



ANAC

Autorità Nazionale Anticorruzione

User's Manual

User Registration and Profiling Version 1.4

1 Definitions, acronyms, and references

1.1 Definitions and acronyms

Term/Acronym	Description
ANAC	National Anti-Corruption Authority
AUSA	Unique Register of Contracting Stations Established pursuant to Article 33b of Legislative Decree No.179/12.
AVCP	Authority for the Supervision of Public Contracts Collegial body that supervises compliance with the rules governing public contracts, endowed with functional independence, judgment, evaluation and organizational autonomy.
OE	Economic Operator Economic Entity to which public contracts may be awarded.
RASA	Contracting Station Registry Manager The User responsible for its own contracting authority, for the management of master data in the AUSA
RPCT	Head of Prevention of Corruption and Transparency
RUP	Single person in charge of the procedure
SA	Contracting Station Public entity issuing a call for tenders. This term refers to contracting authorities and other entities referred to in Article 32 of LEGISLATIVE DECREE April 12, 2006, no. 163.
SOA	Company Attestation Body Bodies of private law with legal form of SPA, authorized by the AVCP, which ascertain the existence in the executors of public works of the elements of qualification, i.e., the compliance of the requirements with the Community provisions on the qualification of persons executing public works, summarized in the regulation for the qualification system, Presidential Decree No. 34 of January 25, 2000 .

Table 1 - Definitions and acronyms

2 Objective of the document

The purpose of this document is to illustrate how to use the system for registering and profiling users of the IT services made available on the Internet portal of the National Anticorruption Authority, hereafter ANAC. The system had been created and used for access to the services of the Authority for the Supervision of Public Contracts (AVCP), which later merged into ANAC, which is why in the remainder of the document reference will be made indistinctly to both ANAC and AVCP.

Through the Portal, which provides authentication and profile verification functions, the user accesses the management functions of the master details and application profiles associated with him.

3 System/Service Description.

The user registration and profiling system (also called User Provisioning), is responsible for managing credentials (username and password) for access to the ANAC portal and related services.

To access the portal and services, you must first be registered with the Authority's portal, this operation allows you to have access credentials that consist of a user identifier, called *User Name*, and the corresponding password: the identifier corresponds to the **tax code** entered at the time of registration.

The services provided by ANAC are listed on the "Services" page that can be reached from the home page of the institutional website www.anticorruzione.it by clicking on the "Services" item on the top navigation menu as shown in the figure.

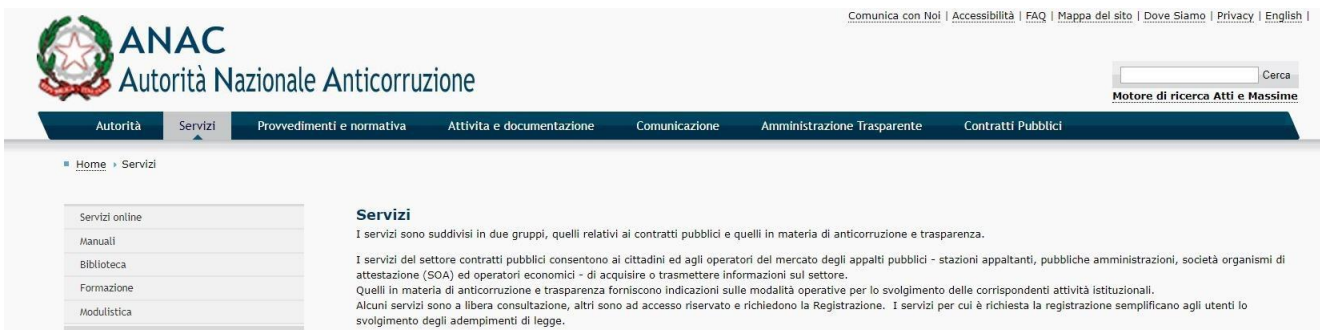


Figure 1 - System access menu

On the services page are links to access the Registration (to register a new user) and Profile Management services.

3.1 Registration with ANAC Services

In the absence of a valid User Name and Password to access the Authority's services, a new registration must be made.

From the home page of the Authority's institutional site, clicking on the Services menu takes you to the page with a list of all the services provided; on this page is the 'Registration' link through which you can access the feature of the same name. On the Registration page, personal and contact details are requested, which are necessary for entering a new user account as shown in the figure below.



Figure 2 - ANAC Services Registration Form

Required fields are marked with the symbol (*).

Among the required fields is the e-mail address, which must be up and running to allow the user activation code to be sent.

Also required:

- The entry of a security code;
- Acceptance of the Processing of Personal Data.

By clicking on the 'Submit' button, a message of successful operation appears.

The user at this point must wait for the arrival of the email in order to proceed with the user activation.

The email contains an activation code and a link from which to access the page for guided user activation.

The first step for utility activation is to enter your User Name or User ID (which corresponds to the tax ID you entered during registration) and the Activation Code in the email.



Figure 3 - Account Activation

If the User ID and Activation Code are correct, the user enters the next step, where additional master data are required.

The system checks that the personal data is consistent with the tax identification number given at the time of the registration request.

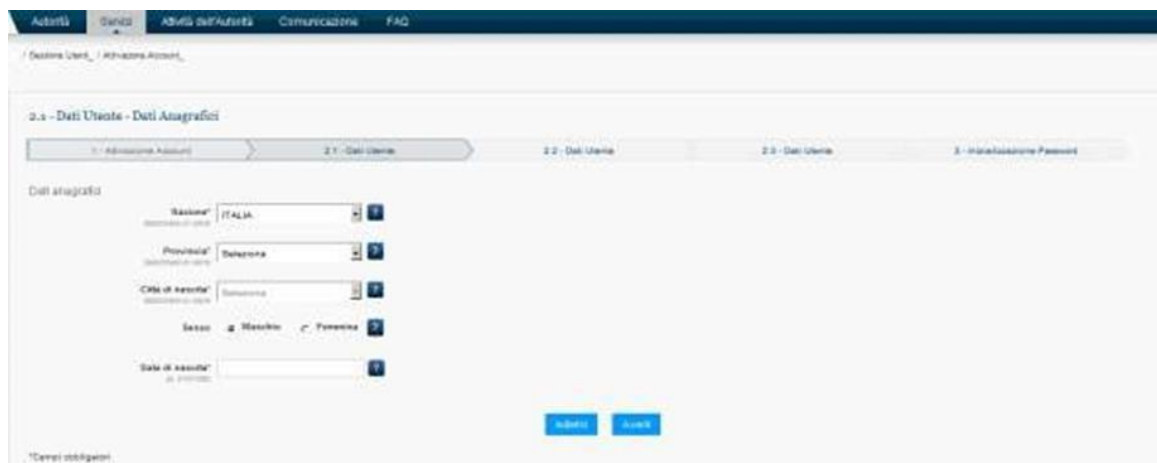


Figure 4 - Account activation master data

The next step requires telephone contact information

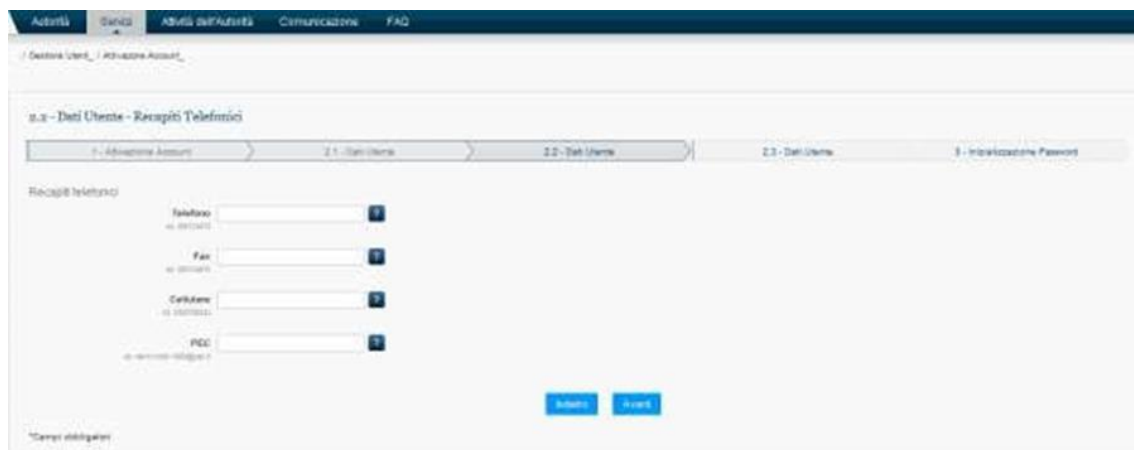


Figure 5 - Activation of telephone contact details account.

Therefore, data inherent in the delivery address are requested

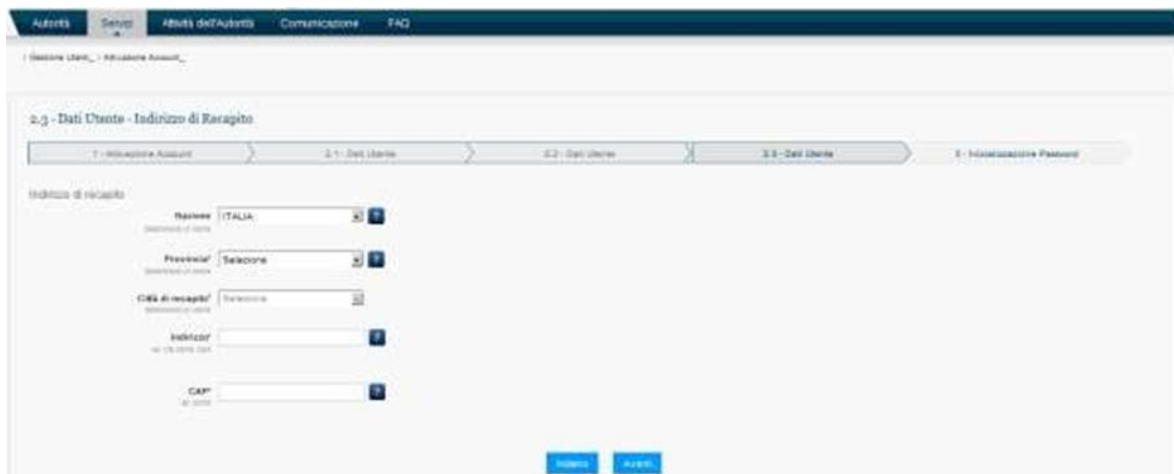


Figure 6 - Account Activation Recipient Address

Finally, you are asked to set a password. At the end of the procedure a notice of successful activation appears and an e-mail notification is sent. The password entry page also contains information regarding the required password security features.

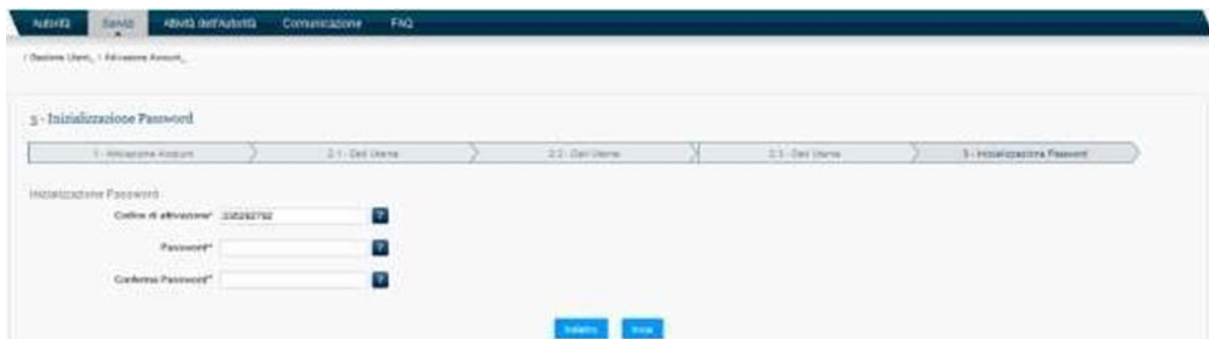


Figure 7 - Account Activation Password Creation

At this point activation is complete and you can log in with your User Name and the password you just chose. Should the user access the activation procedure after 48 hours after receiving the email, he/she will be sent back to the page for the registration request, in fact after 48 hours the registration request is automatically cancelled.

3.2 Access to the Service/System

The list of available services can be found on the main page of the Services menu; clicking on a specific service directs the user to the services access page like the one shown in the figure

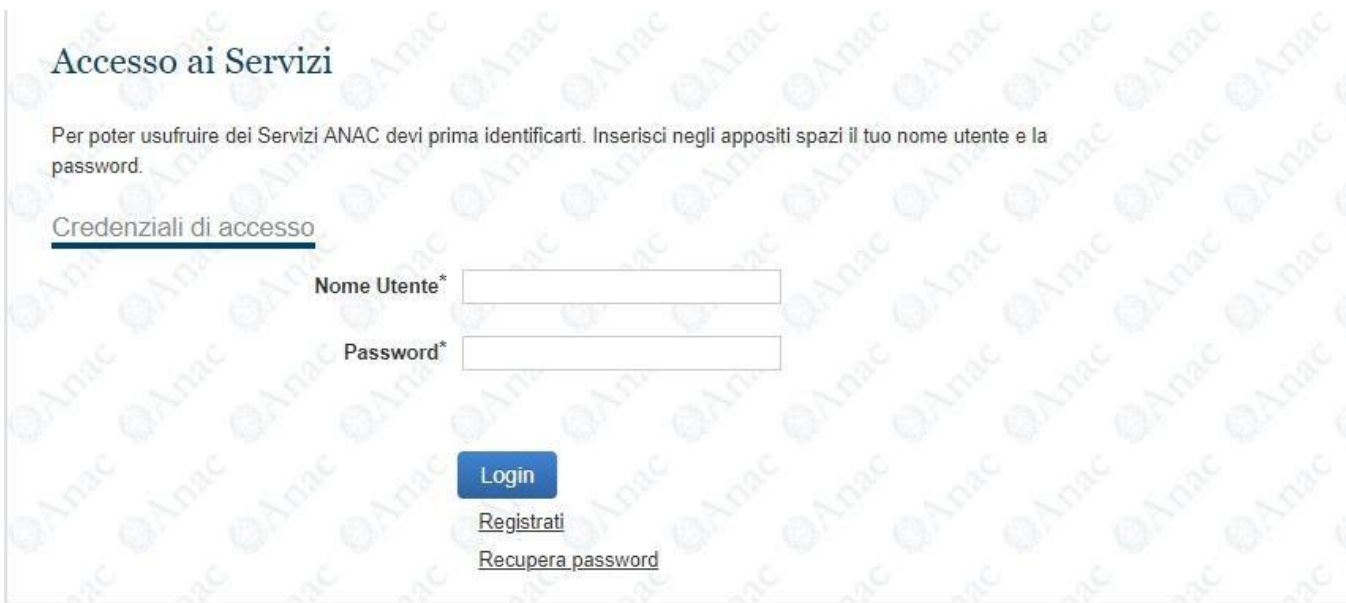


Figure 8 - Service access page

From the Service Access page, it is also possible to Retrieve Password or perform New User Registration.

4 Profile Management Service

After obtaining the login credentials (User Name and Password) through registration, it is necessary to activate a specific Profile in order to access the services provided by ANAC, in particular, each service can only be used by users with a specific profile.

The purpose of activating a Profile is to identify precisely under which role and for which legal entity (called the Represented Person) the user is operating. The Profile Management service allows the user to request activation of a profile, modify it, request its validation and even delete it.

4.1 Access to the service

From the main Services page, the service is accessed by first clicking the "Go to Registration and Profile Management" link and then from there selecting the "Profile Management" link.

Entering the Username (tax ID) and password will take you to the main page of the Profile Management service

4.2 Home page of the Profile Management service

After logging in, the main page of the service is shown, which is the access point for profile management. From this page you can perform the following operations:

- Create a new profile;
- View the list of active profiles;
- View the list of profiles pending approval or pending revocation.

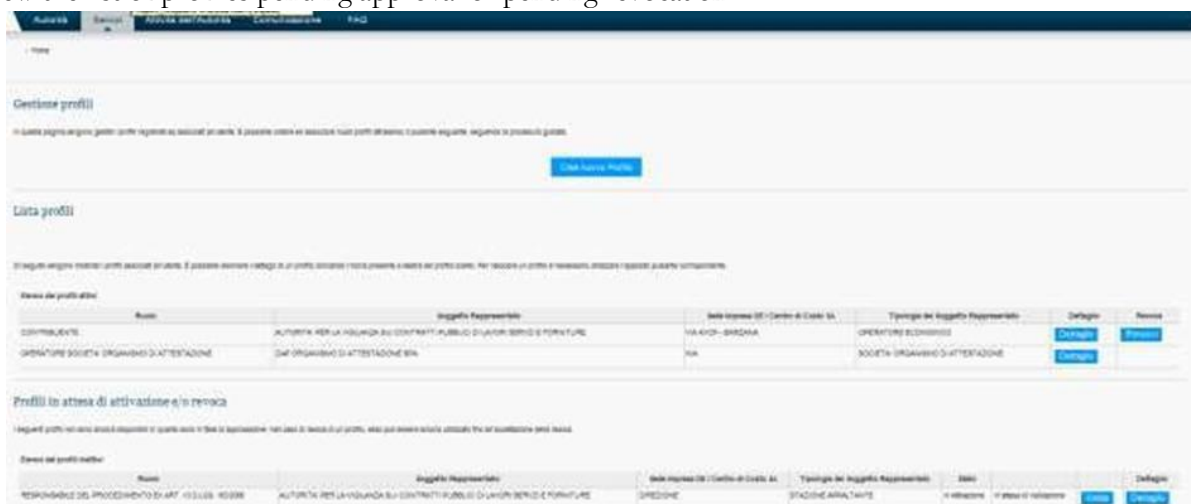


Figure 9 - Home Page

4.3 System functionality

4.3.1 Profile Creation

Users can create new profiles, to be associated with their user base, by following the wizard by selecting the "Create New Profile" button from the main page of the Profile Management service.

This procedure requires a series of steps depending on the type of the subject represented, so first of all it is necessary to select the type of the subject represented, from the following values:

- CONTRACTING STATION
- **ECONOMIC OPERATOR**
- COMPANY ATTESTATION BODY
- REGIONAL OBSERVATORY SECTION
- CONTRACTING AUTHORITY OR ENTITY



Creazione Profilo

1 - Tipologia Soggetto

Soggetto Rappresentato

Tipologia del Soggetto Rappresentato*
Selezionare un valore

Seleziona

Seleziona

STAZIONE APPALTANTE

OPERATORE ECONOMICO

SOCIETA' ORGANISMO DI ATTESTAZIONE

SEZIONE REGIONALE OSSERVATORIO

AMMINISTRAZIONE O SOGGETTO AGGIUDICATORE

*Campi obbligatori

Figure 10 - Subject Type

Based on the type of subject represented, the system proposes a list of possible roles for which a profile can be requested; if present, multiple roles can be selected and a profile will be created for each.

4.3.1.1 Creation of ECONOMIC OPERATOR type profile

If the user represents an Economic Operator, when creating the profile it is necessary to select in the field Type of Represented Entity, the value of the same name and then choose to request the activation of one or more

Of the following roles:

- **Taxpayer** ←
- OE Administrator
- Contributor to the OE administrator

Figure 11 - Role

You need to select one or more roles and then press the "Next" button; on the next page you can search for the person represented by indicating the tax code.

Figure 12 - Representative Subject Search

If the search is successful, the system displays the data of the identified party; otherwise a new Economic Operator can be entered through a specific tab.

Creazione Profilo

1 - Tipologia Soggetto
2 - Dati Soggetto
3 - Dati Sede Soggetto

Dati Soggetto

Codice Fiscale

Ragione Sociale

Partita IVA

Natura Giuridica

☐ **Estero**

Dati Iscrizione Camera di Commercio

Numero CCIAA

Data iscrizione CCIAA

Ente Validatore: ANAGRAFE TRIBUTARIA

Indietro
Avanti

Figure 13 - Subject Represented Economic Operator.

After entering the master information of the new Operator, the user must press the Next button, and then select one of the Locations to be associated with the selected Operator. Alternatively, the user can enter the master information for the new Location associated with the selected Economic Operator, using the "New Location" function.

How to pay € 20,00 contribution

1. Go to link:

<https://servizi.anticorruzione.it/hub-gcg/> and log in to the service by entering Username and Password

The screenshot shows the ANAC (Autorità Nazionale Anticorruzione) login page. At the top, there is a navigation bar with links: Anticorruzione, Servizi per le amministrazioni pubbliche, Missione e competenze, and Amministrazione Trasparente. Below this, the page is titled 'Accesso ai Servizi'. A red arrow points to the 'Credenziali di accesso' section, which contains a form with fields for 'Nome Utente*' and 'Password*', a 'Login' button, and links for 'Registrati' and 'Recupera password'. To the right, there is an 'Area Riservata' section with an 'Informazione' box stating that from January 1st, 2021, economic operators and tendering stations must pay contributions to the Authority for the selection of contractors, according to the provisions of the deliberation on the self-financing of the Authority currently in force.

2. To select the tender search by CIG entering the number: **9384732DD4**

The screenshot shows the ANAC 'Cerca Gara' (Search Tender) page. At the top, there is a navigation bar with links: Gestione contributi gara, /, Q Cerca gara, Materiale formativo, and Portale dei pagamenti A.N.A.C. Below this, the page is titled 'Cerca Gara'. A red arrow points to the search input field, which contains the number '9384732DD4'. Below the input field, there are two buttons: 'Q Cerca per CIG' and 'Q Cerca per Numero Gara'. At the bottom of the page, there is a footer with 'CONTATTI' (protocollo@pec.anticorruzione.it, Contact Center 800 - 89 69 36 / +39 02 49520512) and 'QUICKLINKS' (Portale istituzionale, Portale servizi). The footer also includes links for 'Note legali', 'Copyright', and 'Privacy-Cookies'.

3. Please select the CIG referred to the tender and click on “Procedi” button

Gara
Stazione Appaltante: 94115100540 FONDO DI ENTI LOCALI PER LA COOPERAZIONE DECENTRATA E LO SVILUPPO UMANO SOSTENIBILE

Oggetto Gara	Data pubblicazione Gara
ACQUISTO NUM. 1 POMPA IDRAULICA Progetto "Peer-to-peer cooperation to foster water management in Sulaimaniyah Governorate Iraq Kurdistan - 00113449" finanziato da UNDP Iraq, nell'ambito del Programma "Supporting recovery and stability through local development in Iraq"	31-08-2022

Lotti
Seleziona i CIG ai quali intendi partecipare.
Le informazioni corrispondono all'ultimo dato comunicato dalla Stazione Appaltante. Nel caso in cui sia previsto il versamento del contributo per una data scaduta, è comunque possibile procedere con il pagamento. Tuttavia, ove emergessero discordanze rispetto ai dati in vostro possesso, è opportuno contattare la Stazione Appaltante.

CIG	Oggetto lotto	Base d'asta	Importo contributo	Scadenza presentazione offerta
<input checked="" type="checkbox"/> 9384732DD4	ACQUISTO NUM. 1 POMPA IDRAULICA PROGETTO "PEER-TO-PEER COOPERATION TO FOSTER WATER MANAGEMENT IN SULAIMANIYAH GOVERNORATE IRAQI KURDISTAN - 00113449" FINANZIATO DA UNDP IRAQ, NELL'AMBITO DEL PROGRAMMA "SUPPORTING RECOVERY AND STABILITY THROUGH LOCAL DEVELOPMENT IN IRAQ"	€ 208.197,00	€ 20,00	15-09-2022 13:00

GCG.006

4. Insert the e-mail address and click on “Procedi” button

Stazione Appaltante: 94115100540 FONDO DI ENTI LOCALI PER LA COOPERAZIONE DECENTRATA E LO SVILUPPO UMANO SOSTENIBILE

Oggetto gara	Data pubblicazione
ACQUISTO NUM. 1 POMPA IDRAULICA Progetto "Peer-to-peer cooperation to foster water management in Sulaimaniyah Governorate Iraq Kurdistan - 00113449" finanziato da UNDP Iraq, nell'ambito del Programma "Supporting recovery and stability through local development in Iraq"	31-08-2022

CIG 9384732DD4

Oggetto lotto	Importo contributo	Scadenza presentazione offerta
ACQUISTO NUM. 1 POMPA IDRAULICA PROGETTO "PEER-TO-PEER COOPERATION TO FOSTER WATER MANAGEMENT IN SULAIMANIYAH GOVERNORATE IRAQI KURDISTAN - 00113449" FINANZIATO DA UNDP IRAQ, NELL'AMBITO DEL PROGRAMMA "SUPPORTING RECOVERY AND STABILITY THROUGH LOCAL DEVELOPMENT IN IRAQ"	€ 20,00	15-09-2022 13:00

Operatore economico per il quale generare l'avviso di pagamento:

* campi obbligatori

GCG.009

5. Click on “Procedi” button

Generazione avvisi di pagamento

Lotti selezionati: 1

Vuoi procedere alla generazione di un avviso di pagamento pagoPA per ogni lotto selezionato?

CIG	Operatore economico	Importo contributo
9384732DD4	Company Name	€ 20,00

[Annulla](#) [Procedi](#)

Oggetto lotto **Importo contributo**

ISTO NUM. 1 POMPA IDRAULICA PROGETTO 'PEER-TO-PEER COOPERATION TO FOSTER WATER MANAGEMENT IN

€ 20,00

6. Please select shopping cart icon

Verifica pagamenti
Materiale formativo




N. Avviso: Nessuna selezione

Nessuna selezione

Ricerca

Avvisi presenti: 1

< Indietro 1 Avanti >

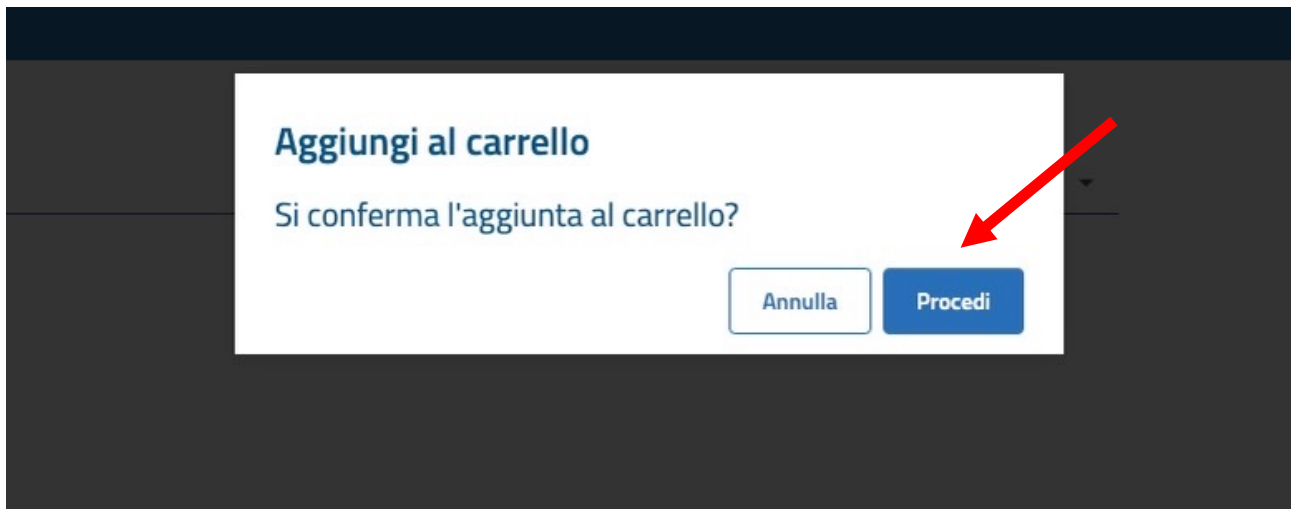
N. Avviso	Causale pagamento	Importo pagamento	Stato avviso	Data e ora scadenza pagamento	
<input type="checkbox"/> 301010010447322462	/RFB/01010010447322462/20.00/TXT/Contributo Gara DE CIG 9384732DD4 C.F. FLGPH76M23F492G	€ 20,00	In attesa	15-09-2022 13:00	  

< Indietro 1 Avanti >

Aggiungi al carrello

HPFE001

7. Click on “Procedi” button



8. Insert your e – mail address and Click on “Continua” button



9. Please Accept the privacy policy and Click on "Continua" button

Autorita' Nazionale Anticorruzione - A.N.AC.

/RFB/01010010447782715/20.00/TXT/Contributo Gara OE CIG 9384732DD4 C.F. FLGJPH76M23F492G
20,00 €

pagoPA - Informativa sulla privacy

INFORMATIVA SUL TRATTAMENTO DEI DATI PERSONALI

ai sensi degli artt. 13-14 del Regolamento (UE) 2016/679 (di seguito "Regolamento" o anche "GDPR")

Questa informativa privacy descrive come vengono trattati i dati personali di coloro che accedono al sito <https://wisp2.pagopa.gov.it> (di seguito il "Sito") per effettuare un pagamento tramite la Piattaforma pagoPA (di seguito anche "Piattaforma" o "pagoPA"). Il Sito ti permette: (i) di effettuare l'accesso alla Piattaforma a mezzo SPID o in modalità *guest* via email, (ii) di essere avvisato via email sull'esito delle transazioni che effettuerai sulla Piattaforma, (iii) di memorizzare i tuoi strumenti di pagamento se hai acceduto tramite SPID, (iv) di visualizzare lo storico delle tue transazioni se hai acceduto tramite SPID (di seguito congiuntamente il "Servizio").

La medesima informativa invece NON descrive il trattamento dei dati personali relativi ai tuoi pagamenti effettuati tramite pagoPA, rispetto ai quali gli Enti Creditori (ossia Enti a favore dei quali effettui un pagamento) e/o i Prestatori di Servizi di Pagamento (ossia la banca o altro istituto che hai scelto per effettuare un determinato pagamento) restano titolari autonomi del trattamento. Dovrai quindi rivolgerti a quest'ultimi per informazioni sul trattamento dei tuoi dati.

Titolare del trattamento dei dati

Il titolare del trattamento è la società PagoPA S.p.A. (di seguito anche "Società") con sede in Piazza Colonna 370 00187 Roma - Italia, PEC pagopa@pec.governo.it

☒ accetto la privacy policy

Continua

10. Please select “Carta di credito/debito”

Autorita' Nazionale Anticorruzione - A.N.AC.

/RFB/01010010447782715/20.00/TXT/Contributo Gara OE CIG 9384732DD4 C.F. FLGJPH76M23F492G

20,00 €

Come vuoi pagare?



Carta di credito/debito



Conto corrente









Altri metodi di pagamento

11. Proceed to the payment selecting your credit card


Autorita' Nazionale Anticorruzione - A.N.AC.
/RFB/01010010447322462/20.00/TXT/Contributo Gara OE CIG 9384732DD4 C.F. FLGJPH76M23F492G
20,00 €

pagoPA accetta queste carte di credito/debito


    

 nome e cognome


nome e cognome

 0000 0000 0000 0000


numero della carta di credito

 MM / AA

scadenza (mm/aa)

 CVC

codice di verifica

 Continua

12. Download the receipt to send with other tender documentation

