



## *It's easy to use CashLynx for Printing!*

- Log into the Print Monitoring System.
- When ready to print, navigate to **File**, then to **Print**.
- After sending your file to print, you will be prompted to log in using your **Lesley Username and Password**. \*
- Once logged in, your print will be sent to the corresponding printer.
- Your available balance window will appear. Select **Details** to access your Print Account.
- To add credit to your Print Account using CashLynx, select **Add Credit with Lesley CashLynx**.
- Enter in your **16-digit Card Number\*** and the amount of credit you wish to add.

*\*Helpful Hint: Please enter the same Username and Password used for your myLesley account. Your 16-digit Card Number starts with 60395.*

Questions? Visit [www.lesleycard.com](http://www.lesleycard.com) or call the University Technology Help Center at (617) 349-8770.