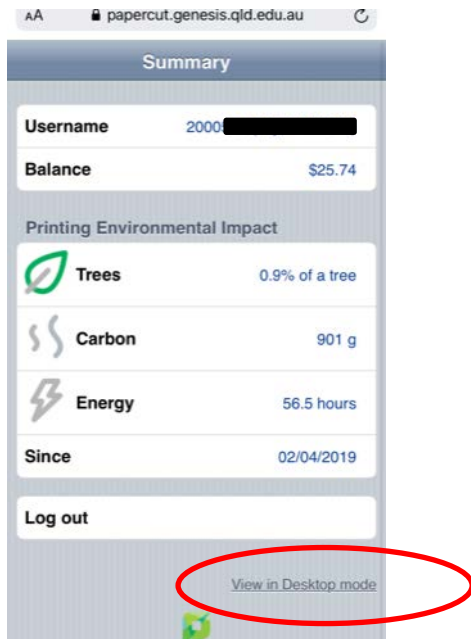


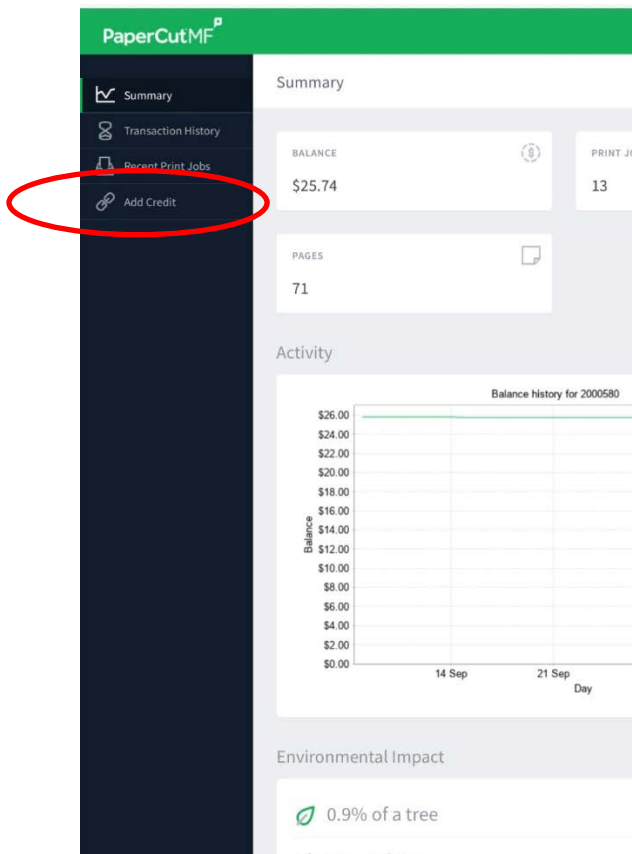
Guide to Loading Print Credits

Please note – If you do not know your child’s Genesis network login and password, you will need to wait until they are with you to load the print credit. Student logins are required to ensure the print credit is loaded to the correct student’s print account.

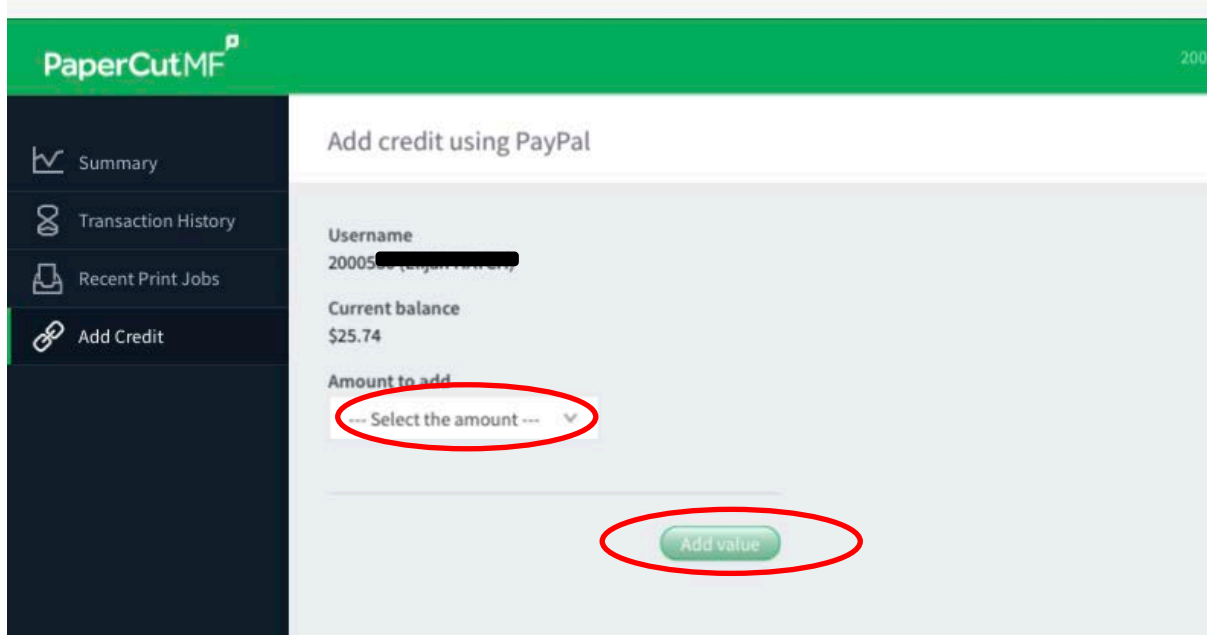
1. Open your web browser and go to <https://papercut.genesis.qld.edu.au/>
2. Enter your child’s Genesis network email address and network password
3. If you are using a mobile device, the following summary screen will appear and you will need to select ‘View in Desktop mode’.



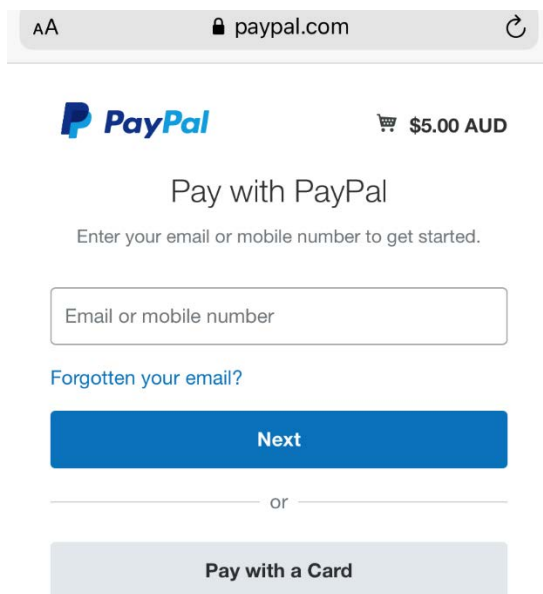
4. Once you are viewing the Desktop mode, select the ‘Add Credit’ link in the left hand menu bar.



5. Select the 'Amount to add' and click 'Add value'.



6. You will be redirected to a PayPal page where you can pay via Credit Card or your PayPal account if you have one.



7. Once payment has been made, the print credit will immediately load onto your child's student print account.

Should you require any assistance with this process, please feel free to contact the Finance Office via phone 3882 9018 or email finance@genesis.qld.edu.au