

ADDING CASH TO YOUR JayPrint ACCOUNT

STEP 1

Login

Note Username and password are the same credentials when logging into email address



JOHN JAY COLLEGE OF CRIMINAL JUSTICE **CUNY** Pay Station

Please log in with your John Jay College account and password.
Click Done when you are finished with your session.

Username
Password

Contact the HelpDesk at 212-237-8200 if assistance is required.
Paid For By Student Technology Fee.

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STEP 2

After logging in, you will be directed to the Pay Stations Screen.



JOHN JAY COLLEGE OF CRIMINAL JUSTICE **CUNY** **Pay Station**

**Please insert \$1, \$5, \$10 or \$20 only.
Paid For By Student Technology Fee.**

Insert bills now...

User: glin

Initial Balance: \$15.00
Amount Added: \$0.00
Current Balance: \$15.00

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STEP 3

INSERT BILLS

Accepted Bills: \$1; \$5; \$10;\$20



STEP 4

COMPLETE

The recently added amount will display under the initial balance. The "Current Balance" will reflect the total amount on the user account.

Click "**Done**" to log out.



**JOHN
JAY** COLLEGE
OF
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JUSTICE **CUNY** **Pay Station**

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Amount Added: \$0.00
Current Balance: \$15.00

Done