



UNIVERSITY OF PADUA  
**OPERATIONAL GUIDE FOR REGISTRATION TO ANAC**  
Vers. 1.1 of 17/10/2025

## 1. Registration

Click on the following link: <https://portale-servizi.anticorruzione.it/user-provisioning/registrazione-utente> and select the ENG symbol at the top right for the English language. Select “Registration of foreign users non-eIDAS” In order to receive assistance you can contact ANAC by the phone number +39 06 62289571

Home / User registration

### User registration

Registration of Italian users

Registration of foreign users non-eIDAS

If you have an Italian tax code, you can register for ANAC online services by completing and sending the following data.

\* Mandatory fields

#### Personal Data

Fill in User registration fields marked with an asterisk\* : Name - Surname – personal Tax code – Country - PEC (e-mail)



Contracts - Anti-corruption - Transparency -

User registration

### User registration

Registration of Italian users

Registration of foreign users non-eIDAS

If you do not have an Italian tax code and cannot use eIDAS, you can register for ANAC online services by completing and sending the following data.

\* Mandatory fields

#### Personal Data

Name \*

Surname \*

Tax Code \*

Country:

E-mail \*

Certified Email (PEC) \*

Flag “personal data information notice”  
Attach ID document and select Send

You declare that you have read the [personal data information notice](#)



Attach document (in PDF format and maximum size 5MB) \*

File Name	Size
Drop files here to attach, or <a href="#">click here to browse for a file to attach</a>	

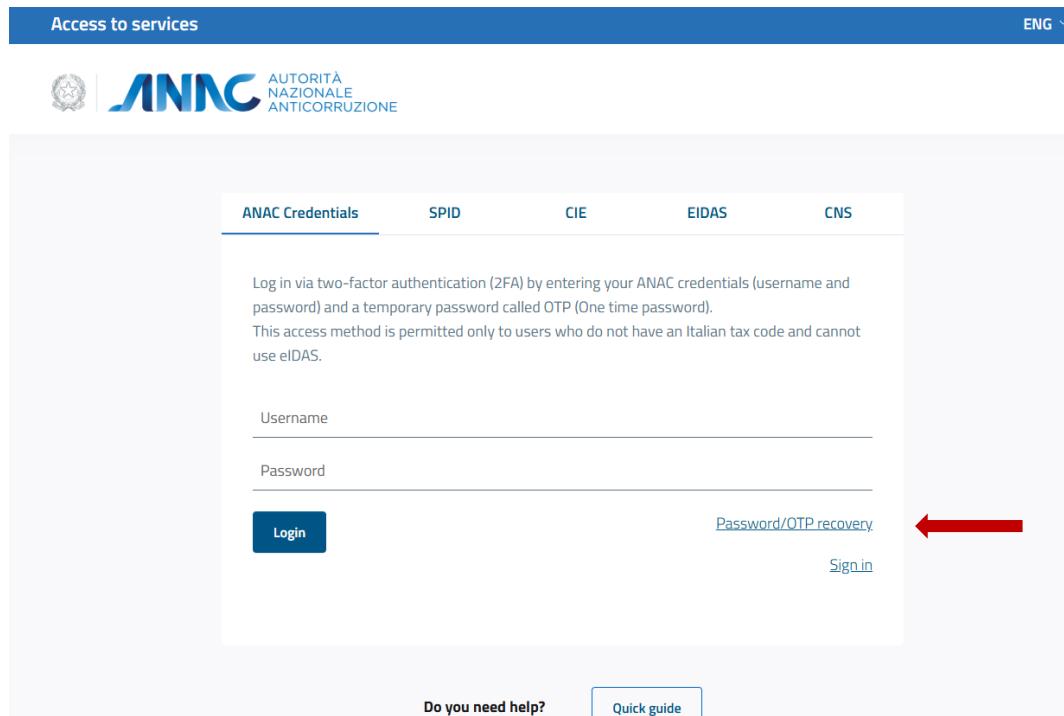
**Send**

You will receive an email from to complete the activation process.

## 2. Access to Personal area

Click on the following link: <https://portale-servizi.anticorruzione.it/home> and select the ENG symbol at the top right for the English language.” Select “Personal Area”

Users who do not have an Italian fiscal code (tax code) and cannot use eIDAS to access services that require a Level of Assurance (LoA) access of at least 3, can use two-factor authentication (2FA) by providing their ANAC Credentials (username and password) and entering a temporary OTP (One Time Password). See “Quick guide” for details



Access to services

ENG

ANAC AUTORITÀ NAZIONALE ANTICORRUZIONE

ANAC Credentials    SPID    CIE    EIDAS    CNS

Log in via two-factor authentication (2FA) by entering your ANAC credentials (username and password) and a temporary password called OTP (One time password). This access method is permitted only to users who do not have an Italian tax code and cannot use eIDAS.

Username

Password

Login

Password/OTP recovery

Sign in

Do you need help?    Quick guide

Login

Select “Your Profiles” and “New profile”



Home / Personal Area / Your Profiles

PERSONAL AREA

Your Activities

Your Profiles

Your Delegations

Your Data

Change Password

Your profiles

All your profiles

Filtri

Text Search

Type of Represented Subject

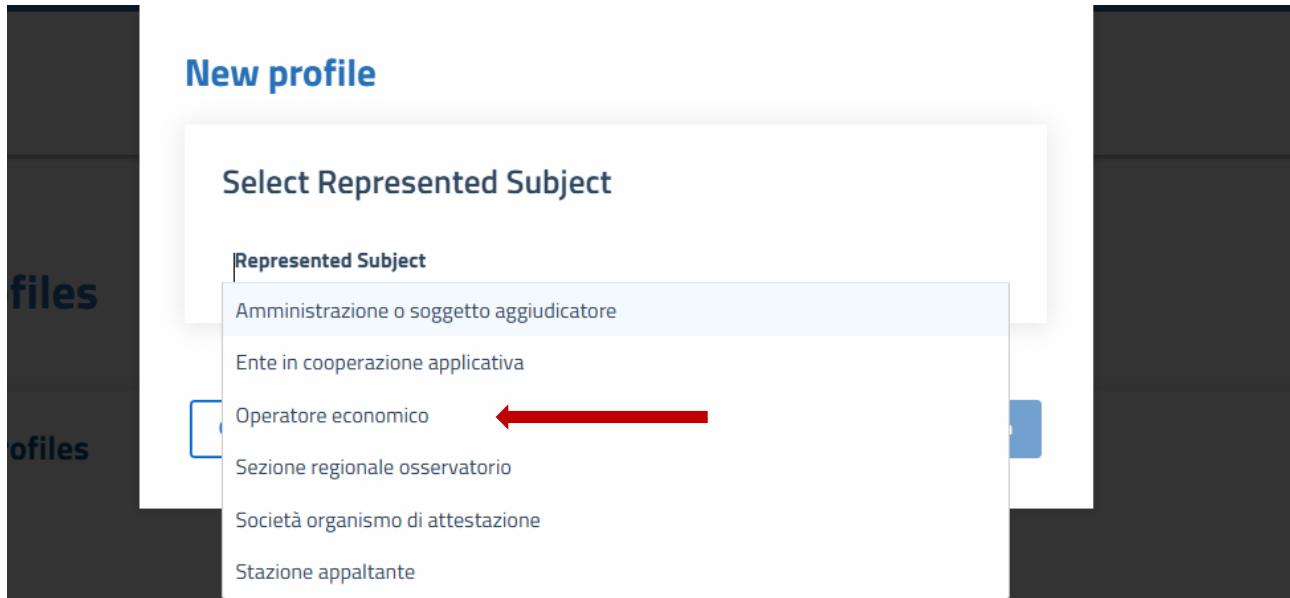
Role

State

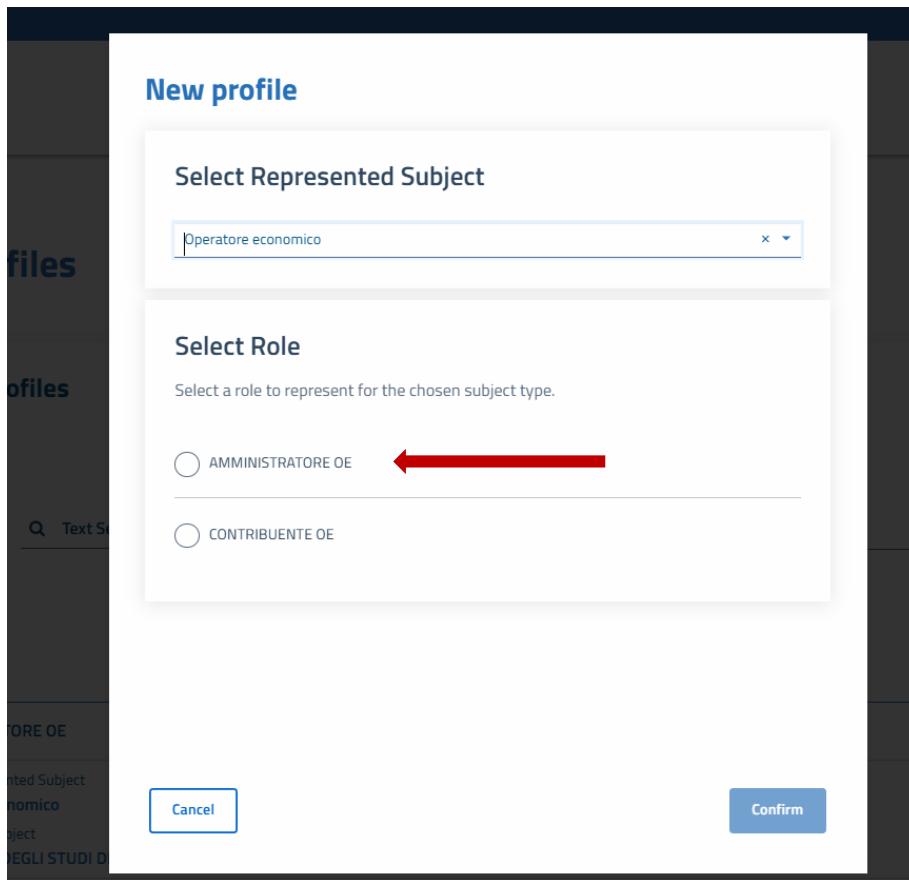
New profile +

C

Select “operatore economico” (economic operator)



Select Amministratore OE (EO Administrator) and then confirm.



Search your company by entering its Tax Code:

Home / Personal Area / New Profile

PERSONAL AREA

Your Activities  
Your Profiles  
Your Delegations  
Your Data  
Change Password

**Create new profile**

1. Represented Entity      2. Confirmation Summary

**Search for represented entity**

Use the field below to search  
Tax Code   ⓘ

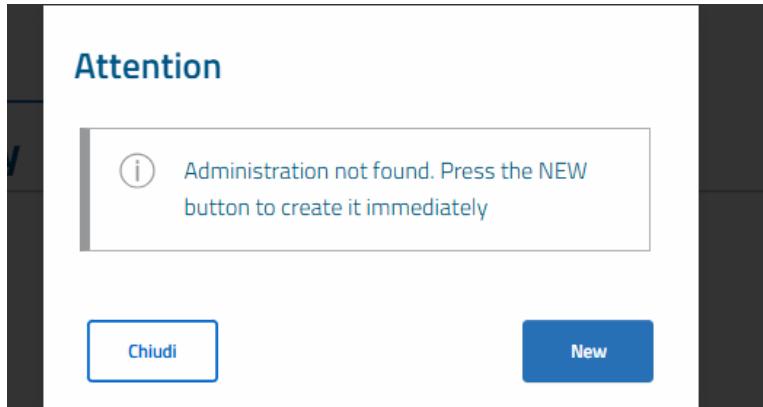
**Summary of your request**

Type of represented entity  
Operatore economico

Selected role  
AMMINISTRATORE OE



If your company cannot be found, click on "New" to create a new record.



Enter: Name (name of your company) – your company Tax Code - check “Abroad” - select the Country your company is based in; enter PEC (simply type in your email address).

**New represented entity**

Name\*

Tax Code\*

VAT Number

Nationality\*  
 Italy  
 Abroad

Country\*

PEC\*

**CENTRAL ADMINISTRATION ◆ UNIVERSITY OF PADOA**  
**PROCUREMENT, ASSETS AND LOGISTICS AREA**

After filling the tab, click “Next” and in the next screen select “Request profile”

Click on the 3 dots next to the “Actions” button

**All your profiles**

The following message will pop up in the top portion of the screen. Click on “Go to activity”

**Your activities**

VIEW ALL ACTIVITIES →

To continue with the profile request it is necessary to have a personal PEC address to receive any communications. Please enter a valid PEC address

17/10/2025 09:10:51

Role AMMINISTRATORE OE  
Ditta prova

GO TO ACTIVITY →

Enter a valid email address on the field “Enter PEC”. After entering your email address, the “Send Pin” field will appear.

## Activity details

Creation date: 17/10/2025 09:10:51

To continue with the profile request it is necessary to have a personal PEC address to receive any communications. Please enter a valid PEC address

Enter PEC

[Previous](#)

[Complete](#)

Click on “Send Pin”

## Activity details

Creation date: 17/10/2025 09:10:51

To continue with the profile request it is necessary to have a personal PEC address to receive any communications. Please enter a valid PEC address

Enter PEC

[Send Pin](#)



[Previous](#)

[Complete](#)

You will receive an e-mail containing your PIN.

Date: Fri, 17 Oct 2025 09:15:30 +0200 (CEST)  
Subject: ANAC - Profilo AMMINISTRATORE OE in approvazione



**ANAC** AUTORITÀ  
NAZIONALE  
ANTICORRUZIONE

Gentile  
ti informiamo che il pin temporaneo per l'inserimento o l'aggiornamento della PEC è: 561834

Se non sei stato tu a effettuare la richiesta, contatta il supporto tecnico ANAC.

© Autorità Nazionale Anticorruzione - Tutti i diritti riservati  
Via M. Minghetti, 10 | 00187 Roma | C.F.: 97584460584 | Web: [www.anticorruzione.it](http://www.anticorruzione.it)  
[Contattaci](#)

You have five minutes to insert the pin in the aforementioned new field in the ANAC Portal.

## Activity details

Creation date: 17/10/2025 09:10:51

To continue with the profile request it is necessary to have a personal PEC address to receive any communications. Please enter a valid PEC address

Enter PEC

Send Pin

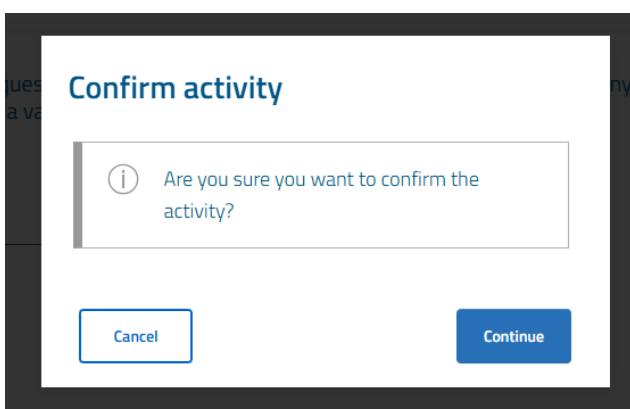
Enter Pin

561834

Previous

Complete

Click on “Complete” and then “Continue”



Click on the 3 dots next to the “Actions” button

AMMINISTRATORE OE	Type of Represented Subject	In Approval	ID: 1760685051515115	Actions
AMMINISTRATORE OE	Operator economico			

The following message will appear on the top half of your screen. Click “go to activity”

Your activities

[VIEW ALL ACTIVITIES →](#)

Upon verification on the business register, your identity is not associated with a role for the selected economic operator. To proceed with the request, it is necessary to attach a document certifying a valid role.

17/10/2025 09:24:38

Role AMMINISTRATORE OE  
Ditta prova

[GO TO ACTIVITY →](#)



To be activated, drag in the following documents, in PDF format:

1. a filled and signed declaration “DSAN - Dichiarazione Sostitutiva di Atto Notorio - Operatore Economico” available at the link <https://www.anticorruzione.it/-servizio-di-registrazione-e-profilazione-utenti#p9>;
2. a document certifying the existence of the economic operator and the role of the applicant;
3. photocopy of the declarant's valid identity document.

Click on Complete

## Activity details

Creation date: 17/10/2025 09:24:38

Upon verification on the business register, your identity is not associated with a role for the selected economic operator. To proceed with the request, it is necessary to attach a document certifying a valid role.



 documentoprova.pdf 0.03 MB 

Drag a file to upload (in PDF format and maximum size 5MB)  
or [select it from your device](#)

[Previous](#)

[Complete](#)

Once your request has been approved, your status will be marked as “Active”.

[All your profiles](#)

[Filtri](#)  Type of Represented Subject  State

[Remove filters](#) [Apply filters](#)

AMMINISTRATORE OE	Active	ID: 1062972	Actions
Type of Represented Subject Operatore economico Represented Subject UNIVERSITA' DEGLI STUDI DI PADOVA Start date 07/12/2021 16:00:55 End date 31/12/2099 00:00:00		ID: 1062972	