<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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| **User** | **Access the Website and fill in the reservation FORM, at least 3 days before the booking date**, indicating:  
  - Hosting Department (chosen in a pre-configured drop-down menu)  
  - Overnight dates  
  - Contact details (Email on which the guest will receive the booking confirmation and the BOOKING CODE)  
  
| **Automatic response** | **An automatic email** containing the reservation details is sent to:  
  - National School of Administration (crs_caserta@sna.gov.it)  
  - Hosting Department (Email associated automatically based on the choice of the Department in the drop-down menu provided by the user)  
  - Ripartizione affari Istituzionali ed Internazionali/Institutional and International Affairs Division (rip.aii@unicampania.it)  
  - Ufficio Ragioneria/Accounting Office (urg@unicampania.it)  

| **SNA** | **Once the availability has been verified on the dates indicated, confirm the reservation** and send an EMAIL containing the BOOKING CODE to:  
  - User  
  - Host Department  
  - Ripartizione affari Istituzionali ed Internazionali/Institutional and International Affairs Division  
  - Ufficio Ragioneria/Accounting Office  

| **User** | **After receiving the booking confirmation, make the payment through the Easypagamenti platform upon access to the website**  
  https://easyweb.cressi.unicampania.it/EasyPagamenti/LoginServizi.aspx  
  **selecting the Department, the type of room (single or double) and indicating the booking code.** Once the payment form is printed, it can be paid at any bank, post office or tobacco shop.  

| **SNA** | **Monthly communicates names and days reserved to:**  
  - Ufficio Ragioneria/Accounting Office  
  - Ripartizione affari Istituzionali ed Internazionali/Institutional and International Affairs Division  

| **Accounting Office** | **Once the correspondence received from the SNA and the departments has been verified, payment is made monthly to the National School of Administration** |