

Guide to the payment of enrollment for an event through the Spontaneous Payments Portal - PagoPA

The portal for the Event enrollment Payment of “Università degli Studi di Parma”, is available at:

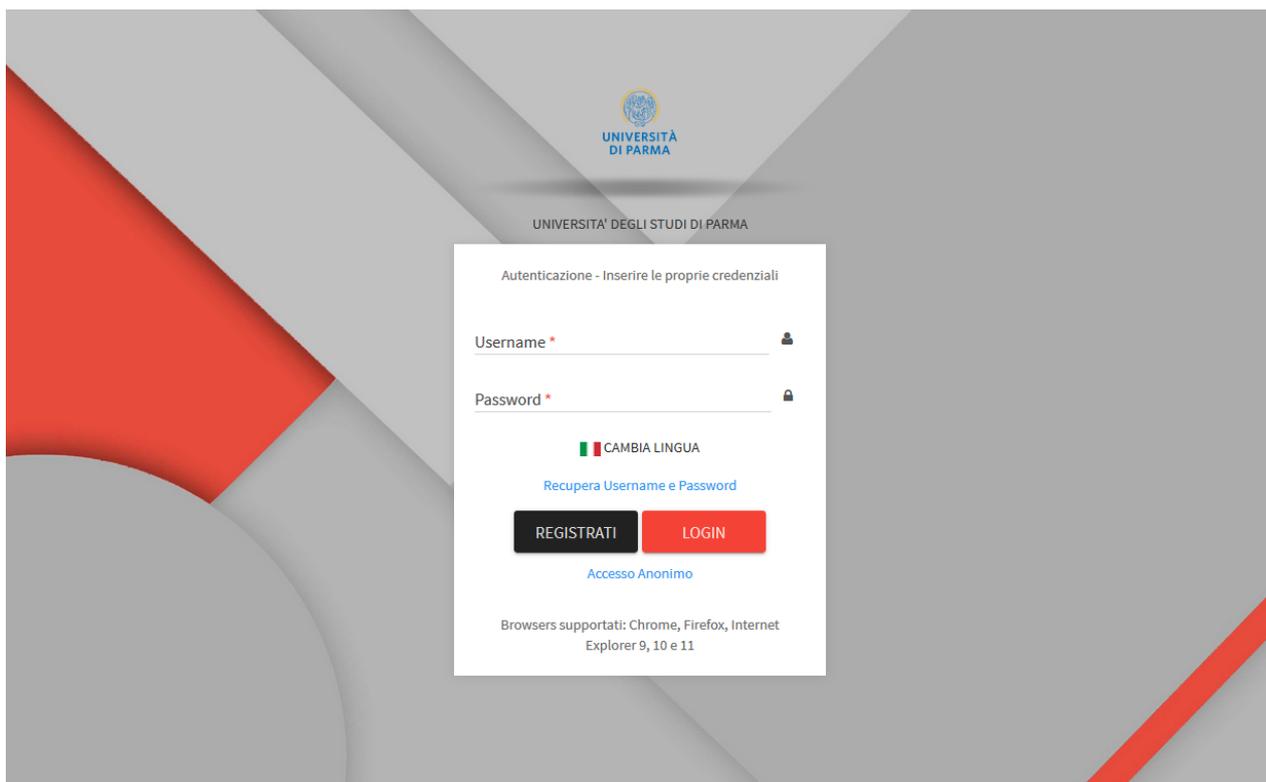
<https://web.pasemplice.eu/PortaleDebitore/06230/00308780345/AC7711391A26/index.do>

Spontaneous Payments Portal PagoPA (Debtor Portal).

From the home page you can choose whether to make the payment after registration or through anonymous access (to avoid retying the personal data each time).

Summary

1. Payment after Registration	2
2. Payment through Anonymous Access	9

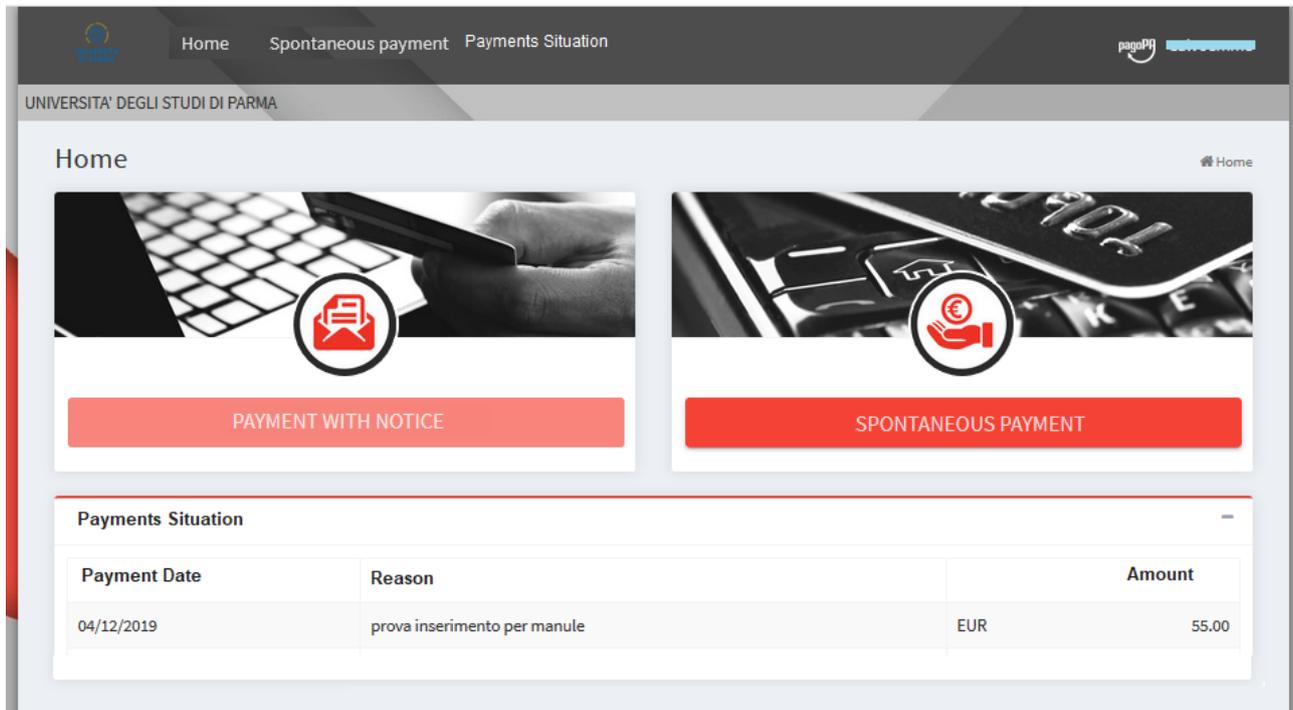


At this Home Page is possible:

- To Change Language
- To Login (after Registration)
- To Register.
- Anonymous Access

1. Payment after Registration

After registration and login, you enter a Personal Dashboard, with the situation of the payments previously made.



The screenshot shows the 'Home' page of the 'UNIVERSITA' DEGLI STUDI DI PARMA' dashboard. At the top, there are navigation links for 'Home', 'Spontaneous payment', and 'Payments Situation'. Below the navigation, there are two main cards: 'PAYMENT WITH NOTICE' and 'SPONTANEOUS PAYMENT'. Below these cards is a 'Payments Situation' table with the following data:

Payment Date	Reason	Amount
04/12/2019	prova inserimento per manule	EUR 55.00

- Select "Spontaneous Payment".

Fill in the required fields identified with an asterisk *:

- Payment Data:
 - Collection Service: "Select Event Name"
 - Amount: Enter enrollment Amount
 - Reason : Event Name
- Data of Debtor:
in case of registered user, the debtor data are automatically filled in.



Spontaneous payment

Home > Spontaneous payment ?

Data of **payment**

Collection Service

MUSR2020 SMFI, PARMA 6-10 JULY

Amount * 100

Maturity date

Reason * MUSR2020 SMFI, PARMA 6-10 JULY

Data of **debtor**

First Name / Last Name *

Taxpayer Identification Number

Email

Address

Street number

Place

Post Code

Province

Country

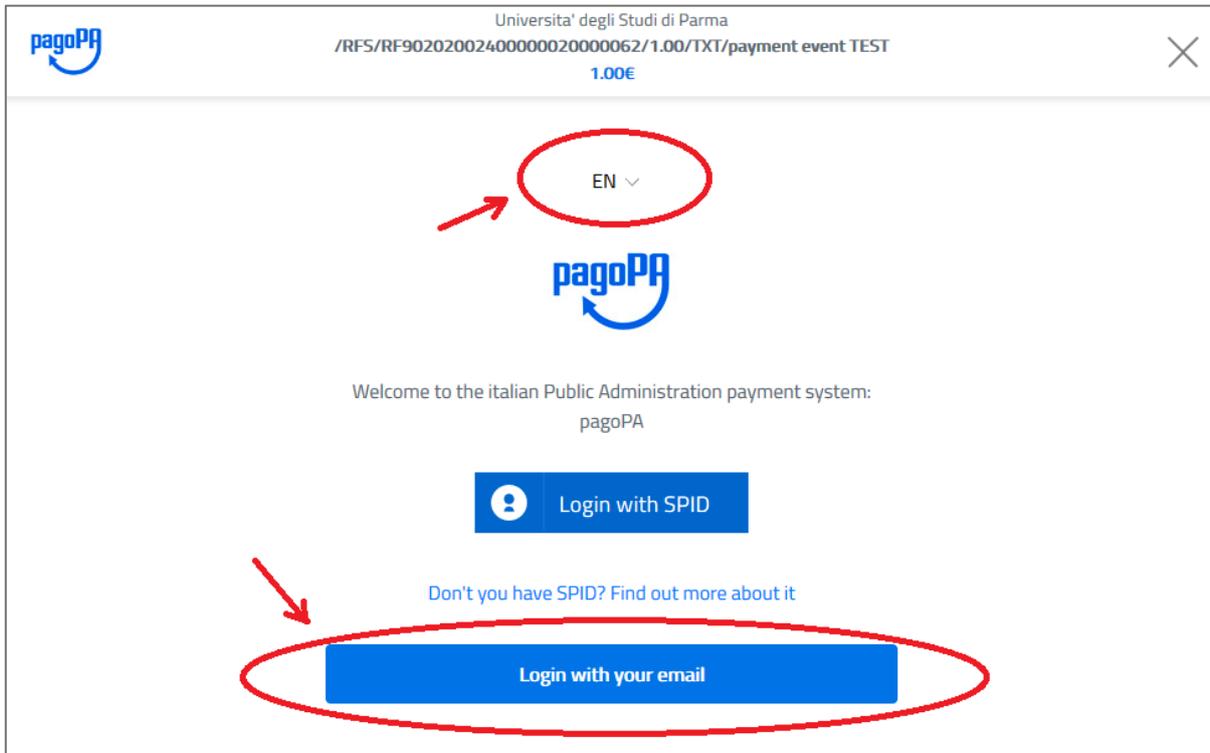
Notification **Electronic Receipt**

Email

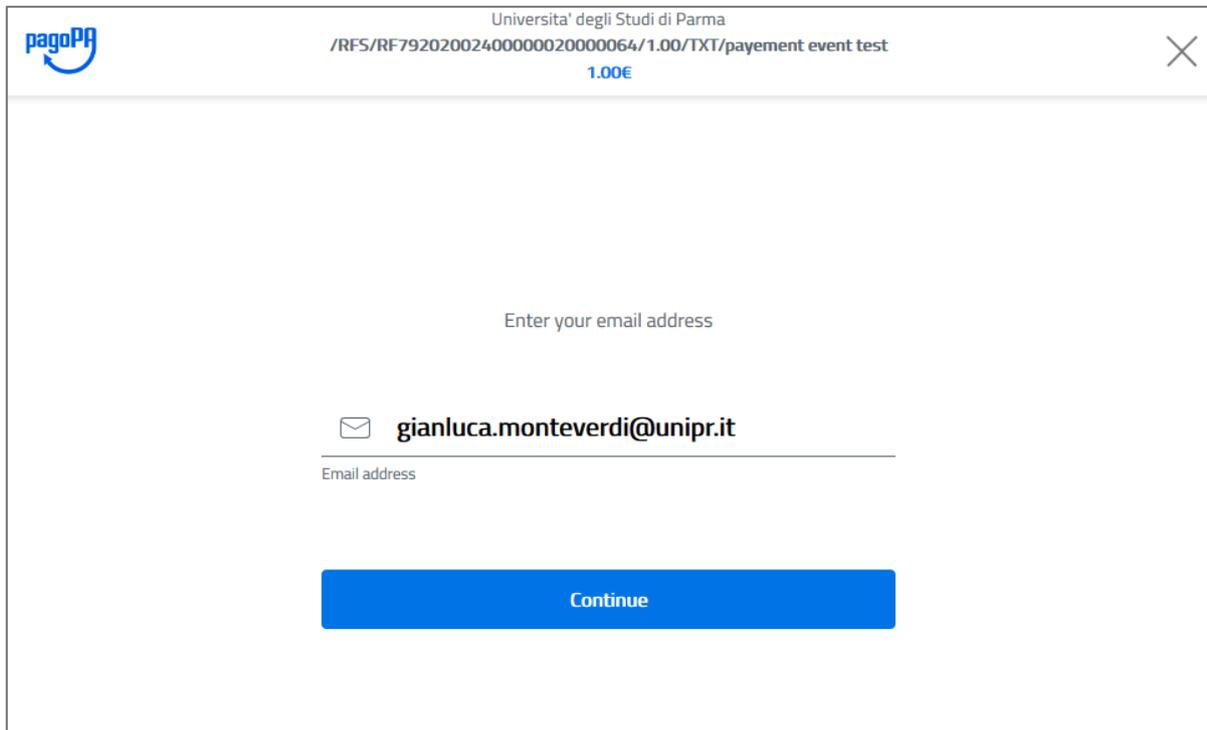
Email address to which the Electronic Receipt (Ricevuta Telematica - RT) shall be sent after completion of the payment transaction

NEXT

- By clicking on "NEXT" you are redirected to the AgID Wisp (Agency for Digital Italy) which manages the payment.
- Select Language and Select "Login with your Email".



Enter your validated Email.



Universita' degli Studi di Parma
/RFS/RF79202002400000020000064/1.00/TXT/payment event test
1.00€

PRIVACY NOTICE

in compliance with articles 13-14 of the Regulation (UE)
2016/6799

This Privacy Notice describes how are processed the personal data of those arriving at the web site wisp2.pagopa.gov.it/ (the "web site") to pay using pagoPA. The Web site allows to (i) to be notified via e-mail with regards to the payment you will perform on the pagoPA system and, if you will decide to register to pagoPA, (ii) to register to pagoPA, (iii) to memorize come payment method, (iv) to visualize payments history, as well as (v) to retrieve the password and/or the secret code you choose during the registration process (from now on the "Service").

This Privacy Notice does **NOT** describe the personal data processing with regards to the payments you will make on the pagoPA system, with respect to which the Creditor Entities (ie the public administration for which you make a payment) and /

I agree with the Privacy Policy

Continue

- Select "Credit/debit Card".

Universita' degli Studi di Parma
/RFS/RF79202002400000020000064/1.00/TXT/payment event test
1.00€

How would you like to pay?

 Credit/debit card

 Bank account

 Other payment methods

- Enter your credit card data

The screenshot shows a payment form for 'Universita' degli Studi di Parma' with a payment amount of 1.00€. The form lists accepted credit/debit card circuits: Mastercard, Maestro, VISA, VISA Electron, and American Express. The input fields are: 'Name and Last name' (with an error message: 'Invalid name and last name, special characters are not accepted'), 'Credit/debit card number' (0000 0000 0000 0000), 'Expiry date (mm/yy)' (MM / YY), and 'Verification code' (CVC). A 'Continue' button is at the bottom. Red arrows point to the name field, the card number field, the expiry date field, the CVC field, and the 'Continue' button.

- Select a payment method, e.g. NEXI

The screenshot shows a payment manager selection screen for 'Universita' degli Studi di Parma' with a payment amount of 1.00€. It displays a VISA card with an expiry date of 09 / 20. A message states: 'The issuer of your credit card is not participating to pagoPA. Choose a payment manager for this payment scrolling the list or searching by bank name'. A search bar contains 'NEXI'. Below the search bar, the 'nexi' logo is highlighted with a red circle and an arrow. The text 'Pagamento con carta' is visible below the logo. At the bottom, there are links for 'Why the fees?' and 'Privacy Policy'.

- Confirm Payment

Universita' degli Studi di Parma
/RFS/RF2320200620000002000002/1.00/TXT/payment test
1.00€

Pay with this credit/debit card

Max fees 1.00 € [Why?](#)
Your payment will be managed by

nexi
Pagamento con carta

VISA **mastercard.**

[Change the payment manager](#)

Total 2.00 €

The result will be sent to the following email address
[redacted]@unipr.it

ATTENTION PLEASE: AFTER THIS STEP IT WILL NOT BE POSSIBLE TO CANCEL THE OPERATION

[Proceed with payment](#)

[Privacy Policy](#)

- Look at the operation result screen; the result will be sent to the specified email address.

UNIVERSITA' DEGLI STUDI DI PARMA
/RFS/RF69201934000000020000001/99.00/TXT/Prova con accesso Anonimo
99,00€

Grazie, l'operazione è stata presa in carico.

Riceverai l'esito a [redacted]

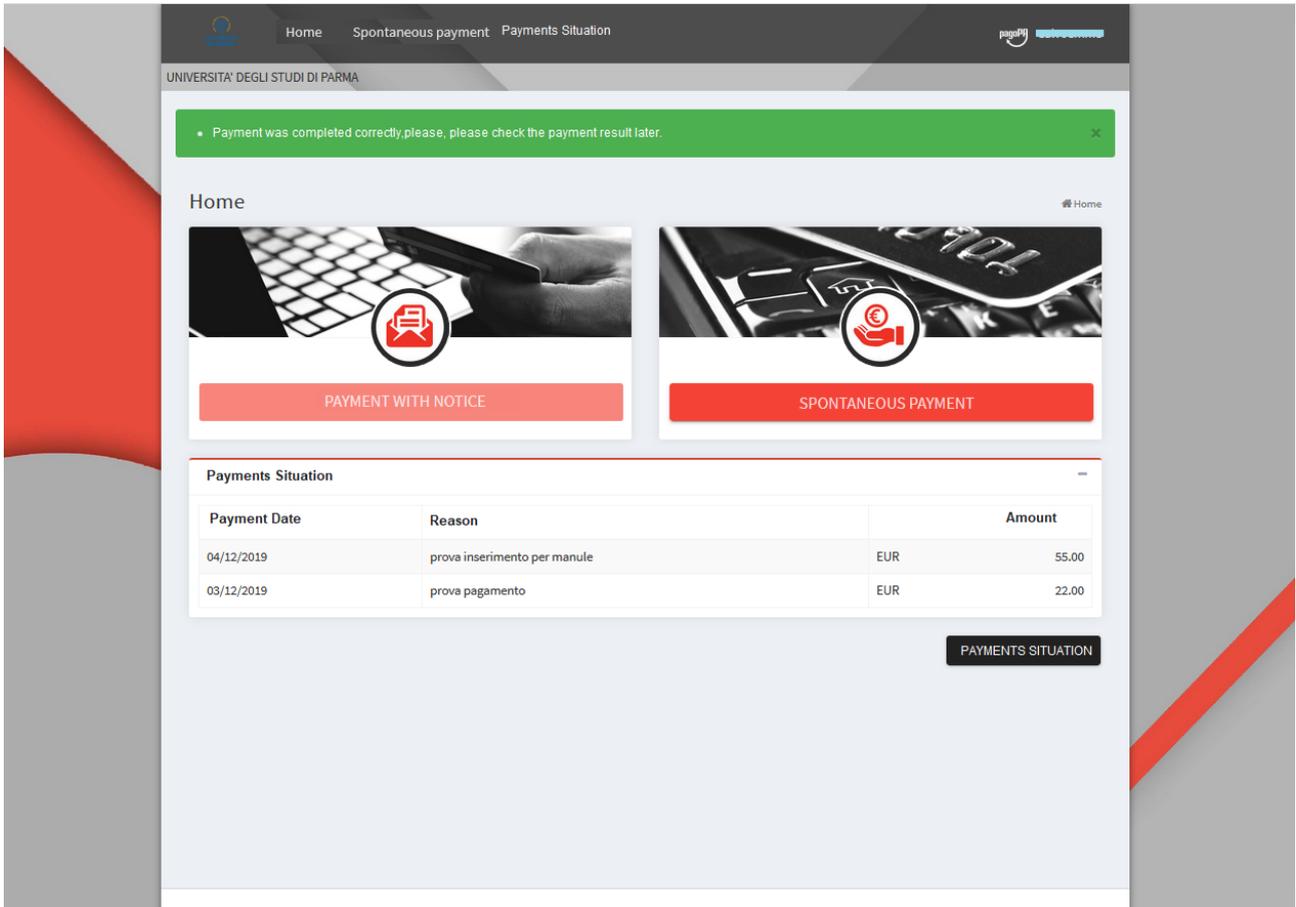
Registrati a pagoPA per salvare lo storico dei pagamenti ed i tuoi metodi di pagamento preferiti. È gratis e basta un minuto.

[Registrati a pagoPA](#)

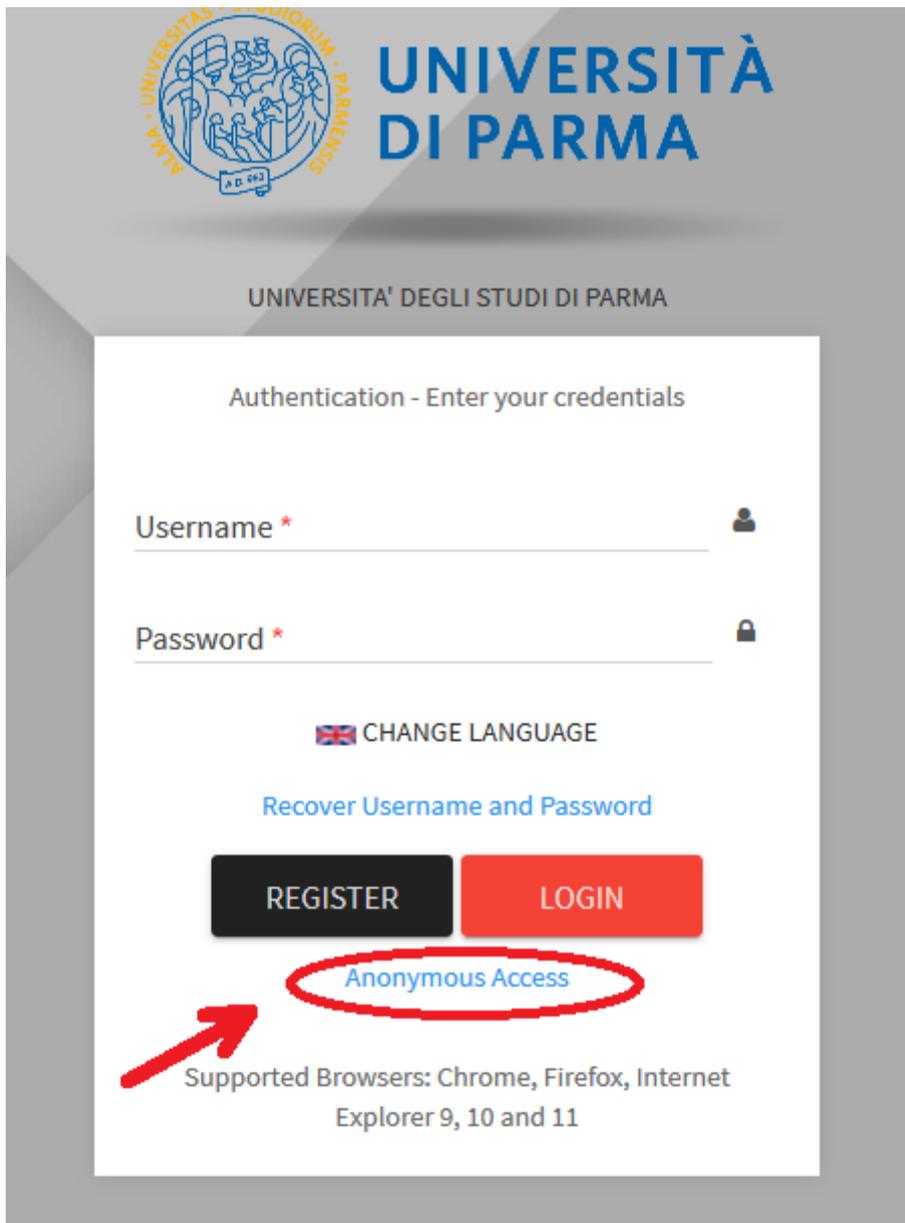
[Chiudi senza registrarti](#)

[Informativa sulla privacy](#)

- You will then be redirected to the Personal Dashboard page.



2. Payment through Anonymous Access



UNIVERSITÀ
DI PARMA

UNIVERSITA' DEGLI STUDI DI PARMA

Authentication - Enter your credentials

Username *

Password *

 CHANGE LANGUAGE

[Recover Username and Password](#)

REGISTER LOGIN

[Anonymous Access](#)

Supported Browsers: Chrome, Firefox, Internet Explorer 9, 10 and 11

- Click on "Anonymous Access"

- Enter your Email and proceed to Validation.

- Click on “Next”
- An Email containing the link to continue with the payment will be sent to the entered address. That link can be used for 60 minutes from now. (check also SPAM Folder).

PortaleDebitore

ven 24/01/2020 16:09

Welcome,

to make a payment transaction from the Debtor Portal of the Entity UNIVERSITA' DEGLI STUDI DI PARMA click on the following link:

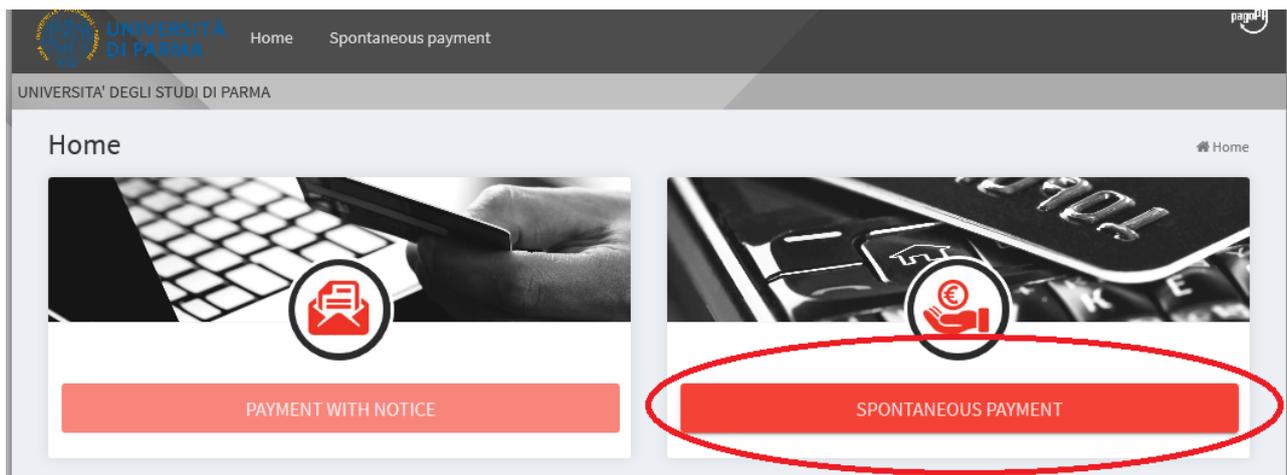
<https://web.pasemplice.eu/PortaleDebitore/anonimo/procedi.do?id=171237&ts=202001241609&chkW0rk4r34=06230/00308780345/AC7711391A26&chk=9d42a762fa99ba6115f3e2bed22e10ca0ef83745814ffa9032270134fba138c>

. The link can be used for 60 minutes from the time of sending.
Thank you

 **click here to confirm registration**

- Click on the link to confirm registration and to proceed with payment.

- Click on “Spontaneous Payment”



Fill in the required fields identified with an asterisk *:

- Payment Data:
 - Collection Service: "Select Event Name"
 - Amount: Enter enrollment Amount
 - Reason : Name Event
- Data of Debtor:
 - Enter Personal details and Email.

UNIVERSITA' DEGLI STUDI DI PARMA Home Spontaneous payment

Spontaneous payment

Home > Spontaneous payment

Data of payment

Collection Service
EVENT XY TEST, Parma 10-15 May

Amount * Maturity date

Reason * (ex. Payment [Name of Event])

Data of debtor

First Name / Last Name * Taxpayer Identification Number Email
name@domain.com

Address Street number Place

Post Code Province Country

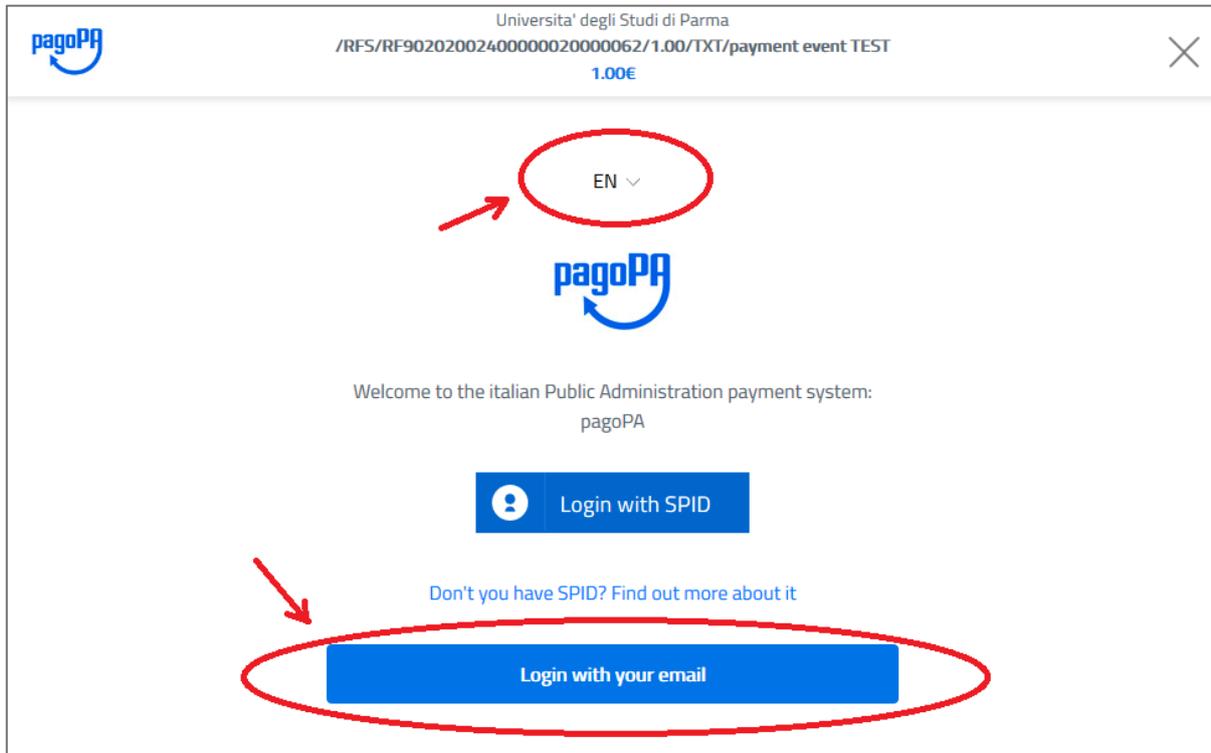
Notification Electronic Receipt

Email
name@domain.com

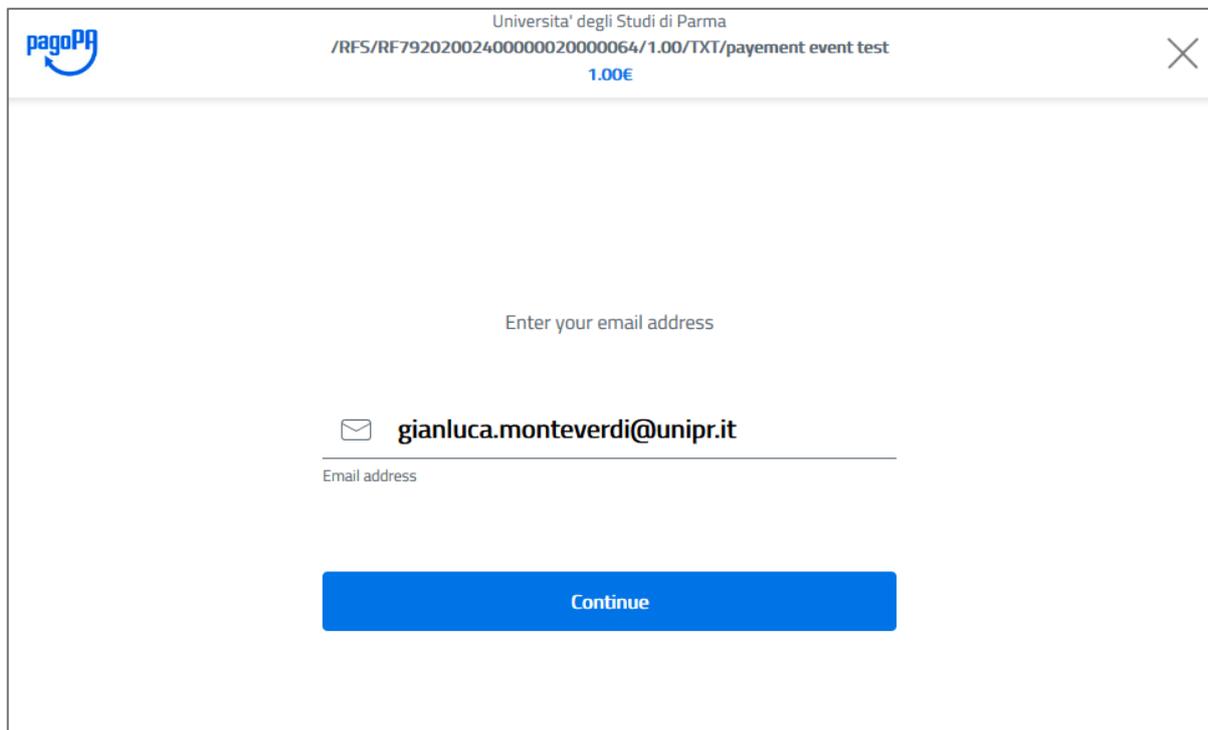
Email address to which the Electronic Receipt (Ricevuta Telematica - RT) shall be sent after completion of the payment transaction

NEXT

- By clicking on "NEXT" you are redirected to the AgID Wisp (Agency for Digital Italy) which manages the payment.
- Select Language and Select "Login with your Email".



Enter your validated Email.



Universita' degli Studi di Parma
/RFS/RF79202002400000020000064/1.00/TXT/payment event test
1.00€

PRIVACY NOTICE

in compliance with articles 13-14 of the Regulation (UE)
2016/6799

This Privacy Notice describes how are processed the personal data of those arriving at the web site wisp2.pagopa.gov.it/ (the "web site") to pay using pagoPA. The Web site allows to (i) to be notified via e-mail with regards to the payment you will perform on the pagoPA system and, if you will decide to register to pagoPA, (ii) to register to pagoPA, (iii) to memorize come payment method, (iv) to visualize payments history, as well as (v) to retrieve the password and/or the secret code you choose during the registration process (from now on the "Service").

This Privacy Notice does **NOT** describe the personal data processing with regards to the payments you will make on the pagoPA system, with respect to which the Creditor Entities (ie the public administration for which you make a payment) and /

I agree with the Privacy Policy

Continue

- Select "Credit/debit Card".

Universita' degli Studi di Parma
/RFS/RF79202002400000020000064/1.00/TXT/payment event test
1.00€

How would you like to pay?

 Credit/debit card

 Bank account

 Other payment methods

- Enter your credit card data

Universita' degli Studi di Parma
/RFS/RF79202002400000020000064/1.00/TXT/payment event test
1.00€

pagoPA accepts the following credit/debit card circuits

Mastercard, Maestro, VISA, VISA Electron, American Express

Name and Last name
Invalid name and last name, special characters are not accepted

Credit/debit card number
0000 0000 0000 0000

Expiry date (mm/yy) MM / YY
Verification code CVC

Continue

- Select a payment method, e.g. NEXI

Universita' degli Studi di Parma
/RFS/RF88202006200000020000001/1.00/TXT/payment test
1.00€

Exp. 09 / 20

The issuer of your credit card is not participating to pagoPA. Choose a payment manager for this payment scrolling the list or searching by bank name

NEXI

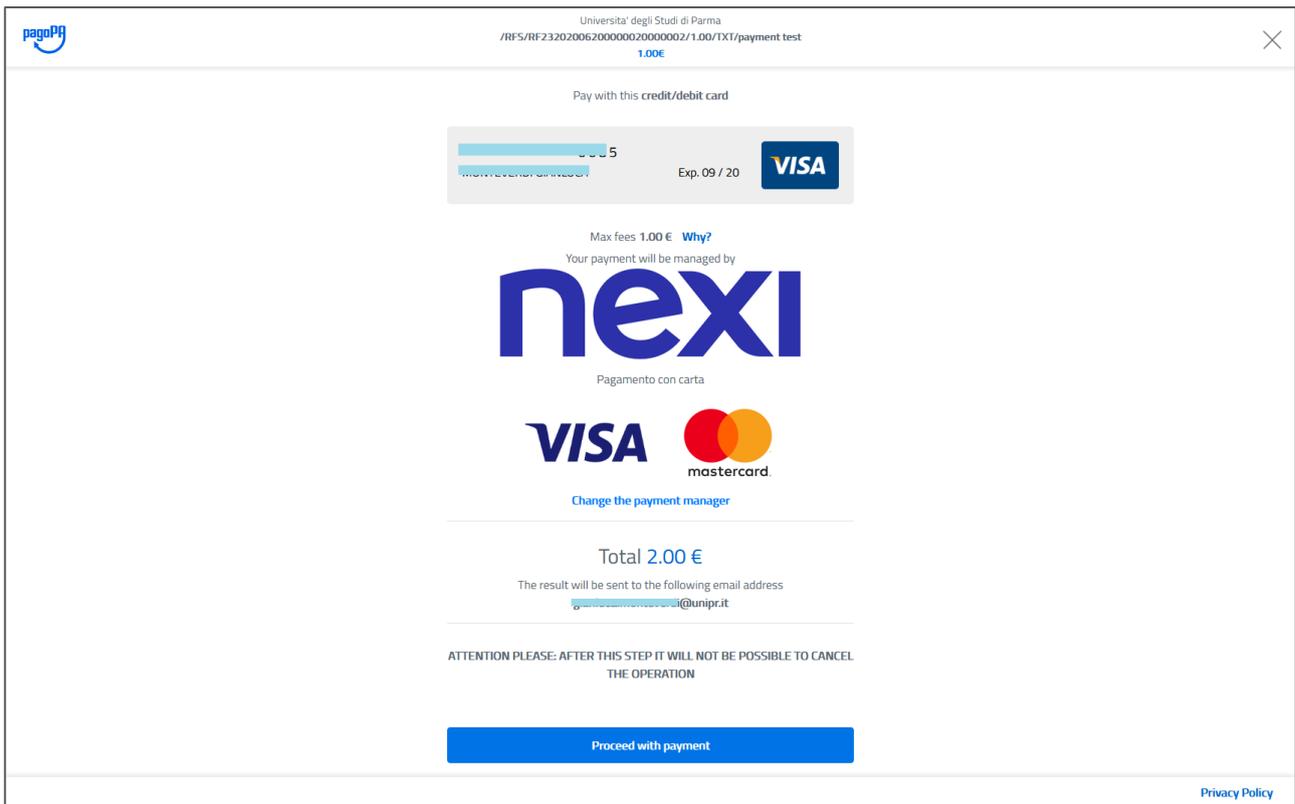
Order by: Alphabetical Type: Ascending

nexi
Pagamento con carta

VISA Mastercard
Maximum fees 1€

Why the fees? Privacy Policy

- Confirm Payment



- Look at the operation result screen; the result will be sent to the specified email address.

