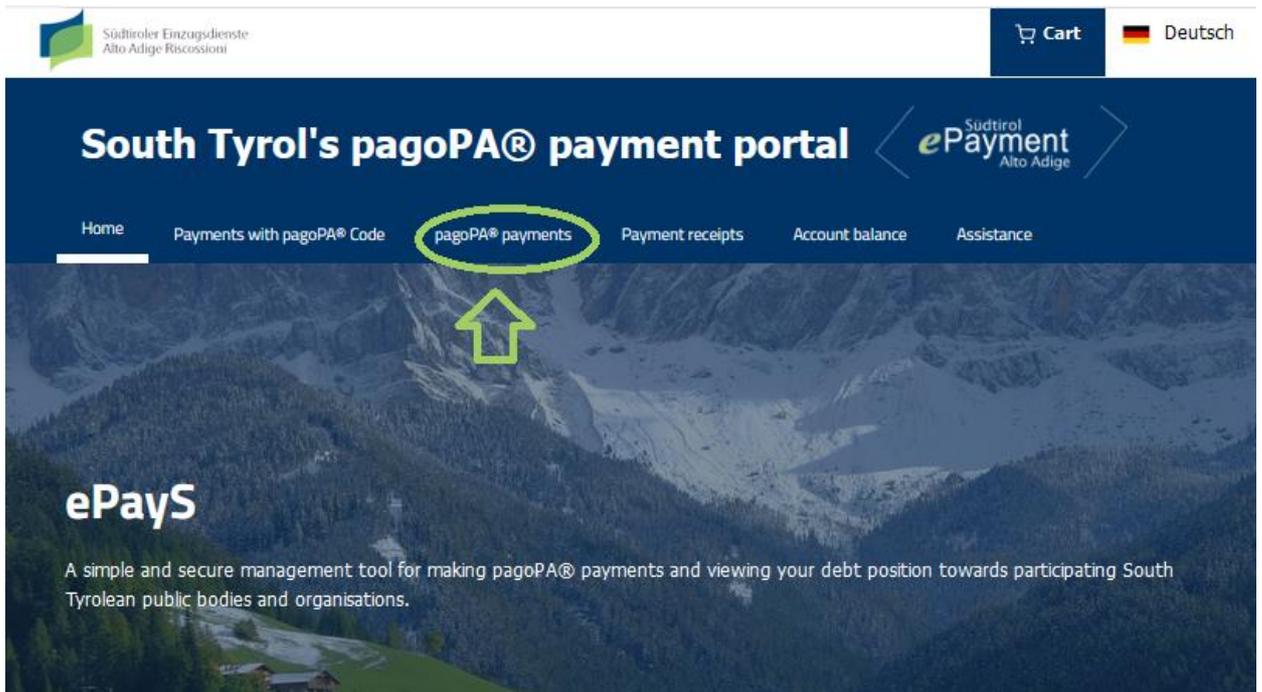
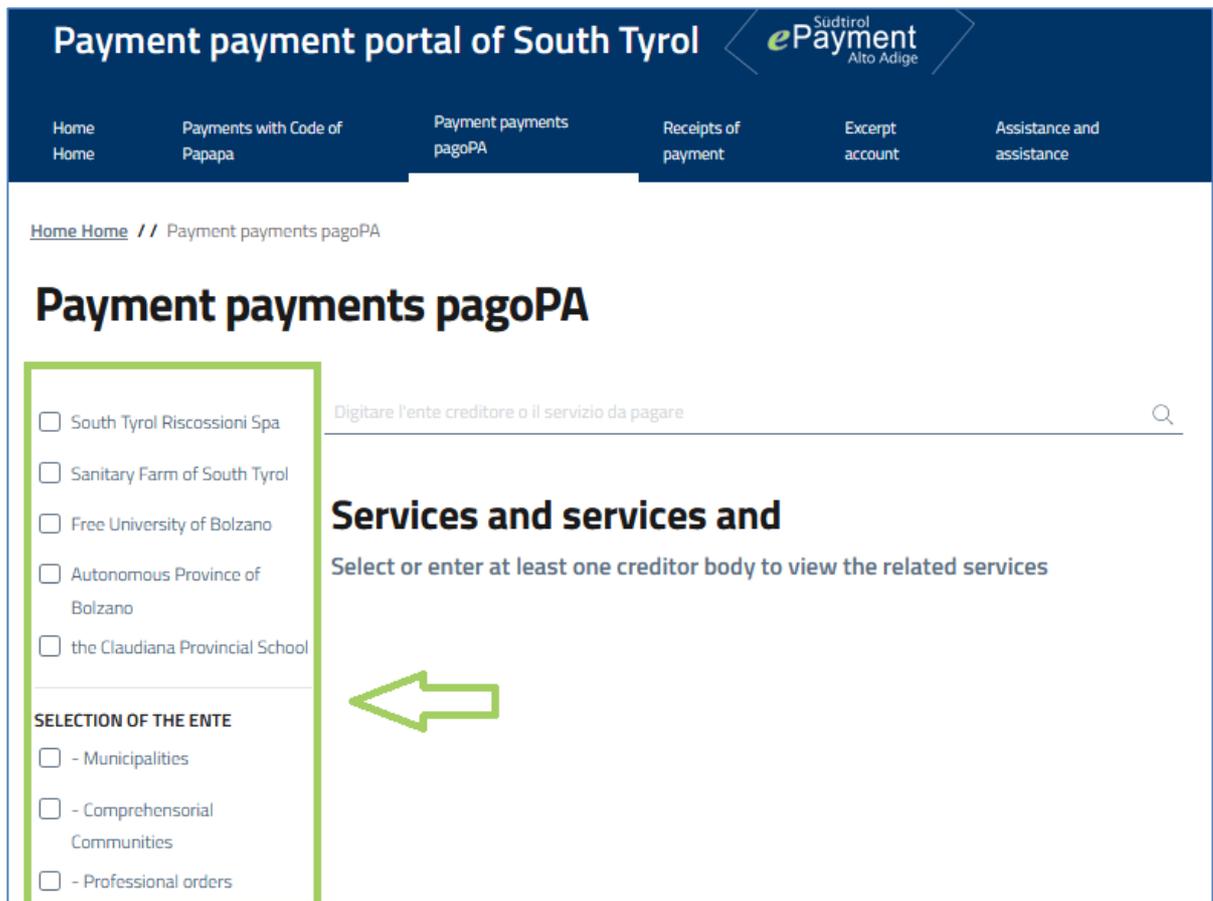


Payment Procedure through ePayS

On our website choose “pagoPA payments.”



On the following page, please select the Public Administration for which you must make the payment (you might find the correct name of the public administration on your bill / fine):

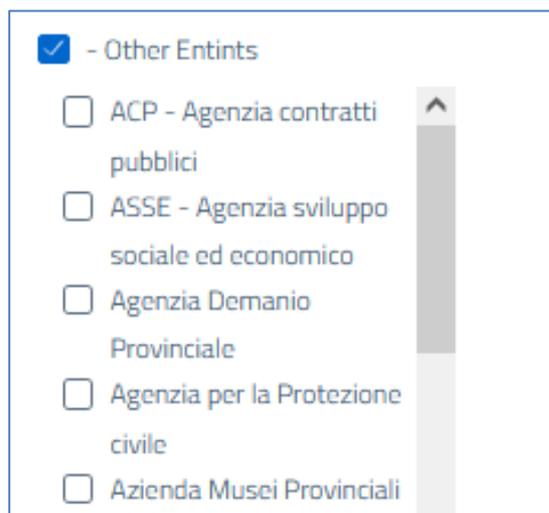


If you can't find the public administration you are searching for, you can either:

1. type in their name (on the line where there's the magnifying glass ): a dropdown menu will automatically appear – Please note: in this case you will see all the payment services that the searched organization offers, so pay attention while choosing the one you are interested in (ex. Administrative fine, reimbursement, caution, payment with a pagoPA-Code etc.)



2. Click on the last voice of the menu “Other entities” and look for the one you are interested in.



Once you have selected the public administration, you will be required to select the specific type of payment that you have to make.

Here is an example of the two most common payment types:

- **“Payment with a pagoPA payment code”**: with this option you can pay if you have received a “payment notification” from a public administration.

The screenshot shows a navigation menu at the top with options: Home, Payments with Code of Papapa, Payment payments pagoPA (selected), Receipts of payment, Excerpt account, and Assistance and assistance. The main content area is titled 'Services and services and' and lists various payment categories for the 'Free University of Bolzano'. The categories are arranged in a grid:

<input checked="" type="checkbox"/> Free University of Bolzano	Free University of Bolzano Cautions Pay	Free University of Bolzano Donations Pay	Free University of Bolzano Funding and financing Pay
<input type="checkbox"/> Autonomous Province of Bolzano	Free University of Bolzano Credit Notes Pay	Free University of Bolzano Payments with pagoPA code Pay	Free University of Bolzano Restitution of EU mobility grant Pay
<input type="checkbox"/> the Claudiana Provincial School	Free University of Bolzano Restitution of unibz mobility bag	Free University of Bolzano Refunds of the staff	Free University of Bolzano Repayments of expenses from third parties

Below the grid is a 'SELECTION OF THE ENTE' section with several radio button options, including '- Municipalities', '- Comprehensorial Communities', '- Professional orders', etc.

In this case you are only required to enter the “pagoPA payment code” and then click on “next”:

The screenshot shows the 'Payment payments pagoPA' form. It includes the following fields and elements:

- Payment to the institution: unibzz
- For the service: Payments with pagoPA code
- Fields with an asterisk (*) are required
- Data payment** section with a currency input field (partially filled with 'of the Euro').
- In the name of: unibz
- Code Notice Payment payment - Payment No. *** (highlighted with a green box)
- A 'Next' button at the bottom right, indicated by a green arrow.

- The second common type of payment is a payment in which the public administration hasn't provided you with a "pagoPA payment code". Also known as **spontaneous payment**.

In such cases you will have to fill in a form with all the payment information required and then click on "next":

The screenshot shows a web form for making a payment. At the top, there is a navigation bar with links: Home, Payments with Code of Papapa, Payment payments pagoPA, Receipts of payment, Excerpt account, and Assistance and assistance. The 'Payment payments pagoPA' link is active. Below the navigation bar, there is a field for the amount in Euro, followed by a dropdown menu for the payment recipient, currently set to 'Libera Università di Bolzano'. A 'Causal' field is highlighted in green, with a green box around it and a green arrow pointing to it. To the right of this field, there is a green instruction: 'insert here the payment motivation/ purpose (bill nr, fine nr., etc.)'. Below this is the 'Personal data' section. It starts with a question 'Are you living abroad?' with radio buttons for 'Yes, it' and 'No'. Below this are three input fields: 'Surname or Social Reason *', 'Name', and 'Tax Code or VAT number'. The 'Tax Code or VAT number' field has a green instruction: 'If you don't have an Italian Tax Code please type "anonimo" here'. Below these are three dropdown menus: 'Province *', 'The municipality *', and 'Street and No. *'. At the bottom of the form, there is a note: 'Fields with asterisk (*) are required'. A green arrow points to a blue 'Next' button.

Once you have entered all the required information, going forward, you will see a summary of the payment information.

If everything is correct click on "Add to cart" and proceed with the payment:

Home Home Payments with Code of Papapa Payment payments pagoPA Receipts of payment Excerpt account Assistance and assistance

of the Euro **100,00**

In the name of:
Libera Università di Bolzano

Causal
UNIVERSITY INSCRIPTION: JOHN SMITH

Performed from

Denomination
SMITH JOHN

Street and N. **1ST STREET NR. 5 - LONDON** City City **GRAN BRETAGNA**

To proceed now with payment, click on **Add to Cart**

To pay at a pagoPA counter (e.g. Banks, Post Offices, Tobacco shops) or through your home banking or a dedicated APP:

[Back](#) [Generate notice pagoPA](#) [Add to Cart](#)

Go on with the payment by clicking on Forward (Weiter/Avanti):

Payment payment portal of South Tyrol

Home Home Payments with Code of Papapa Payment payments pagoPA Receipts of payment Excerpt account Assistance and assistance

[Home](#) / [Payment on LineCart](#)

List of payments Spontaneous

the Ente	Fiscal code	Causal of the payment	Amount (€)		
Free University of Bolzano	ANONYMOUS	UNIVERSITY INSCRIPTION: JOHN SMITH	100.00		

[+ Add new payment](#)

Payment

TOTAL DOCUMENTS **1**

AMOUNT **€ 100.00**

[Back](#) [Next](#)

Now, before confirming and proceeding to the payment, you will have to enter your email address, to which you want to receive the payment confirmation receipt:

The screenshot shows the 'Payment portal of South Tyrol' interface. At the top, there is a navigation bar with links: Home, Payments with Code of Papapa, Payment payments pagoPA, Receipts of payment, Excerpt account, and Assistance and assistance. Below this, the breadcrumb path is 'Home / Payment on LineCart'. The main content area is titled 'List of Spontaneous Bulletins' and contains a table with the following data:

the Ente	Fiscal code	Causal	Amount (€)
Free University of Bolzano	ANONYMOUS	UNIVERSITY INSCRIPTION: JOHN SMITH	100.00

Below the table, there is a section titled 'Methods of notification' with a form field for 'confirmation e-mail *' containing the text 'e-mail@email.com'. A green arrow points from this field to the right. To the right of the main content, there is a 'Payment' summary box showing 'PAYMENTS IN PROGRESS' with a count of '1' and 'AMOUNT € 100.00'. Below this box are two buttons: 'Back' and 'Confirm payment'. A green arrow points from the 'Confirm payment' button down to the 'confirmation e-mail' field.

After confirming you are redirected to the payment site, and here you can select the English language:

The screenshot shows the 'pagoPA' payment site. At the top, there is a header with the 'pagoPA' logo on the left, the text 'Libera Università di Bolzano /RFS/RF43 1149 233/100.00' and '100,00 €' in the center, and an 'Annulla' button on the right. Below the header, there is a language selection dropdown menu showing 'IT' with a green arrow pointing to it. Below the dropdown menu, there is a 'pagoPA' logo. Below the logo, there is a blue button labeled 'Entra con SPID'. Below this button, there is a link 'Non hai SPID? Scopri di più'. At the bottom, there is a blue button labeled 'Entra con la tua email'.

By clicking on “Annulla” you will close the payment procedure without completing it.

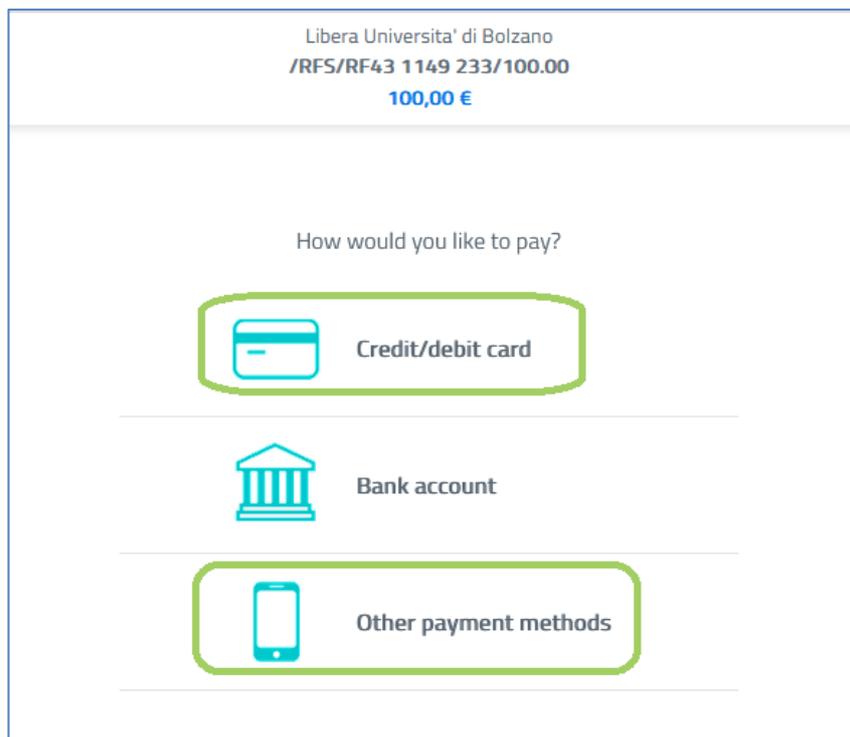
But if you want to go forth with the payment, click on “login with your e-mail” and reenter the email address, then go on until you reach the list of the payment methods.

Login with your email

Payment methods:

Bank Account can only be used by Italian-bank customers.

From abroad we encourage to choose either “credit / debit card” or “Other payment methods”,
By choosing “other payment method” you will find payment methods such as Paypal,
ApplePay, etc.)



The image shows a payment selection interface. At the top, it displays the university name "Libera Università di Bolzano", the RFS/RF43 code "1149 233/100.00", and the amount "100,00 €". Below this, the question "How would you like to pay?" is asked. Three options are presented: "Credit/debit card" (with a card icon and a green border), "Bank account" (with a bank building icon), and "Other payment methods" (with a smartphone icon and a green border).

Once you have chosen the preferred method, you can complete the payment procedure.

For furthermore assistance, please contact our call center on the following number:
+39 081 19737265. You can get support if you have issues with the payment.