

HOW TO MAKE A RESERVATION

Step-by-Step Booking and Payment Procedure

1. Submit the booking request

The guest must access the designated booking website and complete the booking form **at least three days before the planned stay**.

The following information is mandatory:

- **Host Department**, selected from the preconfigured drop-down menu Dipartimento di Scienze e Tecnologie Ambientali Biologiche e Farmaceutiche;
- **Dates of the stay**;
- **Contact email address**, where the guest will receive the booking confirmation and the **booking code**.

2. Automatic booking notification

After the form has been submitted, an automatic email containing the booking details is sent to:

- the **Scuola Nazionale dell'Amministrazione – SNA**: crs_caserta@sna.gov.it;
- the **Host Department**. The relevant email address is selected automatically based on the department chosen by the guest;
- the **Institutional and International Affairs Division**: rip.iii@unicampania.it;
- the **Accounting Office**: urg@unicampania.it.

3. Wait for confirmation from SNA

SNA checks room availability for the requested dates.

After completing the availability check, SNA confirms the booking and sends an email containing the **booking code** to:

- the guest;
- the Host Department;
- the Institutional and International Affairs Division;
- the Accounting Office.

Important: The payment procedure must only be completed after receiving the booking confirmation and booking code from SNA.

4. Access the EasyPayments platform

Open the following website:

<https://easyweb.ceda.unina2.it/EasyPagamenti/LoginServizi.aspx>

To access the online services:

- create a new account by registering on the platform; or
- log in using an existing account.

5. Select the Host Department

After logging in:

1. Open the menu called “**Accedi al portale dei pagamenti**” — *Access the payment portal*.
2. Select “**Cataloghi**” — *Catalogues*.
3. Choose the appropriate **Host Department** (=Dipartimento di Scienze e Tecnologie Ambientali Biologiche e Farmaceutiche).

6. Enter the booking information

From the “**Cataloghi Disponibili**” — *Available Catalogues* — section:

1. Select the required room type:
 - single room; or
 - double room.

2. Enter the **SNA booking code** received in the confirmation email.
3. Click “**Aggiungi al Carrello**” — *Add to Cart*.

7. Generate the PagoPA payment notice

Click “**Vai a Pagamento**” — *Proceed to Payment*.

Then:

1. check that all the information entered is correct;
2. save the booking;
3. download and print the **PagoPA payment notice**.

The payment must be made using one of the methods indicated on the notice. According to the guide, the printed payment notice may be paid at a bank, post office or authorised tobacconist/payment retailer.