Paying for printing using print credit

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.

![LU Print menu](image)

The Add credit to your print account screen opens.

3. 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.
4. Click Add Value.

![Add credit to your printing account](image)

5. Check the cost is correct, then click Continue. You can cancel the transaction by clicking Cancel.
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:
   a. Proceed with the transaction – click **Pay Now**.
   b. Cancel the transaction – click **Cancel**.

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