

# Creating a Self-Service Account

## Introduction

- If you are not eligible for a library card or do not wish to obtain one, you may create a Self-Service Print account.
- If you need to print more than this, you must sign up for a Self-Service Print account by going to [PrintCenter.BPL.org](https://PrintCenter.BPL.org).
- Your Self-Service Print account will start with a one-time courtesy free printing balance of \$1.
- You will need an email address to register for an account.

## Self-Service Print Account Information:

You will need an email address to register.

Your Self-Service Print account will start with a one-time courtesy free printing balance of \$1.

## Creating an Account

- **Log in** to the **BostonPublicLibrary Wi-Fi network** and **accept** the **terms** and **conditions**.
- **Navigate** to [PrintCenter.BPL.org](https://PrintCenter.BPL.org) in a web browser.
- Click **I am a guest** in the bottom left corner.



Secure Login



BOSTON  
PUBLIC  
LIBRARY

Username

Password

Keep me logged in

[I am a guest](#)

- **Enter** the requested **information** and click **Create**:
- **Log in** with the **email** address and **password** you just created.

Guest Users > New User

**BOSTON PUBLIC LIBRARY**

First Name

Last Name

Email Address \*

Confirm Email Address \*

Note your email address will be used for login

Password \*

Confirm Password \*

Enter the text above \*

Characters are case sensitive

\* Indicates a required field.

Cancel **Create**

## Adding Additional Funds

- **Click** on **Add Funds** link:

Payment method :

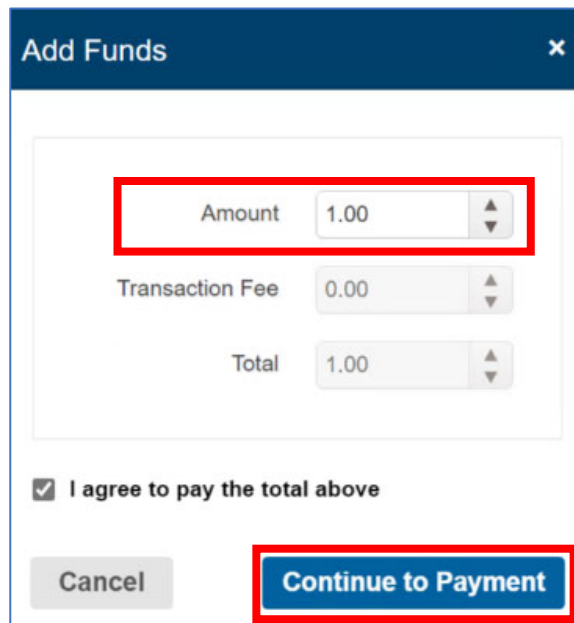
My Funds : \$0.00  
Total available funds

[Add Funds](#)

Print options :  
Color:  
Sides:  
Page range:

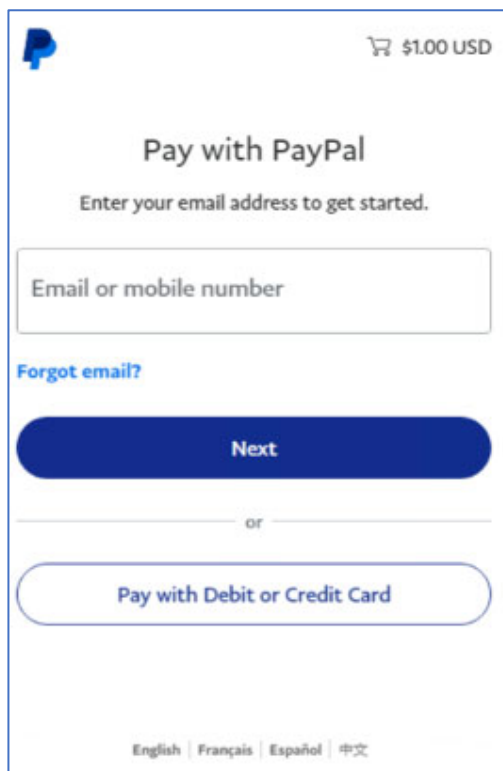
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- **Select** amount and **check** the box to **agree** to pay (**Note:** BPL is paying all transaction fees). **Select** Continue to Payment:



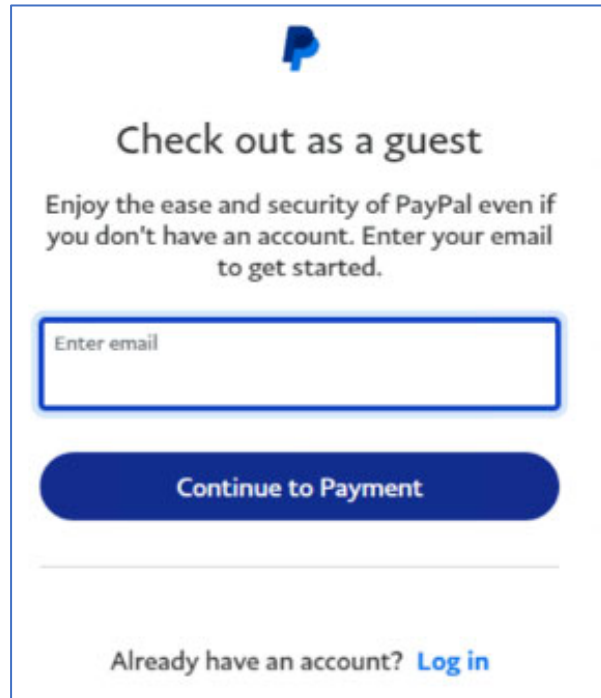
The screenshot shows a dialog box titled "Add Funds" with a close button (X) in the top right corner. Inside the dialog, there are three input fields: "Amount" with a value of 1.00, "Transaction Fee" with a value of 0.00, and "Total" with a value of 1.00. Each field has up and down arrow icons. Below these fields is a checkbox labeled "I agree to pay the total above" which is checked. At the bottom of the dialog, there are two buttons: "Cancel" and "Continue to Payment". The "Continue to Payment" button is highlighted with a red border.

- When you continue to payment, you will be redirected to PayPal. **Log in** with your **PayPal** account, or select **Pay with Debit or Credit** Card:



The screenshot shows the PayPal payment interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with "\$1.00 USD". The main heading is "Pay with PayPal". Below the heading, it says "Enter your email address to get started." There is an input field for "Email or mobile number". Below the input field is a link "Forgot email?". A blue "Next" button is present. Below the "Next" button, there is an "or" separator and a button labeled "Pay with Debit or Credit Card". At the bottom, there are language options: English | Français | Español | 中文.

If you do not have a PayPal account, **enter** your **email** to continue:



The image shows a PayPal checkout form for guests. At the top is the PayPal logo. Below it is the heading "Check out as a guest". A sub-heading reads: "Enjoy the ease and security of PayPal even if you don't have an account. Enter your email to get started." There is a text input field with the placeholder "Enter email". Below the input field is a blue button labeled "Continue to Payment". At the bottom, there is a link: "Already have an account? [Log in](#)".

Fill out the Payment Form. **If you do not want to open a PayPal account, please make sure the “save info & create your PayPal account” option at the bottom is off.**

**BOSTON PUBLIC LIBRARY**

PayPal \$1.00 USD

Pay with debit or credit card

We don't share your financial details with the merchant.

Country/Region  
United States

Email  
someone@johndoe.com

Phone type  
Mobile

Phone number  
+1

Card number

MM / YY

CVV

**Billing address**

First name

Last name

Street address

Apt., ste., bldg. (optional)

City

State

ZIP code

**Save info & create your PayPal account**

By continuing, you confirm you're 18 years or older.




You'll return to the merchant to complete your purchase.

**Pay now as guest**

Have a PayPal account? [Log In](#)

Français Español 中文 |

Upon payment, you will be sent back to the Print Center with your account balance updated.

20 items per page	
 <b>My Funds : \$1.00</b> Pay4Print : \$1.00	<a href="#">Add Funds</a>
Print options :	
 <b>Color:</b>	
 <b>Sides:</b>	
<b>Page range:</b>	
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