

Funding your Print/Copy Account

Funding your Print/Copy account online can be done with a credit card, debit card, or PayPal account.

1. Go to the payment gateway website: <https://uniflowgway.nymc.edu/ig/>
2. Use your NYMC login name for **User Name:**
3. **IMPORTANT:** You **MUST** use the password that was emailed to you from the print system when your account was created. If you do not know/have it, click the **Forgot Password** link at the bottom of the payment gateway website, fill out the form with your NYMC login name and NYMC email address and you will receive a message sent only to your NYMC email address with a new password (**NOTE:** You can change your password after login via **My Settings → Change Password**. Do **NOT** make and changes to the **Personal Data** area, it can result in account malfunctions)
4. After you login, click the **Budget** icon on the left
5. Click **Budget Recharge**
6. Enter the amount in whole dollar increments (Minimum \$5)
7. Wait for Initializing
8. This page will transfer you to a secure PayPal transaction page (**Note:** You will have the option to pay with personal PayPal account or as a Guest with a credit or debit card)
9. After the transaction is complete, it may take a few minutes to show on your account

All documentation and support is located at <http://complab.nymc.edu/print>