#### **PAYMENT and INVOICE:**

Once registered you'll be redirected to this site:

#### Welcome,

You are logged in as user

You are registered as participant. Total Amount: xx,yy €

Selected payment method: Via credit card, using a secure online payment service.

No payment has been recorded yet. Registration is not complete until your full payment is received.

Please use our secure online system to enter your credit card data.



Please note that JavaScript and Cookies have to be enabled to use the payment system (this is usually the case). If you experience any problems, please contact the conference organisers at

Click on the yellow framed logos in order to reach the page where you can insert all necessary information for issuing your invoice and proceed with the payment.

Please select whether your invoice should be issued on your name as a **private person** or to a **company, institution, or organization**.



### unibz pagoPA portal

Starting March 1st, all payments to Italian public institutions including the Free University of Bozen-Bolzano, must be done via the Italian pagoPA system.

Amount: xx,yy €

Reason: Registration Fee for xyz (name & event)

The invoice will be issued to

- O Company, institution, or organization
- O Private person

CONTINUE...

Next you'll be asked if you (or the company) is resident in Italy or abroad.

unibz EN → ≡

## unibz pagoPA portal

Starting March 1st, all payments to Italian public institutions including the Free University of Bozen-Bolzano, must be done via the Italian pagoPA system.

Amount: xx,yy €

Reason: Registration Fee for xyz (name & event)

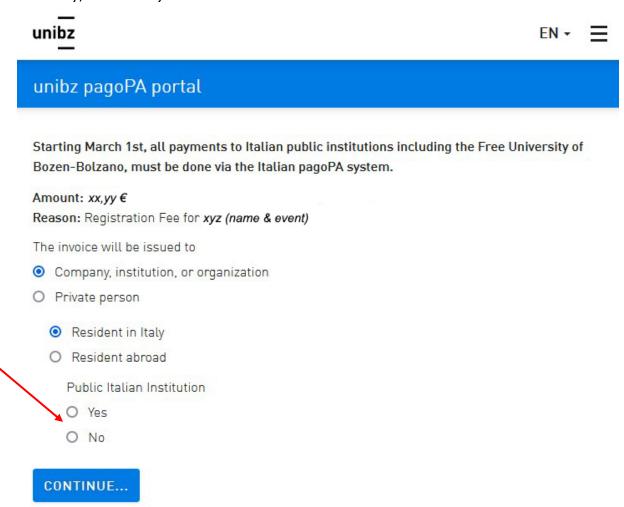
The invoice will be issued to

- O Company, institution, or organization
- O Private person
  - O Resident in Italy
  - O Resident abroad

CONTINUE...

If you have chosen "private person" you'll be redirected to the next page where you'll be asked to insert your personal data (address etc.) needed for issuing your invoice. Choose this option if you are the person paying the fee and receiving the invoice.

If you select **company, institution, or organization** and **resident in Italy**, you'll be asked if the invoice will go to a **public institution** (like a government body, public university, school etc.).



According to Italian tax law, if your fee will be paid by an **Italian Public Institution**, the invoice needs to be sent directly to the institution paying the fee. In order for us to do so, you'll be asked to provide some more information, namely the Codice Univoco Ufficio (CUU) and the date and number of your order (buono d'ordine). In case you're not sure, please refer to your administration; they'll provide you with the needed codes. Once you've inserted all the data, you're done and no further payment steps will be necessary on your behalf.

If you have chosen "private person" or "company, institution or organization" resident in Italy (but NOT a public institution), you'll be redirected to this page, which will be shown for about 5 seconds. Please be patient and wait until you will directed to the next page.

You are being redirected to our payment system. This may take a moment, thank you for your patience.



# A breve verrà reindirizzato al sistema nazionale di pagamento pagoPA®

In a few moments you will be redirected to the national payment system pagoPA®



Caricamento in corso...

Once the above page has disappeared, you'll reach the payment gate.

Please enter your e-mail address twice and click on continue:

# Enter your email

You will receive the payment result at this address

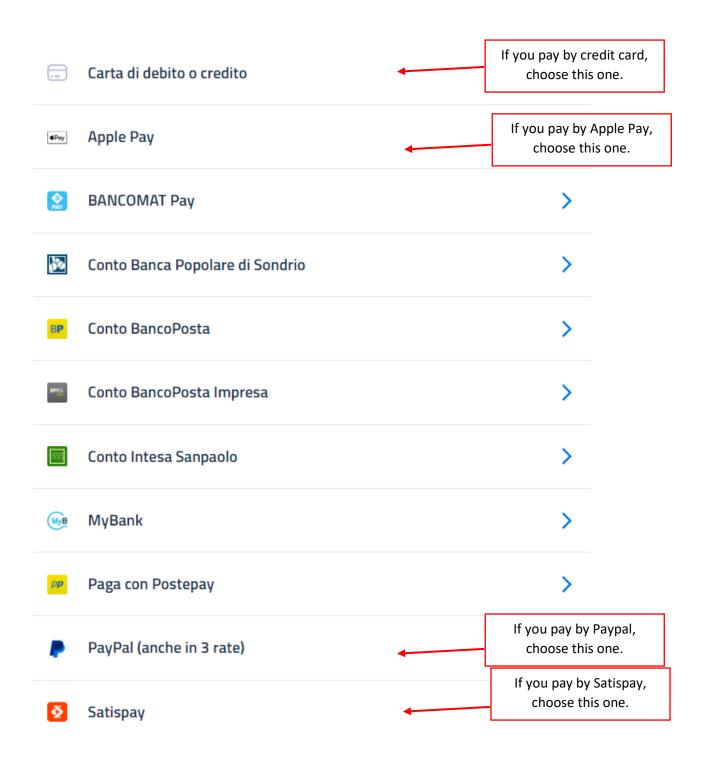


By continuing you accept the service terms and conditions of use and confirm to have read the Privacy Policy. Form protected by reCAPTCHA and Google (Privacy Policy and Terms of Service).

Next, please choose your payment method:

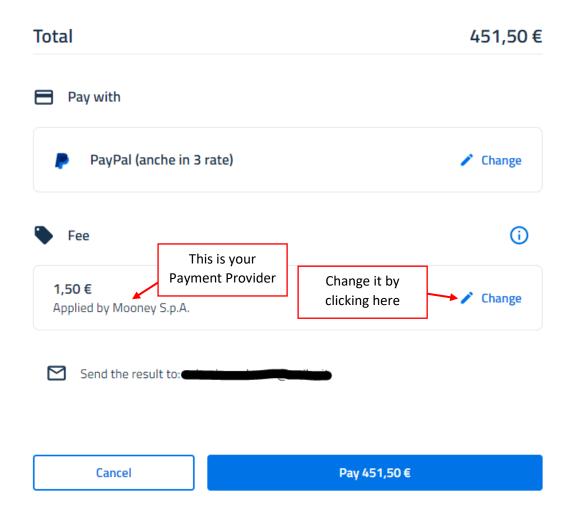
# How do you want to pay?

To learn more about the methods and costs applied by the participating operators, visit the page **Cost transparency**.



Should your payment attempt fail, seems that the payment platform is not corresponding well with your bank (PSP). It might be an idea to:

- try changing your payment provider (see below)
- try again, if necessary, at a different time;
- using different browsers or other types of payment as paypal or other bank institutes/platforms.
- contact your bank to check if your card is subject of any restrictions
- Depending on the country you're living in, some credit card companies face restrictions which you can work around by changing the payment provider (without changing credit card):



Please note, that some payment providers charge more (or less) than others and therefore the fee for the transaction may vary between 0.00 and  $2.00 \in$ .

In case your payment attempts still fail, please contact us for support.