

Did you just print something that didn't work and you want your money back?

Here's what to do!

1. Log into the Paper Cut portal with your NetID. (You can use this QR code or go to <https://print.wisc.edu/user>)



2. In the "Recent Print Jobs" menu, find the job that gave you issues, and click "Request Refund."
3. Fill out the request form.
4. You'll be notified when the refund is approved or denied.

Want more information about this process? Visit the Pay-For-Print Refund Process KB: <https://kb.wisc.edu/94769> or contact DoIT Help Desk: <https://kb.wisc.edu/1>

Pay-For-Print Refund Requests

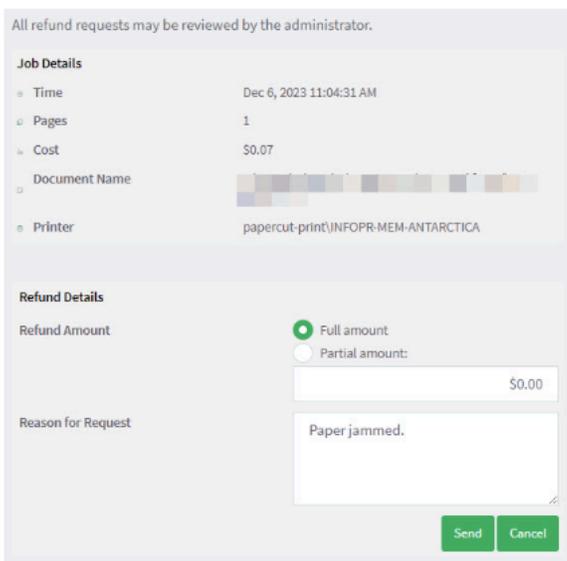
If you have an issue with printing a document with the pay-for-print service, you can request a refund by following the process below

- Log into your [Papercut portal](#).
- In the Recent Print Jobs menu, find the job that gave you issues, click "Request refund"



DATE	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS	STATUS
Dec 6, 2023 11:04:31 AM		papercut-print\INFOPR-MEM-ANTARCTICA	1	\$0.07		LETTER (ANSI_A) Duplex: Yes	Printed request refund
Dec 6, 2023 11:01:19 AM		papercut-print\INFOPR Duplex Memorial	1	\$0.07		LETTER (ANSI_A) Duplex: Yes	Cancelled Not Charged

- Fill out the request form:



All refund requests may be reviewed by the administrator.

Job Details

- Time: Dec 6, 2023 11:04:31 AM
- Pages: 1
- Cost: \$0.07
- Document Name: [blurred]
- Printer: papercut-print\INFOPR-MEM-ANTARCTICA

Refund Details

Refund Amount: Full amount Partial amount:

Reason for Request:

- You will be notified when your refund is approved or denied.