

# Buy and top-up print credit online

You can now purchase print credit online using your credit / debit card.

1: Navigate to <https://printcredit.gre.ac.uk>

- Enter your university username and password
- You must tick that you **Accept the terms and conditions**
- Click **Login**

## Online print credit top-up service

User Name:

Password:

Keep me logged in on this device

Accept the terms and conditions

[Terms and Conditions](#)

**Before you accept the university's Terms and Conditions you are strongly advised to read them. Note: refunds will not be given for unused print credit.**

2: Select **Budget Recharge**

3: Enter the amount you wish to top-up your account by, then select **Next**

## Online print credit top-up service

**Budget Recharge**

Set Cash Amount:  GBP \*

The minimum possible cash amount is 1 GBP.

Online Payment Provider: WPM

\* These mandatory fields must be filled in.  
Please set the cash amount and choose 'Next' to go on with the budget recharge.  
Note that in the next step the payment pages of the online payment provider will be displayed. After finishing the payment, you will be redirected back to the Internet Gateway.

4: You will see a message informing you that are being re-directed to the payment gateway

## Online print credit top-up service

Please wait! Initializing Budget Recharge ...  
Note that in the next step the payment pages of the online payment provider will be displayed. After finishing the payment, you will be redirected back to the Internet Gateway.

# Buy and top-up print credit online

5: You will be presented with a Payment Summary page, click **Continue** to move to the payment details

Description of item(s) to pay	Total Cost
Printing Credits	£1.00
<b>Total to Pay Now</b>	<b>£1.00</b>

**Continue »**

Secured by **click to verify** 2019-10-23  
ABOUT SSL CERTIFICATES

6: On the Enter Payment Details page, enter your credit or debit card details as instructed.

Card Type \*

Visa

Visa Debit

MasterCard

Visa Electron

Billing Address

7: Enter your Billing Address manually or use the Address finder functionality

8: Select **Find Address**. The page will refresh

**Find Address »**

Please ensure the **Country** field has been filled in correctly

**Important:** You must enter a valid email address as your payment confirmation will be sent to the address entered.

9: Select **Continue**. You will be presented with the **Review and Confirm** page

**Continue »**

# Buy and top-up print credit online

Review and Confirm

Payment Item Summary

Description of item(s) to pay	Total Cost
Printing Credits	£1.00
<b>Total to Pay Now</b>	<b>£1.00</b>

Payment Information [Edit](#)

**Debit/Credit Card Details**

Name on Card: [Redacted]  
Last 4 Digits of Card Number: [Redacted]  
Card Type: [Redacted]  
Card Expiry Date: [Redacted]

**Billing Address Details**

[Redacted]  
[Redacted]  
[Redacted]

Email confirmation will be sent to [bill@gs.ac.uk](mailto:bill@gs.ac.uk)

3D-Secure Information

**Verified by VISA**  
**MasterCard SecureCode**

For increased security and fraud prevention, your card issuer may need additional information from you to verify that you are the payer.  
If this is the case, there will be an extra step, where your card issuer will ask you to authenticate your identity before completing your payment.

[Back](#) [Confirm »](#)

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ABOUT SSL CERTIFICATES

10: Check the details are correct, and select **Confirm** to complete the transaction



You will see the Payment Successful page

Payment Successful

Transaction Details [Print](#)

Transaction reference: PRT27391  
Transaction date/time: 11 Oct 2019  
Email confirmation: [Redacted]

Your Payment Details

**Billing Address Details** **Debit/Credit Card Details**

[Redacted] [Redacted]

Payment Item Summary

Description of item(s) paid	Total Cost
Printing Credits	£1.00
<b>Total paid today</b>	<b>£1.00</b>

[Continue»](#)

11: Select **Continue** to your main account screen which will display your latest transaction.

12: Select **Logout** when you have finished



## Payment Processing

- You will receive a payment confirmation email to the email address entered at time of payment.
- If the payment is not successful you will need to check the card details and reenter or use an alternative card.
- When purchasing print credit your quota will be credited immediately. If this does not happen contact the IT Service Desk [itservicedesk@greenwich.ac.uk](mailto:itservicedesk@greenwich.ac.uk)