

HOW TO BUY PAPER MEAL VOUCHERS FOR THE NON-COMPUTERISED CANTEENS:

- ROVIGO HOSPITAL
- FELTRE HOSPITAL
- VICENZA HOSPITAL
- PORTOGRUARO HOSPITAL
- SAN DONÀ DI PIAVE HOSPITAL
- ROVIGO CONSERVATORY

IMPORTANT: The paper meal vouchers can be used only in the following canteens:

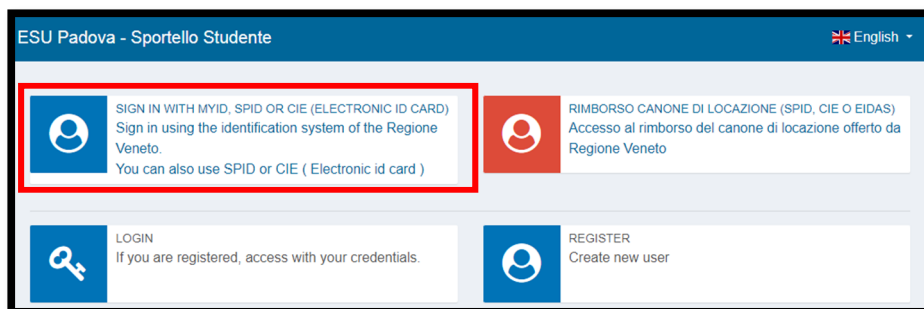
Rovigo Hospital, Rovigo Conservatory, Feltre Hospital, Vicenza Hospital, Portogruaro Hospital, San Donà di Piave Hospital.

In the other canteens you must use the ESUPd.EAT app. Visit the ESU website (<https://www.esu.pd.it/en>) and follow the guide to download and install the ESUPd.EAT app.

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”.



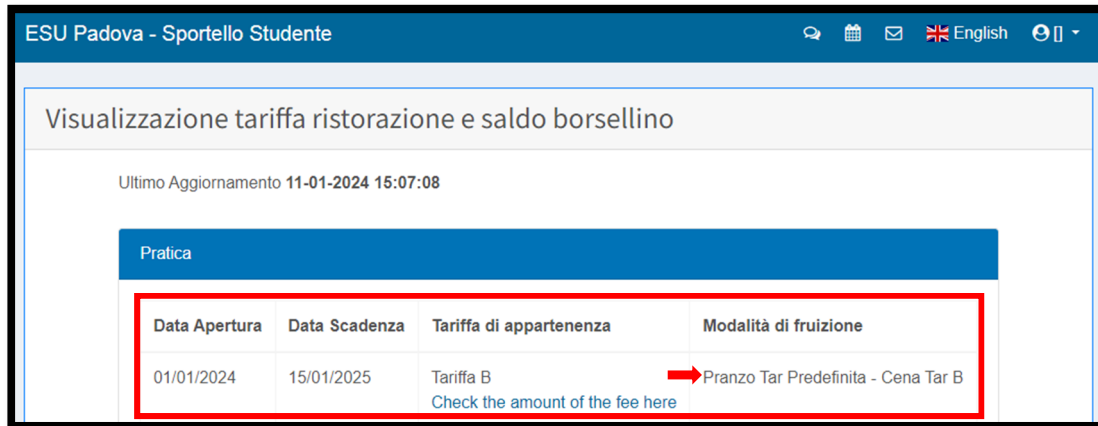
2. Click on the box “Smart cash amount and rate”



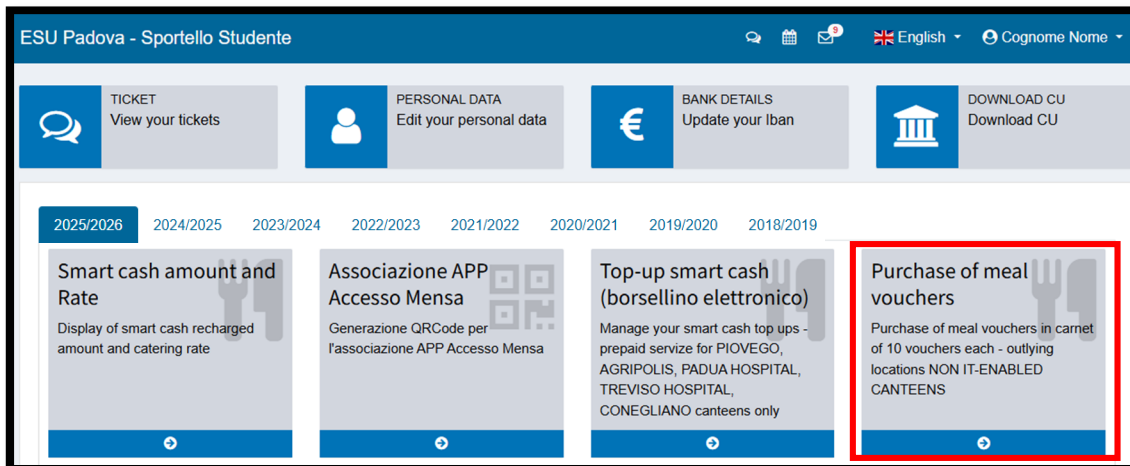
3. Check the **fare** you belong to:

A (2.70€ for a full meal), **B** (4.70€ for a full meal), **C** (5.70€ for a full meal), **D or Primo pasto gratuito** (0.00€ for a full meal).

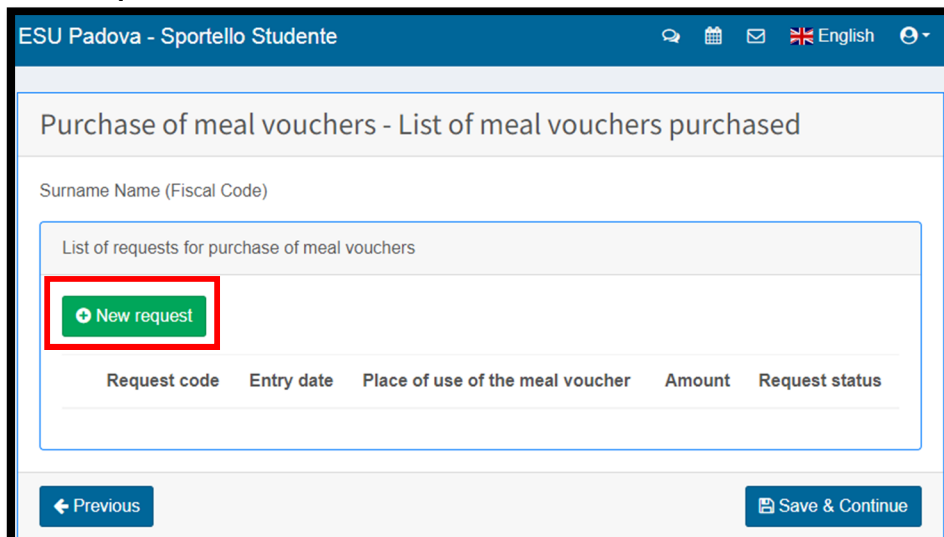
If your fare is D or Primo pasto gratuito, you still need a meal voucher but you don't need to make any payment. Collect the vouchers at the Student Office (Segreteria Studenti) of your degree course by showing an ID (such as student badge, passport etc.). If your fare is A, B or C you need to buy the meal vouchers before collecting them, so follow the next steps.



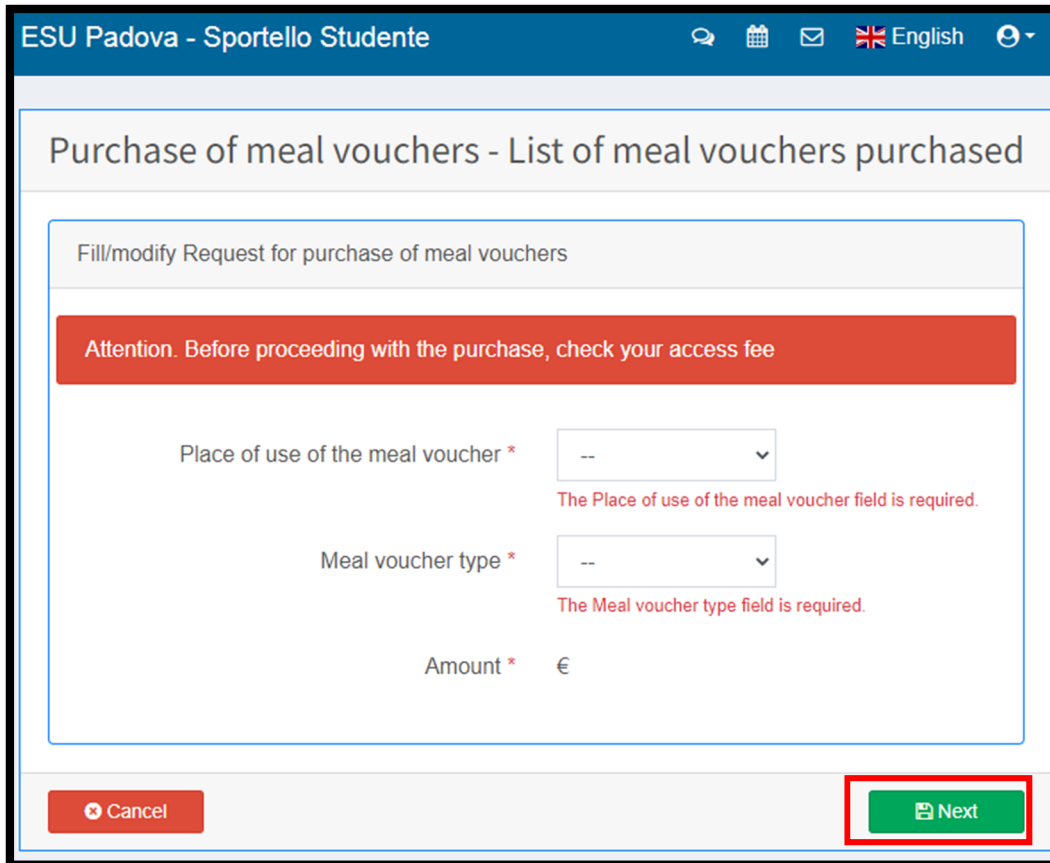
4. Click on **Home** to go back to the Student Dashboard Homepage. Click on **Purchase meal vouchers**.



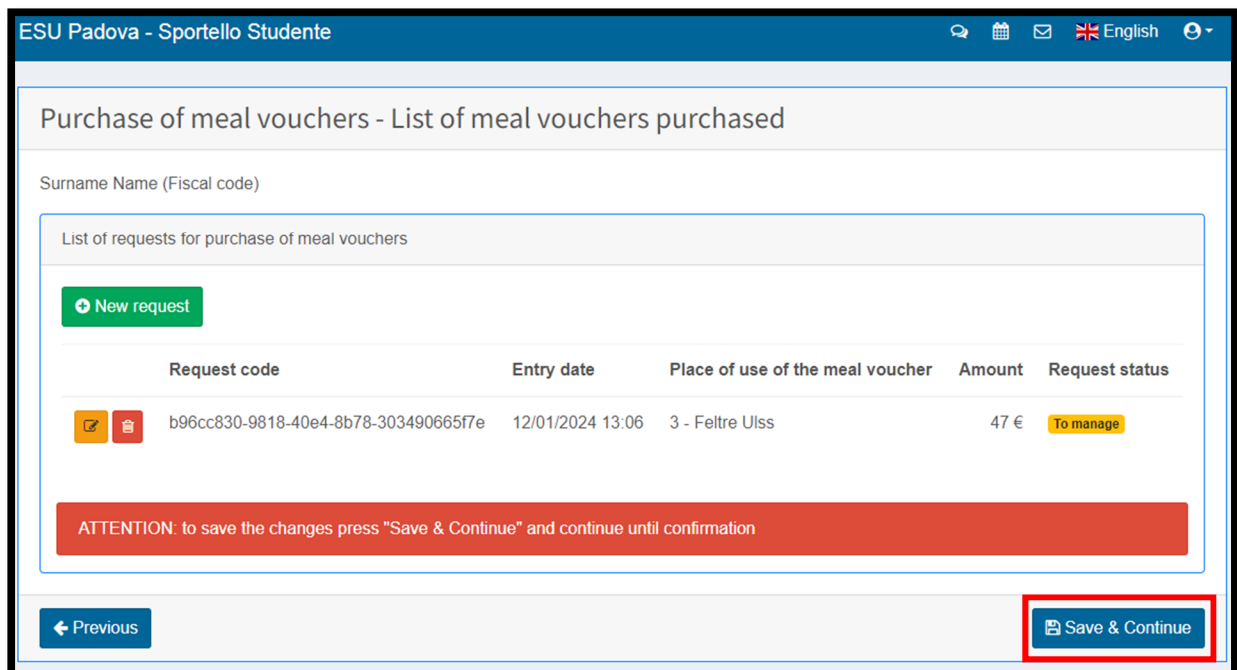
5. Click on **New request**.



6. **Select the canteen** where you are going to use the vouchers (Rovigo ULSS/Hospital, Rovigo Conservatorio, Feltre ULSS/Hospital, Vicenza ULSS/Hospital).
Select "Altre Sedi" if the canteen is not in the list.
Select your fare A or B or C (see step 3 to know what your fare is) and the **number of vouchers** you wish to buy (10 or 20).
Then click on **Next**.

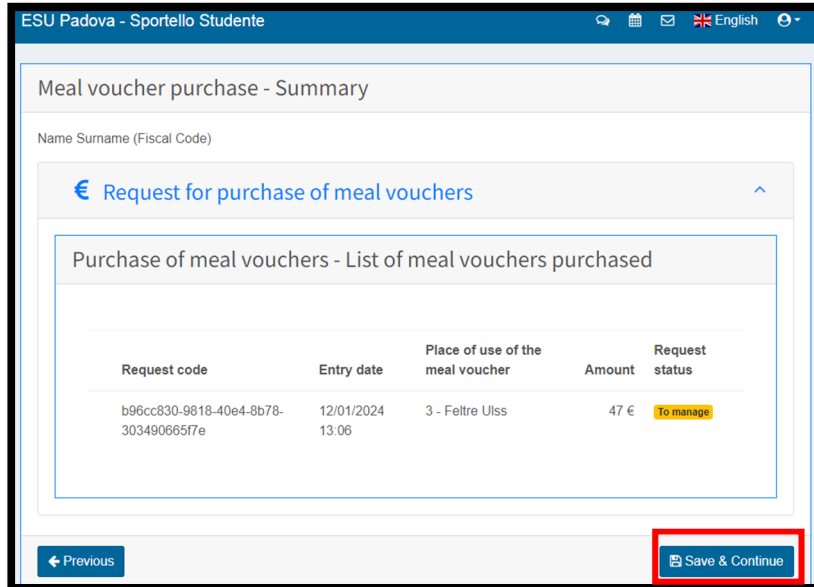


7. Click on **Save & Continue** to proceed.

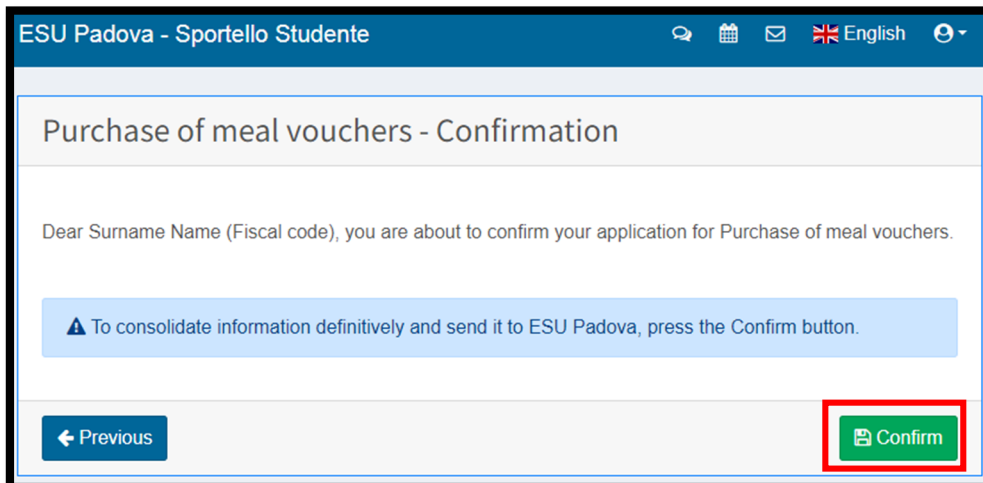


Request code	Entry date	Place of use of the meal voucher	Amount	Request status
b96cc830-9818-40e4-8b78-30349066577e	12/01/2024 13:06	3 - Feltre Ulss	47 €	To manage

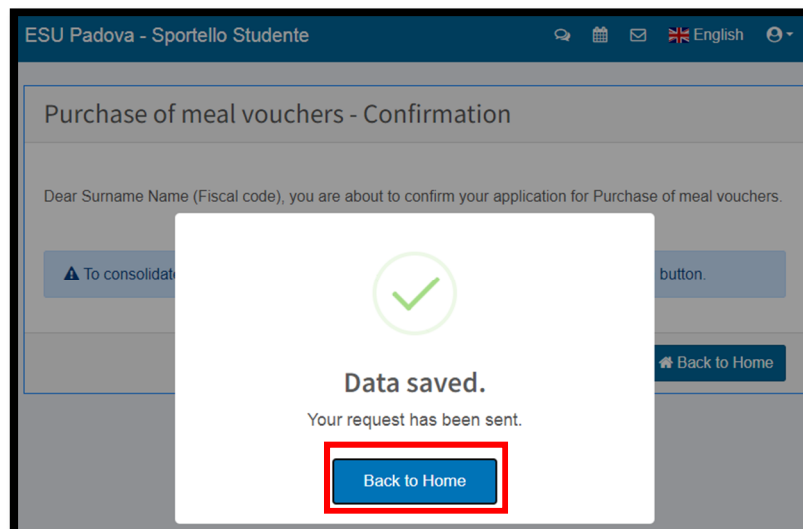
8. Click on the arrow to check the details of the meal voucher purchase request. Then click on **Save & Continue**.



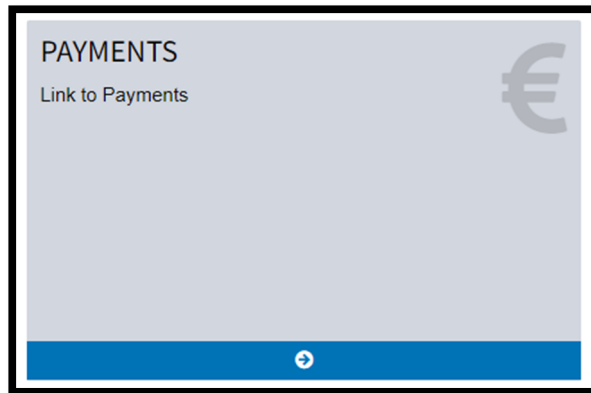
9. Click on **Confirm**.



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

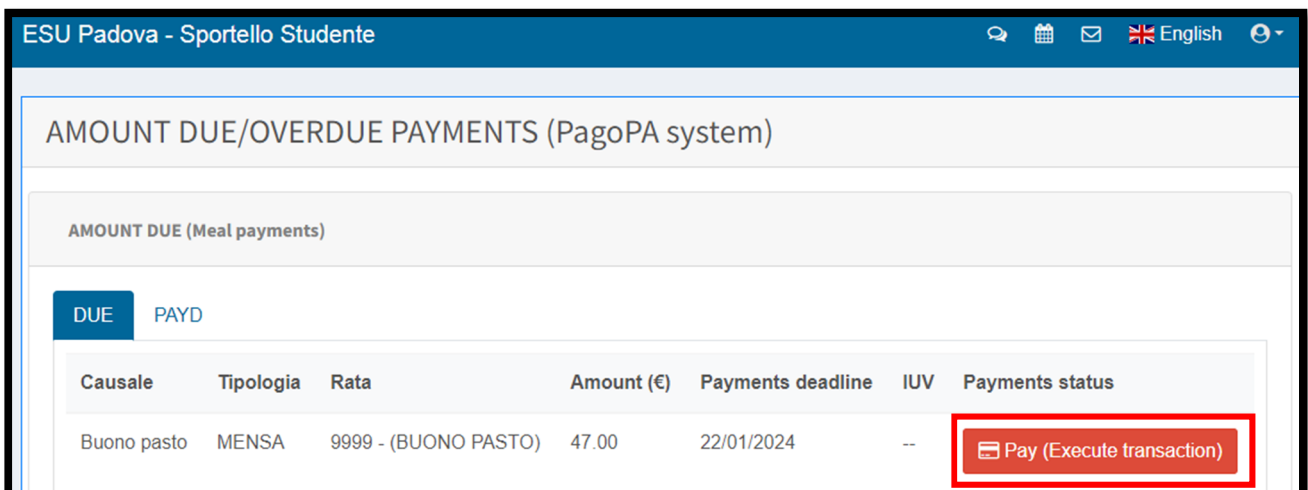


11. From the Student Dashboard Homepage, click on the box **PAYMENTS**. You may need to scroll down the page.



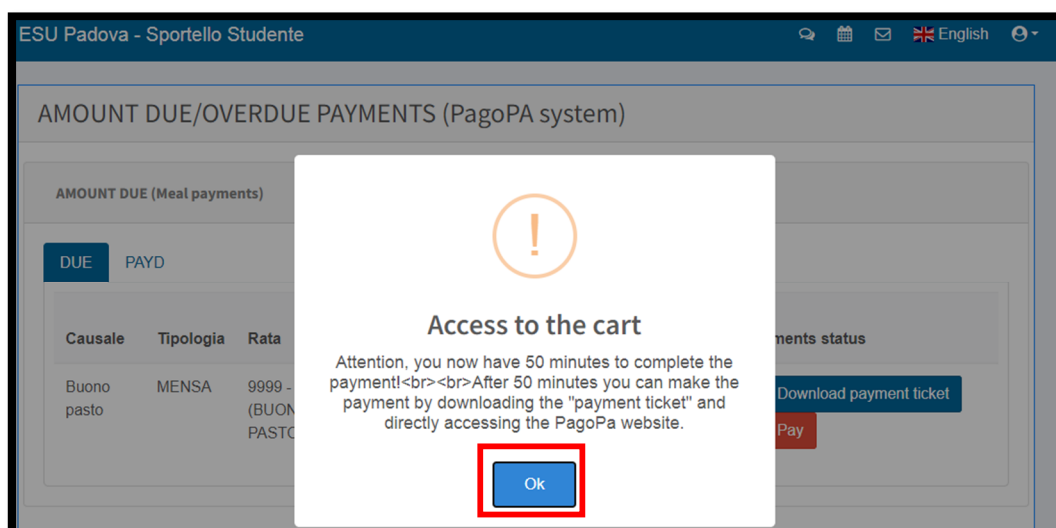
12. You will see all the sent requests. You have 10 days to complete the payment. After 10 days the request expires and you will need to create a new one.

Click on **Pay** to proceed to the payment.



13. 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.

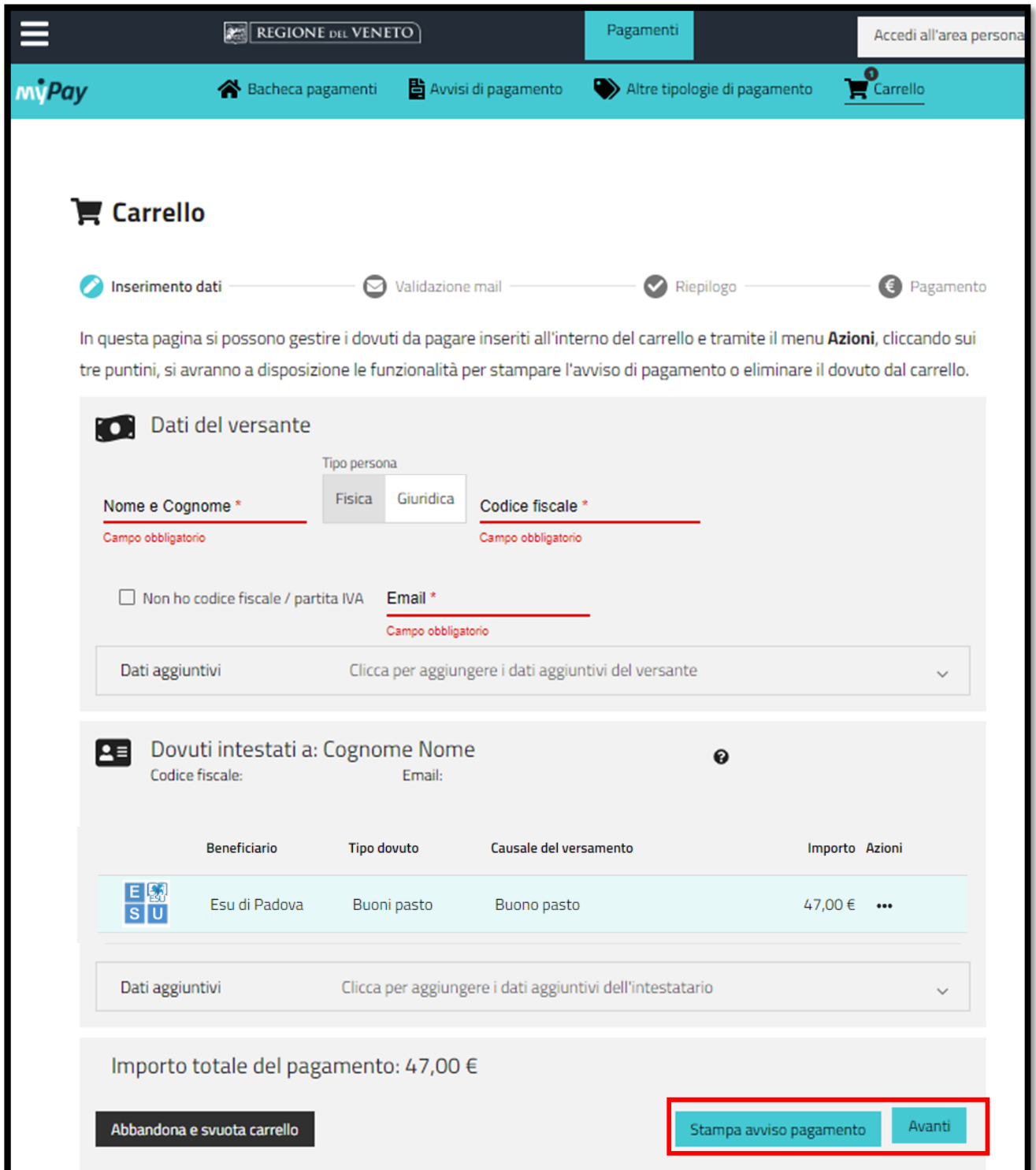
Click on **OK** to proceed on the PagoPA website and complete the payment.



14. 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 doveri 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:

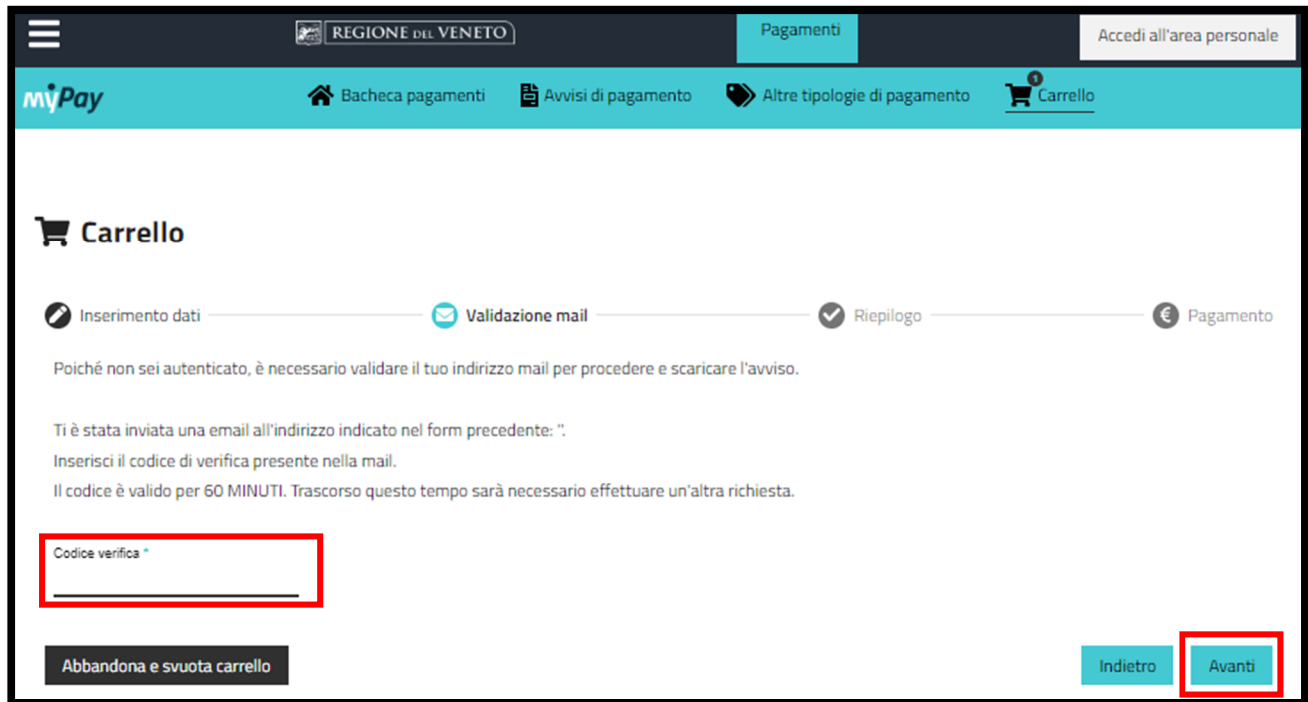
Beneficiario	Tipo dovuto	Causale del versamento	Importo	Azioni
 Esu di Padova	Buoni pasto	Buono pasto	47,00 €	...

Dati aggiuntivi Clicca per aggiungere i dati aggiuntivi dell'intestatario

Importo totale del pagamento: 47,00 €

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

15. 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 Barcheca pagamenti Avvisi di pagamento Altre tipologie di pagamento Carrello

Carrello

Inserimento dati — Validazione mail — Riepilogo — Pagamento

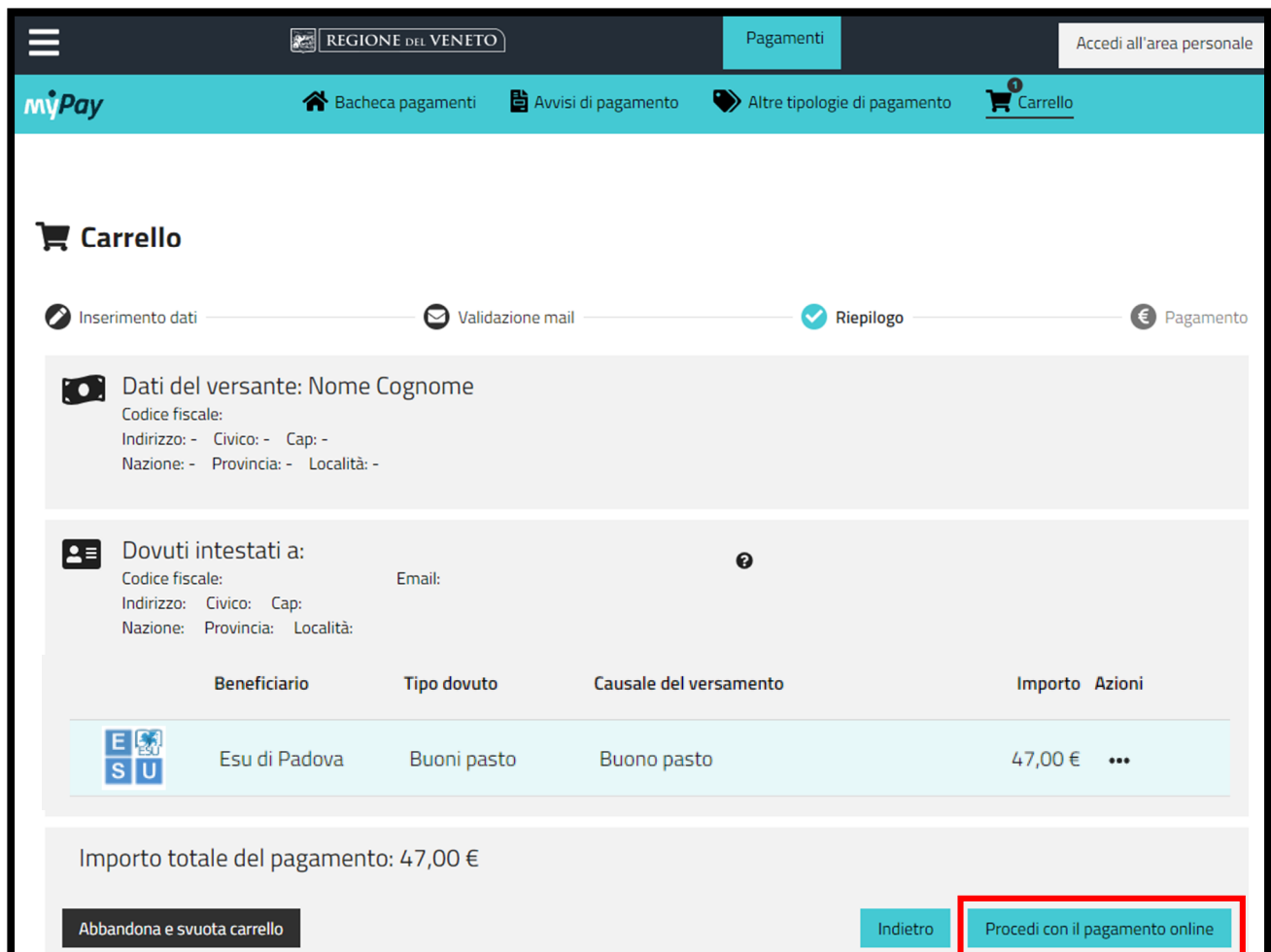
Poiché non sei autenticato, è necessario validare il tuo indirizzo mail per procedere e scaricare l'avviso.

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**

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



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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	Azioni
 Esu di Padova	Buoni pasto	Buono pasto	47,00 €	...

Importo totale del pagamento: 47,00 €

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

17. 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.



18. **Collect the vouchers** you bought at the Student Office (Segreteria Studenti) of your degree course.

Show the receipt (digital or printed) of your purchase.

Fill each voucher with your name, student number and day of use.

You can use one voucher per day.

Meal vouchers are personal, they cannot be shared, given, sold to other people.

If your fare is D or Primo pasto gratuito, you still need a meal voucher but you don't need to make any payment. Collect the vouchers Student Office (Segreteria Studenti) of your degree course by showing an ID (such as student badge, passport etc.)

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