Print / photocopy

PLEASE NOTE! IN MID-OCTOBER 2017 LUND UNIVERSITY WILL HAVE A NEW PRINTING SYSTEM. DO NOT AD MARO MORE MONEY TO YOUR PAYEX BALANCE THAN YOU EXPECT TO USE BEFORE THAT. http://www.print.lu.se/systembyte-2017 (In swedish only).

At the School of Economics and Management you print with a system called SecurePrint. You pay with PayEx, which is an electronic wallet.

SecurePrint is used at many of the faculties within Lund University. If you already have an account at another faculty, start at step 5.

CREATE A PAYEX-ACCOUNT

1. Open the following webpage and log in via CAS with your Student Account: https://payprint.student.lu.se/pwuser/

2. Click on Identities to the left and copy the e-mail address in the bottom of the box (your student e-mail = firstnamn.familyname.123@student.lu.se).
3. Create your account at PayEx: https://wallit.payex.com/
Set it to english at the top and then click on “Create an account”.
When you state your e-mail, paste the one you just copied.

Please note! If you are an international student you must prove you’re a student at Lund University.

Therefore, after the registration, you will receive an e-mail from PayEx, asking you to send a copy of your passport + LU student ID card / letter of acceptance.
The easiest way is to take a photo with your mobile and send it to ehandel@payex.com.
Also remember to write your PayEx account number, which is included in the e-mail from PayEx.

When your registration is complete, you will receive an e-mail confirmation from PayEx within a maximum of 48 hours. (Usually a within a few hours).
4. **Transfer funds** to the PayEx account via Mastercard, VISA, Swedbank or Nordea (minimum amount SEK100). You can also buy a PayEx-card at Pressbyrån or 7-Eleven (minimum amount SEK50).

5. **Connect** your Student account to your PayEx account:
   
   a. Go to [https://payprint.student.lu.se/pwuser/](https://payprint.student.lu.se/pwuser/), (log in), click on “Budget”, and then click on “Activate Agreement”.
   
   b. In the box that appears, confirm your email address and click on “Next”.

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**PayEx Agreement Wizard**

The PayEx Agreement is to allow the university to automatically collect funds from your PayEx account when you print or copy on the system. By completing the wizard you agree to the terms and conditions of Lund university.

**Please Enter or Confirm your registered PayEx Email Account.**

Email: [Enter Email]

[Cancel] [Next]
c. PayEx will now send a single-use activation code to your student e-mail. Copy the activation code and paste it onto the registration page.

Please note! It can take up to 15 minutes before the PayEx agreement is activated and you can start using the system for printing and copying. You can’t log in to the copier/printer before it is activated.

6. Log on to the copier/printer and print, copy or scan your documents.

d. Click on “Next” and you will receive a confirmation email. Finally, log out of the website. You’re now ready to print!

Please note! It can take up to 15 minutes before the PayEx agreement is activated and you can start using the system for printing and copying. You can’t log in to the copier/printer before it is activated.

Transfer funds to the PayEx account with your credit card (see step 4):
https://wallit.payex.com/

Technical problems, contact LU Servicedesk: +46(0)46-2229000, servicedesk@lu.se, https://luservicedesk.service-now.com/support/

Account problems, contact PayEx: +46(0)498-202027, ehandel@payex.com, http://payex.com/private/customer-services