

## How do I add money to my Student UBCcard?

Article Number: 330 | Last Updated: Thu, Apr 9, 2020 at 4:18 PM

The following article describes how to add funds to your Student UBCcard (*via credit card or some debit cards*) in order to print from student printers.



To top up UBCcards using **cash and all debit cards** visit the [Sunshine Cafe](#) or [Student Housing Office](#).

### Instructions:

1. Login to the [Pay for Print web page](#) using your **Student Number** and Password (same as Workstation Login).

The screenshot shows the 'OKANAGAN - PAY FOR PRINT' login page. At the top, it features the UBC logo and the text 'a place of mind THE UNIVERSITY OF BRITISH COLUMBIA'. Below this, the page title 'OKANAGAN - PAY FOR PRINT' is displayed. The main content area contains instructions for students and employees, followed by input fields for 'Username', 'Password', and a 'Language' dropdown menu set to 'English'. A 'Log in' button is positioned at the bottom of the form.

2. Click on the **Student Deposit** link from the top menu.

The screenshot shows the top navigation bar of the 'PAY FOR PRINT' system. It includes the UBC logo and the text 'THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN'. Below the logo, there are several menu items: 'PAY FOR PRINT', 'Summary', 'Transaction History', 'Recent Print Jobs', and 'Jobs Per...'. The 'PAY FOR PRINT' item is highlighted.

3. The **Student Deposit** page will again request authentication, but will this time is asking for your **Student CWL** Username and Password.

## Campus-Wide Login Authentication

CWL Login Name

Password

[Continue >](#)

[Reset your password](#)

### Protect Your CWL account!

- ✓ Watch out for sites or emails that [pretend to be legitimate](#) and ask for your CWL login name and password.
- ✓ Please [report any suspicious requests](#) for your CWL login name and password.
- ✓ [Learn more](#) about how to protect your computer.

[Learn about the CWL Terms of Use »](#)

- 4a. Fill in a minimum amount of \$5 into the **Amount to add** field,  
b. **Select** the "I agree with the terms and conditions" statement,  
c. and click **Add Dollars**.



### Voluntary Meal Plan Add Dollars

To make a payment, please click on the Add Dollars button. You may add dollars (minimum \$5), and your dollars will get updated to your plan within the next 30 minutes.

After the payment is processed, we will notify you via the following e-mail. E-mail address can be updated with the UBC Student Service Centre at <http://students.ubc.ca/ssc>.

E-mail address: [redacted]@gmail.com

Payment  
Amount to add:

I agree with terms and conditions. [Click here for full terms and conditions](#)

When you click "Add Dollars", it will redirect you to the payment module, when your credit card payment is approved, you will need to click the "Continue" button to complete the payment process.

Add Dollars

5. Fill out your Secure e-Payment information, either by Credit or Interac (bank account):



## UBC Public Computer Disclaimer

The University of British Columbia ("UBC") has applied industry standard security and encryption methods using SSL/TLS on the e-Payment site ("e-Payment website") to protect against loss, misuse, or alteration of the personal information you provide; and to ensure that such personal information is only used in accordance with the Payment Card Industry Data Security Standard. However, no system is impenetrable and in no event will UBC be liable for your use of the e-Payment website. It is your responsibility to protect against unauthorized access to your password, computer and other electronic devices. Please ensure you sign off the e-Payment website and exit the browser software when you are finished using this computer.

## University of British Columbia

### Review Your Order

CBM ID

Merchant Code: Student ID

HOUS:

Total Amount: CAD 5.00

### Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date(MMY)

Security Code

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard).



Pay With Your Credit Card

Cancel

### Pay From Your Bank Account



Pay directly from your bank account using the INTERAC Online service.

Pay From Your Bank Account

The Interac Online service is a new payment option that allows you to pay for goods and services on the Internet directly from your bank account. [Learn More](#)

6. Submitting your payment should then bring you back to the [Pay for Print webpage](#) where you can review your added funds and continue on with your printing.

### Debit Restrictions

TD Bank's new bank cards **do not** work with the Pay for Print system because they have one extra digit. As well as the new TD bank cards, TD VISA Debit cards **cannot** be used with INTERAC Online. You may wish to add money to your card using cash instead. Ask at any library service desk for more information.


### INTERAC® Online

With this payment option, you can pay fees online through direct debit to your bank account, without recording your banking information with UBC. There is a maximum limit of \$5,000 (or less if your bank imposes a lower limit) for each INTERAC® Online transaction.

### Please note:

- Only available for Royal Bank and TD Canada Trust (note: TD VISA Debit cards cannot be used with INTERAC® Online).
- Daily and transaction debit limits apply. Please confirm with your financial institution that your daily limit is higher than the amount of the payment you are making.
- Pre-paid/gift Visa/Mastercards **are** accepted

Now that I have added funds to my UBCcard, how do I print? See the following article on [how to print with Student Pay for Print](#).

 Need to set or change your current Card/ID PIN for Copying? See the following article on [how to set or change your Student Pay for Print Card/ID PIN](#).

For more information or assistance, please contact the [ITServices Helpdesk](#) - 250.807.9000 or 855.807.9001.

Posted by: Clay Pakenham - Wed, Aug 19, 2015 at 10:46 AM. This article has been viewed 15961 times.

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