

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

**Processo de pagamento para os cidadãos e empresas
através de VISA, MasterCard ou Maestro**

mipago@euskadi.net

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

Processo de pagamento para os cidadãos e empresas através de VISA, MasterCard ou Maestro

1

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

Por favor, visite
<http://www.euskadi.net/mipago>
para obter acesso ao sistema de pagamento.

2

Click on "CPC" in the payment form.

Clique em "CPC" no formulário de pagamento.

3

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

Introduzir os dados que são solicitados na parte inferior do formulário de pagamento.

The screenshot shows the 'Mi Pago' payment interface. At the top, there are tabs for 'Make payment', 'About', 'Demo', 'Financial entities', 'Issuing Entities', and 'Get Payment Receipt'. Below these are five numbered steps: 1. Choose type of form, 2. Data entry, 3. Payment List, 4. Financial Entity Selection, and 5. Making a Financial Entity Payment. Step 2 is active. A yellow box contains the instruction: 'Select the Collection Procedure Code (CPC) for your payment demand.' Below this, three CPC options are listed: 9050794 (selected), 9050299, and 9052180. A red circle highlights the selection of 9050794. Step 3 shows a detailed payment receipt with fields for 'Bilbao provincia Kodena - OFP - CPC' (9050794), 'Eraikunde berriak' (Dokumentazioen zerbitzuak), 'Referencia' (130110980002), 'Identifikazioa' (000211), and 'Importa' (EUR 10,25). A red circle highlights the entire receipt area. Step 4 shows a table of financial entities with columns for 'Entitatea', 'Ubideak', 'Vitoria-Gasteiz', and 'Posta Kodena'. A red circle highlights the first row. Step 5 shows a table of issuing entities with columns for 'Entitatea', 'Ubideak', 'Eraikunde berriak', 'Referencia', 'Identifikazioa', and 'Importa'. A red circle highlights the first row. The bottom section of the form contains fields for 'Issue date', 'Reference', 'Identification/Last Payment Date', and 'Amount'. A red circle highlights the 'Issue date' field. The right side of the form has an 'Accept' button. The footer includes legal information and a copyright notice: '© 2011 Eusko Jaurlaritza - Gobierno Vasco'.

4

Click on "Accept".

Clique em "Accept".

5

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

Clique em "Add new payment" se você deseja fazer um novo pagamento.

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

Clique em "Erase" se você deseja remover o recebimento da lista de pagamentos.

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

Clique em "Go to payment", para prosseguir com o processo de pagamento.

The screenshot shows the 'Payment Receipt' section of the MiPago interface. At the top right, there is a red circle highlighting the 'Accept' button. Below it, there is a 'WARNING' section with instructions for barcode readers and links to payment processes in English and French. The 'Collection Procedure Code (CPC)' field contains '9050794'. The 'Amount' field shows 'EUR ++ 0.01'. The 'Issuing entity' and 'Reference' fields are empty. There are 'Cancel' and 'Erase data' buttons at the bottom left, and a 'Get Payment Receipt' button at the bottom right.

The screenshot shows the 'Payment List' section of the MiPago interface. At the top right, there is a red circle highlighting the 'Go to payment' button. Below it, there is a 'WARNING' section with instructions for payment cards and maximum bill limits. The 'Total amount €' is listed as '0.01'. The 'Financial Entities' section lists 'Kutxabank (BBK, Vital, Kute) - Laboral Kutxa - La Caixa - Banco Santander - BBVA - Sabadell/Supercor - Bankia - Bankoa - Cards from other financial institutions'. There is also a 'See more' link. The 'Issuer' column shows 'Barque Government' and the 'Bill' column shows 'Cuadernillo 57 estándar_en'.

6

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

Clique em “Cards from other financial institutions” (VISA, MasterCard e Maestro).

The screenshot shows the 'Financial Entity Selection' step of the payment gateway. It displays logos for various financial entities like Kutxabank, BBVA, and Santander. Below these logos is a section titled 'Cards from other financial institutions' which contains icons for VISA, MasterCard, and Maestro. This section is circled in red.

7

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

Introduzir os dados solicitados: número do cartão, data de expiração e número do código de verificação do cartão (CVV).

7b.-Click on “Make payment”.

Clique em “Make payment”.

The screenshot shows the payment details page for Kutxabank. It includes a table with columns for Issuer (Basque Government), Bill (Cuadernillo 57 estándar_en), and Amount (0.01). Below this is a form for card details. The 'card number' and 'expiry date' fields are circled in red. To the right, there's a sample credit card image with the text '12345678 CVC/CV2 verification code'.

The financial entity confirms that payments have been made correctly.

A instituição financeira confirma que os pagamentos têm sido feitos corretamente

8

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

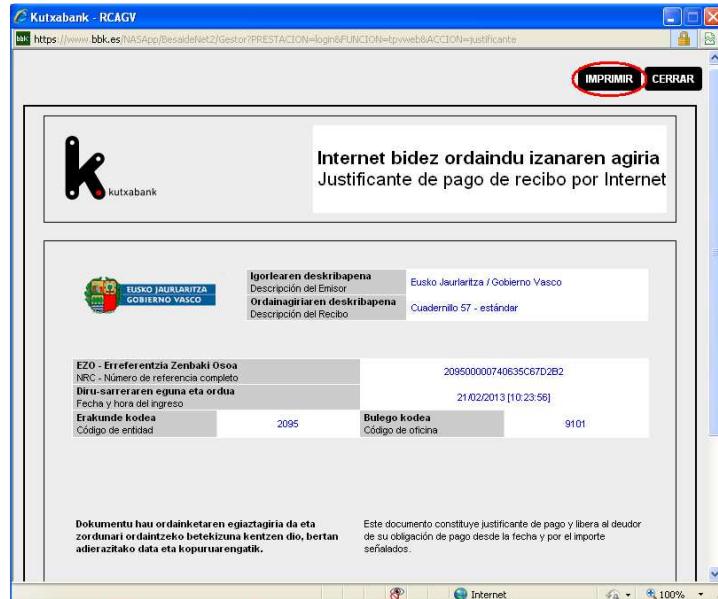
Clique em "Justificante" a fim de obter o recibo de pagamento

The screenshot shows the payment confirmation page for Eusko Jaurlaritza. It displays a table with columns for Emisor (Eusko Jaurlaritza / Gobierno Vasco) and Recibo (Cuadernillo 57 - estándar). The amount is 0.01. At the bottom right, there is a large red circle around the 'JUSTIFICANTE' button.

9

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

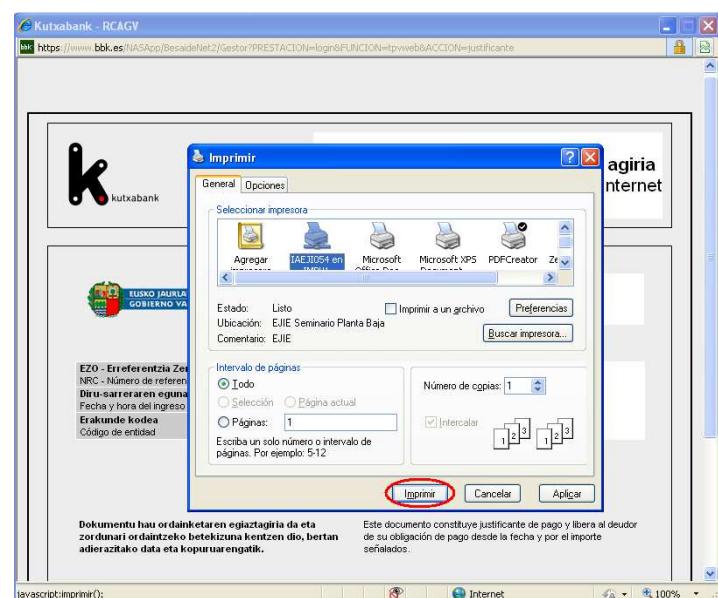
Clique em "Imprimir" se você quiser ter o recibo impresso.



10

Click on "Imprimir".

Clique em "Imprimir".



11

Click on "Cerrar" to close de window.

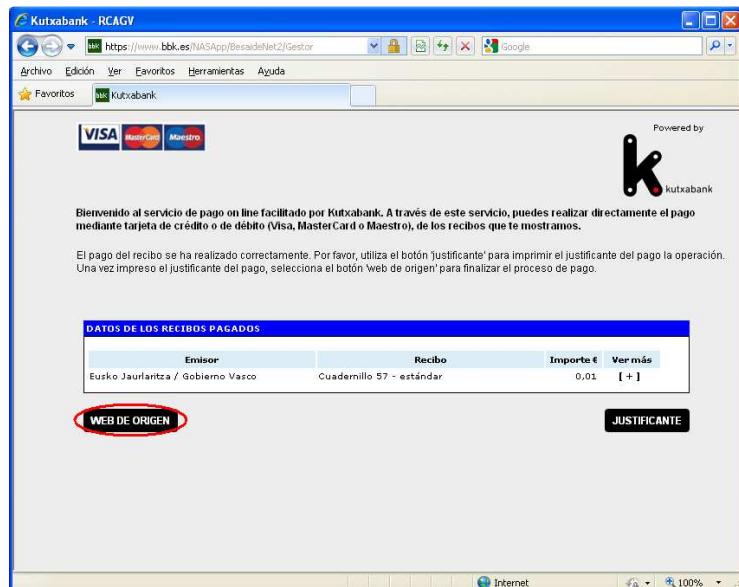
Clique em "Cerrar" para perto de janela.



12

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

Clique em "Web de Origen" para terminar o processo de impressão.



13

Process completed.

Processo concluido.

