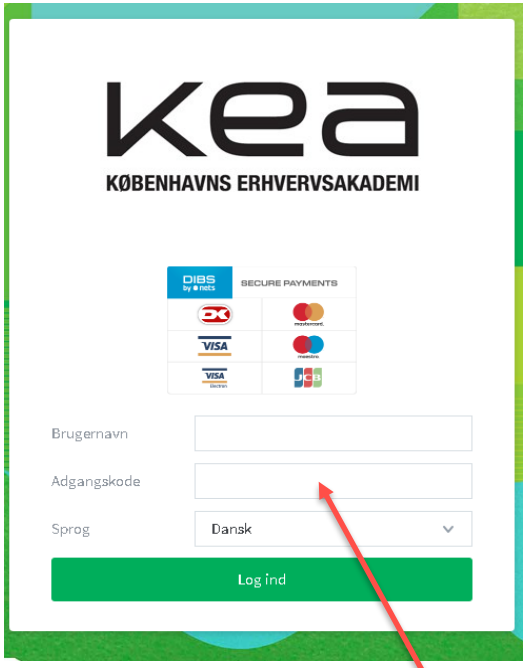
GUIDE FOR KEA PRINT ONLINE PAYMENT

KNOWLEDGE ALONE IS NOT ENOUGH.
YOU NEED SKILLS.

kea
COPENHAGEN SCHOOL OF DESIGN AND TECHNOLOGY

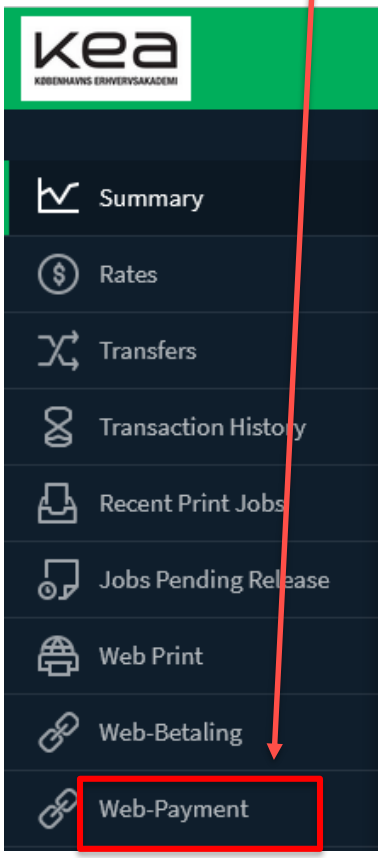
GO TO: PAPERCUT.KEA.DK



Here you must log in with your KEA Login:

Username: xxxx@stud.kea.dk
Password: xxxxx

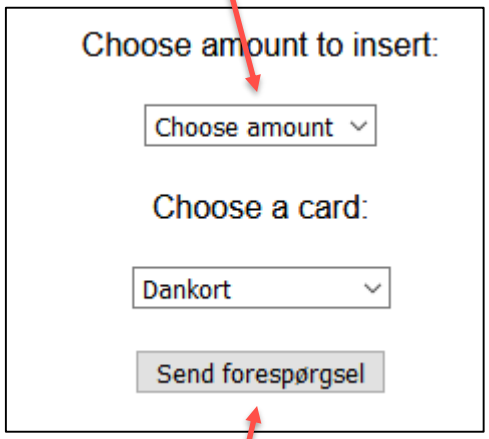
Click ”Web-Payment”



Read the conditions:

Accept the conditions by checking the box ”I have read and agree to the terms and conditions”

Choose the desired amount to be added to your account



You can only insert up to 500 DKK and the minimum amount to insert is 25 DKK.
Press ”Send forespørgsel” to enter a secure DIBS payment site.

When you have finished the secure DIBS payment you will get a Receipt for your payment.

You have succesfully inserted credit into your account and can print at KEA via Papercut.

Find a guide to print here: http://it.kea.dk/en/services - Scroll down to KEA Print

THANK YOU
FOR YOUR TIME