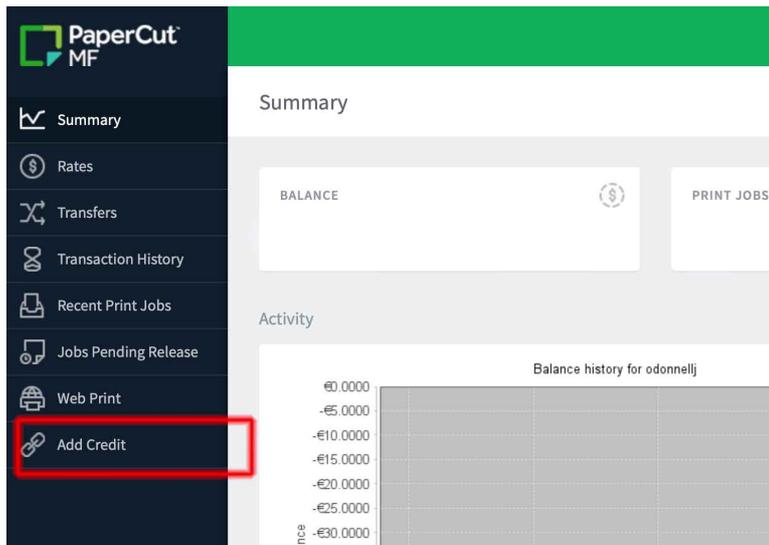
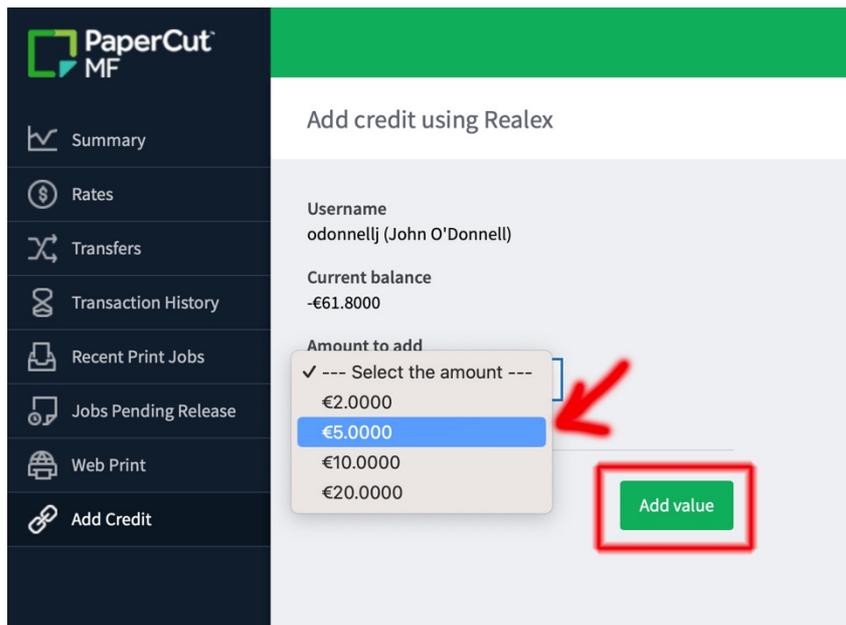


Topping up your print/photocopy account (only available on campus)

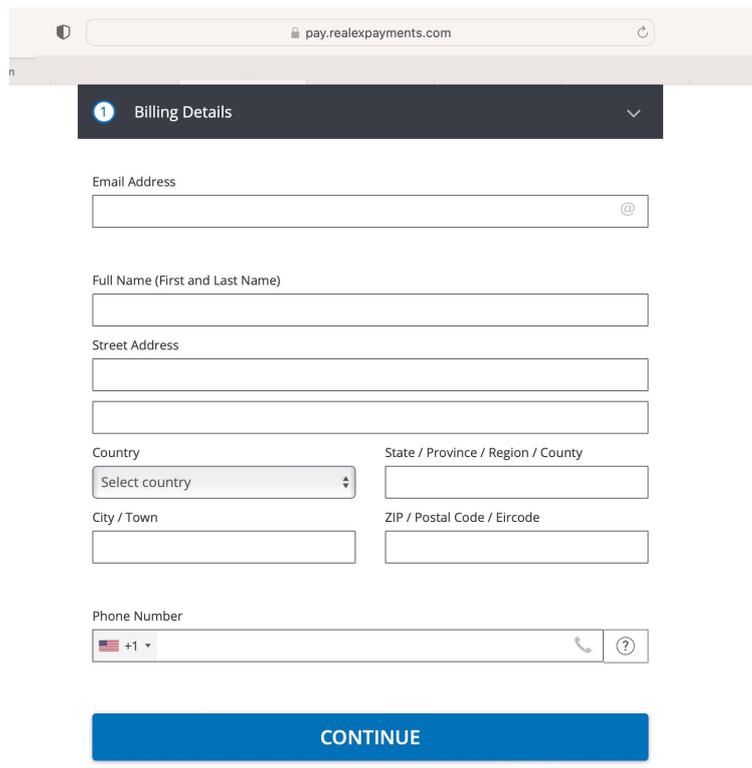
- 1) Go to <https://print.ncad.ie> and log in with your username and password (username and password is the same one you use for MyNCAD/Library/WiFi)
- 2) Click the “Add Credit” link on left sub menu



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



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

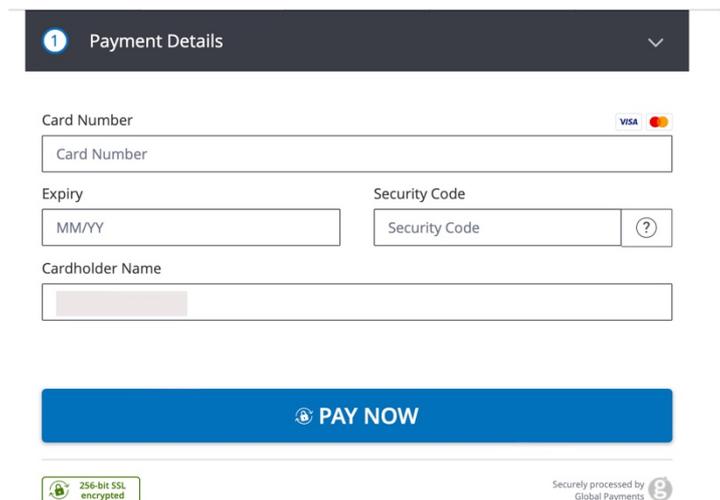


The screenshot shows a web browser window with the URL pay.realexpayments.com. The page title is "Billing Details". The form contains the following fields:

- Email Address: A text input field with an "@" symbol on the right.
- Full Name (First and Last Name): A text input field.
- Street Address: Two stacked text input fields.
- Country: A dropdown menu with "Select country" as the placeholder.
- State / Province / Region / County: A text input field.
- City / Town: A text input field.
- ZIP / Postal Code / Eircode: A text input field.
- Phone Number: A text input field with a country code dropdown (showing "+1") and a help icon.

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

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



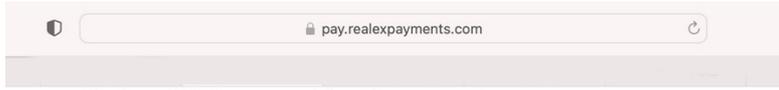
The screenshot shows a web browser window with the URL pay.realexpayments.com. The page title is "Payment Details". The form contains the following fields:

- Card Number: A text input field with a VISA logo and a card icon on the right.
- Expiry: A text input field with "MM/YY" as the placeholder.
- Security Code: A text input field with a help icon.
- Cardholder Name: A text input field.

A large blue button labeled "PAY NOW" is positioned 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.