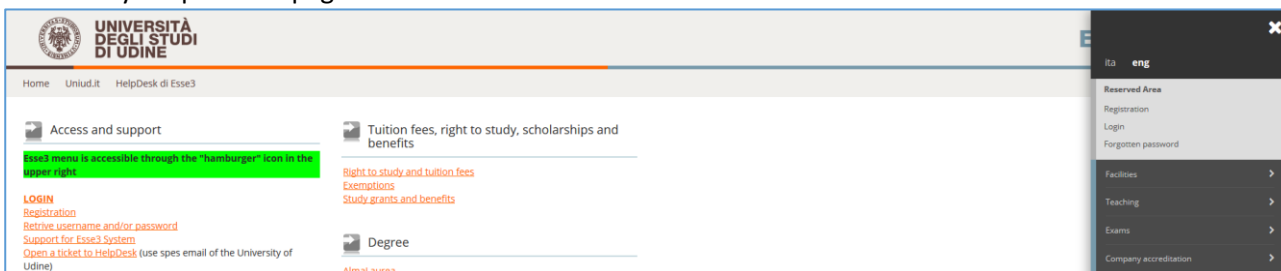
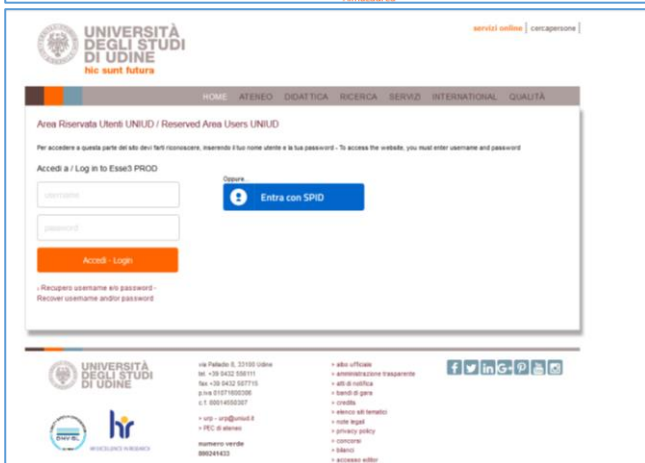
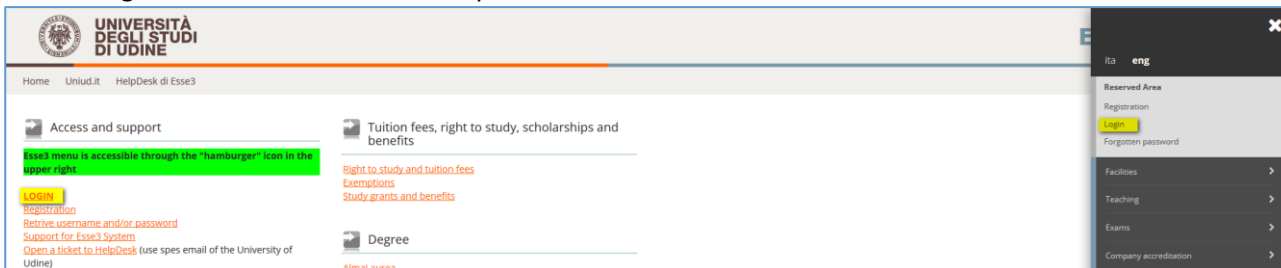


Pago PA_Payment steps

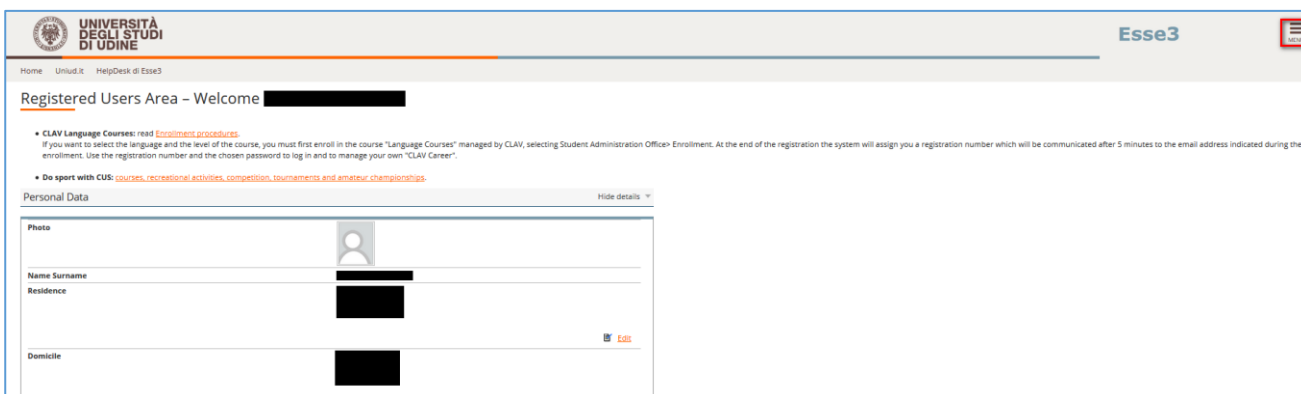
Access to your personal page of Esse3.



Select "Login" and enter username and password.



The system displays your Registered User Area or your Student Area, if you are a UNIUD student. A drop-down menu is available on the top right of the page.



Select "Student Administration Office → Payments" to view the summary of the payments regarding you (or select Fees → Display).

Registered Users Area - Welcome [redacted]

- CLAV Language Courses: read [Enrollment procedures](#).
If you want to select the language and the level of the course, you must first enroll in the course "Language Courses" managed by CLAV, selecting Student Administration Office- Enrollment. At the end of the registration the system will assign you a registration number which will be communicated after 5 minutes enrollment. Use the registration number and the chosen password to log in and to manage your own "CLAV Career".
- Do sport with CUS: [courses, recreational activities, competition, tournaments and amateur championships](#).

Personal Data Hide details

Photo	
Name Surname	[redacted]
Residence	[redacted] tel:0000000000
Domicile	[redacted] Edit
Email	Missing Edit
Mobile	+39 0000000000 Edit

Reserved Area
Logout
Change Element
Student Administration Office
Application
Evaluation test
Enrollment
Academic qualifications
State certification exam
Payments
Invalidity Declaration

The paid invoices are tagged with a green light, whereas the invoices not yet paid are tagged with a red light.

UNIVERSITÀ DEGLI STUDI DI UDINE Esse3

Home UniuD.it HelpDesk di Esse3

» Fees
List of fees

This page displays the list of fees and their respective amounts.

Cerca [Q](#)

Addebiti fatturati

Invoice	Codice IUUV	Description	Expiry date	Amount	Status	PagoPA Payment	IF
1250019	000000012678263	Matricola 106337 - Ph. D. COURSE (D.M.45/2013) - Agricultural Sciences and Biotechnology - Bollo virtuale alla domanda di rinuncia on line Year 2018/2019		16,00 €	Unpaid		
1247810	000000012491556	Matricola 106337 - Ph. D. COURSE (D.M.45/2013) - Agricultural Sciences and Biotechnology - Tassa d'iscrizione Year 2018/2019	29/03/2019	40,00 €	Confirmed Payment		

Select the invoice number to start the payment process.

The symbol



means that the payment by PagoPA is available

UNIVERSITÀ DEGLI STUDI DI UDINE Esse3

Home UniuD.it HelpDesk di Esse3

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You can choose one of these methods of payment:

1. **Payment by PagoPA (telematic mode payments)** [paga con PagoPA→red button]
2. **Print the notice of Payment (payments at the bank office)** [stampa avviso per PagoPA→white button]

UNIVERSITÀ DEGLI STUDI DI UDINE Esse3

Home UniuD.it HelpDesk di Esse3

» List of fees » Fees
Invoice Detail

Invoice 1250019

Amount	16,00 €
Procedure	PAGAMENTO MEDIANTE NODO

Verrà richiesto di scegliere il Prestatore di Servizi di Pagamento (es. una banca o un altro istituto di pagamento) e relativo servizio da questo offerto (es. addebito in conto corrente, carta di credito, bollettino postale elettronico), per poi effettuare la transazione tramite il "Nodo Dei Pagamenti - SPC" gestito dall'Agenzia per l'Italia Digitale. Altre informazioni al link: www.agid.gov.it

Tasse

Anno	Instament	Item	Amount
Bollo virtuale alla domanda di rinuncia on line			
2018/2019	Rata unica	Bollo Virtuale	16,00 €

[Paga con PagoPA](#) [Stampa Avviso per PagoPA](#)

WARNING: pagoPA is not a website. It is a new way to process payments to Public Administration through the accredited Payment Service Providers (PSPs) in a standardised manner.

If you are abroad you cannot use the notice of payment.

UNIVERSITÀ DEGLI STUDI DI UDINE

Esse3

Home Uniud.it HelpDesk di Esse3

» List of the fees » Fees

Invoice Detail

Invoice 1250019

Amount	16,00 €
Procedure	PAGAMENTO MEDIANTE NODO

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Tasse

Anno	Instament	Item	Amount
Bollo virtuale alla domanda di rinuncia on line			
2018/2019	Rata unica	Bollo Virtuale	16,00 €

Paga con PagoPA Stampa Avviso per PagoPA

Selecting the red button “Paga con Pago PA” (Pay by Pago PA), the system displays two methods of login:

SPID*

your email

* SPID can be requested by all the Italian citizens – or citizens resident in Italy holding a valid permit of stay – not under the age of 1

If you select to login with your email, type your email address (“Spes” if you are a UNIUD student or your personal email address if you are not a UNIUD student) and select “Continue”.

EN

pagoPA

Welcome to the Italian Public Administration payment system: pagoPA

Login with SPID

[Don't you have SPID? Find out more about it](#)

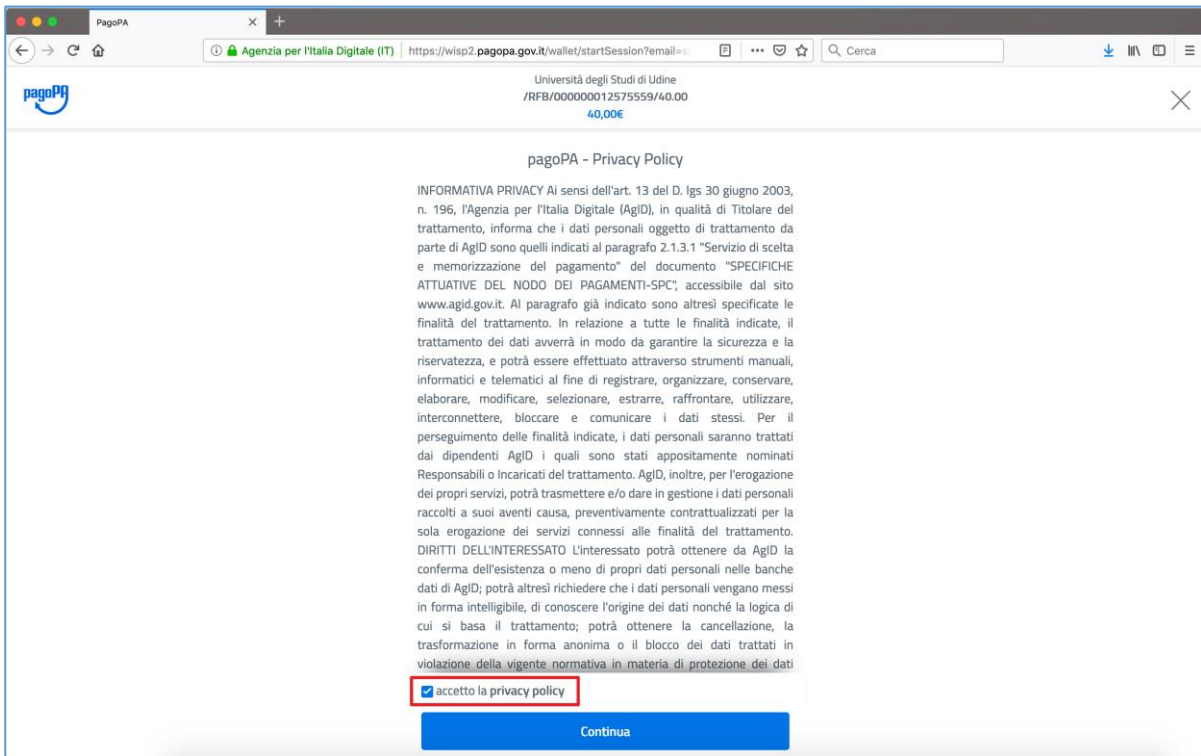
Login with your email

Enter your email address

Email address

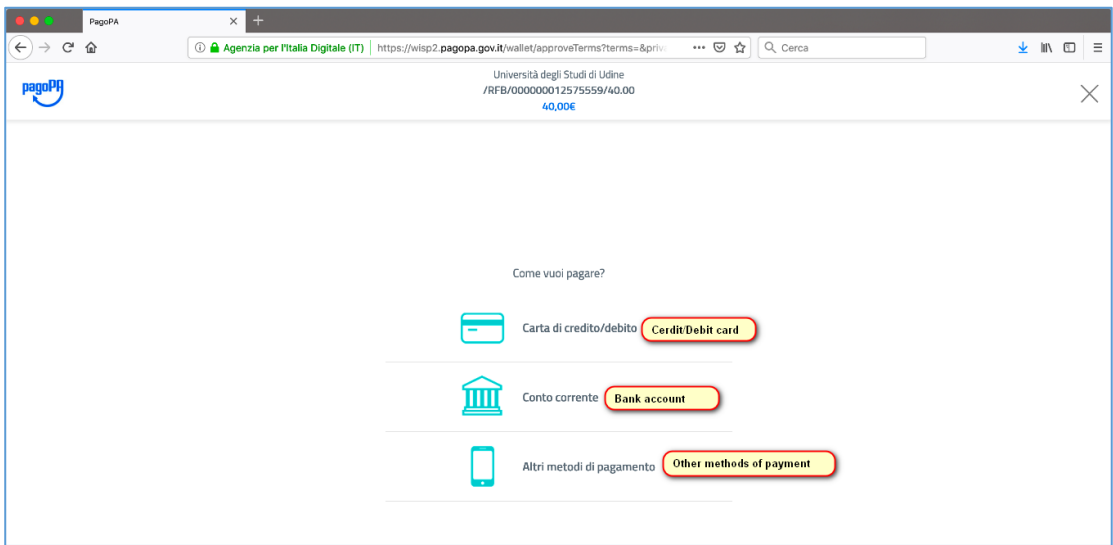
Continue

Accept the privacy policy and select “Continue”

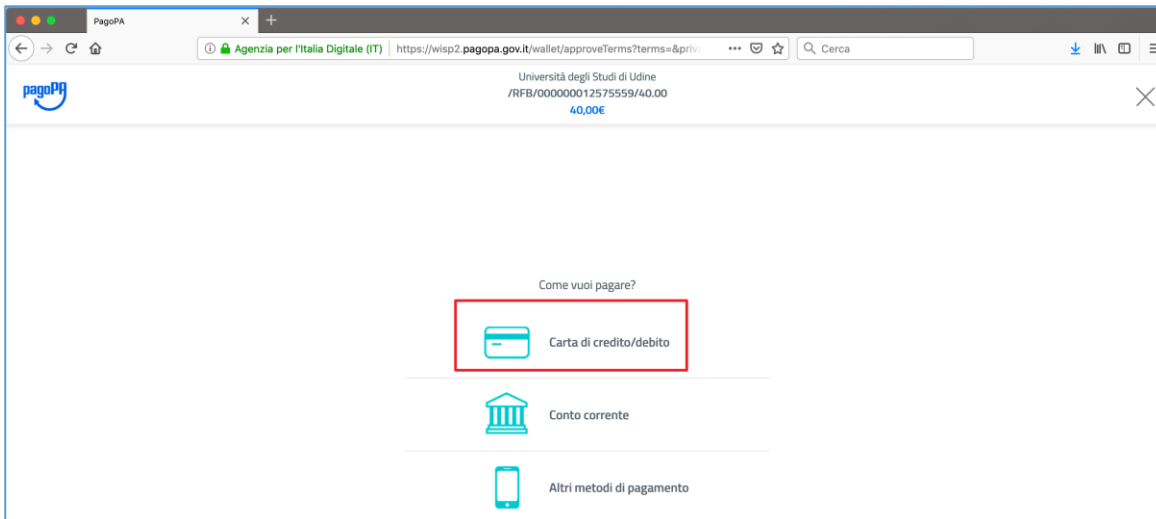


Choose the method of payment

- credit/debit card
- bank account
- other methods of payment

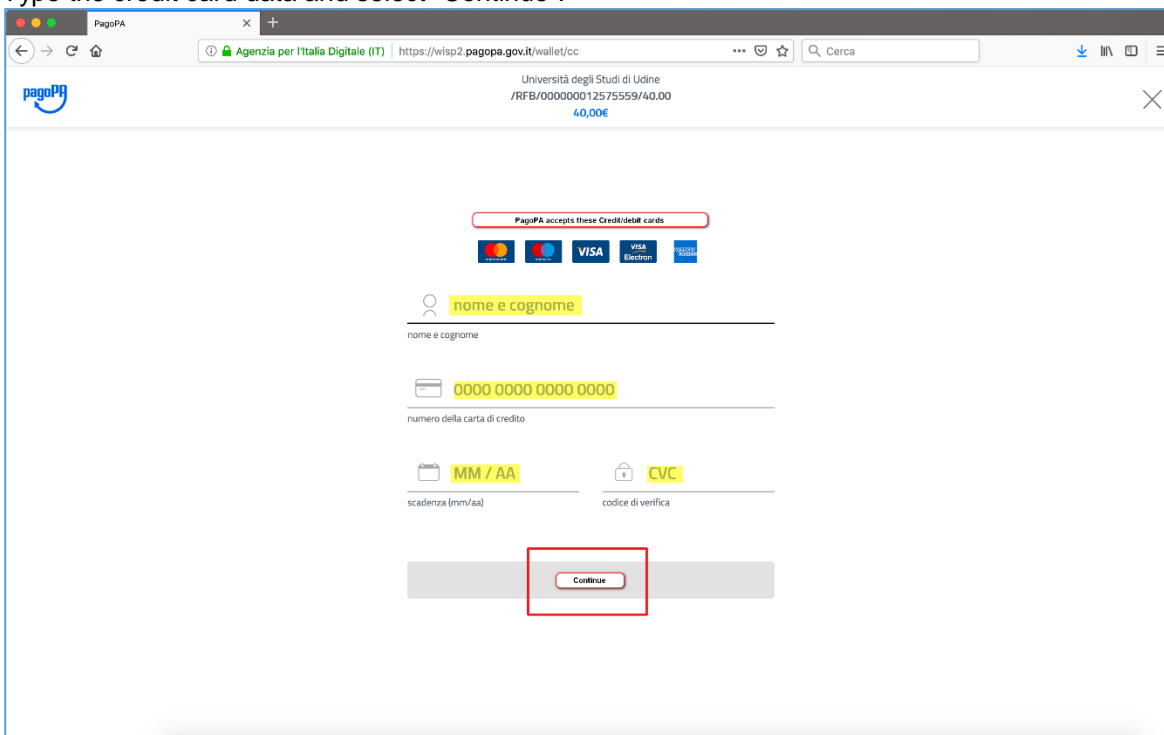


THE STEPS TO PAY BY CREDIT CARD ARE SHOWN BELOW



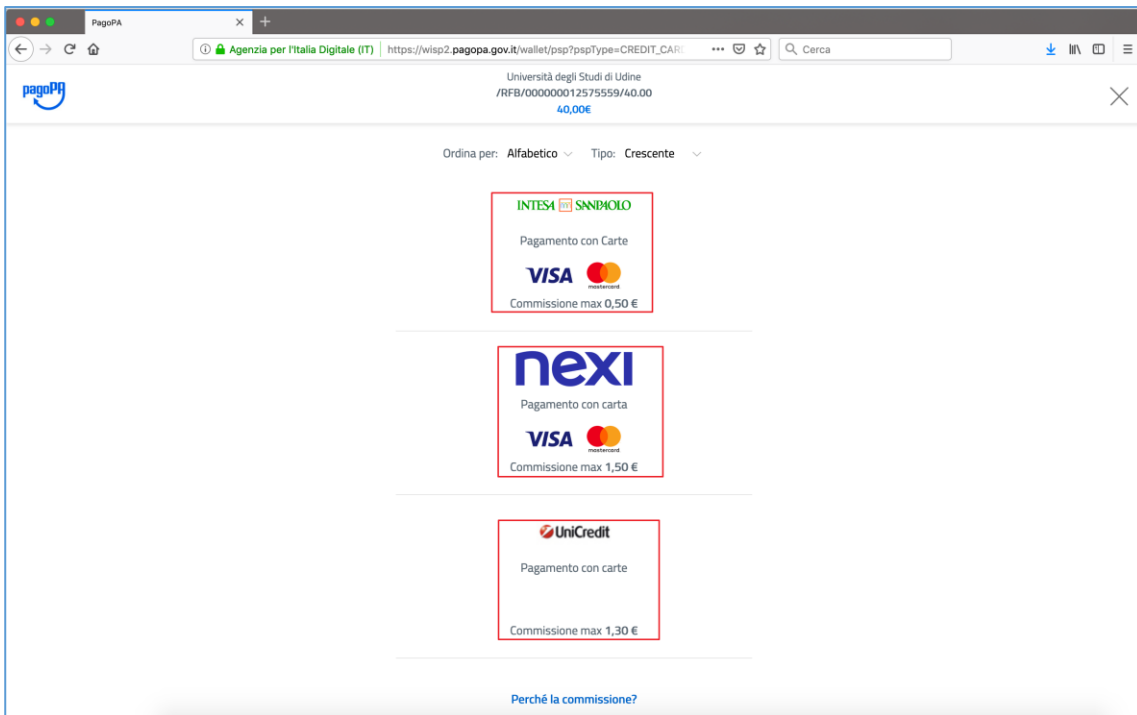
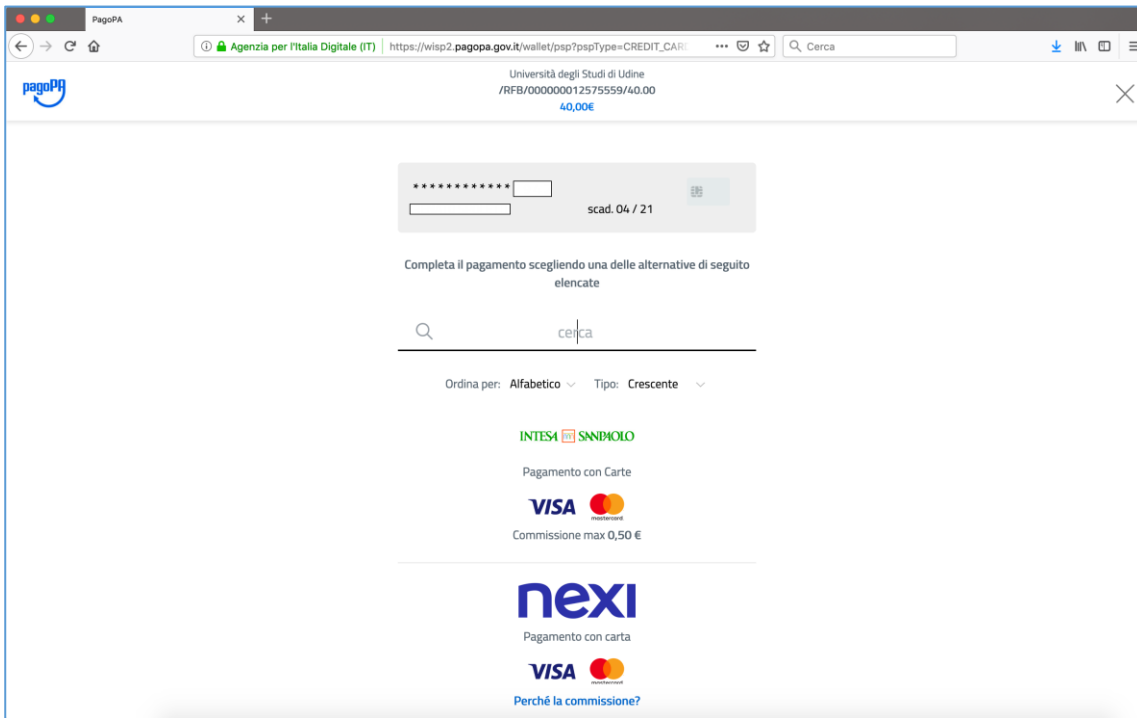
Warning: If the amount of payment exceeds the limit of the credit card used, PSPs (Payment Service Providers) will not be displayed and you will have to choose another payment method.

Type the credit card data and select "Continue".



Select one of the PSPs displayed (IntesaSanPaolo, VISA; NEXI, etc.). The maximum commission fee is specified for each PSP. You can also search the PSP by typing its name.

Warning: if the bank that issued the credit card is not among the PSPs, you can proceed anyway choosing one of the PSPs displayed.



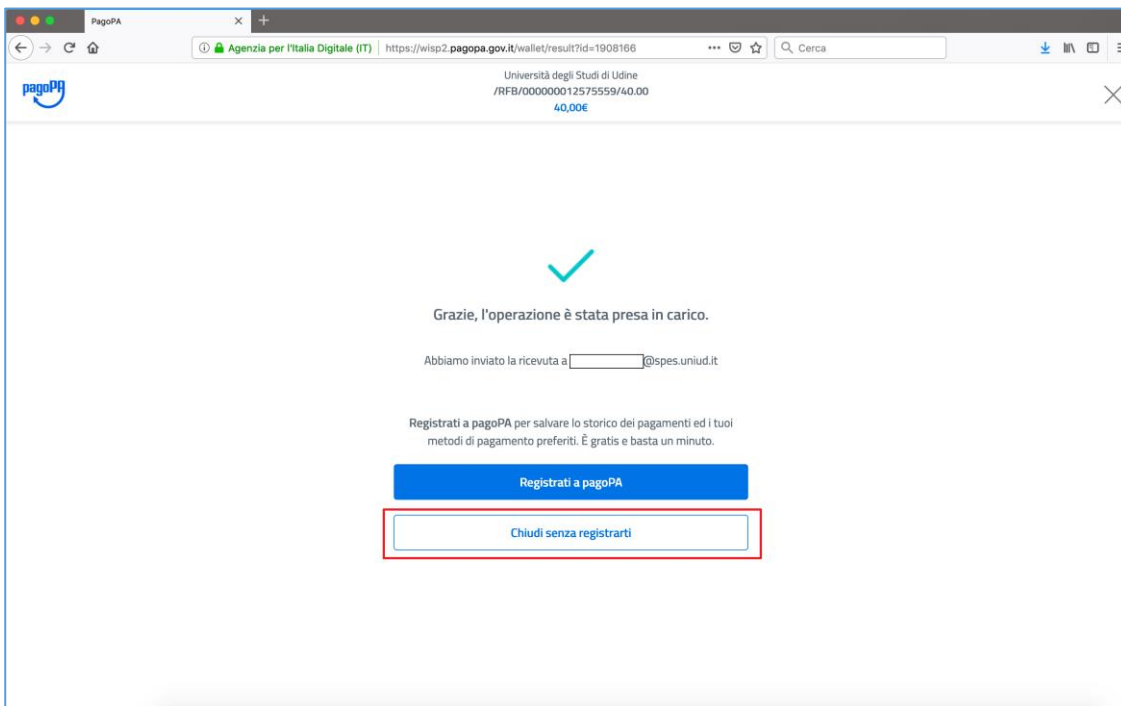
After selecting the PSP, click on “Conferma il pagamento” (“Confirm the payment”).

The screenshot shows a web browser window with the URL <https://wisp2.pagopa.gov.it/wallet/updateCc>. The page header includes the PagoPA logo and the text "Università degli Studi di Udine /RFB/000000012575559/40.00 40,00€". The main content area displays "Paga con questa carta di credito" followed by a credit card input field showing "**** * * * * *". Below this, it states "Costi massimi di commissione 0,50 € Perché?" and "Il pagamento sarà gestito da INTESA BANCA". The payment method is identified as "Pagamento con Carte" with a VISA logo. A link "Cambia il gestore del pagamento" is provided. The total amount is "Totale 40,50 €" and the receipt will be sent to the email address "[redacted]@spes.uniud.it". A warning message reads: "ATTENZIONE: DOPO LA CONFERMA DEL PAGAMENTO NON SARÀ PIÙ POSSIBILE ANNULLARE". A blue button labeled "Conferma il pagamento" is highlighted with a red rectangular box.

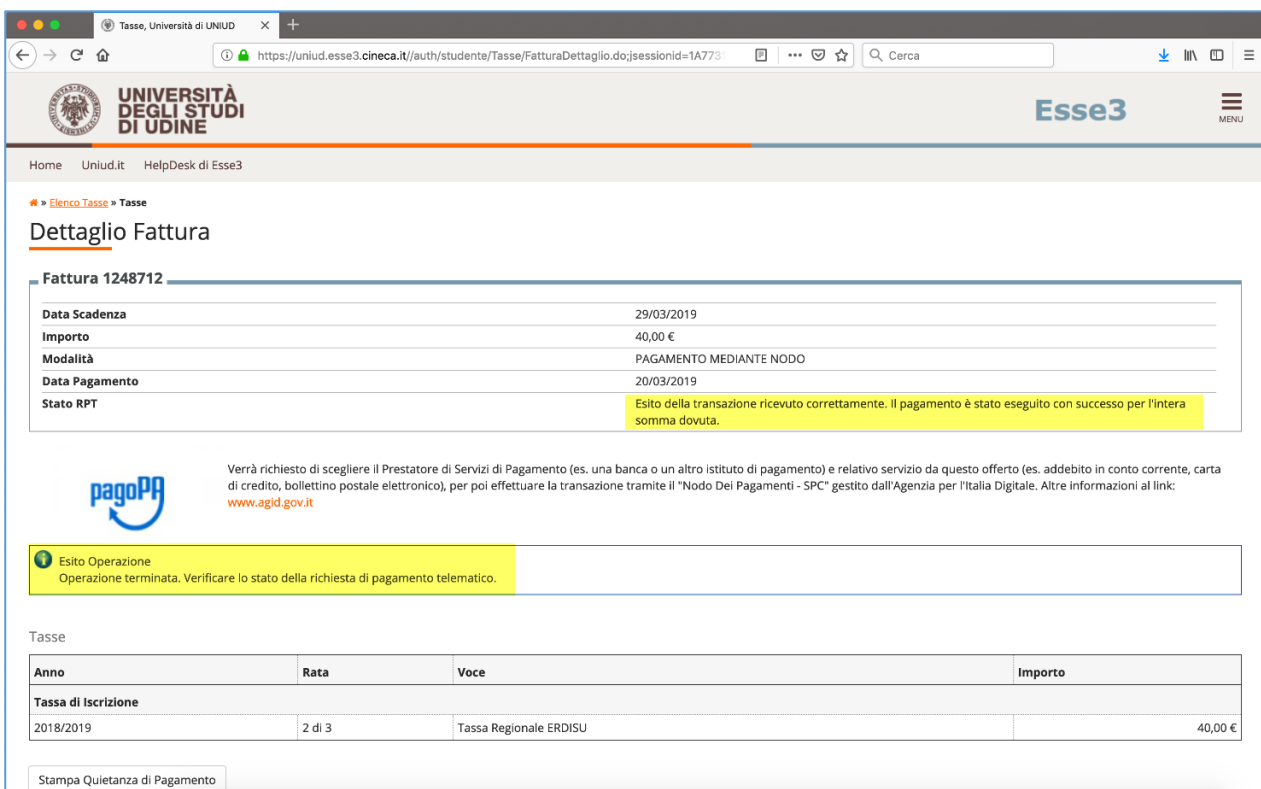
The system displays that the payment was successful and a receipt will be sent to the email address used to access PagoPA.

The screenshot shows the same web browser window with the URL <https://wisp2.pagopa.gov.it/wallet/result?id=1908166>. The page header is identical to the previous screenshot. The main content area features a large green checkmark and the text "Grazie, l'operazione è stata presa in carico." Below this, it says "Abbiamo inviato la ricevuta a [redacted]@spes.uniud.it". A message encourages registration: "Registrati a pagoPA per salvare lo storico dei pagamenti ed i tuoi metodi di pagamento preferiti. È gratis e basta un minuto." Two buttons are present: a blue button labeled "Registrati a pagoPA" and a white button with a blue border labeled "Chiudi senza registrarti".

You can close PagoPA without registering.



The sentence “Esito della transizione ricevuto correttamente. Il pagamento è stato eseguito con successo per l'intera somma dovuta” (translation: “*Result of the transaction has been correctly received. The payment was made successfully for the full amount due*”) appears on the Invoice detail of the fee just paid (RPT Status).



On the webpage where the fees are listed, the status of the invoice just paid is “pagato confermato” (translation: “*confirmed payment*”).

List of fees

This page displays the list of fees and their respective amounts.

Invoice	Codice IUV	Description	Expiry date	Amount	Status	PagoPA Payment
1250019	000000012678263	Matricola [redacted] - Ph. D. COURSE (D.M. 45/2013) - Agricultural Sciences and Biotechnology - Bollo virtuale alla domanda di rinuncia on line Year 2018/2019		16,00 €	Unpaid	ENABLED
1247810	000000012491556	Matricola [redacted] - Ph. D. COURSE (D.M. 45/2013) - Agricultural Sciences and Biotechnology - Tassa d'iscrizione Year 2018/2019	29/03/2019	40,00 €	Confirmed Payment	
1216616	000000009408812	Matricola [redacted] - Ph. D. COURSE (D.M. 45/2013) - Agricultural Sciences and Biotechnology - Tassa d'iscrizione Year 2018/2019	31/10/2018	236,00 €	Confirmed Payment	

When the payment ends successfully, the user will receive an email as confirmation that the transaction has been successful and the payment has been made.

The payment will be registered on your Personal Area within the following day.

WARNING

If you don't complete the payment procedure within the timeframe set for it, or if your internet connection expires, or if you start with a paying procedure and then you decide to change it, the "Paga con PagoPA" (Payment by PagoPA) and the "Stampa avviso per PagoPA" (Print the notice of payment) buttons will not work for 60 minutes. After this timeframe, they will work again.

The screenshot shows the 'Invoice Detail' page for invoice 1250019. The amount is 16.00 € and the procedure is 'PAGAMENTO MEDIANTE NODO'. Below the invoice details, there is a 'Tasse' table with one entry: 'Bollo virtuale alla domanda di rinuncia on line' for the year 2018/2019, with a unique rate and a virtual stamp amount of 16.00 €. At the bottom, there are two buttons: 'Paga con PagoPA' (highlighted with a red box and an arrow) and 'Stampa Avviso per PagoPA'.

WARNING

After each connection the system will send you the following notice at your email address ("Spes" if you are a UNIUD studente or your personal email address if you are not a UNIUD student):

Gentile (Xxxxxxx Xxxxxxx),
a seguito della sua richiesta di pagamento effettuata tramite pagoPA per il codice IUV xxxxxxxxxxxx di € xxxx in scadenza il XX/XX/20XX. Le comunichiamo che la transazione ha avuto il seguente esito:
La transazione si è conclusa nel seguente stato RPT accettata dal Nodo dei Pagamenti.


Translation

Dear (Xxxxxxx Xxxxxxx),
following your request for the payment by PagoPA for the IUV code xxxxxxxxxxxx of € xxxx expiring on XX/XX/20XX. We inform you that the transaction had the following outcome:
The transaction ended in the following RPT status accepted by the Payment Node.

If this message appears in the invoice detail, the payment has probably not been successful.

Dettaglio Fattura

Fattura [REDACTED]	
Data Scadenza	[REDACTED]
Importo	[REDACTED]
Modalità	PAGAMENTO MEDIANTE NODO
Stato RPT	Richiesta di Pagamento Telematico correttamente trasmessa al Nodo dei Pagamenti. Siamo in attesa di ricevere l'esito del pagamento. Alla ricezione di tale esito sarà resa disponibile la ricevuta di pagamento o procedere con un nuovo tentativo.



Esito Operazione
Operazione terminata. Verificare lo stato della richiesta di pagamento telematico.

Tasse

Anno	Rata	Voce	Importo
Tassa [REDACTED]			
2018/2019	Prima Rata	Imposta di Bollo	[REDACTED] IVA
		Tassa Regionale per il Diritto allo Studio	[REDACTED] IVA
		Contributi universitari	[REDACTED] IVA

This communication specifies only that the transaction started and it was accepted by the payment node and not that the payment ended successfully.

Payments did not end successfully do not involve the charge of any cost.

Please remember, if the process is interrupted, the "Paga con PagoPA" (*Payment by PagoPA*) and the "Stampa avviso per PagoPA" (*Print the notice of payment*) buttons will work again after approximately 60 minutes.

3. Payment by CBILL

Payment can be made through the banking circuits or from your home banking using the CBILL service.

For more information, please visit the following website <https://www.cbill.it/>.

The webpage http://www.cbill.it/resources/isitituti_finanziari/ATTIVI_21092017.pdf displays the list of the banks that subscribe to the payment service through PagoPA.

Please note that payments made by PagoPA are managed by individual PSPs based on the service contract that signed with AGID. Therefore the nature of the provided services must be verified only with PSPs.

Per i pagamento home banking la procedura di norma è la seguente:

- Accedere servizio BILL PagoPA del PSP scelto;
- Stampare/salvare l'avviso di pagamento come indicato al punto 2 inserendo il codice IPA (uni_udi) (Codice Interbancario Ente), lo IUV dell'avviso di pagamento e l'importo da versare.

For home banking payments, the procedure is the following:

- Access PagoPA BILL service of the chosen PSP;
- Print/save the payment notice as described in point 2 by entering the IPA code (uni_udi) (Entity Interbank Code), the IUV of the payment notice and the amount to be paid.

After completing the operation you will receive a confirmation email and the payment will be recorded in the personal area of Esse3.

N.B. Use only the buttons of your home banking, never those of the navigation browser.

Any reports of failure can be sent to dirittoallostudio@uniud.it for the required checks.