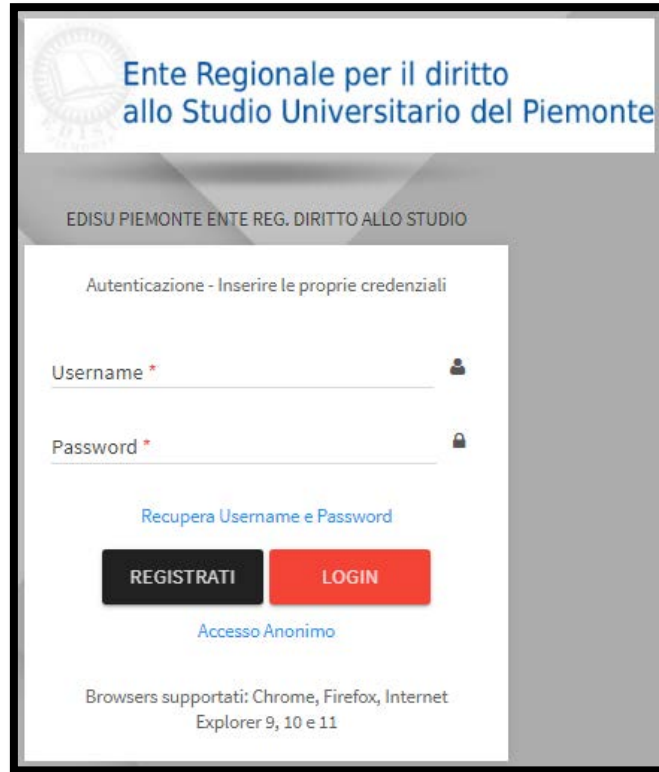


PAGOPA PAYMENT INSTRUCTIONS – DISCIPLINARY PENALTIES/DAMAGES COMPENSATION

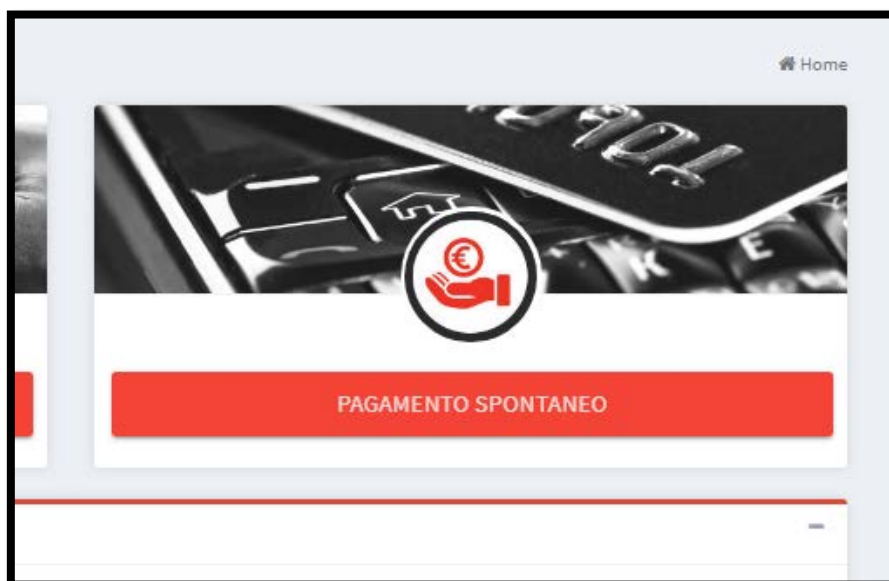
Before paying the a disciplinary penalty or a damages compensation is essential to read these instructions!

1. Enter the PagoPA portal (either with your own credentials, obtained after a registration, or with an anonymous access).



The screenshot shows the login interface for the Ente Regionale per il diritto allo Studio Universitario del Piemonte. At the top, there is a logo and the text "Ente Regionale per il diritto allo Studio Universitario del Piemonte". Below this, it says "EDISU PIEMONTE ENTE REG. DIRITTO ALLO STUDIO". The main section is titled "Autenticazione - Inserire le proprie credenziali" and contains two input fields: "Username *" and "Password *", each with a corresponding icon (a person for username and a lock for password). Below the fields is a link "Recupera Username e Password". At the bottom of the form are two buttons: "REGISTRATI" (black) and "LOGIN" (red). Below the buttons is a link "Accesso Anonimo". At the very bottom, it lists supported browsers: "Browsers supportati: Chrome, Firefox, Internet Explorer 9, 10 e 11".

2. Click on “Pagamento Spontaneo” [*spontaneous payment*].



3. Enter the following information.

Pagamento spontaneo

Home > Pagamento spontaneo

Dati del pagamento

Servizio di incasso	Importo *	Data scadenza
SANZ. DISCIPLINARE RESIDENZE	25.00	

Causale *

Mario Rossi sanzione disciplinare Borsellino P/000

Tipo riferimento creditore

Codice riferimento creditore

- a. Section **"Dati del pagamento"** [payment data]:
 - i. "Servizio di incasso" [service]: select **"Sanz. Disciplinare residenze"** [disciplinary penalty]
 - ii. "Import" [amount]: insert **the amount of the penalty** (separate decimals with a dot, comma is not recognized);
 - iii. "Data scadenza" [payment deadline]: leave it blank;
 - iv. "Causale" [description]: write **name and surname of the student + "sanzione disciplinare" or "risarcimento danni" + the name of the residence + the protocol number indicated on the letter of objection** (e.g., **"Mario Rossi sanzione disciplinare Borsellino P/000"**);
 - v. "Tipo e codice riferimento creditore" [creditor's kind and code]: leave it blank.
- b. Section **"Dati del debitore"** [debtor's data]: all the data must be related to **the student**.

Dati del debitore

Anagrafica *	Codice Fiscale *	E-Mail
Indirizzo *	Civico *	Località *
CAP *	Provincia *	Nazione *

- c. If you want you can enable the mail notification of the electronic receipt, then click on **"Avanti"** [next].

4. Proceed with the payment following the instructions. If you want to pay with a different method, you have to copy the IUV code indicated on the top of the screen and use it within the day at the desired PSP.

