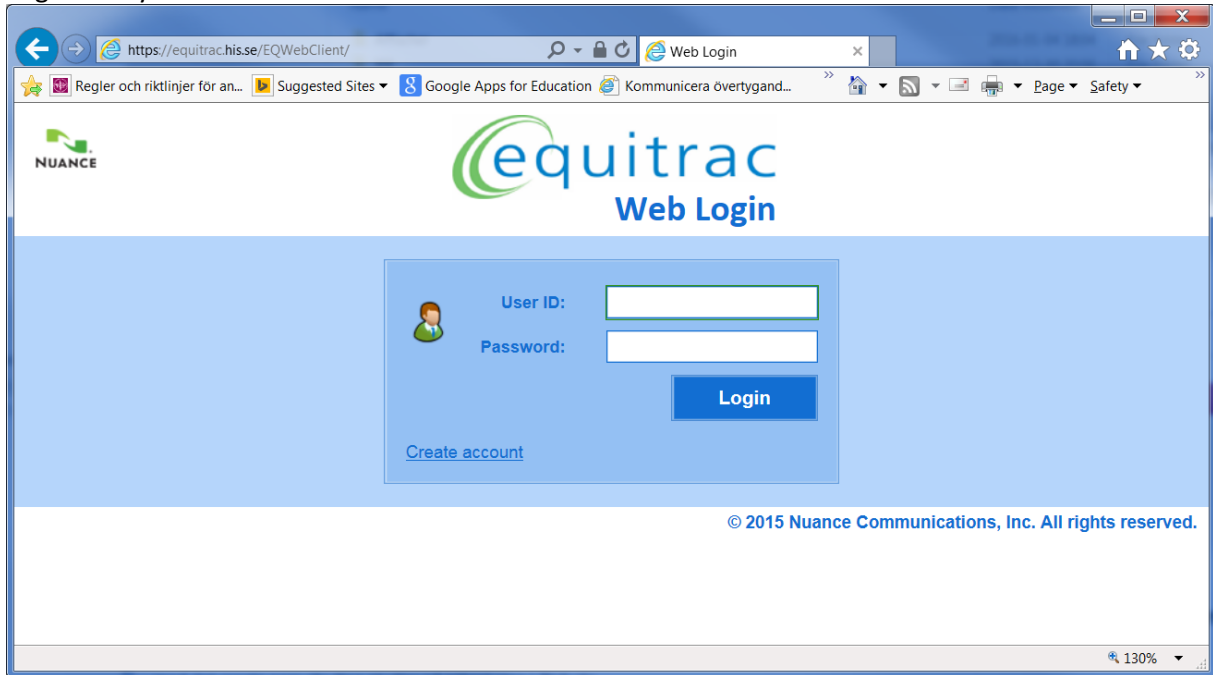


## NOTE!

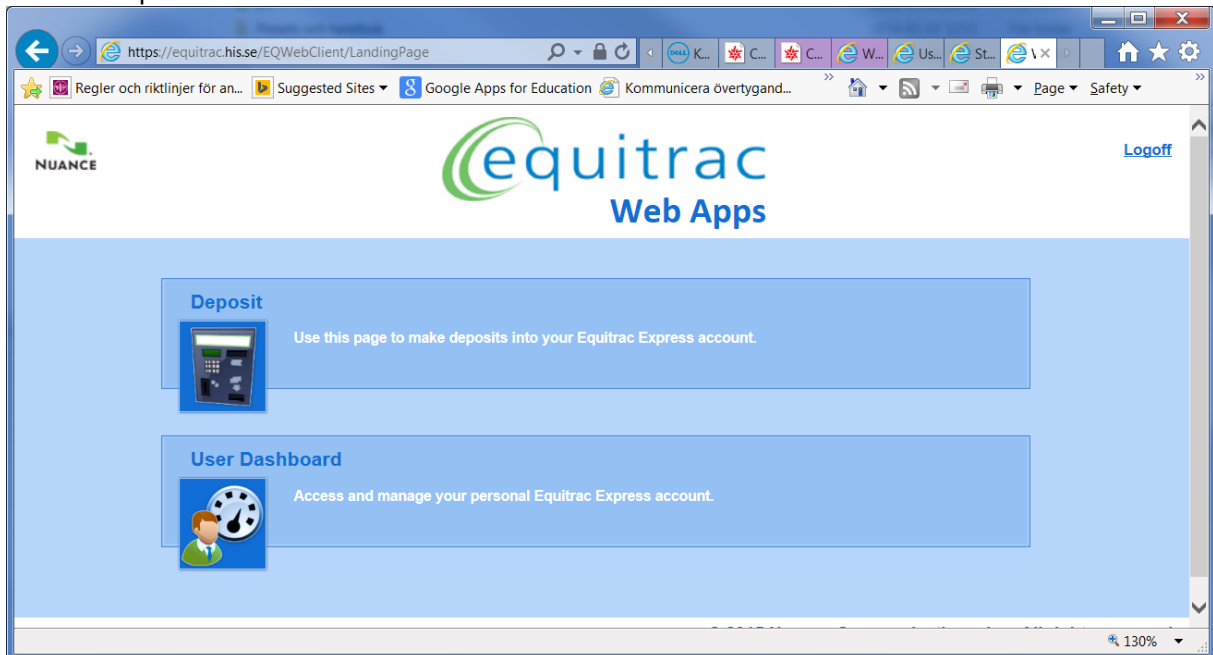
The website is only available from University computers, or a browser in VMWare Horizon Client. No refunds will be made for payed print quota! Do not buy more quota than you will use. (You can transfer your paid quota to another student account, using User Dashboard.)

Go to <https://equitrac.his.se>

Login with you student account.



Click on Deposit



Click on PayPal

The screenshot shows the Equitrac Deposit web interface. The browser address bar displays <https://equitrac.his.se/EQWebClient/WebDeposit>. The page features the Equitrac logo and a 'Deposit' title. A message states: 'Use Web Deposit to increase the amount in your Equitrac Express Account'. Below this, the 'Current Equitrac Express balance' is shown as 200.00 SEK. A section titled 'Select deposit method:' contains a blue button labeled 'PayPal' with the text 'Add funds to your Equitrac Express balance with PayPal'. The footer includes the copyright notice '© 2015 Nuance Communications, Inc. All rights reserved.' and a zoom level of 130%.

Enter amount and check the box for "I have read and accepted", then click on PayPal check out.

The screenshot shows the Equitrac Deposit web interface at the PayPal deposit step. The browser address bar displays <https://equitrac.his.se/EQWebClient/WebDeposit/Paypal>. The page features the Equitrac logo and a 'Deposit' title. A progress bar indicates the steps: 'PayPal deposit: 1. Set amount 2. PayPal settings 3. Review payment 4. Complete payment'. The '1. Set amount' step is active. Below the progress bar, the 'Specify the amount to add to your Equitrac Express balance' section shows the 'Current Equitrac Express balance' as 200.00 SEK, the 'Amount (min. 20.00, max. 200.00)' entered as 20 SEK, and the 'Estimated new Equitrac Express balance' as 220.00 SEK. A section titled 'Please review the following documents to proceed' contains a checkbox labeled 'I have read and accepted: PayPal Acceptable Use Policy', which is checked. A 'Cancel' button is on the left, and a 'PayPal Check out' button is on the right. The footer includes the copyright notice '© 2015 Nuance Communications, Inc. All rights reserved.' and a zoom level of 130%.

You are now being redirected to PayPal. You can pay with a PayPal account if you have one. If you don't have a PayPal account, proceed with the Pay with Debit or Credit Card-button. Follow the instructions to complete your purchase.

Equitrac Web Deposit

kr20.00 SEK

**Pay with PayPal** [English](#)

As a member, your eligible purchases are covered by [PayPal Purchase Protection](#).

☐ Stay logged in for faster checkout [?](#)

**Log In**

[Forgot your email or password?](#)

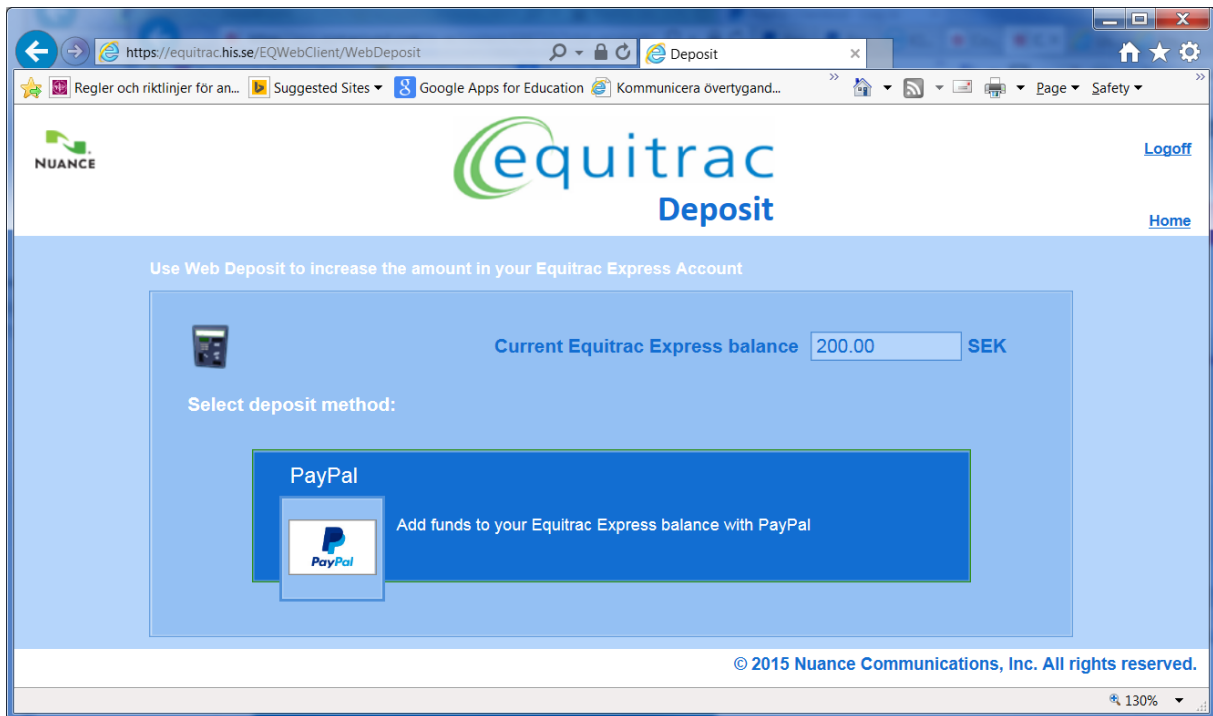
or

**Pay with Debit or Credit Card**

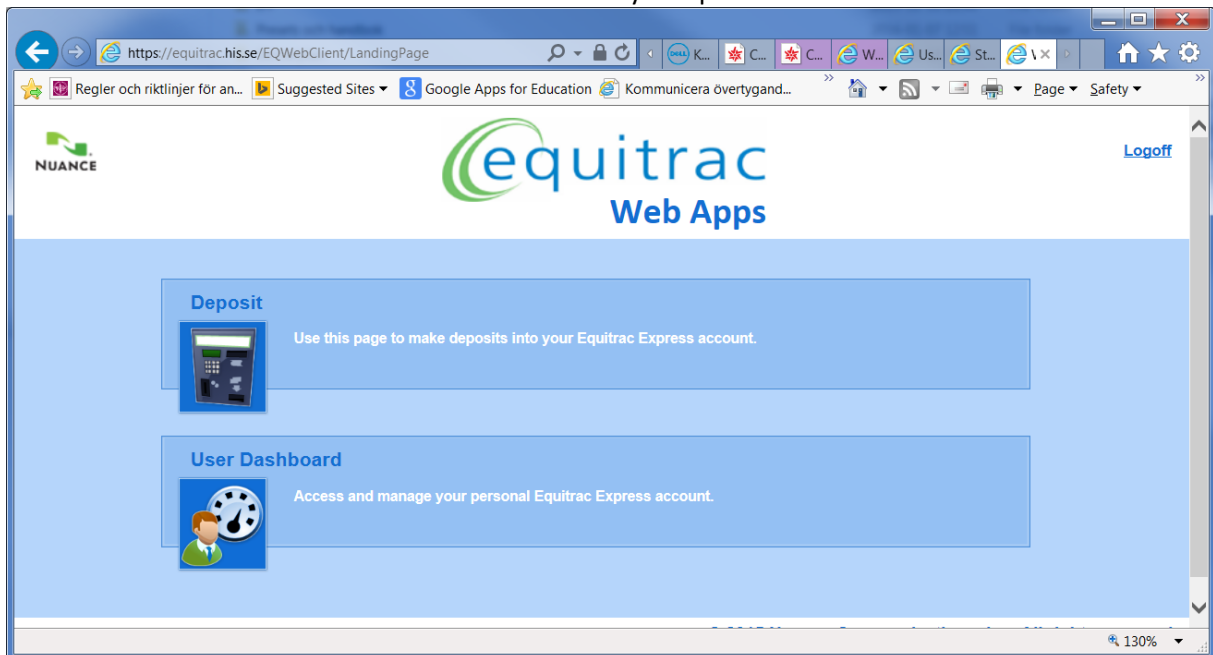
**New. Faster. Easier.**  
Welcome to the new PayPal checkout!  
The security you rely on – now even faster.  
It's everything checkout should be.

130%

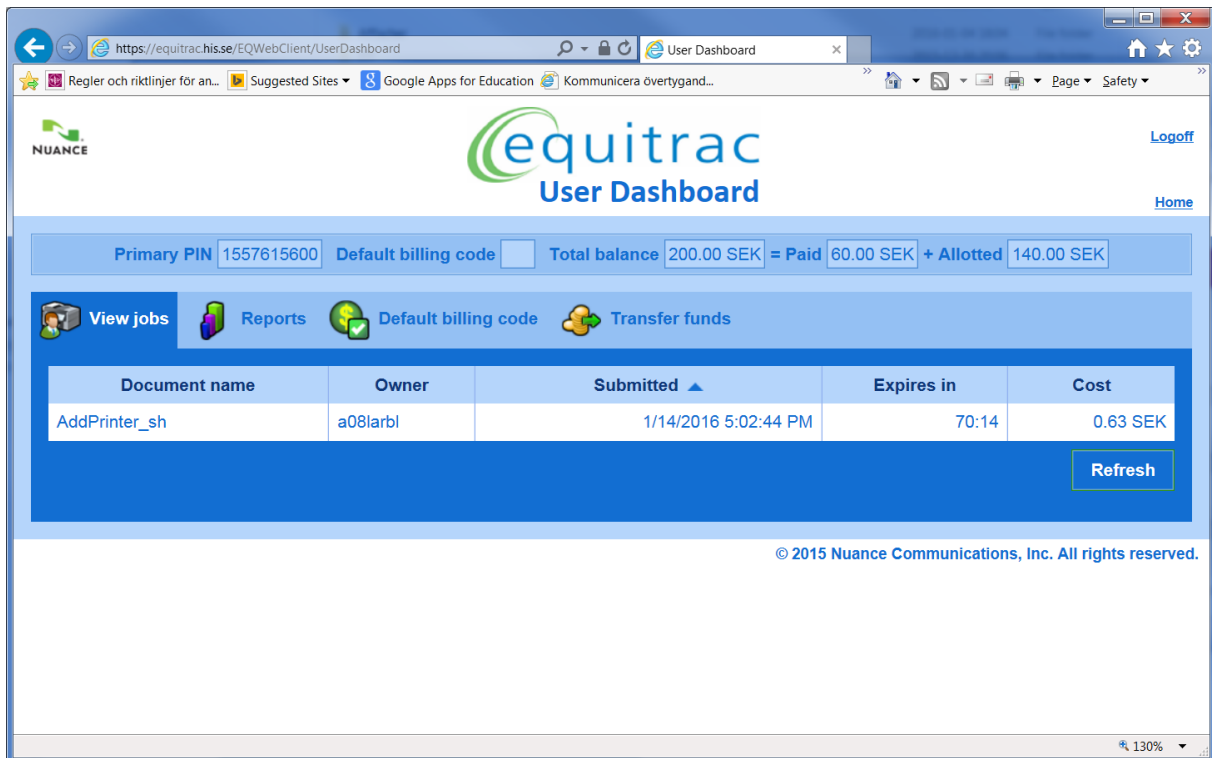
When your PayPal transaction is completed you will be redirected to the Equitrac Deposit start screen. Click on Home.



You can now select User Dashboard to validate that your quota has been added.



Check the fields for paid and total balance. You can also select Reports and view your Account Statement.



The screenshot shows the Equitrac User Dashboard in a web browser. The browser's address bar displays the URL <https://equitrac.his.se/EQWebClient/UserDashboard>. The page features the Equitrac logo and a 'Logoff' link in the top right corner. Below the header, a summary bar displays account information: Primary PIN 1557615600, Default billing code (empty), Total balance 200.00 SEK, Paid 60.00 SEK, and Allotted 140.00 SEK. A navigation bar includes links for View jobs, Reports, Default billing code, and Transfer funds. A table lists submitted documents with columns for Document name, Owner, Submitted, Expires in, and Cost. The table contains one entry: 'AddPrinter\_sh' by owner 'a08larbl', submitted on 1/14/2016 at 5:02:44 PM, with 70:14 remaining and a cost of 0.63 SEK. A 'Refresh' button is located at the bottom right of the table. The footer contains the copyright notice: © 2015 Nuance Communications, Inc. All rights reserved. The browser's zoom level is set to 130%.

Primary PIN 1557615600 Default billing code Total balance 200.00 SEK = Paid 60.00 SEK + Allotted 140.00 SEK

[View jobs](#) [Reports](#) [Default billing code](#) [Transfer funds](#)

Document name	Owner	Submitted ▲	Expires in	Cost
AddPrinter_sh	a08larbl	1/14/2016 5:02:44 PM	70:14	0.63 SEK

[Refresh](#)

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Log off when you are done to protect your account.