

PRINT TOP UP SETUP

Getting Started

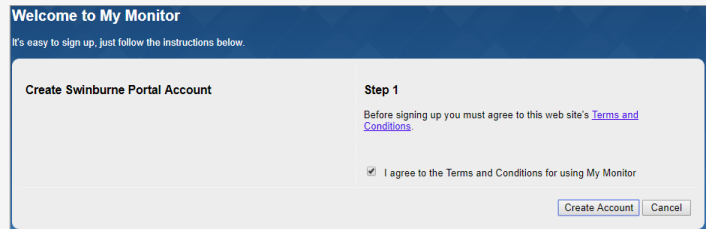
- 1 Navigate to <https://access.swin.edu.au/webprint>
- 2 Login using your **SIMS Username and Password**

- 3 Click on **My Monitor**

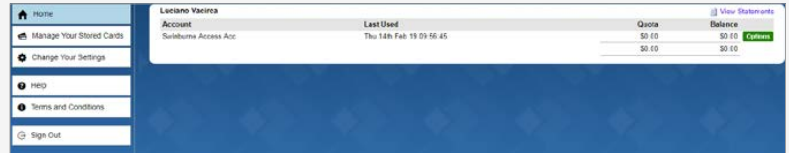
- 4 Click on **'Go to Login Page'** to create payment account

- 5 Login using your **SIMS Username and Password**

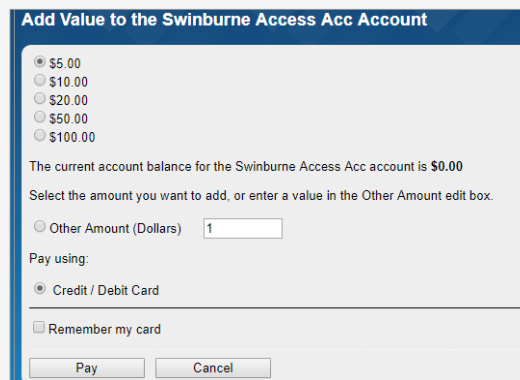
- 6 Review the **Terms and Conditions** before selecting **'I agree to the Terms and Conditions for using My Monitor'**
- 7 Click on **Create Account**



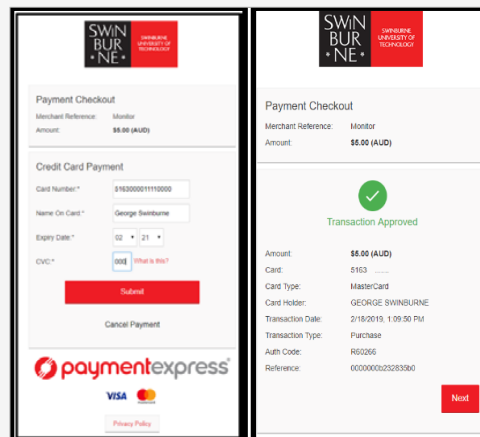
- 8 Click on **Add Value** to top up your credit



- 9 Select the value you would like to add
- 10 Click on **'Remember my card'** should you wish to store your card details for future transactions
- 11 You can modify your card details under the **'Manage Your Stored Cards'** option
- 12 Click **Pay**



- 13 Enter your card details and click **Submit**
- 14 Once transaction is approved click **Next**



- 15 Payment receipt will appear
- 16 Click **'Continue'** to return to the Home screen and you will see the credit amount applied to your account

