



how to

Add Credit to my Account

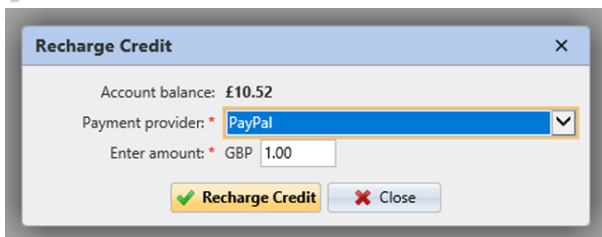


print made easy

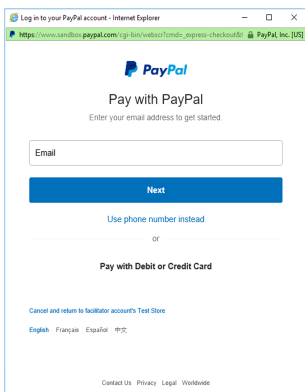
Visit the MyQ portal, found at cardiffmet.ac.uk/printcredit



Click the **'Recharge Credit'** button



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



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.

Gredydu fy nghyfrif

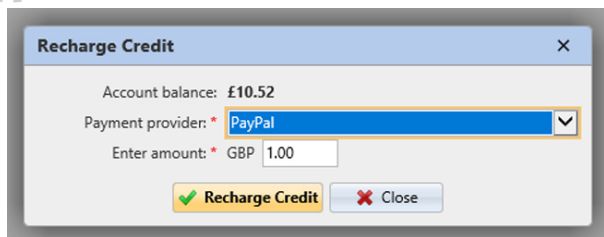


Argraffu wedi'i wneud yn rhwydd

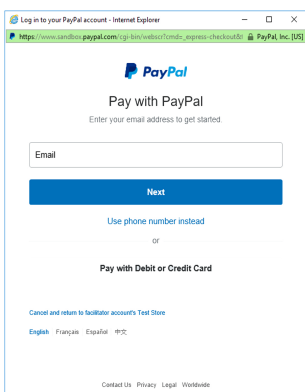
Ewch i'r porth MyQ, yn
cardiffmet.ac.uk/printcredit



Cliciwch ar y botwm **'Recharge Credit'**



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



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.*