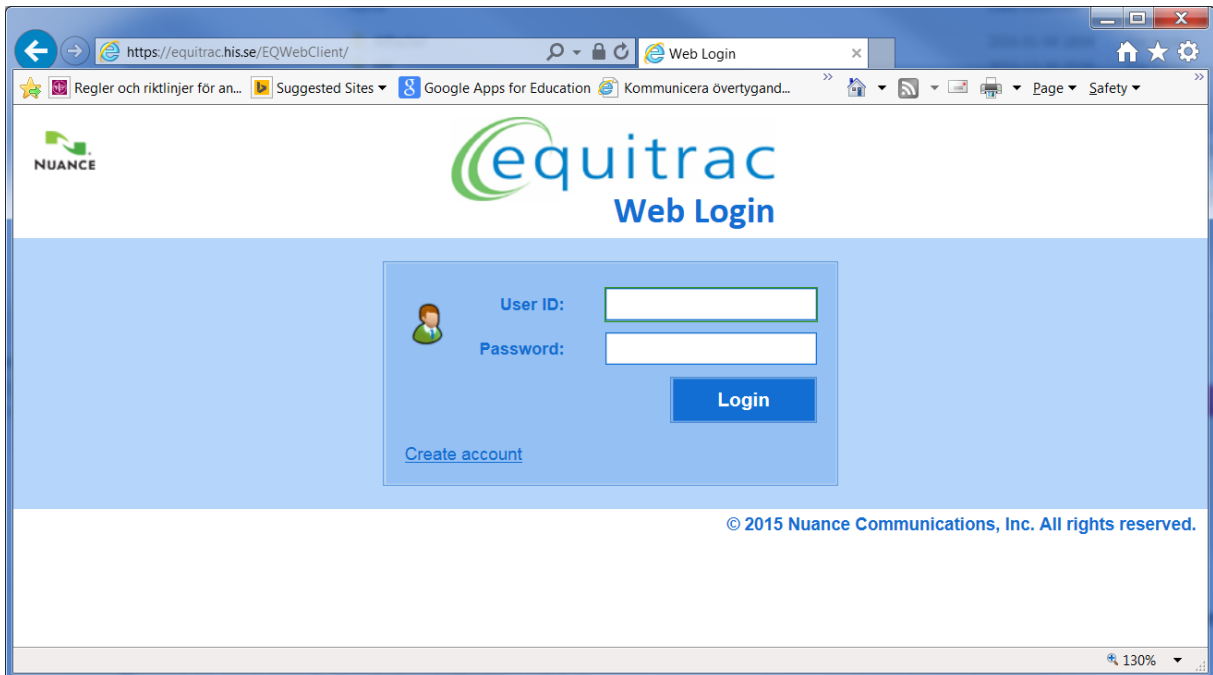


NOTE! No refunds will be made for payed print quota! Do not buy more quota than you will use.
(You can transfer your paid quota to another student account, using User Dashboard)

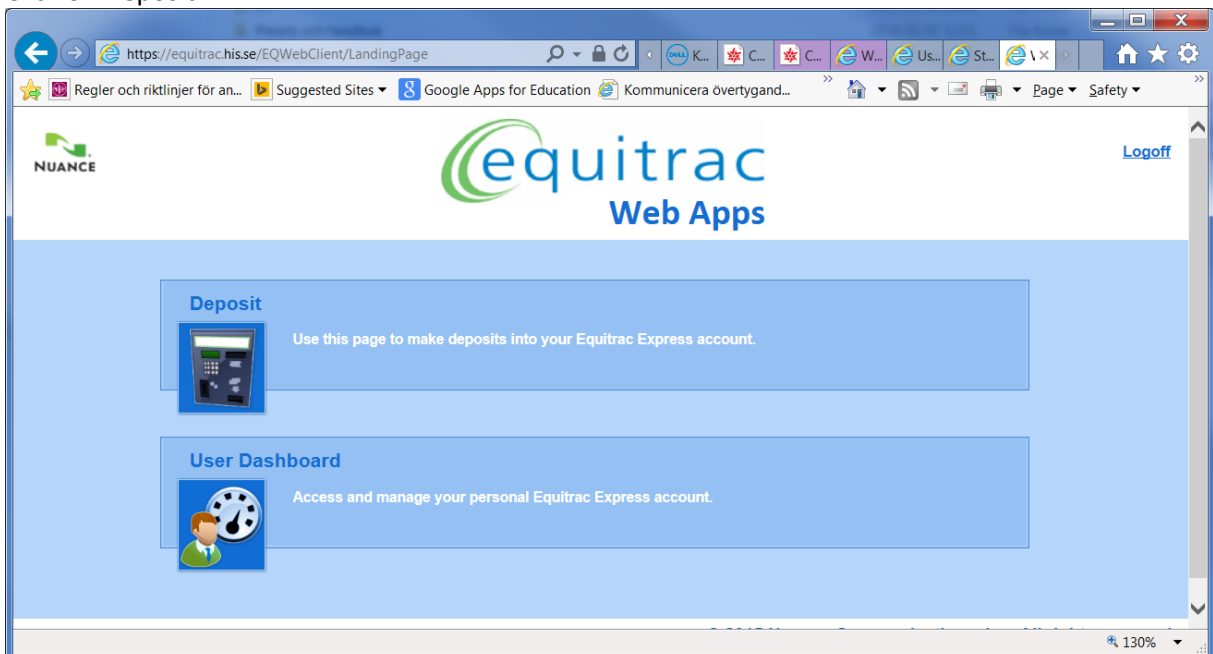
How to buy more print quota.

Visit <https://equitrac.his.se>

You will be redirected to the University of Skövdes site for Equitrac web login. Login with you student account.



Click on Deposit



Click on PayPal

The screenshot shows the Equitrac Deposit web client interface. At the top, there is a navigation bar with the Equitrac logo and links for "Logoff" and "Home". Below this, a message reads "Use Web Deposit to increase the amount in your Equitrac Express Account". The current balance is displayed as "Current Equitrac Express balance 200.00 SEK". Underneath, it says "Select deposit method:" and a blue button labeled "PayPal" is highlighted. The button contains the PayPal logo and the text "Add funds to your Equitrac Express balance with PayPal". At the bottom, there is a copyright notice: "© 2015 Nuance Communications, Inc. All rights reserved." and a zoom level of 130%.

Enter amount and check the box for "I have read and accepted", then click on PayPal check out.

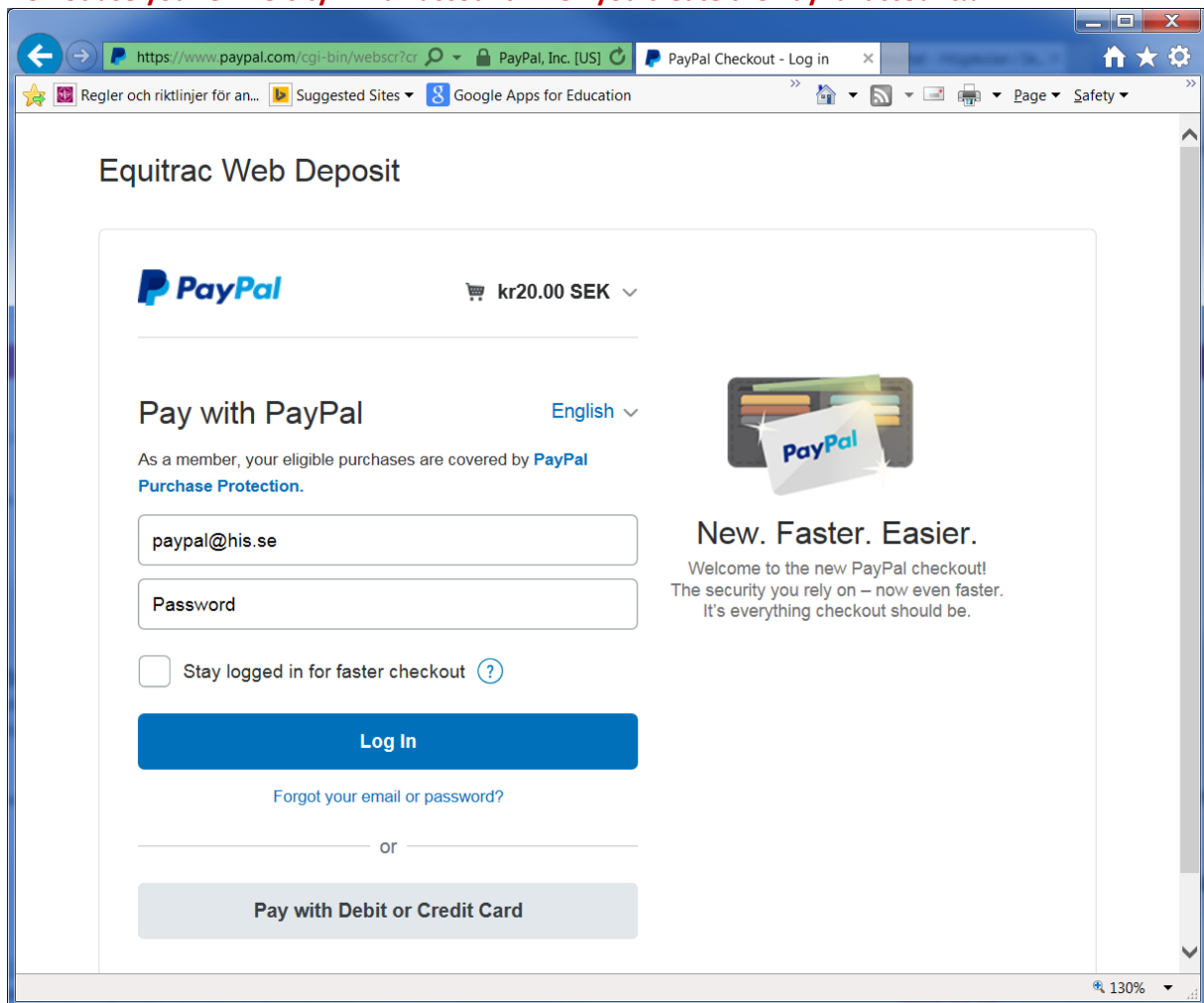
The screenshot shows the Equitrac Deposit web client interface for the PayPal deposit step. The URL in the browser is "https://equitrac.his.se/EQWebClient/WebDeposit/Paypal". The page features a progress bar with four steps: "1. Set amount", "2. PayPal settings", "3. Review payment", and "4. Complete payment". The "1. Set amount" step is currently active. Below the progress bar, there is a section titled "Specify the amount to add to your Equitrac Express balance". It includes a PayPal logo, a table with the following data:

Current Equitrac Express balance	200.00	SEK
Amount (min. 20.00, max. 200.00)	20	SEK
Estimated new Equitrac Express balance	220.00	SEK

Below the table, there is a section titled "Please review the following documents to proceed" with a document icon and a checked checkbox next to the text "I have read and accepted: PayPal Acceptable Use Policy". At the bottom left, there is a "Cancel" button, and at the bottom right, there is a "PayPal Check out" button with the tagline "The safer, easier way to pay". A copyright notice "© 2015 Nuance Communications, Inc. All rights reserved." and a zoom level of 130% are also visible.

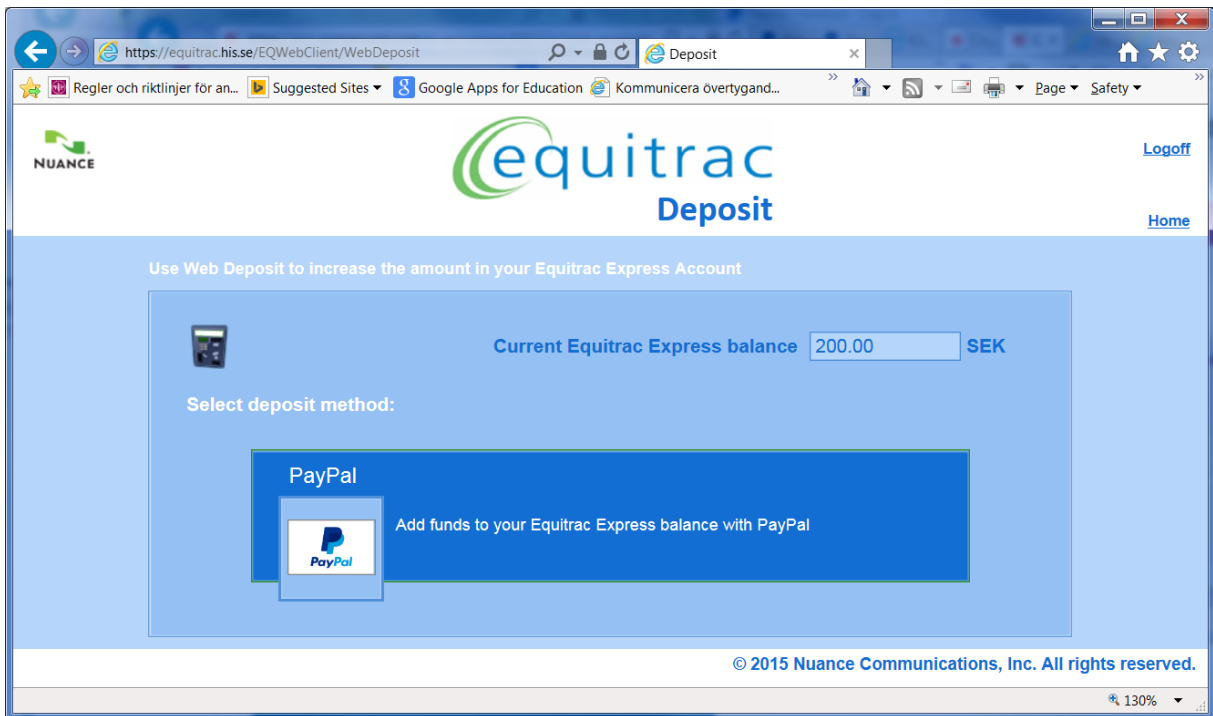
You are now being redirected to PayPal and you need **to logon** with your private PayPal account. [If you don't have a PayPal account you can create one. At the bottom of the screen select "Pay with Debit or Credit Card" and follow the instructions. There is also an option to pay for quota without creating a PayPal Account.

Do not use your University E-mail account when you create the PayPal account!!

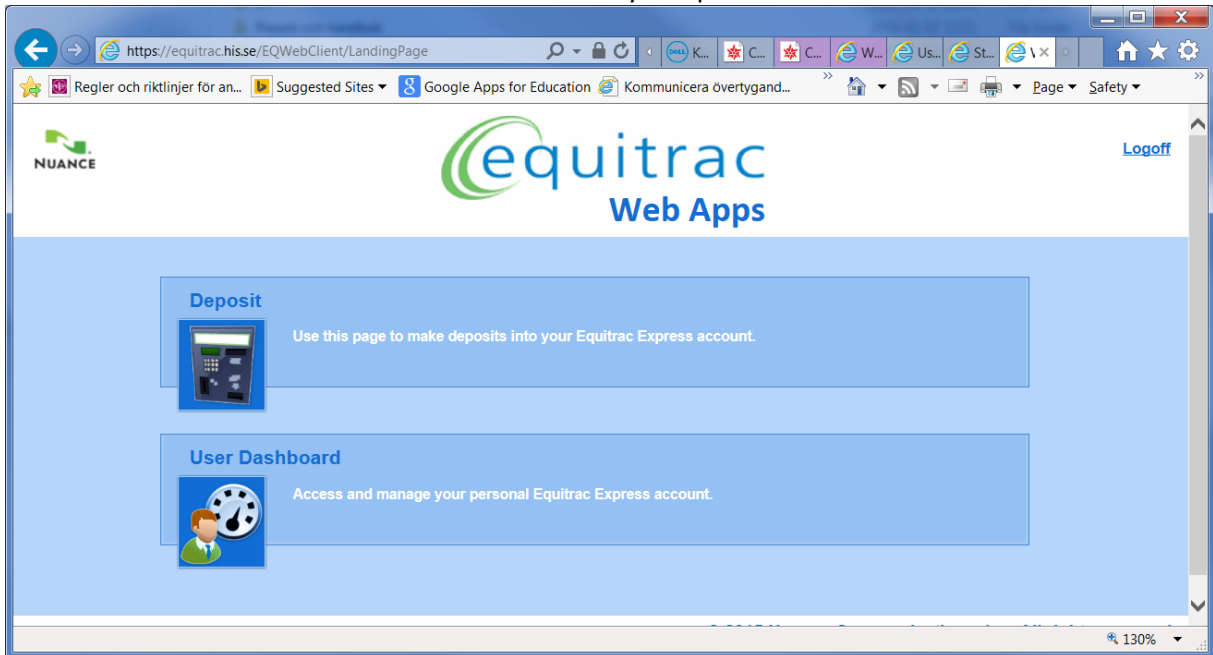


The screenshot shows a web browser window displaying the PayPal checkout page for Equitrac Web Deposit. The page title is "Equitrac Web Deposit". The main content area features the PayPal logo and a shopping cart icon showing "kr20.00 SEK". Below this, there is a section titled "Pay with PayPal" with a language dropdown set to "English". A message states: "As a member, your eligible purchases are covered by PayPal Purchase Protection." The login form includes an email field with "paypal@his.se", a password field, and a checkbox for "Stay logged in for faster checkout" with a help icon. A blue "Log In" button is present, along with a link for "Forgot your email or password?". Below the login form, there is an "or" separator and a grey button labeled "Pay with Debit or Credit Card". To the right of the login form, there is a graphic of a smartphone with a PayPal logo and the text: "New. Faster. Easier. Welcome to the new PayPal checkout! The security you rely on – now even faster. It's everything checkout should be." The browser's address bar shows "https://www.paypal.com/cgi-bin/webscr?cr" and the page is zoomed to 130%.

When your PayPal transaction is completed you will return to the Equitrac Deposit start screen. Click on Home.



You can now select User Dashboard to validate that your quota has been added.



Check the fields for paid and total balance. You can also select Reports and view your Account Statement.

The screenshot shows the Equitrac User Dashboard in a web browser. The browser address bar displays <https://equitrac.his.se/EQWebClient/UserDashboard>. The page header includes the Nuance logo, the Equitrac User Dashboard title, and links for 'Logoff' and 'Home'. Below the header, there is a summary bar with the following information: Primary PIN: 1557615600, Default billing code: [empty], Total balance: 200.00 SEK, = Paid: 60.00 SEK, + Allotted: 140.00 SEK. A navigation bar contains icons and labels for 'View jobs', 'Reports', 'Default billing code', and 'Transfer funds'. The main content area features a table with the following data:

Document name	Owner	Submitted	Expires in	Cost
AddPrinter_sh	a08larbl	1/14/2016 5:02:44 PM	70:14	0.63 SEK

A 'Refresh' button is located at the bottom right of the table. At the bottom of the page, there is a copyright notice: '© 2015 Nuance Communications, Inc. All rights reserved.' and a zoom level of 130%.

Logoff when done!