



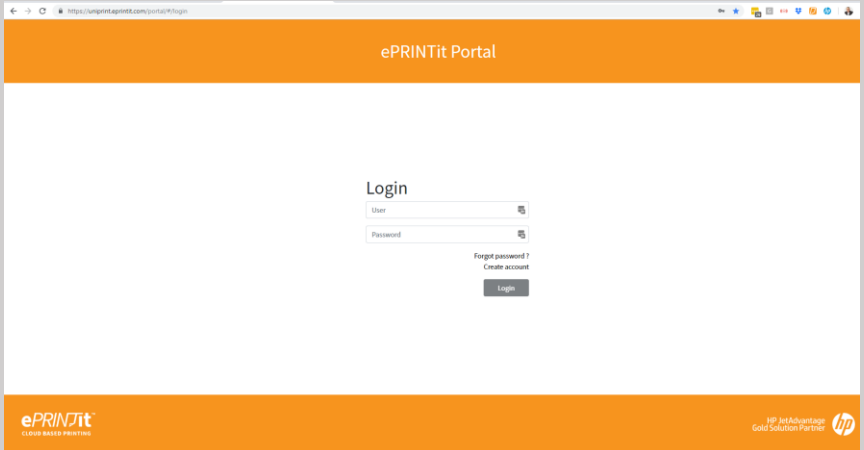
# Using ePRINTit™ with your Online Account

1

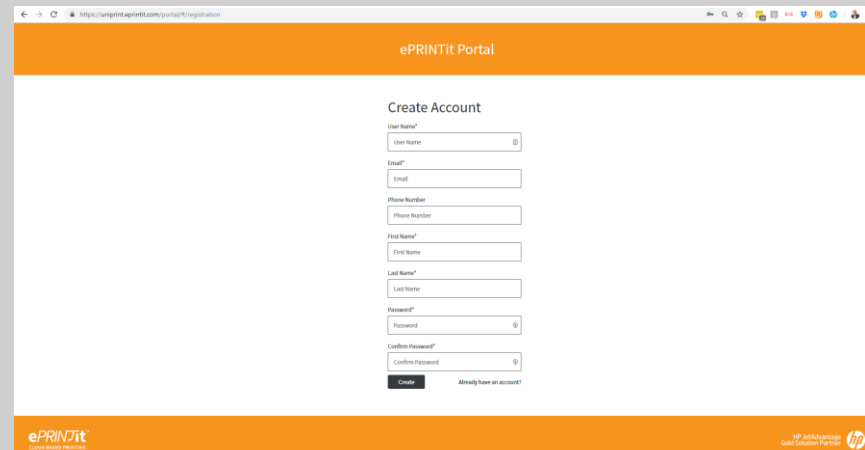
## Create or Open Assigned ePRINTit™ Account

Enter [Https://URL of assigned organization ID followed by .eprintit.com/portal/#/home](https://URL of assigned organization ID followed by .eprintit.com/portal/#/home).

Register or open, using web browser

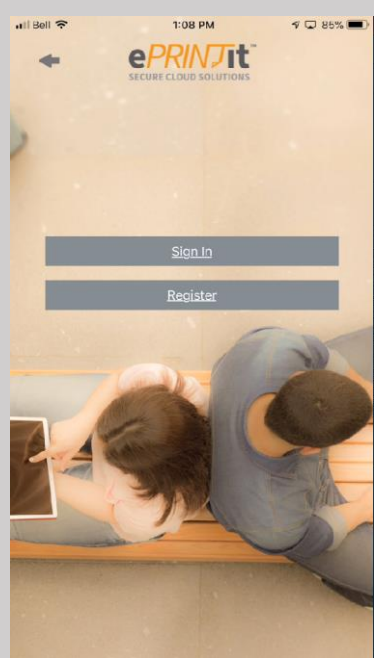


Login with your assigned or saved credentials

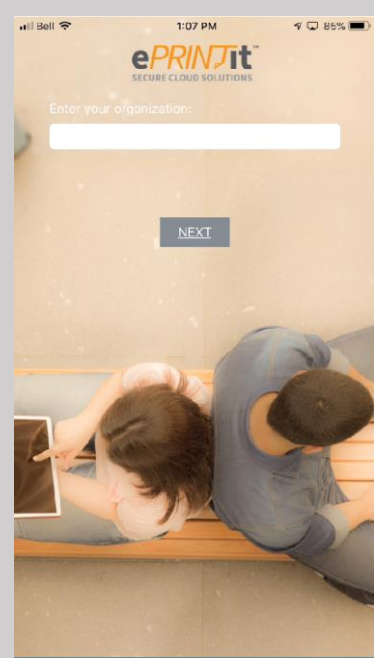


Create Account –if not pre-assigned

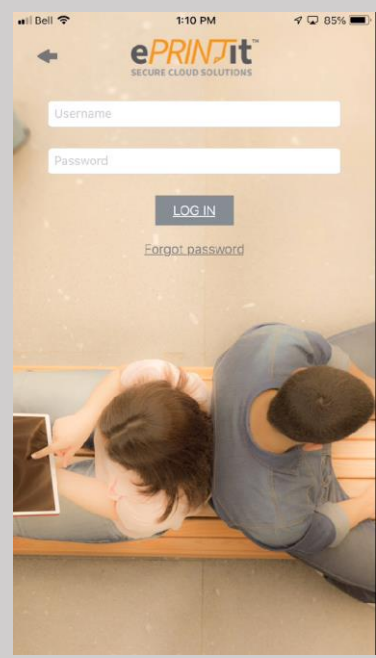
Register or open using web Mobile Apps



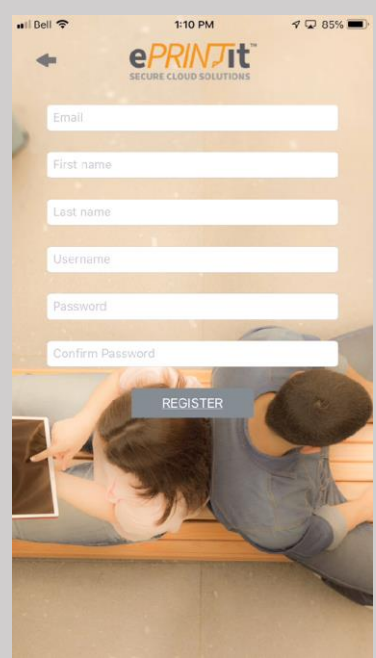
Download App



First time use (everyone) – enter organization name



First time use – sign in (additional sign-ins not required)

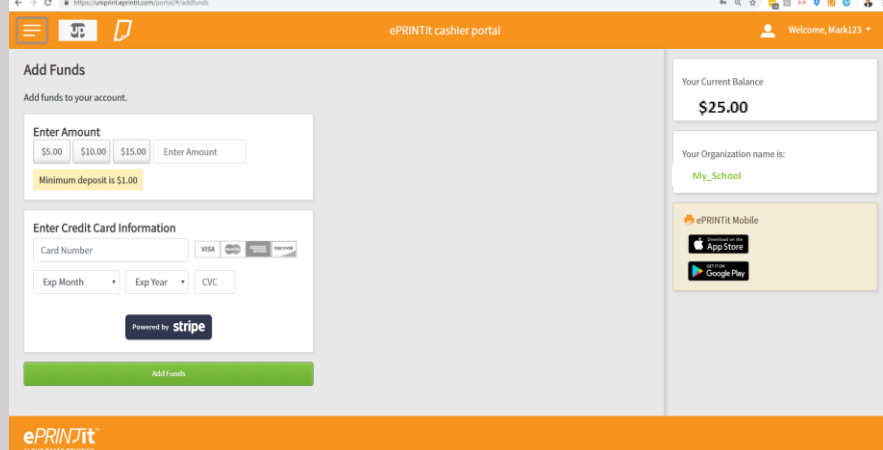


Need to register?

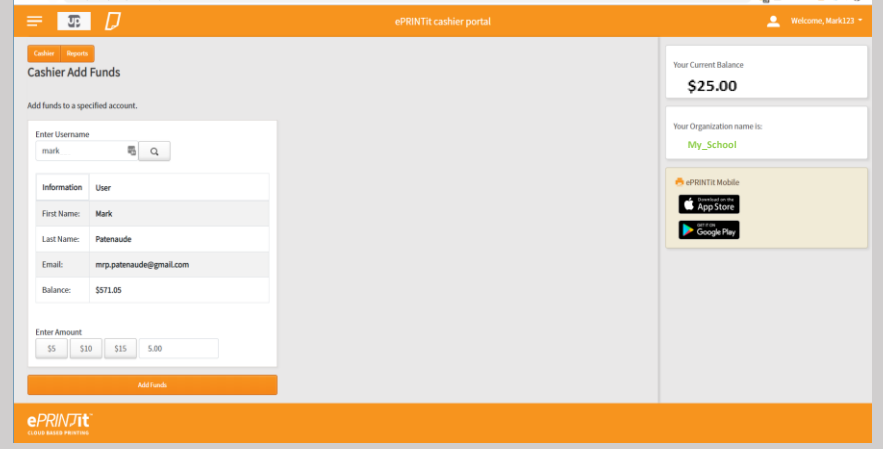
2

## Add Funds or Check Assigned Balance and History

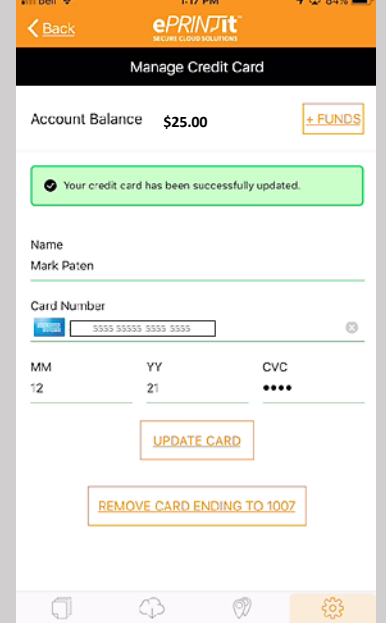
Funds can be securely entered in the web portal or the mobile APP – balance is always shown at Printer when orders selected.



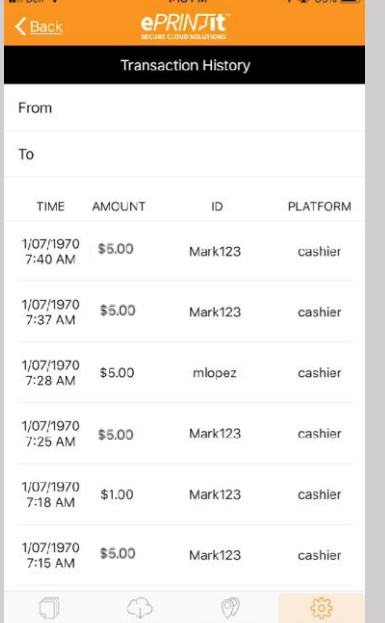
In menu, select ADD Funds – Enter card information



Assigned Cashiers may be permitted to enter funds using Cash Payment or additional print credits if available at your organization



If your App contains your Credit information, it can be automatically pay at ePRINTit Print Station.

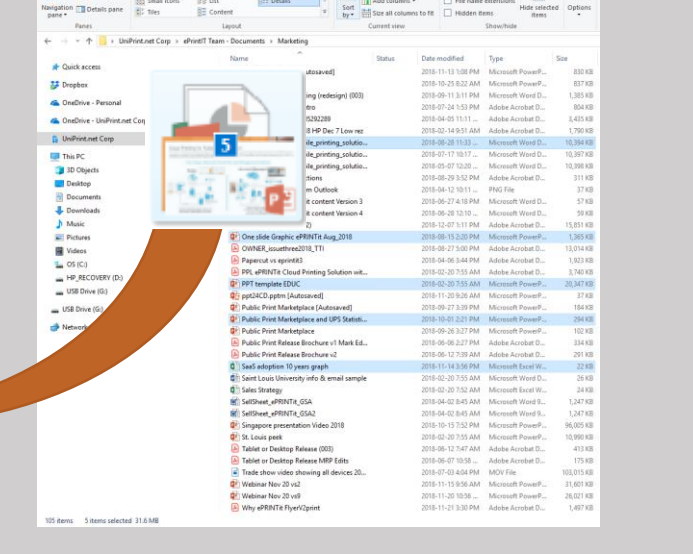
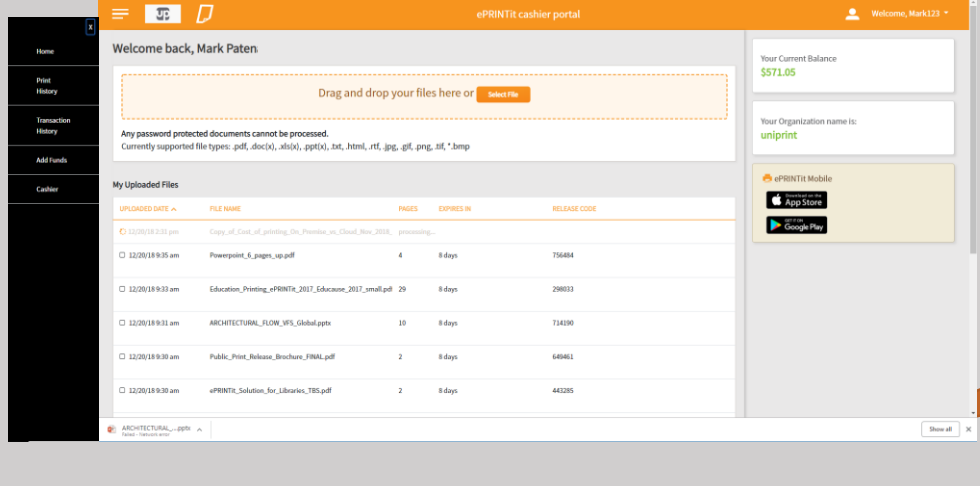


View payment and transaction history

3

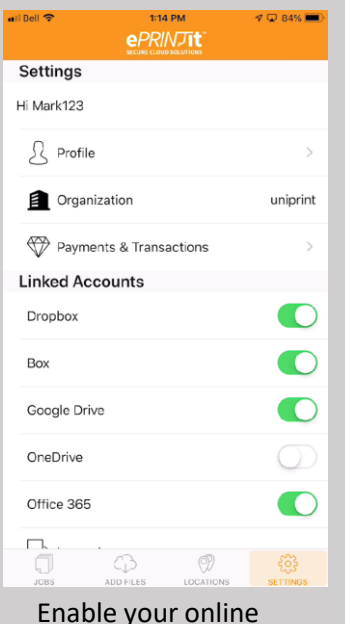
## Enter documents for printing into your account

From your private web portal

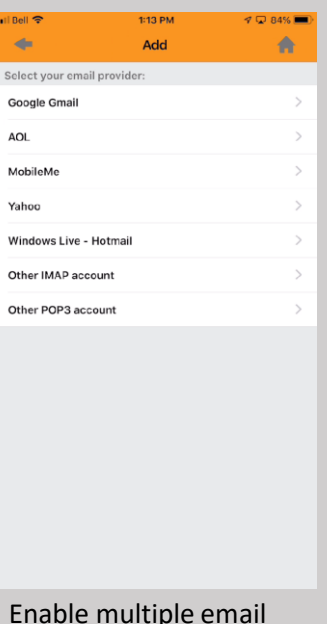


Go to home on web portal and drag and drop or select files – Files will upload in seconds and ready to print

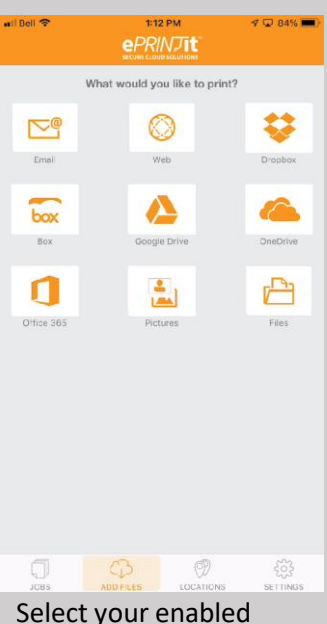
From your private mobile APP



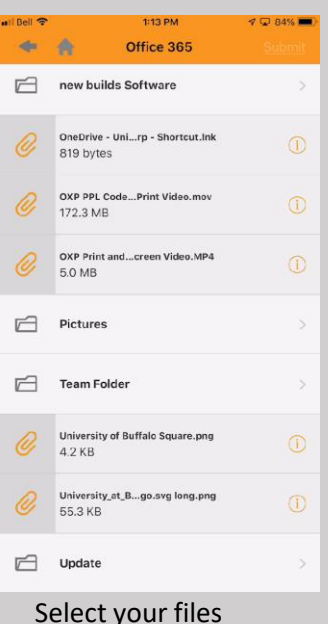
Enable your online credentials – credentials required



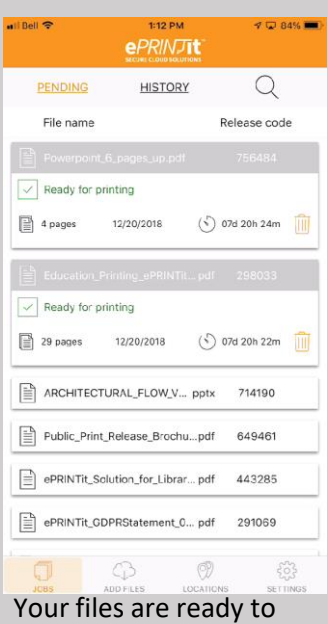
Enable multiple email clients



Select your enabled account



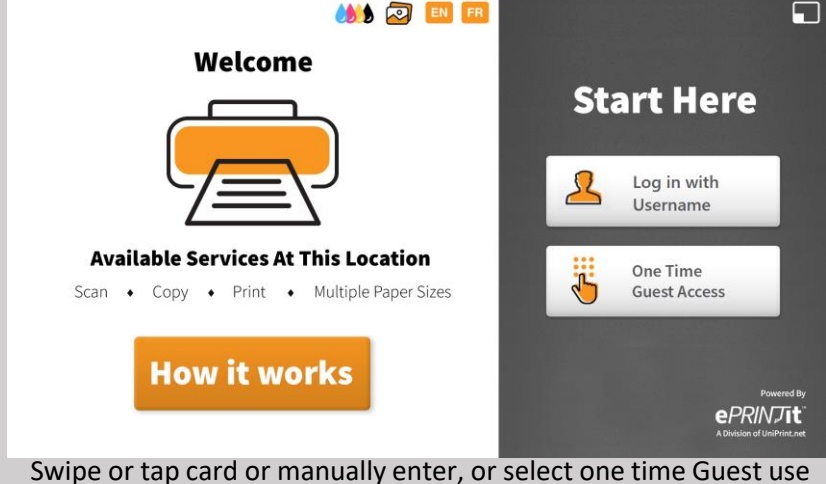
Select your files



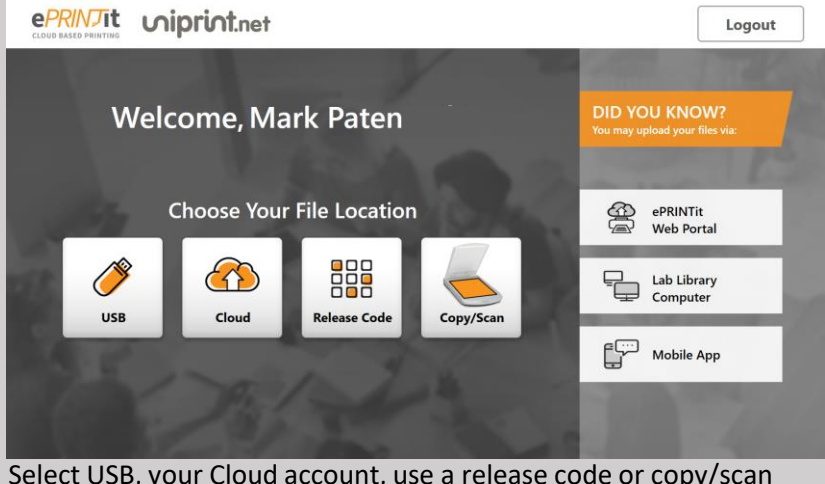
Your files are ready to print

4

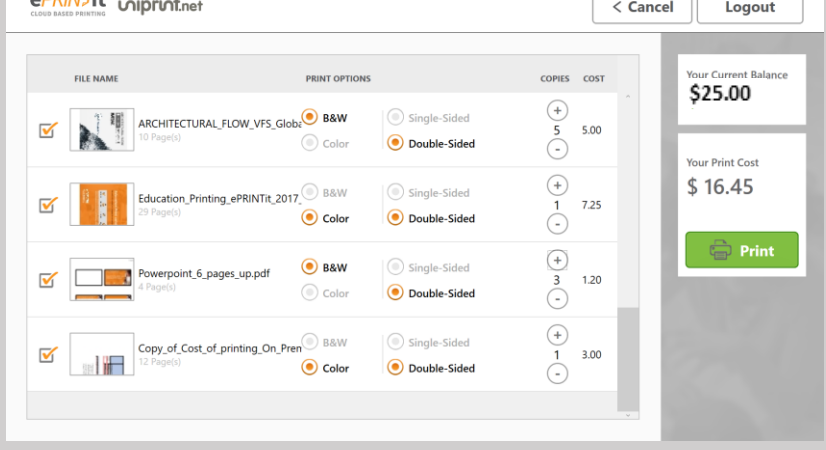
## Releasing print orders at the ePRINTit™ print station



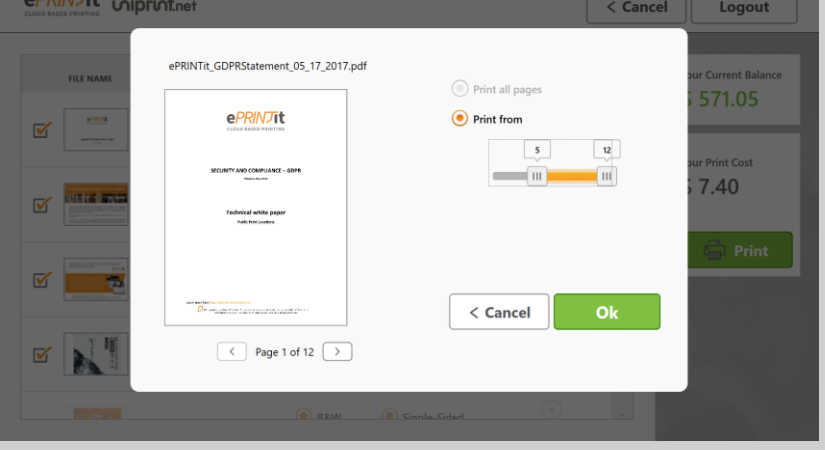
Swipe or tap card or manually enter, or select one time Guest use



Select USB, your Cloud account, use a release code or copy/scan



Your files from Mobile and Web appear. Select as many files as you want and your print options. Check funds available and hit print



Print preview all documents first, select page range and job print options. Select OK and Print