



wēpa Web Upload

The guide will teach students how to upload their documents to the wēpa web client.

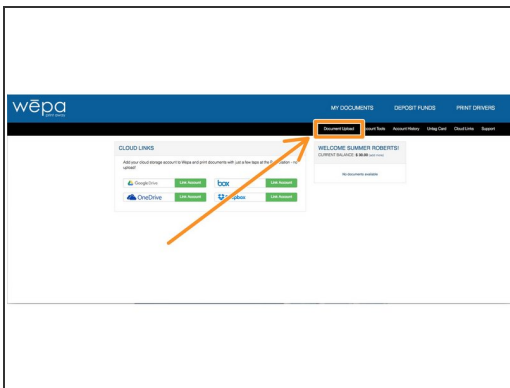
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Upload to
wēpa Web

Step 1 — wēpa Web Upload

- Begin by opening your favorite web browser and navigating to <https://www.wepanow.com/login>
- Log into your account using the following format: Username: `FirstName_Lastname@students.laboure.edu` followed by your Labouré password.

Step 2



- Select **Document Upload** in the menu bar.
- Select **Choose your File** and navigate to the document you would like to upload.
- Select your print options, when ready click **Send print options**.

Step 3

UPLOAD YOUR DOCUMENTSTEP 1

SET YOUR PRINT OPTIONSSTEP 2

REVIEW THE RESULTSSTEP 3

Wēpa CODE

GFE414

1 PAGE TO PRINT

Your document has been successfully uploaded. Visit any Wēpa print station to release your file. There are two ways to release your file at a Wēpa print station.

• Login to release multiple files at once.

• Use the Wēpa code above to release a particular file.

1024x768px

Wēpa

MY DOCUMENTS

EXPORT FUNDS

PRINT OVERS

LOGOUT

WELCOME SUMNER-RO

EXPORT FUNDS & PRINT OVERS

UPLOAD YOUR DOCUMENT

SET YOUR PRINT OPTIONS

REVIEW THE RESULTS

PRINT JOBS

Bulk delete

<input type="checkbox"/>	Wēpa Code	Document Name	Date Sent	Total Pages	Color Type	Print Options
<input type="checkbox"/>	GFE414	Danny_Devito_Cover.jpg	08 May, 2018 03:59 PM	1	full color	single-sided

- This is your confirmation code.
- To confirm your document was uploaded, click **My Documents** at the top of the page.
- You will see a list of documents that have been uploaded.