PAYEX

How to create an account

Creating a PayEx-account

This guide describes how you, step by step, create a PayEx account for paying for your print outs and copies at Högskolan Väst / University West (HV). This guide also shows how to connect your PayEx account to your student account. A PayEx- account is necessary to be able to print and copy at the university when the starting amount of SEK 50 which you received when you created your account is used up.

1. Go to Student / Support and Service/ IT Services and support/ Our Services/ Printing.

2. This takes you to the university's information page about printing. Read the instructions carefully before you click on the "Create PayEx Account"-link.
   Please note! It is important to follow the instructions carefully!

PayEx registration portal

Begin by entering the e-mail address you wish to use at PayEx. You can use any of your email addresses. **Please note! You have to remember wich email address you choose to enter; this is not a detail that the IT department can access if you forget it!**
Next, enter the data for your HV student account: your username and password.

Fill in the requested information (fields marked * are mandatory)

Click on the "Create PayEx account"-button when you are finished.
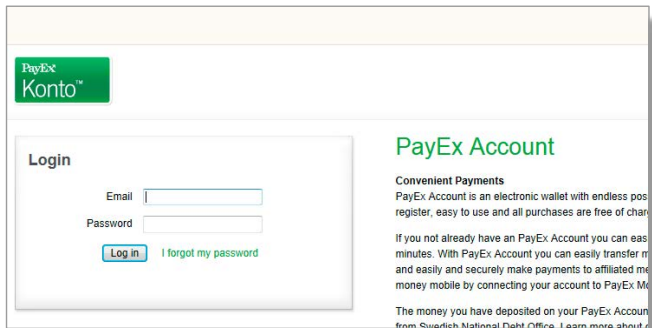
You will now receive an e-mail message to the e-mail address you provided when you created your PayEx account. This mail includes a single-use code and a link for verification of your account.
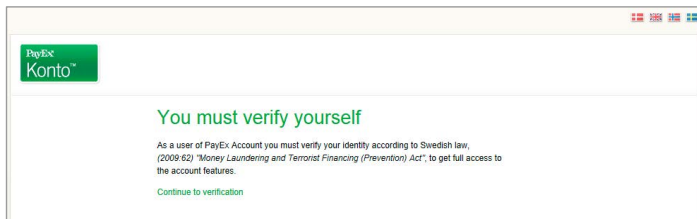*This code is only valid for 30 minutes.*
Therefore, we recommend that you verify your account immediately after you have received the e-mail. If you wait more than 30 minutes, you will have to click on the "I forgot my password"-button on the PayEx login-page which will generate a new single-use code that is sent to your email address.

Clicking on the link in the verification e-mail will take you to the page below. Enter your email address and the single-use code you received in the email.
(NOTE: If you have waited more than 30 minutes since you have got the single-use code it is no longer valid and you must click on the "I forgot my password"-button on Payex Login for a new one.)
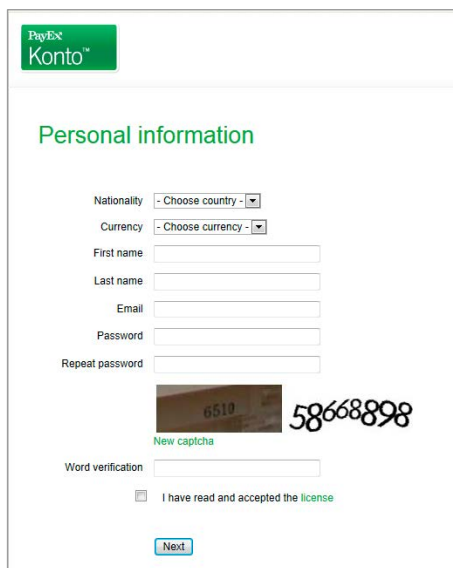
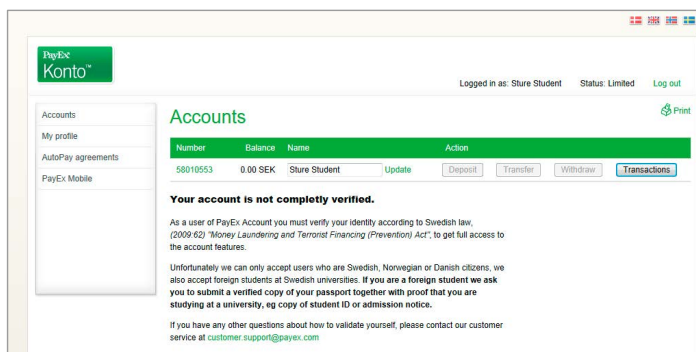The web site now tells you that you must verify your identity.

Click on the Continue to verification-button.

In the next step you will have to add your personal information and create a new personal password.

If you are a citizen of Sweden, Denmark or Norway, then your PayEx account is now ready for use. If you are a citizen of another state **and** a student at a Swedish University then you can create an account by submitting a verified copy of your passport together with proof that you are studying at a university. The International Office at University West can help you with this.
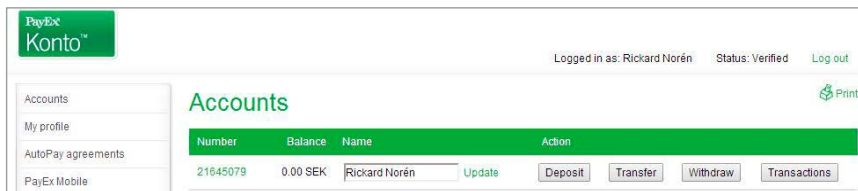
Making a Deposit

When you create your HV student account, the university gives you a complimentary sum of 50 SEK for copying and printing. This amount does not appear on your PayEx account but you can see it when you log in to the printer or by logging in on Self-Service (print.hv.se)

In order to deposit money on your PayEx account: Go to Student / Support and Service/ IT Services and support/ Our Services/ Printing / Your PayEx account. Log in to your PayEx account to make a deposition.
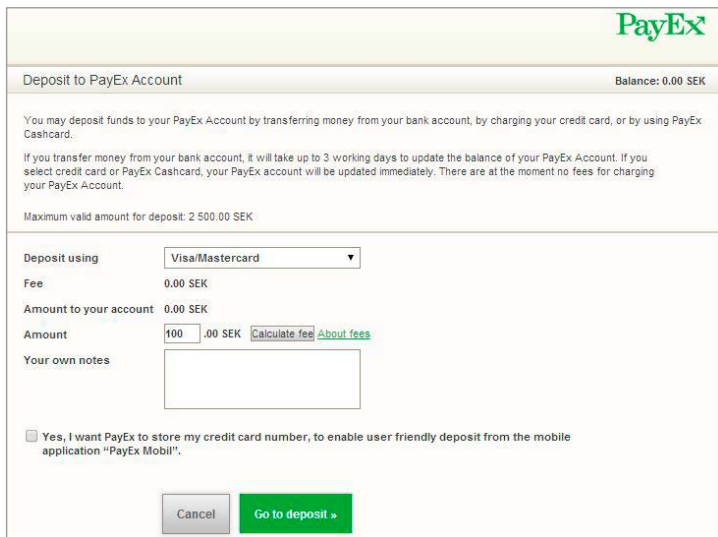
Click on the "Deposit"-button.

Select how you want to transfer money to your PayEx account and the amount you wish to deposit. Click on the "Go to deposit"-button.

Fill in your card details, and then click on "Process Deposit ".

The transaction is now completed.

You can deposit money on your PayEx account by the following means:

• Credit card payment (VISA and Mastercard). Your card must be open to Internet commerce.
If there is a problem, please contact your bank.

• Direct Payment (Swedbank and Nordea).

• Cash card, these are presently sold by Pressbyrån and 7eleven/Shell.

• Bank transfer. Your PayEx account number can be used as the OCR-code for credit transfer via the Bank Giro Service.

A PayEx account is an electronic wallet, covered by the *Act on the issuance of electronic money (2002:149)*. Thus, a PayEx account is a general payment method that can be used for payments, for example, for different services in the academic world or at other e-commerce stores in Scandinavia. PayEx Account registration is free and all purchases are free of charge for students.

Note:

• The minimum amount you can deposit on your PayEx account is 100 SEK.

• In order to print your account must contain at least 5 SEK, even if the cost of your print will be less than that.

• All functions except "Scan to email" and "Scan to folder" requires payment.

• When you create your PayEx account, you will receive an email in which you must click on the provided link to verify your account.

• By default, your PayEx account has a limit for direct debit (which is what printing is regarded as), that is set to 100 SEK. If you want to print for larger sums you will have to change this to a higher amount. You will find the settings under Autopay agreement in the left bar on your PayEx account.

Please consider the environment and bring this guide to Servicecenter when you're done!

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