

PAYMENT PORTAL GUIDE

Step-by-step instructions for completing your online payment

Step 1: Information and Privacy Notices

Welcome to the official payment platform. To begin, review the provided information regarding fees and payment rules. You must check the boxes to accept both the **SimplePay privacy notice** and the **ELTE privacy notice**. Once both are checked, click the **Start shopping** button.

MAGYAR ENGLISH

 **ELTE** EÖTVÖS LORÁND
UNIVERSITY

INFORMATION

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InformationSelecting itemsBilling dataOverviewPayment confirmation

Welcome to the official payment platform of Eötvös Loránd University! This portal is intended for external individuals and organisations who wish to use the services provided by the various organisational units of the University and wish to pay the related fees online, quickly and securely.

What fees can be paid here?

- Admission examination fees
- Conference and event fees
- Course and other training fees (e.g. preparatory, summer university, adult education)
- Research and professional services fees (e.g. complex exams, habilitation)
- Room rental fees
- Other university services fees (e.g. brochures, certificates)

(For the complete list of services and their fees, please step forward to "Selecting items".)

Payment rules

- Only payments in the same currency (EUR or HUF) can be made during a given purchase process.
- For identification purposes, only one person's items should be included in a given purchase process. If multiple persons are being charged, a separate purchase process per person should be initiated.
- Confirmation of the payment and the invoice will be sent by e-mail to the address provided during the process, so please take extra care to provide the correct data.

☒ I have read and hereby accept the SimplePay privacy notice.

I acknowledge the following personal data stored in the user account of Eötvös Loránd University (Egyetem tér 1-3., Budapest, H-1053) in the user database of [epay.elte.hu](#) will be handed over to SimplePay PLC. and is trusted as data processor. The data transferred by the data controller are the following: name/company, billing address, phone number, 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:

[SimplePay privacy policy](#)

☒ I have read and hereby accept the ELTE privacy notice.

[ELTE privacy notice](#)

Start shopping

Step 2: Selecting Items

Provide the details for your payment. Fill out the mandatory fields (marked with an asterisk) including **Faculty (organisational unit)**, **Payment title**, and **Subtitle** (e.g., Freshman camp). After defining the item and its price, click the **To the Cart** button to add it to your summary.

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SELECTING ITEMS

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Faculty (organisational unit)

Rector's Cabinet

* Payment title

freshman camp

* Subtitle

freshmen

* Number of items

1

Piece-price

39,000

Currency

HUF

Discount code

Total price (gross)

39,000

Currency

HUF

CART SUMMARY

The Cart is empty

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To the Cart

Next

Step 3: Review Cart Summary

Review your Cart Summary on the right side of the screen. Ensure that the total price and the items selected are correct. Once you have verified your cart, click the **Next** button to proceed to billing.

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SELECTING ITEMS

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Faculty (organisational unit)

* Number of items

Discount code

Payment title

Piece-price

Total price (gross)

Subtitle

Currency

Currency

CART SUMMARY

freshman camp freshmen x1
Rector's Cabinet
HUF 39,000 per item
HUF 39,000 

Summary (gross) HUF 39,000

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To the Cart

Next

Step 4: Billing Data

Fill out all required billing information. This includes the **Name of the client**, **E-mail**, **Name on the invoice**, and your complete address (Country, Post code, City, Street address, House number).

Pay special attention to the **Notice** field, where you should include specific identifiers like your Name and Neptun code. Click **Go to payment** when finished.

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BILLING DATA

✓

Information

✓

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Payment confirmation

* The name of the client

* E-mail

Phone number

* Name on the invoice

☐ Paying as a company

* Country

* Post code

* City

* Street address

* House number

Notice

Your Name and Your Neptun code!

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Go to payment

CART SUMMARY

freshman camp freshmen x1

Rector's Cabinet

HUF 39,000 per item

HUF 39,000

Summary (gross)

HUF 39,000

Step 5: Overview and Final Payment

This is the final review page. Carefully check your order details (Payment Title, Amount, Price) and your submitted client/invoice data. If everything is accurate, click the **Pay** button. You will be securely redirected to the payment gateway to finalize your transaction.

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UNIVERSITY

OVERVIEW

✓

✓

✓

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Information

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Orders

PAYMENT TITLE	AMOUNT IN CART	PRICE
freshman camp freshmen	1	HUF 39,000
Rector's Cabinet freshmen		
Total	1	HUF 39,000

The data of the client

Data on the invoice

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Pay