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).

Ente Regionale per il diritto allo Studio Universitario del Piemonte		
EDISU PIEMONTE ENTE REG. DIRITTO AL	LO STUDIO	
Autenticazione - Inserire le proprie cre	edenziali	
Username *	4	
Password *	•	
Recupera Username e Passwor	d	
REGISTRATI		
Accesso Anonimo		
Browsers supportati: Chrome, Firefox, Explorer 9, 10 e 11	Internet	

2. Click on "Pagamento Spontaneo" [spontaneous payment].



3. Enter the following information.

Pagamento spontaneo		🕷 Home > Pagamento spontaneo <table-cell></table-cell>	
Dati del pagamento		-	
Servizio di incasso ISCRIZIONE PALESTRA	Importo * 12.91	Data scadenza	
Causale * Mario Rossi iscrizione palestra Cappel Verde 19/20			
Tipo riferimento creditore	Codice riferimento creditore		

- 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;
 - "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 <u>who is going to subscribe</u> to the gym.

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. 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.

