

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 GestioneSeparata.

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: <https://www.spid.gov.it/en/what-is-spid/how-to-activate-spid/>
- 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 using your credentials:

The screenshot shows the MyINPS website homepage. At the top, there is a navigation bar with 'Contatti' and 'Accedere ai servizi' on the left, and 'Trova la sede' and 'IT' on the right. Below this is a search bar with the text 'Cerchi servizi, prestazioni, informazioni? Es.Pensioni' and a 'Cerca' button. To the right of the search bar is a button labeled 'Entra in MyINPS', which is circled in black. A red arrow points to this button from the right. Below the search bar is a navigation menu with 'Home', 'L'Istituto', 'Dati, ricerche e bilanci', 'INPS Comunica', and 'Prestazioni e servizi'. The main content area is divided into two columns. The left column is titled 'In evidenza' and features a large graphic with icons for 'REM' and a laptop, along with a news item titled 'Covid-19: accesso diretto a tutti i servizi dell'INPS'. The right column is titled 'Utenti' and lists various categories: 'Famiglia', 'Pensionati', 'Disoccupati, inoccupati e lavoratori sospesi', 'Persone con disabilità e invalidità', 'Lavoratori', 'Lavoratori migranti', 'Aziende, enti e datori di lavoro', 'Enti erogatori di prestazioni previdenziali, consolati e altre autorità locali', and 'Banche e intermediari finanziari'.

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

The screenshot shows the search results page for 'Domanda d'iscrizione alla Gestione separata'. The search bar at the top contains the text 'Domanda d'iscrizione alla Gestione separata' and has a 'Cerca' button. Below the search bar is a navigation menu with 'Home', 'L'Istituto', 'Dati, ricerche e bilanci', 'INPS Comunica', and 'Prestazioni e servizi'. The main content area is titled 'Risultati per domanda d'iscrizione alla gestione separata' and shows a list of search results. The first result is a 'Servizio' titled 'Domanda d'iscrizione alla Gestione separata' with an 'Accedi' button. A blue arrow points to this 'Accedi' button. The other results are 'Scheda Prestazione' items: 'Assegno per il Nucleo Familiare per gli iscritti alla...', 'Iscrizione dei lavoratori parasubordinati alla...', and 'Iscrizione liberi professionisti'. Each result has an 'Accedi' button. The page also shows filters and a 'Visualizzazione' section with 'Griglia' and 'Lista' options.

c. Click on “*sè stessi*” and go ahead by clicking on “*Avanti*”

The screenshot shows the top navigation bar of the INPS website. On the left is the INPS logo. To its right are several menu items: "Amministrazione trasparente", "Avvisi, bandi e fatturazione", "Dati, ricerche e bilanci", "INPS Comunica", "L'Istituto", and "Prestazioni e servizi". Below this bar is a secondary navigation bar with links: "Indietro", "Vai a MyINPS", "Modifica contatti", "Modifica Pin", and "Esci". A search bar is located to the right of these links. Below the navigation bars is a breadcrumb trail: "Home / Prestazioni e servizi / Domanda d'iscrizione alla Gestione separata".

Iscrizione alla Gestione Separata

ARTICOLO 2, COMMA 26, DELLA LEGGE 8 AGOSTO 1995, N. 335

The screenshot shows a form titled "SELEZIONE BENEFICIARIO DOMANDA". At the top right of the form area, there is a link for "Manuale Utente (450kb)". The main text of the form asks: "Soggetto per il quale effettuare l'Iscrizione alla Gestione Separata". Below this text are two radio button options: "se stessi" (which is selected) and "altro soggetto". At the bottom of the form are two buttons: "AVANTI" and "ANNULLA".

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.