Requesting A Refund Through Webprint

1. In Web Print, **Click Recent Print Jobs** in the left navigation pane. *(See Figure 1)*
2. In the Status Column, **Click Request Refund** for each print job you would like refund. *(See Figure 1)*
3. Fill in the Refund amount, and the Reason for Request. *(See Figure 2)*
4. Click Send. *(See Figure 2)*

![Figure 1](image1.png)

![Figure 2](image2.png)