




How to add funds to your account online

You can add funds to your account online via credit card or PayPal.

Adding funds with a credit card

1. Go to <https://print.yprl.vic.gov.au/myprintcenter>
2. Enter your Library ID and PIN number

Secure Login



Username
12346789

Password
.....

Keep me logged in

Log in

3. Click on **Add Funds**

PHAROS Print Center Help


Job List Activity

Refresh Upload Delete

Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
There is no data						

20 items per page No items to display

Payment method: **Add Funds**

 **My Funds : \$8.80**
User Pays : \$8.80

Print options :

Color: Color Pages per side: 1

Sides: Single Sided Copies: 1

Page range: e.g. 1-5, 8, 11-13



- The following window below will appear, you will need to select the top up amount and tick the **I agree to pay the above** box and click on **Continue to Payment**

Please note there is a \$1 minimum top up amount. The maximum top up amount is \$80

Add Funds

Amount 2.00

Transaction Fee 0.00

Total 2.00

I agree to pay the total above

Cancel Continue to Payment

- To pay via credit card, click on **Pay with a card**

PayPal 🛒 \$2.00 AUD

Pay with PayPal

With a PayPal account, you can be eligible for Refunded Returns, Buyer Protection and more.

Email or mobile number

Password

Stay logged in for faster purchases ?

Log In

[Having trouble logging in?](#)

or

Pay with a Card



6. You will need to enter your credit card details and click on **Pay Now**

PayPal is a safer, faster way to pay
No matter where you shop, we keep your financial information securely encrypted.

7. A receipt will be emailed to you to confirm your payment. The email will be sent to the email address provided during step 6.

Pay now



8. Your account balance will be updated.

PHAROS Print Center

Job List Activity

Refresh Upload Delete

Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
There is no data						

0 items per page

Payment method : [Add Funds](#)

My Funds : \$10.80
User Pays : \$10.80

Print options :

Color: Color Pages per side: 2

Sides: Single Sided Copies: 1

Page range: e.g. 1-5, 8, 11-13

Adding funds through PayPal

1. Go to <https://print.yprl.vic.gov.au/myprintcenter>
2. Enter your Library ID and PIN number

Secure Login

Username
12346789

Password

Keep me logged in

Log in



3. Click on **Add Funds**

4. The following window below will appear, you will need to select the top up amount and tick the **I agree to pay the above** box and click on **Continue to Payment**

Please note there is a \$1 minimum top up amount. The maximum top up amount is \$80



- To pay via PayPal, you will need to enter your PayPal account details and click on **Log In**

PayPal \$2.00 AUD

Pay with PayPal

With a PayPal account, you can be eligible for Refunded Returns, Buyer Protection and more.

 Stay logged in for faster purchases [?](#)

Log In

[Having trouble logging in?](#)

or

Pay with a Card

- Select the account you would like to pay from and click on **Pay Now**

Yarra Plenty Regional Library

PayPal \$2.00 AUD

Pay with [Manage >](#)

American Express x-20
PREFERRED

Bank West x-73
Pay Now or Pay After Delivery

+ [Link a card](#)


Pay now

This transaction will appear on your statement as PayPal * YARRAPLENTY.

PayPal is a safer, faster way to pay
No matter where you shop, we keep your financial information securely encrypted.



7. A receipt will be emailed to you to confirm your payment. The email will be sent to the email address you have registered with PayPal.
8. Your account balance will be updated.

PHAROS  Print Center ? Help


Job List Activity

[Refresh](#) [Upload](#) [Delete](#)

Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date ▲	Cost
There is no data						

Navigation: 0 items per page | No items to display

Payment method: [Add Funds](#)

 **My Funds : \$10.80**
User Pays : \$10.80

Print options:

- Color: Color
- Pages per side: 1
- Sides: Single Sided
- Copies: 1
- Page range: e.g. 1-5, 8, 11-13