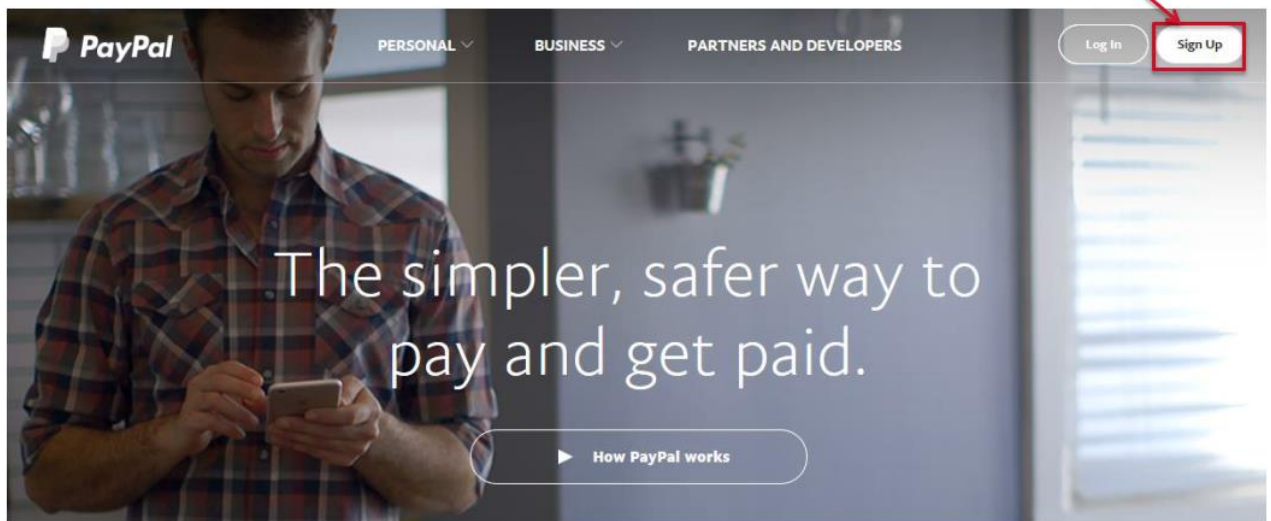


Creating a PayPal account

RICOH
imagine. change.

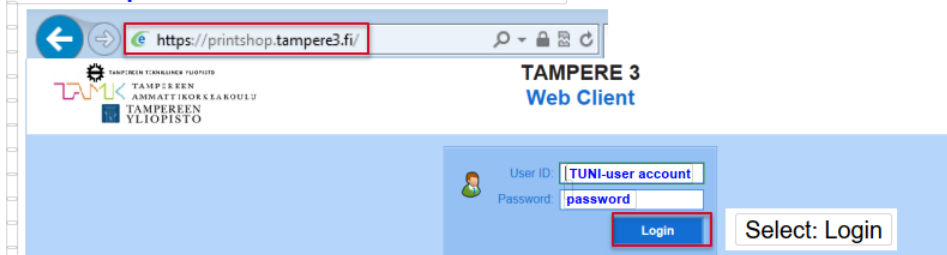
The web store utilizes PayPal as a payment method. If you don't have a PayPal account you can create one for free at [paypal.com](https://www.paypal.com). You can find more information on the service and its terms of use at: <http://www.wikihow.com/Use-PayPal>



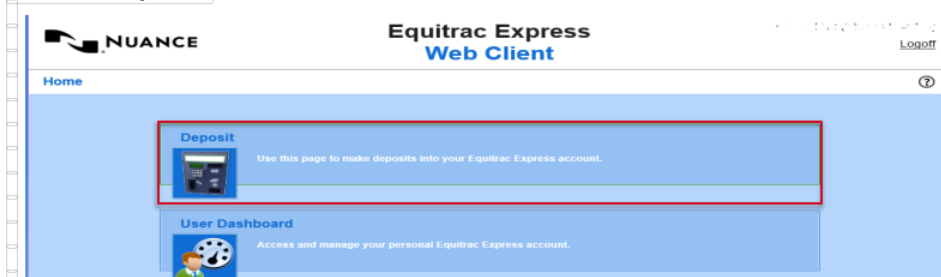
Web payments

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1. Log in to the web store at printshop.tampere3.fi.
User ID: **TUNI-user account** (not tuni-email)
Password: **password**



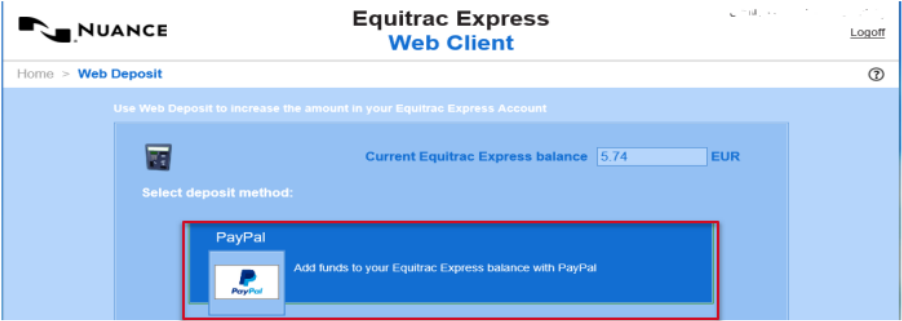
2. Select **Deposit**:



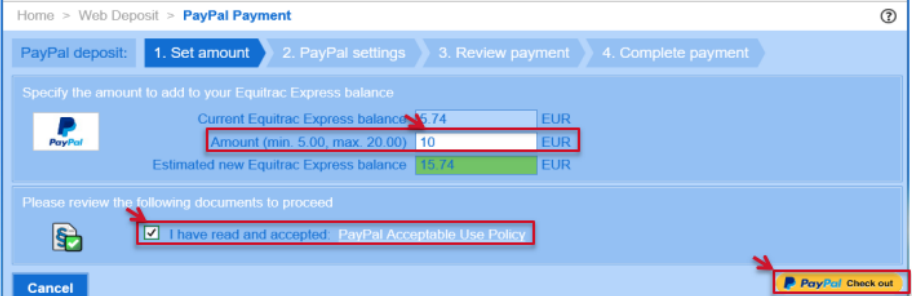


Web payments: PayPal

3. Select **PayPal**:



4. Enter the amount to be paid in "Amount" (minimum 1.00€, maximum 20.00€) To separate euros and cents, do not use comma, use dots. 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.



5. Login with your own personal PayPal – account, or Create an Account.

6. After logging in, choose a payment method and continue with the purchase.



Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

[Forgot password?](#)

or

[Cancel and return to Tampere 3 Printing and Copying](#)

7. Accept the payment by selecting Pay Now:

The screenshot shows the 'Equitrac Express Web Client' interface. The breadcrumb trail is 'Home > Web Deposit > PayPal Payment'. A progress bar indicates the current step is '3. Review payment'. The main content area contains a review of the PayPal account information: First name: test, Last name: buyer, Email address: buyer@gmail.com, Total amount: 10.00 EUR. Below this, the current Equitrac Express balance is 5.74 EUR, and the estimated new balance after payment is 15.74 EUR. A red box highlights the 'Pay Now' button, with a red arrow pointing to it. A 'Cancel' button is also visible. The footer includes the version number 'v5.6.26.890' and the copyright notice '© 2016 Nuance Communications, Inc. All rights reserved.'

Checking the print balance

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

The screenshot shows the 'Equitrac Express Web Client' interface. The breadcrumb trail is 'Home > Web Deposit'. The main content area displays the 'Current Equitrac Express balance' as 14.74 EUR, which is highlighted with a red box. Below this, the 'Select deposit method:' section shows the 'PayPal' option selected. The footer includes the version number 'v5.6.26.890' and the copyright notice '© 2016 Nuance Communications, Inc. All rights reserved.'