Adding credit to your printing account via online payment

1. Open a web browser and go to https://printing.swan.ac.uk



2. Enter your username (student number) and your usual University password then press log in.

	Prifysgol Abertawe Swansea University							
		\\iss-zenworks3\apps\Ricoh\client\win\Untitled-1	.html (
⊵	Summary	Summary						
8	Transaction History							
д	Recent Print Jobs	BALANCE	٢	PRINT JOBS	ē	PAGES		
5	Jobs Pending Release	-£6.93		49		280		
æ	Web Print	Activity			Environ	mental Impact		
Ċ	Add Credit	Palman history for size admin						
		£0.00	£0.00			2.2% of a tree		
		-£0.50						
		-£1.00			55	2.3 kg of CO2		
		-£1.50						
		-12.00			44	146.3 hours running a 60W light bulb		
		-£3.00						
		€ -£3.50					Since Jun 27, 20	
		-£4.00				Environmental Dashboard		
		-£4.50 ·						
		-£5.00						
		+£5.50			·····			
		-\$6.00						
		-xb.50						
		10	lan d Eab	44 Eab 49	Eab			
		28	Jan 4 Peb Day	11 Feb 18	rep			

3. Once logged in the screen will display a summary of your printing account. Press the "Add Credit" option on the left hand menu.

	Prifysgol Abertawe Swansea University	
⊵	Summary	Wits censorial Jappel Recht clerif winklichteft i Atmit
8	Transaction History	Username
Ð	Recent Print Jobs	pjam-admin (Phil Martin)
5	Jobs Pending Release	Current balance -f6.93 Amount to add Select the amount V
æ	Web Print	
B	Add Credit	
		Add value -

4. On the "Add Credit" screen, select the drop down menu and choose the amount you would like to add to your printing account (£2, £5 or £10).

(新) (美)	Prifysgol Abertawe Swansea University	
⊵	Summary	Niss-zerworks3/sppi/Ricoli/client/win/Unbitled-1.html Add credit using Realex
8	Transaction History	Usemame
8	Recent Print Jobs	pjam-admin (Phil Martin)
6	Jobs Pending Release	Current balance -£6.93
æ	Web Print	Amount to add
Ð	Add Credit	
		Add value

5. Once you have selected the amount, press the "Add value" button.

	Payment Details	Secured By 256bit SSL Cert 🖴
\\iss-zenworks3\apps\Ricoh\client\win\U	titled-1.html rd Number	
	Card Number	
	Expiry(mm/yy) Security Code	
	Cardholder Name	
	Pa	iy Now
	Secured by	payments

6. Fill in your card details on the payment form and click "Pay Now". You may then need to authenticate the payment with your bank.

Thank you, £2 was successfully paid into your printing account	
<u>Click here</u> to return.	

7. After completing payment, a message will be displayed confirming that your printing credit has been added to your account.