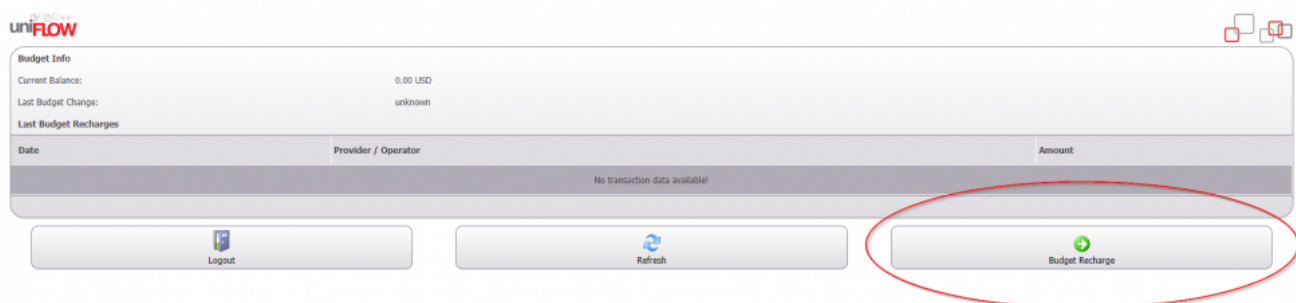


How to Add Money to your Print Balance

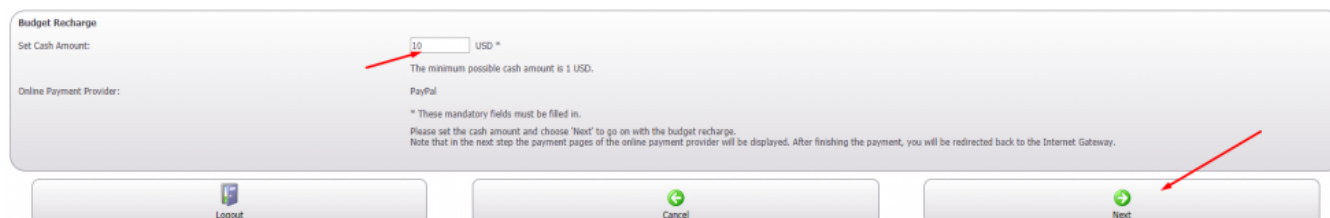
1. Navigate to <https://uniflow-web.trnty.edu/budgetrecharge/index.php>.
2. Log in with your Trinity username and password.



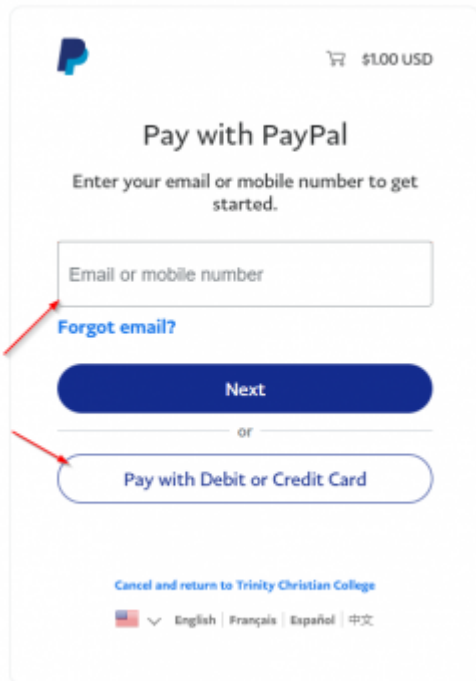
3. Towards the right of the page, click the **Budget Recharge** button.



4. Enter the **amount** you wish to add to your print account then click **Next** in the bottom right.

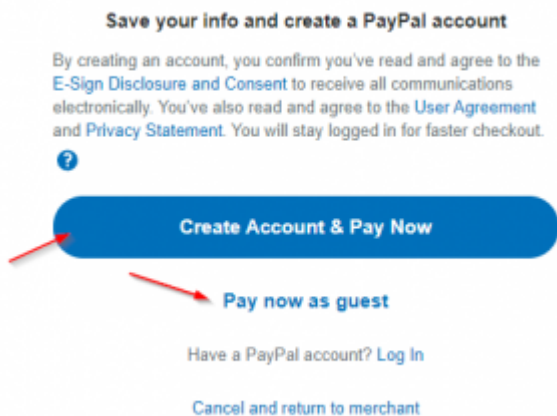


5. You will be redirected to a PayPal portal where you can either **log in with your PayPal account**, or click **Pay with Debit or Credit Card** to manually enter your payment information.



6. If you chose Pay with Debit or Credit Card, once you've entered your payment information, you may click **Create Account & Pay Now** if you wish to create a PayPal account, or just click **Pay now as guest**.

If you logged in with your PayPal account, you will click **Complete Purchase**.



7. Once the PayPal steps have been completed, you should be redirected back to the print account page. Please note that funds may take up to 24 hours to be added to your account.