

# AVVISI PAGOPA

DIGITAL NOTIFICATION OF PUBLIC ADMINISTRATION PAYMENT NOTICES

UniWeb

## DESCRIPTION OF THE NEW AVVISI PAGOPA FUNCTIONALITY

### What is



In order to meet customers' needs for more **advanced methods of receiving payment requests from their Creditor Entities** (such as taxes due to Public Administrations; bills from public service providers, etc.), **UniCredit has joined SEPA Request To Pay (SRTP), a standardized messaging scheme** developed by European Payments Council (EPC). **This scheme enables creditors to send electronic and automated payment requests to their debtors.**

This messaging therefore plays a complementary role within the payment flow and acts as a facilitator of digital payments, specifically addressing the needs of the public collections sector in terms of standardization, simplification, and digitalization of payment operations and reconciliation activities.

By joining SEPA Request to Pay, **UniCredit has developed the new “Avvisi pagoPA” feature, which enables the online receipt of payment notices issued by participating Public Administrations.** This enhances the ease of **receiving and searching for notices and simplifies the payment process**, which remains unchanged in terms of costs, timing and execution channels.

It provides a **new dashboard** from which users can **view the notices and proceed with the payment without having to manually enter the data.**

**The notification has no legal value and does not replace the paper notice or other notifications sent to the customers.**



## DESCRIPTION OF THE NEW AVVISI PAGOPA FUNCTIONALITY

### Advantages

- **Timely receipt of notices**, regardless of residence or domicile address, avoiding possible late fees due to postal delivery delays.
- **Display of a single list of all received notices**, both those received digitally and those uploaded manually.
- **Association of the settlement account with multiple notices** to optimize the time required to prepare the payment.
- **Simple, fast and automated payment.**
- **Standardization of single-notice search**, with the ability to search for individual notices just as in the current processes for wire transfer, F24, etc.
- **Two new notice statuses have been added** to the search filters:
  - *“Expired”*
  - *“Paid on another bank”*
- **Export of files in CSV and XLSX formats.**
- **Printing of notices with an indication of the source channel** (digital or manual).



### Pricing

- **Avvisi pagoPA feature is free of charge.**
- The commissions applied to CBILL/pagoPA payments remain unchanged.



## ACTIVATION-DEACTIVATION OF AVVISI PAGOPA

- **Activation via OnLine – Company Settings- Avvisi pagoPA** ( activation can only be performed by authorized signatories).
- **Selection of the company** for which the service is to be activated; it's possible to proceed with either a single or multiple activation.

The screenshot shows the UniCredit Uniweb interface. The left sidebar has 'Avvisi PagoPA' highlighted with a red dashed box. A red arrow points from this box to a modal window titled 'Companies to enable'. The modal window shows a form for entering credentials and an OTP for the 'SIA - Company'. The form has fields for 'Insert login PIN' and 'Generate and Insert OTP', and buttons for 'Cancel' and 'Confirm'.

- **Entering credentials +OTP** to subscribe the service.
- In the case of joint authorization, after the first signatory has completed the subscription, the status will be shown as «inactive- partial signature»; only after the second signature is provided will the service become active.
- The same process applies for deactivation, which follows the same steps.
- Activation can be carried out with only one Financial Institution.



## NEW DASHBOARD: AVVISI PAGOPA MESSAGES

After completing the activation, the new «Avvisi pagoPA» **dashboard is displayed on the Homepage, accessible from both the CBI section and the ONLINE section.**

**The Dashboard shows the number of digital notices received from the participating Entities** (for which payment must be made).

The counter indicating the number of notices is updated at each login or during navigation using the corresponding «refresh» button.

From the Dashboard, you can directly access the notices list («click here»).

The screenshot displays the UniWeb dashboard interface. At the top, there are navigation tabs for 'CBI', 'ONLINE', and 'DOCUMENTS'. A left sidebar contains a menu with items: 'Homepage', 'Current accounts', 'Financing accounts', 'Portfolio statement', 'Outcomes (return flows)', 'Collections', 'Domestic payments', 'Foreign payments', 'Sepa', and 'Instant Payments'. The main content area shows a 'Welcome' message and the last access time: 'Last access from UniWeb 09.02.2026 11:52:50'. Below this, a section titled 'Avvisi pagoPA messages' is highlighted with a yellow star and the word 'New'. The message content reads: 'Dear Customer, 11 Avvisi pagoPA are present. Last update: 09.02.2026 11:54:16. You can check at any time whether you have received new Avvisi pagoPA by clicking on the button [Update](#). To manage new Avvisi pagoPA, use the function ONLINE CBILL/PagoPA. To access [click here](#)'.





## NOTICES LIST – NEW FEATURES

In the notice list, both the manually uploaded notices («as is») and the digitally received ones (new) from participating Creditor Entities are displayed, and the following columns have been added:

- 1. Account association:** selection of the debit account to be used for the payment of the notice. It's possible to select multiple notices and associate them with the account in a single action.
- 2. Source:** a new column indicating if the notice was received digitally or uploaded manually.
- 3. Download:** option to download notices (pain.013 messages) in Excel and CSV formats for those notices which an account has already been associated.
- 4. Bank fees:** bank commissions will be displayed during the payment phase, according to the economic conditions applied to the current account.
- 5. Status:** new statuses "EXPIRED" and "PAID THROUGH ANOTHER BANK".

CBI ONLINE DOCUMENTS

[Homepage](#)  
[Information](#)  
[Payments](#)  
[UniCreditCard Business Easy](#)  
[Corporate Cards](#)  
[Company Settings](#)  
[Security settings](#)  
[Registry files](#)

< CBILL/PagoPA

^ Filter applied

**Advice:** In the event of a joint signature remember to wait at least 20 minutes between one signature and the next one, because, after the first verification of the payment to the creditor institution, pagoPA makes a temporary suspension of the debt position in order to mitigate the risk of doubtful payments.  
**Advice:** In the event of a joint signature please note that if the signatures take place on different days, the amount could be updated by the pagoPA system; in this case the Partially Signed bill must be eliminated and the whole signing process carried out again.  
**Attention:** Payment notices deadline missed, in status "MISSED", could be payable even after the deadline, unless the Credit Institution in question stipulates otherwise which could update the amount for any sanctions applied. "MISSED" status is not detectable for manually uploaded pagoPA notices.

▼ Transactions

<input type="checkbox"/>	ID customer	Remitter Name	last modify	Iban Counterparty <span style="color: red; font-weight: bold;">1</span>	Delivery	Issuer	ID Bill	c/Bill	Amount	Commission Bank <span style="color: red; font-weight: bold;">4</span>	Total Amount	Channel <span style="color: red; font-weight: bold;">2</span>	Status <span style="color: red; font-weight: bold;">5</span>
<input type="checkbox"/>			16/02/2026		31/12/2025	ENTE UNIWEB		3021099999999999999	70.00	--	70.00	Digital	EB
<input type="checkbox"/>			16/02/2026		16/03/2026	COMUNE DI UNIWEB		302101515151515151	70.00	--	70.00	Digital	DR
<input type="checkbox"/>			16/02/2026		17/03/2026	COMUNE DI UNIWEB		302109797979797979	70.00	--	70.00	Digital	DR
<input type="checkbox"/>			16/02/2026		28/02/2026	COMUNE DI UNIWEB		302109898989898989	70.00	--	70.00	Digital	DR
<input type="checkbox"/>			16/02/2026		16/03/2026	COMUNE DI UNIWEB		302101515151515151	70.00	--	70.00	Digital	DR

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⏪ 1 2 3 4 5 ⏩

5 rows per page ▼

(32 records)

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# SEARCH FUNCTION: WHAT CHANGE

From the **Online – Payments-Cbill/PAGOPA** section, you can access the filter-based search screen, where two **new option have been added under the «Status»** filter:

## 1. EXPIRED

**It's possible to search for notices that have passed the due date indicated by the Entity.**

The notice can still be paid unless otherwise specified by the Creditor Entity, which may apply late-payment penalties.

Filter

Load Filter:

Company: --- All ---

Status: Expired

Date expiring from: 09/06/2025

Date expiring to: 08/02/2026

Icons: Checkmark, List, Star, Trash

## 2. PAID TO ANOTHER INSTITUTION

**It's possible to search for notices that were not paid through UniCredit, but it isn't possible to identify the institution that executed the payment.**

Filter

Load Filter:

Company: --- All ---

Status: Paid to another institution

Date expiring from: 09/06/2025

Date expiring to: 10/04/2026

Icons: Checkmark, List, Star, Trash





## Avvisi pagoPA – UniWeb

## SINGLE NOTICE SEARCH: WHAT CHANGE

The search for a single notice in the **ONLINE - PAYMENTS - CBILL/PAGOPA section** has been made consistent with the searches available in other areas (e.g. wire transfer, F24, etc.), thanks to the introduction of the «**new order**» button, which allows access to the single notice screen without needing to enter any data beforehand.

## OLD

CBILL/PagoPA  

**Filtro**

Carica Filtro:

Cliente:

Rapporto:

Emittente:

Nota: è possibile effettuare una ricerca su tutti gli emittenti digitando e selezionando "Tutti"

Stato:

Data scadenza da:

Data scadenza a:

Ricerca online conti spesa

C.F./P.Iva:

Codice Avviso:

\* Emittente abilitato alla ricerca per C.F./P.Iva

Nota: Per la ricerca di eventuali conti spesa/bollette precedentemente salvate e/o firmate parzialmente non deve essere indicato il Codice Univ

Avviso: In caso di firma congiunta si ricorda di attendere almeno 20 minuti tra una firma e l'altra, in quanto, dopo la prima verifica del pagamento c  
 Avviso: In caso di firma congiunta si fa presente che se le firme avvengono in giorni diversi l'importo potrebbe venir aggiornato dal sistema pagoPA;

**Mandatory** insertion of fields:

- customer
- account
- advice code

## NEW

**Filter**






Load Filter:

Company:

Status:

Date expiring from:

Date expiring to:

**Advice:** In the event of a joint signature remember to wait at least 20 r payments.  
**Advice:** In the event of a joint signature please note that if the signatur  
**Attention:** Payment notices deadline missed , in status "MISSED", coul notices.

**For searching saved and/or signed expense account/bills, it's sufficient to enter the correct issuer or select "All" in the issuer field.**  
 Only the notices already associated will be retrieved.  
 Notices that aren't yet associated or that were paid through another institution can only be viewed from the initial search page.

**Remitter**

Company:

Account:

Status:

Date expiring from:

Date expiring to:

**Filter**


Issuer:

Note: it is possible to search for all billers by typing and selecting "All"

Online Search Account Bill

Tax code:

\* Issuer enabled to search for C.F./P.Iva



Note: The search for any previously saved and / or partially signed Account Bill doesn't need the Unique Code; just er Only already associated Account Bill will be retrieved in this section. PagoPA Account Bill that have not yet been ass

## Avvisi pagoPA – UniWeb

## PAYMENT FROM THE NOTICES LIST

1. Associate the debit account ( if not already done);
2. Select the relevant notice and click the sign icon;
3. Enter your credentials ( access PIN+OTP) to authorize the payment.

^ Filter applied

**Advice:** In the event of a joint signature remember to wait at least 20 minutes between one signature and the next one, because, after the first verification of the payment to the creditor institution, pagoPA makes a temporary suspension of the debt position in order to mitigate the risk of double payments.

**Advice:** In the event of a joint signature please note that if the signatures take place on different days, the amount could be updated by the pagoPA system; in this case the Partially Signed bill must be eliminated and the whole signing process carried out again.

**Attention:** Payment notices deadline missed , in status "MISSED", could be payable even after the deadline, unless the Credit Institution in question stipulates otherwise which could update the amount for any sanctions applied. "MISSED" status is not detectable for manually uploaded pagoPA notices.

▼ Transactions

<input type="checkbox"/>	ID customer	Remitter Name	last modify	Iban Counterparty	Delivery	Issuer	ID Bill	c/Bill	Amount	Commission Bank	Total Amount	Channel	Status
<input checked="" type="checkbox"/>			27/01/2026	IT78W0200809440000003410582	17/01/2026	BILLER DI TEST 41111	0210340909545679						
<input type="checkbox"/>			22/01/2026	IT23A0200809440000500077730	20/01/2026	BILLER DI TEST 41111	0213999999999900						
<input type="checkbox"/>			21/01/2026	IT23A0200809440000500077730	20/01/2026	BILLER DI TEST 41111	0213999999999900						
<input type="checkbox"/>			03/12/2025	IT78W0200809440000003410582	29/01/2026	BILLER DI TEST 41111	0210343434343434						



10 rows per page



2



Signing

Documents to be signed

ID customer	Issuer	Delivery	ID Bill	c/Bill	Iban Counterparty	Total Amount	Status	Sign
<input checked="" type="checkbox"/>	BILLER DI TEST 41111	17/01/2026	0210340909545679	30210340909545679	IT78W0200809440000003410582	71.50	EB	<input type="button" value="Sign"/>

Insert login PIN

Generate and insert OTP

3

Payment process doesn't undergo any change compared to the current procedure (e.g. timing, fees, transfer to the Entity, etc.).



# Avvisi pagoPA – UniWeb

## PRINTING NOTICES

The printing of ONLINE-CBILL/PAGOPA notices can be performed in several ways:

- Print all
- Print selected
- Print current page
- Print detail all
- Print details selected

^ Filter applied

**Advice:** In the event of a joint signature remember to wait at least 20 minutes between one signature and the next one, because, after the first verification of the payment to the creditor institution, payments.

**Advice:** In the event of a joint signature please note that if the signatures take place on different days, the amount could be updated by the pagoPA system; in this case the Partially Signed bill must

**Attention:** Payment notices deadline missed , in status "MISSED", could be payable even after the deadline, unless the Credit Institution in question stipulates otherwise which could update the amount notices.

▼ Transactions

<input type="checkbox"/>	ID customer	Remitter Name	last modify	Iban Counterparty	Delivery	Issuer	ID Bill	c/Bill
<input checked="" type="checkbox"/>			09/02/2026		16/03/2026	COMUNE DI UNIWEB		3021015151515151
<input checked="" type="checkbox"/>			09/02/2026		17/03/2026	COMUNE DI UNIWEB		3021097979797979
<input type="checkbox"/>			09/02/2026		28/02/2026	COMUNE DI UNIWEB		3021098989898989
<input type="checkbox"/>			09/02/2026		16/03/2026	COMUNE DI UNIWEB		3021015151515151
<input type="checkbox"/>			09/02/2026		17/03/2026	COMUNE DI UNIWEB		3021097979797979

Print all  
Print selected  
Print current page  
Print detail all  
Print details selected

5 rows per page

In the detailed printout, the «source» field is shown, indicating whether the notice was received digitally.

### CBILL/PagoPA

#### Remitter

Remitter: Account: ---

#### Data Issuer

Issuer: BILLER DI TEST 41111

#### Data Account

Unique Code:	---	Code:	3021097979797979
Amount:	70.00 EUR	Channel:	Digital
Commission Bank:	--	Commission Issuer:	--
Total Amount:	70.00 EUR		
Excution DAtE:	----	Expire Date:	17/03/2026
Description:	---		
Other Information :	---		
Status:	Bills with IBAN to be associated		

