

## HOW TO TOP UP THE ELECTRONIC WALLET – BORSELLINO ELETTRONICO

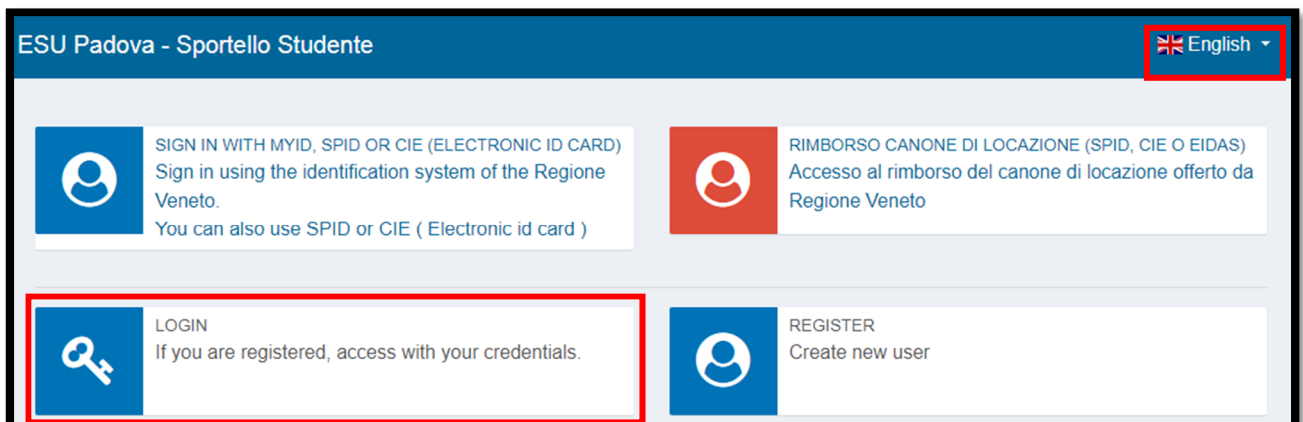
**IMPORTANT:** The Smart Cash – Borsellino elettronico can be used only at:

- Nord Piovego canteen, line 1;
- Agripolis canteen, line 3;
- Casa Toniolo Canteen in Conegliano;
- Padua University Hospital (via Giustiniani, 2 Padova) *(access reserved to students of the School of Medicine)*
- Treviso Hospital (Piazzale Ospedale 1, Treviso - *access reserved to students of the School of Medicine*)
- Cittadella Hospital (Via Pilastroni, 15 Cittadella - *access reserved to students of the School of Medicine*)
- Schiavonia di Monselice Hospital (via Albere, 30 Monselice - *access reserved to students of the School of Medicine*)

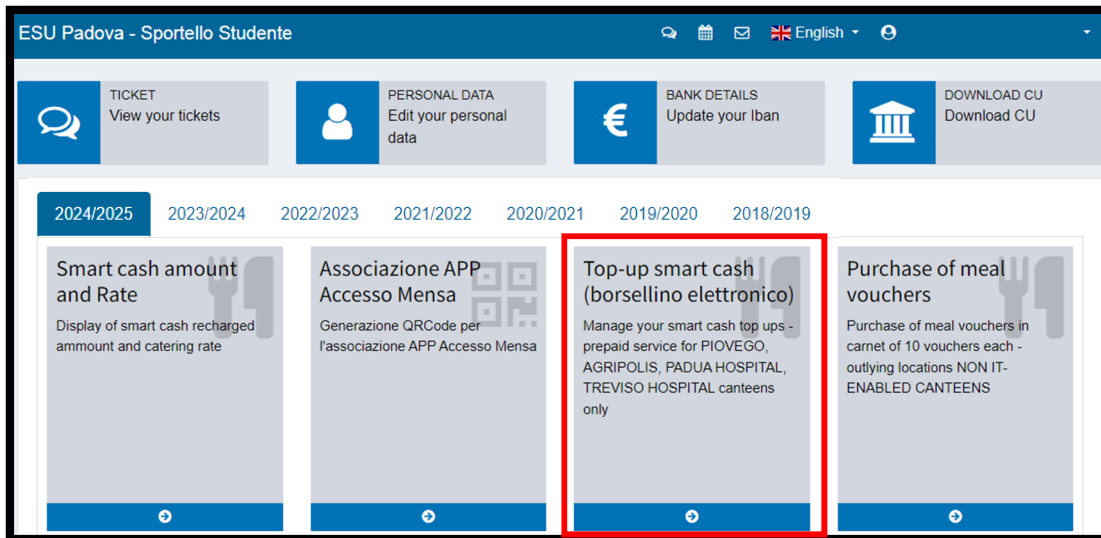
**IMPORTANT:** The Smart Cash – Borsellino elettronico can be used only through the **ESUPd.EAT app**. Follow the tutorials on the ESU website (<https://www.esu.pd.it/en/food-service>) to setup the app before topping up the smart cash - borsellino elettronico.

**IMPORTANT:** The top up may need up to 24 hours to be effective and spendable.

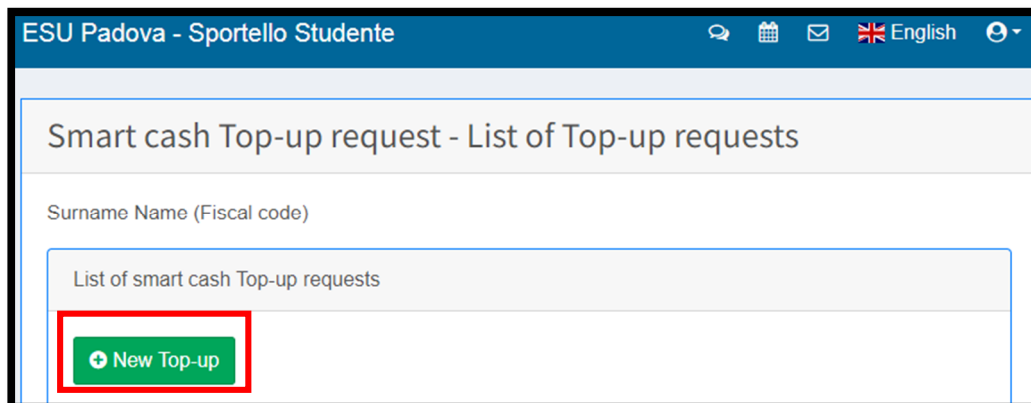
1. Go to the **Student Dashboard** (<https://myesupd.dirittoallostudio.it>) and switch to English in the top-right corner.  
Click on **LOGIN** and log in with your username (i.e. your fiscal code) and the password that you set when you registered.  
If you forgot the password click on LOGIN and then on forgot password. Enter your fiscal code (codice fiscale) and an email containing the password reset link will be sent to your email.  
If you are not registered yet, go to the ESU website and follow the guide “How to install the ESUPd.EAT app”.



2. Click on the box **Top-up smart cash – borsellino elettronico**.



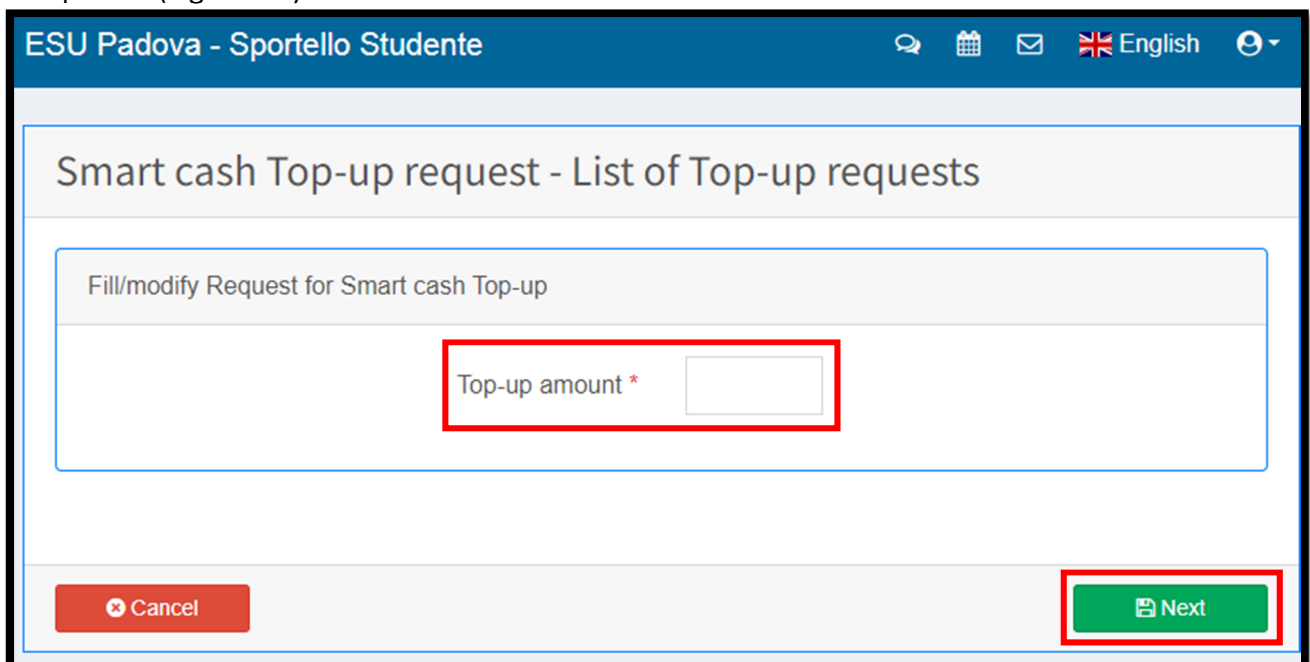
3. Click on **New Top-Up**.



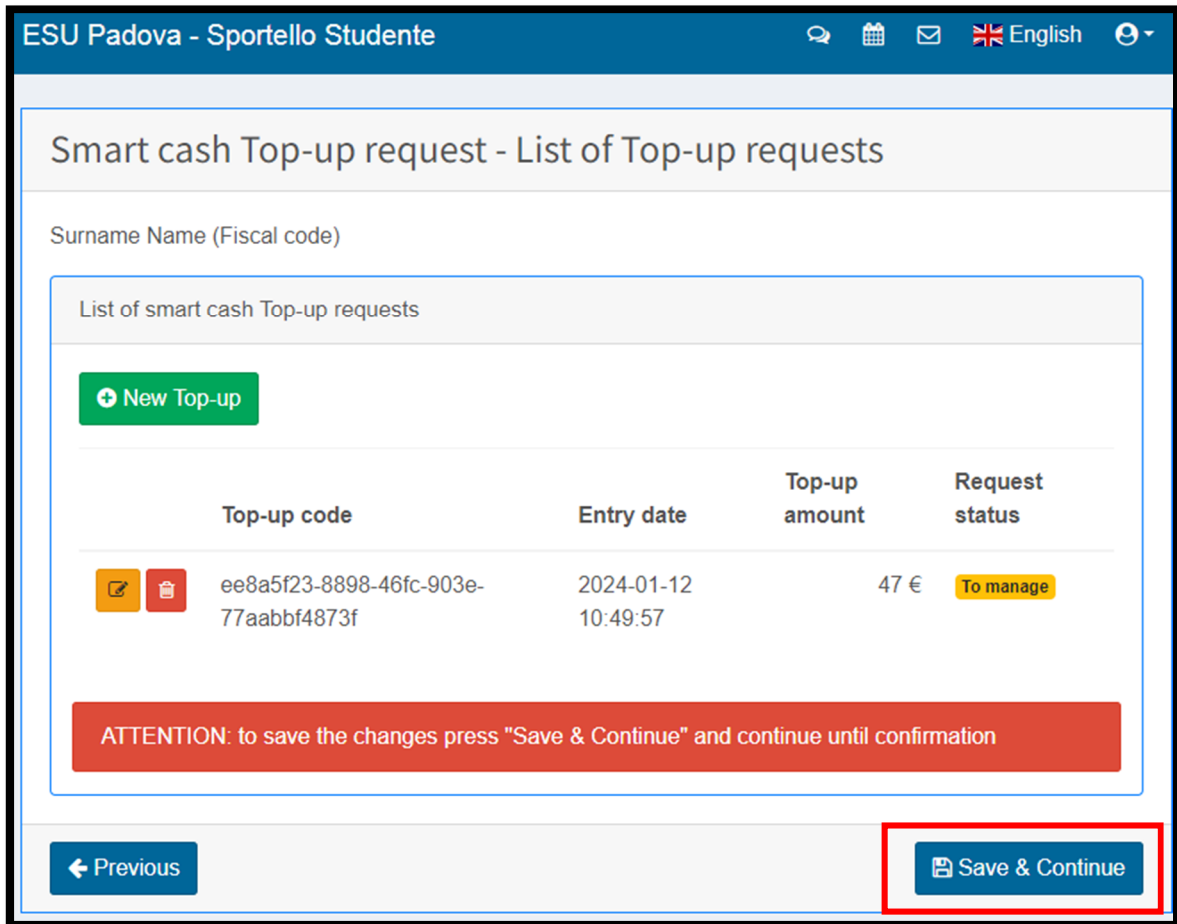
4. **Enter the amount** you wish to top up in the **Top-up amount** field and then click on **Next**.

**NOTICE:** The amount must be a number between 0 and 999.

If the amount is not a whole number, you must also enter two decimal digits and use the point . as separator (e.g. 47.50)



5. Click on **Save & Continue** to proceed.





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Smart cash Top-up request - List of Top-up requests

Surname Name (Fiscal code)

List of smart cash Top-up requests

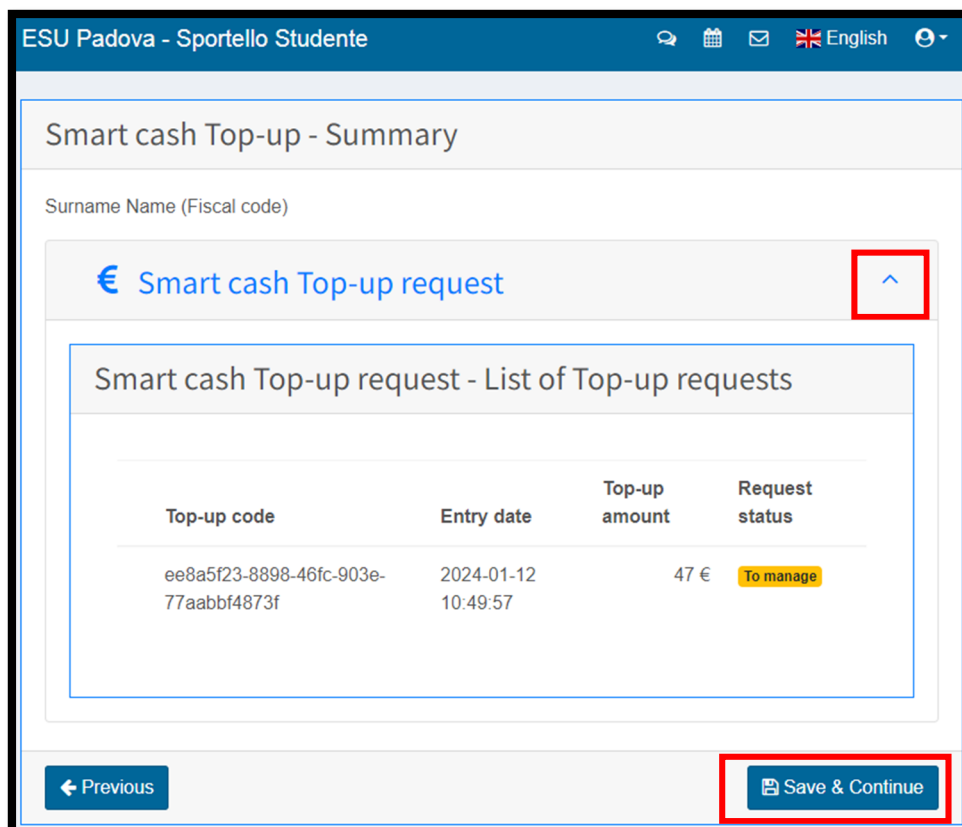
[+ New Top-up](#)

Top-up code	Entry date	Top-up amount	Request status
  ee8a5f23-8898-46fc-903e-77aabbf4873f	2024-01-12 10:49:57	47 €	<a href="#">To manage</a>

**ATTENTION:** to save the changes press "Save & Continue" and continue until confirmation

[← Previous](#) [Save & Continue](#)


6. Click on the arrow to check the details of the top-up request and then click on **Save & Continue**.



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Smart cash Top-up - Summary

Surname Name (Fiscal code)

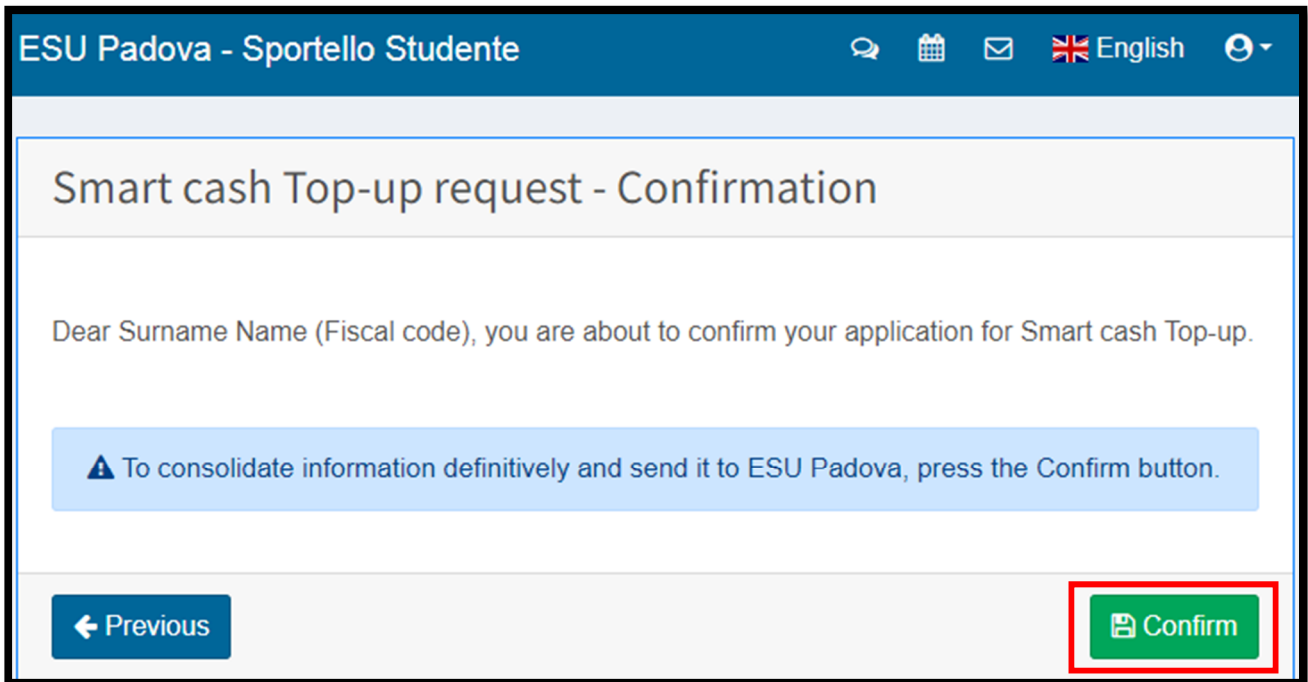
€ Smart cash Top-up request 

Smart cash Top-up request - List of Top-up requests

Top-up code	Entry date	Top-up amount	Request status
ee8a5f23-8898-46fc-903e-77aabbf4873f	2024-01-12 10:49:57	47 €	<a href="#">To manage</a>

[← Previous](#) [Save & Continue](#)

7. Click on **Confirm**.



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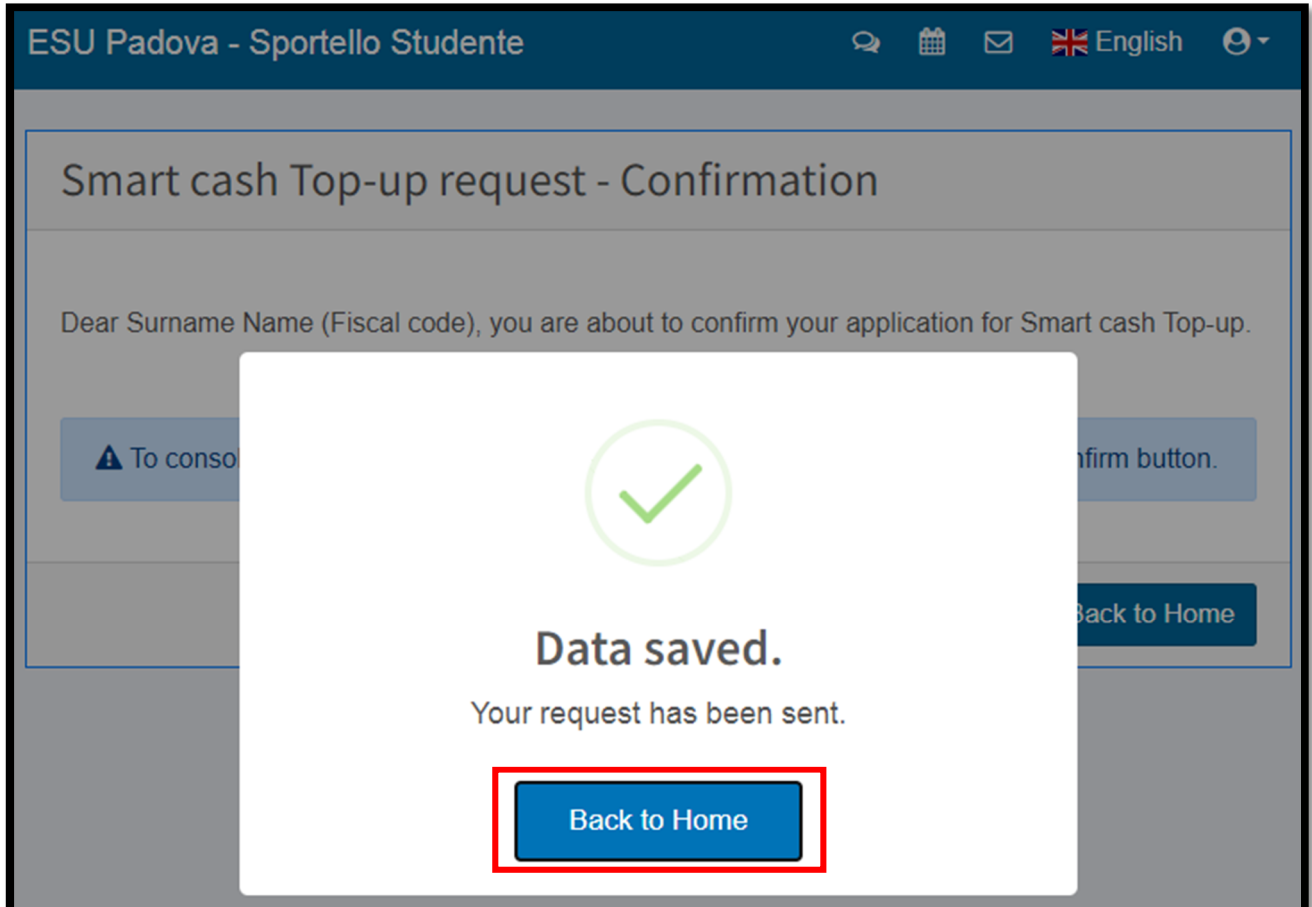
## Smart cash Top-up request - Confirmation

Dear Surname Name (Fiscal code), you are about to confirm your application for Smart cash Top-up.

⚠ To consolidate information definitively and send it to ESU Padova, press the Confirm button.

← Previous Confirm

8. Your request has been created. Click on **Back to Home** to go back to the Homepage and proceed with the payment.




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## Smart cash Top-up request - Confirmation

Dear Surname Name (Fiscal code), you are about to confirm your application for Smart cash Top-up.

⚠ To conso... confirm button.

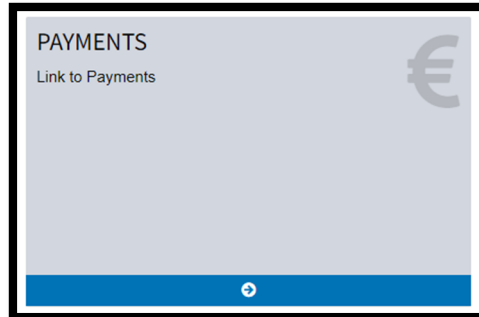


**Data saved.**  
Your request has been sent.

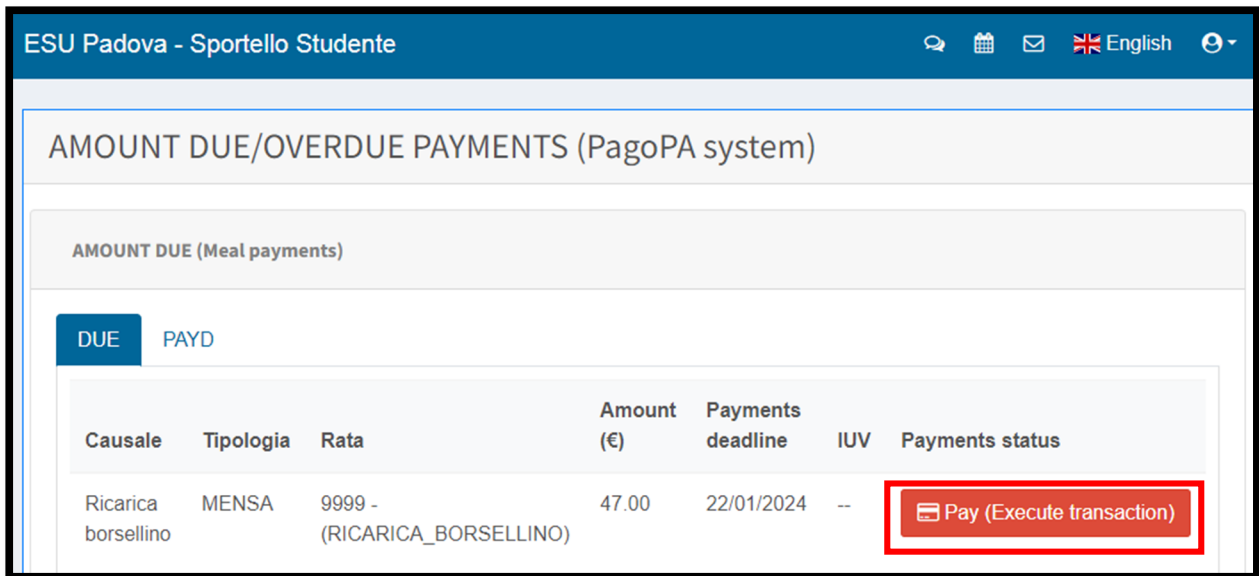
Back to Home

Back to Home

9. From the Student Dashboard Homepage, click on the box **PAYMENTS**. You may need to scroll down the page.

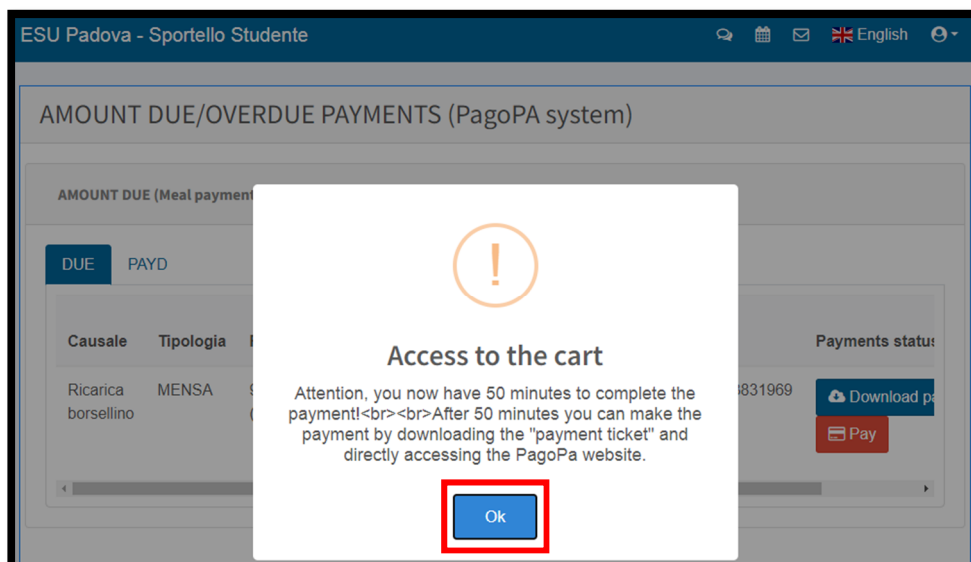


10. You will see all the sent requests. You have 10 days to complete the payment.  
After 10 days the request expires and you will need to create a new one.  
Click on **Pay** to proceed to the payment.



Causale	Tipologia	Rata	Amount (€)	Payments deadline	IUV	Payments status
Ricarica borsellino	MENSA	9999 - (RICARICA_BORSELLINO)	47.00	22/01/2024	--	<a href="#">Pay (Execute transaction)</a>

11. You have up to 50 minutes to complete the payment online on the PagoPA website.  
After 50 minutes, you can download the form and pay it at the bank, post office, tobacco shop.  
Click on **OK** to proceed on the PagoPA website and complete the payment.



**Access to the cart**

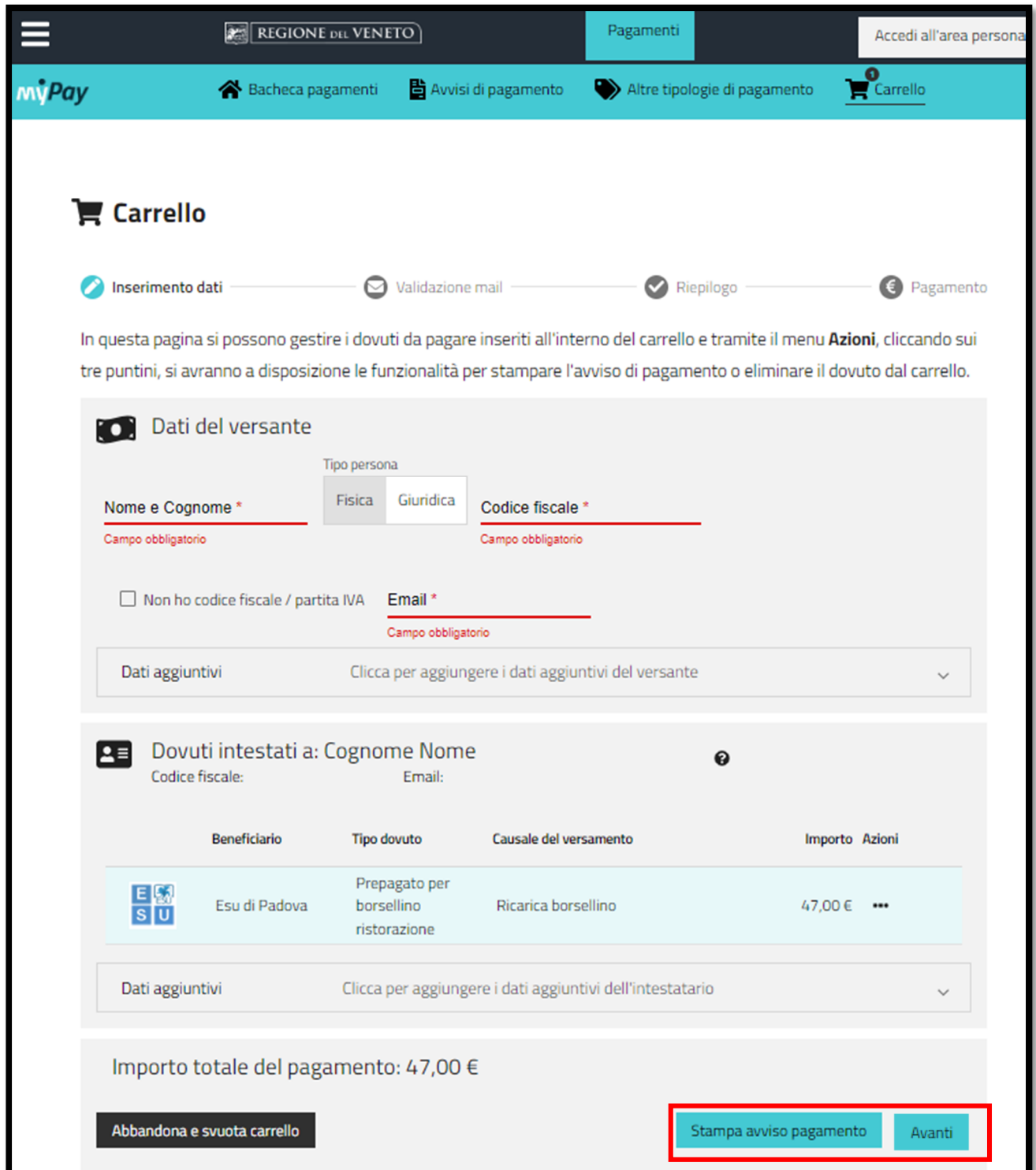
Attention, you now have 50 minutes to complete the payment!  
After 50 minutes you can make the payment by downloading the "payment ticket" and directly accessing the PagoPa website.

[Ok](#)

12. Fill the form on the PagoPA website with your data (first name, family name, email).

Choose the payment method:

- Click on **Avanti** to pay online via bank transfer or credit card;
- Click on **Stampa avviso pagamento** if you want to print the form and pay it at a bank, post office, tobacco shop.



**Carrello**

Inserimento dati — Validazione mail — Riepilogo — Pagamento

In questa pagina si possono gestire i dovuti da pagare inseriti all'interno del carrello e tramite il menu **Azioni**, cliccando sui tre puntini, si avranno a disposizione le funzionalità per stampare l'avviso di pagamento o eliminare il dovuto dal carrello.

**Dati del versante**

Tipo persona: Fisica | Giuridica


Nome e Cognome \* Campo obbligatorio | Codice fiscale \* Campo obbligatorio

Non ho codice fiscale / partita IVA | Email \* Campo obbligatorio

Dati aggiuntivi | Clicca per aggiungere i dati aggiuntivi del versante

**Dovuti intestati a: Cognome Nome**

Codice fiscale: | Email:

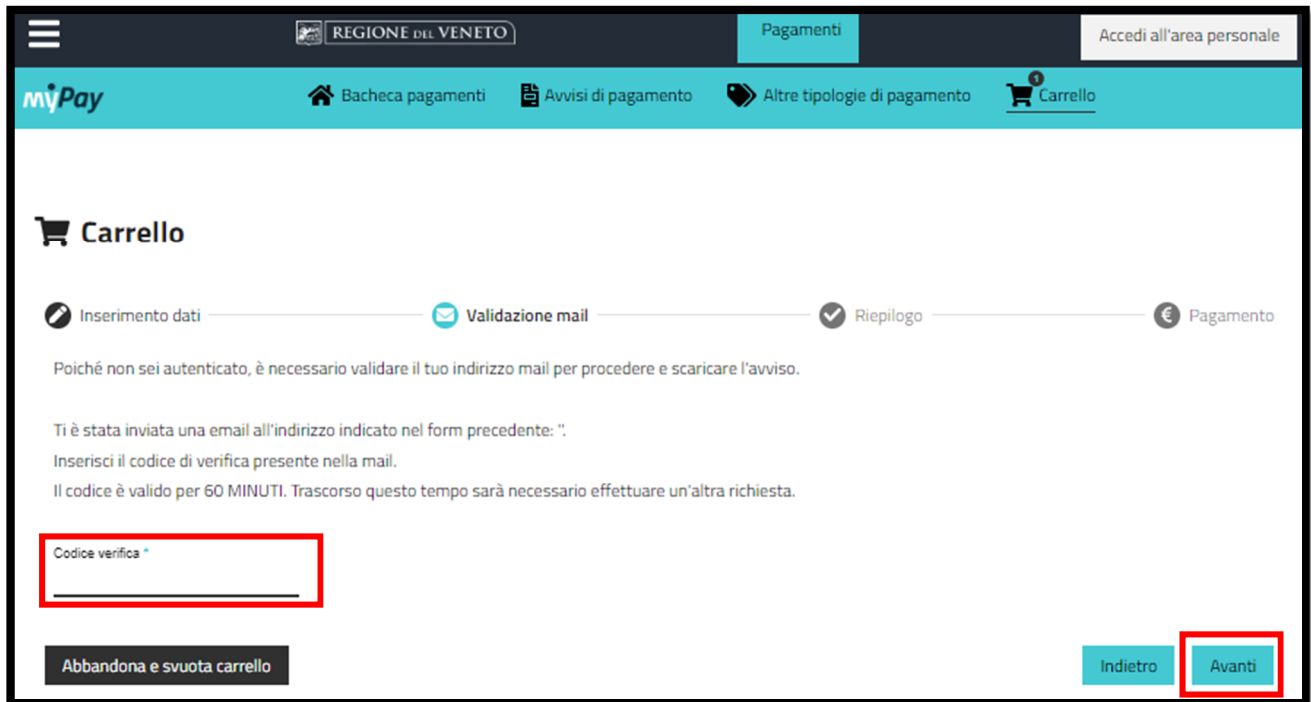
Beneficiario	Tipo dovuto	Causale del versamento	Importo	Azioni
 Esu di Padova	Prepagato per borsellino ristorazione	Ricarica borsellino	47,00 €	...

Dati aggiuntivi | Clicca per aggiungere i dati aggiuntivi dell'intestatario

Importo totale del pagamento: 47,00 €

Abbandona e svuota carrello | **Stampa avviso pagamento** | **Avanti**

13. Enter the **verification code** that you received at the email you entered in the previous page.  
Then click on **Avanti**.



REGIONE DEL VENETO Pagamenti Accedi all'area personale

miPay Bacheca pagamenti Avvisi di pagamento Altre tipologie di pagamento Carrello

### Carrello

Inserimento dati — Validazione mail — Riepilogo — Pagamento

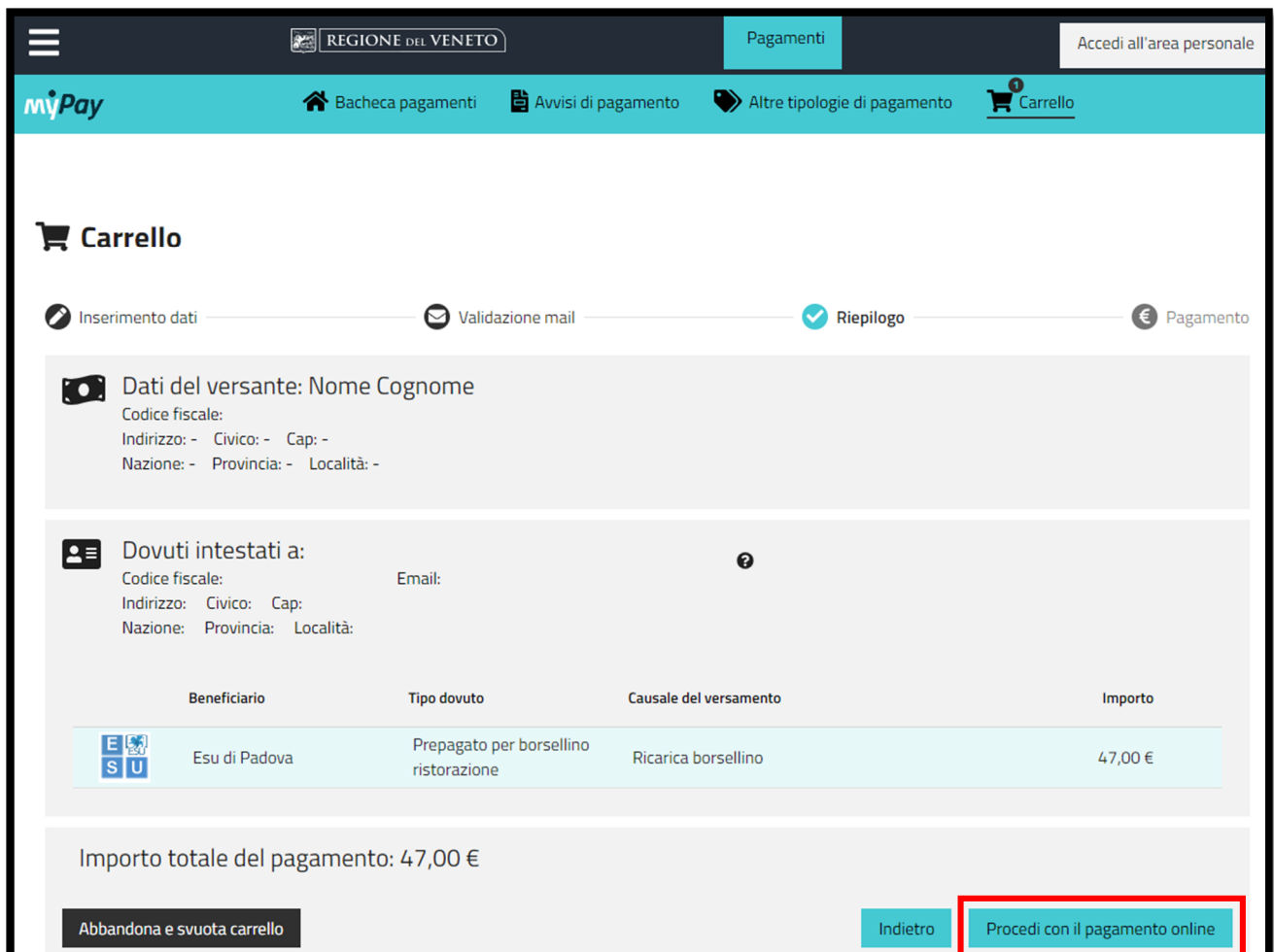
Poiché non sei autenticato, è necessario validare il tuo indirizzo mail per procedere e scaricare l'avviso.

Ti è stata inviata una email all'indirizzo indicato nel form precedente: ".  
Inserisci il codice di verifica presente nella mail.  
Il codice è valido per 60 MINUTI. Trascorso questo tempo sarà necessario effettuare un'altra richiesta.

Codice verifica \*

Abbandona e svuota carrello Indietro **Avanti**

14. Check if the data is correct then click on **Procedi con il pagamento online**.



REGIONE DEL VENETO Pagamenti Accedi all'area personale


miPay Bacheca pagamenti Avvisi di pagamento Altre tipologie di pagamento Carrello

### Carrello

Inserimento dati — Validazione mail — **Riepilogo** — Pagamento

**Dati del versante: Nome Cognome**  
Codice fiscale:  
Indirizzo: - Civico: - Cap: -  
Nazione: - Provincia: - Località: -

**Dovuti intestati a:**  
Codice fiscale:                      Email:  
Indirizzo:    Civico:    Cap:  
Nazione:    Provincia:    Località:

Beneficiario	Tipo dovuto	Causale del versamento	Importo
 Esu di Padova	Prepagato per borsellino ristorazione	Ricarica borsellino	47,00 €

Importo totale del pagamento: 47,00 €

Abbandona e svuota carrello Indietro **Procedi con il pagamento online**

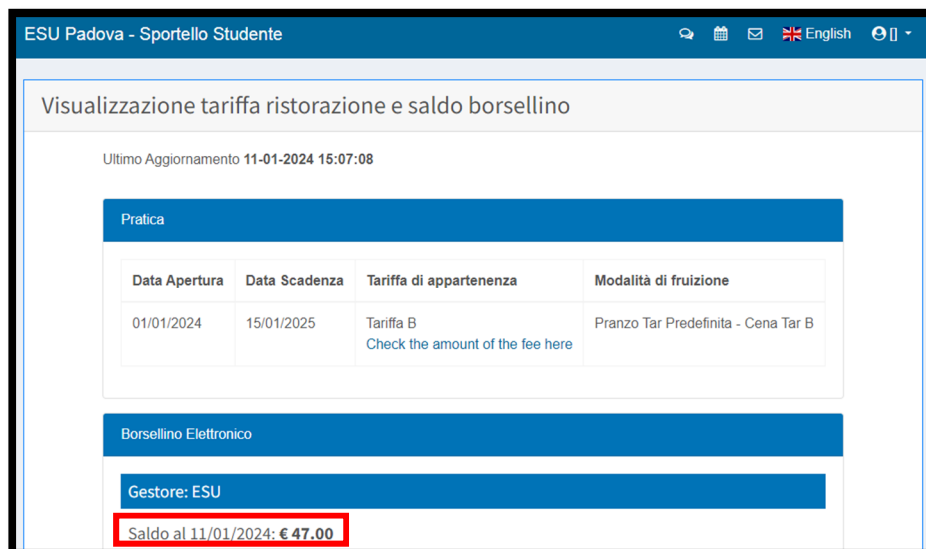
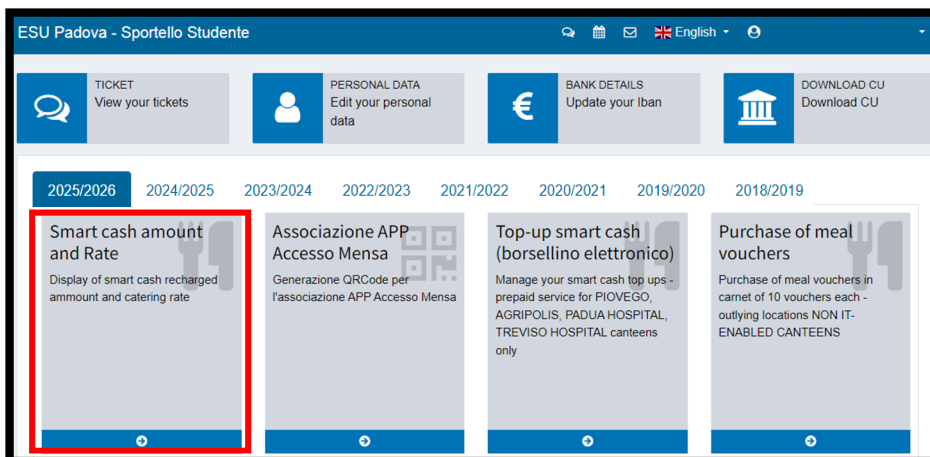
15. Choose your method of payment (credit/debit card, bank transfer, other methods) and **complete the transaction.**

If the transaction is successful, you will receive a confirmation email.



16. The top-up may need up to 24 hours to be credited on your balance.

You can view your balance anytime: login on the Student Dashboard (<https://myesupd.dirittoallostudio.it>) and click on the box **Smart cash amount and Rate.**



For support requests, open a support ticket from the Homepage of the Student Dashboard (<https://myesupd.dirittoallostudio.it>).