

Pay for Print Printing

From a personal computer

1. Go to payforprint.ubc.ca
2. Sign in with: **yourusername.stu** and **CWL password**
3. On the left sidebar click on **Web Print**
4. Click the green **Submit a Job** button and choose a printer:

If printing in a library select one of:

For **double-sided printing** choose:

- central/BW-Letter-Duplex
- central/Colour-Letter-Duplex
- central/BW-11x17-Duplex
- central/Colour-11x17-Duplex

For **single-sided printing** choose:

- central/BW-Letter-Single
- central/Colour-Letter-Single
- central/BW-11x17-Single
- central/Colour-11x17-Single

Letter = Standard paper size, 8.5x11

BW = Black and white

Note: After submitting, you don't need to do anything further on the website

5. Your print job is ready! Go to a printer in IKBLC or other libraries, **swipe your UBCcard Print card** through the card scanner and click **Print**

From a Library computer

1. Select '**Print**' on the computer
2. Login to **Pay for Print** when prompted by the computer. Use your **CWL** and add "**.stu**" at the end
3. Your print job is ready! Go to a printer in IKBLC or other libraries, **swipe your UBCcard or Print card** through the card scanner and click **Print**



File size is limited to 15MB



Copies are limited to 10 per job



Cost per side:

- **7c B/W**
- **40c Colour**

