



UNIONE EUROPEA

FONDI
STRUTTURALI
EUROPEI

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PER LA SCUOLA - COMPETENZE E AMBIENTI PER L'APPRENDIMENTO-FESR



MIUR

Ministero dell'Istruzione, dell'Università e della Ricerca
Dipartimento per la Programmazione
Direzione Generale per interventi in materia di edilizia
scolastica, per la gestione dei fondi strutturali per
l'istruzione e per l'innovazione digitale
Ufficio IV



Ministry of Education

DIDACTIC DIRECTION of ZOLA PREDOSA

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To the Parents of the pupils
And p.c. To the DSGA
To the school staff
To the Website

Subject: Pago-InRete activation communication for household electronic payments to the Institute

In addition to the circular prot. n. 2503 of 28/07/2020 concerning "Communication of the activation of the PagoInRete platform for the electronic payments of contributions for school services paid by families", we hereby inform families who, as required by law, starting from 01 / 03/2021 the Pago In Rete service will be activated, the MIUR online payment system that allows families to make payments for electronic notices issued by schools for the various services provided:

- educational trips
- projects
- extra-curricular activities and other contributions

FROM 01/03/2021, THE ABOVE PAYMENTS CAN BE MADE ONLY WITH THIS METHOD

For the activation of this service, it is essential for the parent to register. By accessing the MIUR web portal - using a PC, smartphone or tablet - families can:

- view the overall picture of all electronic notices made out to their children, also issued by different schools;
- pay one or more notices simultaneously, using the most common payment methods and choosing the most convenient one from a list of PSP (Payment Service Providers).

The parent receives confirmation of the payment made via e-mail and can download the electronic receipt and / or valid certificate for any tax deductions.

Families can access the "Pago-InRete" service by typing the following address:

<http://www.pagoinrete.istruzione.it>

Firmato digitalmente da CARMELA ZABATINO

To access the service, the following steps are required:

DOCUMENTS REQUIRED FOR REGISTRATION:

fiscal code of the parent, data of the parent, email address

1. Go to the website <http://www.pagoindrete.istruzione.it>
2. Click on the LOGIN button, at the top right
3. Choose to register as a new user by clicking on Register or use Spid (Public Digital Identity System) if you already have it

Step 1

The user enters the tax code and answers the question that the system asks to determine that it is not automatic. Before directing the user to the next screen, the system checks to see if the user is already registered on Online Instances.

If the system signals the presence of this user, it will inform you that the same credentials can be used.

If the user does not remember the login credentials already used, he can follow the steps to recover the forgotten username and password which will be sent back to the email address indicated in the previous registration.

In the event that the user does not have a user on Online Instances, the system opens a page in which it is required to enter the data necessary for registration.

Step 2

In this step the user enters all the data required to complete the registration to the system: he enters his data and declares to accept the terms and conditions for joining the service and the processing of personal data.

N.B. The Pago-InRete system will send notifications of notices issued by secretariats and receipts for payments made to the contact email address indicated by the user with this step.

Step 3

In this step, the system asks the user to confirm the data entered, then checks the completeness and consistency of the data entered and opens the page relating to Step 4.

Step 4

The system saves the data and displays a message confirming the saving to the user and sends the user, to the email address indicated during registration, an email with the subject "Confirm registration" from the box noreply@ificazione.it request a confirmation of the address and then an email with the subject "User creation" with the credentials to make the first access to the Pago-InRete system (Username and temporary Password).

Verify contact email address

The system sends a message to the contact email address entered by the user to certify the existence of the address provided. The user connects to the link contained in the message where the system shows the following screen.

Sending login credentials

Once the e-mail address has been certified, the system will send the user the credentials to access the system. With these credentials you access the system (initial screen <http://www.pagoindrete.istruzione.it>, LOGIN) and change the password.

Once the password change has been confirmed, the user is shown a confirmation message and the button to activate to return to his Reserved Area to access the portal services.

The user from his Reserved Area in the MIUR portal to be enabled to use the service must provide his consent. The system shows the user the general conditions of use of the

Pago-InRete service with the request to read the information and to sign the acceptance of the 14 terms.

This step is required only once. After giving consent, the user will be able to access Pago-InRete where they can view and manage the electronic notices made out to their children.

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How to pay

To make an online payment, the user:

- select one or more electronic alerts to be placed in a payment cart;
 - chooses between different payment methods proposed: credit card, debit on account and online postal order. Depending on the selected payment method, the system will display a list of PSPs that allow this method;
 - selects PSP and proceeds with the payment by entering the required data on the PSP site.
- Pago-InRete does not store any data relating to the user's credit card or current account.
Payment services available

To find out about the payment services available, follow the procedure indicated at:

<https://www.istruzione.it/pagoinrete/pagamenti.html>

On how to use the platform and how to access the Pago in Rete system, please refer to the User Manual available at: http://www.istruzione.it/pagoinrete/files/Manuale_utente_Web_MIUR.pdf

Assistance

For any problems, the families have the following assistance number available: 080/92 67 603 (active from Monday to Friday, from 8:00 to 18:30).

Attached is the privacy policy and consent to the payment by the class representative, to be delivered to the class teachers no later than 26/02/2021.

THE HEAD TEACHER

Dr. Carmela Zabatino

Digitally signed document pursuant to
Legislative Decree n. 82/2005 and
subsequent amendments and additions