

**Payment process for citizens and companies through
VISA, MasterCard or Maestro**

**Processo di pagamento per i cittadini e le imprese
attraverso VISA, MasterCard o Maestro**

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1

Please, visit
<http://www.euskadi.net/mipago>
to get access to the Payment System.

Si prega di visitare
<http://www.euskadi.net/mipago>
per ottenere l'accesso al sistema di pagamento.

2

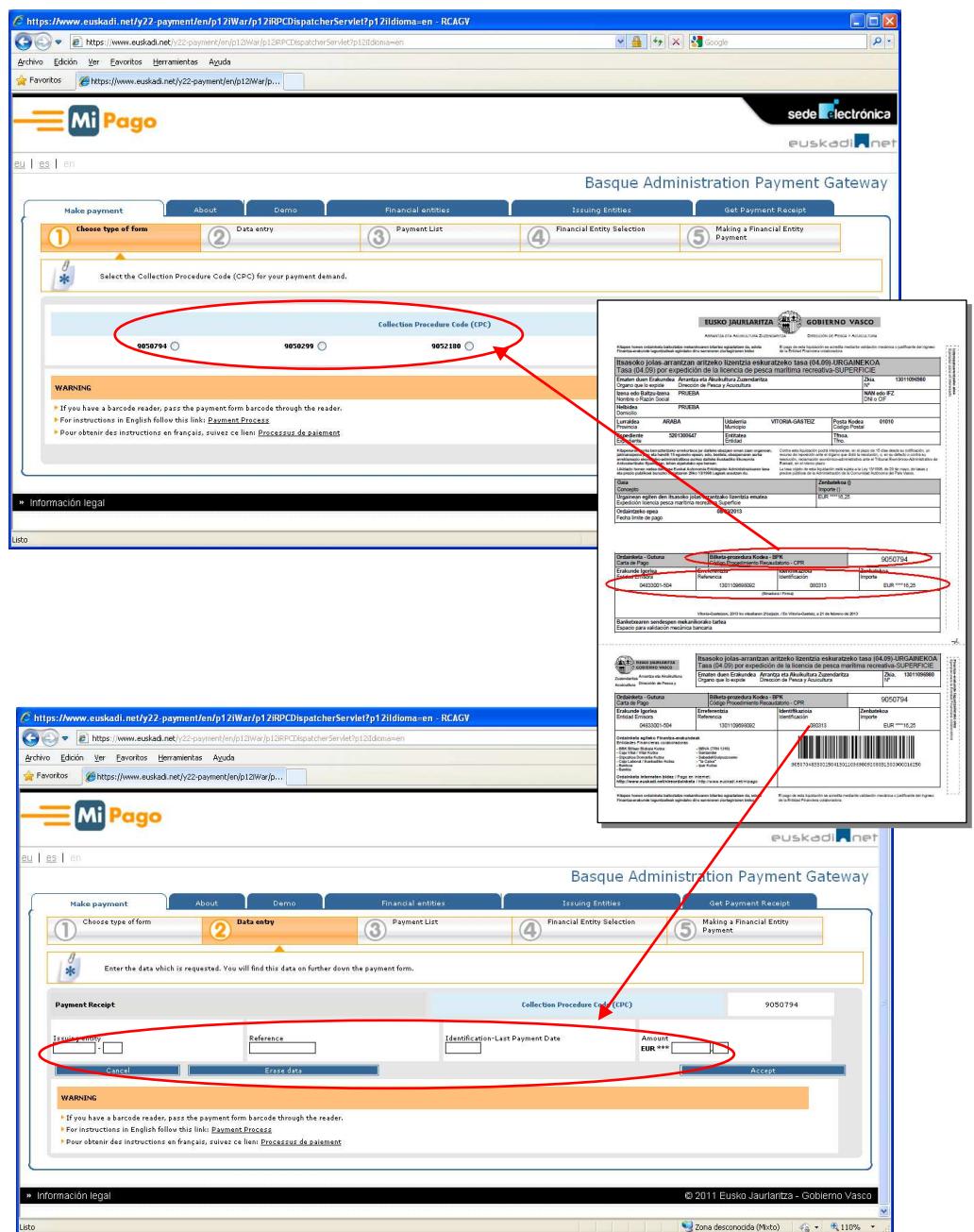
Click on "CPC" in the payment form.

Clicca su 'Collection Procedure Code (CPC)' nella forma di pagamento.

3

Introduce the data which are requested at the bottom part of the payment form.

Introdurre i dati che vengono richiesti nella parte inferiore del modulo di pagamento.



The screenshots illustrate the payment process on the 'Mi Pago' website. Step 1 shows the main payment gateway page with various tabs. Step 2 shows the 'Data entry' screen where the 'Collection Procedure Code (CPC)' field is highlighted with a red circle. Step 3 shows the 'Data entry' screen again, but now with the 'Amount' field highlighted with a red circle.

4

Click on "Accept".

Clicca su 'Accept'.

The screenshot shows the 'Mi Pago' interface for the Basque Administration Payment Gateway. The top navigation bar includes links for 'Make payment', 'About', 'Demo', 'Financial entities', 'Issuing Entities', 'Get Payment Receipt', and 'Making a Financial Entity Payment'. Below this is a sub-navigation bar with tabs: 'Choose type of form' (highlighted), 'Data entry' (highlighted in orange), 'Payment List', 'Financial Entity Selection', and 'Making a Financial Entity Payment'. A central message box says 'Enter the data which is requested. You will find this data on further down the payment form.' Below it is a 'Payment Receipt' section with fields for 'Issuing entity', 'Reference', 'Identification-Last Payment Date', and 'Amount EUR ++ 0.01'. At the bottom right of this section is a red-outlined 'Accept' button. A 'WARNING' box contains instructions about barcode readers and payment processes. The footer includes legal information and a copyright notice: '© 2011 Eusko Jaurlaritza - Gobierno Vasco'.

5

5a.-Click on "Add new payment" if you want to make a new payment.

Clicca su 'Add new payment' se si vuole fare un nuovo pagamento.

5b.-Click on "Erase" if you want to remove the receipt from the payment list.

Clicca su 'Erase' se si desidera rimuovere la ricevuta dall'elenco di pagamento.

5c.-Click on "Go to payment" to continue with the payment process.

Clicca su 'Go to payment' per continuare con il processo di pagamento.

The screenshot shows the 'Mi Pago' interface for the Basque Administration Payment Gateway. The top navigation bar includes links for 'Make payment', 'About', 'Demo', 'Financial entities', 'Issuing Entities', 'Get Payment Receipt', and 'Making a Financial Entity Payment'. Below this is a sub-navigation bar with tabs: 'Choose type of form' (highlighted), 'Data entry' (highlighted in orange), 'Payment List' (highlighted in blue), 'Financial Entity Selection', and 'Making a Financial Entity Payment'. A central message box says 'The Payment gateway offers you three options: 1) Add a new payment to the Payment List using the "Add new payment" button; 2) Erase a payment from the Payment List using the "Erase" button and 3) Make the payment using the "Make payment" button.' Below it is a 'Payment List' section with a table showing one item: 'Issuer: Cuadernillo 57 estándar_en', 'Bill: 0.01', and 'Financial Entities: Kreditbank (BBK, Urak, Kredia) - Laboral Kutxa - La Caixa - Banco Santander - BBVA - SabadellOcupacione - Bankia - Bankoa - Cards from other financial institutions'. At the bottom right of this section is a red-outlined 'Go to payment' button. A 'WARNING' box contains instructions about payment cards and limits. The footer includes legal information and a copyright notice: '© 2011 Eusko Jaurlaritza - Gobierno Vasco'.

6

Click on “Cards from other financial institutions” (VISA, MasterCard, Maestro).

Clicca su 'Cards from other financial institutions' (VISA, MasterCard, Maestro).

The screenshot shows the 'Basque Administration Payment Gateway' interface. Step 4 is 'Financial Entity Selection'. Below the heading 'Citizens: Select the Financial Entity where you wish to make the payment.' is a note: 'Public employees from the collection organisations: 1) Select the Pay at counter box to enable paying in at collection organizations; 2) Select the Financial Entity where you wish to make the payment (Restricted access)'. At the bottom of the list of financial entities, there is a section titled 'Payment list' with a note: 'javascript:mostrarSola(p12denidades);'. A red circle highlights the 'Cards from other financial institutions' button.

7

7a.-Introduce the requested data: card number, expiry date and Card Code Verification number (CVV).

Inserire i dati richiesti: numero di carta, data di scadenza e il numero di codice di verifica della carta (CVV).

7b.-Click on “Make payment”.

Clicca su 'Make payment'.

The screenshot shows the 'Kutxabank - RCAGV' payment service. It displays a 'datos del recibo a pagar' table with columns for Issuer (Basque Government), Bill (Cuadernillo 57 estándar_en), Amount (0.01), and See more. Below it, a note says: 'To guarantee the payment, apart from the card number and expiry date, you must also enter the verification code (CVC/CVC2) that appears on the back of your card (see image)'. A red circle highlights the 'card details' section, specifically the 'card number' and 'expiry date' fields. To the right, a sample credit card shows the 'CVV/CVC2 verification code'.

The financial entity confirms that payments have been made correctly.

L'entità finanziaria conferma che i pagamenti sono stati effettuati correttamente.

8

Click on “Justificante” in order to get the payment receipt.

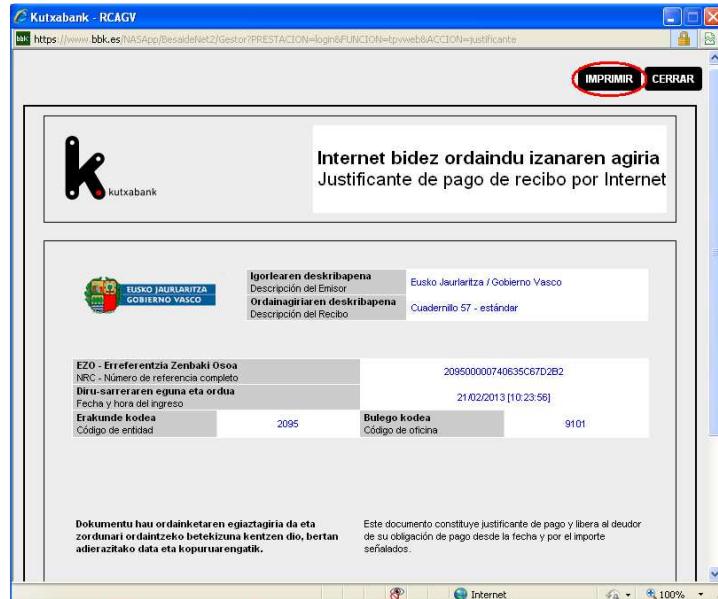
Clicca su 'Justificante' al fine di ottenere la ricevuta di pagamento.

The screenshot shows the 'Kutxabank - RCAGV' payment confirmation page. It displays a table titled 'DATOS DE LOS RECIBOS PAGADOS' with columns for Emisor (Eusko Jaurlaritza / Gobierno Vasco), Recibo (Cuadernillo 57 - estándar), Importe € (0.01), and Ver más. Below the table are buttons for 'WEB DE ORIGEN' and 'JUSTIFICANTE'. A red circle highlights the 'JUSTIFICANTE' button.

9

Click on "Imprimir" if you want to have the receipt printed.

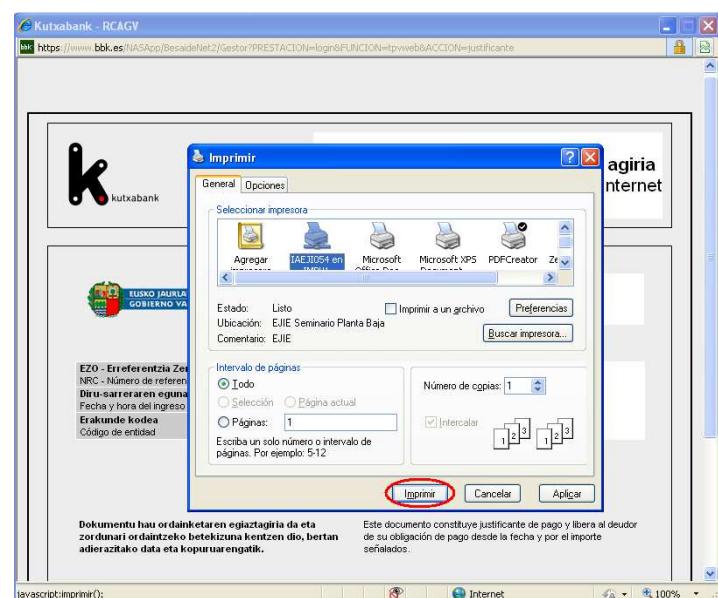
Clicca su "Imprimir" se si vuole avere la ricevuta stampata.



10

Click on "Imprimir".

Clicca su "Imprimir".



11

Click on "Cerrar" to close de window.

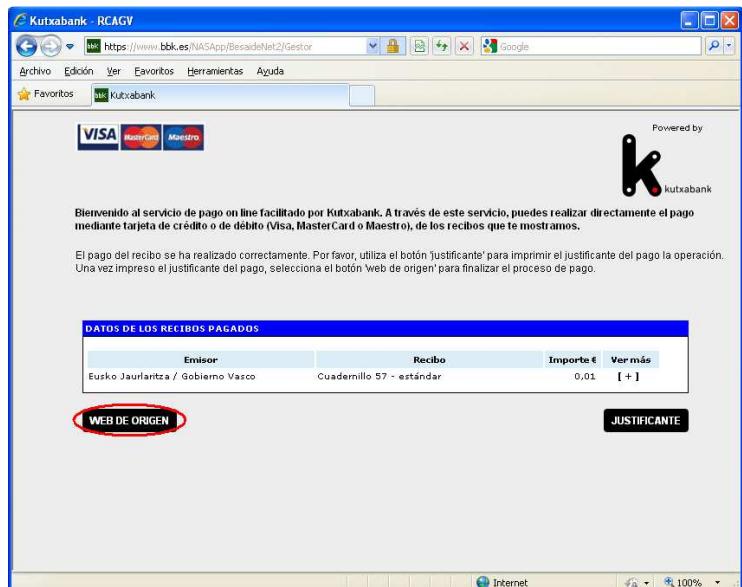
Clicca su "Cerrar" per chiudere la finestra.



12

Click on "Web de Origen" to go home and finish the printing process.

Clicca su "Web de Origen" per terminare il processo di stampa.



13

Process completed.

Processo completato.

