Getting Started: Print Top Up Setup

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.