

To **add money** to a patron's Telus Print account:

1. Log in to <http://libonline.scls.lib.wi.us/admin>
2. Choose **Patrons** from the top menu
3. Choose **Credit Balance**
4. Enter the **patron's barcode** and click **Search**
5. Click **Credit Balance**
6. In the Amount to be credited box, **enter the amount to add**
7. Choose the Payment Method, **Cash or Cheque**
8. Click **Save Changes**

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To credit a patron's Telus Print account*:

1. Log in to <http://libonline.scls.lib.wi.us/admin>
2. Choose **Patrons** from the top menu
3. Choose **Adjust Balance**
4. Enter the **patron's barcode** and click **Search**
5. Click **Adjust Balance**
6. Make sure **Credit** is chosen from the drop-down menu
7. In the Account By box, enter the **amount to credit**
8. Click **Save Changes**

*in case of printer error, paper jam, or similar complaint

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