

## HOW TO INSERT THE BANK ACCOUNT IBAN CODE

Please, follow these steps to complete your procedure:

- Log-in to the system <https://webstudenti.unica.it/esse3/Start.do>
- Click on **HOME**
- Click on **ANAGRAFICA (PERSONAL DETAILS)**
- You will read your personal data. Click on **MODIFICA DATI DELLA DOMICILIAZIONE BANCARIA (MODIFY YOUR BANK DETAILS)**
- You will see a new screen named **REGISTRAZIONE: DATI DOMICILIAZIONE BANCARIA (RIMBORSI E PAGAMENTI) (REGISTRATION: BANK DETAILS (REIMBURSEMENTS AND PAYMENTS))**
- Click on **MODALITÀ (PROCEDURE)**
- Click on **RIMBORSO BONIFICO BANCARIO (REIMBURSEMENT-BANK TRANSFER)** in the drop-down menu;
- Fill in with the required data:
  - ✓ **NAZIONE ..... (STATE)**
  - ✓ **BANCA\* ..... (BANK)**
  - ✓ **SWIFT\* .....**
  - ✓ **NUMERO CONTO CORRENTE ESTERO\* ..... (BANK ACCOUNT NUMBER)**
  - ✓ **INTESTATARIO\* ..... (BANK ACCOUNT HOLDER)**
- Once you'll have inserted all your data, click on **AVANTI**, check your data and log-out.