How to Pay to Print

Students will always be required to pay from their ePRINTit web account.

When adding funds to your account, you are strongly encouraged to use method number one. You can do it privately and not hold up anyone who is waiting to use a printer station to print.

Funds can be added to your account by:

1. ePRINTit web Account
    a. Log into the ePRINTit web account by selecting the Students tab in MyPortal and clicking the link (bottom middle column) or go directly to the application at https://fhda.eprintitusa.com.
    b. Select the Add Funds tab.
    c. You add $5, $10, $15 or $20 using a Visa, MasterCard or American Express.
    d. Click the submit button and the funds will be added to your account. The charge will appear on your next credit or debit card statement labeled "EPRINT IT".
2. Pay with cash if you do not have a credit or debit card.
    a. De Anza Bookstore will accept cash and add the funds to your ePRINTit web account.
    b. Foothill Smart Shop will accept cash and add the funds to your ePRINTit web account.

Plan Ahead – Add funds using the ePRINTit web account or with cash. If you wait until you have printed your document, you will be holding up other students who are waiting to print. Be nice and add funds to your account before you print.