Creating a Kiosk Account

Introduction

- If you do not have an email address, you may use a Red Kiosk to create a Kiosk Account. **Kiosk Accounts must be paid in cash with a minimum of $1.**

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- Go to a Red Kiosk
- Select **Create** Pay4Print Account.
- **Confirm** you have at least **$1** in cash to create an account.
  - If **yes**, Select **OK**
  - If **no**, Select **Cancel** (staff are unable to provide change)

- **Select** **Cash**.
- **Insert** bills into the bill reader and select **OK**.

The acknowledgement page indicates your Kiosk Account has been created and the starting balance. Select **OK**.
Review your account information, Select OK, and wait for your receipt with this information to print.

Take your receipt with your Kiosk account number, PIN and balance. Some patrons choose to take a picture of the receipt for ease of use.