HOW TO WEPA PRINT

1. Choose a document upload method
   a. Cloud: Access your Google Drive, Dropbox or OneDrive at the WEPA
   b. Web: Login using your Samford credentials at wepanow.com and upload the documents there.
   c. Email: Email the document to print@wepanow.com from your Samford email.
   d. Mobile: Download and use the WEPA Print app, following instructions
   e. USB: Insert your USB drive at any WEPA

2. Swipe your Samford ID at the WEPA

3. Select your documents

4. Select your WEPA print balance (or Bulldog Bucks)

5. Print and collect your documents!

*Some methods of uploading will give you a print code – you can use this instead of your Samford ID if needed

**Please note that the WEPAs will BEST print PDFs, but will also print Word, PowerPoint, or Excel Files. They can also print JPG, PNG, or GIF files for images