PAGOPA SYSTEM: INSTRUCTIONS ON HOW TO PAY

1. Log in with your credentials to the reserved area of the student portal (studenti.unisalento.it); click on "concorsi/immatricolazioni " and select "pagamenti";
2. Select the invoice you wish to pay;
3. Choose one of the two payment methods allowed:

a. "Pay with PagoPA" for online payment

b. "Print Notice for PagoPA" for payment in person

ONLINE PAYMENT

If you have chosen "Pay with PagoPA", you can select from the following two options:

A. Bank transfer

If you choose Bank Transfer mode, the available PSPs (payment service providers) will appear, selecting one of them (confirming your choice in the window that will open and clicking on the "Procedi col pagamento" button on the next page) you will be directed to the four available payment methods, among which through Payment with MyBank you can choose the homebanking service provided by your bank.

B. Credit or Debit or Prepaid Cards

If you choose Credit or Debit or Prepaid Cards mode, the enabled banks will appear instead, selecting any of them (please pay attention to the conditions applied by the bank) you will be directed to the bank's web page where you can make the deposit by entering the required data of your card.

By choosing one of the PSPs (payment service providers) in the list according to the payment method chosen (credit card, home banking ...) and taking into account the conditions applied (e.g. fees, maximum expenditure, etc.) you will be directed to the bank's web page where you can proceed with the payment.

C. Payment with MyBank: a subsequent window will appear from which you can choose from a list of banks that allow homebanking payments.

PAYMENT IN PERSON

Clicking on the "Stampa Avviso per PagoPA" button will generate the form in pdf format, which must be presented at the counter at one of the authorised retailers (including tobacconists where the

Sisal Pay or Lottomatica service is active) or one of the banks participating in the PagoPA system, the list of which is given below:

http://www.agid.gov.it/agenda-digitale/pubblica-amministrazione/pagamenti-elettronici/psp-aderenti-elenco

Once the payment procedure has been completed, a communication regarding the outcome of the transaction will be sent to your institutional email address.

ATTENTION

For both options, if the payment process is interrupted, the "Paga con PagoPA" and "Stampa Avviso per PagoPA" buttons may not be available for about 30 minutes.