Introduction.

PagoPA is an electronic payment system created to make the payments more transparent, easier and safer. PagoPA guarantees the payment through multiple methods both online and in person.

How do I obtain the notice of payment?

The student automatically receives the notice of payment when he/she completes the procedures required for enrolment, applications, payment instalments, entry tests or examinations. The notice of payment (annex 1) includes the advisory code (Codice Avviso di Pagamento), the QR code and the interbank code (CBILL) to make the payment easier.

Where do I pay with PagoPA?

You can pay through several methods of payment, such as:

- Online by credit card;
- App “IO” of PagoPA in case you have the SPID ID;
- Home/Mobile banking through CBILL Code;
- Through all bank branches and ATMs that allow the payment through CBILL or PagoPA circuit;
- Authorized retailers Sisal/Lottomatica;
- You cannot pay the notice of payment PagoPA at the Poste Italiane branches.

How can I pay online by credit card?

Go to the website http://utov.it/pagopa where the following image shows up (figure 1).

There are now two options:
1. Anonymous access to the payment portal;
2. Registration on the portal.

Anonymous access to the payment portal and the payment procedure

Select the anonymous access (Accesso anonimo- Figure 1)

Select “Accesso anonimo” and fill in the following fields as shown in the image 2
a. Email address and its confirmation;
b. Authorization to the Privacy Policy;
c. Insert the CAPTCHA code;
d. Select “Avanti”.
At the end of the procedure, you will receive an email from “PortaleDebitore” (might end up in your spam folder), click on the link within 60 minutes from the time of receipt of the email.

**WARNING**: Make sure you are redirected to the portal [https://web.pasemplice.eu/](https://web.pasemplice.eu/) through a safe connection (the lock must be at the side of the link as shown in the image below, figure 3).

![Figure 3](image3.png)

Select “Pagamento con Avviso” and you will be redirected to the page shown in image 4.

Then insert:
- a. Notification Number (displayed on the notice of payment)
- b. Fiscal Code
- c. Select “Cerca”
Select “PAY”, shown with a card symbol (1) in figure 5

You will be redirected to PagoPA (figure 6), choose the language (Italian or English), click on the button “entry with email”, insert your email address and you will be redirected to the page of figure 7
Benvenuto nel sistema di pagamento della Pubblica Amministrazione Italiana: pagoPA

Entrare con SPID

Non hai SPID? Scopri di più

Entrare con la tua email

How would you like to pay?

- Credit/debit card
- Bank account
- Other payment methods

Figure 6

Figure 7
Insert your payment details (figure 8)

Insert your payment details (figure 8)

The amount to pay, including commissions, will be displayed (Figure 9)
Select "Proceed with payment" to conclude the transaction. The receipt will be sent to the email indicated at the beginning of the payment (Figure 10).

Why do I have to pay commissions?

Tor Vergata University of Rome is obliged to comply with the provisions of Legislative Decree 18/10/2012, n. 179 and the directives from the Agency for Digital Italy (AGID) which state that the commissions associated with the payment of any tax due to a public administration are borne by the citizen.

Tor Vergata University of Rome absolutely cannot modify, reduce or eliminate payment fees. However, some Payment Service Providers (PSP) allow direct debiting of bank accounts at zero cost when an online payment is made through PagoPA.

As indicated in the FAQ about PagoPA: when a transaction takes place, the payer is required to pay a commission to his/her PSP. Commissions for payments are necessary to cover the cost of providing a quality service that includes the following benefits: uninterrupted service 24/7, rapid transactions, no additional fees for credit card payment through international circuits, security and anti-fraud services, etc.

The list of FAQs is available on the website: https://docs.italia.it/italia/pagopa/pagopa-docs-faq/it/stabile/index.html
Annex 1 - Notice of payment.

### Contributi universitari

**TOR VERGATA UNIVERSITY’S FISCAL CODE**

**ENTE CREDITORE**
Cod. Fiscale 80213750583

**STUDENT’S FISCAL CODE**

**DESTINATARIO AVVISO**
Cod. Fiscale xxxxxxxxxxxxxxxxxxxxx

**UNIVERSITA’ DEGLI STUDI DI ROMA TOR VERGATA**

Direzione V - Servizi operativi di gestione
Per informazioni 06/72593099 (orari di apertura sul sito www.uniroma2.it)
relazioni.pubblico@uniroma2.it

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**HOW MUCH and WHEN I HAVE TO PAY?**

**QUANTO EQUANDO PAGARE?**

**DOE PAGARE?**

**AMOUNT**
Euro

**DEADLINE**
Entro il xxxxxxx

Puoi pagare con una unica rate.

L’importo è aggiornato automaticamente dal sistema e potrebbe subire variazioni per eventuali sgravi, note di credito, indennità di mora, sanzioni o interessi, ecc. Un operatore, il sito o l’app che userai potrebbero quindi chiedere una cifra diversa da quella qui indicata.

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**PAGA SUL SITO O CON LE APP**

della tua Banca o degli altri canali di pagamento. Potrai pagare con carte, conto corrente, CBILL.

**PAGA SUL TERRITORIO**

In Banca, in Ricevitoria, dal Tabaccaio, dal Bancomat, al Supermercato. Potrai pagare in contanti, con carte o conto corrente.

Utilizza la porzione di avviso relativa al canale di pagamento che preferisci.

<table>
<thead>
<tr>
<th>BANCHE E ALTRI CANALI</th>
<th>RATA UNICA entro il</th>
<th>20/06/2020</th>
<th>500,00</th>
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<tr>
<td>Qui accanto trovi il codice QR e il codice interbancario CBILL per pagare attraverso il circuito bancario e gli altri canali di pagamento abilitati.</td>
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**DETTAGLI PAGAMENTO**

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