



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

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

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

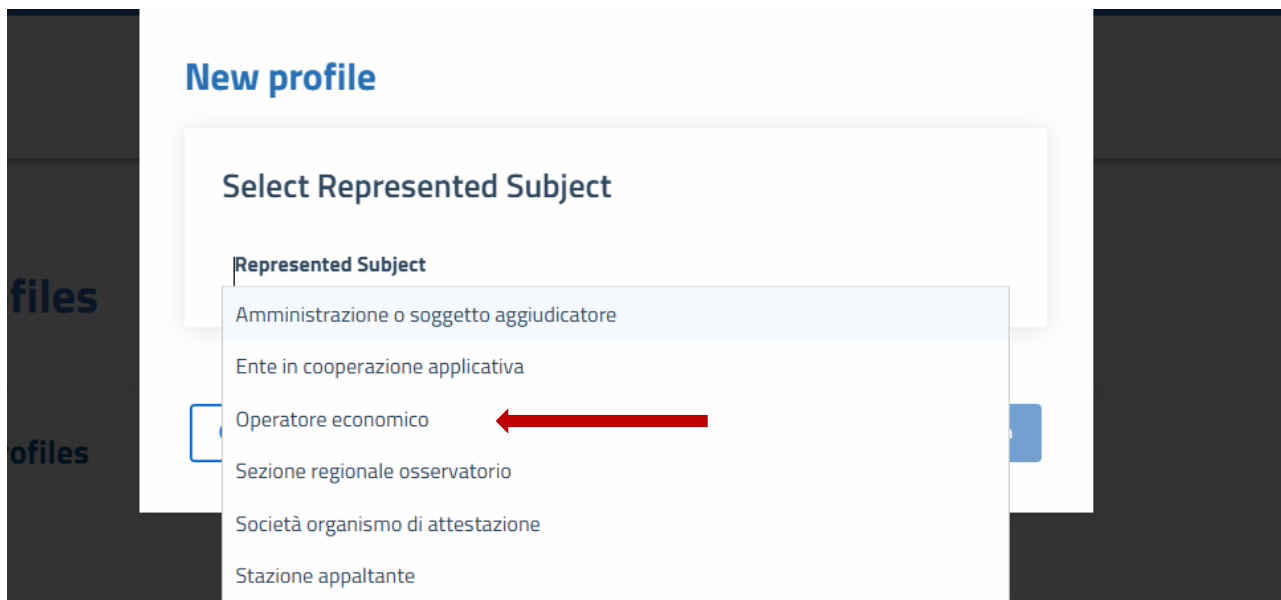
The screenshot shows the 'Access to services' header with a language dropdown set to 'ENG'. Below the ANAC logo, there are tabs for 'ANAC Credentials', 'SPID', 'CIE', 'EIDAS', and 'CNS'. The 'ANAC Credentials' tab is active, displaying a login form with fields for 'Username' and 'Password', a 'Login' button, and links for 'Password/OTP recovery' and 'Sign in'. A red arrow points to the 'Password/OTP recovery' link. At the bottom, there are links for 'Do you need help?' and 'Quick guide'.

Login

Select “Your Profiles” and “New profile”

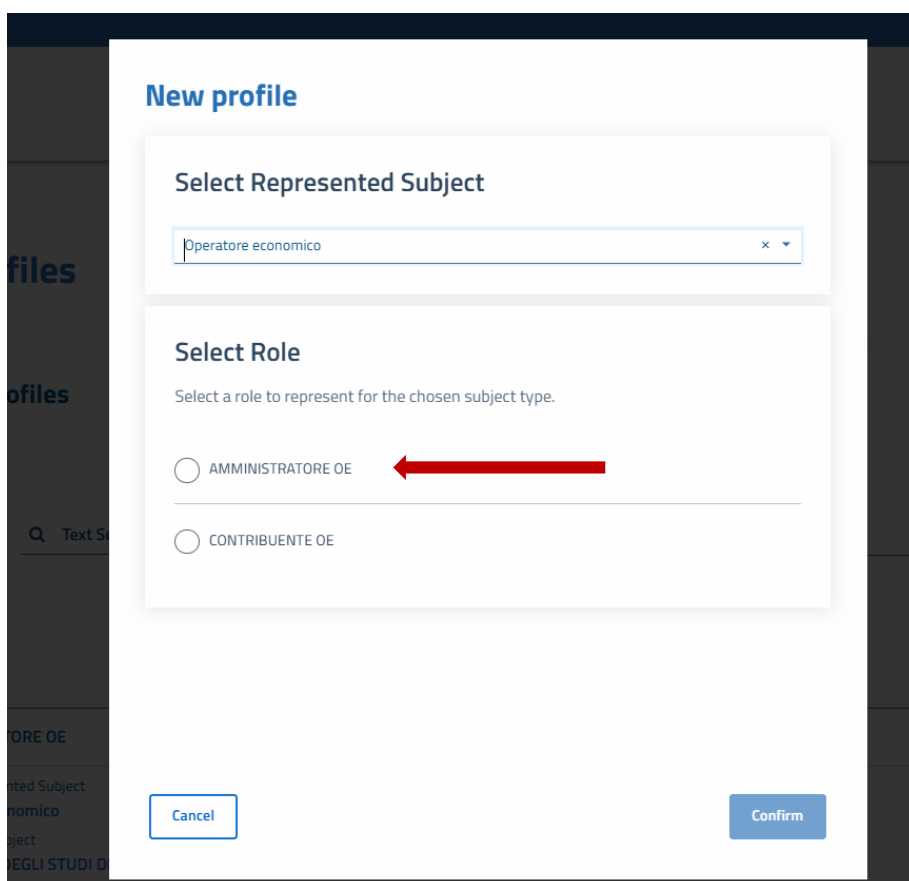
The screenshot shows the 'Your profiles' page. On the left is a sidebar with 'PERSONAL AREA' and a list of links: 'Your Activities', 'Your Profiles' (highlighted with an orange box), 'Your Delegations', 'Your Data', and 'Change Password'. The main content area is titled 'Your profiles' and contains a 'New profile +' button with a plus icon, indicated by a red arrow. Below this is a section 'All your profiles' with a search bar and filters for 'Type of Represented Subject', 'Role', and 'State'. A 'C' icon is visible in the top right corner of the main content area.

Select “operatore economico” (economic operator)



The screenshot shows a 'New profile' dialog box with a 'Select Represented Subject' dropdown menu. The menu is open, displaying a list of options: 'Amministrazione o soggetto aggiudicatore', 'Ente in cooperazione applicativa', 'Operatore economico', 'Sezione regionale osservatorio', 'Società organismo di attestazione', and 'Stazione appaltante'. A red arrow points to the 'Operatore economico' option.

Select Amministratore OE (EO Administrator) and then confirm.



The screenshot shows the 'New profile' dialog box with the 'Select Represented Subject' dropdown menu set to 'Operatore economico'. Below this, the 'Select Role' section is visible, with the instruction 'Select a role to represent for the chosen subject type.' Two radio buttons are present: 'AMMINISTRATORE OE' and 'CONTRIBUENTE OE'. A red arrow points to the 'AMMINISTRATORE OE' radio button. At the bottom of the dialog, there are 'Cancel' and 'Confirm' buttons.

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 Entity2. Confirmation Summary

Search for represented entity

Use the field below to search

Tax Code ⓘ

DeleteSearch

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.

Attention



Administration not found. Press the NEW button to create it immediately

Chiudi

New

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*

01234579

☐ Italy
☒ Abroad

Country*

PEC*

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

Profile Details

Type of represented entity: Operatore economico

Selected role: AMMINISTRATORE OE

Details of the represented entity

Company Name: UNIVERSITA' DEGLI STUDI DI PADOVA

Tax Code: 80006480281

VAT Number: 00742430283

Legal Nature: ENTI PUBBLICI NON ECONOMICI

PEC Address: AMMINISTRAZIONE.CENTRALE@PEC.UNIPD.IT

AUSA Code:

Back Cancel Request profile ✓

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

All your profiles

Filter Text Search Type of Represented Subject Role State

Remove filters Apply filters

AMMINISTRATORE OE In Approval ID: 1760685051515115 Actions ⋮

Type of Represented Subject: Operatore economico

Represented Subject: Ditta prova

Start date - End date -

5 Elements 1 - 5 / 1 < 1 >

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

Represented Subject: 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
[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”

Confirm activity

 Are you sure you want to confirm the activity?

Cancel

Continue

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

Remove filters

Apply filters

AMMINISTRATORE OE	In Approval	ID: 1760685051515115	Actions ⋮
Type of Represented Subject Operatore economico			
Represented Subject Ditta prova			
Start date - End date -			

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

Text Search

Type of Represented Subject

Role

State

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

AMMINISTRATORE OE	Active	ID: 1862972	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			