

# Directions for Recharging Printing Credit via PayPal

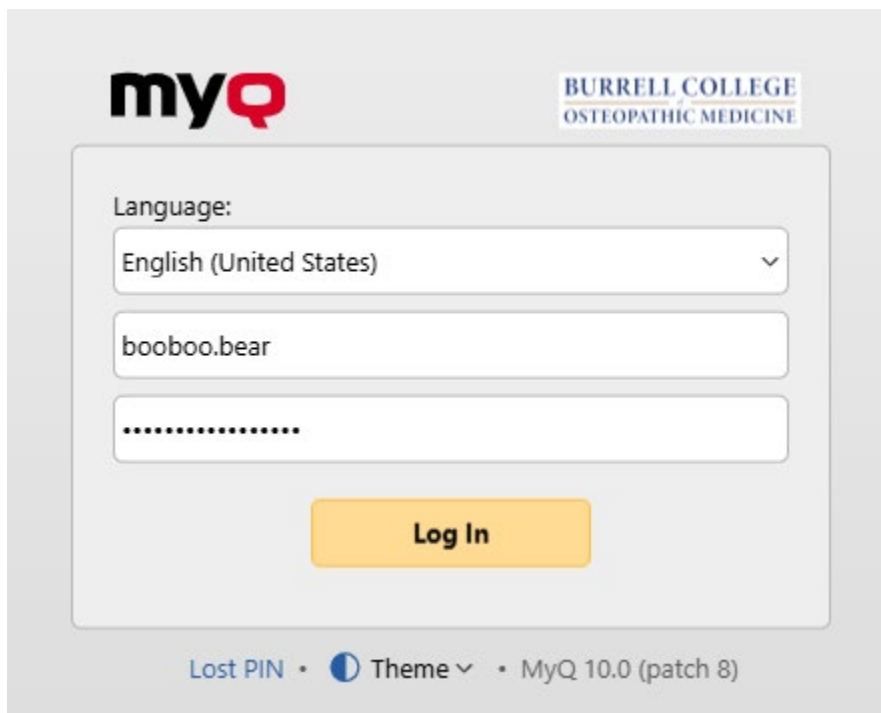
## Step 1

Go to the following website:

<https://burrell-prn04.bcomm.org:8090/en-us/#>

## Step 2

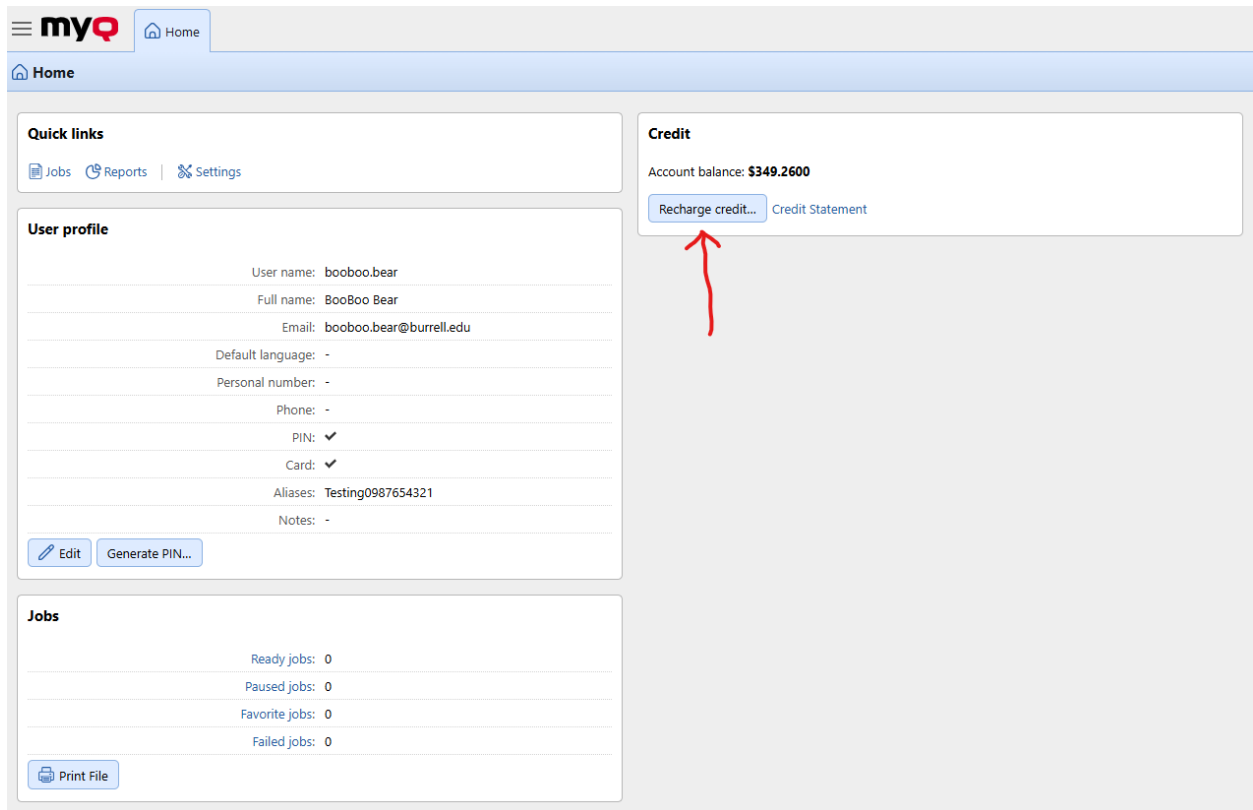
Log in using your BCOM credentials. Note: There is no need to include '@burrell.edu' in the username. Use the same password as you do for LEO, email, etc.



The screenshot shows the login interface for the myQ system. At the top left is the 'myQ' logo, and at the top right is the 'BURRELL COLLEGE OSTEOPATHIC MEDICINE' logo. The main login area contains a 'Language:' dropdown menu set to 'English (United States)', a username field containing 'booboo.bear', and a password field with masked characters. A yellow 'Log In' button is positioned below the password field. At the bottom of the page, there are links for 'Lost PIN', a 'Theme' selector, and the version 'MyQ 10.0 (patch 8)'.

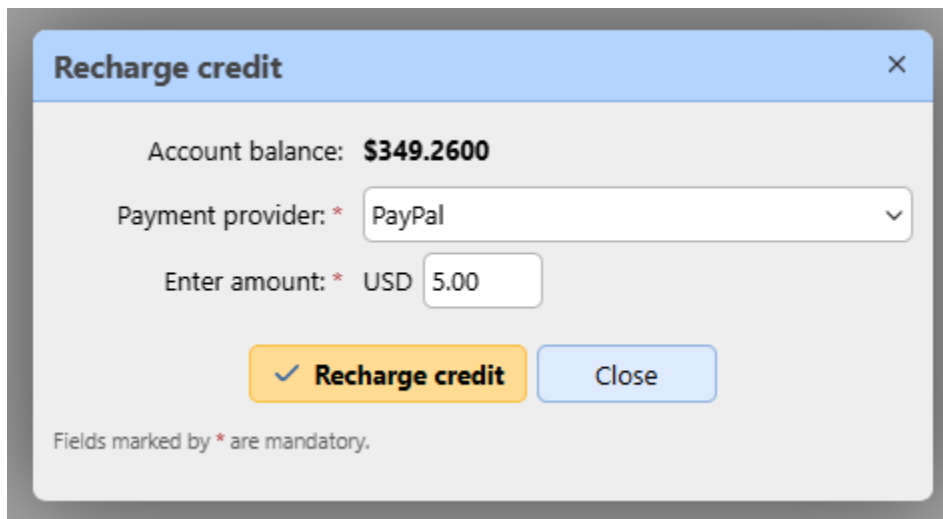
### Step 3

Click on the 'Recharge Credit' button.



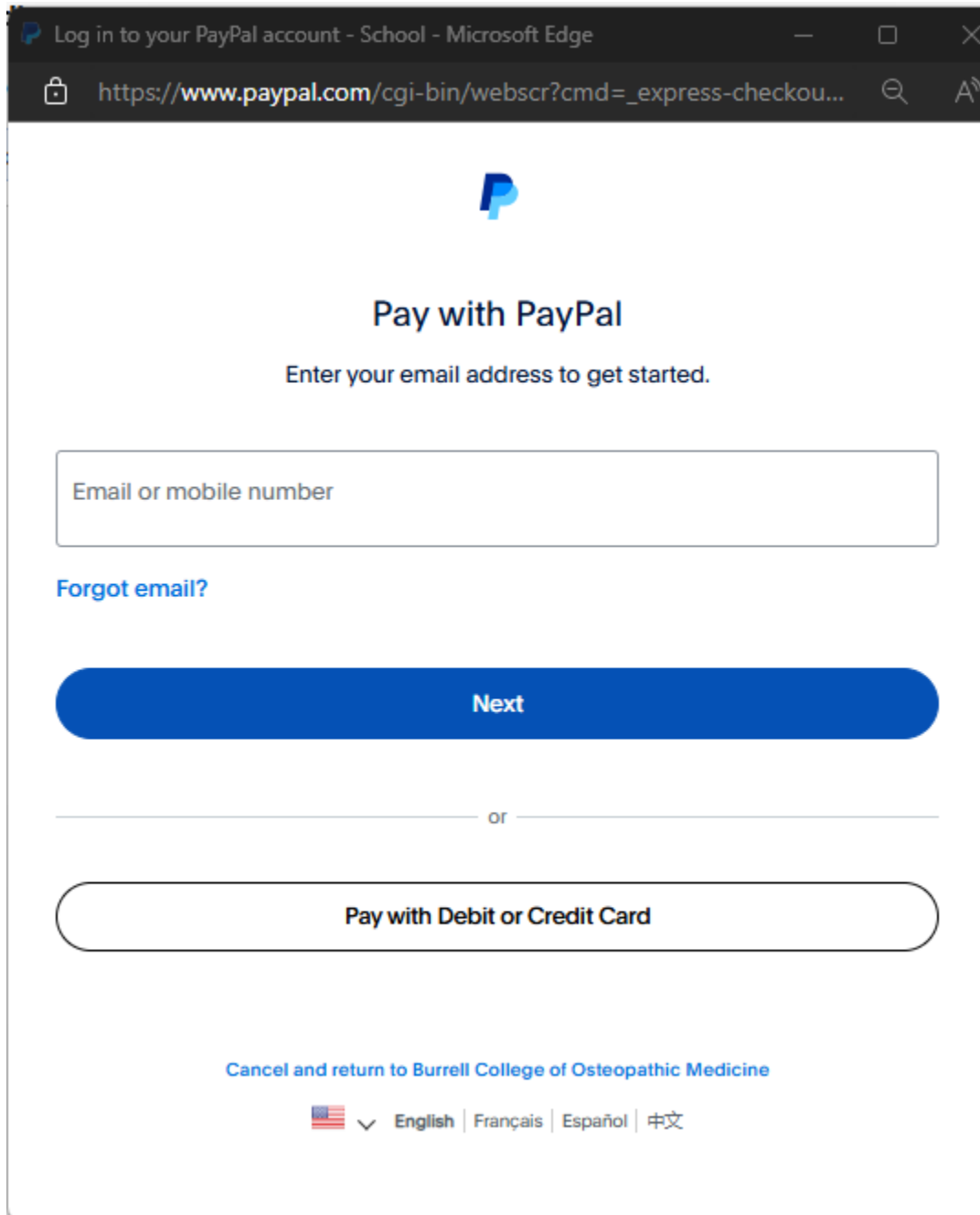
### Step 4

Enter the desired amount, select PayPal as the payment provider, and click 'Recharge Credit.'



## Step 5

A new window will open, prompting you to log in with your PayPal credentials. Once logged in, follow the on-screen instructions to complete the payment.



The screenshot shows a Microsoft Edge browser window with the title "Log in to your PayPal account - School - Microsoft Edge". The address bar displays the URL "https://www.paypal.com/cgi-bin/webscr?cmd=\_express-checkou...". The main content area features the PayPal logo at the top, followed by the heading "Pay with PayPal" and the instruction "Enter your email address to get started." Below this is a text input field labeled "Email or mobile number". A link for "Forgot email?" is positioned to the left of the input field. A prominent blue "Next" button is centered below the input field. A horizontal line with the word "or" in the center separates this from a rounded rectangular button labeled "Pay with Debit or Credit Card". At the bottom, there is a link "Cancel and return to Burrell College of Osteopathic Medicine" and a language selection menu showing "English" as the selected option, with other options being "Français", "Español", and "中文".