



Pay for Print – *Brief Guide for Students and Staff*

What do I need to use Pay for Print?

To use the PayforPrint service, you need the following:

- 1) An Enterprise Active Directory (EAD) Account
 - a. Students: This is your CWL username, suffixed with “.stu”. Use this username with your CWL password (e.g., jlev34.stu)
 - b. Employees: This is your CWL username and password
- 2) An activated UBCCard with funds available

How do I get an EAD account?

All UBC students, faculty and staff automatically have an EAD account provisioned. If you have any trouble using your EAD account, you may need to reset your CWL password at <https://www.cwl.ubc.ca/myAccount/login.jsp>

How do I activate my UBCCard Account?

Activate your UBCCard by adding funds to your account. You can do this at <https://www.ubccard.ubc.ca>

There is also a link labeled “Add Funds – UBCCard” at <http://payforprint.ubc.ca>

How-to-use Pay for Print

There are two methods for printing to laser printer: Web Print, and Workstation Printing:

Web Printing

The web printing option allows you to print to a PayforPrint printer by uploading commonly used files:

- 1) Prepare your document. The default print size and orientation is letter (8 ½ x 11) and portrait. If you need landscape orientation, please use the adobe reader to rotate and resize your output.
- 2) Log in to <https://payforprint.ubc.ca> using your EAD account
- 3) Verify that you have funds available in your account. If not click on “Add Funds – UBC Card”
- 4) Click on “Web Print” followed by “Submit a Job”
- 5) Select the printer that you want to use. If you do not see the printer that you want to use, you can use the search feature to find the appropriate printer or queue. All print queues default to letter sized paper and portrait orientation. To print tabloid size, please pick the 11x17 print queue.
- 6) Click on “Print Options and Account Selection” to continue followed by “Upload Documents”
- 7) Click on “Upload from Computer” and select your file. A list of supported file types is shown on this page.
- 8) Click on “Upload & Complete” after you are done selecting your files.
- 9) You will be redirected to a print status monitoring page. If you have selected a hold and release print queue, the print job will be held until you release it at the printer. If you have selected an immediate release print queue, it will be printed immediately.



Workstation Printing

The workstation printing option allows you to print from a UBC lab workstation using the standard print drivers:

- 1) Log in to <https://payforprint.ubc.ca> using your EAD account
- 2) Verify that you have funds available in your account. If not click on “Add Funds – UBC Card”
- 3) Click “Print” in your application and select the printer that you wish to send your job to.
- 4) Login with your EAD account when the pop-up login is displayed.
- 5) If you have selected a hold and release print queue, the print job will be held until you release it at the printer. If you have selected an immediate release print queue, it will be printed immediately.

Frequently Asked Questions

- 1) Why am I not able to log in to the payforprint website? I’m able to log in to CWL so I know that my password is working.

You need to log in to pay for print using your EAD account. If you are a student, it is your CWL account with a “.stu” appended to the end. If this is still not working, it may be that your passwords have not been synchronized. Please change your password at <http://www.cwl.ubc.ca> . This will synchronize your passwords to EAD.

- 2) Why is my account balance \$0 at the pay for print website? I know that I have money in my Residence Mealplan or UBCCard plan.

You may need to activate your pay for print account if you have an existing Residence Flex Plan or UBCCard Plan. Please click on the “Add Funds – UBCCard” link and log in to the UBCCard Plan website. After you log in, please click on the “Activate my student UBCCard”.

- 3) Why didn’t my print job come out on the right paper size when using web print? My PDF document specifies 11x17 size paper.

All print queues in the web print system are set to letter (8 ½ x 11) size paper. If you require tabloid (11 x 17) size output, please select a print queue that is configured for tabloid (11 x 17) output. These are described in the Location/Description section of the printer selection page when you submit your print job.

- 4) Why didn’t my print job come out in the correct orientation when I use web print? I generated the PDF file in landscape mode.

All print queues are set to portrait mode. If you need something printed in landscape mode, please rotate your document 90 degrees and save the document using the adobe reader.

- 5) The quality of my printout is very poor who can I get a refund from?

Please visit the Law Library Circulation Desk.