How to deposit money to your printing account

Very Important: Use Exact amount for deposit to account as the coin box will not give change.

1. Login with your MyMRU username and password then click Login to Deposit. Visit the IT Service Desk if there are any issues. If someone else is logged in, click Finish.

Username:	jsmit123	
Password:	•••••	
Login	to Deposit • <u>C</u> ancel	

2. After login, a window will appear showing the current balance on your account. When this screen appears, you may begin to deposit funds into the coin box.

	Current value on account	8.50
	Cash deposited into cash box	0.00
Amount t	transfer from cash box to 0.00	
Amount t	transfer from cash box to 0.00	
Amount t	transfer from cash box to 0.00	
Amount t	transfer from cash box to 0.00	

3. Deposit coins and bills into coin box. The amount will be shown in the deposit window, and coin box LCD display.



4. After funds have been deposited into the coin box, click on **Transfer**, you now may add more money and click **Transfer** again.

5. The money will now transfer from the coin box, into your account and update the balance.

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Current value on account 8.50	
Cash deposited into cash box 3.00	
Amount to transfer from cash box to 3.00	
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● Finish □ ⊑ Eject □ ≪ Refresh □ □ Transfer	

6. Click **Finish** to close account window. If there was any money left that was not transferred, it will be automatically deposited into your account. Please check the coin drop slot to see if any of your coins were not accepted.

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	Current value on account 11.50	
	Cash deposited into cash box 0.00	
Amount to tra	insfer from cash box to 0.00	
Amount to tra	nsfer from cash box to 0.00	
Amount to tra	nsfer from cash box to 0.00	
Amount to tra	Insfer from cash box to 0.00	