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 retyping the personal data each time).

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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.

- 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

### Data of Payment

<table>
<thead>
<tr>
<th>Collection Service</th>
<th>Amount</th>
<th>Maturity date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSR2020 SMFI, PARMA 6-10 JULY</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

### Reason

MUSR2020 SMFI, PARMA 6-10 JULY

### Data of Debtor

<table>
<thead>
<tr>
<th>First Name / Last Name</th>
<th>Taxpayer Identification Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Street number</th>
<th>Place</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Notification: Electronic Receipt

Email address to which the Electronic Receipt (Storvuta Telematica - RT) shall be sent after completion of the payment transaction:
- 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.
- Select “Credit/debit Card”.

- Select “Credit/debit Card”.
- Enter your credit card data

- Select a payment method, e.g. NEXI
- Confirm Payment

- Look at the operation result screen; the result will be sent to the specified email address.
- You will then be redirected to the Personal Dashboard page.
2. Payment through Anonymous Access

- 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).
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.

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The screenshot shows a form titled "Spontaneous payment" with fields for payment data and debtor data. The fields are highlighted in red, indicating they are required. The form includes options for "Collection Service," "Amount," "Reason," and sections for "First Name/Last Name," "Address," "Taxpayer Identification Number," and "Email." The form is designed for submitting payment information online.
- 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.
- Select “Credit/debit Card”.

(![](https://example.com/image.png))
- Enter your credit card data

- Select a payment method, e.g. NEXI
- Confirm Payment

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