Transferring Money Through Green Print

If someone you know runs out of Money in their Green Print Account and you have a surplus, you can help them out by transferring some of your surplus funds to their account by following these simple steps.

1. Click the Details link in your green print window

2. Enter your username and password (The same login you use for My Wilkes Portal)

Click the link labeled “Transfer” in the left column.

In this area you will see the funds you still have available.

In this area enter the amount of funds you wish to transfer.

Enter their user id

Click the Transfer button

The funds will then be subtracted from your account and added to theirs.