how to



Add Credit to my Account



Visit the MyQ portal, found at cardiffmet.ac.uk/printcredit

Credit Account balance: £10.52 Recharge Credit Credit Statement	
N.	Click the 'Recharge Credit' button
Recharge Credit	×
Account balance: Payment provider: * Enter amount: *	E10.52 PayPal GBP 1.00 charge Credit Close

Choose **PayPal as the 'Payment Provider'** and enter the amount you wish to add

🧶 Log in to your PayPal account - Internet Explorer 🛛 🗕 🗙					
👂 https://www.sandbox.paypal.com/cgi-bin/webscr?cmd=_express-checkout&t 🔒 PayPal, Inc. [L	15]				
PayPal					
Pay with PayPal					
Enter your email address to get started.					
Email					
Next					
Use phone number instead					
or					
Pay with Debit or Credit Card					
Cancel and return to facilitator account's Test Store					
English Français Español 中文					
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Click 'Recharge Credit'

Simply choose **'Pay with Debit or Credit Card'** and follow the instructions.

As part of the checkout process you can create a PayPal account. **This will allow you to save your card details to make this process easier in future**.

If you already have a PayPal account you can simply log in.





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Ewch i'r porth MyQ, yn cardiffmet.ac.uk/printcredit

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Dewiswch **PayPal fel 'Payment Provider'** a nodwch y swm yr hoffech ei ychwanegu

6 Log in to your PayPal account - Internet Explorer	-		×
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Enter your email address to get started.			
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Use phone number instead			
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Pay with Debit or Credit Card			
Cancel and return to facilitator account's Test Store			
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Cliciwch 'Recharge Credit'

Yn syml, dewiswch **'Pay** with debit or credit card' a dilynwch y cyfarwyddiadau.

Fel rhan o'r broses wirio, gallwch greu cyfrif 'PayPal'. **Bydd** hyn yn eich galluogi i gadw manylion eich cerdyn i wneud y broses yn haws yn y dyfodol.

> Os oes gennych chi gyfrif PayPal, gallwch yn syml fewngofnodi.

Am ragor o help ewch i cardiffmet.ac.uk/**printhelp**

