

How to Reload Printing Funds

1. Using the Computer Lab computers or navigating to webpurchase.nlu.edu on any computer, click "Reload Funds."
2. Enter your NLU-issued Username and Password, the same as you would when logging into your portal.
3. Click "Add Money."
4. The account used should be "Default." Enter an amount to add, or click any quick-selection option to add money that way. Afterward, click "add funds."
5. For your email address, it should default to your school email. Otherwise, use any email account to receive a confirmation email/receipt. Click "next."
6. Enter your payment information. Once finished, click "Pay with your credit card."
7. If completed successfully, you should have a transaction details page.

