




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: \$0.08
 - Black and white double: \$0.15
 - Color single: \$0.35
 - Color double: \$0.50
 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.
