PagoPA®: What is it?

PagoPA® is an electronic payments system designed to make it easy, safe and transparent to pay Italian Public Institutions. **Since 1 January 2019, it is the only payment method accepted by the University of Sassari.**

PagoPA® is not a payment website, but a new standardized way to pay Italian Public Institutions via the channels provided by Payment Service Providers (PSP) which have adhered to the system. Payments may be made directly on the site or app the Institution, or via the on-line and physical channels provided by banks and other Payment Service Providers (PSP).

PagoPA® is a public system - the rules, standards and tools of which are established by the Italian *Agenzia per l’Italia Digitale* and approved by the Italian Government and by the adhering PSPs - that makes it possible for individuals and businesses to make electronic payments to public institutions in a safe, reliable and simple way, clearly reporting the amount of transaction fees. This is an initiative promoted by the Presidency of the Italian Council of Ministers to which all public administrations are obliged to adhere.

Via the PagoPA® system, payments may be made as follows:

- visit https://uniss.esse3.cineca.it, log in and select one of the payment methods: credit card, debit card or prepaid card.

- use the tools made available by your bank or other payment service providers adhering to the initiative (e.g.: on-line banking, ATM, smart phone app, desk, etc.), post offices and SISAL, Lottomatica and Banca5 desks. The list of adhering businesses providing pagoPA® services is available at "http://agid.gov.it/pagopa". To make the payment, use the " Codice Avviso di Pagamento" or the QR Code or Bar code printed on the notice.

More information can be found at [https://www.agid.gov.it/it/piattaforme/pagopa](https://www.agid.gov.it/it/piattaforme/pagopa)
PagoPA: Payment procedure

After completing the selected procedure (registration, enrollment in a contest or an undergraduate degree etc.), to make the payment via PagoPA, log in the personal area through the SelfStudenti Login button:
after typing your user name and password, log in and click on the "SEGRETERIA" button and then the "PAGAMENTI" button
the Payments page shows a list fees to be paid. It also contains previous payments. By clicking on the "+" button on the left of the invoice number, you can see the information relating to the payment:

- IUV Code (Payment Identification Code);
- Reason for payment;
- Payment due date;
- Amount;
- Payment status
- PagoPA icon (its presence indicates the possibility to pay via PagoPA)

Select the amount to pay, click on the invoice number to display the invoice details
You can decide to

1) pay immediately by logging in the **on-line PagoPA payment section** (press the Paga con PagoPA button);

2) pay immediately by logging in the **Banco di Sardegna portal**, to pay with a credit or debit cards (eg. UNISS card);

3) pay immediately via **Home Banking**;

4) pay later, by printing a notice of payment in PDF/paper format, that also contains the bar code and a QR identification code of payment, that is useful if you wish to pay **at a bank counter or other PSPs adhering to** PagoPA (e.g., via a Sisal, Lottomatica or Banca5 terminal, or at the post office counter) (press the Stampa Avviso per PagoPA button)

NB: currently, payment is not available at **Banco di Sardegna counters**. Payments cannot be made after the payment expiration date, nor for amounts exceeding € 1,000 at Sisal terminals.
1) pay immediately via the PagoPA on-line section

After clicking the "Pago PagoPA" button, the system automatically redirects the user to the page that shows all the available Payment Service Providers (PSPs)

The search can be filtered by type of transaction, or manually by typing the name of the bank/circuit/favorite app

Once the desired channel is selected, you will be redirected to the website of the service required; pay by following the instructions provided by the payment procedure, that is specific for each operator.

If a transaction is aborted for any reason, please give the system enough time to receive the failed payment message. Within a few hours you will be able to repeat the procedure.

NB: Despite being included in the list of PSPs, Banco di Sardegna and PosteItalia, at the moment may not be selected on the PagoPA on-line portal.
Before paying, you are kindly advised to contact your reference agencies. For more information on the PSPs available on PagoPA, visit the page.
2) Procedure via the bancosardegna.pagoiuv.it website

(Service provided by Banco di Sardegna, Treasurer of the University of Sassari)

1) Visit the [www.bancosardegna.pagoiuv.it](http://www.bancosardegna.pagoiuv.it) website;
2) enter the tax code of the institution: the University of Sassari is always 00196350904;
3) enter the payment notice code (the IUV code may be found in your private area - "Payments" section, as shown on page 4 of this manual)
4) Click on [Prodi] and follow the instructions

3) Procedure via Home Banking

1) check with your bank if this option is available;
2) connect to your private area of your on-line account;
3) log in the Payments section
4) enter the CBILL service;
5) select the University of Sassari and enter the amount and the Payment identification code
4) Pay at the counter

1) In the SelfStudenti personal area, press **Stampa Avviso per PagoPA** (see page 5 of this manual) and save/print the payment notice.

2) Bring the notice to your bank counter, betting terminals, post offices, etc.;

3) Provide the printed notice to the operator or show it from your smart phone;
4) Have the bar code or the QR Code scanned, and pay cash or by credit/debit card