

Loading print credits online

In order to print, you will need to load print credits to your account. You can either do this at a payment kiosk, or online, via the Intelipay portal.

1. To access the portal, go to <http://uct.intelipay.co.za>

2. Enter your student number in the field provided and click **Submit**.

3. Confirm your identity by tapping the **That's me** option.

4. You can either pay by credit card, EFT or Snapscan:

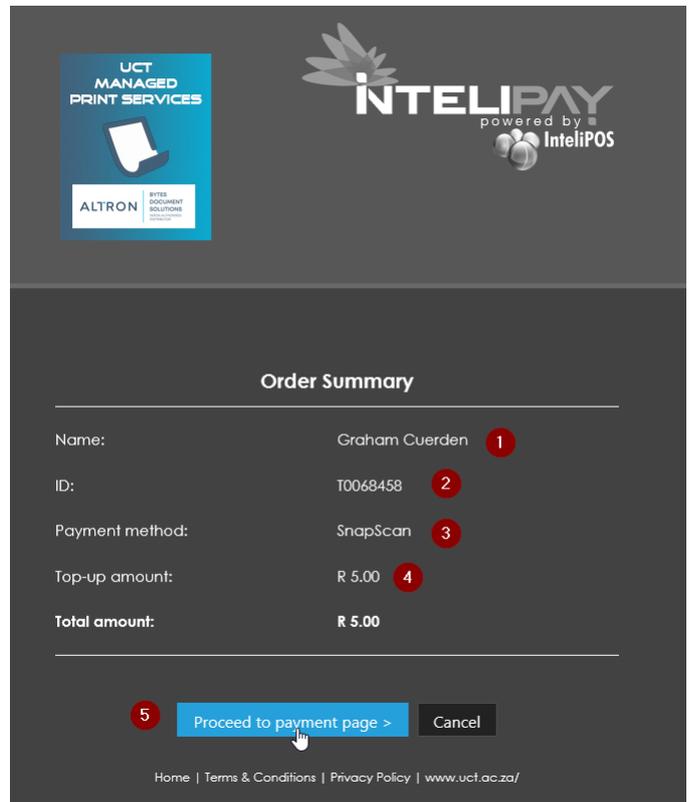
1. Click the **Credit Card** option to make an electronic payment via credit card, EFT or MasterPass
2. Click the **Snapscan** option to pay via Snapscan, if you have the Snapscan app.
3. Enter the amount of credit you wish to purchase.
4. Click **Proceed**.

Paying via SnapScan

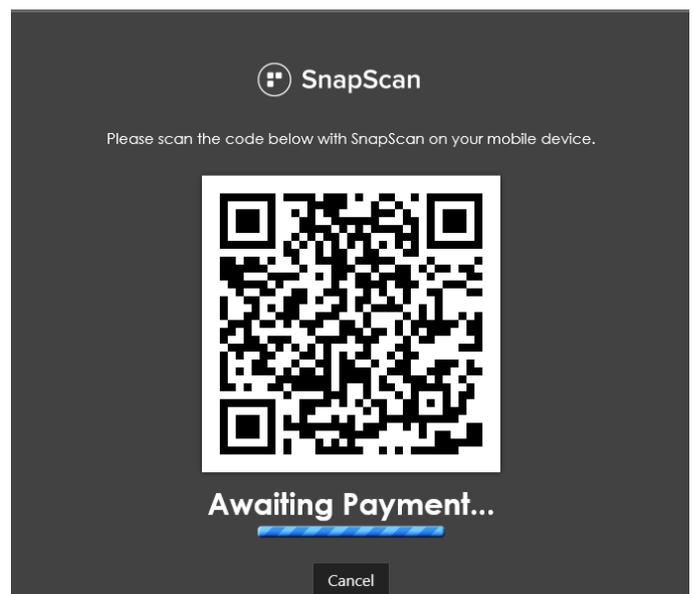
1. Once you have selected the Snapscan option, your details and the payment amount will be displayed:

1. Your name
2. Your UCT Student Number
3. The payment method, SnapScan
4. The amount you are purchasing

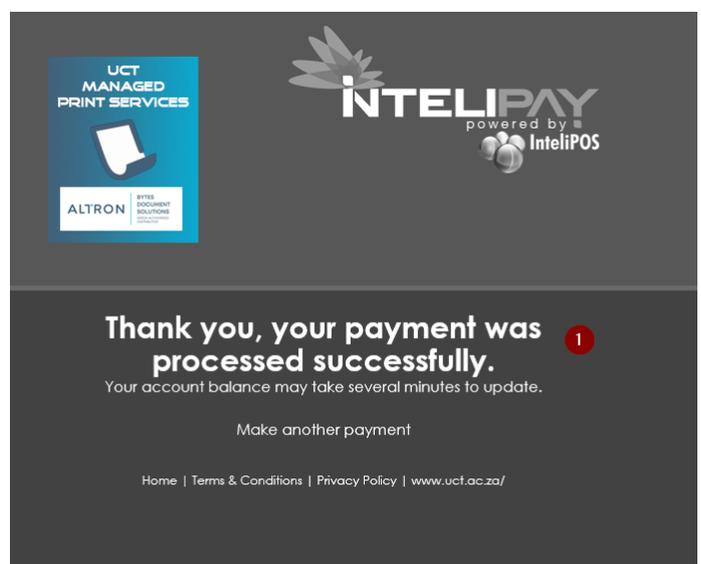
2. Click **Proceed to payment page**.



3. Scan the Snapscan QR code using the Snapscan app on your mobile phone.



4. Once the payment has been successfully made, the **Thank you** screen will display. Your credit will reflect in your Papercut account within 10 to 20 minutes.



Direct payment: Credit card, EFT, MasterPass

1. Click the **Credit Card** option to make an electronic payment via credit card, EFT or MasterPass.
2. Enter the amount of credit you wish to purchase.
3. Click **Proceed**.



4. You will be prompted to enter an email address. Enter your UCT email address and click **Continue with payment**.

Note: You will receive your statement for credits purchased by email at the address you entered.

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5. Select either:
 1. Credit & Cheque card
 2. Instant EFT, or
 3. Masterpass,

depending on how you want to pay.

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1. Pay by credit or cheque card

1. From the payment method selection screen, select **Credit and cheque card**.

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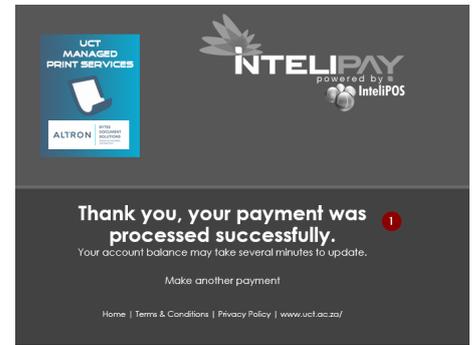
Secured and powered by **PayFast**

2. On the payment screen, enter your credit or cheque card details, your card expiration date and your CCV number into the fields provided and click **Pay**.

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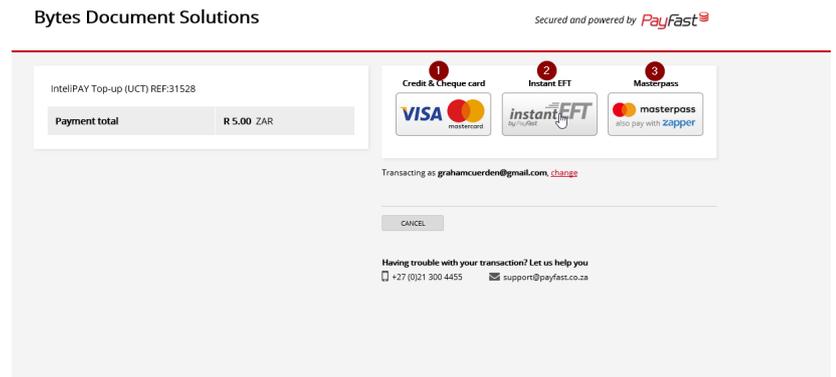
Secured and powered by **PayFast**

- Once the payment has been successfully made, the **Thank you** screen will display. Your credit will reflect in your Papercut account within 10 to 20 minutes.

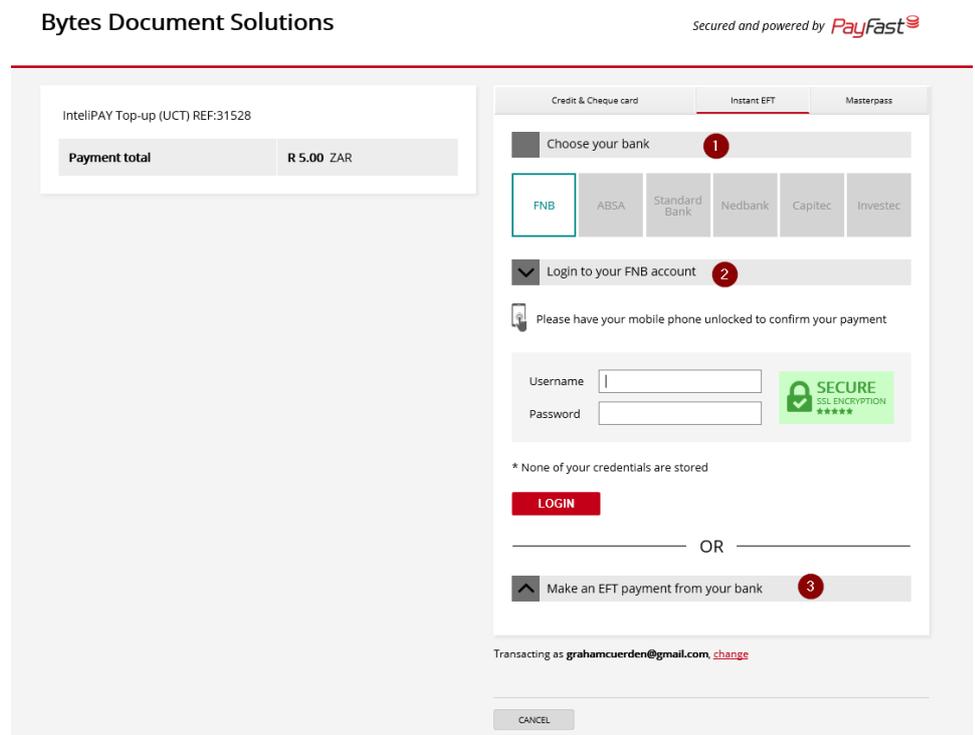


2. EFT Directly from your bank account

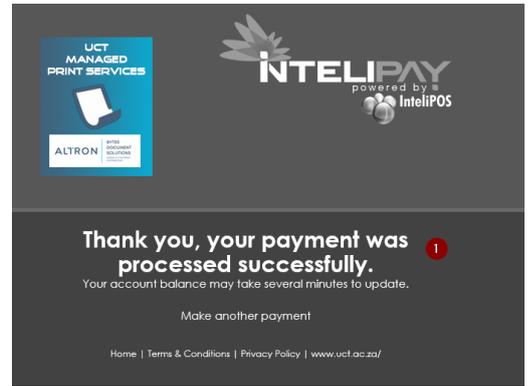
- From the payment method selection screen, select **Instant EFT**.



- Once this has been set up, you can EFT directly from your banking app on Intelipay web page.
 - Choose your bank.
 - Log into your bank account to choose an account and make the payment, **OR**
 - Select **Make an EFT payment from your bank** to add UCT as a recipient in your online banking app and pay directly.*



- Once the payment has been successfully made, the **Thank you** screen will display. Your credit will reflect in your Papercut account within 10 to 20 minutes.



*NOTE: To pay by EFT directly from your own banking app, you can setup UCT as a recipient using these details (do NOT use the **Reference** code here):

Every time you select **Make an EFT payment from your bank**, a reference code will be generated for you to use in the Recipient Reference field in your banking app. Make sure you copy and paste the reference correctly from the **Reference** field displayed here.

Make an EFT payment from your bank

[Log in to your FNB online banking](#)

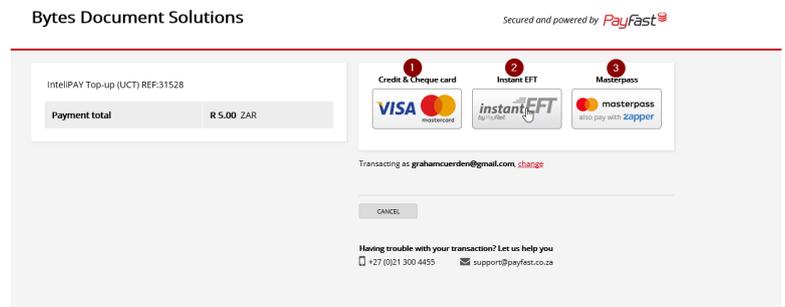
You can use any banking medium (internet, app or telephone) to make the EFT as long as you use the correct reference.

Recipient PayFast	Copy
Account 62164333777	Copy
Branch 250655	Copy
Account type Current (cheque/bond) Account	Copy
Reference PF2F754073747E06B2	Copy
Amount R5.00	Copy

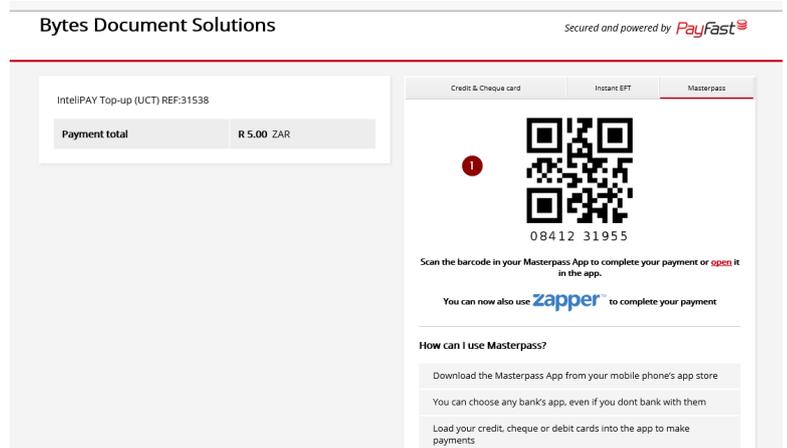
3. Pay using Masterpass

Note: To do this, you will need to install the Masterpass app on your phone.

- From the payment method selection screen, select **Masterpass**.



- Scan the code on your screen using the Masterpass app and follow the prompts.



- Once the payment has been successfully made, the **Thank you** screen will display. Your credit will reflect in your Papercut account within 10 to 20 minutes

