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

Select the invoice number to start the payment process.

The symbol [ABILITATO] means that the payment by PagoPA is available.

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]
**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.

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”.

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 SHOWED 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.
Completa il pagamento scegliendo una delle alternative di seguito elencate.

Ordine per:  
Tipo:  

- **INTESA**
  - SANPAOLO
  - Pagamento con Carte
  - Commissione max 0,95 €

- **VISA**
  - Pagamento con carta
  - Commissione max 1,30 €

- **nExi**
  - Pagamento con carta
  - Perché la commissione?
After selecting the PSP, click on “Conferma il pagamento” (“Confirm the payment”).

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

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”).
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.

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**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.

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**WARNING**
After each connection the system will send you the following notice at your email address (“Spes” if you are a UNIUD student 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 xxxxxxxxxxx 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 xxxxxxxxxxx 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.

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/](https://www.cbill.it/).

The webpage [http://www.cbill.it/resources/isitituti_finanziari/ATTIVI_21092017.pdf](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 il 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](mailto:dirittoallostudio@uniud.it) for the required checks.