



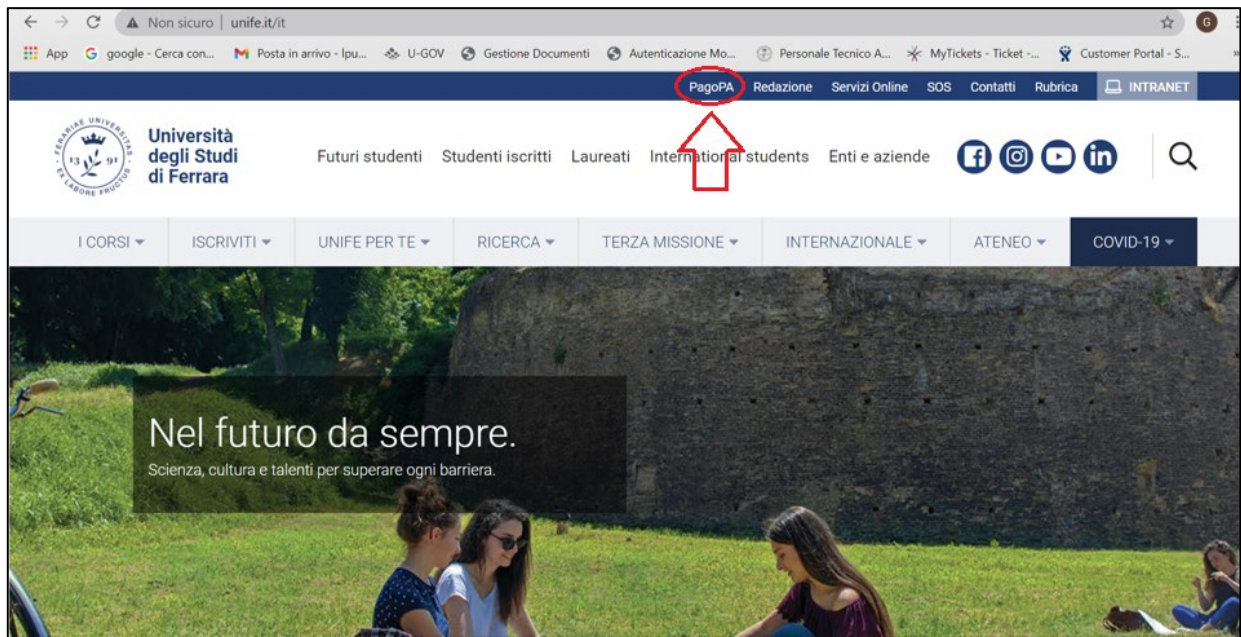
**University
of Ferrara**

GUIDELINES FOR PAYMENTS **PAGO_PA**

UNIVERSITÀ DEGLI STUDI
DI FERRARA

1. Introduction
2. Search for payment (Ricerca Codice Avviso)
<https://unife.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/cercaversamento>
 - a. Payment through credit card/debit card
 - b. Payment through Bank Account
 - c. Other payment methods
3. Voluntary payment (Pagamento spontaneo)
<https://unife.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/pagamentospontaneo>
4. Alternative option: use of the CBILL circuit present in the home banking section of your Bank.
5. Download Receipt
<https://unife.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/scaricaricevuta>

1. INTRODUCTION



In order to make a payment through the PagoPa system, the first step is to go to the Unife website:

<http://www.unife.it>

On the blue bar at the top right corner of the page you will find the PagoPa button. Click it to access the next screen.

<http://www.unife.it/it/pagopa>

Non sicuro | unife.it/pagopa

L'Università di Ferrara ha adottato come **canale unico** per la gestione dei pagamenti da parte di privati e pubblici (non assoggettati al regime di Tesoreria unica) il sistema **PagoPA**, come da disposizioni del Decreto Legge 16 luglio 2020 n. 76.

Tutti i versamenti verso l'Università dovranno essere effettuati tramite il sistema pubblico dei pagamenti.

Non è più possibile effettuare versamenti su conti correnti intestati all'Università.

Come effettuare le diverse tipologie di pagamento

Tasse universitarie e contributo studenti

Per pagare le tasse studenti, [clicca qui](#)

Pagamento di soggetti privati e pubblici non assoggettati al regime di Tesoreria unica

Se hai ricevuto un avviso di pagamento, [clicca qui](#)

Se NON hai ricevuto un avviso di pagamento, [clicca qui](#)

Se vuoi scaricare la ricevuta di pagamento, [clicca qui](#)

Se hai dubbi, puoi consultare questa [breve guida](#).

Oppure contatta l'Ufficio o la **Struttura destinataria del pagamento** riportata sull'avviso stesso, sul contratto o sulla richiesta di pagamento.

Pagamento di soggetti pubblici assoggettate al regime di Tesoreria Unica

Riferimenti per girofondi a soggetto pubblico di cui alla Tabella A della Legge 720/1984

Conto di Tesoreria Unica **0037022**

On the Payment Portal that appears, the following three operations are available:

- Search for Payment (pagamento tramite codice avviso) – to proceed with the payment of a notification code already issued.
<https://unife.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/cercaversamento>
- Voluntary payment (pagamento spontaneo) – to proceed with a payment WITHOUT prior notification code.
<https://unife.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/pagamentospontaneo>
- Download receipt (scarica ricevuta di pagamento) – to download the receipt of the payment made.
<https://unife.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/scaricaricevuta>

2. SEARCH FOR PAYMENT

Direct link:

<https://unife.pagoatenei.cineca.it/frontoffice/cercaversamento>



The screenshot shows the 'Ricerca codice avviso' (Search notification code) form on the University of Ferrara website. The form is titled 'Ricerca codice avviso' and contains two input fields: 'Codice fiscale / P. IVA' and 'Codice avviso'. The 'Codice fiscale / P. IVA' field is partially filled with a redacted value and has a character count of '16 / 16'. The 'Codice avviso' field is also partially filled with a redacted value and has a character count of 'IUV'. To the right of the first field, there is a toggle switch labeled 'Anonimo' which is currently turned off. Below the input fields, there is a instruction: 'Per proseguire inserire il codice fiscale del debitore o selezionare Anonimo. Indicare il codice avviso o lo IUV del pagamento'. A 'PROCEDI >' button is located at the bottom right of the form.

Enter your personal ID/VAT number **and** the notification code or, alternatively, the IUV code. Then click on "Proceed".

Subjects without tax code and VAT number, as well as foreign subjects, must activate the “anonymous” flag.

The screenshot shows the 'Dettaglio pagamento' (Payment details) screen on the University of Ferrara website. The page header includes the university logo and name, and navigation links for 'HOME', 'RICERCA CODICE AVVISO', and 'DETTAGLIO PAGAMENTO'. The main content area displays the following information:

Codice ente 738285	Stato NON_ESEGUITO	Importo totale 3,78 €
Data emissione 24/07/2020	Data scadenza 23/08/2020	Data aggiornamento 24/07/2020
Causale Fattura proforma Num. 300715/30 del 24/07/2020	IUV 610000000000184	

Below the table, there is a link for 'Dati anagrafici del debitore' and two buttons: 'AVVISO DI PAGAMENTO' (with a printer icon) and 'PAGAMENTO IMMEDIATO' (with a credit card icon).

“Payment details” screen will appear automatically.
There are two possibilities to pay:

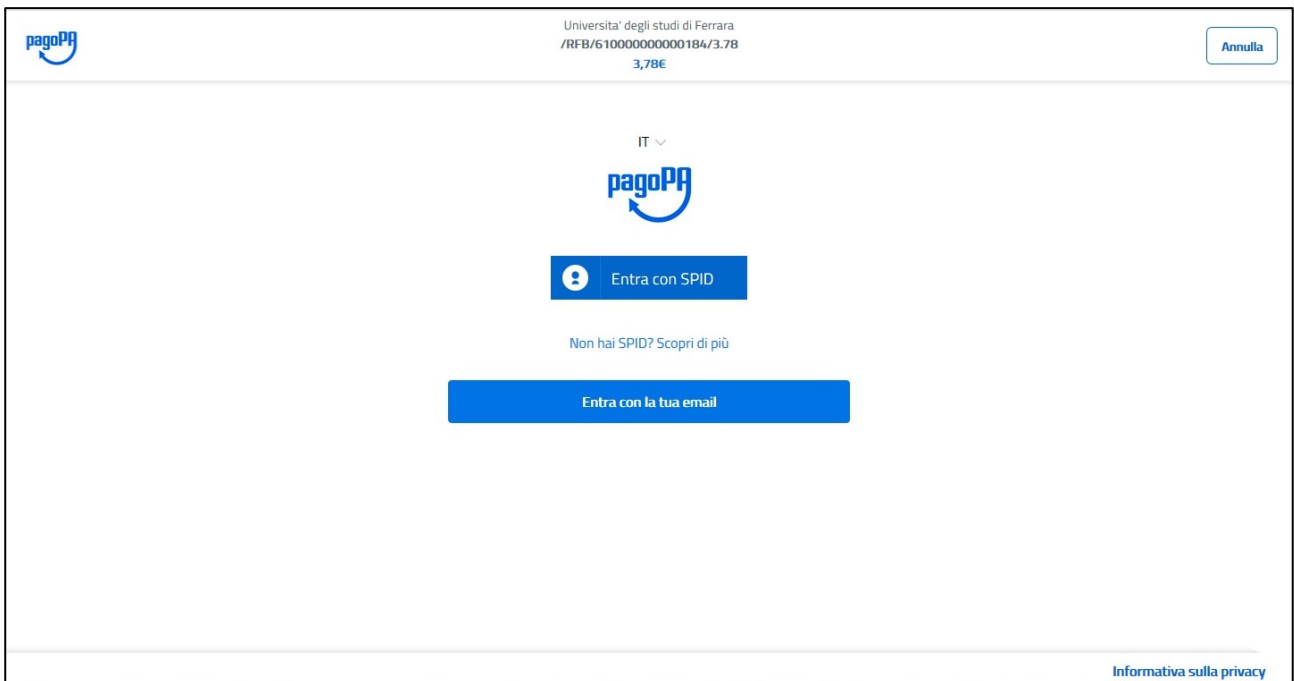
- If you wish to pay online, click on "Start online payment".

If you wish to physically go to a payment service provider (CBILL circuit in the bank, payment services in a tobacconist's), click “Print Payment slip” and print the payment slip.

The full list is available at the following link:

<https://www.pagopa.gov.it/it/prestatori-servizi-di-pagamento/elenco-PSP-attivi/>

START ONLINE PAYMENT



The screenshot shows the pagoPA interface for the University of Ferrara. At the top left is the pagoPA logo. At the top center, it displays "Universita' degli studi di Ferrara" and the payment details: "/RFB/61000000000184/3.78" and "3,78€". At the top right is an "Annulla" button. In the center, there is a language selector "IT" with a dropdown arrow, followed by the pagoPA logo. Below the logo are two main buttons: "Entra con SPID" (with a person icon) and "Entra con la tua email". Below the "Entra con SPID" button is the text "Non hai SPID? Scopri di più". At the bottom right, there is a link for "Informativa sulla privacy".

If in the previous screen you decided for an immediate online payment, this screen will appear.
Click on “Log in with SPID” to start the payment procedure.
Alternatively, click on "enter with your email".

Universita' degli studi di Ferrara
/RFB/61000000000184/3.78
3,78€

Annulla

pagoPA - Informativa sulla privacy

INFORMATIVA SUL TRATTAMENTO DEI DATI PERSONALI

ai sensi degli artt. 13-14 del Regolamento (UE) 2016/679

Questa informativa privacy descrive come vengono trattati i dati personali di coloro che approdano al sito wisp2.pagopa.gov.it/ (il "Sito") per effettuare un pagamento tramite pagoPA. Il Sito ti permette (i) di essere avvisato per email in merito alle transazioni che effettuerai sul sistema pagoPA e, se deciderai di registrarti a pagoPA, (ii) di effettuare la registrazione a pagoPA, (iii) di memorizzare alcune modalità di pagamento, (iv) di visualizzare lo storico delle tue transazioni, nonché (v) di recuperare la password e/o codice segreto da te scelti al momento della registrazione (di seguito il "Servizio").

Questa invece NON descrive il trattamento dei dati personali

accetto la privacy policy

Continua

[Informativa sulla privacy](#)

In both cases, the system forces you to accept the information on the processing of personal data.


Click on "I accept the privacy policy" at the bottom of the information. Then click on "continue".


pagopa


Università' degli studi di Ferrara
/RFB/610000000000184/3.78
3,78€

Annu

Come vuoi pagare?

 Carta di credito/debito

 Conto corrente

 Altri metodi di pagamento

Select your preferred payment method from the three available.

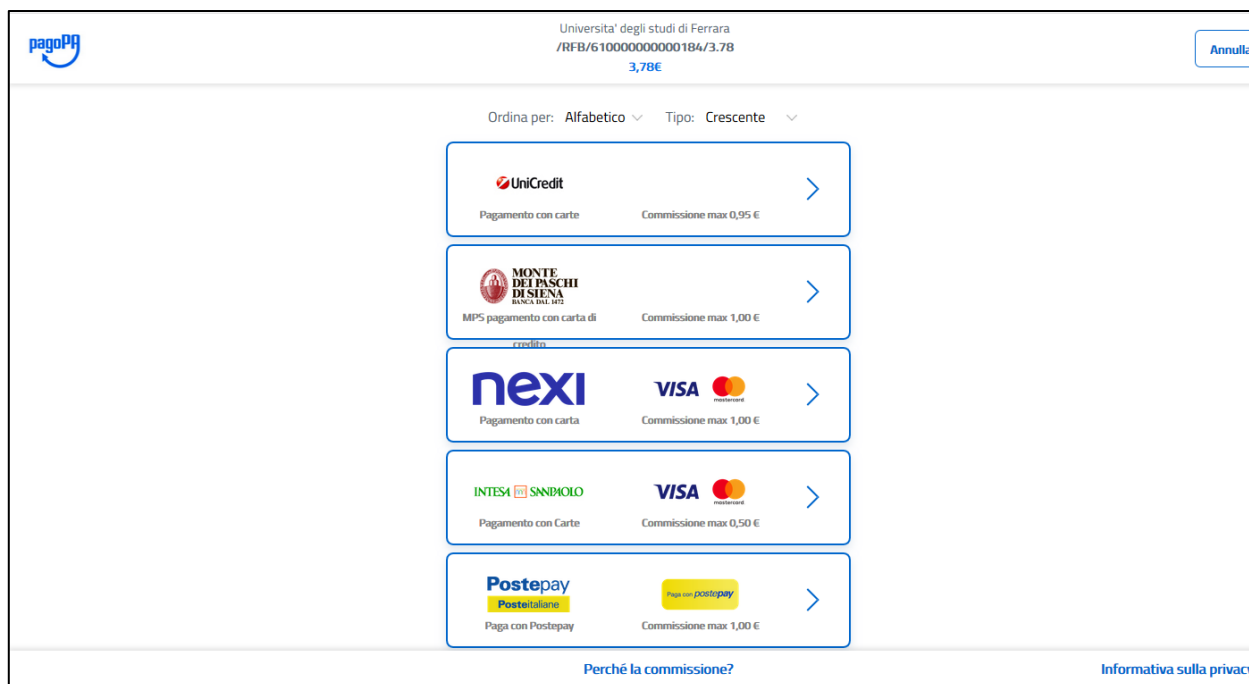
a. PAYMENT THROUGH CREDIT CARD/DEBIT CARD

The screenshot shows a payment page for the University of Ferrara. At the top, it displays the pagoPA logo, the university name, the payment reference number (RFB/00000003495944.7/556.00), and the amount (556,00€). A button labeled 'Annulla' is in the top right corner. The main content area features the text 'pagoPA accetta queste carte di credito/debito' followed by logos for Mastercard, American Express, VISA, VISA Electron, and Bancontact. Below this, there are four input fields: 'nome e cognome', 'numero della carta di credito' (with a card icon), 'scadenza (mm/aa)' (with a calendar icon), and 'codice di verifica' (with a lock icon). A 'Continua' button is positioned below the fields. At the bottom right, there is a link for 'Informativa sulla privacy'.

Enter the details of your credit / debit card as for any online payment.



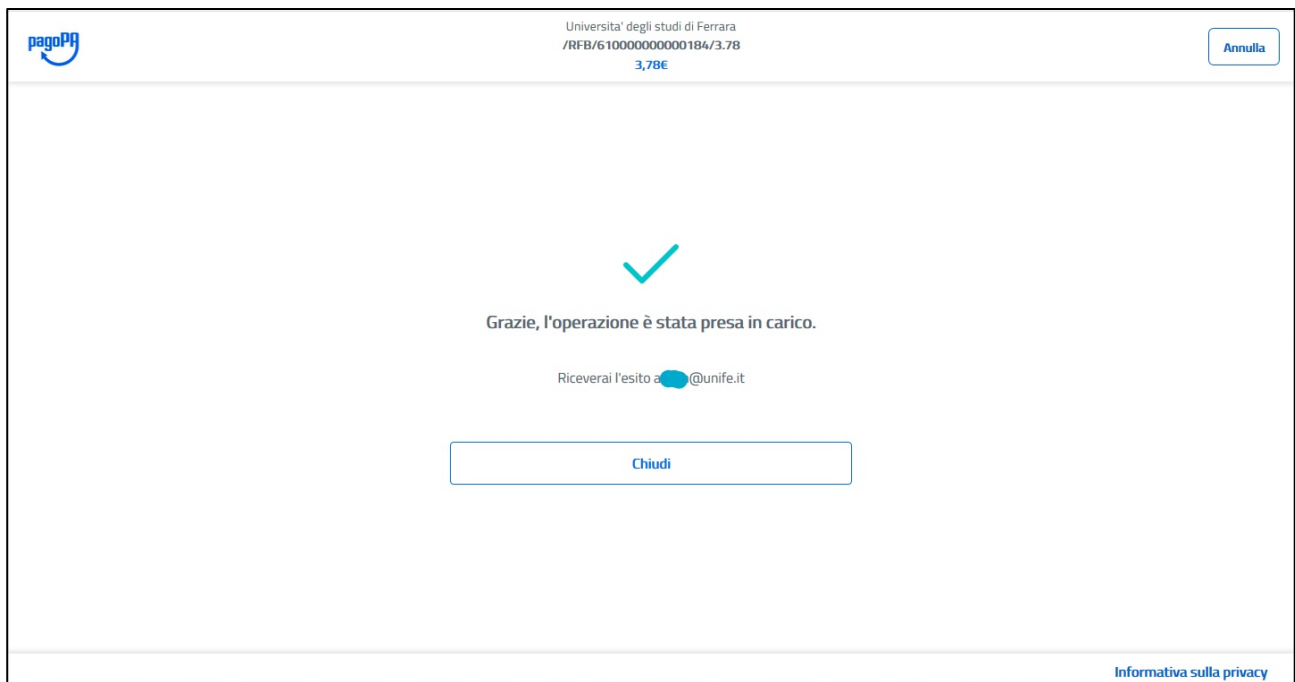
If the process is successful, the following confirmation screen will appear. Confirm the operation below and proceed.



Select, from the list that appear, the payment service provider from which you want to make the payment.

The fee for the commission withheld is shown for each.

Note: not all payment institutions adhere to the PagoPA system and are therefore included in the list. Do not worry if your payment service provider is not in the list: the payment can be made at any institution.



Once your payment is complete, this confirmation screen should appear. You will receive the outcome of the payment by email. Click on the finish button to end the process.

b. PAYMENT THROUGH BANK ACCOUNT

Universita' degli studi di Ferrara
/RFB/61000000000689/1.00
1,00€

Annula

Paga con il tuo conto corrente

cerca la tua banca

Ordina per: Alfabetico Tipo: Crescente

Banca Popolare di Sondrio SCRIGNO Internet Banking	SCRIGNO Internet Banking Commissione max 0,90 €
INTESA SANBILOLO Pago in Conto	PAGO INCONTRO Commissione max 0,00 €
INTESA SANBILOLO Masterpass	masterpass Commissione max 0,50 €
MyBank	Commissione max 0,50 €

Non trovi la tua banca? [Informativa sulla privacy](#)

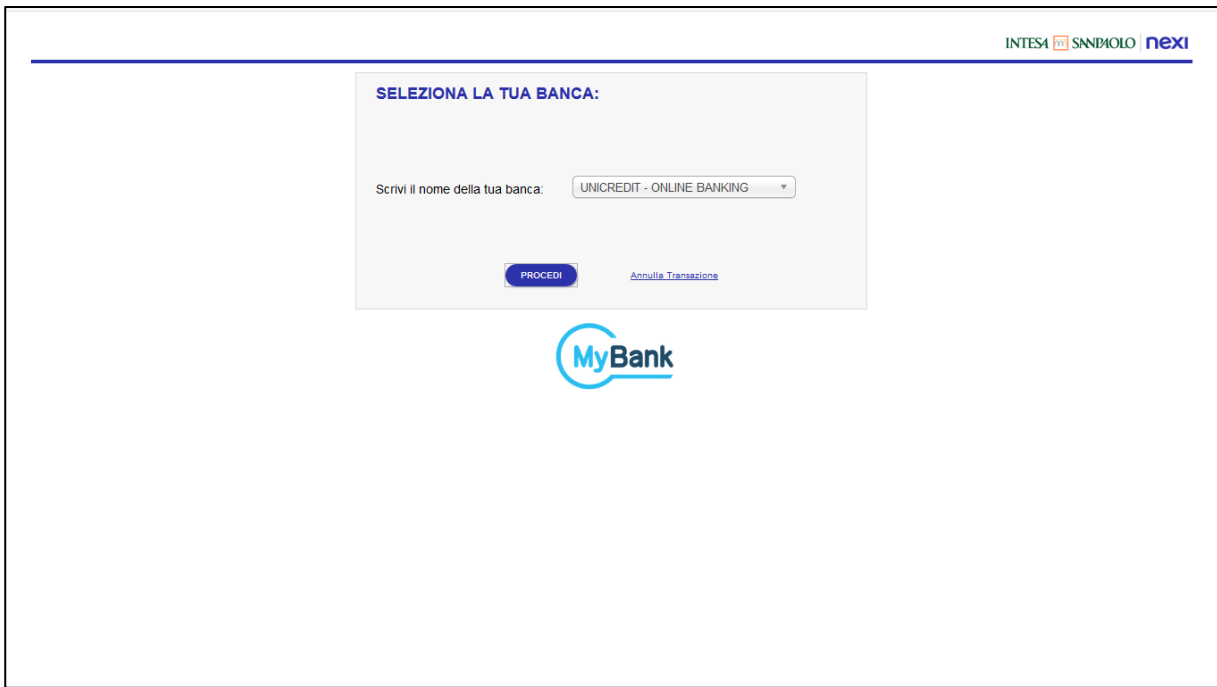
Select from the list the bank or the payment service provider with which you have a checking account.

The fee for the commission withheld is shown for each.

Note: If your institution does not appear, you can check if it is present by selecting the “MyBank” circuit, to which various banking institutions adhere. However, not all payment institutions are present in the list.

<p>Soggetto pagante [redacted] na</p> <p>Email</p> <p>C.F. / P. IVA [redacted] B</p>	<p>Riepilogo</p> <p>Transazione: Pago PA</p> <p>Pagamento 1: 1,00 €</p> <p>Beneficiario: Università Ferrara</p> <p>Metodo di pagamento: MyBank</p> <p>Importo totale: 1,00 €</p> <p>Totale commissioni: 0,50 €</p> <p>Totale da pagare: 1,50 €</p> <p>● Il Pagamento sarà effettuato tramite il servizio MyBank</p> <p>PAGA ADESSO</p>
<p>PAGAMENTO 1</p> <p>Beneficiario Università Ferrara</p> <p>Importo 1,00 €</p> <p>Causale Pagamento /RFB [redacted] 0000 [redacted] /1.00</p>	

Check that the payment details shown on the site are correct.
If so, proceed by clicking the "Pay Now" button at the bottom right to confirm.



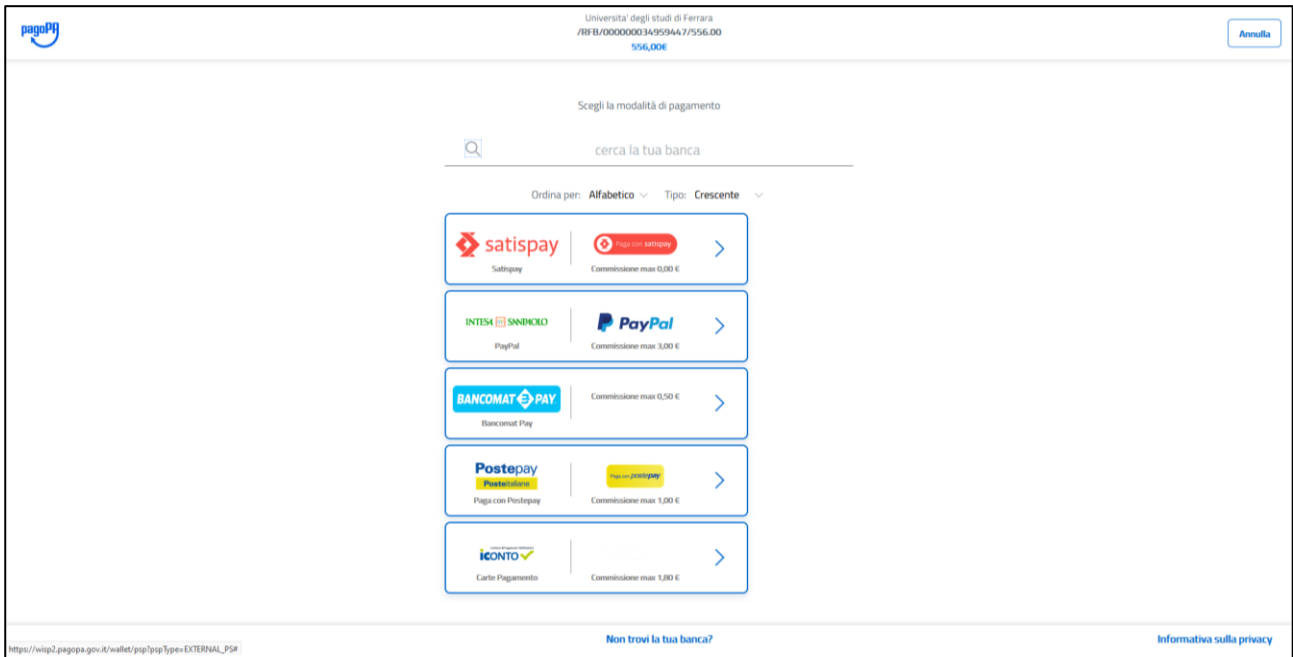
This (further) step only concerns those who have selected the “MyBank” option.

If so, select your bank from the list and proceed.

If your bank is not present on the “MyBank” circuit, it is necessary to use an alternative payment method.

If otherwise the transaction is accepted, you must follow the instructions provided by your credit institution to complete the payment

c. OTHER PAYMENTS METHODS



Select the payment service provider you are authorized to access from the list.

The fee for the commission withheld is shown for each.

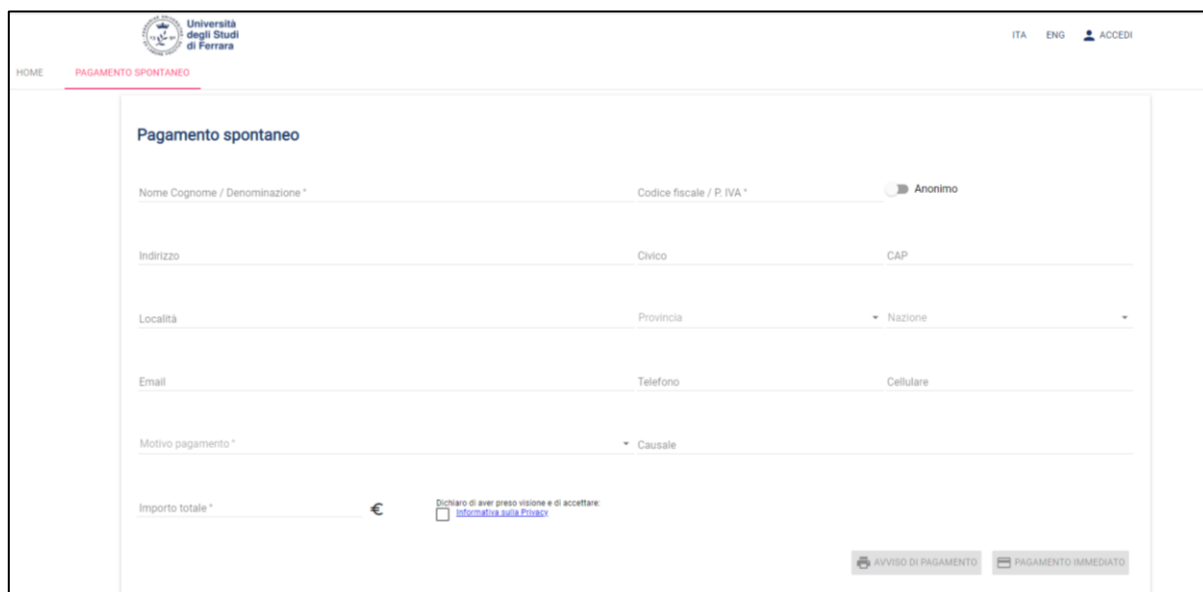
Note: if you are not enabled for any payment method, you need to use an alternative payment method.

Otherwise, follow the instructions provided by your selected service provider to complete the payment.

3. VOLUNTARY PAYMENT

Direct Link:

<https://unife.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/pagamento spontaneo>



The screenshot shows the 'Pagamento spontaneo' form on the University of Ferrara website. The form is titled 'Pagamento spontaneo' and includes the following fields:

- Nome Cognome / Denominazione *
- Codice fiscale / P. IVA *
- Anonimo (checkbox)
- Indirizzo
- Civico
- CAP
- Località
- Provincia
- Nazione (dropdown menu)
- Email
- Telefono
- Cellulare
- Motivo pagamento *
- Causale (dropdown menu)
- Importo totale * €
- Dichiaro di aver preso visione e di accettare: [Informativa sulla Privacy](#) (checkbox)

At the bottom right, there are two buttons: 'AVVISO DI PAGAMENTO' and 'PAGAMENTO IMMEDIATO'.

To proceed with a Voluntary payment it is necessary to fill all the required fields.

Payers without a tax code and VAT number, as well as foreign subjects, must activate the anonymous parameter.

In the "Payment reason" field, please select the structure (department or administrative office) to which the payment is intended to.

Then, there are two possibilities to pay:

- Print the payment slip if you want to physically go to a payment service provider (CBILL circuit in the bank, payment services in a tobacconist's). The complete list is available at the following link: <https://www.pagopa.gov.it/it/prestatori-servizi-di-pagamento/elenco-PSP-attivi/>
- Click on "Start online payment" if you want to make the payment online (procedure explained in points 2.a e 2.b).

4. CBILL CIRCUIT

There is a third option, not present on the main PagoPA screen. It is to use the CBILL circuit present in the home banking of your bank.

If you wish to pay that way, the code for Unife is **7R351**. Then, the payment notification code and the amount must be specified.

By clicking "Proceed" the system automatically fills in the causal field "CAUSALE VERSAMENTO GENERICO ENTRATA NUM. DEL BENEFICIARIO UNIVERSITA FERRARA", and after having authorized the payment, you can download the receipt of the banking transaction.

Variable fees are charged according to the bank, as with other payment methods.

Then, by going to the Payments portal

<https://unife.pagoatenei.cineca.it/frontoffice/home>

you can download the Unife receipt, valid as notification of payment.

5. DOWNLOAD RECEIPT

Direct Link

<https://unife.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/scaricaricevuta>

Univerita degli Studi di Ferrara

ITA ENG ACCEDI

HOME SCARICA RICEVUTA

Scarica ricevuta

Codice fiscale / P. IVA * Anonimo

Codice avviso * IUV *

Per proseguire inserire il codice fiscale del debitore o selezionare Anonimo. Indicare il codice avviso o lo IUV del pagamento

PROCEDI >

Enter your tax / VAT number and the notification code, or alternatively the IUV code. Then click on "Proceed".



QUIETANZA di PAGAMENTO

in data ●/●/2020 Università Ferrara ha ricevuto la notifica dell'avvenuto pagamento per conto di:

●●●●●●●●●●

Codice Fiscale ●●●●●●●●●●

dell'importo di € 16,00 relativo all'avviso di pagamento ●●●●●●●●●● e corrispondente all'Identificativo Univoco di Versamento (IUV) ●●●●●●●●●● con causale Tasse per servizio erogato

Il pagamento è stato effettuato tramite pagoPA dal PSP:

ABI05387

BANCA POPOLARE EMILIA ROMAGNA

Il pagamento, identificato dall'Identificativo Univoco di Riscossione (IUR): 2030538709086626076 è stato effettuato da ●●●●●●●●●● in data ●●/●●/2020

Download the payment receipt in PDF.