

How to make a deposit to your SafeQ printing account

To print and make photocopies in UCN you need to deposit money to your print account in the SafeQ-system. This guide will show you how to get started.

1. Log in to this site <https://safeq.ucn.dk> with your UCN username and password. In the top of the login screen you can choose an English version by clicking on the flag

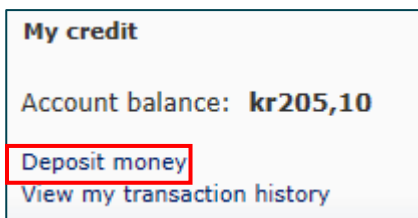


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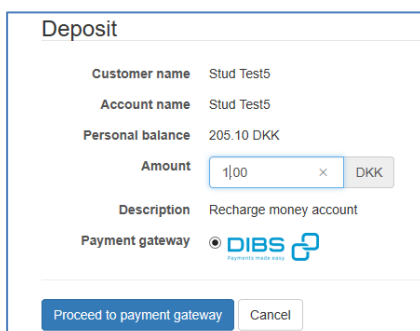
At the end of your study programme, or if you terminate your studies, please remember to use up the remaining balance.

Any remaining balance is non-refundable.

2. Click on "Deposit money" on the left side of the screen



3. Type the amount you wish to deposit to your account. Do not insert more than you expect to use in the nearest future



4. After entering the amount, you want to deposit click "**Proceed to payment gateway**" and then you must read the Terms and Conditions and accept by clicking "**I agree**"



5. Now choose your credit card, enter the information from your card and press "**Validate payment**"
6. You will now get the message "**Payment accepted**" after this you must click "**Next**" to show receipt
7. Click "**Finish**" and the money is deposited into your account

Problems?

Please contact your local UCN Service Centre or Service Centre HelpDesk by one of the following:

- Call 72 69 99 99
 - Monday – Thursday 7.30 - 15.00
 - Friday 7.30 – 14.30
- Send an e-mail at servicecenter@ucn.dk
- Create a support case on the Service Centre [Self Service Portal](#)