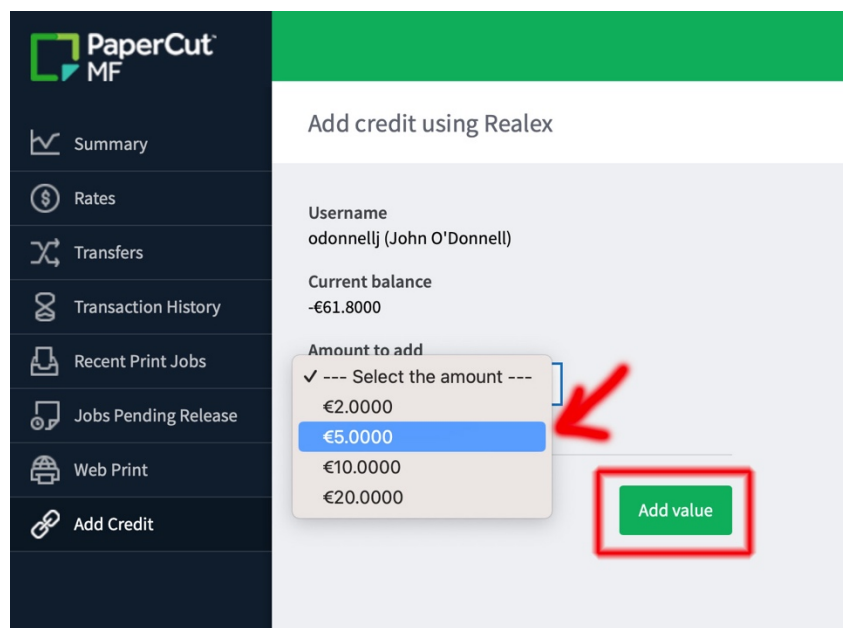


## Topping up your print/photocopy account (only available on campus)

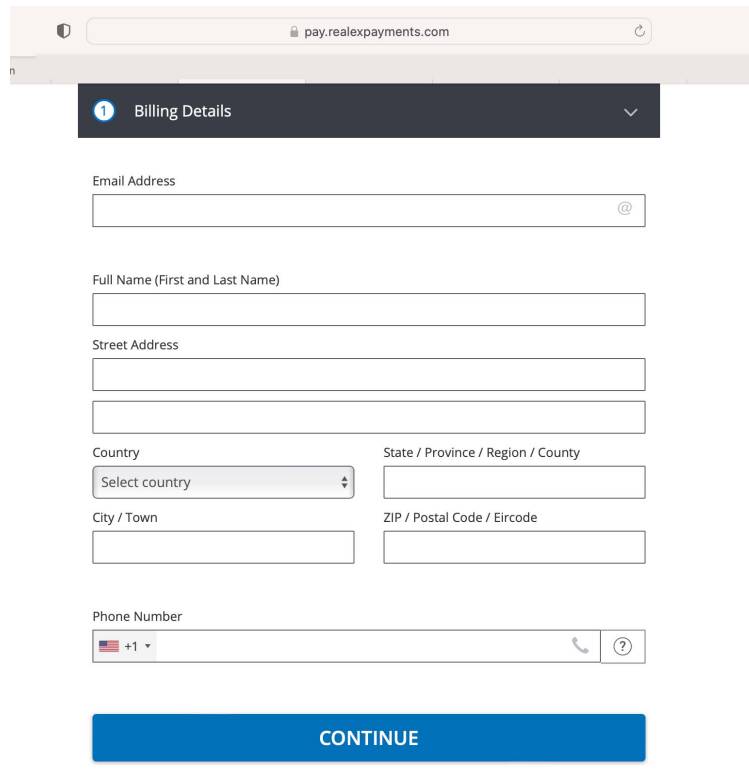
- 1) Go to <https://print.ncad.ie> and log in with your username and password  
(username and password is the same one you use for MyNCAD/Library/WiFi)
- 2) Click the “Add Credit” link on left sub menu



- 3) Select the amount you wish to top up by and click “Add value”



4) Enter your email address, name etc and click “Continue”

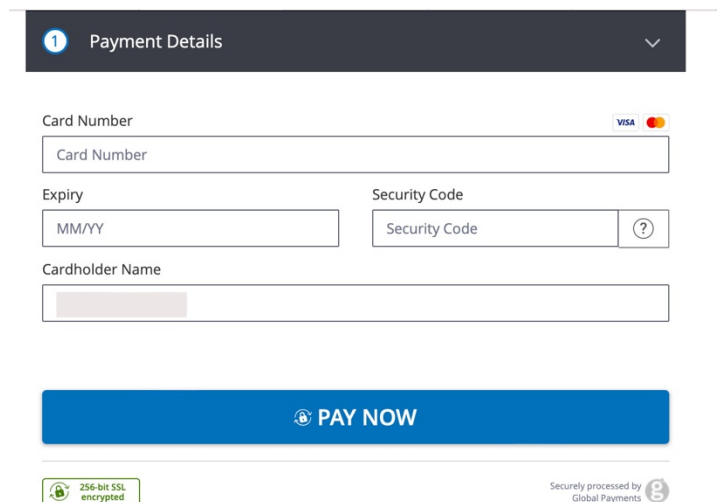


The screenshot shows a web browser with the URL `pay.realexpayments.com`. The page title is "Billing Details". The form contains the following fields:

- Email Address (with an @ symbol placeholder)
- Full Name (First and Last Name)
- Street Address (two lines)
- Country (dropdown menu with "Select country" text)
- State / Province / Region / County
- City / Town
- ZIP / Postal Code / Eircode
- Phone Number (with a country code dropdown showing "+1" and a help icon)

A blue "CONTINUE" button is at the bottom of the form.

5) Enter your Credit Card details and click “Pay now”



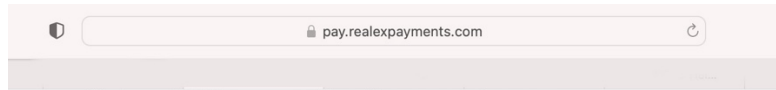
The screenshot shows a web browser with the URL `pay.realexpayments.com`. The page title is "Payment Details". The form contains the following fields:

- Card Number (with Visa and Mastercard logos)
- Expiry (MM/YY)
- Security Code (with a help icon)
- Cardholder Name

A blue "PAY NOW" button is at the bottom of the form.

At the bottom of the page, there are two security logos: "256-bit SSL encrypted" and "Securely processed by Global Payments".

6) Click “Click here” to return to the print portal where you will see your new balance



Thank you. €5.0000 was successfully paid into your printing account.

[Click here](#) to return.