

# The procedure for completing a listed item in Neptun with SimplePay payment method

<u>Prerequisites:</u> The student's permanent address and default email address must be recorded in Neptun.

#### The procedure step-by-step:

- The student logs into the Neptun system: https://neptun.uni-obuda.hu/ujhallgato/login
- Select the item or items you want to pay in the Menu/Finances/To be paid menu item (it is possible to select several items at once), then click the "Payment" button.
- From the displayed payment methods, select the SimplePay Payment by credit card option and click on the "Pay in" button.

## 

#### **Payment type selection**

A Data Transfer Statement will then appear, if accepted, the web will redirect you to the SimplePay webpage. The pop-up window provides information on the range of data transferred to Simple Pay (the transferred data are: student name, email address and permanent address), and contains a link where you can view the Data Management Information of SimplePay (<a href="https://simplepay.hu/vasarlo-aff">https://simplepay.hu/vasarlo-aff</a>).

The student can only pay by this method if they accept this statement.



### **Accept data sharing statement**

I acknowledge the following personal data stored in the user account of Óbuda University (1034 Budapest Bécsi út 96/b) in the user database of will be handed over to SimplePay Zrt. (1138 Budapest, Váci út 135-139. B. ép. 5. em., tax number: 32835155-2-44) and is trusted as data processor.

The data transferred by the data controller are the following: family name, given name, e-mail address.

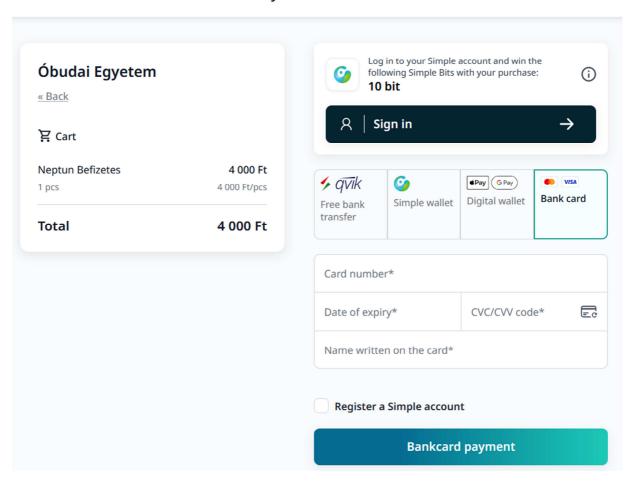
The nature and purpose of the data processing activity performed by the data processor in the SimplePay Privacy Policy can be found at the following link:

https://simplepay.hu/adatkezelesi-tajekoztatok/



- After accepting the Data Transfer Statement, the student will be redirected to the SimplePay payment interface. Here you can directly enter your bank card details or log in and use a previously saved card details to make the payment.

#### **Payment methods**





- After entering the card data and initiating the payment, the interface will indicate whether the transfer of the data was successful or whether the transfer was started. (Checking the bank card details may take a few minutes.)
- In case of a successful payment, the item is moved under Menu/Finances/Owerview, to "Paid in item".
- In case of an unsuccessful payment, or if the student closes the browser before making the payment, or if the internet connection is interrupted, the item will be in a "Processing" status.
- In this state, it is not possible to initiate a new payment with the item. The data is updated in a short lead time (usually a few minutes), and if the status of the item changes back to "Active", the payment can be attempted again.

Budapest, 2025. July

Neptun Office Óbuda University