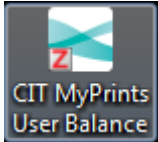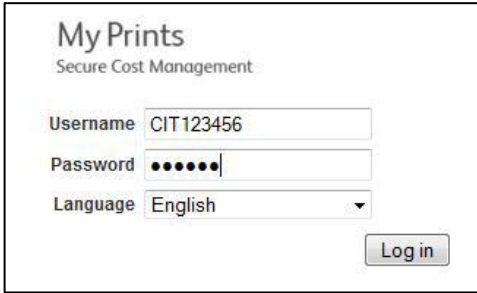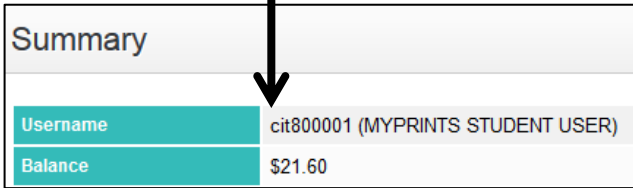# How to add credit to your CITCard

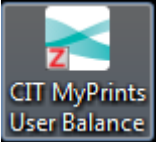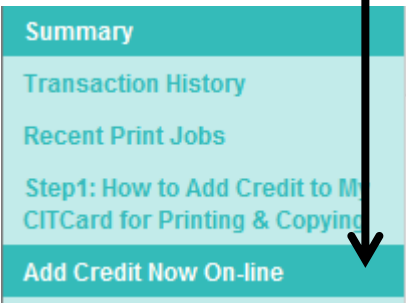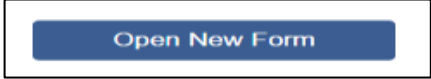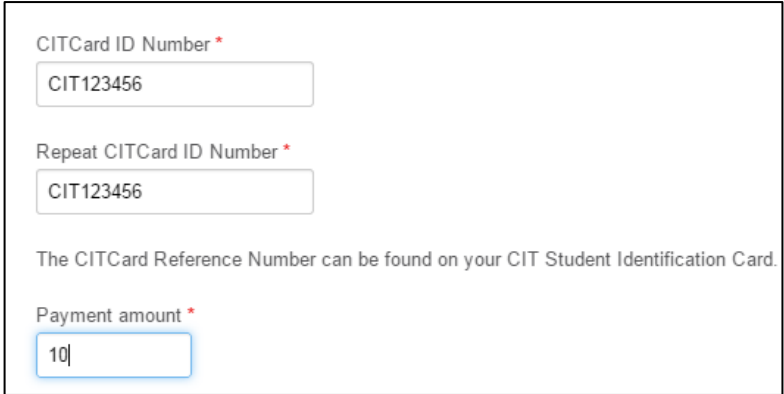|	
Introduction	To print and copy at CIT you need to have credit on your CITCard. You will need a VISA or Mastercard to add credit, between $5 and $100, to your CITCard.

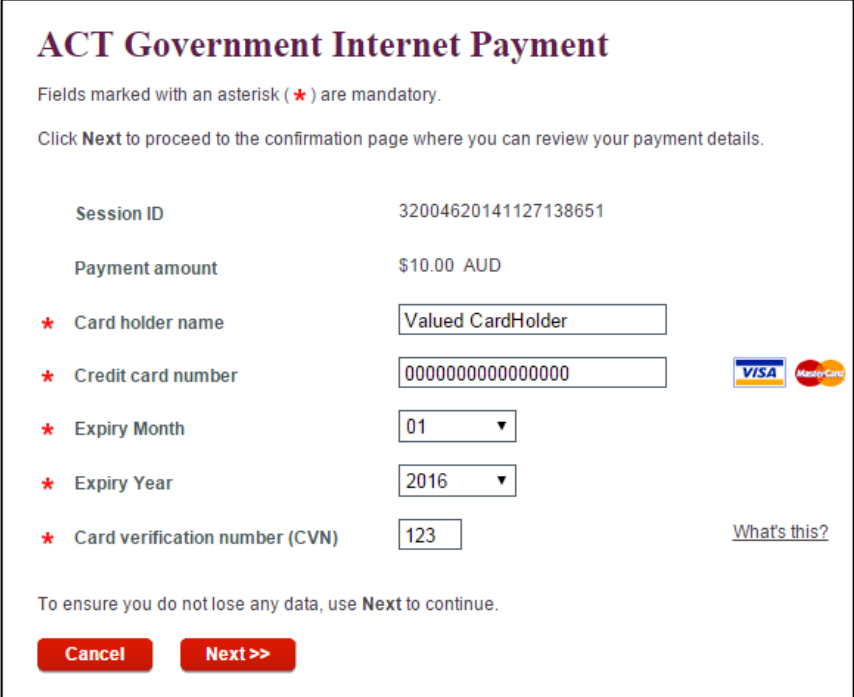## How to check your current CITCard balance before you add credit

Follow these steps to check the current credit available on your CITCard:

Step	Action
1	Go to **CIT My Prints** website, https://citmyprints:9192/user OR Click on **CIT MyPrints User Balance** icon on the CIT desktop CIT MyPrints User Balance
2	Login using your **Student CIT Number (e.g. CIT123456)** and **password**. My Prints Secure Cost Management Username CIT123456 Password ●●●●● Language English Log in **Note:** If you have forgotten your password, go to http://cit.edu.au/ passwords
4	Your available credit (balance) is displayed on the **Summary** page. Summary Username cit800001 (MYPRINTS STUDENT USER) Balance $21.60

How to add credit to your CITCard

Follow these steps to add credit to your CITCard:

Step	Action
1	Go to **CIT My Prints** website, https://citmyprints:9192/user OR Click on **CIT MyPrints User Balance** icon on the CIT desktop
2	To add credit click on **Add Credit Now On-line**
3	Click on **Open New Form** button at the bottom of the page.
4	Enter your **CITCard number** twice and the **amount** you wish to add to the card between $5 and $100.

5	Click the **Submit** button at the bottom of the page.
	Submit
6	Click **Make Payment** button to make a payment with your credit card.
	Make Payment Return to Form
	Cancel Submission
	Note: The **Cancel the submission** button to cancel request.
	The **Return to Form** button to change CITCard number or the payment amount.
7	Enter your **VISA** or **Mastercard** (credit or debit card) details.
	• The Card holder name and number is on the front of your card.
	• Do not include any spaces when entering the card number.
	• The Card Verification Number (CVN) is on the back of the card.
	ACT Government Internet Payment
	Fields marked with an asterisk (★) are mandatory.
	Click **Next** to proceed to the confirmation page where you can review your payment details.
	Session ID 32004620141127138651
	Payment amount $10.00 AUD
	★ Card holder name Valued CardHolder
	★ Credit card number 0000000000000000 VISA MasterCard
	★ Expiry Month 01 ▾
	★ Expiry Year 2016 ▾
	★ Card verification number (CVN) 123 What's this?
	To ensure you do not lose any data, use **Next** to continue.
	Cancel Next >>
8	Click the **Next** button.

9	To confirm payment, click **Make Payment** button.
	OR
	To cancel payment, click **Cancel** button.

ACT Government Payment Confirmation

Please confirm your payment details.

Session ID	32004620141127139067
Payment amount	$10.00 AUD
Card holder name	Valued Cardholder
Credit card number	411111xxxxxxx111
Expiry date (mm/yyyy)	01 / 2016

To ensure you do not lose any data, use **Back** to move to the previous screen. When you are ready to make your payment, click **Make Payment** below.

<< Back   Cancel   Make Payment >>

10	The payment / credit will be added to your CITCard in 30 seconds. To obtain a receipt for this payment:
	Click **Download copy of your form** which you can save.
	OR
	Enter your email address and click **Send Email** button and PDF copy will be sent to your e-mail address.

How to check the Add Value Transaction was added to your CITCard

Follow these steps to check that credit was added to your CITCard:

Step	Action
1	Go to http://citmyprints:9191/user website
2	Login using your **student user name** and **password**.

My Prints
Secure Cost Management

Username	CIT123456
Password	●●●●●●
Language	English ▼
	Log in

Note: If you have forgotten your password, go to http://cit.edu.au/passwords

3	To view previous transactions, select **Transaction History** from the menu on the left.
	Summary
	Transaction History
	Recent Print Jobs
4	Transaction History screen will show you the following information:
	• transaction date (when)
	• transaction By (who)
	• amount (how much added)
	• balance After (credit available after that transaction).

How to obtain credit card

Easy to use **Prepaid Load** and **Go Visa** credit cards can be purchased from any Australia Post outlet http://auspost.com.au/prepaidcards

OR

Ask CIT Student Association (CITSA) for assistance in relation to process to obtain a VISA or Mastercard.