

## **Instruction for Research 3D Prints Billing:**

Check with your advisor if they have a billing group.

- If yes, then:
  1. Login into SUMS (<https://sums.gatech.edu/>)
  2. Then click on 'Billing Groups' from the yellow bar
  3. Click on the 'Join Billing Group' tab
  4. Click on 'Request Entry to BG'
  5. Then ask your professor to login into SUMS (<https://sums.gatech.edu/>)
  6. Then press on 'Accept' to put you in his billing group
- If not, then:
  1. Ask your professor to login into SUMS (<https://sums.gatech.edu/>)
  2. Then they should click on 'Billing Groups' from the yellow bar
  3. Click on 'Click here to request a new billing group'
  4. Enter 'Billing Group Name' and 'Billing Group Classifier' and then click on 'Submit Request & Add Researchers'
  5. Then select the researcher (student) you would like to add to the billing group.
  6. Choose the permission for the given researcher you have choose.
  7. Then click on 'Add Researcher to Billing Group'