

APPLICATION GUIDE
DNA FOR ASSOCIATES
Intermediaries

Version 1.1

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1 User roles

In order to use the functions described in the manual, it is necessary to hold the position of "Intermediary".

2 Accessing and exiting the application

Access first requires authentication on the INAIL portal. On the log-in page, the user enters their username, password and tax code. Once they have entered they must select the type of profile.

On the page displayed, select the "My home" tab, click on "Reports" and then on "DNA FOR ASSOCIATES". (**My Home – Denunce – DNA Soci**)

The application is exited by logging out from the INAIL portal.

3 Using the application

The DNA FOR ASSOCIATES application allows employers to notify insured party names (DNA) for associates and family collaborators and participants.

Users have access to the following functions:

- company under mandate report management: using this service, it is possible to enter the data for a new collaborator, assistant or associate for a company that already exists, as well as to edit the data or delete the report;
- new company report management: using this service, it is possible to enter the data for a new collaborator, assistant or associate for a new company, as well as to edit the data or delete the report;
- company under mandate report search: allows the user to view the reports entered for the companies under mandate; it is also possible to edit the data or delete the report by selecting the details of a specific report;
- new company report search: allows the user to view the reports entered for new companies; it is also possible to edit the data or delete the report by selecting the details of a specific report.

3.1 "Company under mandate report management" function

When the "Company under mandate report management" function is selected, the list of companies under mandate is brought up.

It is possible to select the company for which you wish to make a report from this list.

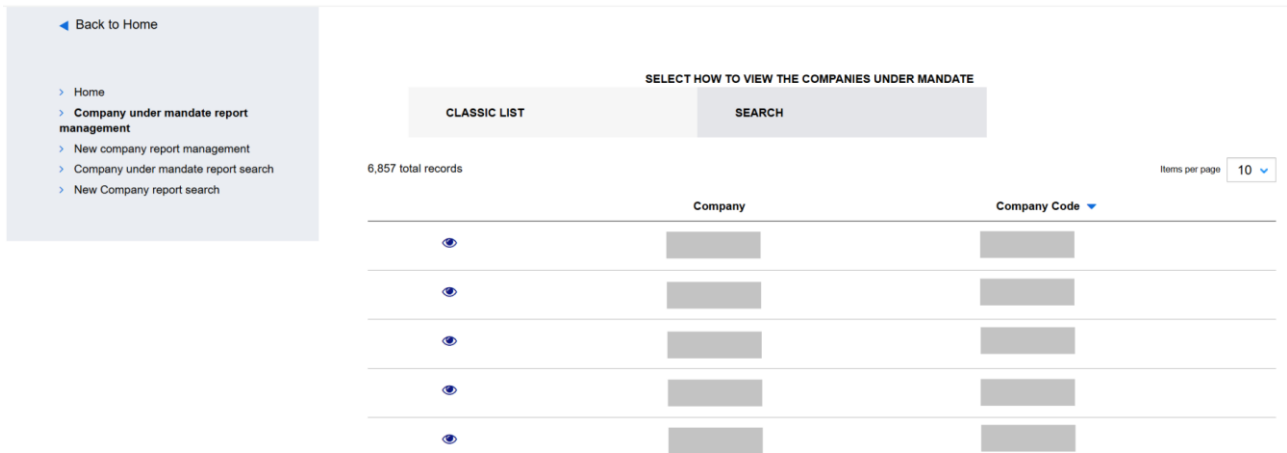


Figure 1 – Company under mandate list

The "Search" button can be used to find the company for which you intend to enter one or more reports directly, by typing in its tax code or company name.

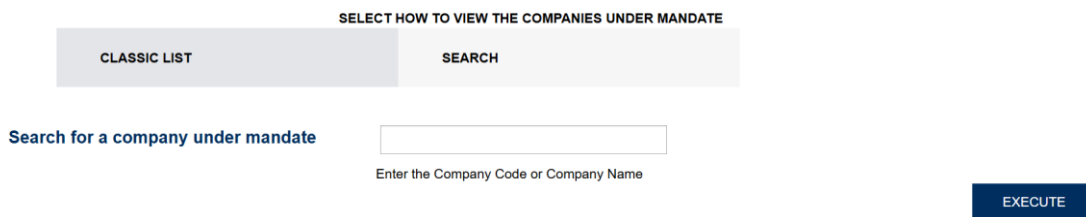


Figure 2 – Search button

If the company has been discontinued, the following screen is displayed:

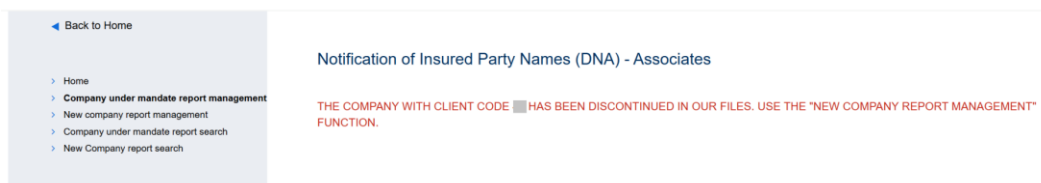




Figure 3 – Discontinued company

If the company is active, it is possible to enter data for a new collaborator, assistant or associate.

As shown in the following image, the data which can be entered are:

- **company tax code:** type in the tax code of the company registered in the INAIL system;
- **New Company tax code:** this field cannot be edited;
- **PAT:** Territorial Insurance Position. This is optional, but can only be typed in if the Company Tax Code field has been typed in. If it is entered, the system shall check that it matches the tax code entered;
- **insured party tax code:** type in the tax code of the insured party;
- **surname:** type in the surname of the insured party;
- **name:** type in the name of the insured party;
- **risk start date:** enter this date using the calendar tool, represented by the  icon beside the field. If the date entered is earlier than or the same as the notification date, the system shall alert the user that it cannot be entered by means of a message;
- **risk end date:** enter this date using the calendar tool, represented by the  icon beside the field;
- **remunerations:** type in the remunerations;
- **certified email communication date:** type in the date on which the user sent the certified email;
- **type of insured party:** select whether the insured party is a collaborator, assistant or associate.

> Home
> Company under mandate report management
> New company report management
> Company under mandate report search
> New Company report search

Notification of Insured Party Names (DNA) - Associates

COMPANY UNDER MANDATE REPORT MANAGEMENT

Record No. assigned:

Insert data Edit inserted data Delete inserted data

Company tax code:

Territorial Insurance Position (PAT):

New Company tax code:

(Only to be used for companies which are not yet registered or discontinued in the Inail system)

Insured party tax code:

Surname:

Name:

Risk start date:

Risk end date:

Remuneration:

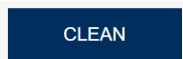
Type of insured party: Collaborator: Assistant: Associate:

EXECUTE **CLEAN**

Figure 4 – Company under mandate report management



Click "Execute" to complete the insertion of the data on the system.



Click "Clear" to empty all fields on the page.

After clicking execute, the system displays a confirmation message as shown below.

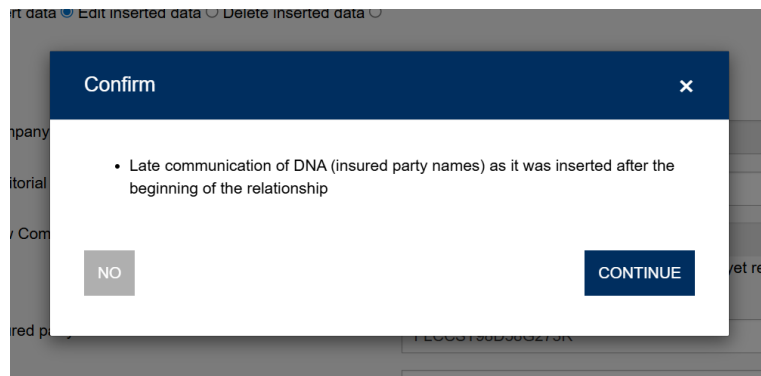


Figure 5 – Confirm message

Click "Continue". The system saves the report and displays a message confirming that the entry was completed correctly.

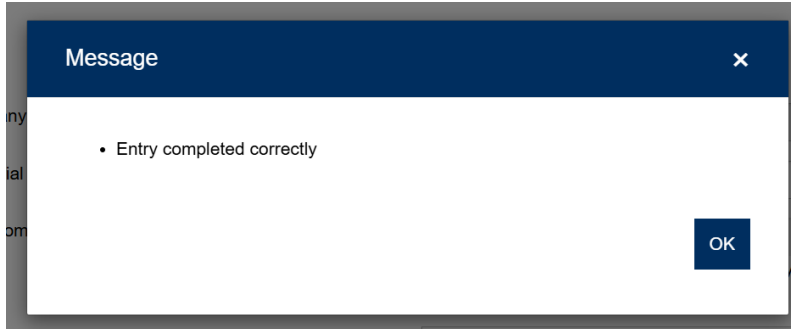


Figure 6 – Confirm message

Click "Ok". The system displays a page on which the assigned record number can be seen.

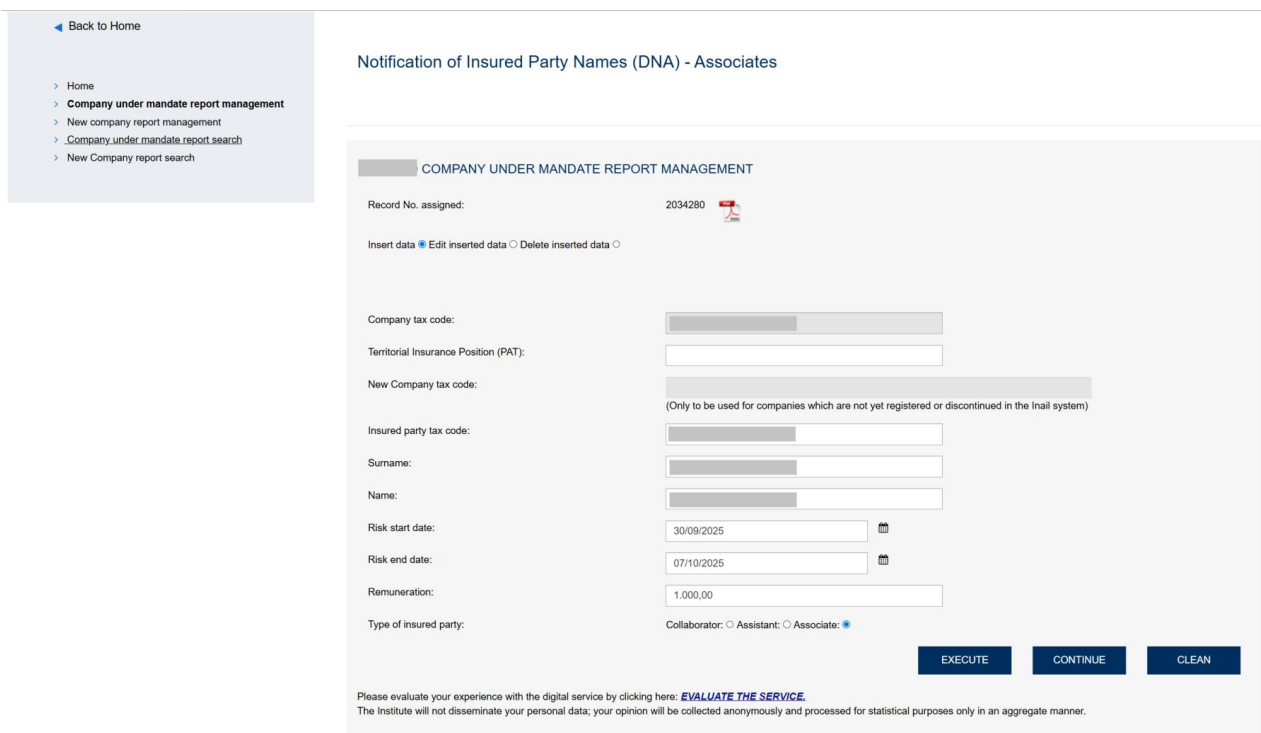


Figure 7 – Notification of Insured Party Names

By clicking the "PDF" icon, the system shows the receipt for the completed operation. It is also possible to view the receipt using the search function.



If multiple reports are being entered at the same time for the same company, the "Continue" button can be used after the first submission has been sent to reset all fields, leaving only the company tax code field filled in so that the subsequent reports can be compiled. This function means that the user does not have to type out the same company tax code again and again.

Editing Notification of Insured Party Names

The system allows the data in the report to be edited by clicking the following option:

Edit inserted data

Type the record number into the field "Record No. to be corrected" and press "Search".

The system only allows the following to be edited:

- Insured party tax code
- Surname
- Name

To implement the edits, click "Execute".

The system shall assign a new record number.

If only the Name and Surname have been edited, the report communication date in the files remains unchanged.

If the tax code has also been edited, the report communication date shall change to the date the edit was made.

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- > **Company under mandate report management**
- > New company report management
- > Company under mandate report search
- > New Company report search

Notification of Insured Party Names (DNA) - Associates

COMPANY UNDER MANDATE REPORT MANAGEMENT

Record No. assigned: 2034280

Insert data Edit inserted data Delete inserted data

Company tax code:

Territorial Insurance Position (PAT):

New Company tax code:
(Only to be used for companies which are not yet registered or discontinued in the Inail system)

Insured party tax code:

Surname:

Name:

Risk start date:

Risk end date:

Remuneration:

Type of insured party: Collaborator: Assistant: Associate:

EXECUTE
CONTINUE
CLEAN

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Figure 8 – Edit inserted data

Deleting Notification of Insured Party Names

The system allows the data in the report to be edited by clicking the following option:

- Delete inserted data

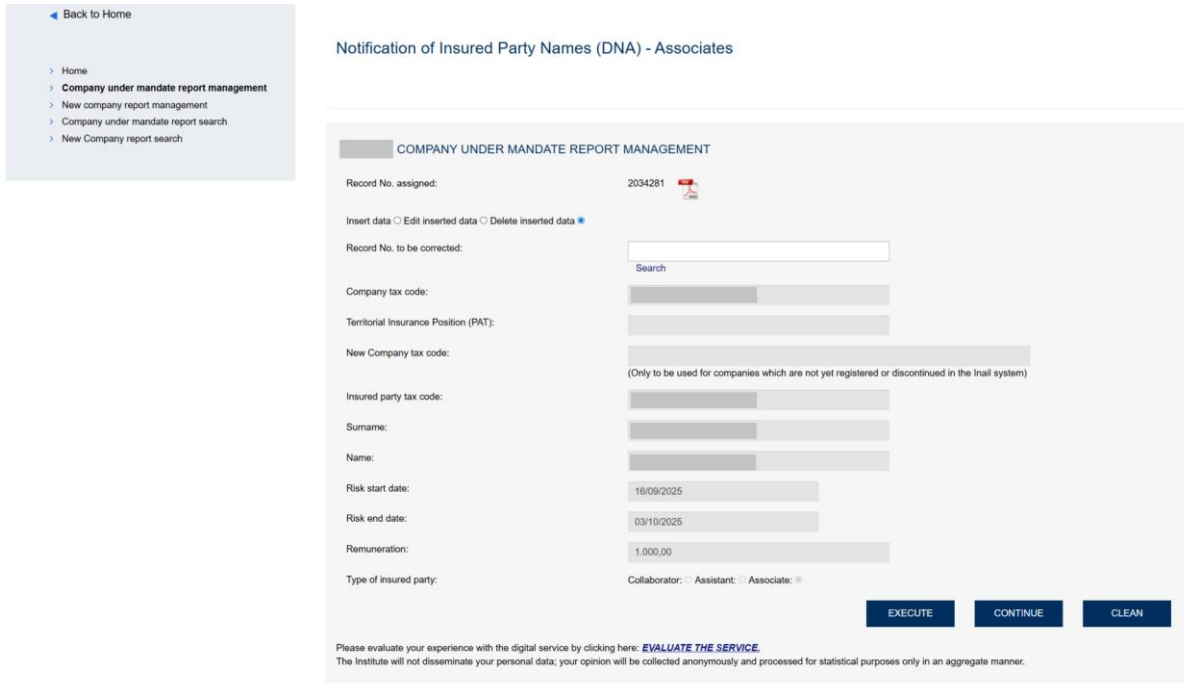


Figure 9 – Delete inserted data

To implement the deletion, click "Execute".

The system displays a confirmation message as shown below.

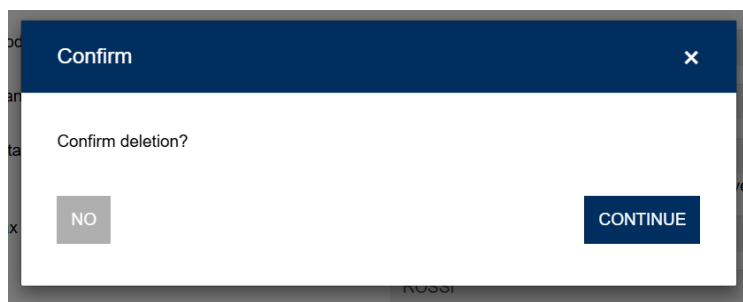


Figure 10 – Confirm deletion

Click "Continue". The system saves the remaining data and displays a message confirming that the data were deleted correctly.

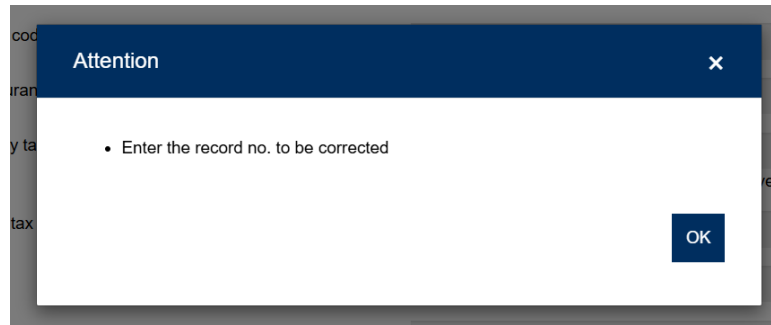


Figure 11 – Data deleted correctly

3.2 “New company report management” function

The “New company report management” function allows data to be entered for a new collaborator, assistant or associate. As shown in the following image, the data which can be entered are:

- **company tax code:** this field cannot be edited;
- **PAT:** this field cannot be edited;
- **new company tax code:** type in the tax code for:
 - companies not yet enrolled in the INAIL system, i.e. to give advance notification for companies which have not yet registered with Inail and which, therefore, do not yet have the company code necessary for their prior inclusion under mandate;
 - companies which are recorded as discontinued in the INAIL files.
- **insured party tax code:** type in the tax code of the insured party;
- **surname:** type in the surname of the insured party;
- **name:** type in the name of the insured party;
- **risk start date:** enter this date using the calendar tool, represented by the 📅 icon beside the field. If the date entered is earlier than or the same as the notification date, the system shall alert the user that it cannot be entered by means of a message;
- **risk end date:** enter this date using the calendar tool, represented by the 📅 icon beside the field;
- **remunerations:** type in the remunerations;
- **certified email communication date:** type in the date on which the user sent the certified email;
- **type of insured party:** select whether the insured party is a collaborator, assistant or associate.

Notification of Insured Party Names (DNA) - Associates

NEW COMPANY REPORT MANAGEMENT

Record No. assigned:

Insert data Edit inserted data Delete inserted data

Company tax code:

Territorial Insurance Position (PAT):

New Company tax code:
(Only to be used for companies which are not yet registered or discontinued in the Inail system)

Insured party tax code:

Surname:

Name:

Risk start date:

Risk end date:

Remuneration:

Type of insured party: Collaborator: Assistant: Associate:

EXECUTE **CLEAN**

Figure 12 – New company report management



Click "Execute" to complete the insertion of the data on the system.



Click "Clear" to empty all fields on the page.

After clicking execute, the system displays a confirmation message as shown below.

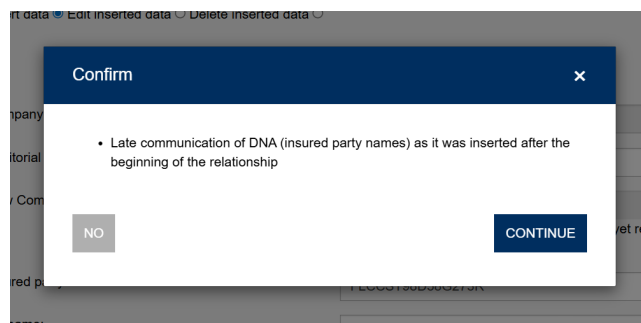


Figure 13 – Confirm message

Click "Continue". The system saves the report and displays a message confirming that the entry was completed correctly.

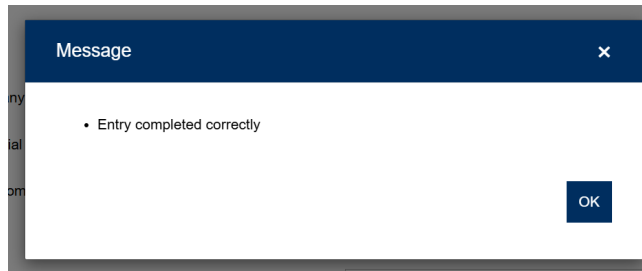


Figure 14 – Entry completed correctly message

Click "Ok". The system displays a page on which the assigned record number can be seen.

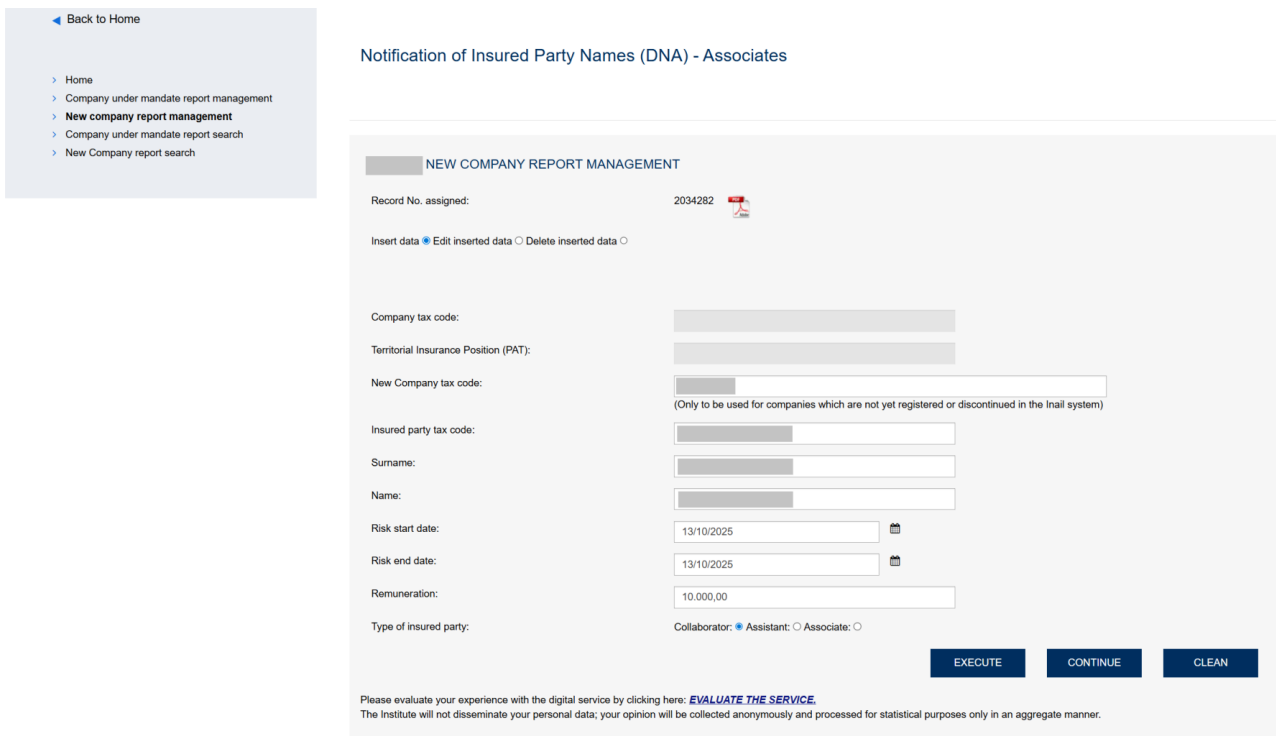
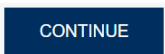


Figure 15 – New company report management

By clicking the "PDF" icon, the system shows the receipt for the completed operation. It is also possible to view the receipt using the search function.



If multiple reports are being entered at the same time for the same company, the "Continue" button can be used after the first submission has been sent to reset all fields, leaving only the company tax code field filled in so that the subsequent reports can be compiled. This function means that the user does not have to type out the same company tax code again and again.

Editing Notification of Insured Party Names

The system allows the data in the report to be edited by clicking the following option:

Edit inserted data

Type the record number into the field "Record No. to be corrected" and press "Search".

The system only allows the following to be edited:

- Insured party tax code
- Surname
- Name

To implement the edits, click "Execute".

The system shall assign a new record number.

If only the Name and Surname have been edited, the report communication date in the files remains unchanged.

If the tax code has also been edited, the report communication date shall change to the date the edit was made.

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- > **New company report management**
- > Company under mandate report search
- > New Company report search

Notification of Insured Party Names (DNA) - Associates

2034282 NEW COMPANY REPORT MANAGEMENT

Record No. assigned: 2034282

Insert data Edit inserted data Delete inserted data

Record No. to be corrected:
Search

Company tax code:

Territorial Insurance Position (PAT):

New Company tax code:
(Only to be used for companies which are not yet registered or discontinued in the Inail system)

Insured party tax code:

Surname:

Name:

Risk start date: 13/10/2025

Risk end date: 13/10/2025

Remuneration: 10.000,00

Type of insured party: Collaborator: Assistant: Associate:

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Figure 16 – Edit inserted data

Deleting Notification of Insured Party Names

The system allows the data in the report to be edited by clicking the following option:

- Delete inserted data

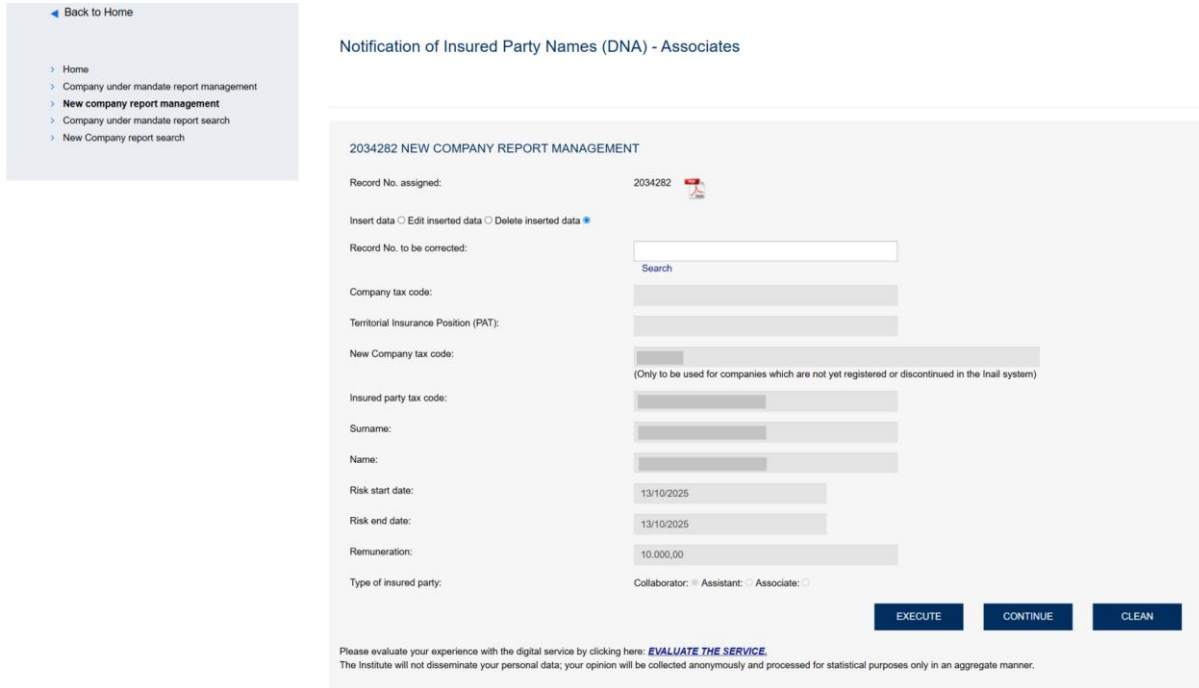


Figure 17 – Delete inserted data

To implement the deletion, click "Execute".

The system displays a confirmation message as shown below.

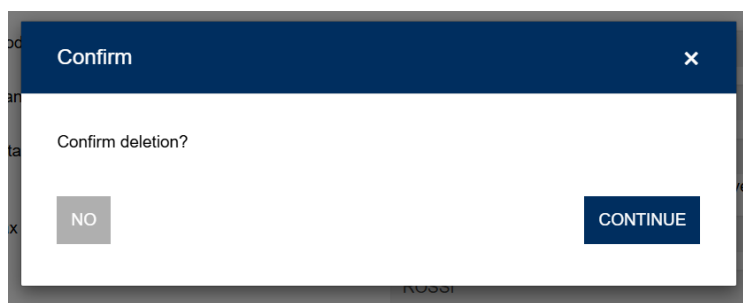


Figure 18 – Confirm deletion

Click "Continue". The system saves the remaining data and displays a message confirming that the data were deleted correctly.

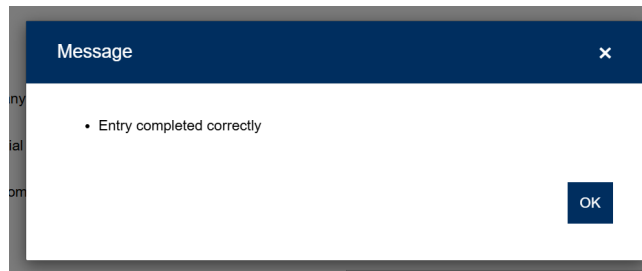


Figure 19 – Entry completed correctly

3.3 “Company under mandate report search” function

The “Company under mandate report search” function, as shown in the image below, allows the office manager to conduct a search by typing a value into one of the fields on the page, or a combination thereof.

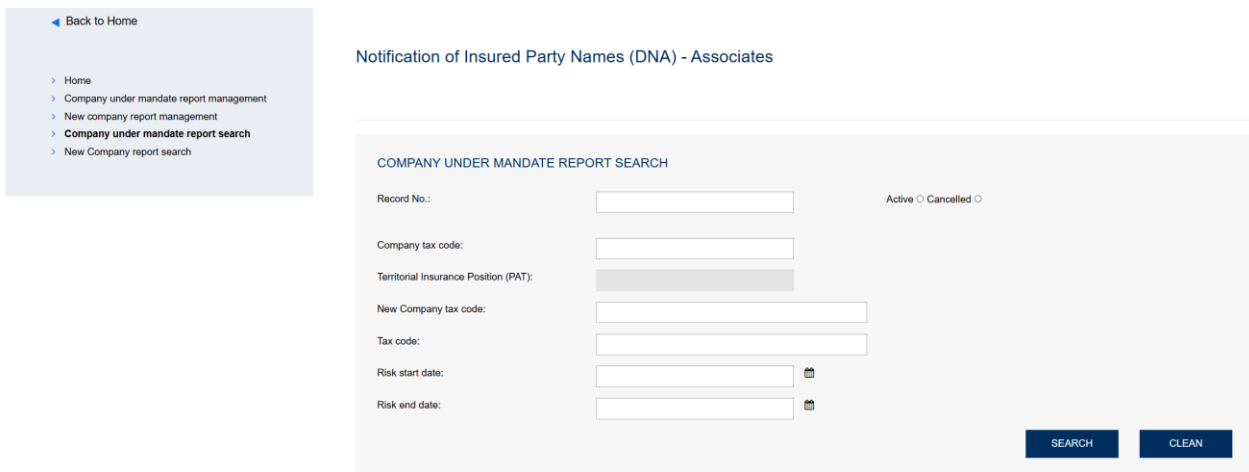


Figure 20 – Company under mandate report search

It is not possible to search by typing in the "New Company tax code" field, as this is the search page for companies under mandate exclusively.

The “Active” and “Deleted” options indicate whether the reports being searched for are active or have been deleted. If you wish to see both options, do not select either.

To see the list based on the selected parameters, click the “Search” button and the system will carry out the operation.

- > Home
- > Company under mandate report management
- > New company report management
- > **Company under mandate report search**
- > New Company report search

Notification of Insured Party Names (DNA) - Associates

COMPANY UNDER MANDATE REPORT SEARCH

Record No.: Active Cancelled

Company tax code:

Territorial Insurance Position (PAT):

New Company tax code:

Tax code:

Risk start date:

Risk end date:

122 total records Items per page:

| No. | Company T.C. | PAT | New T.C. | Insured party T.C. | Data Start | Data End | Status | Print |
|-----|--------------|-----|----------|--------------------|------------|------------|--------|-------|
| █ | █ | | | █ | 16/09/2025 | 03/10/2025 | ✓ | |
| █ | █ | | | █ | 30/09/2025 | 07/10/2025 | ✓ | |
| █ | █ | | | █ | 07/11/2024 | 08/11/2024 | ✓ | |

Figure 21 – List of Company under mandate report

The list displays all the reports characterized by the filters typed in.

The STATUS column indicates the validity of the report in graphic form, through the following symbols:

- ✓ active report;
- ✗ deleted report.

For each report displayed, it is possible to:

- click the icon to view and/or print the receipt;
- click the record number. If the report is active, the system will bring up the page to edit the selected report;
- position the cursor over the symbol representing the status to display the information on the report.

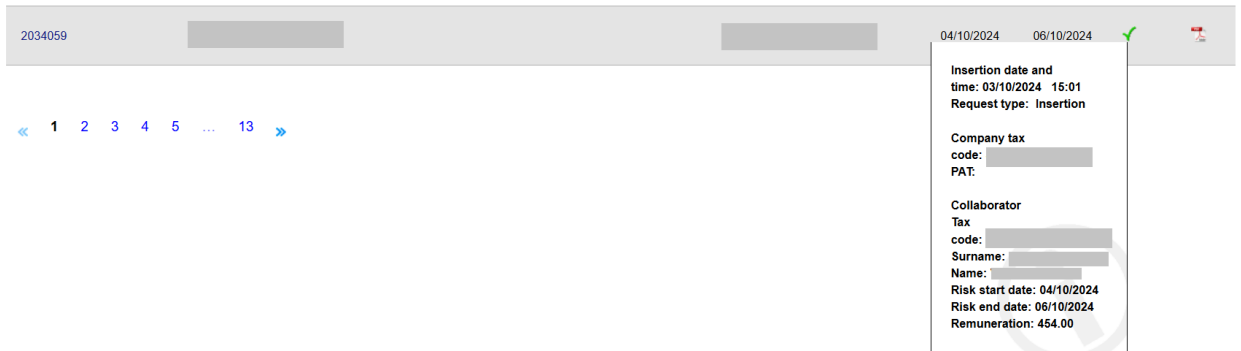


Figure 22 – Report details

Moreover, if there are multiple pages (<< 1 2 3 >>), you can click on a page number to get to the page you are interested in or use the arrows to scroll through.

3.4 “New company report search” function

The “New company report search” function, as shown in the image below, allows the office manager to conduct a search by typing a value into one of the fields on the page, or a combination thereof.

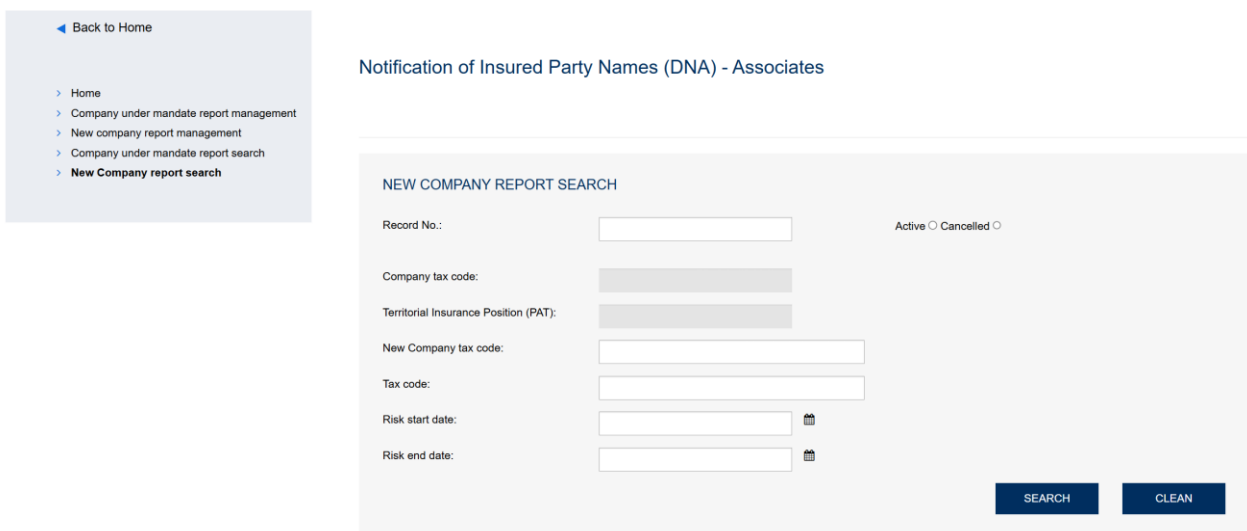


Figure 23 – New company report search function

It is not possible to search by typing in the "Company tax code" or "PAT" fields, as this is the search page for new companies.

The "Active" and "Deleted" options indicate whether the reports being searched for are active or have been deleted. If you wish to see both options, do not select either.

To see the list based on the selected parameters, click the "Search" button and the system will carry out the operation.

← Back to Home

- > Home
- > Company under mandate report management
- > New company report management
- > Company under mandate report search
- > **New Company report search**

Notification of Insured Party Names (DNA) - Associates

NEW COMPANY REPORT SEARCH

Record No.: Active Cancelled

Company tax code:

Territorial Insurance Position (PAT):

New Company tax code:

Tax code:

Risk start date: 📅

Risk end date: 📅

| No. | Company T.C. | PAT | New T.C. | Insured party T.C. | Data Start | Data End | Status | Print |
|-----|--------------|-----|----------|--------------------|------------|------------|--------|-------|
| █ | █ | | █ | █ | 13/10/2025 | 13/10/2025 | ✓ | 📄 |
| █ | █ | | | █ | 16/09/2025 | 03/10/2025 | ✓ | 📄 |
| █ | █ | | | █ | 30/09/2025 | 07/10/2025 | ✓ | 📄 |


Figure 24 – List of New company report

The list displays all the reports characterized by the filters typed in.

The STATUS column indicates the validity of the report in graphic form, through the following symbols:

- ✓ active report;
- ✗ deleted report.

For each report displayed, it is possible to:

- click the  icon to view and/or print the receipt;
- click the record number. If the report is active, the system will bring up the page to edit the selected report;
- position the cursor over the symbol representing the status to display the information on the report.

2034059

04/10/2024 06/10/2024

« 1 2 3 4 5 ... 13 »

Insertion date and time: 03/10/2024 15:01
Request type: Insertion

Company tax code: PAT

Collaborator Tax code:
Surname:
Name:
Risk start date: 04/10/2024
Risk end date: 06/10/2024
Remuneration: 454.00

Figure 25 – Report details

Moreover, if there are multiple pages (<< 1 2 3 >>), you can click on a page number to get to the page you are interested in or use the arrows to scroll through.