Topping Up Your Print Balance

- Please note there is a 35c transaction fee when topping up, and you must top-up a minimum of $3.
- You do not need to create a PayPal account – there is a way to pay with a credit/debit card. Follow the instructions below.

1 Go to the Printing Funds Portal website.
- If you are on campus, click on the ‘Print Balance and Payments’ icon on the desktop.
- From anywhere, navigate to https://wifiprint.student.vuw.ac.nz and click on ‘Add Funds’.

2 First log in to your account, then click on ‘Deposit’.

3 Click on the PayPal link to top up. You can still pay by credit/debit card following this too (you will NOT need to create a PayPal account).
4. Enter the amount that you wish to top up, then tick the box to accept the policy. You can then continue to payment by clicking [PayPal Check out].

5. You will now be taken to a screen where you can select your payment method. Select your preferred method ([Paypal or Debit/Credit card]), then follow the on-screen instructions.

   [PayPal]

   Pay with PayPal

   Enter your email or phone number to get started.

   [Next]

   or

   [Pay with Debit or Credit Card]

6. Make sure all of your information is correct, then click ‘Pay now’. Your money will now be on your account.

   [PayPal Deposit]