HEALTH SCIENCES LIBRARY & INFORMATICS CENTER

Public User wēpa Printing Guide

Getting Started:

- Create a wēpa Account:

  1. Go to **www.wepanow.com/login.**
  2. Click "LOGIN" in the upper right-hand corner.
  3. Click the "Register" tab in the center of the screen.
  4. After filling out the necessary information, log into your wēpa account.

- Logging into Your wēpa Account at the Printer:

  1. Tap "Don't have a LoboCard? Tap here" on the main screen.
  2. Tap "Wepa Account Login" and input your login information.

- Adding Money to Your wēpa Account Online:

  1. Click "DEPOST FUNDS" in the upper right-hand corner of the screen.
  2. Select your payment amount and type, and then enter your information.
     - Printing Costs:
       - Black and white single: $0.06
       - Black and white double: $0.10
       - Color single: $0.25
       - Color double: $0.35
  3. Confirm the payment and submit.

- Adding Money to Your wēpa Account at the Printer:

  1. Log into your wēpa account on the printer.
  2. Tap the menu button (☰) in the upper right-hand corner of the screen.
  3. Tap "Deposit Money."
  4. Select your payment amount and method (PayPal or card) and follow the instructions on the screen.

PRINTING INSTRUCTIONS ON OTHER SIDE

Printing:

- **At Your Computer:**

  1. Print your document like you normally would.

  2. Make sure to select your printer of choice, this determines your printer settings:

     - **wepa BW**—Black and white one-sided

     - **wepa BW Two-Sided**—Black and white two-sided

     - **wepa Color**— Color one-sided

     - **wepa Color Two-Sided**—Color two-sided

  3. A window pops up prompting you to log into an HSC account—**DO NOT LOG IN HERE**—click the "Non school account" button on the bottom right.

  4. Log in—this will send your document to your wēpa account.

- **At the Printer:**

  1. Log into the printer. (see instructions on other side)

  2. Make sure your document is selected and click "Print."

     - The "Print" button will display the total cost of your print job.

     - If you have money already on your account, just click "Print" and the cost of the print job will be deducted from your account.

     - To add money to your account, see other side for instructions.

     - You can also pay per print job at the printer using either a card or PayPal, however, you will be charged an additional $0.40 per transaction.