How to top up your print credit

Topping up your print credit, checking your balance or control your print / copy history for the Xerox Multifunction printers at the University of Twente can be done at the Payment portal which can be found at https://printquota.utwente.nl

The payment portal is available in English and Dutch
Change the language by clicking on the flag

By clicking on the question mark you will get information

You can log on to the payment portal with your standard University of Twente user credentials
An incorrect entry will display a message in the Status Message field

Your balance is visible when you have signed in. You can always check the balance by clicking on the calculator icon

Clicking on the banknotes icon or on Go to Purchase Credit takes you to the top-up menu

Clicking on the icon with the notebook shows your usage history

Clicking the door icon signs you out
Type your name in the Name field

A confirmation email will be send to your known email address. You can change it if preferred

Choose the amount to top up the balance, 5, 10 or 15 Euro

Read the terms and conditions and check the accept box

Finally click Purchase Credit, it opens the banking site, click on iDEAL

You entered a standard iDEAL environment, choose your bank and click to iDeal
After payment, your will return to the Payment Portal, your balance is increased with the amount you paid.

Finally you will receive an email confirming the transaction, like:

From: noreply@xx.nl [mailto:noreply@xx.nl]
Send: woensdag 13 april 2016 10:58
To: studentxxxx <studentxxxx@utwente.nl>
Subject: Credit purchase

Dear guest/student,

Your print credit has been upgraded with € 5,00
Your credit is now € 14,90
Transaction identification: 5797F15C00FE8B8876B5580D57CD8A39

On behalf of Xerox, we thank you for the use of this service.

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