

MY PAYMENTS

APPLICATION FOR MANAGING PAYMENTS

The application *My Payments* allows you to:

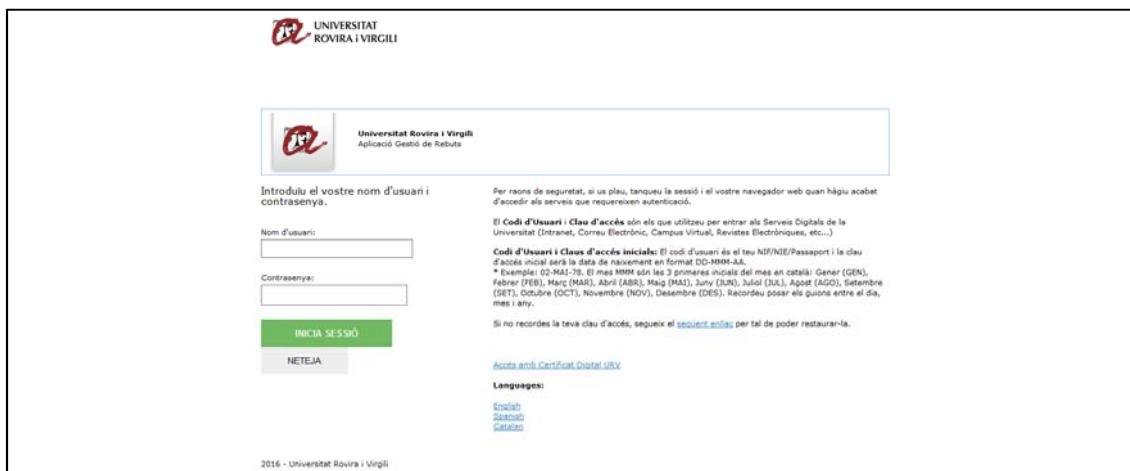
1. Print your registration details
2. Manage and pay your registration fees and administrative charges

1. INSTRUCTIONS FOR PRINTING YOUR REGISTRATION DETAILS

1.1. Enter the Intranet (<https://intranet.urv.cat>) and click on the link *Els meus rebuts* in the section *Secretaria virtual*.

The link will take you to a login page.

1.2. Log in with your username and password.

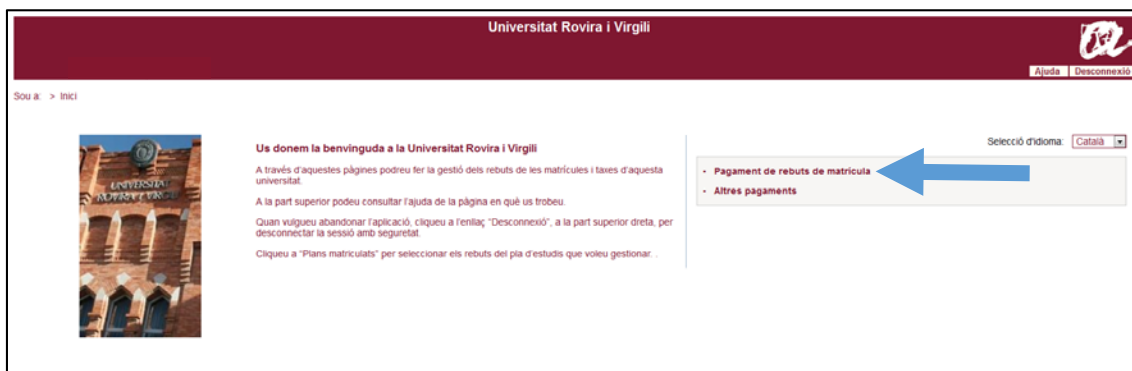


The screenshot shows the login interface for the 'Aplicació Gestió de Rebutos' at the Universitat Rovira i Virgili. It includes a header with the university logo and name. The main area contains a login form with fields for 'Nom d'usuari:' and 'Contrassenya:', a 'RECERCA SESSIÓ' button, and a 'NETEJA' button. To the right of the form, there is a security notice in Catalan, followed by a list of languages (English, Spanish, Catalan) and a footer with the year 2016.

Login page

1.3. Once you have entered your details, you will be taken to the *Start page*.

To print your registration details, click on *Payment of registration invoices*.



Start page

On this page there is drop-down menu where you can change the language.



Image of the Select language drop-down menu

1.4. You will be directed to a page showing the courses that you have registered for. Select a course to see all the associated fees that you have paid, all that you have pending and any incomplete payments.

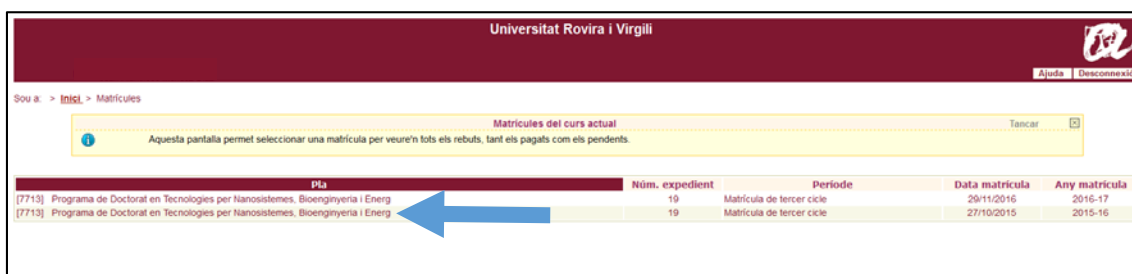


Image of the page showing the courses that you have registered for

Items that appear on the page:

- Course: Code and description of the course that you have registered for
- Transcript number: The number of your academic transcript on the course that you have registered for
- Period: The period for which you have registered
- Registration date: The date on which you registered
- Registration year: academic year in which you registered for this course

1.5. Enter the page *Registration invoices*. Here you will find a list of any pending or incomplete payments that you wish to administer and a list of all payments that you have made and which you can print off.

Sou a: > [Inici](#) > [Matrícules](#) > Rebut de matrícula

Rebut de matrícula Tancar

Aquesta pantalla permet gestionar els rebuts de la matrícula seleccionada anteriorment i imprimir-los o pagar-los en línia.

Pla: [7713] Programa de Doctorat en Tecnologies per Nanosistemes, Bioenginyeria i Energ
Núm. expedient: 19 Període: Matrícula de tercer cicle Data matrícula: 20/11/2016

REBUTS PENDENTS							
Referència	Termini	Descripció	Forma de pagament	Núm. de compte	Data de venciment	Import	Accions
2016200575386	1	Matrícula de tercer cicle	Rebut en efectiu		29/12/2016	18,00 Eur.	Detall Gestionar

REBUTS PAGATS							
Referència	Termini	Descripció	Forma de pagament	Núm. de compte	Data de cobrament	Import	Accions
2016200277722	1	Matrícula de tercer cicle	Rebut en efectiu		20/12/2016	573,19 Eur.	Detall Justif. matr.

Image of the page showing your pending and paid registration fees

Items that appear on the page:

- Reference: Reference code of the registration fee
- Period: The number of the registration period. If you are paying in instalments, the number will be 1, 2 or 3. If you are making one single payment, the number will be 1.
- Payment method: The method that you have selected to pay the registration fee.
- Due date: The date by which you have to make the payment.
- Account number: The number of the bank account from which the registration fee will be debited (if you have chosen this payment method)
- Amount: The total amount of the registration fee in euros

1.5.1. If you want to print a **pending direct debit invoice**, click on the magnifying glass icon in the column *Details*. A window will open showing the invoice details and a printer icon next to the words *Print invoice*. Click on this icon to open the invoice in a new window and save or print as required.

Sou a: > [Inici](#) > [Matrícules](#) > Rebut de matrícula

Rebut de matrícula Tancar

Aquesta pantalla permet gestionar els rebuts de la matrícula seleccionada anteriorment i imprimir-los o pagar-los en línia.

Pla [1521] Grau de Dret (2009)
Núm. expedient: 13013 Període: Període ordinari Data matrícula: 17/10/2017

REBUTS PENDENTS

Referència	Termini	Descripció	Forma de pagament	Núm. de compte	Data de venciment	Import	Accions
2017221179139	1	Matrícula de Grau	Domiciliació	ES09 0182 4256 74 0201526911	22/03/2018	1.516,20 Eur.	Detall Gestionar

Ajuda Cerrar

Detall del rebut

Aquesta pantalla presenta el detall del rebut seleccionat.

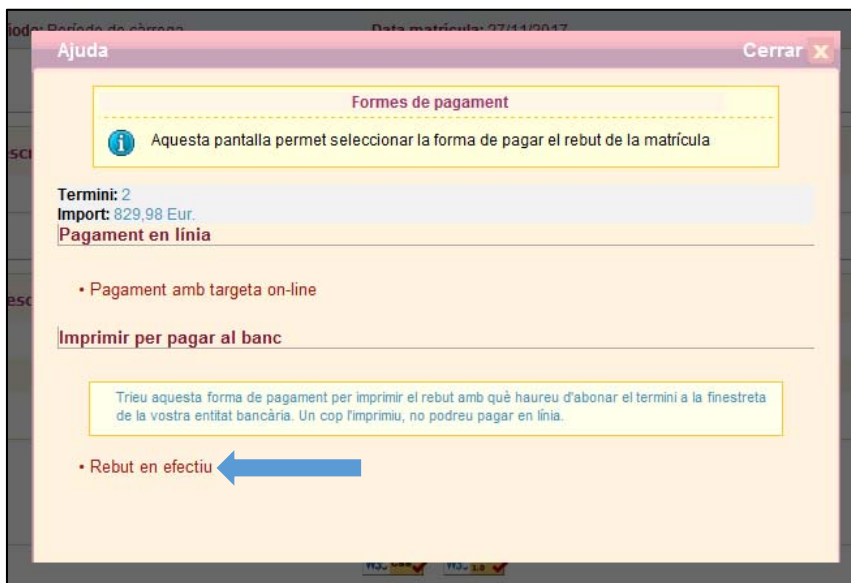
Descripció: Matrícula de Grau [Grau d'Història (2008)]
Pla d'estudis: [1220] Grau d'Història (2008)
Referència: 2017202729391
Termini: 1
Forma de pagament: Domiciliació
Import: 993,87 Eur.
Compte bancari: ES93 2100 1398 07 0100179809
Data d'emissió: 26/07/2017
Data de venciment: 03/08/2017

[Imprimir rebut](#)

1.5.2. If you want to print a **pending invoice for payment in cash** at a bank, click on the euro symbol (€) and in the new window choose the option *Cash invoice* print or save as a PDF as required.

REBUTS PENDENTS

Referència	Termini	Descripció	Forma de pagament	Núm. de compte	Data de venciment	Import	Accions
2017220259788	2	Matrícula de Màster Oficial	Rebut en efectiu		05/12/2017	82	Detall Gestionar



1.5.3. If you want to print a **paid invoice**, click on the printer icon under the option *Payment receipt* to either save a copy in pdf format or print off on paper.

Referència	Termini	Descripció	Forma de pagament	Núm. de compte	Data de cobrament	Import	Accions	
							Detall	Justif. matr.
<u>2016200277722</u>	1	Matrícula de tercer cicle	Rebut en efectiu		20/12/2016	Eur.		

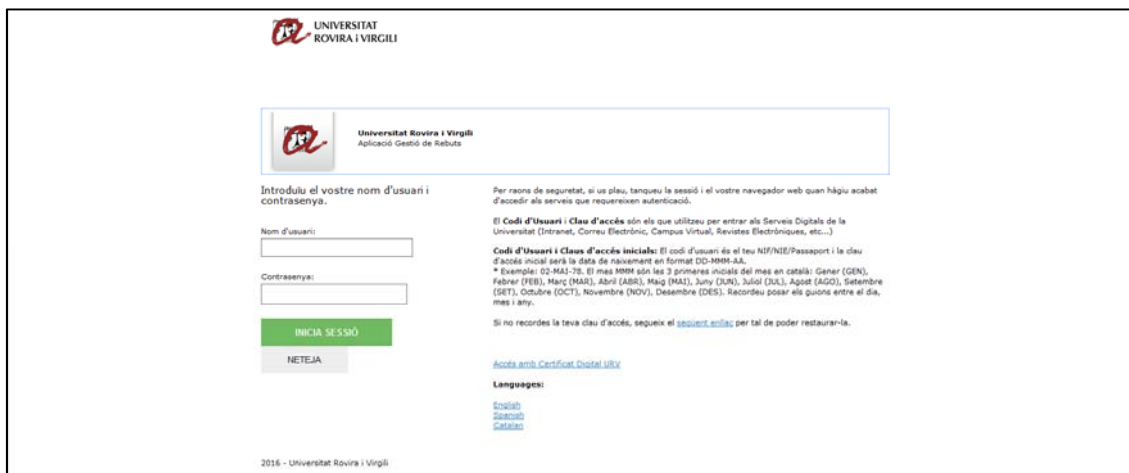
Detall rebut pagat

2. INSTRUCTIONS FOR MANAGING AND PAYING REGISTRATION FEES

2.1. Enter the Intranet (<https://intranet.urv.cat>) and click on the link *Els meus rebuts* in the section *Secretaria virtual*.

The link will take you to a login page.

2.2. Log in with your username and password.



Login page

2.3. Once you have entered your details, you will be taken to the *Start page*



Start page

On this page there is drop-down menu where you can change the language.



Image of the drop-down menu Select language

You can select one of two options:

- *Payment of registration invoices*
- *Other payments*

The option *Other payments* allows you to print or pay your administrative fees online. Here you can find and print the details relating to your pending and paid fees.

2.4. If you click on *Payment of registration invoices*, you will reach a page showing all the registration fees to which you have access. Click on this to see which fees you have pending, which fees you have paid and those fees for which the payment has not been successfully completed.



Pla	Núm. expedient	Període	Data matrícula	Any matrícula
[7713] Programa de Doctorat en Tecnologies per Nanosistemes, Bioenginyeria i Energ	19	Matrícula de tercer cicle	29/11/2016	2016-17
[7713] Programa de Doctorat en Tecnologies per Nanosistemes, Bioenginyeria i Energ	19	Matrícula de tercer cicle	27/10/2015	2015-16

Image of the page showing the courses that you have registered for

Items that appear on the page:

- Curriculum: Code and description of the course that you have registered for
- Transcript number: The number of your academic transcript on the course that you have registered for
- Period: The period for which you have registered
- Registration date: The date on which you registered.

2.5. You will access the page *Registration invoices*, where can find the fee that you wish to pay. Here you will also find all paid and incomplete fees. Click on the reference number of the desired payment, or on the magnifying glass or euro symbol depending on the chosen payment method, to see the payment details and print of the invoice.

Sou a: > [Inici](#) > [Matrícules](#) > Rebut de matrícula

Tancar

Aquesta pantalla permet gestionar els rebuts de la matrícula seleccionada anteriorment i imprimir-los o pagar-los en línia.

Pla [7713] Programa de Doctorat en Tecnologies per Nanosistemes, Bioenginyeria i Energ
Núm. expedient: 19 Període: Matrícula de tercer cicle Data matrícula: 20/11/2016

REBUTS PENDENTS

Referència	Termini	Descripció	Forma de pagament	Núm. de compte	Data de venciment	Import	Accions
2016200575386	1	Matrícula de tercer cicle	Rebut en efectiu		29/12/2016	18,00 Eur.	Detall 

REBUTS PAGATS

Referència	Termini	Descripció	Forma de pagament	Núm. de compte	Data de cobrament	Import	Accions
2016200277722	1	Matrícula de tercer cicle	Rebut en efectiu		20/12/2016	573,19 Eur.	Detall Justif. matr. 

Image of the page showing your pending and paid registration fees

Items that appear on the page:

- Reference: Reference code of the registration fee
- Period: The number of the registration period. If you are paying in instalments, the number will be 1, 2 or 3. If you are making one single payment, the number will be 1.
- Payment method: The method that you have selected to pay the registration fee.
- Due date: The date by which you have to make the payment.
- Account number: The number of the bank account from which the registration fee will be debited (if you have chosen this payment method)
- Amount: The total amount of the registration fee in euros

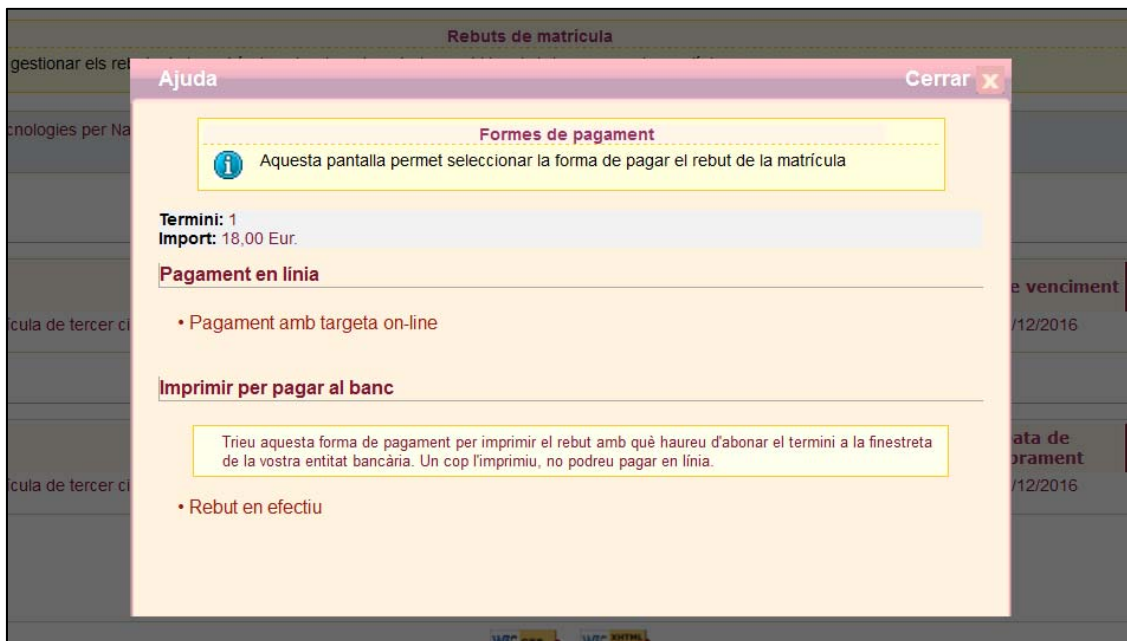
2.5.1. Pending payments

If you want to pay a pending fee, click on the € symbol and select the payment method.

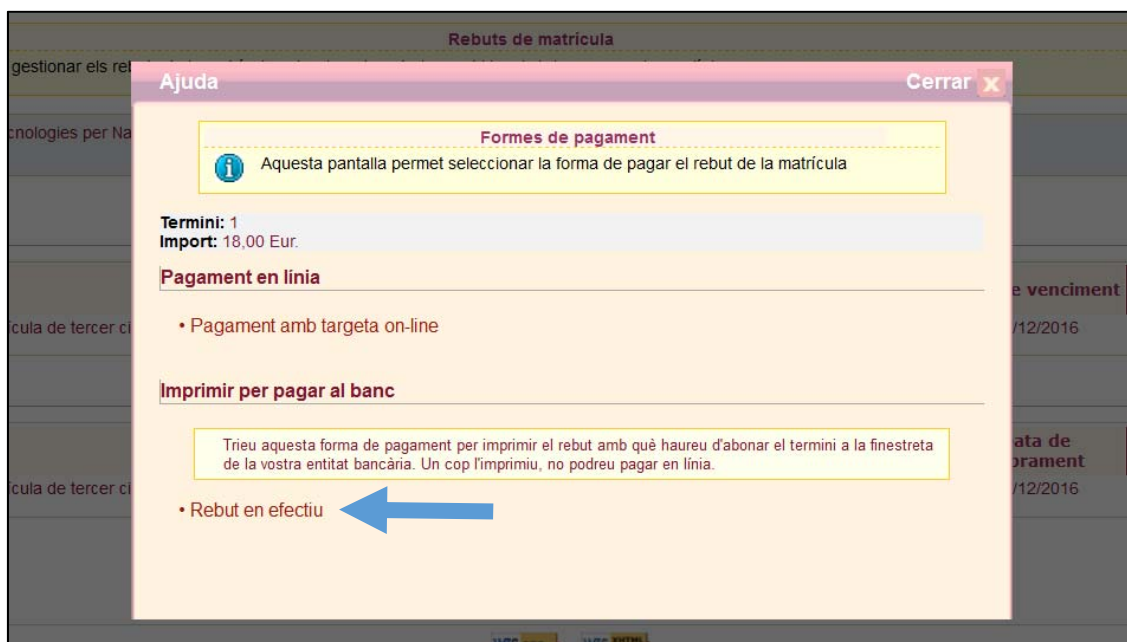
Referència	Termini	Descripció	Forma de pagament	Núm. de compte	Data de venciment	Import	Accions
2016200575386	1	Matrícula de tercer cicle	Rebut en efectiu		29/12/2016	18,00 Eur.	Detall 

Image of pending fee

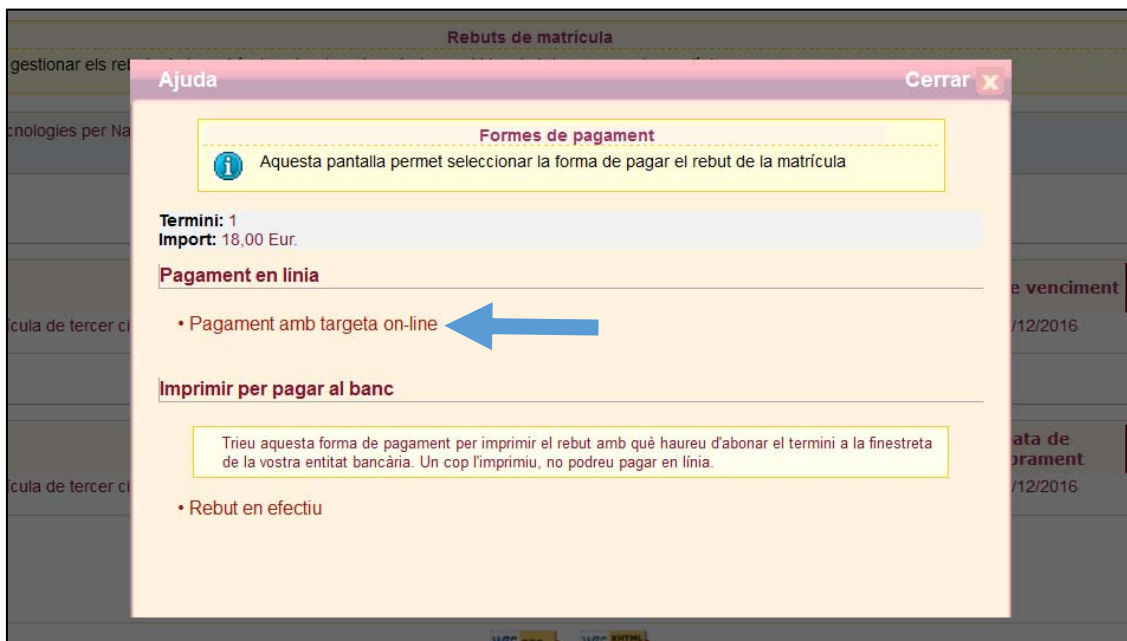
When you click on the € symbol you will see the following screen:



2.5.1.1. If you want to **pay in cash**, select the *Cash payment* option. This will enable you to print off the bill that you need to take to one of the following banks: CaixaBank, BBVA - CX, Banco Bilbao Vizcaya Argentaria and Banco Santander Central Hispano.

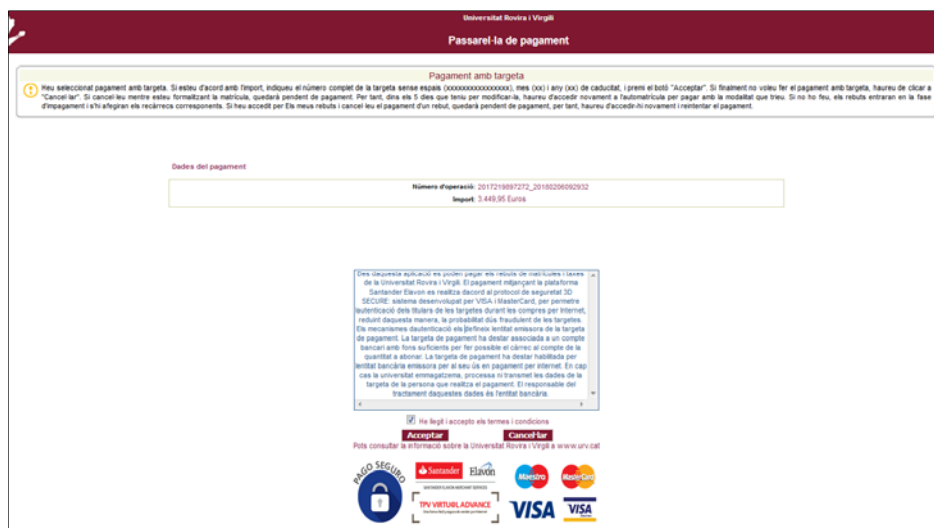


2.5.1.2. To pay by card, choose the option *Online card payment*.

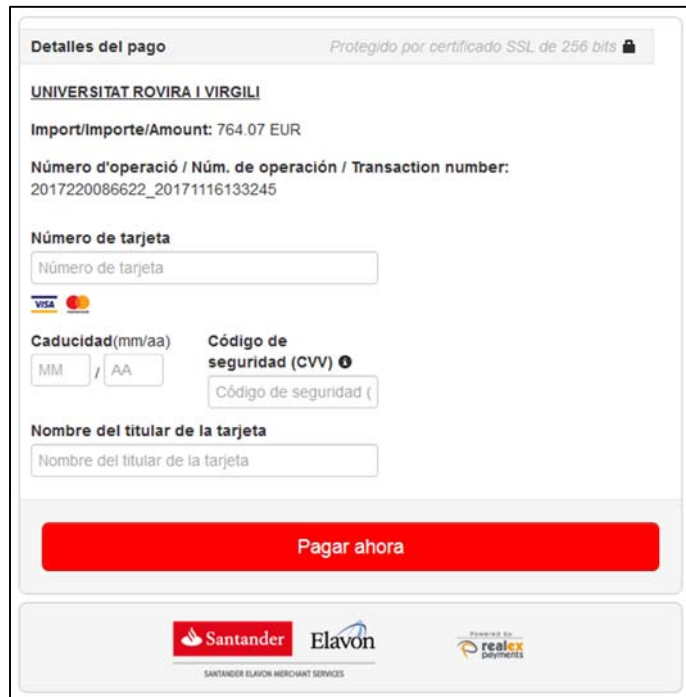


Be aware that this payment method is only valid until the day before the due date of the invoice. This means that an invoice expiring on the 03/30 can only be paid by card until 03/29. If you try to pay by card on the last day, the platform will not allow it. In this case, you should select to pay in cash.

If you choose **Online card payment**, read the terms and conditions, click on the confirmation box and then click on *Accept*. The system will connect with the payment gateway.



You will access the bank website where you must introduce your card details. You need to enter your card number, the expiry date and the security code.



Detalles del pago *Protegido por certificado SSL de 256 bits*

UNIVERSITAT ROVIRA I VIRGILI

Import/Importe/Amount: 764.07 EUR

Número d'operació / Núm. de operación / Transaction number:
2017220086622_20171116133245

Número de tarjeta
Número de tarjeta



Caducidad(mm/aa) **Código de seguridad (CVV)**

MM / AA **Código de seguridad ()**

Nombre del titular de la tarjeta
Nombre del titular de la tarjeta

Pagar ahora

SANTANDER ELAVON MERCHANT SERVICES

After entering the information, click on *Pay*. To complete the process and depending on the type of card you use, you may be asked to enter a code that the bank will send to you by SMS.

If the process has been completed correctly, the following screen will appear:



Universitat Rovira i Virgili
Pasarela de pago

Pago realizado

 El pago se ha realizado correctamente. Haga clic en el botón para volver.

Datos del pago

Número de operación: 2016200389026_20170220133404
Referencia de la compra: 14875940847179518
Importe: 27.27 Euros

Volver

2.5.3. Incomplete payments

The category *Incomplete invoices* shows the payments that you have tried to make with a card but which have been unsuccessful. A euro symbol next to the invoice means that you can reattempt the payment via an online card payment. However, the sentence *Payment incomplete* means that you cannot make the payment and that you must contact gestiodepagaments@urv.cat.

If you select the *Card payment online* option but then click on *Cancel*, you will see the following screen:



Universitat Rovira i Virgili

Passarel·la de pagament

Pagament cancel·lat

Heu cancel·lat l'acció. Si esteu formalitzant la matrícula, quedarà pendent de pagament. Per tant, dins els 5 dies que teniu per modificar-la, haureu d'accedir novament a l'automàtic per pagar amb la modalitat que trieu. Si no ho feu, els rebuts entraran en la fase d'impagament i shi afegiran els recàrrecs corresponents. Si heu accedit per Els meus rebuts, el rebut quedarà pendent de pagament, per tant, haureu d'accedir-hi novament i reintentar el pagament.

Dades del pagament

Número d'operació: 2017219897272_20180206092932
Import: 3.449,95 Euros

Sortir

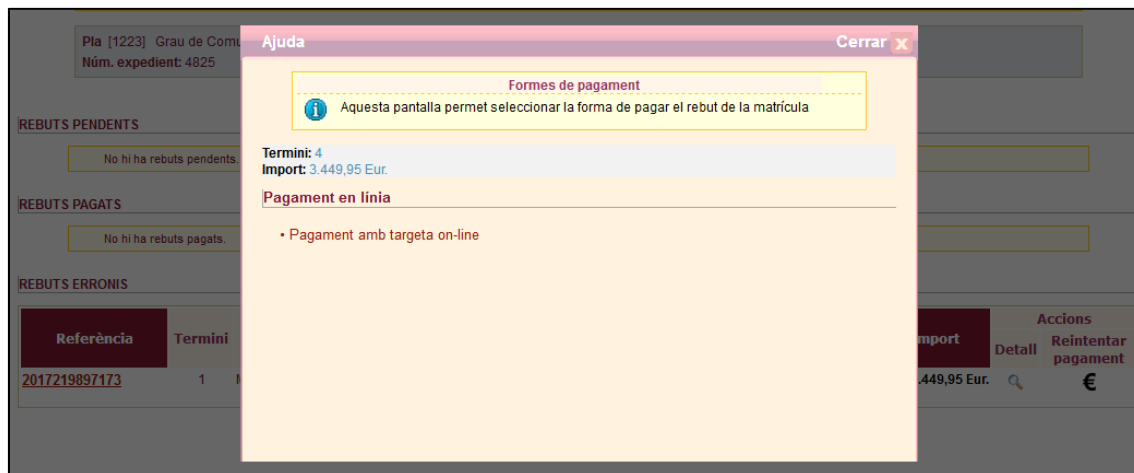
However, you can still pay by card. To do so you must return to the *Registration fees* screen (see point 2.5), where in addition to the categories *Pending fees* and *Fees paid* there will be a new section entitled *Incomplete payments*.



REBUTS PENDENTS								
No hi ha rebuts pendents.								
REBUTS PAGATS								
Referència	Termini	Descripció	Forma de pagament	Núm. de compte	Data de cobrament	Import	Detall	Accions
2016198769919	1	Matrícula de Màster Oficial	Rebut en efectiu		10/10/2016	362,95 Eur.		Justif. matr.
REBUTS ERRONIS								
Referència	Termini	Descripció	Forma de pagament	Núm. de compte	Data de venciment	Import	Detall	Accions
2016200839698	1	Matrícula de Màster Oficial	Pagament amb targeta on-line		02/02/2017	3.181,59 Eur.		Reintentar pagament

Image of the Registration fees page showing the Incomplete payments section

To pay an incomplete payment, follow the same procedure as for a pending payment (see point 2.5.1.). If you want to attempt the payment again, you will see the following message:

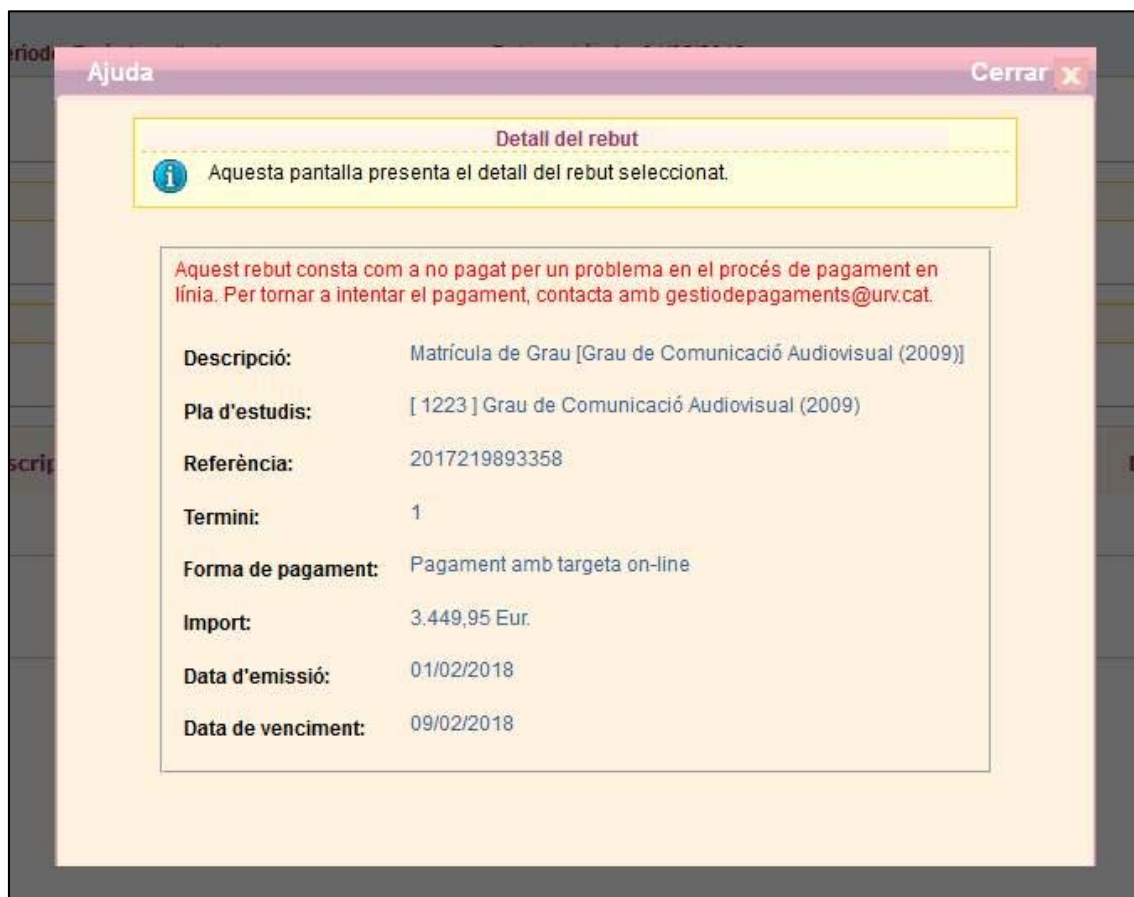


Click *Online card payment* and resume the payment process as described in section 2.5.1.

However, in certain cases the payment process will not be completed correctly and you will not be able to reattempt the payment. This may happen if you reach the payment gateway and then exit the page or cancel the payment, if the session expires before you make the payment, or if the internet signal is broken. If this happens, the payment will be classified as an *Incomplete payment* and the message *Payment incomplete* will appear in the *Reattempt payment* column.

Núm. de compte	Data de venciment	Import	Accions	
			Detall	Reintentar pagament
	09/02/2018	3.449,95 Eur.		Pagament no realitzat

Image of the Registration fees page



Screen shown when you click on the magnifying glass icon

As indicated, if this happens, contact gestiodepagaments@urv.cat so that they can reactivate the payment.