wpa Guest Printing

These instructions are only for guests of the University, students already have an account and should use their NetID and Password to access their wepa account.

In a web browser, navigate to http://www.wepanow.com and click "Login" in the top right   **LOGIN**

Returning Users

If you already have an account, Log in, choosing Fairfield University in the School choice dropdown.

Enter your Email Address and Password you created.

New Users

Click Register, Fill in the required information. Under school, choose the option Fairfield University.

School	▼

Login	Register

Create an Account

First Name

Last Name

Email Address

Confirm Email Address

Password

Confirm Password

Submit ➔

After successfully registering, return to the main screen at http://www.wepanow.com and follow the instructions for Returning Users

Payment Methods

You can pay for your wepa prints in 3 ways. Please note if your prints are unsatisfactory, please contact Wepa for a refund.

1

Once logged in, click Menu and choose Deposit Funds. Fill in the required information to deposit funds into your WEPA account. You can avoid a fee by registering and depositing money into your wpa account with your Credit/Debit card.

Deposit Funds

Welcome: ███████ ████████ | Account Balance: $0.00

web upload   download wepa Print App   menu   log out

Step 1: Billing Information

Country
First Name
Last Name
Address
City
State
Zip Code

Step 2: Payment Information

VISA MasterCard AMEX DISCOVER

Card Type
Credit Card Number
Verification Code
What's this?
Expiration date
Please use MMYY format

☐ Save/Update My Billing and Credit Card Information

Step 3: Select Deposit Amount

Select an Amount

Step 4: Submit Payment

Submit ➔

2

When using a Library Visitor Card, you can deposit funds onto it to then be used as a Stag Card/Campus card at the Wepa print stations.

When paying for your wepa job, select Stag Card as Payment method and swipe your Visitor Card.

3

When using a Debit/Credit card, select Debit/Credit card as Payment method and swipe your card. Please note that Debit/Credit Cards incur a $0.40 service fee.

Print Costs

Prices - Black and white (monochrome)

- $0.15 per page, single-sided (simplex)
- $0.28 per page, double-sided (duplex)

Prices - Color

- $0.40 per page, single-sided (simplex)
- $0.74 per page, double-sided (duplex)

Debit/Credit Cards incur a $0.40 service fee.

For further assistance, please visit the ITS4U Help Desk located in NYS 215 or call 203-254-4069 during business hours.

Hours can be found here: ITS4U Help Desk Hours of Operation