### **PaperCut - Online Payment**

#### **Electronic Top-up cards**

Students of Metropolia University of Applied Sciences can purchase value for their PaperCut accounts by using their bank identifiers of Finnish banks.

Payment requires that you have active bank identifiers from your own bank. If such credentials are missing, an agreement with the bank must be made in order to use their e-banking services.

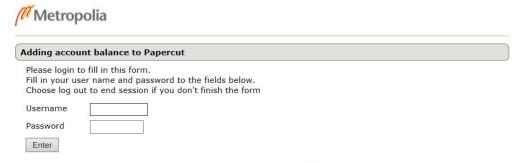
#### **Problems with payments**

If one comes across with a problem concerning PaperCut payments, it is recommended that the browser cache is cleared first. Instructions on how to clear cache can be found <a href="here">here</a>.

if clearing browser cache does not help, one should create a ticket of the incident at here.

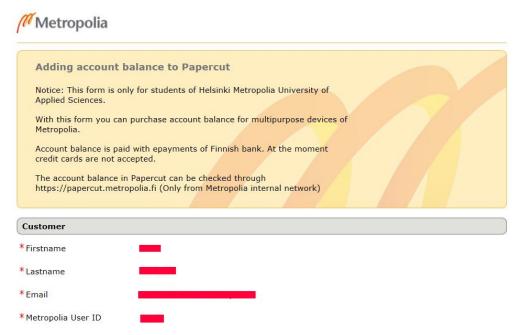
#### Be aware that this service is only available to students of Helsinki Metropolia University of Applied Sciences.

Navigate to the following address with your browser maksut.metropolia.fi/papercut\_en and login with your Metropolia account.



Järjestelmänä Eduix E-lomake 3.1, www.e-lomake.fi

Check that all information is correct.



Select the value that you want to purchase from the drop down menu, then click on Save button in the bottom to proceed.

# Select the value to add The transaction is paid with 200 into of Finnish banks. Credit cards are not accepted. The transaction is fulfilled to your papercut account in approximately 10 minutes after the payment. The account balance in Papercut can be checked through https://papercut.metropolia.fi (Only from Metropolia internal network)

If the payment can not be seen on the Papercut account after 30 minutes, you should do a service request to Helpdesk at https://hd.metropolia.fi.

The problems with Papercut payments are solved through monday to friday between 8am and 4pm, excluding holidays.

The student have to take care of the balance after graduation. It is recommended to sell the balance to for example fellow students. Metropolia does not refund balance below  $\in 10$ . Balances greater than  $\in 10$  can be refunded, with a  $\in 3$  handling fee.



Verify that summary has the right value and proceed with To the network payment button.



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Select your bank from the list and proceed with the online payment.

## You are making a payment in service: E-lomake Metropolia University of Applied Sciences << Back to the service Amount of payment: 2,00 € 1 Select the bank — 2 Make the payment — 3 Continue using the service 1. Select the bank You will be transferred to the online service of the bank, where the actual payment will take place. Bank Danske Bank **OP Bank Group** Handelsbanken **ALANDSBANKEN** S-Pankki Aktia Aktia POP Pankki Säästöpankki 2 Make the payment — 3 Continue using the service Select the bank — Continue paying Continue the payment by clicking the button Continue or cancel the payment by clicking the button Cancel. Continue Cancel

Once payment has been approved and verified, the balance purchased will be transferred to your PaperCut account within the next ten minutes (10min). Verify your balance at print.metropolia.fi.

If the purchased balance does not appear in your PaperCut account within 30 minutes, please make a service request at hd.metropolia.fi.

PaperCut-verkkomaksaminen