Guide To Student Printing Web Payment Gateway

1. Please use Internet Explorer and Go to https://webprint.courtauld.ac.uk/ig/budgetrecharge/index.php

2. Your username is your normal Courtauld logon username. Login with your Courtauld username and your current Courtauld password.

3. Click on Budget Recharge button to top up your account.
4. Then enter in the amount you want to top up by and click the next button.

5. You will be redirected to Paypal, please be patient and wait. Don’t keep clicking otherwise this break the transaction and you’ll have to contact IT to fix this.

6. Once you arrive at Paypals website you can either sign into Paypal if you have an account or enter your card details in directly. The best and most effective method to top up is by logging into Paypal. If you don’t have an account you can create one here – https://www.paypal.com/signup/account?country#personalAccountSign Up

7. After the payment has been made you will be redirected back to uniflow, here you will see your updated balance. Please be patient as this may take a minute or so.

**Please note** that if you don’t have a Paypal account and are Paying straight with your card the details on your card must be registered against the address you enter. For example a debit or credit card in the UK must be registered against a UK address. If your card is registered abroad then when you go to setup a Paypal account you can choose the place of residency, here you would put the address at where the card is registered to.