


# How to Upload Documents through ePRINTit Web Portal

Each customer has their own URL that is created by ePrintit. For our example below it is:

<https://tbs.eprintit.com/portal/#/ppl/upload/monona>

When you go to this page, you are prompted to Select File of the document you want to print. after selecting, put in a name to identify that it is your print job.



**Monona Public Library**  
Mobile Printing Service

Select Language ▼

1000 Nichols Rd  
Madison, WI 53716

**Currently supported file types:**  
.pdf, .jpg, .jpeg, .png, .gif, .bmp, .tif, .tiff, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .html, .htm, .txt, .rtf, .pub, .odt, .odp, .ods, .xps

**Cost Per Page:**  
B&W: \$0.10  
Color: \$0.25

**Max File Size:**  
100 MB

Select File

Drag and drop your files here or

Select File

**Any password protected documents cannot be processed.**

User Info

REQUIRED:

OPTIONAL:

OPTIONAL:

Submit

When you select your file, a new window will show asking you how many copies you want, if you want to print it in black and white or color, if you want it single sided or double sided, and the range of pages you want printed if the document contains multiple pages.

**Any password protected documents cannot be processed.**

Key Personnel.docx - 1 page(s) ✕

Copies:

Select:

Duplex:

Paper Size:

Layout:

Page Range: All:  Pages:

Estimated job cost:

**\$0.10**

Once you are all set click on Submit. You then need to go to the library desk, let them know you are printing wirelessly and provide the name you chose to identify the print job.