Payment via PagoPa circuit

PagoPa is the system of payment for public administration.

If you live in the residences of Opera Universitaria you will receive an email for every expiration date, with an attached invoice containing the total amount to pay (payment notice).
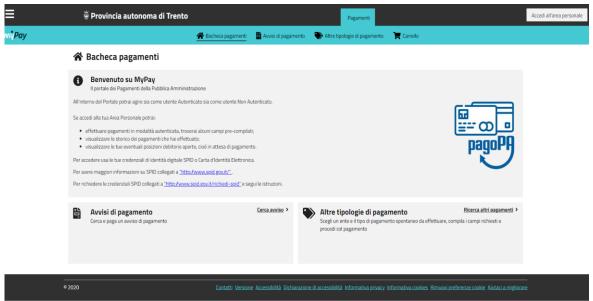
In the payment notice you can find all the necessary information to proceed with the payment.

You may pay choosing one of the following methods:

A. Online, through the website https://mypay.provincia.tn.it/ (follow the instruction there).
B. Online, through CBILL (service offered by you bank).
C. Through an authorized counter (bank, "tabaccheria").
D. through the dedicated app (such as Satispay, Sisalpay, Bancomatpay).

If you wish to pay online through the website of the Provincia di Trento (option A), you should follow the following steps, **after receiving the payment notice via email**:
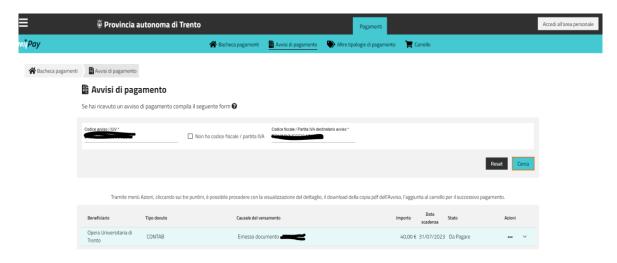
1. **ENTER THE PAYMENT PORTAL**

Go to the website https://mypay.provincia.tn.it/ and click on "Avvisi di pagamento"

You can choose whether to pay as an anonymous user, manually filling in all your personal data, or to enter the system using your digital identity (SPID). If you use SPID, your data will be filled in automatically.

You can you use you bank account or a credit/prepaid card to carry out the payment.

2. PROCEED WITH THE PAYMENT:

Enter the code from the payment notice (IUV) and your fiscal code.

Please note: you can find the IUV code in the bottom right on the document.

Click on the 3 highlighted dots under "Actions" and select "Add to Cart".
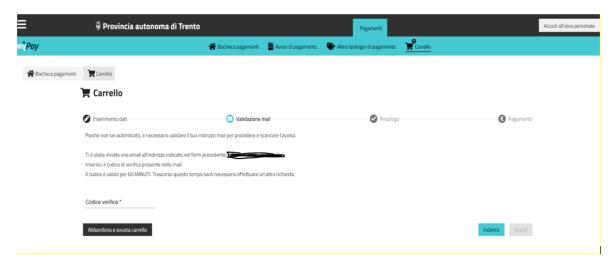
3. ONLINE PAYMENT

Fill in missing information:

- Name and Surname
- Under "Tipo persona" select "Fisica"(private person)
- Fiscal code
- Email address

Click the icon "Avanti" to proceed with the online payment and choose the payment method you want to use.
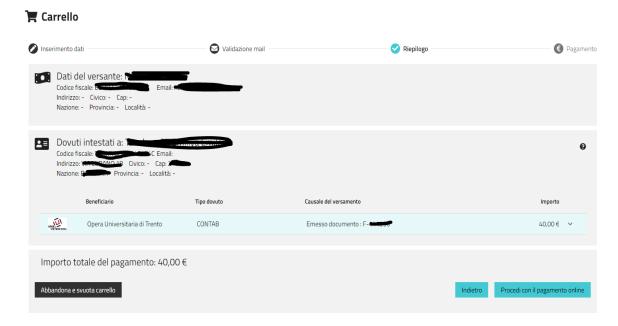
4. EMAIL ADDRESS VERIFICATION

If you are not logged in, you will receive an email with a code and you will be asked to fill in this code in order to verify your email.

The code remains valid for 60 minutes.

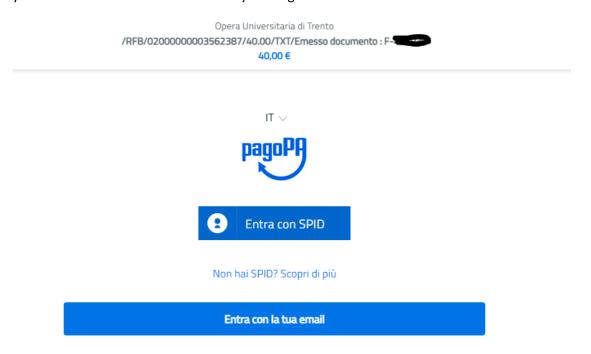Click the icon "Avanti" to proceed with the payment.

Check the accuracy of your data and click on "Procedi con il pagamento online"

5. ADDRESSING ON PAGOPA

If you have searched for the notice without accessing the personal area, now you can choose to enter the pagoPA system using your digital identity SPID or your email.
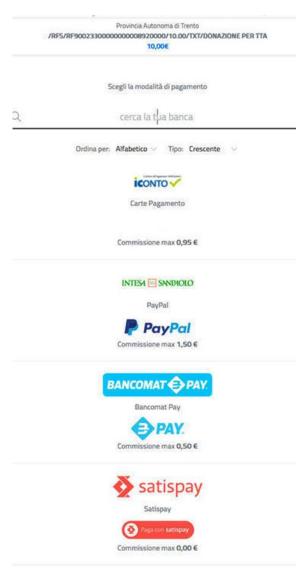
If you use SPID and have already registered, you will find the selected payment channel already set, and you do not need to enter the necessary data again.

6. READ THE PRIVACY POLICY

Before proceeding with the payment, you must read and accept the privacy policy (which regulates the processing of provided data and ensures their confidentiality).

7. CHOOSE HOW TO PAY

If you haven't previously set your preferred payment channel, choose how you want to pay:

1. Credit/Debit Card: fill in your card details (cardholder's name and surname; card number; expiration date; CVC code). The system will proceed with the payment and send an email with then electronic receipt.
2. Bank Account: Check if your bank has joined the system, using the search filter. Be mindful of the expected commission costs. If you don't find your bank, choose the MyBank circuit and search for your bank where you have your bank account.

Note: *Try entering different search keys: for example, if you are a customer of a rural bank, enter only the name of the locality and not the entire phrase 'Rural Bank of ...'*

Once you've found your bank, fill in the credentials to access your online account and complete the payment. You will receive an email with the receipt.

3. Other Payment Methods: If you select this option, the system lists all other payment options(apps, PayPal, etc.). For each selected channel, the expected commission cost is indicated. Choose the most convenient or cost-effective method.

If your payment was successfully completed you will receive a digital payment receipt on your email.

For support and assistance:

Call the toll-free number 800 95 77 30

Call the number 02 6689 7805

Write to pagamenti@assistenza.paogopa.it