

APPLICATION GUIDE
PDDA1 FORM REQUEST

Version 2.0

CONTENTS

1 Introduction	3
2 Accessing the service	4
3 PDDA1 Form	6
4 View FAQ	16

1 Introduction

The service allows authorized company representatives, consultants/intermediaries, and self-employed workers to notify Inail of the details of a worker who moves to, resides in, or stays in a Member State of the European Union different from the one in which they are insured, and to request the issuance of the PD DA1 form.

The PD DA1 document entitles the worker to health coverage in the event of an occupational accident or an occupational disease in the EU Member State.

Once the request for the PD DA1 form has been entered into the system, it is sent via e-mail both to the competent Inail office and to the referring company. Following approval by the competent office, the company receives the PD DA1 form in digital format via certified e-mail (PEC).

2 Accessing the service

Access to the online application is available to all companies insured with the Institute and to their intermediaries.

The user can access the **"PD-DA1 Form Request"** application through the institutional portal www.inail.it by selecting **"ACCEDI AI SERVIZI ONLINE"** ("ACCESS ONLINE SERVICES") at the top right and entering their credentials in the login form.

After selecting the relevant profile, the user is redirected to their home page (MyInail).

From here, by clicking the **"Accedi alla lista dei servizi"** ("Access the list of services") button (Figure 1 - MyInail), it is possible to search for the "Modulo PD-DA1" ("PD-DA1 Form") service and access the corresponding link (Figure 2 - Service Search).

The screenshot displays the MyInail user interface. At the top, there is a navigation bar with the INAIL logo, social media icons, and a search bar. Below this, a green header bar contains the user's profile information and a 'Cambio Ruolo' button. The main content area is titled 'Servizi per te' and features three service cards: 'Banca dati agenti biologici', 'Algoritmo per la valutazione del rischio biologico in ambienti sanitari', and 'Algoritmo per la valutazione del rischio biologico in laboratori non sanitari'. Each card has a 'Vai al servizio' link. Below the service cards is a 'Servizi preferiti' section with an 'Aggiungi preferito' button. At the bottom right, a blue button labeled 'Accedi alla lista dei servizi' is highlighted with a red rectangle.

Figure 1 MyInail

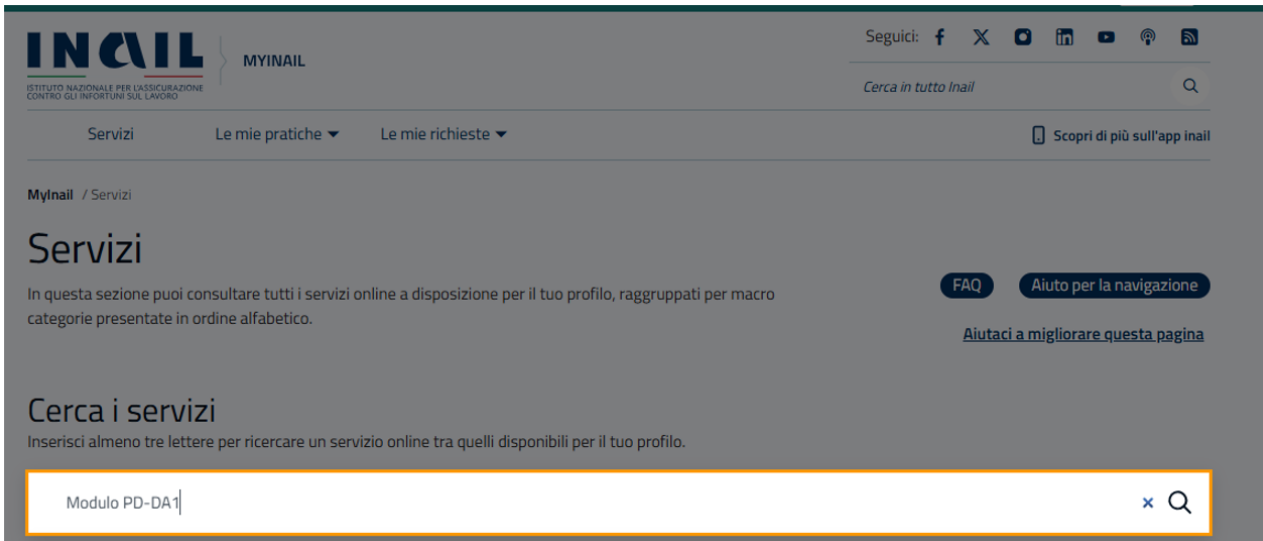


Figure 2 - Service Search

The user accesses the home page (Figure 3 - Initial Page), which contains a brief description of the service. The side menu includes three sections:

- **Homepage PDDA1:** allows the user to return to the initial page at any time;
- **Form PDDA1:** allows the user to fill in the PD DA1 form request for one or more workers of a specific company;
- **FAQ:** allows the user to view frequently asked questions along with their answers.

A drop-down menu is also available for selecting the display language of the application (Italian/English).

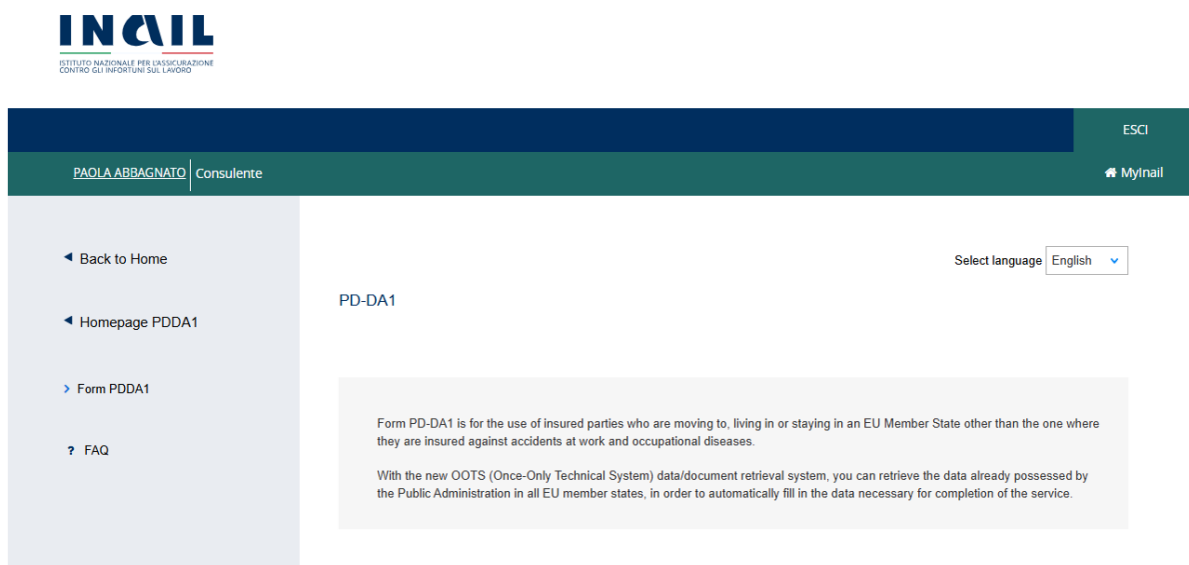


Figure 3 - Initial Page

3 PDDA1 Form

By selecting the **PDDA1 Form** section, if the user is a company or an intermediary operating on behalf of a single company, the page for entering the request data is displayed directly.

If, however, the user is an intermediary operating on behalf of multiple companies, a list of the companies they represent is displayed first, and the user must select the relevant one.

Below is an example of the page displayed, where the required data can be entered (*Figure 4 - Worker Personal Data Entry and Figure 5 - Data Completion and Form Submission*):

INAIL
ISTITUTO NAZIONALE PER L'ASSICURAZIONE
CONTRO GLI INFORTUNI SUL LAVORO

ESCI

PAOLA ABBAGNATO | Consulente

MyInail

← Back to Home

← Homepage PDDA1

> Form PDDA1

? FAQ

PD-DA1 REQUEST FORM

The fields marked with * are mandatory

COMPETENT INAIL OFFICE: 24400 - ROMA CENTRO

COMPANY

Client code
37

Company name
EN

Registered office
VIA

Province
RM

Postcode
00

Municipality
ROMA

Tax code/Vat number
00

Certified email (PEC)*
AUTOTEST5@PECMASSIVA.INAIL.IT

EMPLOYEE/SELF-EMPLOYED

Worker type*
Employee

Tax code*

EMPLOYEE SEARCH

By carrying out the "Search", you consent to the use of the OOTS service to search for data already in the possession of the Public Administration. Otherwise, proceed with manual compilation.

Name*

Surname*

Date of birth*
(dd/mm/yyyy)

Figure 4 -Worker Personal Data Entry

The screenshot displays a web form for data completion and submission. It is organized into several distinct sections:

- RESIDENCE:** Contains input fields for Address*, No.*, Province* (dropdown), Municipality* (dropdown), and Postcode* (dropdown).
- PERIOD REQUESTED:** Contains input fields for From* (with format (dd/mm/yyyy)) and To* (with format (dd/mm/yyyy)), and a dropdown for Worker's destination country* (set to AUSTRIA).
- WORKER'S DESTINATION DOMICILE*:** Contains input fields for Street, City, and Postcode.
- Territorial insurance position (PAT)*:** A dropdown menu currently showing 22171083.

At the bottom right of the form, there are two buttons: "Add employee" and "Send form".

Figure 5 - Data Completion and Form Submission

The page is divided into several separate sections. The first section displays the company’s details.

COMPANY					
Field	Description	Mandatory	Field type	Default	Protected
Client code	Identifier under which the company is recognized by Inail			YES	YES
Company Name	Legal name of the company.			YES	YES

<i>COMPANY</i>					
Field	Description	Mandatory	Field type	Default	Protected
Registered Office	Address of the company's registered office			YES	YES
Postal Code	Postal code of the company's registered office			YES	YES
Municipality	Municipality of the company's registered office			YES	YES
Province	Province of the company's registered office			YES	YES
Tax Code / VAT Number	Company's tax code or VAT number			YES	YES
Certified Email (PEC)	Company's certified email address (pre-set if already provided in a previous request)	YES	Text	YES	NO

In the second section, it is possible to enter the details of the employee or self-employed worker who will travel abroad on behalf of the company.

<i>EMPLOYEE/SELF-EMPLOYED WORKER</i>					
Field	Description	Mandatory	Field type	Default	Protected
Worker Type	Allows selection of whether the person is an employee or a self-employed worker	YES	Combo box	NO	NO
Tax Code	Worker's tax code (the validity of the data will be checked).	YES	Text (16 characters)	NO	NO

<i>EMPLOYEE/SELF-EMPLOYED WORKER</i>					
Field	Description	Mandatory	Field type	Default	Protected
First Name	Worker's first name	YES	Text (Max 20 characters)	NO	NO
Last Name	Worker's last name	YES	Text (max 20 characters)	NO	NO
Date of Birth	Worker's date of birth, in the format dd/mm/yyyy	YES	Date	NO	NO

In the third section, it is necessary to enter the worker's residence details.

<i>RESIDENCE</i>					
Field	Description	Mandatory	Field type	Default	Protected
Address	Worker's residence address	YES	Text (max 50 characters)	NO	NO
Street Number	Street number of the worker's residence	YES	Text (max 5 characters)	NO	NO
Province	Worker's province of residence	YES	Combo box	NO	NO
Municipality	Worker's municipality of residence	YES	Combo box, containing the municipalities of the selected province	NO	YES, until the province is selected.

<i>RESIDENCE</i>					
Field	Description	Mandatory	Field type	Default	Protected
Postal Code	Postal code of the worker's residence	YES	Combo box, containing the postal codes of the selected municipality	NO	YES, until the municipality is selected

In the fourth section, it is necessary to enter the period during which the worker will perform duties abroad.

<i>PERIOD REQUESTED</i>					
Field	Description	Mandatory	Field type	Default	Protected
From	Start date of the period during which the worker is expected to perform duties abroad	YES	Date (format dd/mm/yyyy)	NO	NO
To	End date of the period during which the worker is expected to perform duties abroad	YES	Date (format dd/mm/yyyy)	NO	NO
Worker's destination country	Country to which the worker will travel on behalf of the company	YES	Drop-down list	NO	NO

In the fifth section, it is possible to enter the worker's foreign address of residence.

<i>WORKER'S DESTINATION COUNTRY</i>					
Field	Description	Mandatory	Field type	Default	Protected
Street	Street name and number of the worker's address in	NO	Text (max 120 characters)	NO	NO

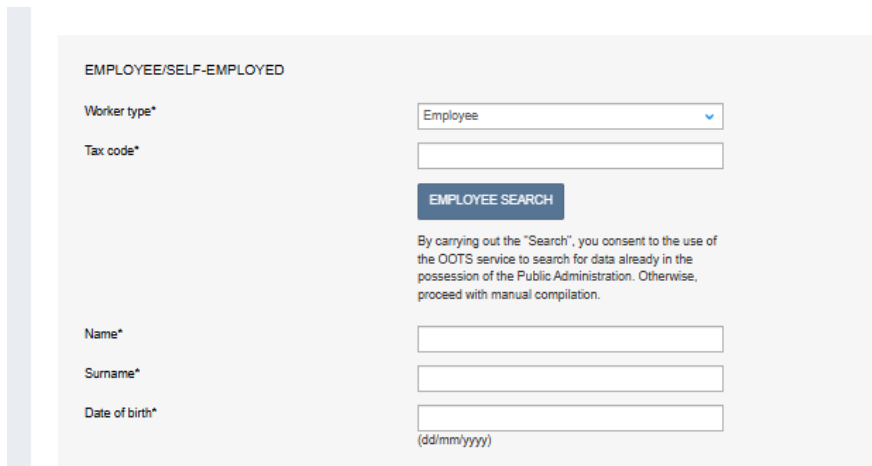
	the destination country				
City	City of the worker's address in the destination country	NO	Text (max 50 characters)	NO	NO
Postal Code	Postal code of the worker's address in the destination country	NO	Text (max 20 characters)		

In the sixth and final section, it is necessary to select the worker's reference PAT.

PAT					
Field	Description	Mandatory	Field type	Default	Protected
PAT	Territorial Administrative Position number of the company's production unit to which the worker refers	YES	Drop-down list	NO	NO

In the section of the page concerning the worker's details ("EMPLOYEE/SELF-EMPLOYED"), there is a "**EMPLOYEE SEARCH**" button, which allows automatic retrieval of the worker's personal and residence data.

The search can only be performed for employees; therefore, the button is enabled only when the "**Worker Type**" field is set to "**Employee**" and after the worker's tax code has been entered (Figure 6 - Employee Search).



EMPLOYEE/SELF-EMPLOYED

Worker type*

Tax code*

EMPLOYEE SEARCH

By carrying out the "Search", you consent to the use of the OOTS service to search for data already in the possession of the Public Administration. Otherwise, proceed with manual compilation.

Name*

Surname*

Date of birth*
(dd/mm/yyyy)

Figure 6 - Employee Search

By selecting the Search function, the user consents to the use of data consultation services already held by the Public Administration.

Once the **Employee Search** function is initiated, the following error messages may appear:

- **"The entered tax code is not associated with an employee of the company. The search cannot be performed."**

This message is displayed if the entered tax code is not present in the employment communications submitted by the Ministry of Labour to INAIL for the company in question. In this case, it is necessary to close the window and manually enter the data.

- **"Service unavailable. Please try again later."**

This message appears in case of temporary unavailability of the search service.

If the verification of the employee's tax code is successful, the user can choose to perform the search in Italy (recommended, as the response is immediate) or in other European Union Member States via the **Once-Only Technical System (OOTS)** (Figure 7 - Retrieval of data in Italy or other EU States).

The OOTS system allows retrieval of data already held by the Public Administrations of EU countries, enabling automatic completion of the information necessary to carry out the service.

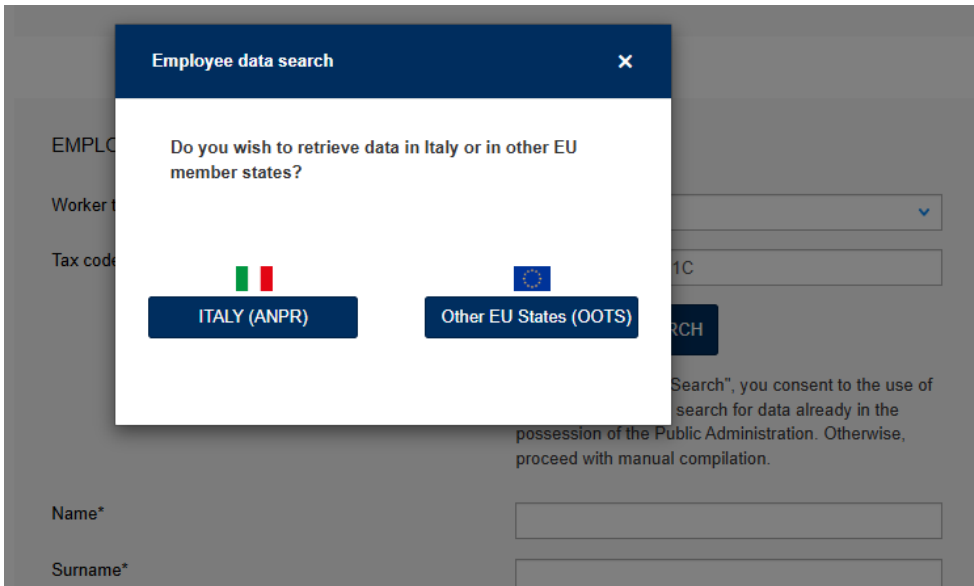


Figure 7 - Retrieval of data in Italy or other EU States

When performing the search in **Italy**, the system queries the data available in the **National Register of Resident Population (ANPR)** of the Ministry of the Interior.

If the service is available, the personal and residence data are automatically populated with the retrieved information, and the user can continue filling out the form.

If the search is performed via the Once-Only Technical System (**OOTS**), the user must select the country in which to search for the residence data (Figure 8 - Select Country for Search) and then click the **"PROCEED"** button.

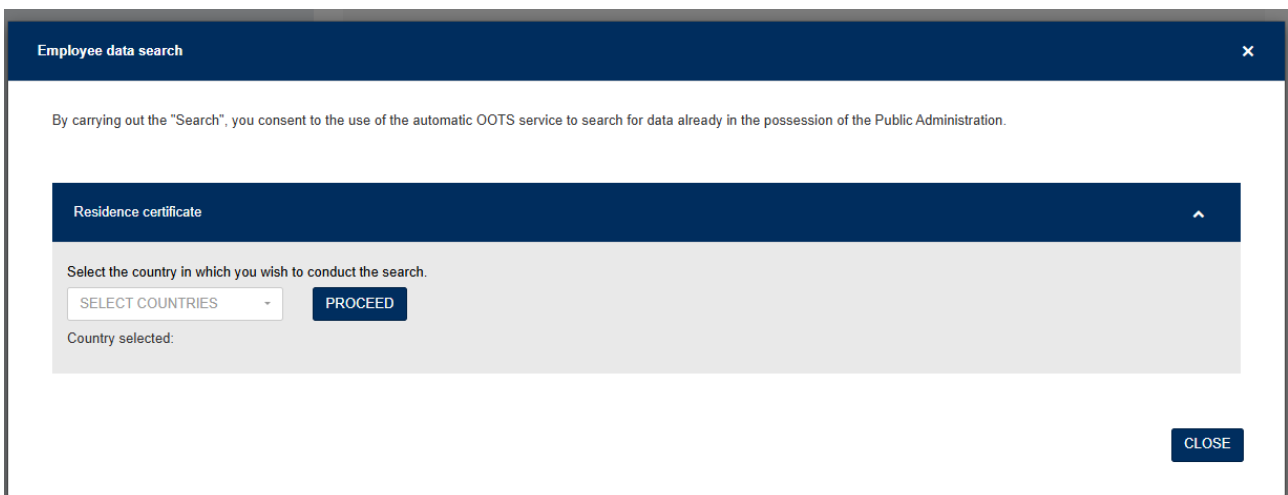


Figure 8 - Select Country for Search

If the data are not available, an error message is displayed (Figure 9 - Data Not Available); otherwise, it is necessary to enter the **mandatory personal data** in order to retrieve the list of **Authorities** that, in the selected country, have made the residence data available.

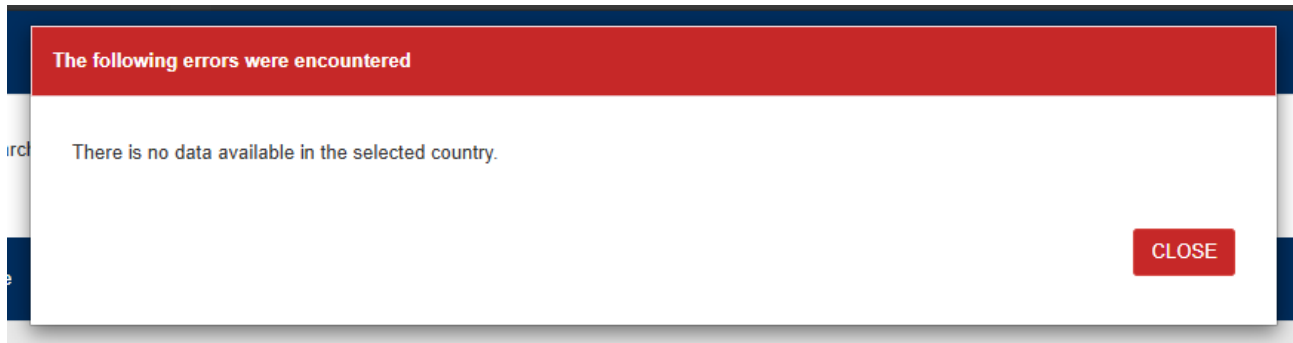


Figure 9 - Data Not Available

Once the required data has been entered, the user selects the Authority from which to retrieve the data by pressing the **“SEARCH”** button (Figure 11 - Available Organizations for Search). The provided data is then acquired, and the user is automatically returned to the pre-filled **PD DA1** form.

The Authority providing the data may request **additional information** and require access to an **external portal (Preview Portal)** to complete authentication before allowing the final retrieval of the data.

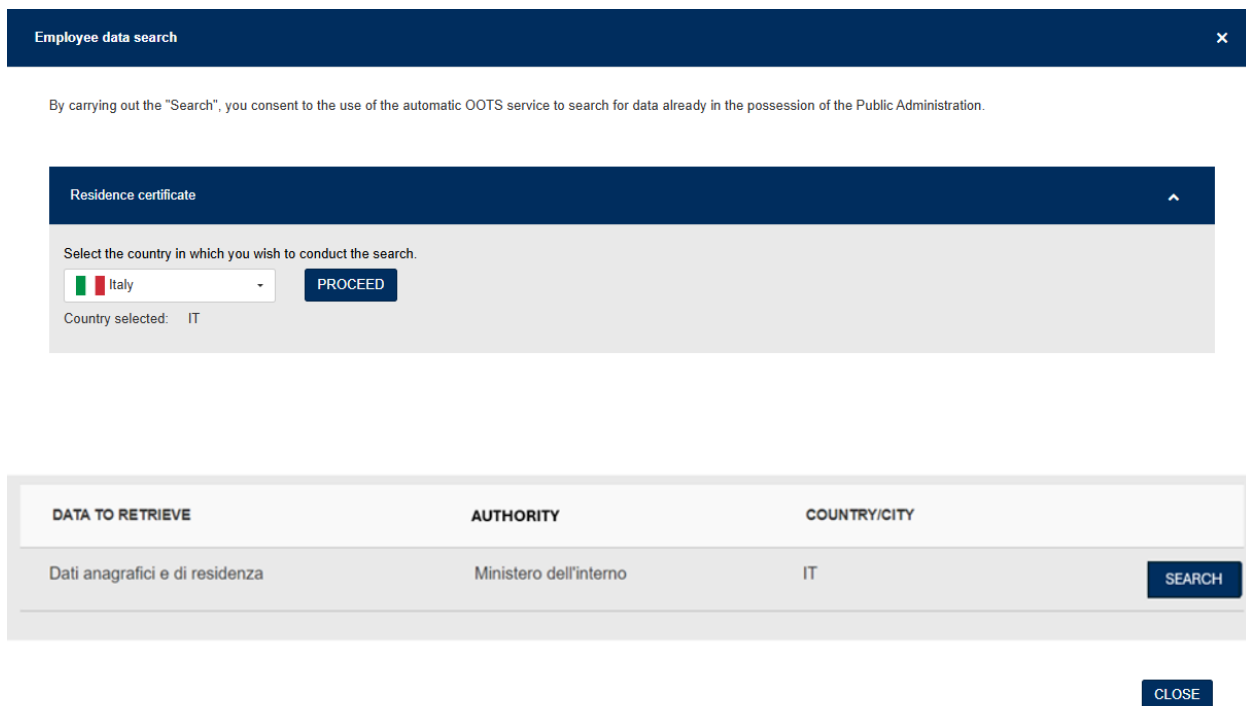


Figure 10 - Available Authorities for Search

Once all the required data in the PD DA1 form has been completed, it is possible to proceed with one of the following actions:

Activation	Preliminary Checks	Action
Add Employee Button	All mandatory data for the employees included in the request must have been entered	Pressing the button allows the user to add a new employee's record.
Submit Form	All mandatory data for the employees included in the request must have been entered	<p>Pressing the button saves the data and sends it via email to the competent INAIL office and, for reference, to the company itself. If the operation is successful, a confirmation message is displayed; otherwise, an error message appears.</p> <p>It may happen that the period indicated in the request overlaps, even partially, with another period already recorded in the system for the same employee. In this case, the system will ask whether the previous request should be replaced with the new one. If confirmed, the old request is archived and replaced.</p>

4 View FAQ

Selecting the “**FAQ**” section displays the page containing the **Frequently Asked Questions** related to the PD DA1 topic.

A list is shown in which the questions are displayed in bold and underlined, while the answers are presented in regular text.