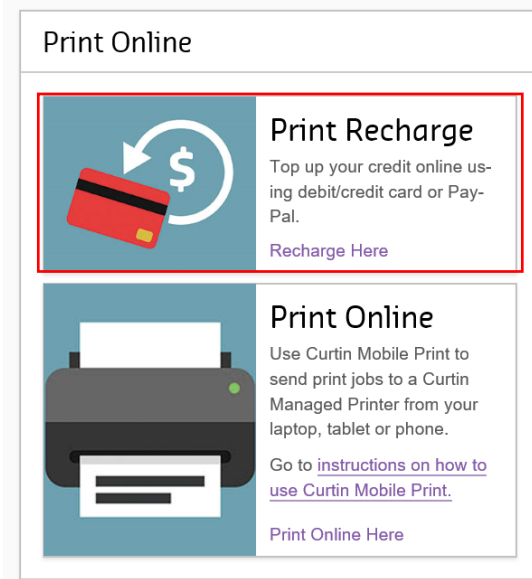


Recharging your print credit online

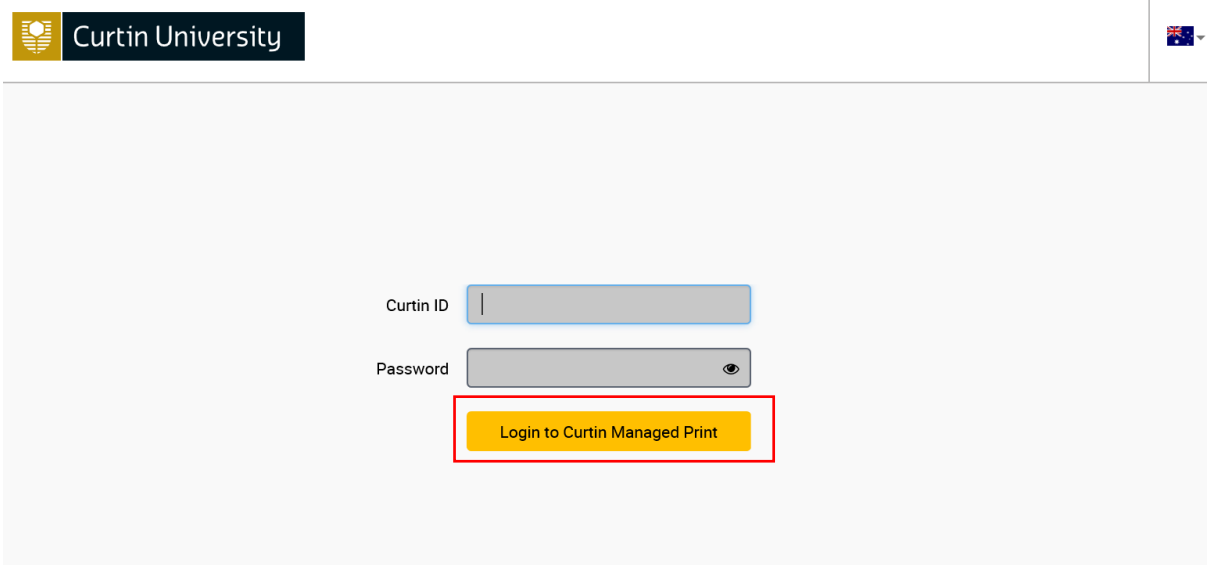
You can recharge your print credit anywhere, anytime by going through the **Print Recharge** button on **Campus Life & Guild**.

How do I recharge my print credit?

1. On the **Campus Life & Guild** tab, click the **Print Recharge** button, located under **Print Online**. The Curtin Managed Print portal will open in a new window.



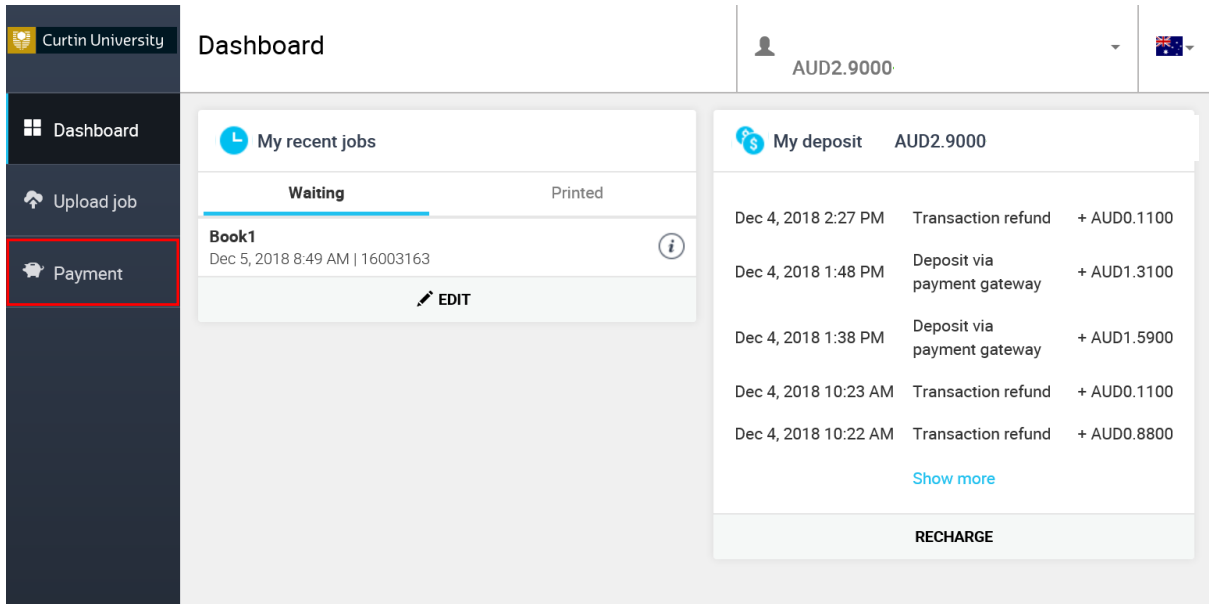
2. Login to the Curtin Managed Print portal with your Student ID and password.



Curtin Managed Print

Recharging your print credit online

3. Select the payment.



The screenshot shows the 'Dashboard' page of the Curtin University Managed Print system. The user's current balance is AUD2.9000. The 'Payment' tab is highlighted in the left-hand navigation menu. The main content area is divided into two sections: 'My recent jobs' and 'My deposit'.

My recent jobs:

Waiting	Printed
Book1 Dec 5, 2018 8:49 AM 16003163 EDIT	

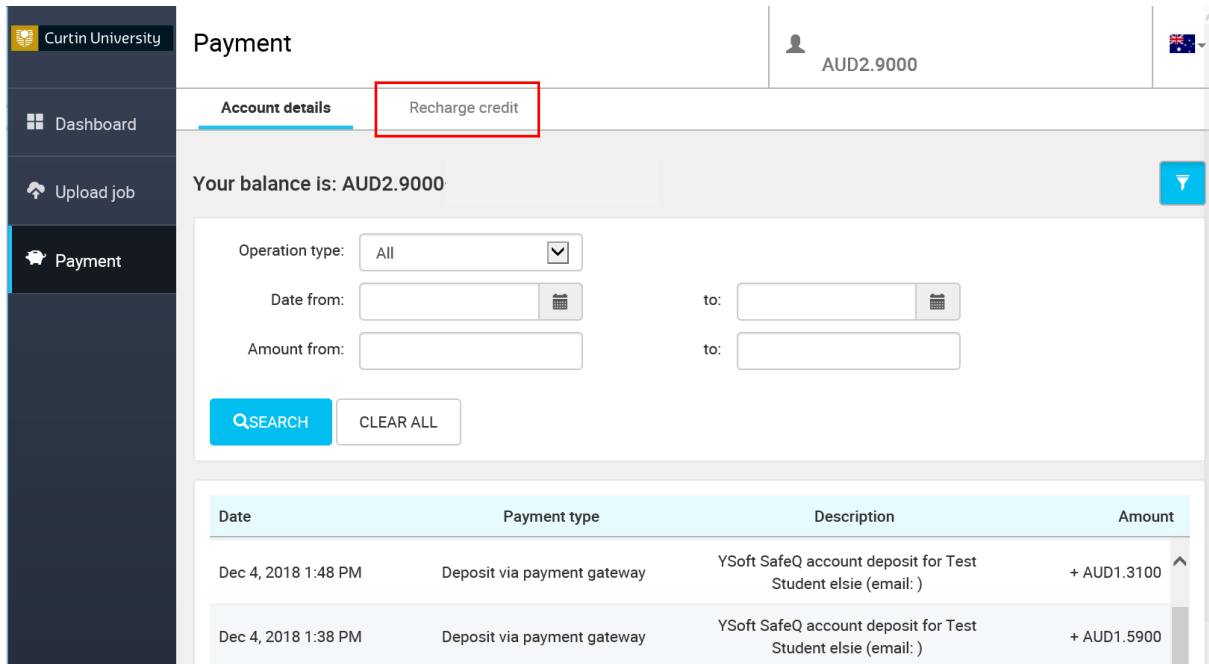
My deposit: AUD2.9000

Dec 4, 2018 2:27 PM	Transaction refund	+ AUD0.1100
Dec 4, 2018 1:48 PM	Deposit via payment gateway	+ AUD1.3100
Dec 4, 2018 1:38 PM	Deposit via payment gateway	+ AUD1.5900
Dec 4, 2018 10:23 AM	Transaction refund	+ AUD0.1100
Dec 4, 2018 10:22 AM	Transaction refund	+ AUD0.8800

[Show more](#)

RECHARGE

4. Select Recharge credit tab.



The screenshot shows the 'Payment' page of the Curtin University Managed Print system. The user's current balance is AUD2.9000. The 'Recharge credit' tab is selected in the top navigation bar. The page displays search filters and a table of recent transactions.

Your balance is: AUD2.9000

Operation type:

Date from: to:

Amount from: to:

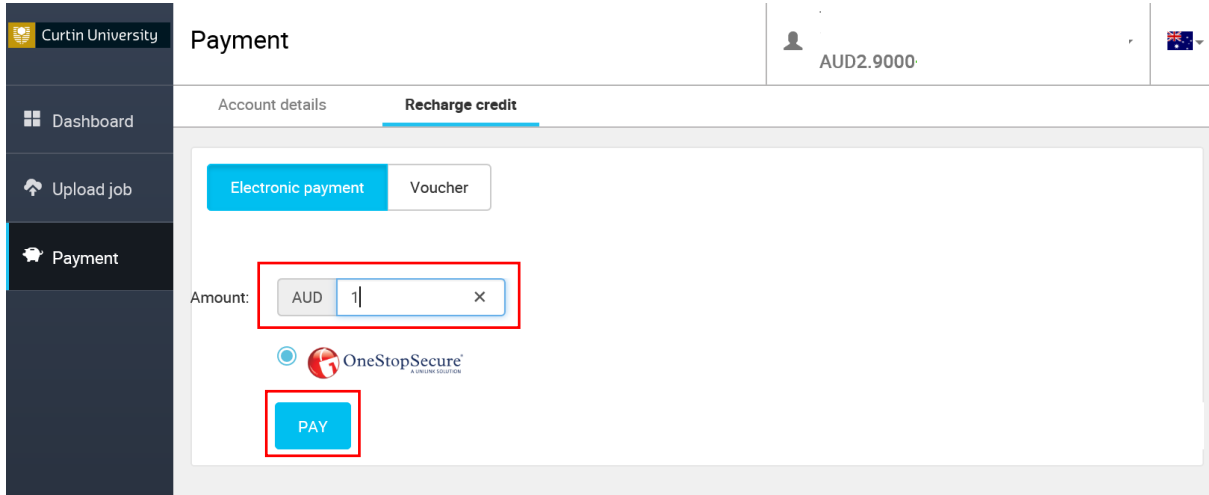
[SEARCH](#) [CLEAR ALL](#)

Date	Payment type	Description	Amount
Dec 4, 2018 1:48 PM	Deposit via payment gateway	YSoft SafeQ account deposit for Test Student elsie (email:)	+ AUD1.3100
Dec 4, 2018 1:38 PM	Deposit via payment gateway	YSoft SafeQ account deposit for Test Student elsie (email:)	+ AUD1.5900

Curtin Managed Print

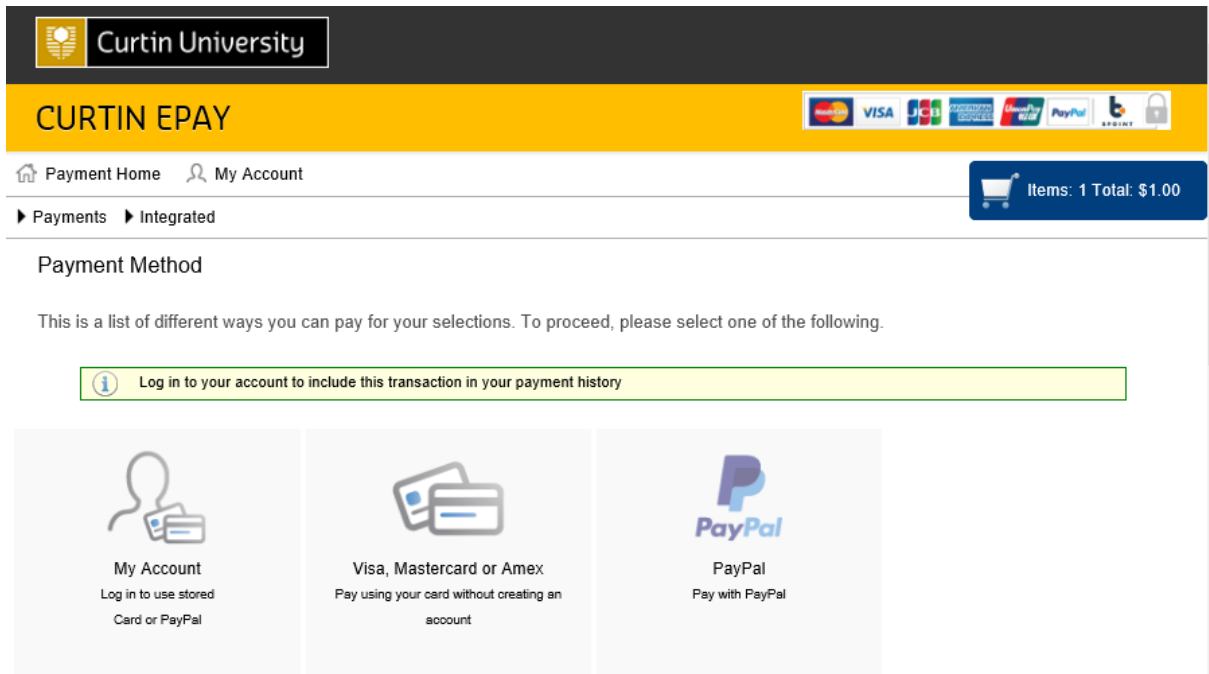
Recharging your print credit online

5. Type the dollar amount you want to add (minimum \$1) and select **pay**. You will be redirected to Curtin ePay for payment.



The screenshot shows the Curtin University 'Payment' interface. The user is logged in as 'AUD2.9000'. The 'Recharge credit' section is active, with two tabs: 'Electronic payment' (selected) and 'Voucher'. The 'Amount' field is set to 'AUD 1' and is highlighted with a red box. Below the amount field is the 'OneStopSecure' logo and a 'PAY' button, also highlighted with a red box. The left sidebar contains navigation options: 'Dashboard', 'Upload job', and 'Payment'.

6. Select a payment method.





The screenshot shows the Curtin ePAY interface. The header includes the Curtin University logo and 'CURTIN EPAY'. Below the header are navigation links for 'Payment Home' and 'My Account', and a shopping cart icon showing 'Items: 1 Total: \$1.00'. The main section is titled 'Payment Method' and contains the text: 'This is a list of different ways you can pay for your selections. To proceed, please select one of the following.' A yellow banner with an information icon and the text 'Log in to your account to include this transaction in your payment history' is displayed. Three payment method options are shown in a grid:

- My Account**: Log in to use stored Card or PayPal
- Visa, Mastercard or Amex**: Pay using your card without creating an account
- PayPal**: Pay with PayPal

Curtin Managed Print Recharging your print credit online

7. Enter your payment details and select Pay Now.

 Curtin University

CURTIN EPAY 


Payment Card Details

To proceed with this payment, enter your card details and click Pay Now or select a different payment method.

Number	210200075
Amount	\$1.00
Fee	\$0.00
Email	xxx.xxx@student.curtin.edu.au

Cardholder Name	<input type="text" value="My Name"/>
Card Number	<input type="text" value="XXXXXXXXXXXXXXXXXX"/>
Expiry Date	<input type="text" value="10"/> / <input type="text" value="20"/>
Security Code (CVV)	<input type="text" value="123"/> What's this?

Amount Payable \$1.00

Pay Now 

Select a different payment method

8. Once your payment has been processed you will be returned to the Curtin Managed Print portal where you can check your transactions or balance.