

Introduction

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Introduction

It's possible to find some differences between the images in the present manual and the windows of the software. This happens because of the continuous activity to improve your consultation of the system web site.

The preliminary registration allows to participate to the online tendering procedures.

Every bidder, using this portal, can also exchange information and communications using an incorporated message program.

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Sign up to the platform

To register, click on **Register** at the center of the Home Page.

The screenshot shows the top part of the platform's Home Page. At the top, there is a red heading: "Welcome to the digital platform for the management of the Electronic Tenders". Below this, a small text block explains that operators must register to participate in electronic tenders. A yellow-bordered box contains information about technical support, including contact details and service hours. At the bottom of this box, it states: "The service will be available from Monday to Friday from 9 am to 6 pm (GMT+1 Rome)". Below the text box are two buttons: "Login" and "Register". Underneath the buttons is a section titled "Latest posted news" which currently displays "Currently there are no news".

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Registration

Clicking on **Register** will start procedure in four steps, in which will be required to insert some mandatory data.

Please insert a valid e-mail address and choose a password.

The screenshot shows the registration form. At the top, there is a red heading: "Registration" and a link: "Subscription guide". Below this is a horizontal line. Underneath the line, the word "REGISTRATION" is centered. At the bottom, there is a small text block: "Subscription type: ".

Registration information
 Registration information
 Registration is mandatory to subscribe to any electronic tender
 Whilst undergoing basic registration you need to enter your credentials (username and password) and a few more details. You will be sent a confirmation email with a link to click on, in order to prove the account's authenticity.

Complete all the fields and click on **Next**.

In the **User Profile** area, please insert the company's informations and the user data, then click on **Next**.

User profile

Registration
[Subscription guide](#)

COMPANY INFORMATION

* Company name:

If is not an Italian company, select following checkbox:

VAT number:

* Company tax code:

USER DATA

* Name:

* Surname:

If Legal Representative is not Italian, select following checkbox:

* Tax code:

PLACE AND DATE OF BIRTH

* Date Of Birth:

* Country:

Country:

* City:

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In the **Privacy and terms** area, please read carefully all terms and conditions about privacy and use, select all the checkboxes and click on **Next**.

Accept privacy's terms and conditions

PRIVACY AND TERMS

Privacy informations

Read the information published with Legislative Decree no. 196/2003. Pursuant to Leg. D.196/2003 for the protection of personal data, the Administration informs you of the following: the personal data you will freely communicate will be confidentially recorded and processed by the Administration, only for its institutional purposes, connected or related to its activity. Registration also entails authorization to process the data to the software maintenance company. Your data will not be disseminated or communicated to third party. With the only exception of the software maintenance company. According to the Art. 13 of the decree, you can consult, complete, modify or delete your data anytime and completely free of charge, or oppose their use, in whole or in part, by writing to: info@legaseries.it

* I accept the privacy policy

Terms and conditions

* I declare that I have read and accept the rules on the conditions of use set out below:

[Rules of procedure for e-procurement systems](#)

It is mandatory to accept all conditions

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The Registration is complete.

REGISTRATION COMPLETE!

An e-mail containing a link has been sent to your inbox: to confirm your registration to the service, click on this link. After confirmation, you will be redirected to the site in order to continue with the enrolment process, and enabling you to manage your data. At any time you will be able to access the portal using your email and password.

[Click here](#) to return to the main page

Warning: If the email does not arrive within 10 minutes, check that has not been delivered to the junk mail; in this case, classifying it as "not spam" to receive it properly.

USER ACTIVATION

* Activation code :

User Activation **Resend code**

The system will send you a confirmation e-mail that contains an alphanumeric activation code.

Dear User,

your account has been successfully created. Once activated you will be able to access e-Procurement portal.

To activate your account, you must access the Portal <https://example.acquistitelematici.it/> and enter the activation code you find below; alternatively, click on the link below.

Your activation code is **2RDK9U4V**

Click on the following link to activate your account directly: <https://example.acquistitelematici.it/validate/2RDK9U4V>

Best regards.

You will have to copy the received code in the related field to activate your account.

As soon as you activate your account you can participate to online tenders.

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Recover your password

If you forget your password after the registration, it's possible to recover it in total autonomy.

To recover your password you have to click on **Login** button in the center of the home page or in the right up corner in every software page.

In the Login page click on **Forgot password** link that is located under username and password's fields.

The screenshot shows a login interface with a tab labeled "Access via credentials". Below the tab is a horizontal line, followed by the title "ACCESS VIA CREDENTIALS". Underneath the title is a subtitle: "(To log in, you can use the email, tax code, or ID number)". There are two input fields: "* Username:" and "* Password:". Below the password field is a link that says "Forgot password". At the bottom of the form are two buttons: "Login" and "Register".

To recover your password, fill the related field specifying the e-mail address used for the registration, then click on **Request**. The software will send you an e-mail that contains a link. Click on the link to access a page where you can choose a new password.

If you forget what e-mail address you chose for the registration, you can fill the appropriated field identifying the legal representative's national insurance number or the company's VAT number and click on *Request*. The software will send you an e-mail.

If the e-mail used for the registration is no longer active, it's possible to ask for technical assistance through the link in the left menu of the software's home page. In the request you have to specify some data: VAT number, National Insurance Number, personal data of the user. You must also send a copy of an identity document of the user. The technical support will help you to change your e-mail that you can use to access and, if necessary, to recover your password.

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