

APPLICATION GUIDE
LIGHT COMPANY IDENTIFYING DETAILS
Manual for Intermediaries

Version 5.0

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1 Light Company Identifying Details

Users can access the "Light Company Identifying Details" application through the Inail portal (www.inail.it), by clicking on "ACCESS ONLINE SERVICES" in the top right and entering their credentials on the access page. At this point users will find themselves on their home page, from which the application can be reached using the "Non-Inail companies" (Ditte non Inail) link and then the "Light Company Identifying Details" (Anagrafica Light) link.

The "Light Company Identifying Details" service is reserved for those providing intermediation in relation to Inail, allowing them to add companies not subject to Inail insurance — referred to herein as "Light companies" — to the list of those companies under their mandate.

The application also grants access to the list of client companies in order to view the identifying details entered for them — with discontinued companies also flagged — and to edit and add certain parameters.

2 View companies entered

Starting from the "Companies entered" menu option, the user can consult the list of "Light companies" entered and their respective information.

The following is a description of the information shown:

- "Company code", the unique identification code assigned to the company when it was entered, starting from the "New company" menu option;
- "Pin1", the secret code assigned to the company when it was entered, starting from the "New company" menu option;
- "Tax code" of the company;
- "Company Name" of the company.

The following is a description of the possible operations:

- "View" (eye-shaped icon), allows the user to see the identifying details of the company under mandate in detail;
- "Edit" (pencil-shaped icon), allows the user to edit some of the data regarding the company under mandate;
- "Discontinuation" (dustbin-shaped icon), allows the user to delete the company from the list of companies under mandate.



Company code / Pin1	Tax code	Company name			
[Redacted]	[Redacted]	[Redacted]	👁️	✎️	🗑️
[Redacted]	[Redacted]	[Redacted]	👁️	✎️	🗑️

Figure 1 - List of companies entered

2.1 View company details

The "View" link (eye-shaped icon) opens a page with the identifying details of the client company, which consist of:

- "Company code", the unique identification code assigned to the company when it was entered, starting from the "New company" menu option;
- "Pin1", the secret code assigned to the company when it was entered, starting from the "New company" menu option;
- "Tax code" of the company;
- "Company size", which indicates whether the company has between 1 and 15 employees or more than that;
- "Company name" of the company;
- "Public Administration", which indicates whether the company in question is a PA, with a YES or NO;
- "Type", in which a specific classification for the PA company is given, if "YES" was selected for the previous field.

The identifying details for the company then go on to include information on the registered office, such as:

- place name (via, piazza)
- address
- street number
- municipality
- postcode
- province
- nation
- Inail office (the competent Inail office for the client company)
- ISTAT (the ISTAT code of the municipality of the company's registered office)

The information continues with the contact details, which consist of:

- email address
- certified email address
- telephone number

NON-INAIL COMPANIES

[View company](#)

IDENTIFYING DETAILS

Please evaluate your experience with the digital service by clicking here: [EVALUATE THE SERVICE](#)
 The Institute will not disseminate your personal data, your opinion will be collected anonymously and processed for statistical purposes only in an aggregate manner.

Company Code	Pin1
<input type="text"/>	<input type="text"/>
Tax code	Company size
<input type="text"/>	<input type="text"/>
Company Name	
<input type="text"/>	

PUBLIC ADMINISTRATION

YES/NO	Type
<input type="text"/>	<input type="text"/>

REGISTERED OFFICE

Location Type	Address	Street number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Municipality	Postcode	
<input type="text"/>	<input type="text"/>	
Province	Nation	
<input type="text"/>	<input type="text"/>	
INAIL office	Istat	
<input type="text"/>	<input type="text"/>	

Figure 2 - View company data

2.2 Change company information

The "Edit" link (pencil-shaped icon) opens a page on which the user can add and/or edit certain information regarding the client company, which consists of:

- "Company size", which allows the user to select a different classification from the drop-down menu in relation to the number of employees;
- "Company Name", where the user can enter new text;
- "Public Administration (YES, NO)", where the user can enter "YES" or "NO". If "YES" is selected the drop-down "Type" list appears, which allows the user to choose a specific classification for the PA.

In the section regarding the registered office, the information in all the following fields can be edited:

- place name
- address
- street number
- municipality
- postcode
- province
- nation

In the section on contact details, the following information can be edited:

- email address
- certified email address
- telephone number

The "Confirm" button allows the user to register the data entered and displays the detail page with the updated data.

NON-INAIL COMPANIES
[View company](#)

IDENTIFYING DETAILS

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Company Code	Pin1
<input type="text"/>	<input type="text"/>
Tax code	Company size
<input type="text"/>	<input type="text"/>
Company Name	
<input type="text"/>	

PUBLIC ADMINISTRATION

YES/NO	Type
<input type="text"/>	<input type="text"/>

REGISTERED OFFICE

Location Type	Address	Street number
VIA	<input type="text"/>	<input type="text"/>
Municipality	Postcode	
<input type="text"/>	<input type="text"/>	
Province	Nation	
<input type="text"/>	ITALY	
INAIL office	Istat	
<input type="text"/>	<input type="text"/>	

CONTACT DETAILS

Email	Certified email address
<input type="text"/>	<input type="text"/>
Telephone	
<input type="text"/>	

CONFIRM

Figure 3 - Edit client data

2.3 Company discontinuation

When the user selects the "Discontinuation" link (the dustbin-shaped icon), the system warns them that this operation causes the definitive discontinuation of the company and asks for confirmation.

If the user selects "NO", they are returned to the view of the companies entered.

Selecting "YES" confirms the deletion of the company and displays the message shown in the "Confirmation message"

NON-INAIL COMPANIES

[View companies entered](#)



Figure 4 - Confirmation message

3 Entering a new company

Selecting the "New company" option from the menu on the left allows the user to add a business to the list of companies for which they have a mandate.

The user provides the following details:

- "Tax code" of the company;
- "Company size", in which the user selects a classification from the drop-down menu in relation to the number of employees;
- "Company name" of the company;
- "Public Administration", in which the user enters "YES" or "NO". If "YES" is selected the drop-down "Type" menu appears, which allows the user to choose a specific classification for the PA.

In the section on the registered office, the user provides the following information:

- place name (via, piazza)
- address
- street number
- municipality
- postcode
- province
- nation

In the section on contact details, the user provides the following information:

- email address
- certified email address
- telephone number

The system performs a number of checks on the correct compilation of the fields by the user, and displays messages in the event of errors or missing data.

When the user selects "Confirm", the data entered are registered and the user is shown the detail page for the new company.

IDENTIFYING DETAILS

Tax code

Company size

Company Name

PUBLIC ADMINISTRATION

YES NO

Type

REGISTERED OFFICE

Location Type

Address

Street number

Municipality

Postcode

Province

Nation

CONTACT DETAILS

Email

Certified email address

Telephone

[CONFIRM](#)

Figure 5 - Enter new company

4 View discontinued companies

Selecting the "Discontinued companies" option from the menu to the left brings up the list of companies deleted by the user, which are therefore no longer clients, and for which the following information can be seen:

- client company code
- Pin1
- tax code
- company name

Each element on the list has a "View" link (the eye-shaped icon), which allows the user to view the detailed information on the discontinued company.

The details include the following information:

- "Company code", the unique identification code assigned to the company when it was entered, starting from the "New company" menu option;
- "Pin1", the secret code assigned to the company when it was entered, starting from the "New company" menu option;
- "Tax code" of the company;
- "Company name" of the company;
- The "View" link.

If the user selects the "View" link, they are shown the screen in the "Details on discontinued companies" figure.

NON-INAIL COMPANIES

[View discontinued companies](#)




Company code / Pin1	Tax code	Company name	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	

Figure 6 - List of discontinued companies

IDENTIFYING DETAILS

Tax code

Company size

Company Name

PUBLIC ADMINISTRATION

YES NO

Type

REGISTERED OFFICE

Location Type

Address

Street number

Municipality

Postcode

Province

Nation

CONTACT DETAILS

Email

Certified email address

Telephone

Figure 7 - Details on discontinued companies