



Add Money to BruinPrint Account



Log in

Log in with your MyBelmont credentials.

Username

Password

Log in

or



Sign in with Microsoft

[Forgot username or password?](#)

1. Log into **MyBelmont** using your Belmont email address and password and click on the **BruinPrint** link in the LaunchPad.

The screenshot shows the Belmont University MyBelmont website. At the top is the Belmont University logo and a search bar. Below the logo is a navigation bar with links: Home, Alumni Home, Academic Resources, Campus Services, Campus Life, About BU, and Human Resources. The main content area is divided into three columns. The left column is the 'LAUNCHPAD' menu, which includes links to Outlook, Banner Web, Banner 9 Admin Pages, Imaging AppXTender, Belmontedu, Blackboard Learn, BruinLink, Classfinder, Directory, Directory Update, Get Connected, and BruinPrint (circled in red). The middle column is 'CAMPUS ANNOUNCEMENTS', which lists several events and activities, including BruinLink Fair, Changing Health Attitudes + Actions to Recreate Girls Info Session, SAPB 70's Throwback Prom, Bruin Blast Pep Band Auditions, August 23, FREE DRAKE CONCERT TICKETS - \$500 GIVEAWAY - TIGIRLILY CONCERT - FREE FOOD, Calling all singer/songwriters!, BECOME A BELMONT CHEERLEADER!, FitRec is Hiring!, and Parking Decals Now Available for Pick-Up. The right column is 'CAMPUS CALE', which includes links to View Full Calendar and View Convocation, and a 'Notices' section for Bruin Book Pick-Up with a list of times from 6:30 AM to 9:50 PM.

2. Click the **Add Money to Account** button on the BruinPrint website.

How to use BruinPrint



BruinPrint Pricing



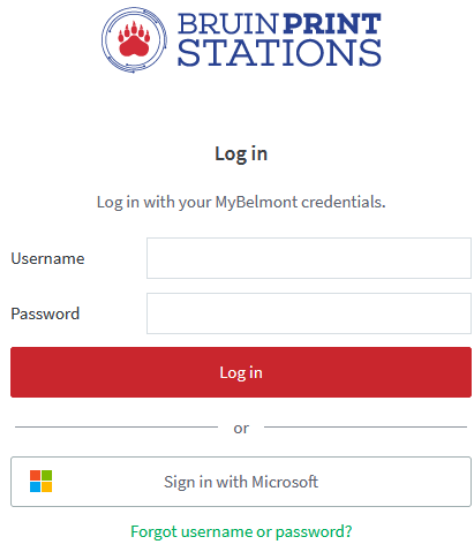
ADD MONEY TO ACCOUNT

BRUINPRINT CAMPUS MAP

WINDOWS PRINTER DRIVER

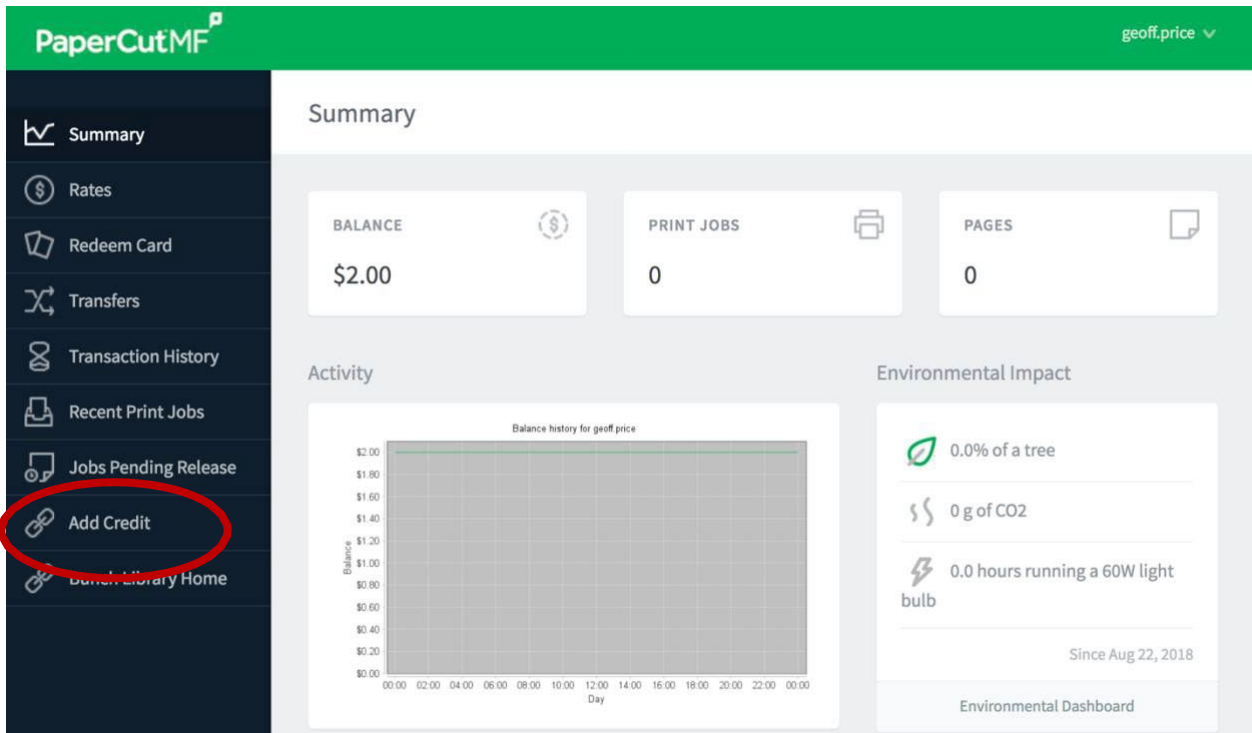
ANDROID MOBILE APP

3. On the **BruinPrint** login screen, type your **Belmont email address** and **Belmont email password** and click **Log In**.



The image shows the BruinPrint Stations login interface. At the top is the BruinPrint Stations logo, which consists of a red paw print inside a blue circle next to the text "BRUIN PRINT STATIONS". Below the logo is the heading "Log in" and the instruction "Log in with your MyBelmont credentials." There are two input fields: "Username" and "Password". Below these fields is a red "Log in" button. Underneath the button is the text "or" and a "Sign in with Microsoft" button with the Microsoft logo. At the bottom of the form is a green link that says "Forgot username or password?"

4. Click the **Add Credit** link on the left.



The image shows the PaperCutMF dashboard. The top navigation bar is green with the PaperCutMF logo on the left and the user name "geoff.price" on the right. A dark blue sidebar on the left contains a list of menu items: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Add Credit (circled in red), and Bunch Library Home. The main content area is titled "Summary" and features three white boxes: "BALANCE \$2.00", "PRINT JOBS 0", and "PAGES 0". Below the summary is an "Activity" section with a line graph titled "Balance history for geoff price" showing a constant balance of \$2.00 over a 24-hour period. To the right is an "Environmental Impact" section showing "0.0% of a tree", "0 g of CO2", and "0.0 hours running a 60W light bulb" since August 22, 2018.

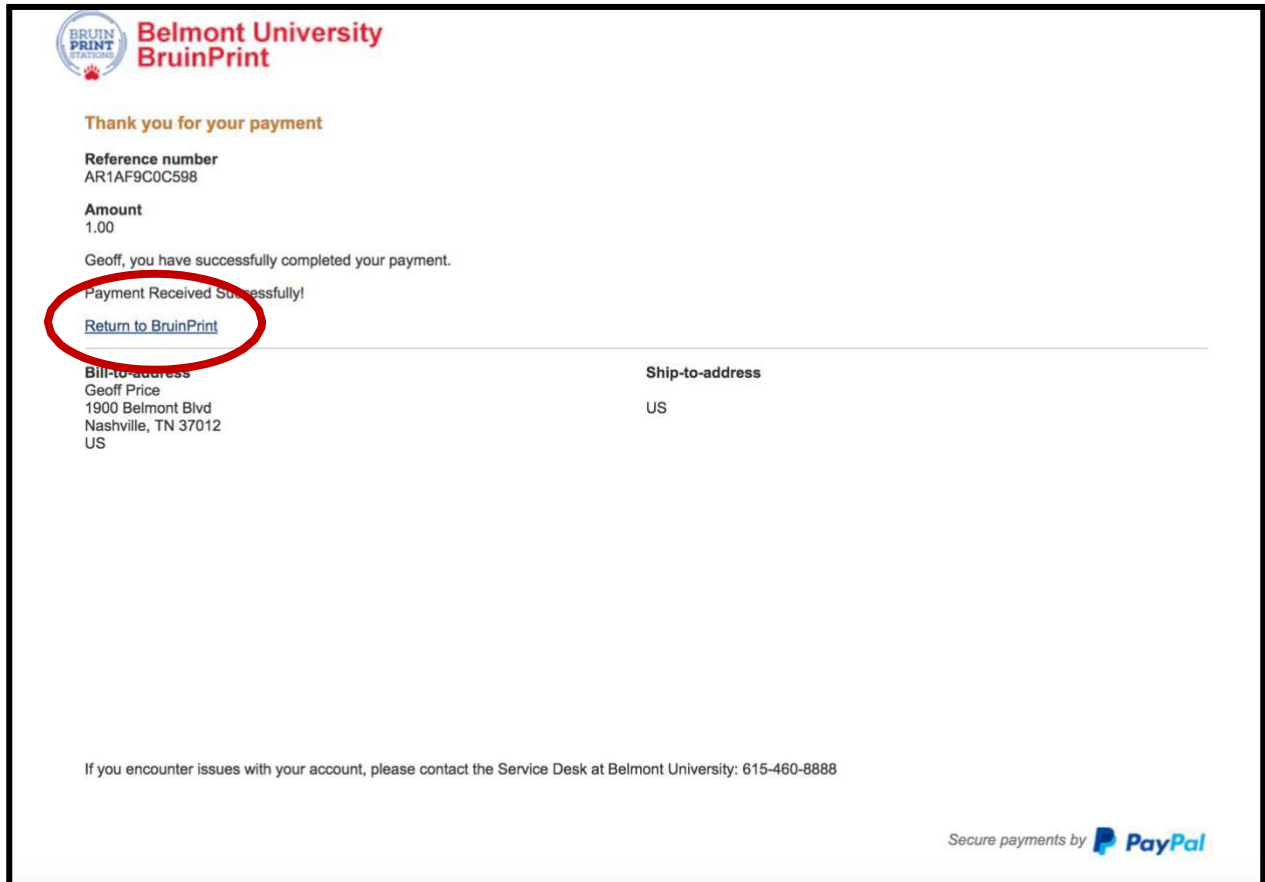
6. Select an amount of money to add from the menu. Click **Continue**.

The screenshot shows the PaperCutMF interface. On the left is a dark sidebar with navigation options: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Add Credit, and Bunch Library Home. The main content area is titled "Add BruinPrint credit using Credit Card". It displays the user's "Username" as "geoff.price" and "Current Balance" as "\$2.00". Below this is a dropdown menu labeled "Amount to add" with "\$1.00" selected. A red arrow points to this dropdown. At the bottom of the form is a green "Continue" button, which is circled in red.


7. Select a payment method and provide the required information.

The screenshot shows the Belmont University BruinPrint payment page. At the top left is the Belmont University BruinPrint logo. The main heading is "Choose a way to pay". There are two main options, both circled in red: "Pay with PayPal - The faster, safer way to pay" and "Pay with credit or debit card". Under the PayPal option, there are buttons for "Pay Now" (CHECK OUT WITH PayPal) and "Pay Later" (PayPal CREDIT). The "Pay with credit or debit card" option is selected, showing fields for "Card Number", "Expiration Date" (mm / yy), and "Billing Address" (First name, Last name, Billing address). Below the billing address fields is a small note: "If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box." On the right side of the page is an "Order summary" box showing "Total (USD): 1.00".

8. After payment is complete, click the **Return to BruinPrint** link to view your updated balance.



The screenshot shows a payment confirmation page for Belmont University BruinPrint. At the top left is the BruinPrint logo, and next to it is the text "Belmont University BruinPrint". Below this is a "Thank you for your payment" message. The page lists the reference number "AR1AF9C0C598" and the amount "1.00". A message states "Geoff, you have successfully completed your payment." and "Payment Received Successfully!". A link labeled "Return to BruinPrint" is circled in red. Below a horizontal line, there are two columns of address information: "Bill-to-address" (Geoff Price, 1900 Belmont Blvd, Nashville, TN 37012, US) and "Ship-to-address" (US). At the bottom, there is a contact number for the Service Desk (615-460-8888) and a "Secure payments by PayPal" logo.

 **Belmont University**
BruinPrint

Thank you for your payment

Reference number
AR1AF9C0C598

Amount
1.00

Geoff, you have successfully completed your payment.

Payment Received Successfully!

[Return to BruinPrint](#)

Bill-to-address Geoff Price 1900 Belmont Blvd Nashville, TN 37012 US	Ship-to-address US
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If you encounter issues with your account, please contact the Service Desk at Belmont University: 615-460-8888

Secure payments by 