Creating a PayPal account

RICOH
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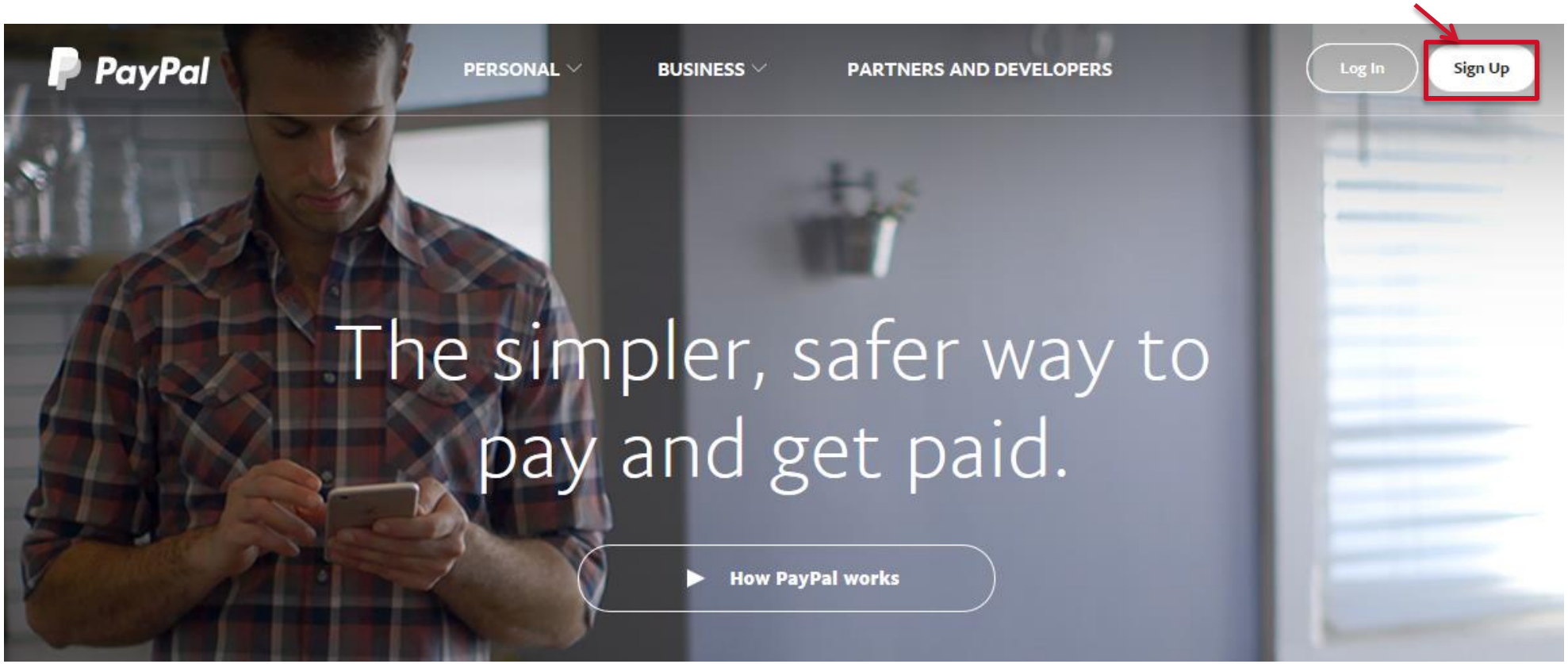
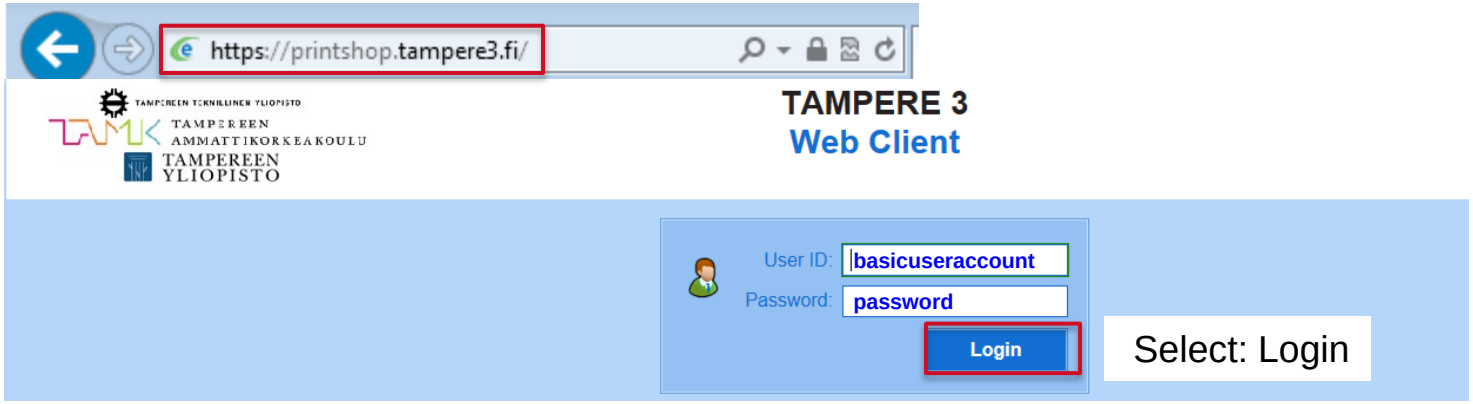
The web store utilizes PayPal as a payment method. If you don't have a PayPal account you can create one for free at paypal.com. **You can alternatively use a credit card without creating a PayPal account**. You can find more information on the service and its terms of use at: http://www.wikihow.com/Use-PayPal

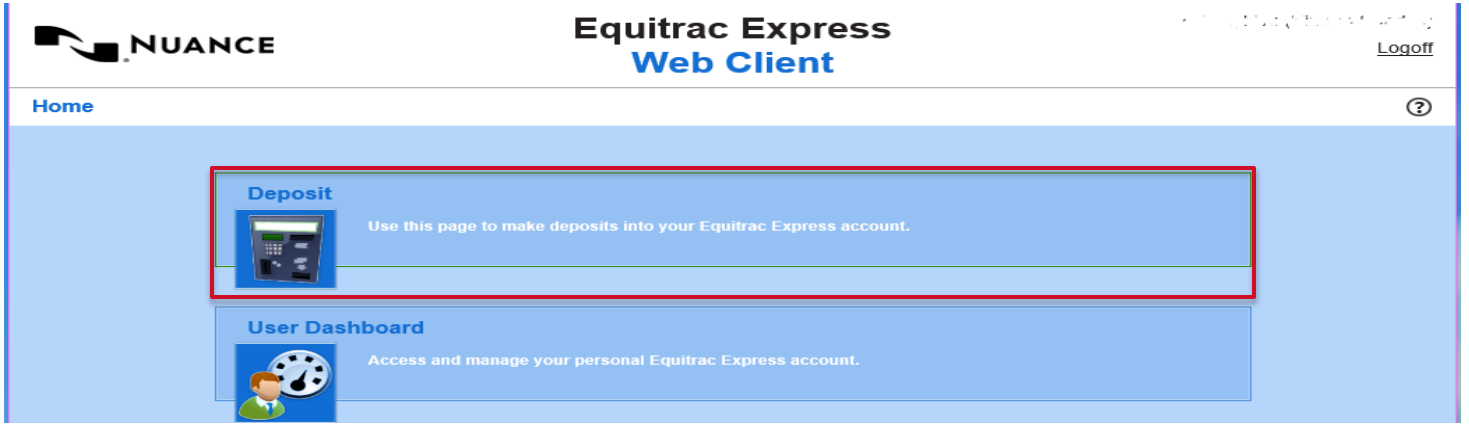


Web payments: UTA

1. Log in to the web store at **printshop.tampere3.fi**.
User ID: **basic user account (BUA)**
Password: **password**

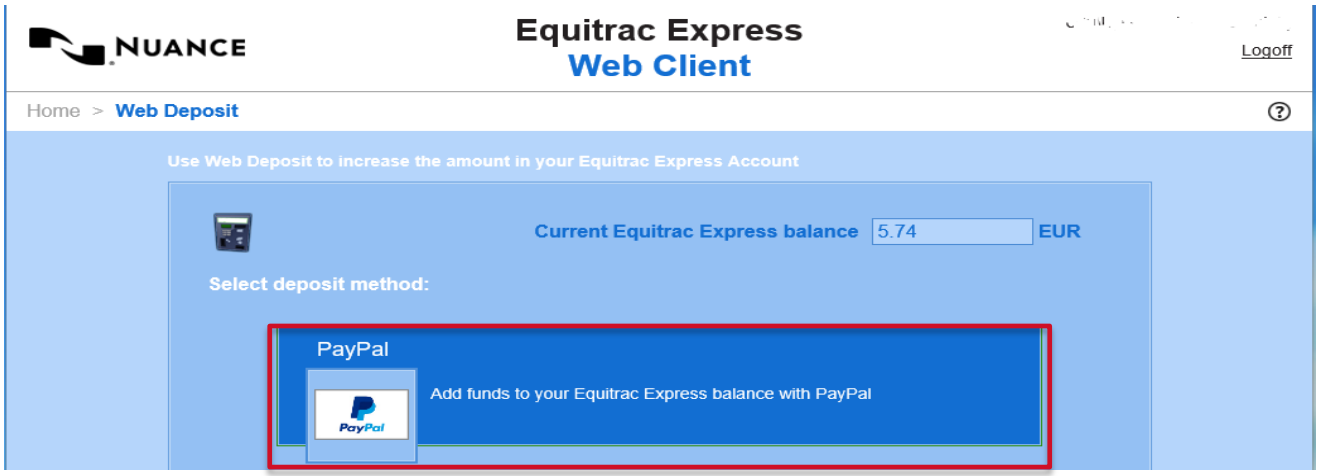


2. Select **Deposit:**

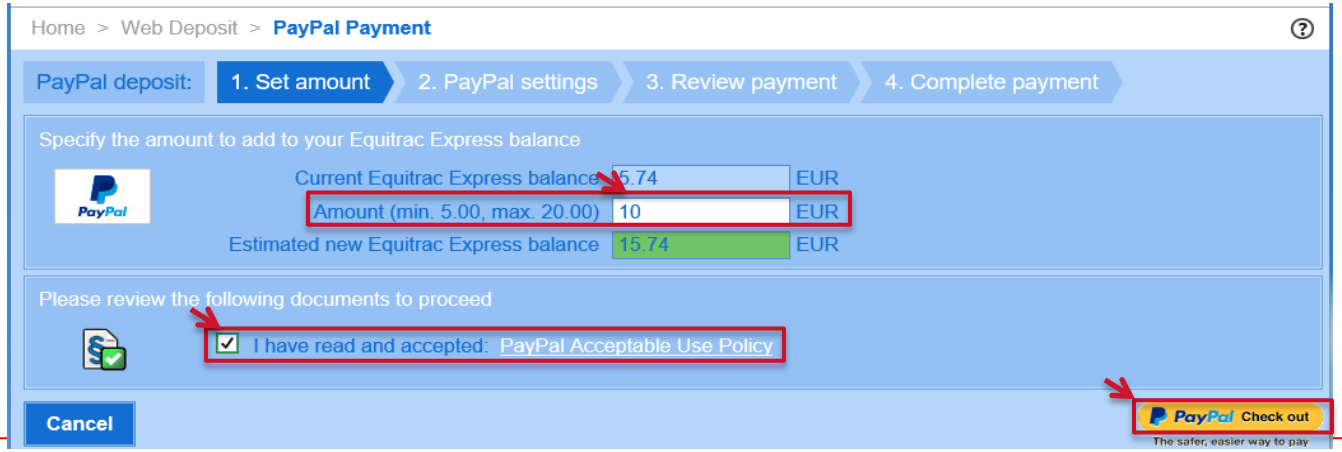


Web payments: PayPal

3. Select **PayPal**:

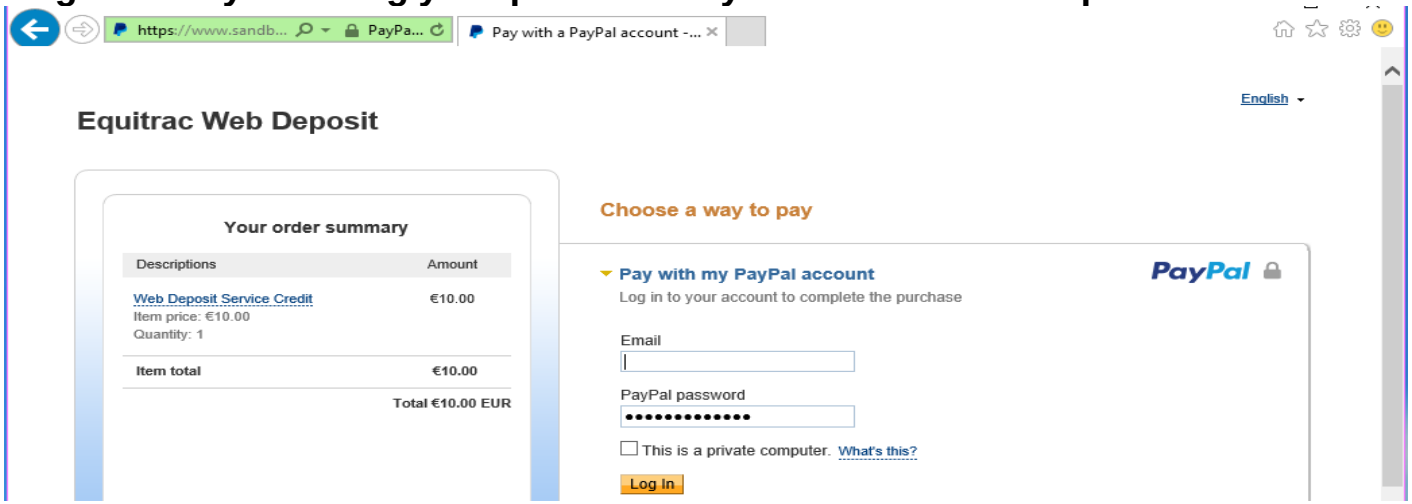


4. Enter the amount to be paid in Amount (minimum 1.00 €, maximum 20.00 €),
read and accept PayPal terms by selecting [X] I have read and accepted: PayPal Acceptable User Policy.
Pay your selected print balance sum by selecting PayPal Check out.

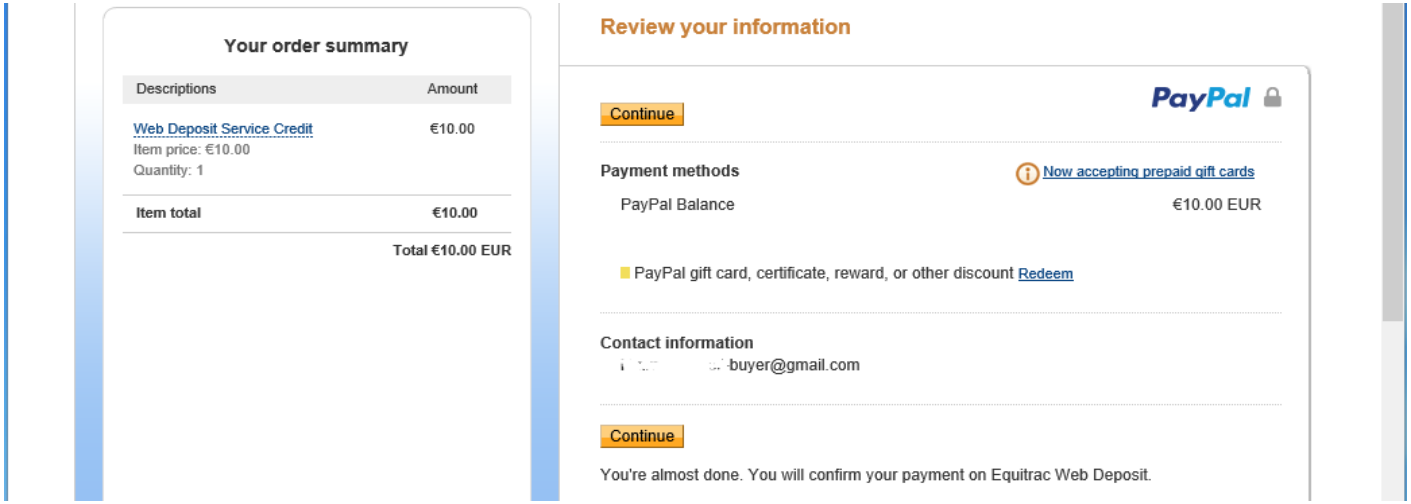


Web payments: PayPal

5. **Log in to PayPal using your personal PayPal user name and password**

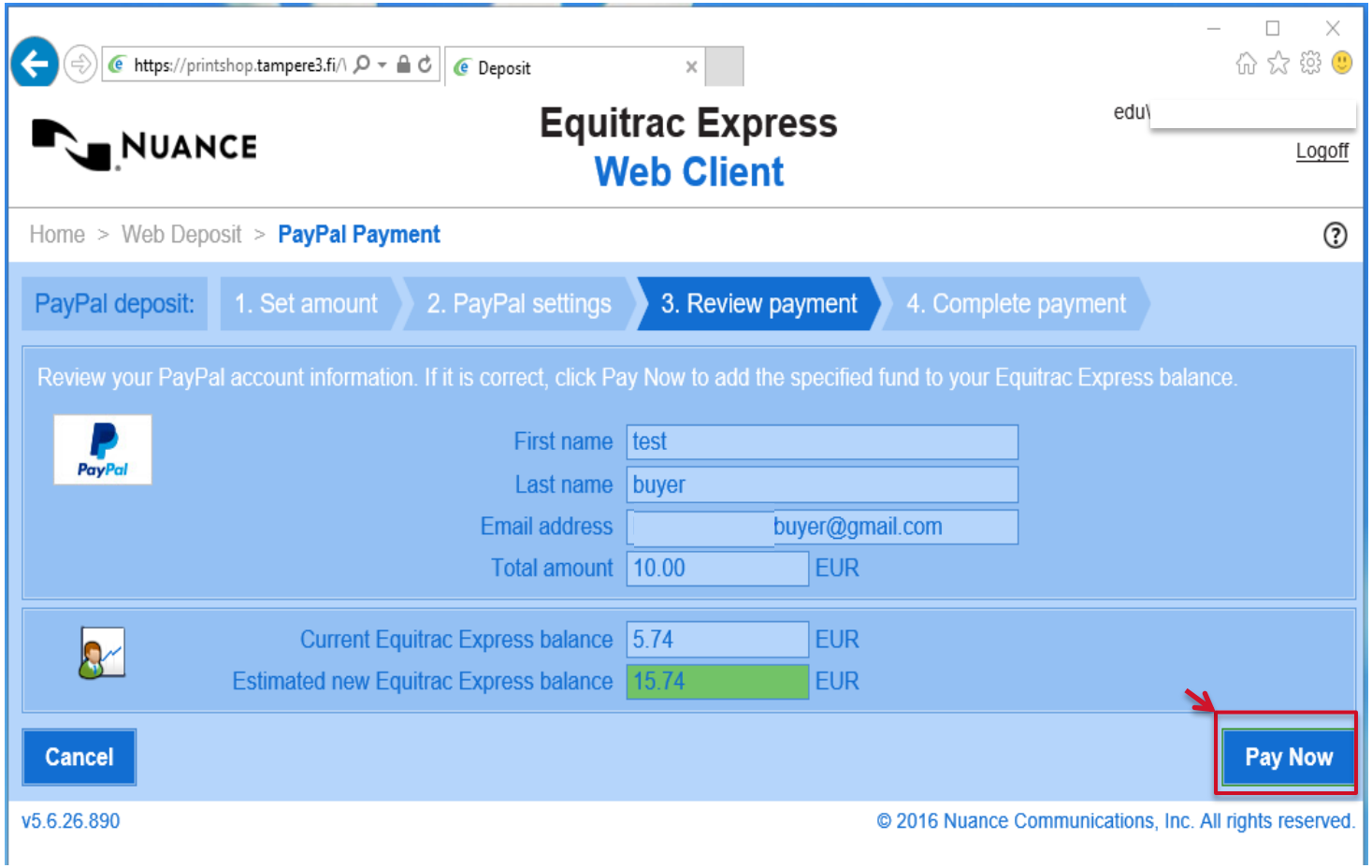


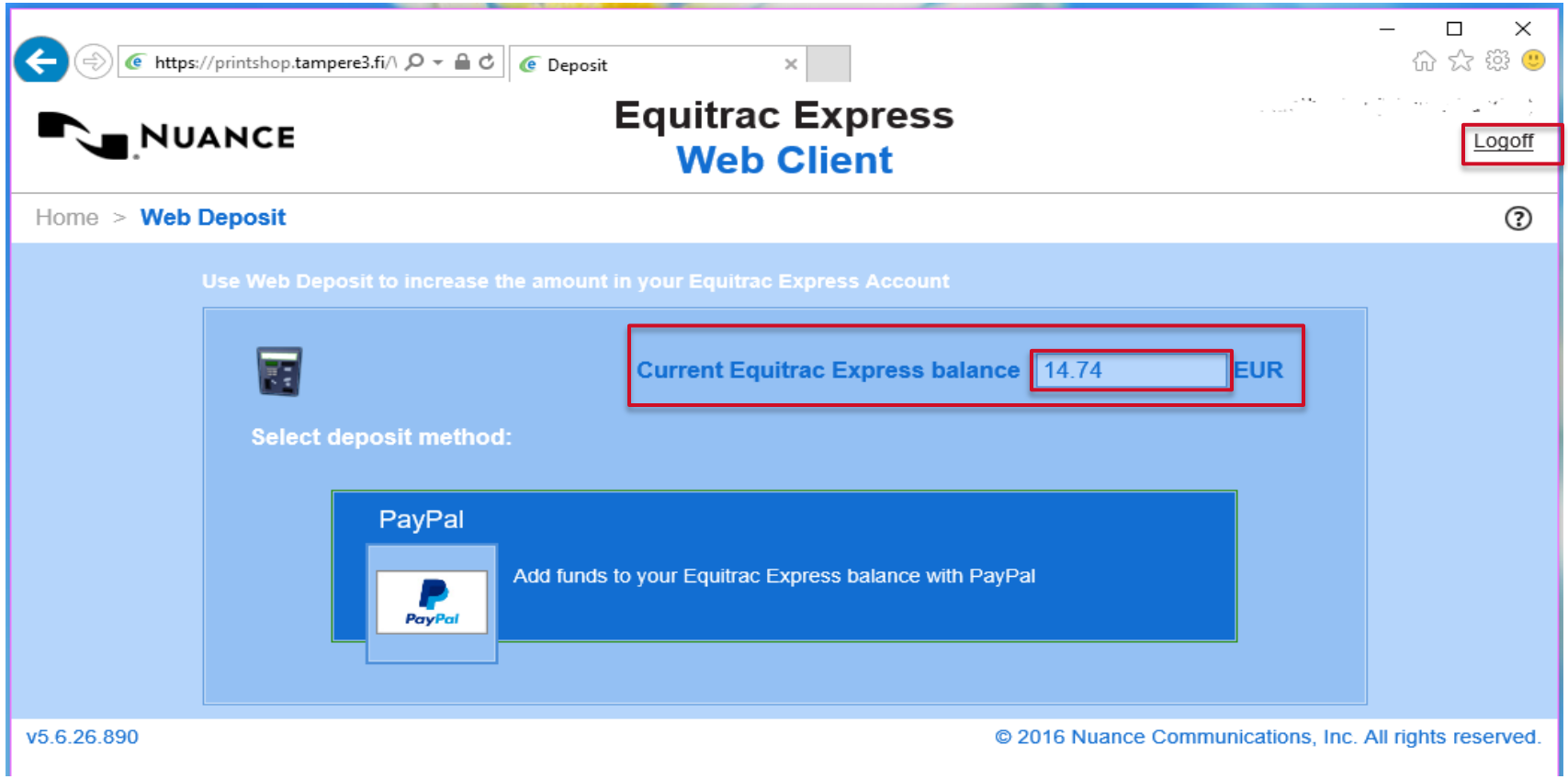
6. **Accept the payment by selecting Continue**



Accepting the payment: PayPal

7. **Accept the payment by selecting Pay Now**:



Checking the print balance

8. **Select Done. Your current balance is shown in ”Current Equitrac Express balance”. Finish by selecting Logoff.**