REGISTRATION WITH INPS (GESTIONE SEPARATA)

The annual amount is subject to INPS (Gestione Separata) registration (according with art. 1 of the Law 315/1998). This registration must be made by the person concerned.

In order to register, you must:

- 1. Hold INPS credentials
- 2. Register with INPS Gestione Separata.

1. INPS CREDENTIALS

You can log into INPS personal area by using:

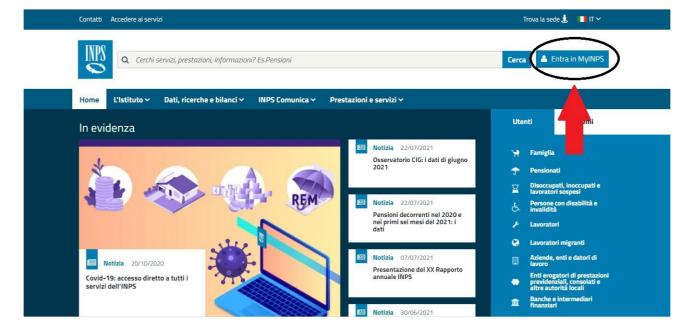
a. *PIN CODE*: for foreign citizens who don't hold an Italian ID document only. To apply for a PIN Code, you must make an appointment using this link:

https://serviziweb2.inps.it/RichiestaPin/richiestaPIN.do

- b. SPID Digital Identity: if you don't hold SPID credentials, please, apply at an identity provider: <u>https://www.spid.gov.it/en/what-is-spid/how-to-activate-spid/</u>
- c. *CIE Carta di identità elettronica/Electronic ID document*: to log in by CIE, you need related PIN and PUK code: the first part of these codes is assigned when you apply for CIE, the second part is assigned along with CIE.

2. REGISTRATION WITH GESTIONE SEPARATA

a. Log into MyINPS usingyour credentials:



b. Select, from the bar at the top, the item: "*Domanda d'iscrizione alla Gestione separata*" and "*Accedi*":



c. Click on "sè stessi" and go ahead by clicking on "Avanti"

INDS	Amministrazione trasparente	Avvisi, bandi e fatturazio	ne Dati, ricerche e bilanci	INPS Comunica L'Istituto	Prestazioni e servizi
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🎢 / Prest	azioni e servizi / Domanda d'i	scrizione alla Gestione sep	parata		
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ART	ICOLO 2, COMMA 26,	DELLA LEGGE 8 A	GOSTO 1995, N. 3	35	
CEL	EZIONE BENEFICIARIO D	OMANDA			Manuale Utente (450kb)
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d. Register as "Parasubordinato"

You must select the registration as "Parasubordinato" and personal data are automatically filled in.

You are requested to fill in the following fields:

- Activity start date (*data inizio attività*), corresponding of the date of enrolment.

- e-mail address

Once you have filled in all the fields, you must confirm information (CONFERMA) and proceed with the application registration (PROTOCOLLAZIONE).

After registering, we suggest you print and save your receipt.