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.
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.
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.