UNIVERSITY OF PAVIA
–"SISTEMA DEI PAGAMENTI ELETTRONICI PAGOPA" –
"PAYMENT PORTAL" INSTRUCTIONS

1 By clicking on the link in the Google Form, the following screen is shown:

It's important to fill up all the mandatory fields:

* *Business Name/ Name Surname*
* *Italian Personal ID/VAT Number:* if you have an Italian fiscal code (or tax code), insert it in this field. Otherwise, choose "Anonymous"
* *Nation, District, City, Address, Street Number, Zip code, E-mail*
* *Privacy Statement: click on "I have read and agree"*

2 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.
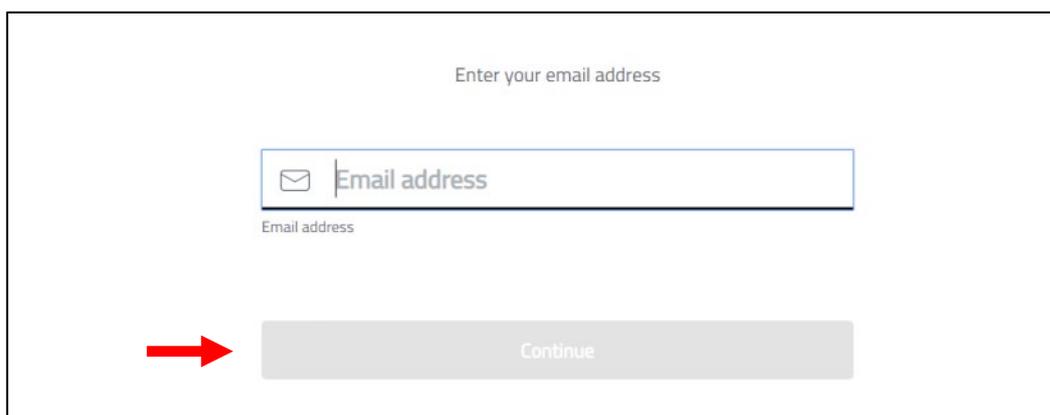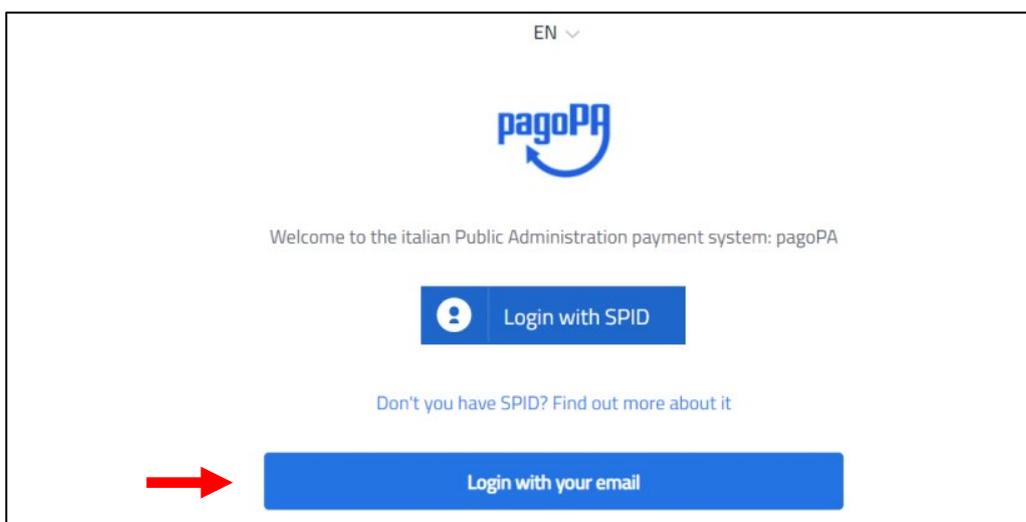
The Payment advice is **not payable** in post offices.

2.2 - 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.
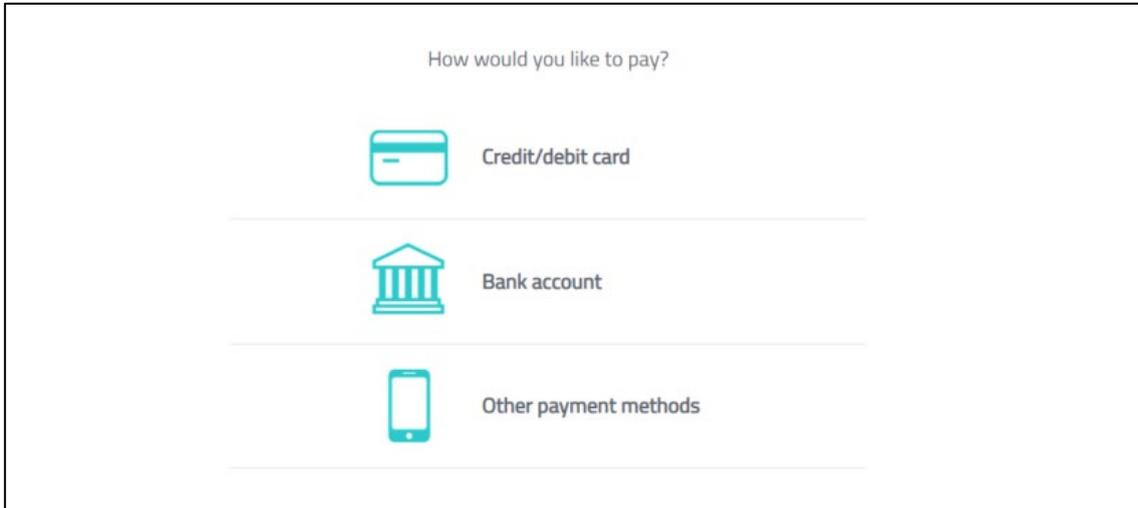
If you want to pay with a credit or a debit card click on "Credit/Debit Card".

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".

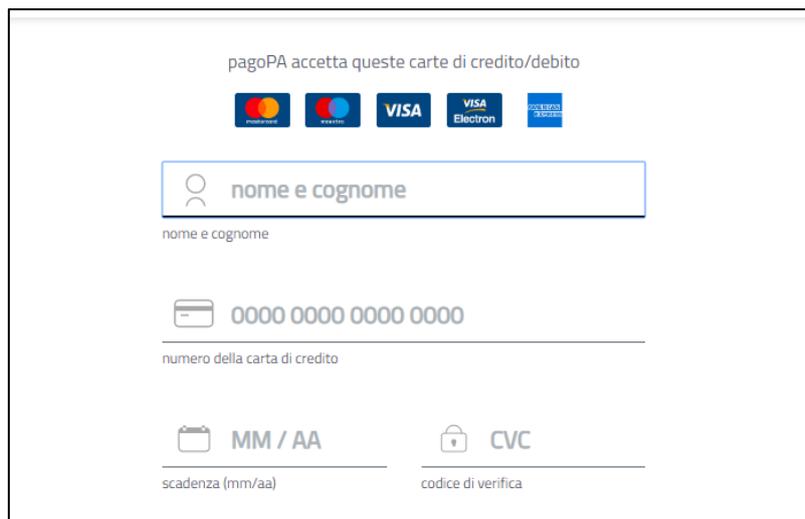Once the payment is confirmed you can print the payment receipt clicking on "Print the payment receipt".

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