PAGOPA PAYMENT INSTRUCTIONS – GYM SUBSCRIPTION

Before paying the gym subscription is essential to read these instructions!

1. Enter the PagoPA portal (either with your own credentials, obtained after a registration, or with an anonimous access).
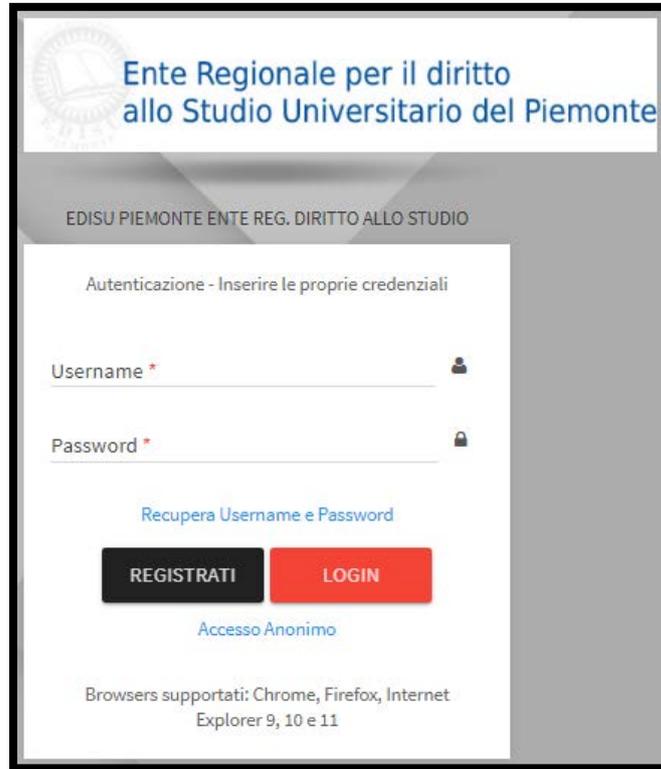
2. Click on "**Pagamento Spontaneo**" [*spontaneous payment*].

3. Enter the following information.

a. Section "**Dati del pagamento**" [*payment data*]:
   i. "Servizio di incasso" [*service*]: select "**Iscrizione palestra**" [*gym subscription*];
   ii. "Import" [*amount*]: insert **12.91** (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 whom want to subscribe to the gym** + **"iscrizione palestra"** + **the name of the gym in which you want to go** + **the academic year of reference** (e.g., "**Mario Rossi iscrizione palestra Cappel Verde 19/20**");
   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 **who is going to subscribe to the gym**.

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

4. Procede 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 desiderd PSP.