PAYMENT INSTRUCTIONS
ACCIDENTS INSURANCE POLICY

1- Go to the following link: https://payments.unipv.it

2- Select the option “Voluntary Payment”

3- Fill the proposed form. In order for the procedure to be successful, it is necessary that you fill in the following fields:
   * **First name and last name**
   * **Italian Fiscal Code.** If you do not possess a Fiscal Code, select “Anonymous” (on the right).
   * **Payment reason:** You will find a drop-down menu and you will have to select the option **AMMINISTRAZIONE CENTRALE AMMINISTRAZIONE – POLIZZE ASSICURATIVE INTEGRATIVE**
   * **Reason:** Insert “Polizza Integrativa INFORTUNI”
   * **Amount:** Insert the cost of the policy (2,00 €)
   * **Privacy statement:** put a checkmark.
4- Select “Start online Payment.” A new page will open. The payment will be allowed through the SPID credential or your email address, where you will also receive the outcome of the payment.

5- After having inserted your email address and accept the privacy statement, you will be able to choose the payment method that you prefer:
   - Credit/debit card: once you specify your card details, you will be able to choose the Payment service provider, with the respective commission.
   - It is not necessary to be the owner of a card from the bank provider of the payment service. Just make sure that the circuit of your bank (ex. Mastercard, Visa, Maestro, Visa Electron) is included among the one supported for the payment.
   - Money transfer or other payment methods: you can choose other payment methods and make a money transfer through the various functions proposed by the platform.
Once you choose the operator, select “Confirm Payment,” and you will receive the payment details on your email, previously indicated.