

Print / photocopy

PLEASE NOTE! IN MID-OCTOBER 2017 LUND UNIVERSITY WILL HAVE A NEW PRINTING SYSTEM.

DO NOT AD MORE MONEY TO YOUR PAYEX BALANCE THAN YOU EXPECT TO USE BEFORE THAT.

<http://www.print.lu.se/systembyte-2017> (In swedish only).

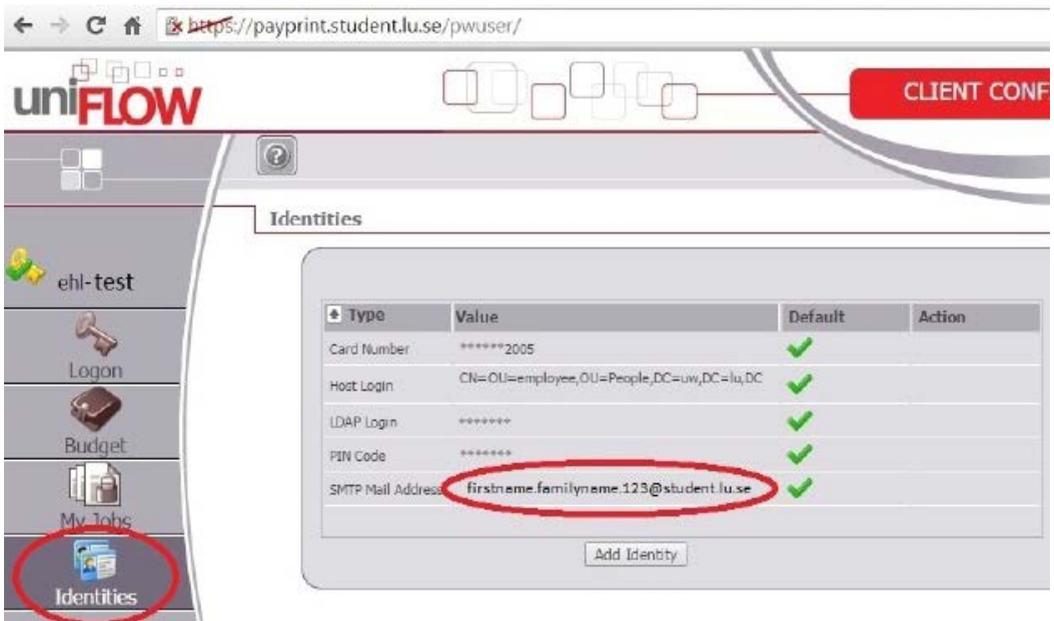
At the School of Economics and Management you print with a system called SecurePrint. You pay with PayEx, which is an electronic wallet.

SecurePrint is used at many of the faculties within Lund University. If you already have an account at another faculty, start at step 5.

CREATE A PAYEX-ACCOUNT

1. **Open the following webpage** and log in via CAS with your Student Account:
<https://payprint.student.lu.se/pwuser/>

2. Click on Identities to the left and **copy the e-mail address** in the bottom of the box (your student e-mail = **firstnamn.familyname.123@student.lu.se**).



The screenshot shows the uniFLOW web interface. The browser address bar displays <https://payprint.student.lu.se/pwuser/>. The page features a navigation menu on the left with icons for 'ehi-test', 'Logon', 'Budget', 'My Jobs', and 'Identities'. The 'Identities' section is active, displaying a table of user identities. The 'SMTP Mail Address' field is circled in red, showing the email address 'firstname.familyname.123@student.lu.se'. A red button labeled 'CLIENT CONF' is visible in the top right corner.

Type	Value	Default	Action
Card Number	*****2005	✓	
Host Login	CN=OU=employee,OU=People,DC=uw,DC=lu,DC	✓	
LDAP Login	*****	✓	
PIN Code	*****	✓	
SMTP Mail Address	firstname.familyname.123@student.lu.se	✓	

3. Create your account at PayEx: <https://wallit.payex.com/>
Set it to english at the top and then click on "Create an account".
When you state your e-mail, paste the one you just copied.

The screenshot shows the PayEx Konto website. At the top, there is a navigation bar with the PayEx logo and a language selector showing 'EN'. Below the navigation bar is a 'Login' section with fields for 'Email' and 'Password', and a 'Log in' button. To the right of the login section is a 'PayEx Account' section with the heading 'Convenient Payments' and a description of the service. Below the 'PayEx Account' section is a 'Sign up' section with the text 'New to PayEx Account?' and a link 'Create an account' which is circled in red. To the right of the 'Sign up' section is a 'Connect PayEx Mobile to your PayEx Account' section. Below the 'Connect PayEx Mobile' section is a red-bordered box containing the text 'Increased regulatory' and a paragraph explaining the requirements for users, followed by a contact email 'ehandel@payex.com'. An arrow points from the 'Create an account' link to the 'Increased regulatory' box.

Please note! If you are an **international student** you must prove you're a student at Lund University.

Therefore, after the registration, you will receive an e-mail from PayEx, asking you to send a copy of your **passport + LU student ID card / letter of acceptance**.

The easiest way is to take a photo with your mobile and send it to ehandel@payex.com.

Also remember to write your PayEx account number, which is included in the e-mail from PayEx.

When your registration is complete, you will receive an e-mail confirmation from PayEx within a maximum of 48 hours. (Usually a within a few hours).

4. **Transfer funds** to the PayEx account via Mastercard, VISA, Swedbank or Nordea (minimum amount SEK100). You can also buy a PayEx-card at Pressbyrå or 7-Eleven (minimum amount SEK50).

5. **Connect** your Student account to your PayEx account:

a. Go to <https://payprint.student.lu.se/pwuser/>, (log in), click on "Budget", and then click on "Activate Agreement".

b. In the box that appears, confirm your email address and click on "Next".

The screenshot shows the uniFLOW Client Configuration interface. On the left is a navigation menu with options: ehl-test, Login, Budget (highlighted with a red circle), RQM Jobs, and Identities. The main content area is titled "Budget" and displays the following information:

- Budget Managed By:** PayEx
- PayEx Current Balance:** 0.00
- PayEx Account Number:** Not Found
- PayEx Agreement Active:** Not Found

Below this information is a table with columns: Timestamp, User, Job Name, Type, Format / Product, Cardinality, and Value. An "Activate Agreement" button is circled in red next to the "PayEx Agreement Active" status.

PayEx Agreement Wizard

The PayEx Agreement is to allow the university to automatically collect funds from your Payex account when you Print or copy on the system. By completing the wizard you agree to the terms and conditions of Lund university.

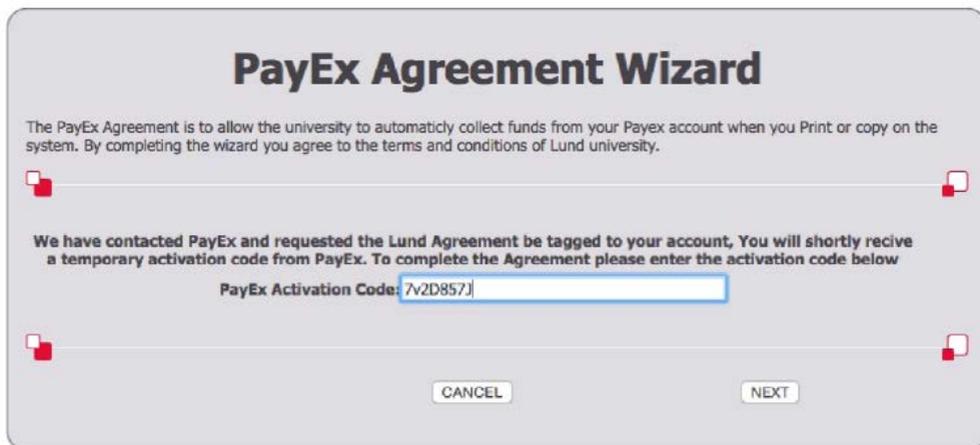
Please Enter or Confirm your registered PayEx Email Account.

Email:

CANCEL

NEXT

c. PayEx will now send a **single-use activation code** to your student e-mail. Copy the activation code and paste it onto the registration page.



The screenshot shows a web form titled "PayEx Agreement Wizard". At the top, it explains that the agreement allows the university to automatically collect funds from a PayEx account when printing or copying. Below this, a message states: "We have contacted PayEx and requested the Lund Agreement be tagged to your account. You will shortly receive a temporary activation code from PayEx. To complete the Agreement please enter the activation code below". A text input field is labeled "PayEx Activation Code:" and contains the value "7v2D857J". At the bottom of the form, there are two buttons: "CANCEL" and "NEXT".

d. Click on "Next" and you will receive a confirmation email. Finally, log out of the website. You're now ready to print!

Please note! It can take up to 15 minutes before the PayEx agreement is activated and you can start using the system for printing and copying. You can't log in to the copier/printer before it is activated.

6. Log on to the copier/printer and print, copy or scan your documents.

TRANSFER MONEY

Transfer funds to the PayEx account with your credit card (see step 4):
<https://wallit.payex.com/>

PROBLEMS?

Technical problems, contact LU Servicedesk: +46(0)46-2229000,
servicedesk@lu.se, <https://lusericedesk.service-now.com/support/>

Account problems, contact PayEx: +46(0)498-202027,
ehandel@payex.com, <http://payex.com/private/customer-services>