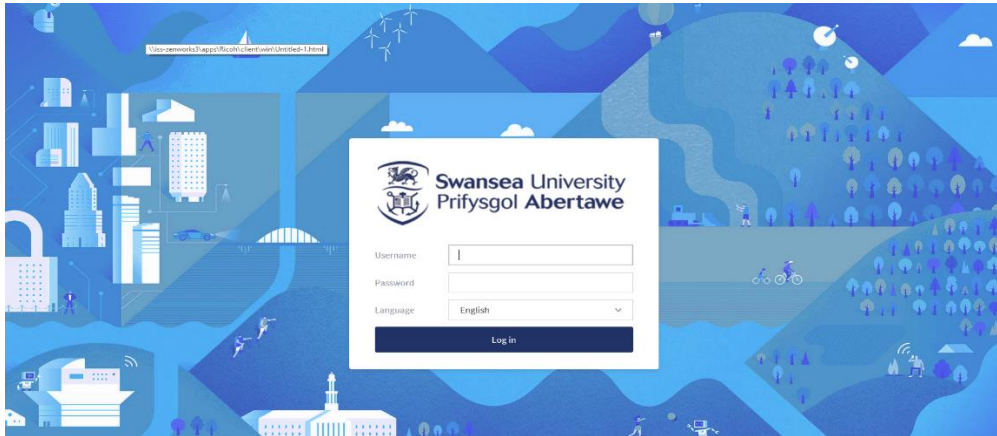
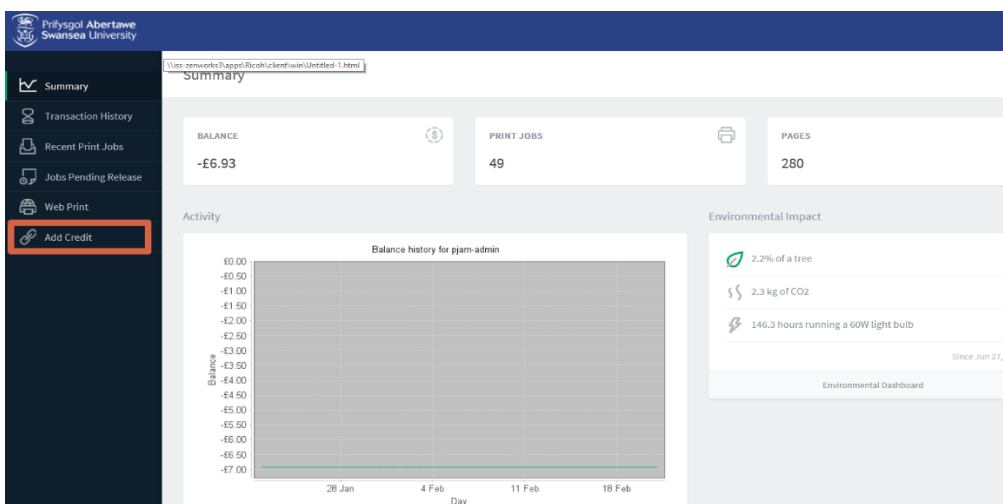


Adding credit to your printing account via online payment

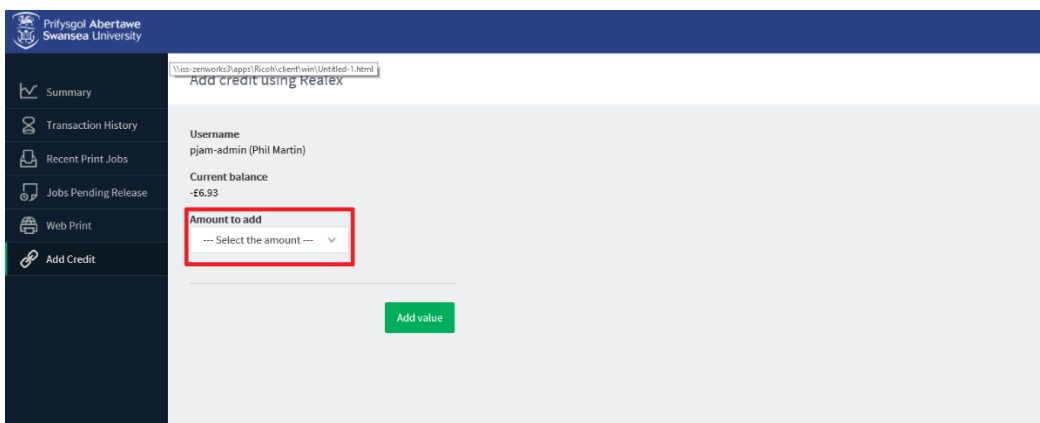
1. Open a web browser and go to <https://printing.swan.ac.uk>



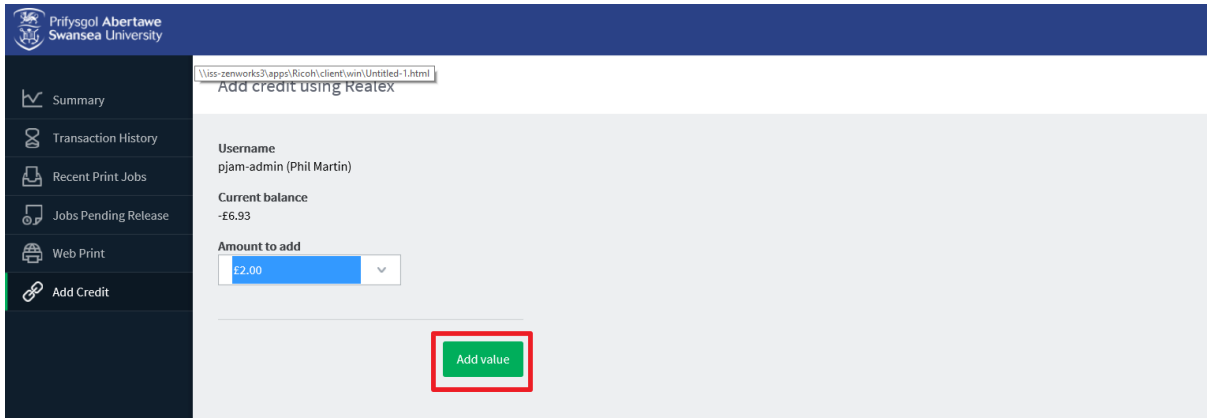
2. Enter your username (student number) and your usual University password then press log in.



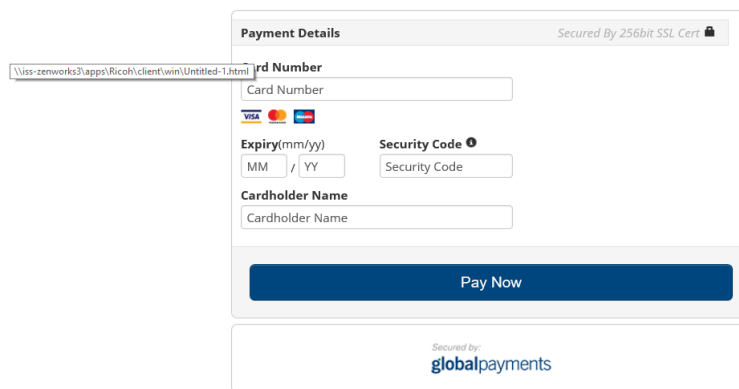
3. Once logged in the screen will display a summary of your printing account. Press the “Add Credit” option on the left hand menu.



4. On the “Add Credit” screen, select the drop down menu and choose the amount you would like to add to your printing account (£2, £5 or £10).



5. Once you have selected the amount, press the “Add value” button.



6. Fill in your card details on the payment form and click “Pay Now”. You may then need to authenticate the payment with your bank.

Thank you, £2 was successfully paid into your printing account.

[Click here](#) to return.

7. After completing payment, a message will be displayed confirming that your printing credit has been added to your account.