

UNIVERSITY OF PAVIA

–“SISTEMA DEI PAGAMENTI ELETTRONICI PAGOPA” –

“PAYMENT PORTAL” INSTRUCTIONS

1

Visit:

<https://payments.unipv.it>

2

Select “VOLUNTARY PAYMENT”

The screenshot shows the 'Payment Portal' interface for the University of Pavia. At the top, there is a blue header with the university logo and name 'UNIVERSITÀ DI PAVIA' on the left, and language options 'ITA', 'ENG', and 'ENTER' on the right. Below the header, the main content area features the title 'Payment Portal' and a sub-header 'PORTALE PAGAMENTI' with the 'pagoPA' logo. A central illustration depicts a person at a computer screen with a 'PAY' button, surrounded by icons of a credit card, a receipt, and a shield. Below this, three main navigation buttons are displayed: 'Search for payment', 'Voluntary Payment', and 'Download receipt'. The 'Voluntary Payment' button is highlighted with a red arrow. Below each button is a circular icon representing the function: a magnifying glass for search, a credit card for voluntary payment, and a receipt for download. At the bottom of each icon, there is a brief description of the function.

Search for payment	Voluntary Payment	Download receipt
		
If you have received a payment notification you can find it here by code number	Fill out payment data, print payment notice and execute payment	Search and download payment receipts

3

Complete the form fields with the required data; it's important to fill up all the mandatory fields:

- * *Name Surname/Business Name*
- * *Personal ID/ P. IV:* if you have an Italian fiscal code (or tax code), insert it in this field. Otherwise, choose "Anonymous"
- * *Payment reason:* choose **AMMINISTRAZIONE CENTRALE**
- * *Reason:* write the reason of your payment in this field **PROVA DI LINGUA ITALIANA – NAME AND SURNAME**
- * *Amount:* 60,00€
- * *Privacy Statement:* click on "I have read and agree"

UNIVERSITÀ DI PAVIA

ITA ENG ENTER

VOLUNTARY PAYMENT

Voluntary Payment

Name Surname / Business name* **MARIO ROSSI** Personal ID / P.IVA **ANONIMO** Anonymous

Address Street number Zip code

City District Nation

Email Phone Mobile phone

Payment reason* **AMMINISTRAZIONE CENTRALE** Reason **PROVA DI LINGUA ITALIANA - MARIO ROSSI**

Amount* **60,00** € I have read and agree: [Privacy statement](#)

PAYMENT ADVICE PAYMENT

Università degli Studi di Pavia - C.so Strada Nuova, 65 - Pavia CF: 80007270186 - P.IVA: 00462870189

Payment reason detail:

AMMINISTRAZIONE CENTRALE

AMMINISTRAZIONE - CONCORSI PERSONALE TECNICO AMMINISTRATIVO E DOCENTE

AMMINISTRAZIONE - DONAZIONE UNIVERSITIAMO

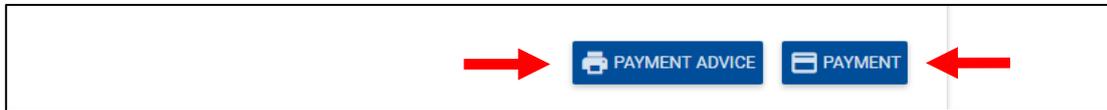
AMMINISTRAZIONE - ENTI OSPEDALIERI CONVENZIONATI

AMMINISTRAZIONE - POLIZZE ASSICURATIVE INTEGRATIVE

4

You can now choose between two methods of payment:

- "Payment advice"
- "Payment"



Warning: pay attention to the expiration date of the "Payment Advice"; it is not possible to pay the fee after this deadline.

If you fail in meeting this deadline, you can easily create another "Payment advice" following the same procedure.

4.1 – Payment Advice: if you are in Italy you can print the payment advice and bring it to a bank, a SISAL or Lottomatica point and pay the fee; if you have an Italian bank account, you can also use your home banking system.

For further information regarding the banks and other PagoPA payment points, please visit www.pagopa.gov.it.

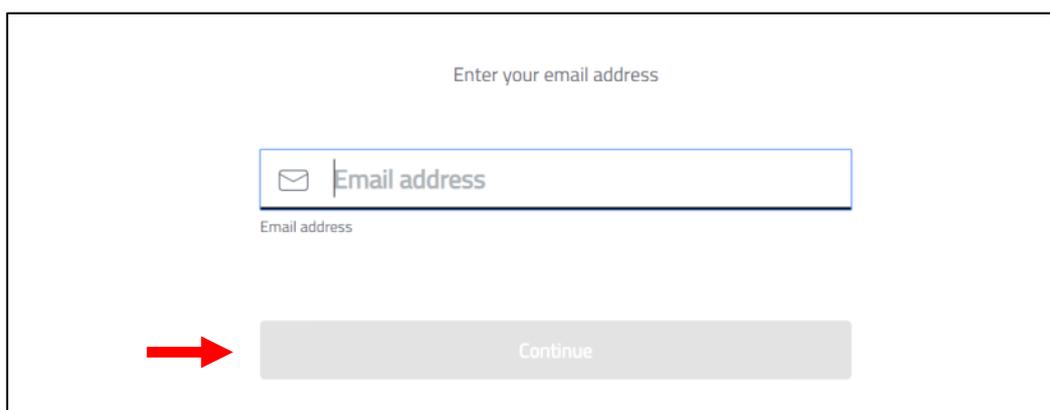
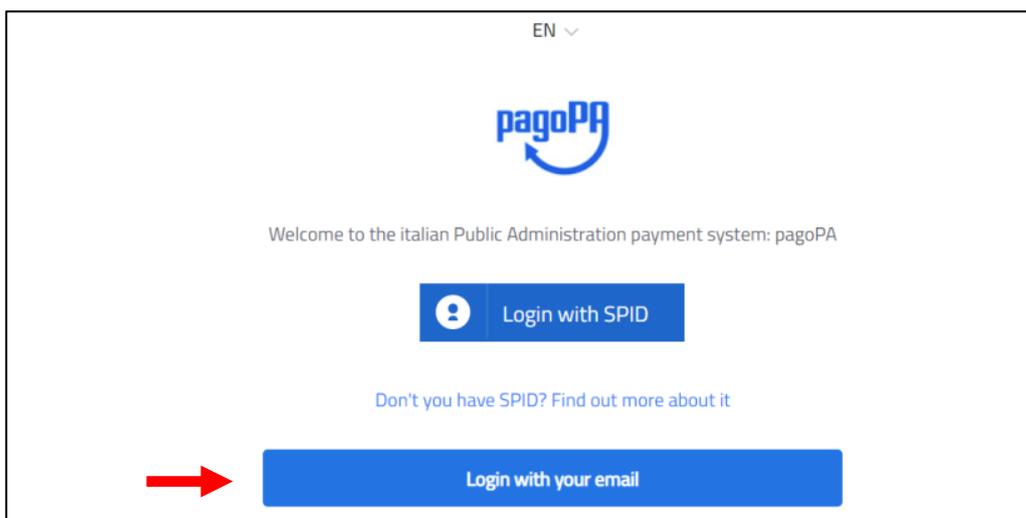
The Payment advice is **not payable** in post offices.

 AVVISO DI PAGAMENTO			
MC62 - Conference xxxx xxxx xxxx		UNIVERSITÀ DI PAVIA	
ENTE CREDITORE Cod. Fiscale 80007270186	DESTINATARIO AVVISO Cod. Fiscale ANONIMO		
Universita' degli Studi di Pavia	MARIO ROSSI		
QUANTO E QUANDO PAGARE?	DOVE PAGARE? Lista dei canali di pagamento su www.pagopa.gov.it		
100,00 Euro entro il 27/07/2020	PAGA SUL SITO O CON LE APP del tuo Ente Creditore, della tua Banca o degli altri canali di pagamento. Potrai pagare con carte, conto corrente, CBILL.		
L'importo è aggiornato automaticamente dal sistema e potrebbe subire variazioni per eventuali sgravi, note di credito, indennità di mora, sanzioni o interessi, ecc. Un operatore, il sito o l'app che userai ti potrebbero quindi chiedere una cifra diversa da quella qui indicata.	PAGA SUL TERRITORIO in Banca, in Ricevitoria, dal Tabaccaio, al Bancomat, al Supermercato. Potrai pagare in contanti, con carte o conto corrente.		
Utilizza la porzione di avviso relativa al canale di pagamento che preferisci.			
BANCHE E ALTRI CANALI		RATA UNICA entro il 27/07/2020	
Qui accanto trovi il codice QR e il codice interbancario CBILL per pagare attraverso il circuito bancario e gli altri canali di pagamento abilitati.		Destinatario MARIO ROSSI Ente Creditore Universita' degli Studi di Pavia Oggetto del pagamento MC62 - Conference xxxx xxxx xxxx	Euro 100,00
Codice CBILL 6R850	Codice Avviso 0015 1000 0000 0244 44	Cod. Fiscale Ente Creditore 80007270186	

4.2 - Payment: selecting the “Payment” function you can use credit cards or bank transfers through the affiliated banks.

At first choose the language; to start the payment procedure click on “Login with your email”, enter your email address and click on “Continue”.

Then click on “I agree with the Privacy Policy” and on the “Continue” button.



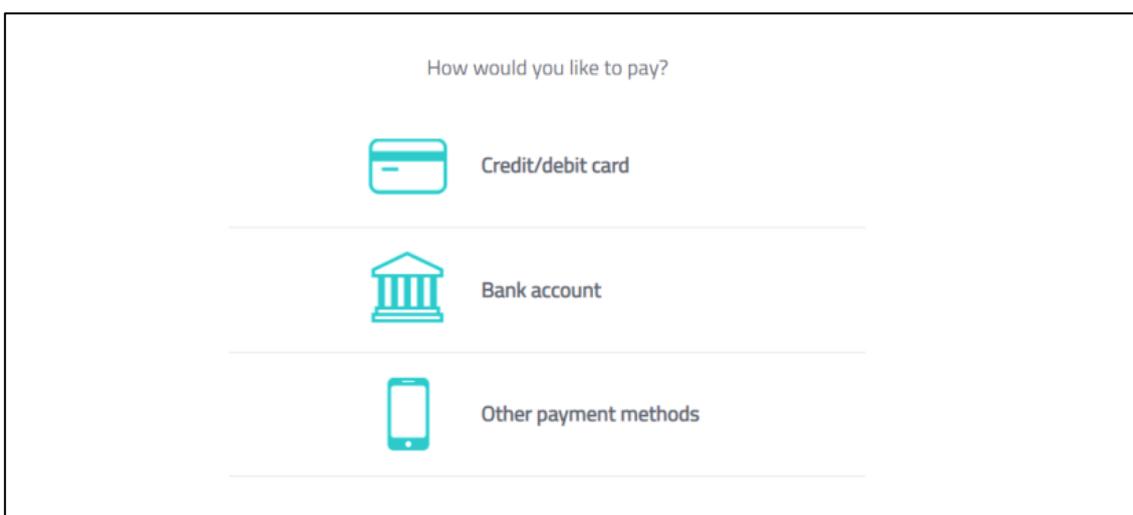
If you want to pay with a credit or a debit card click on “Credit/Debit Card”.

It is possible to pay via Paypal or Satispay or other payment methods by choosing “Other payment methods”.

If you have chosen “Credit/debit card”, you will be required to choose a payment manager to proceed with your payment.

Different payment managers apply different fees. Choose the most convenient for you. You are not required to have a bank account with the payment manager/bank you choose. After compiling the credit card data click on “Proceed with payment”.

Once the payment is confirmed you can print the payment receipt clicking on “Print the payment receipt”.



How would you like to pay?

 Credit/debit card

 Bank account

 Other payment methods



pagoPA accetta queste carte di credito/debito

nome e cognome

numero della carta di credito

scadenza (mm/aa) codice di verifica

WARNING: DON'T CLICK THE BROWSER BACK BUTTON WHILE FOLLOWING THIS PROCEDURE; ONLY USE THE FUNCTIONS WITHIN PAGOPA SYSTEM.