



# Add Additional wēpa Balance

This guide will show students how to add funds to their wēpa balance if they consume the \$30.00 print allowance.

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Add Funds  
to wēpa

## INTRODUCTION

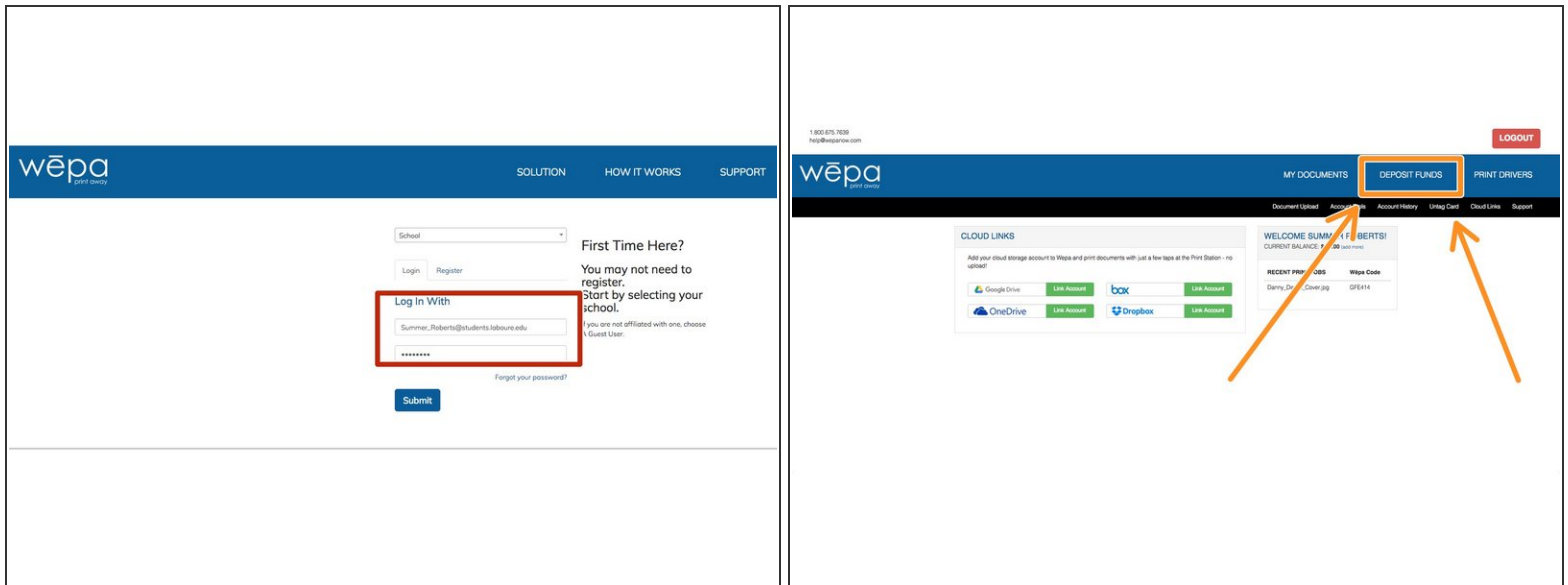
Every active student is provided with a \$30 printing allowance at the beginning of each semester. The cost of printing is broken down below:

Black and White printing per page: \$0.06

Color printing per page: \$0.12

This allowance is enough to print up to 500 sheets (black and white) or 250 sheets (color) per semester. If a student uses their entire print allowance, they have the option of adding an additional balance to their printing account using an alternate payment method such as a credit, debit card, or paypal account.

## Step 1 — Add Additional wēpa Balance



- 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.
- Select **Deposit Funds** on the top menu.

## Step 2

The image displays two screenshots of the Wēpa account interface, illustrating the steps for adding a deposit.

**Left Screenshot (Step 1 & Step 2):**

- STEP 1: SELECT A DEPOSIT AMOUNT** (WELCOME SUMMER ROBERTS! CURRENT BALANCE: \$ 30.00 (add more))
  - Amount selection buttons: \$ 5.00, \$ 10.00, \$ 15.00, \$ 20.00, \$ 25.00, \$ 50.00.
- STEP 2: SELECT A PAYMENT METHOD**
  - Payment method selection: Credit Card, PayPal.
  - Billing Information** (Country (required), City (required), First Name (required), State (required), Last Name (required), Zip Code (required), Address (required)).
  - Payment Information** (Wēpa Accepts: VISA, Mastercard, American Express, Discover; Card Type (required), Credit Card Number (required), Verification Code (required), What's this?, Expiration date (required), Please use MMYY format, Save/Update My Billing and Credit Card Information).
  - Submit & Complete** button.

**Right Screenshot (Step 1 & Step 2):**

- STEP 1: SELECT A DEPOSIT AMOUNT** (WELCOME SUMMER ROBERTS! CURRENT BALANCE: \$ 30.00 (add more))
  - Amount selection buttons: \$ 5.00, \$ 10.00, \$ 15.00, \$ 20.00, \$ 25.00, \$ 50.00.
- STEP 2: SELECT A PAYMENT METHOD**
  - Payment method selection: Credit Card, PayPal.
  - Make a deposit into your account via PayPal's secure checkout.
  - PayPal Accepts: VISA, Mastercard, American Express, Discover.
  - PayPal Checkout** button (The safer, easier way to pay).

- On the next page you will have the option to select the amount you would like to add as well as your payment method.
- If you opt to use PayPal, you will be temporarily brought to an outside page to complete the transaction.