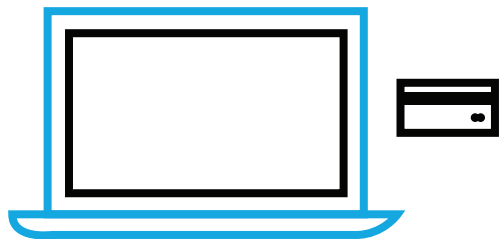# Pay for Print Set-Up

1. **Setup**
   - Connect to Wi-Fi
   - Navigate to **payforprint.ubc.ca**
   - Click **First time users**, please click here and log in

   Change your password:
   - Click the **Change my password** button
   - On the left-hand side menu click **Change Password**
     (Note: this will be your CWL password from now on)
   - Head back to payforprint.ubc.ca and **login** using: your **username.stu**
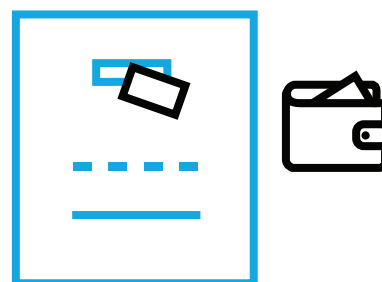   and your **new password**

2. **Adding Balance**
   There are two ways to add balance to your account:

Online (Requires Credit Card):
- Login to **payforprint.ubc.ca** and navigate to **Add Money – UBC Card**
- Use the system to **select a Campus Plan** to add a minimum of $5.00 CAD
- Please note that **TD bank cards often do not work**

Cash:
- Use the **Print Card Vendor machine** located on the 3rd floor of IKBLC