

Instructions for Credit Card Payment for UIC 2023

As UIC 2023 is organized by an Italian public institution, we are required to use the payment systems of the public administration, which are primarily in the Italian language. However, you can still make credit card payments from abroad by following these instructions. If you have any questions or doubts, please contact info@ukuleleresearch.org.

These instructions are for non-Italian participants.

The link to proceed with the payment is as follows:

<https://pagopa.suite.istruzioneweb.it/portali/pagopa/?idDominio=80005820065>

Fill out the page that appears following the instructions written in red in the following screenshot.

The screenshot shows the 'PAGAMENTI VERSO L'AMMINISTRAZIONE - CONSERVATORIO "IVALDI" DI ALESSANDRIA' form. Red text and arrows highlight key instructions:

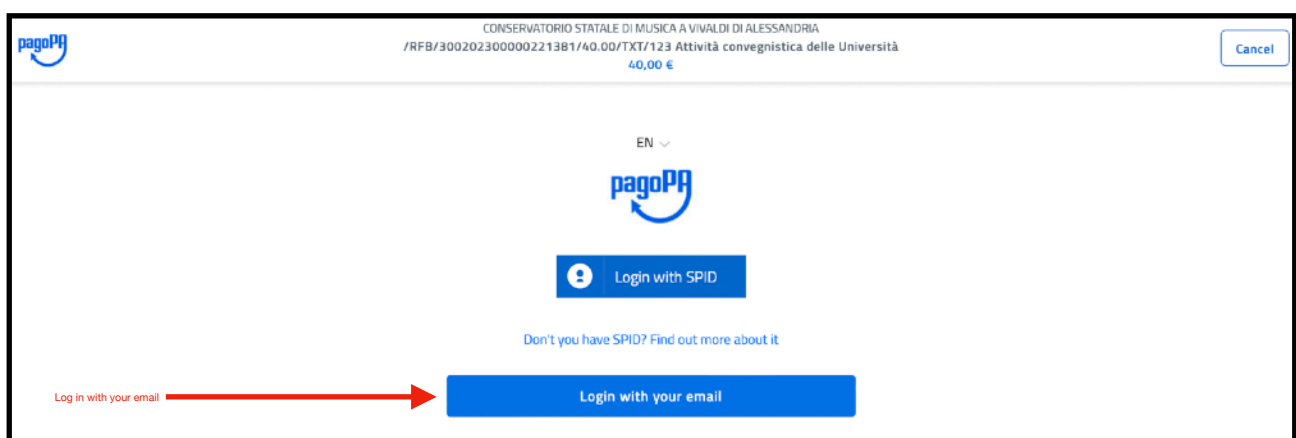
- Oggetto del versamento:** 'Tipologia di versamento: Purpose of payment: it must be as shown, "123 Attività convegnoistica delle Università"'
- Importo del versamento:** 'Conference fee: it is 40€ (reduced to 20€ for students)'
- Note:** 'Comments, it must be "UIC 2023"'
- Anagrafica pagatore:** 'Tipologia di soggetto: It must be "PERSONA FISCA" that means "NATURAL PERSON"'
- Privacy approval:** A red arrow points to the checkbox 'Spostando questa opzione e cliccando su "Effettua Versamento" confermi di aver letto l'informativa privacy.' Below it, another red arrow points to the 'Effettua Versamento' button with the text 'Proceed to payment'.

The following page will appear. Check your data and click as indicated.

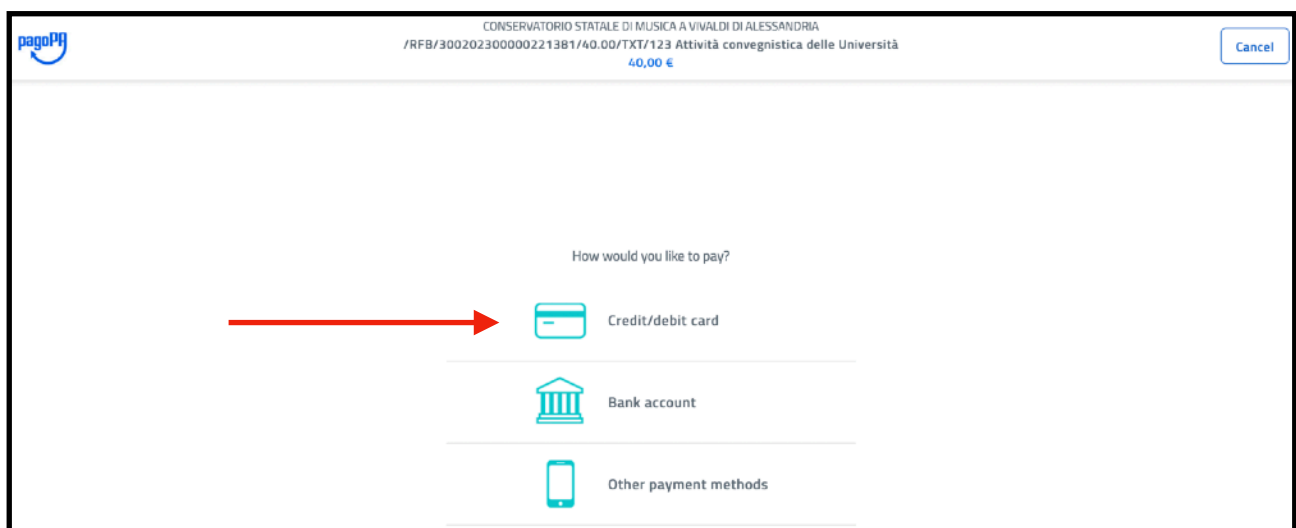
The screenshot shows the 'Riepilogo della richiesta di versamento n° 42' page. Red text and arrows highlight key instructions:

- Click this, it means "Pay now" →** A red arrow points to the 'Paga Ora' button.
- Visualizza il documento di pagamento** → A blue button to view the payment document.
- Effettua un nuovo versamento** → A blue button at the bottom of the page.

The following page will appear, if you wish (it is not mandatory) change the language and then click as indicated.



Enter the same email you used for your data and proceed to the next payment window.



You can now make the payment using your credit card. After completing the payment process, you will receive a confirmation via email. You can upload a copy of the email confirming the payment to the registration form: <https://www.ukuleleresearch.org/uic-2023-registration-form/>

Thank you for your patience and for registering for UIC 2023!