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 & PIN).
  - 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 “BANCES.”

- **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 as your MyCSU ID & PIN 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.