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

   ![Payment Table]

   Please check the items you are paying for below and click 'Continue' to proceed.

   - **Description of Item(s) to pay**
     - Print credit
     - **Total Cost**
     - £10.00
     - **To pay today**
     - £10.00

   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**.

   ![Payment Authentication]

   **Authenticate a transaction**
   - **Amount**: GBP 10.00
   - **To be paid to**: LancasterUniversityEComm
   - **With card number**
   - **User Name**: user
   - **Password**: ********

   **Submit**

10. If the transaction is completed, you will see a summary of your payment and a payment reference code.

   ![Payment Summary]

   **Summary**
   - **Your payment is now complete. An email confirmation has been sent to discommunicationsoffice@lancaster.ac.uk.**
   - **Your payment reference is**: PCT22691
   - **Date**: 3 July 2018 12:11

11. To complete the process, click **Finish**.