Paying for printing using print credit

These instructions only apply to Student Print accounts. For more information about Staff Print accounts, see Printing costs.

To add print credit using cash

Use the Print Kiosks on the ground floor of the Library.

To add print credit online

1. Go to LU Print. If required, log in using WebLogin.
2. From the left-hand menu, click Add Credit.
3. The Add credit to your print account screen opens.
4. To set the amount of credit you want to add to your account, click on the dropdown menu and select an amount between £2 and £50.
5. Click Add Value.
Add credit to your printing account

Username
Current Balance: -£63.82
Amount to add: --- Select the amount ---

Add Value

Refund Policy
The university's refund policy can be found here.

5. Check the cost is correct, then click **Continue**. You can cancel the transaction by clicking **Cancel**.

<table>
<thead>
<tr>
<th>Description of item(s) to pay</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing credit</td>
<td>£10.00</td>
</tr>
</tbody>
</table>

Please click on **Continue** to proceed

Please click here to cancel the process.

6. Enter your debit/credit card details and billing address details as required.

7. To proceed, click **Continue**.

8. Check the summary showing the cost, card details and billing details, then to:
   1. Proceed with the transaction – click **Pay Now**.
   2. Cancel the transaction – click **Cancel**.

9. If you see a request for Payment Authentication, confirm your University username and password then click **Submit**.

[Authenticate a transaction]

> Amount: GBP 10.00
> To be paid to: LancasterUniversityECOMM
> With card number: [redacted]
> User Name: user
> Password: [redacted]

Submit

10. If the transaction is completed, you will see a summary of your payment and a payment reference code.
11. To complete the process, click **Finish**.