

# How to register for a WEPA printing account

- 1) Most students have been pre-registered to use the kiosks. WEPA forwarded your login and password directly to your Montgomery College e-mail address. If you did not receive this e-mail, register with WEPA by going to [www.wepanow.com/register](http://www.wepanow.com/register) using your student email address (and a password of your choice) and select “Montgomery College” from the “select university” drop down.

- 2) Choose Method of payment for purchasing Print Credits.

a. You can use your debit/credit card to purchase print credits by logging in and loading your account with a minimum \$5 credit at [www.wepanow.com](http://www.wepanow.com). You will not be charged a credit card fee if you pre-load money into your account.



b. You can also purchase WEPA Print Cards from the **MC Books & More** on your campus



# How to print to a WEPA Kiosk

- 3) **Use any computer in the computer lab or library to print your documents. You can also download the WEPA Student Print Driver to use this method.**
- a. Make sure to select **BW** (Black & White) or **Color** (BW is 10¢ per imprint and Color is 50¢ per imprint)
  - b. After selecting print, enter your username/email address (the one you created in step 1). NOTE: You will enter this in a blue window that will appear after you select “Print”
  - c. Walk up to any kiosk and login with your username and password
  - d. Follow the onscreen instructions and print your document(s)

4) **You can also print from your computer to any WEPA on campus!**

- a. Go to [www.wepanow.com](http://www.wepanow.com)
- b. Click the Print Now logo
- c. Click login
- d. Enter your username & password
- e. Click Print Now
- f. Browse and select your document(s)
- g. Upload and send to WEPA
- h. Walk up to any kiosk and login to release your prints

(Your files will be held at every WEPA on campus for 24hrs. After 24hrs all files will be deleted from your account. You can re-upload your files to your account as many times as you need to.)

5) **Print directly from your USB flash drive at any WEPA!**

- a. At the WEPA, select “Print from USB”
- b. Insert your USB flash drive into the USB port
- c. Wait for your documents to appear and select the document(s) you wish to print
- d. Use your WEPA Account, Print Card, or Debit/Credit Card to print.

