

How To – Select a Print Billing Code/Print from Personal Funds

1. From <https://my.grenfell.mun.ca> click the *Print Account Balance - Billing Code* tile.

The screenshot shows the my.Grenfell Grenfell Campus website. The browser address bar displays <https://my.grenfell.mun.ca/Pages/default.aspx>. The page features a navigation menu at the top with links like 'My Grenfell Home', 'Department Sites', 'Course Sites', 'Mobile Apps', 'Library', 'Faculty & Staff Directory', and 'Main Grenfell Site'. Below the navigation, the 'my.GRENFELL Grenfell Campus' logo is visible. On the left, there is a 'My Grenfell Home' sidebar with various service links. The main content area is divided into 'Common Student Links' and 'Common Grenfell Links'. In the 'Common Grenfell Links' section, the 'Print Account Balance' tile is circled in red. Other tiles include 'Student Webmail', 'Course Sites', 'BrightSpace Login', 'Add Printing Funds', 'Math Tutoring', 'Writing Appointments', 'Academic Advising', 'Campus Council', 'Access shared', 'ITS', 'Health & Safety', 'Office 365', and 'Grenfell Forms'.

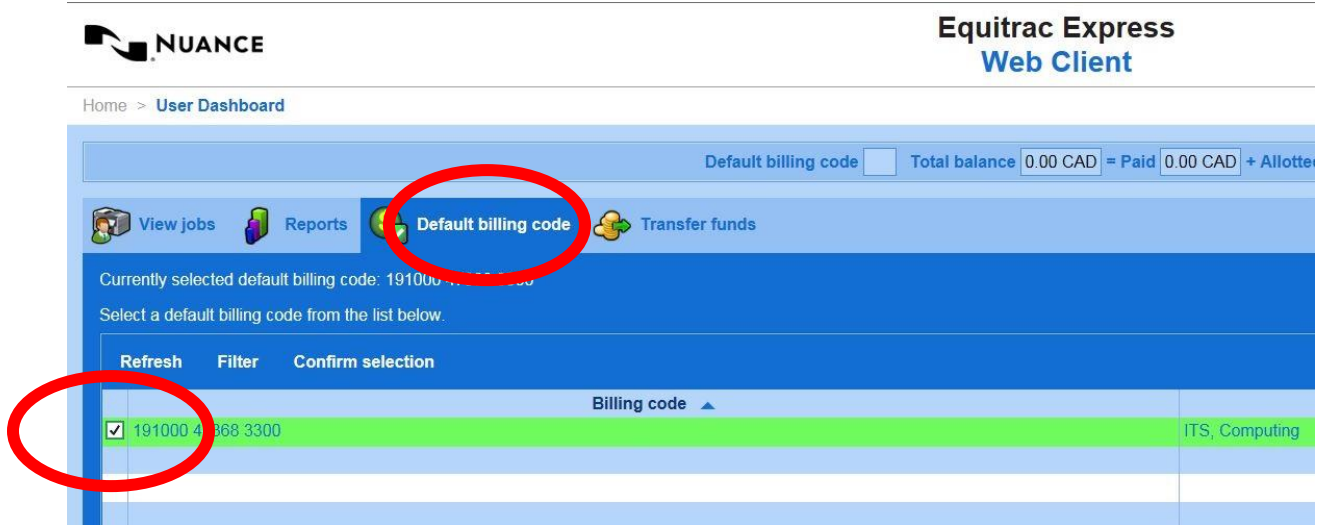
2. Login to the *Equitrac Express Web Client* with your Grenfell username and password

The screenshot shows the Equitrac Express Web Client login page. The title 'Equitrac Express Web Client' is displayed at the top. Below the title, there is a login form with the following fields and buttons:

- User ID:
- Password:
- Login:
- Create account: [Create account](#)

3. In the Equitrac Express Web Client, select the *Default billing code* tab, and then click the box to enter a checkmark to select your billing code.

****Alternatively, if you wish to print from “personal funds”, click the box to remove the checkmark from the billing code. You must have available credit on your personal print billing account to print. You can add funds to your personal print billing account online at <http://gprint.grenfell.mun.ca> (credit card) or at the Bursar’s Office (cash, debit or credit).**



4. In order for the process to complete, click *Confirm selection* and *Log off*.

