**Guidelines to make your payments with pagoPA**

**Fist part: visualize your payments**

1. To visualize your payments, access your MyUnito and select the item “Tasse”

2. Select your invoice by clicking on the relating number (at the bottom of the page there is a legend with the details of the invoice)
Second part: pagoPa

3. Choose how to make the payment out, by clicking on the relating button***:

3.1 If you choose “Paga online con pagoPA”: click on the button “OK” to go to the page of PSP (Prestatori di Servizi di Pagamento)

3.2 Select the modality to pay among the several proposals (“Il tuo conto corrente”, “Carta di credito, debito, prepagata”, “App”) and follow the instructions to pay on-line.
3.2.1 If you choose “il tuo conto corrente” you can search the operator (at the bottom of the page) where you have a bank account (if available) and then select the relating service.

3.2.1.1 Confirm your choice, click on “SI” to go on with the procedure.

3.2.1.2 Visualize the summary of your payment and click on the button (“Paga adesso”, “Procedi”, etc.) in order to access the relating service of Internet Banking.
3.2.2 If you select “Carta di credito, debito, prepagata” you can search (at the bottom of the page) your favourite circuit and then select the relating service.

3.2.2.1 Confirm you choice, click on “SI” to go on with the procedure.

3.2.2.2 In the new web page you can make the payment, by inserting your card data.
3.2.3 If you select “Altre modalità di pagamento” you can search (at the bottom of the page) your favourite way to pay and then select the relating service.

3.2.3.1 Confirm your choice, click on “SI” to go on with the procedure.

3.2.3.2 In that web page, you can pay by inserting your date according to the choosen modality (an example is shown in the following image)
3.3 Access again the section “Tasse” of your MyUnito to check the state of your payment

<table>
<thead>
<tr>
<th>Fattura</th>
<th>Codice IUU</th>
<th>Descrizione</th>
<th>Data Scadenza</th>
<th>Importo</th>
<th>Stato Pagamento</th>
<th>Pagamento PagoPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>+7024397</td>
<td>000000036287024</td>
<td>Matricola 704799 - Corso di Laurea - MATEMATICA - TASSA DI ISCRIZIONE A.A. 2018/2019</td>
<td>05/10/2018</td>
<td>150,00</td>
<td>pagato</td>
<td></td>
</tr>
</tbody>
</table>

3.4 “Stampa Avviso per pagoPA”: a form in pdf format is created to pay personally at one of the authorized bodies or banks joining the system pagoPA (the list is available at the following link www.agid.gov.it/agenda-digitale/pubblica-amministrazione/pagamenti-elettronici/psp-aderenti-elenco)

***If the procedure is interrupted the buttons “Paga online con PagoPA” and “Stampa Avviso per PagoPa” could be not available for approximately 30 minutes.