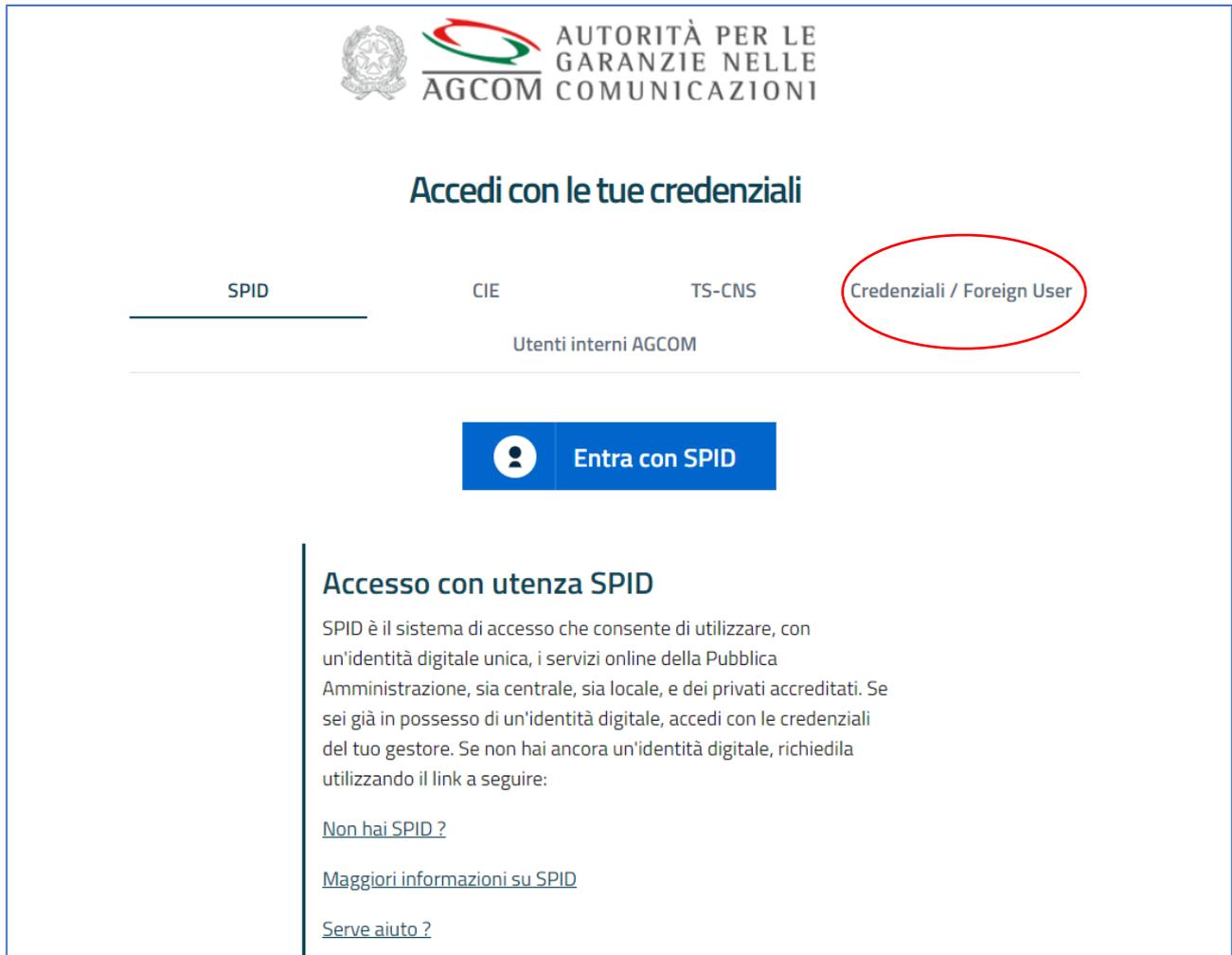


Registration of a Legal Entity by the Legal Representative / Contact person who does not have a SPID / CIE / TS-CNS user because they are foreign.

- 1) The Legal Representative/Contact Person accesses the portal with consumer profile through the following URL <https://servizionline.agcom.it/>
- 2) The page appears as exemplified in Picture 1.

Picture 1



The screenshot shows the AGCOM portal login page. At the top, the AGCOM logo and the text 'AUTORITÀ PER LE GARANZIE NELLE COMUNICAZIONI' are visible. Below this, the heading 'Accedi con le tue credenziali' is centered. Underneath, there are four tabs: 'SPID', 'CIE', 'TS-CNS', and 'Credenziali / Foreign User'. The 'Credenziali / Foreign User' tab is circled in red. Below the tabs, the text 'Utenti interni AGCOM' is displayed. A blue button with a person icon and the text 'Entra con SPID' is positioned below the tabs. On the left side, there is a section titled 'Accesso con utenza SPID' with a vertical line to its left. This section contains a paragraph explaining SPID, followed by three links: 'Non hai SPID?', 'Maggiori informazioni su SPID', and 'Serve aiuto?'.

AUTORITÀ PER LE GARANZIE NELLE COMUNICAZIONI
AGCOM

Accedi con le tue credenziali

SPID CIE TS-CNS **Credenziali / Foreign User**

Utenti interni AGCOM

Entra con SPID

Accesso con utenza SPID

SPID è il sistema di accesso che consente di utilizzare, con un'identità digitale unica, i servizi online della Pubblica Amministrazione, sia centrale, sia locale, e dei privati accreditati. Se sei già in possesso di un'identità digitale, accedi con le credenziali del tuo gestore. Se non hai ancora un'identità digitale, richiedila utilizzando il link a seguire:

[Non hai SPID?](#)

[Maggiori informazioni su SPID](#)

[Serve aiuto?](#)

- 3) Selecting the item “**Credentials / Foreign / User**” you access the screen shown in Picture 2.
- 4) The user must register by selecting the “**Register now**” link and a page divided into three sections will appear: Legal Entity (Figure 3), Legal Representative / Contact Person (Picture 4), Legal Entity Parent Company (Picture 5).
- 5) By selecting “**Credentials/Foreign/User**” you will access the screen shown in Picture 2.

Picture 2

Accedi con le tue credenziali

SPID	TS-CNS	Credenziali / Foreign User	Utenti interni AGCOM
------	--------	----------------------------	----------------------

Utente

Username

Password

Password

Mostra password

[Password dimenticata?](#)

Non hai un account? [Registrati ora](#)

Don't have an account yet? [Sign Up](#)

Accedi

Accesso con utenza Agcom

Utilizza la tua identità Digitale che hai creato per i servizi di Agcom, inserendo il tuo nome utente (il tuo codice fiscale) e la password che hai scelto. Ricorda che sarà inviato sul tuo numero di cellulare un messaggio con il codice temporaneo d'accesso. Tienilo a portata di mano!

[Privacy Policy](#)

Picture 3

New Registration

New Registration of a legal representative or foreign contact to a Legal Entity

Fields marked with * are required

Legal Entity Legal Representative / Contact person Parent Company Legal Entity

Juridical subject

Type of company Foreign

Fiscal Number / VAT number *

Max 16 Characters

Denomination *

Max 200 Characters

Juridical nature *
1900 - Impresa o ente privato costituito all'estero non altrimenti classificabil*

Date of Establishment *
 gg/mm/aaaa
dd/mm/yyyy

Registered office

Email *

Max 100 Characters

Pec

Telephone *

Max 20 Numeric characters, can start with +

Street / Square

Max 200 Characters

Civic

Max 10 Characters

Country **Province** **Municipality** **Post Code**
Max 10 Characters

Picture 4

New Registration

New Registration of a legal representative or foreign contact to a Legal Entity

Fields marked with * are required

Legal Entity **Legal Representative / Contact person** Parent Company Legal Entity

Legal Representative / Referent

Fiscal Number

Max 16 Characters

Name *

Max 100 Characters

Surname *

Max 100 Characters

Email *

Max 100 Characters

Pec

Telephone *

Max 20 Numeric characters, can start with +

Street / Square

Max 200 Characters

Civic

Max 10 Characters

Country

Province

Municipality

Post Code

Max 10 Characters

Document*

Scanned identification document - Max: 10MB - Format: pdf

Select file

Picture 5

New Registration

New Registration of a legal representative or foreign contact to a Legal Entity

Fields marked with * are required

Legal Entity Legal Representative / Contact person **Parent Company Legal Entity**

Legal Entity of the Parent Company present

- 6) In each of the three sections there are fields to be filled in.
- 7) The user can navigate within the sections using the “**Previous**” and “**Next**” buttons or by selecting the three sections at the top of the forms. As reported at the top of each form, the mandatory fields are marked with the character “*”.
- 8) In the “**Legal Representative / Contact person**” section, the file containing a copy of the identity document must be entered in the “Document” field.
- 9) By selecting the “**Legal Entity of the Parent Company present**” check box, the fields to be filled in will be visible, relating to the “**Parent Company**”, as described in Picture 6.
- 10) In the form marked with the TAB “**Legal Entity Parent Company**”, the consumer user will have the opportunity to send the registration request, using the “**Submit**” button.

Picture 6

New Registration

New Registration of a legal representative or foreign contact to a Legal Entity

Fields marked with * are required

Legal Entity
Legal Representative / Contact person
Parent Company Legal Entity

Legal Entity of the Parent Company present

Legal entity Parent company

Type of company Foreign

Fiscal Number / VAT number *

Max 16 Characters

Denomination *

Max 200 Characters

Juridical nature *

Date of Establishment *

dd/mm/yyyy

Registered office

Email *

Max 100 Characters

Telephone *

Max 20 Numeric characters, can start with +

Street / Square

Max 200 Characters

Civic

Max 10 Characters

Country

Province

Municipality

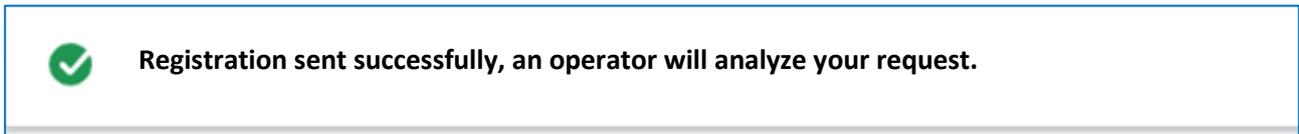
Post Code

Max 10 Characters

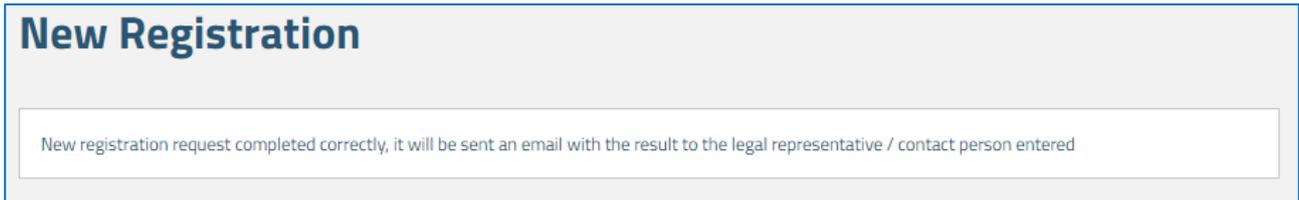
Previous
Next
Submit

11) After transmitting the registration request, the messages shown in Picture 7 and Picture 8 will appear.

Picture 7

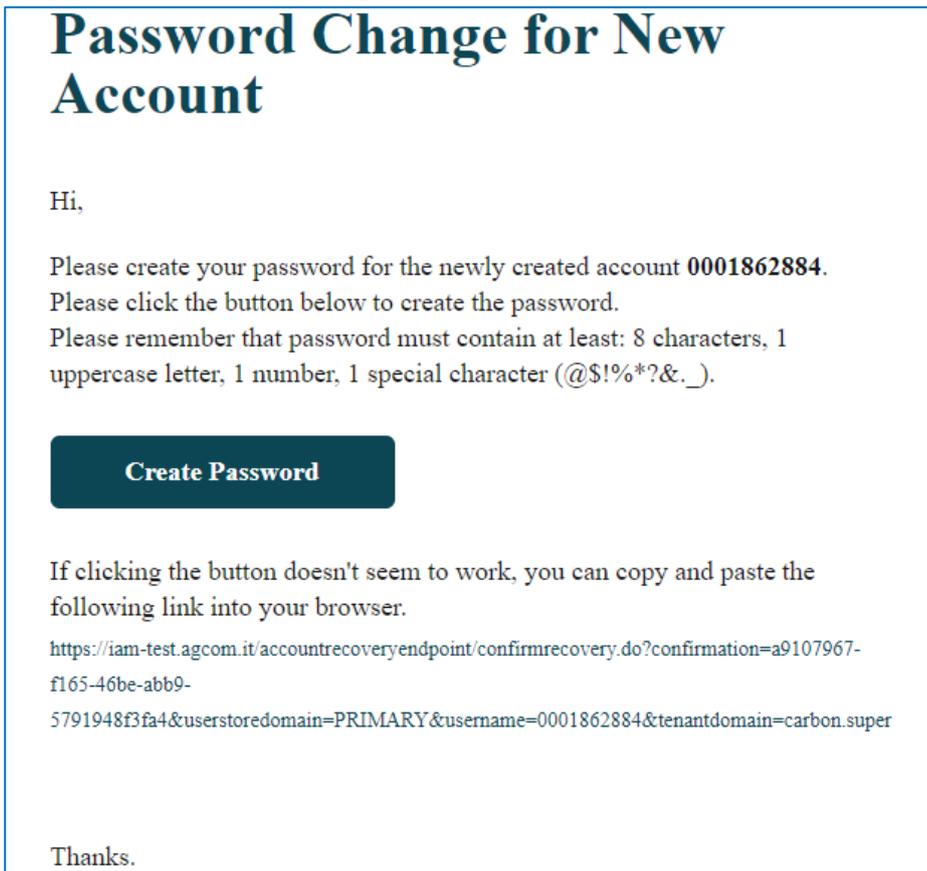


Picture 8



12) If the request is successful, the text shown in Picture 9 will be sent to the email of the “**Legal Representative / Contact person**”.

Picture 9



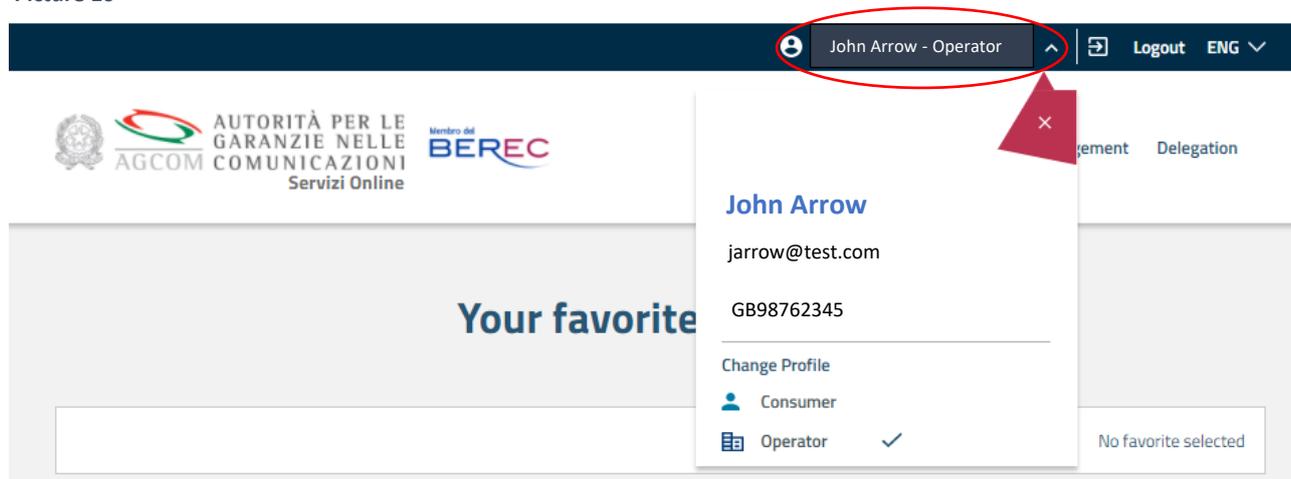
13) In the event of a negative outcome of the request, the text shown in Picture 9 will be sent to the email of the “**Legal Representative / Contact person**”.

- 14) The approval for the use of the services reserved for the company will be communicated to the email address indicated by the Legal Representative / Contact person with a message having the following content:

We inform you that the request for registration as Legal Representative/referent for the following legal entity has been refused: ABROAD COMPANY - Fiscal Number: GB98762345 With the following reason: REJECT TEST

- 15) Following the communication of approval by Agcom, the Legal Representative / Contact person will also be authorized to grant proxies for the use of the portal services. In order to be able to confer the aforementioned powers, the Legal Representative / Contact Person must access the services with the “operator” profile, as shown in Picture 10.

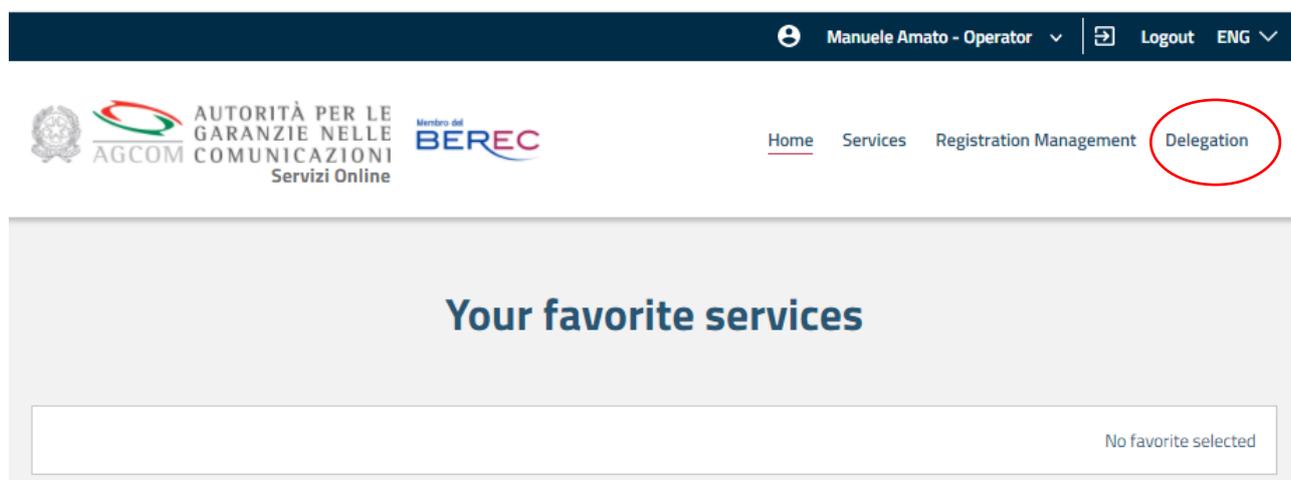
Picture 10



- 16) Access with the “operator” profile will allow you to view the proxies item in the menu (Picture 11) and to proceed with any management of proxies by the registered party.

- 17) The proxies can be managed through the functions indicated in Pictures 12, 13 and 14. The proxies can only be conferred to subjects in possession of SPID, CIE and TS-CNS credentials.

Picture 11



Picture 12

Delegation Management

Select the Legal Entity on which you want to manage the delegates

Mostrati 2 di 2 soggetti giuridici

Fiscal Number / VAT number. Legal	Company name Legal	
00001280015	PIVA PROVA 128	Manage
00102680337	TIP.LE.CO TIPOGRAFIA LEGATORIA COMMERCIALE DI BRAGALINI PIETRO E BARBIERI STEFANO & C. - SOCIETA' IN NOME COLLETTIVO ENUNCIABILE ANCHE 'TIP.LE. CO. DI BRAGALINI PIETRO E BARBIERI STEFANO & C.:	Manage

Picture 13

Delegate Management

PIVA PROVA 128 - 00001280015

Add a new delegate to the selected Legal Entity or revoke the proxies from the list

[New Delegation](#)

Nessun risultato disponibile

Fiscal Number	Nome	Cognome	Email	Telephone	Delegation type
Nessun risultato					

[Come back](#)

Picture 14

New Delegation

Enter the required delegate data
Fields marked with * are required

Fiscal Number *

Max 16 Characters

Name *

Max 100 Characters

Surname *

Max 100 Characters

Email *

Max 100 Characters

Pec

Telephone *

Max 20 Numeric characters, can start with +

Type of Delegation *