

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)

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Recent Print Jobs

Filter on [edit] [remove]

Date	Charged To	Printer	Pages	Cost	Document Name	Attribs.	Status
Apr 6, 2016 9:36:10 AM	ssm230	ev-lawprintPRT_PUB_INTERVIEW	1	\$0.08		LETTER (ANSI_A) Duplex: Yes Grayscale: Yes 408 kB PCL6 Web Print	Printed request refund
Apr 6, 2016 9:35:14 AM	ssm230	ev-lawprintPRT_PUB_INTERVIEW	1	\$0.08		LETTER (ANSI_A) Duplex: Yes Grayscale: Yes 28 kB PCL6 Web Print	Printed request refund

Figure 1

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Refund Request

All refund requests will be reviewed by the administrator.

Job Details

Time	Apr 6, 2016 9:36:10 AM
Pages	1
Cost	\$0.08
Document Name	
Printer	ev-lawprintPRT_PUB_INTERVIEW

Refund Details

Refund Amount

Full amount
 Partial amount: \$0.00

Reason for Request

Enter your reason for request, and then Click Send.

Send Cancel

Figure 2