HOW TO MAKE A PAYMENT THROUGH THE NEW SYSTEM PAGOPA

Students who live at Opera Universitaria facilities will receive an email for every payment deadline with attached a receipt with the total to be paid (the so-called "avviso di pagamento", which means payment-notice).

In the avviso di pagamento you will find all the information that you need to make the payment.

There are three different ways to make the payment:

- Online Payment through the website: https://mypay.provincia.tn.it/,
- At an authorized bank,
- Using the specific apps (Satispay, Sisalpay o Bancomatpay).

ONLINE PAYMENT THROUGH THE WEBSITE: https://mypay.provincia.tn.it/

Once you received the email with the *avviso di pagamento*, you can make the payment by following these steps:

1. OPEN THE WEBSITE

Open the following link: https://mypay.provincia.tn.it/.

2. SELECT THE INSTITUTION

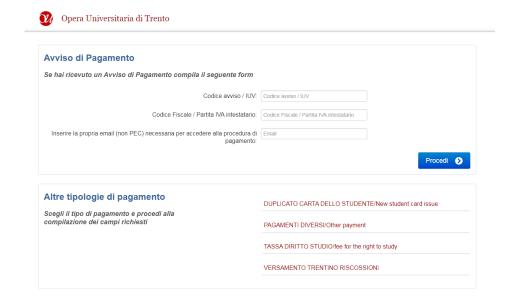
Now you have to enter the name of the institution providing the service. You have to insert it in the bar next to "selezione ente". In your case you need to insert/select "Opera Universitaria".



3. USE THE DATA ON YOUR AVVISO DI PAGAMENTO TO FILL IN THE SECTION

After selecting the institution, you will see the screen shown below. You only have to fill in the AVVISO DI PAGAMENTO section. You can find the data to fill the first space of this section on YOUR *avviso di*

pagamento. In the second space you have to insert **your CODICE FISCALE** and in the third space you have to insert **your email** (make sure to insert the one your received your *avviso di pagamento* on).



THIS IS A FAC-SIMILE OF YOUR AVVISO DI PAGAMENTO:



→ At the bottom right of your *avviso di pagamento*, right of the QR code, you will find an 18-digit numeric code, that is the *codice avviso*.

4. REGISTER USING YOUR EMAIL

Now you need to register using your email.

5. LEGGI L'INFORMATIVA PRIVACY

Before proceeding with the payment, you must read and accept the privacy policy.

6. CHOOSE A PAYMENT METHOD

If you did not set it during the registration phase, you now have to choose a payment method:

- Credit / debit card: enter your card details (name and surname of the card holder; card number; expiry date; cvc code). The system will process the payment and send you the electronic receipt to the email you provided during registration.
- 2. Other payment methods: if you select this, the system lists all the other options you have available to make the payment (apps, PayPal...). For each one of these, the cost of the commission is indicated.



PAYING AT AN AUTHORIZED BANK

If you want you can make the payment at an authorized **bank**. After receiving the **avviso di pagamento** by email, you can proceed in one of the following ways. (We remind you that the different branches can offer multiple payment options and therefore **commission costs** may vary depending on the option chosen). The methods available are:

A. PRINT THE "AVVISO DI PAGAMENTO" AND GO TO A BANK/BANK COUNTER

Go to a bank branch and deliver your avviso di pagamento PagoPa to the bank clerk indicating the payment channel you want to use: **cash** or **direct debit**. Once the operation is completed, the employee will give you the payment receipt.

B. PRINT THE "AVVISO DI PAGAMENTO" AND GO TO AN AUTHORIZED RETAILER

In Italy, you can pay an avviso di pagamento pagoPA at certain authorized tobacco stores. These points of sale are PSP (Payment Service Providers) accredited by the national system. They are normally indicated outside of the store with the denomination "SISAL" and "Lottomatica".

Deliver your avviso di pagamento pagoPA to the retailer. The retailer enters the data into the system, either manually or by reading the QR-code on the bulletin. Check the correctness of the data on the pre-receipt and confirm it to the retailer. Lastly, wait for the payment receipt.

In the authorized retailers, you can pay **cash** or, if available, using the **POS / ATM**.

C. PRINT THE "AVVISO DI PAGAMENTO" AND GO TO AN ATM

Look for CBILL / pagoPA option in the menu "Ricarica o Pagamenti" (Top-up or Payments) and select "Nuovo Pagamento" (New Payment). Following the instructions shown on the video, search for the Public Administration to which you must make the payment and enter the Codice di avviso / IUV you find on the bulletin.

The amount of the Notice will be charged from your current account and the system will issue you the payment receipt.

PAYING USING APPS

It is possible to pay using the available payment apps. Currently the apps available are: Bancomat Pay, SatisPay and Sisalpay.

Download the app on your device, register by creating an account and connect it to your **bank account** or **credit card**. You will thus be able to pay pagoPA bills, even simply by framing the QR code printed on the notice with the camera of your device.

IF YOUR PAYMENT IS SUCCESSFUL, FOR EACH TYPE OF PAYMENT CHOSEN YOU WILL RECEIVE THE RECEIPT IN YOUR E-MAIL BOX.

If you need assistance and support for the payment you can write to the following address: supporto.pagopa@tndigit.it.