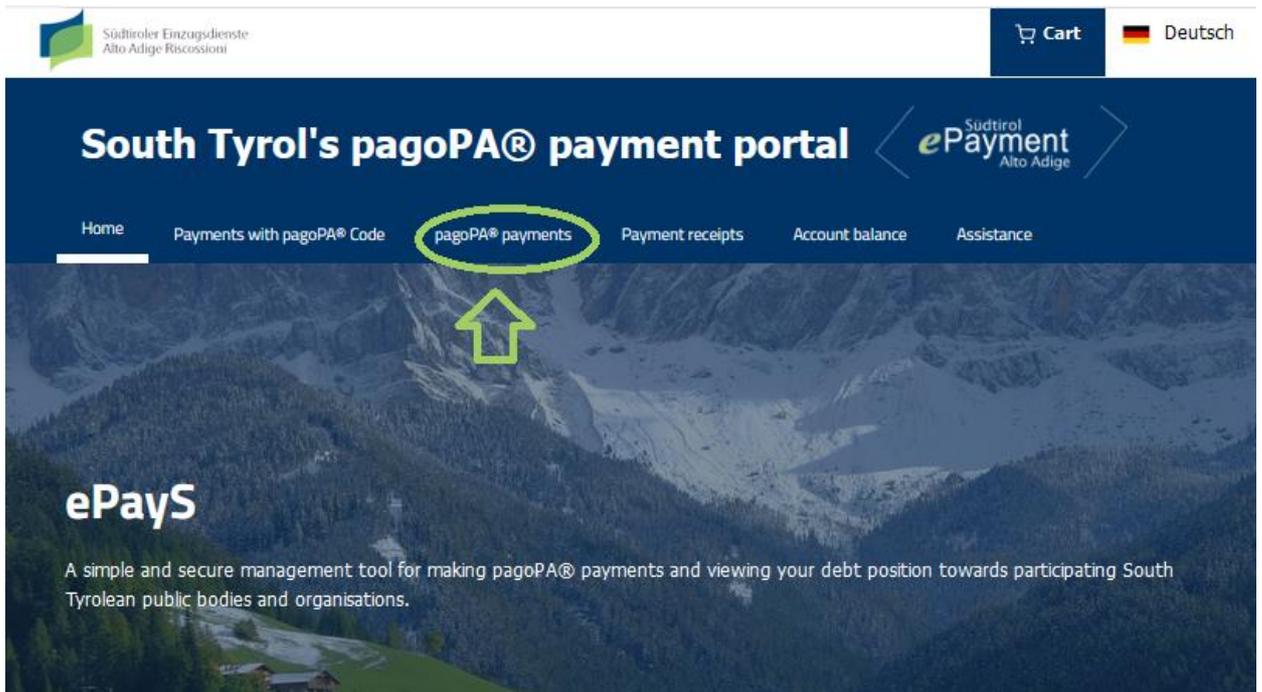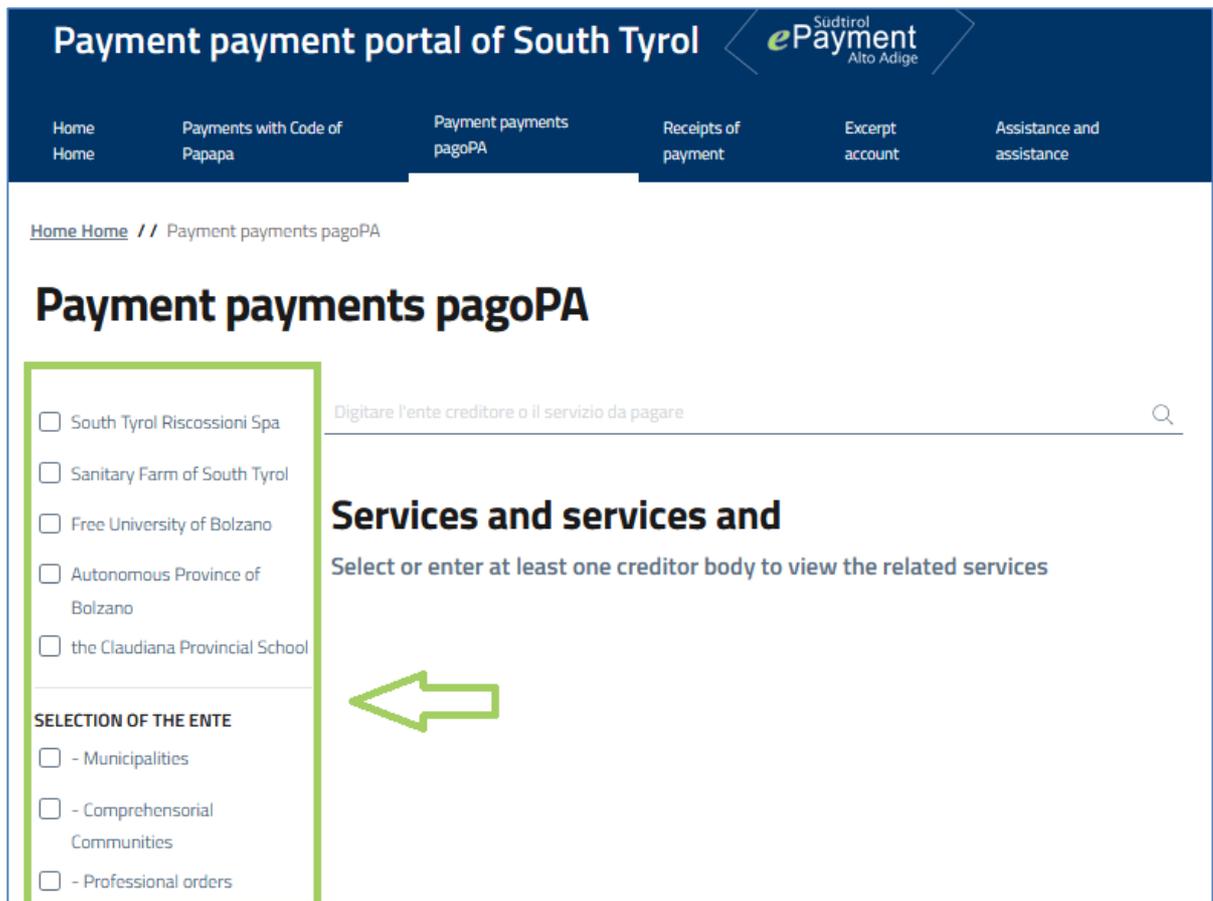# Payment Procedure through ePayS

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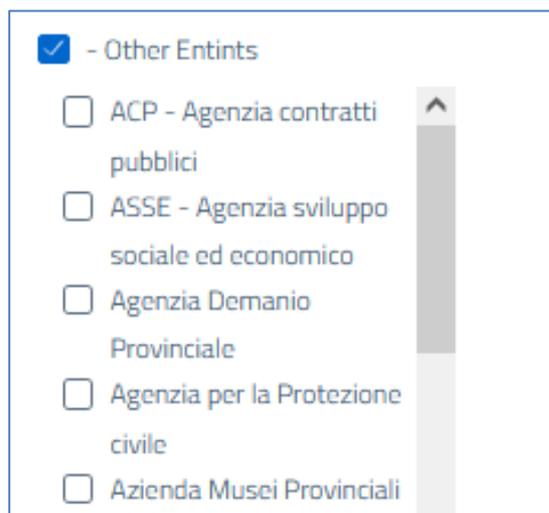
If you can't find the public administration you are searching for, you can either:

1. type in their name (on the line where there's the magnifying glas🔍): 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.)

Payment payments pagoPA

☐ South Tyrol Riscossioni Spa

s|
ACP - Agenzia contratti pubblici	Escussione garanzia definitiva o provvisoria
ACP - Agenzia contratti pubblici	Rimborso costo di riproduzione documenti (diritti di copia)
ACP - Agenzia contratti pubblici	Sanzioni e penali nell'ambito di gare di appalto
ASSE - Agenzia sviluppo sociale ed economico	Codice Avviso Pagamento pagoPA
ASSE - Agenzia sviluppo sociale ed economico	Pagamenti cooperative
ASSE - Agenzia sviluppo sociale ed economico	Pagamenti detrazioni fiscali
ASSE - Agenzia sviluppo sociale ed economico	Pagamenti diversi
Agenzia Demanio Provinciale	Cauzioni per concessioni
Agenzia Demanio Provinciale	Concessioni

☐ Sanitary Farm of South Tyrol

☐ Free University of Bolzano

☐ Autonomous Province of Bolzano

☐ the Claudiana Provincial School

SELECTION OF THE ENTE

☐ - Municipalities

☐ - Comprehensorial Communities

☐ - Professional orders

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

☑ - Other Entints

☐ ACP - Agenzia contratti pubblici

☐ ASSE - Agenzia sviluppo sociale ed economico

☐ Agenzia Demanio Provinciale

☐ Agenzia per la Protezione civile

☐ Azienda Musei Provinciali

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.

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

- 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":

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:

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

Südtirol **e**Payment Alto Adige

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:

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

By clicking on "Annulla" you will close the payment procedure without completing it.
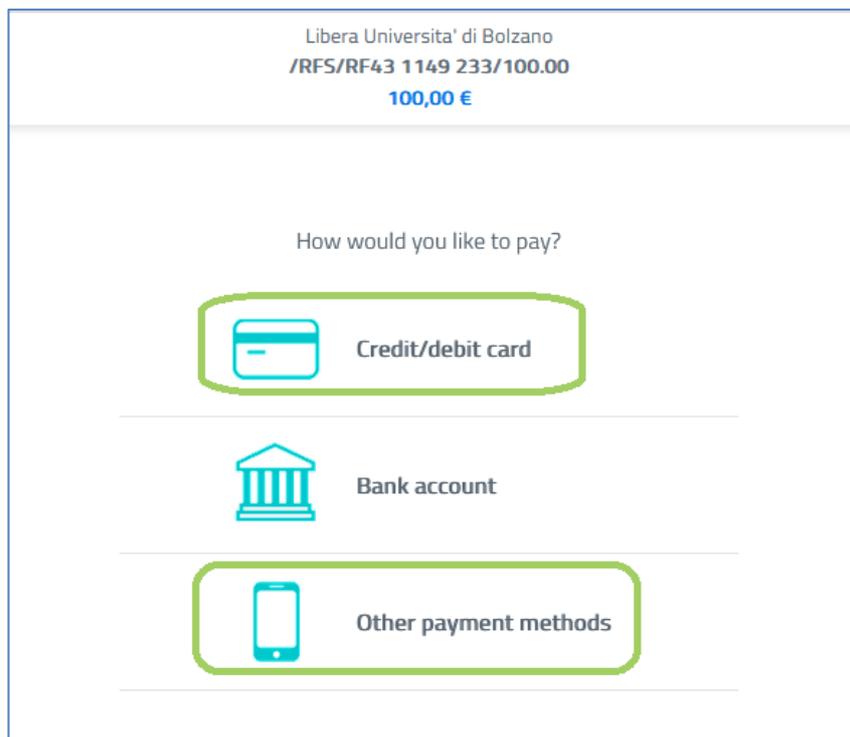
But if you want to go forth with the payment, click on "login with your e-mail" and reenter the email address, then go on until you reach the list of the payment methods.

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.)

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.