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L'AGENZIA DELLE ACCISE, DOGANE E MONOPOLI

MAU WIZARD
NOVEMBER 15, 2021

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1. GENERAL INFORMATION

This document illustrates the scenarios for use of the wizard to request authorisations for the online services.

The functionality is available within the *reserved area* of *the Single Portal of Customs and Monopolies* www.adm.gov.it (SCMP) from the *My Desk* tab of the *My Profile*. A wizard supports the user so that, through a few targeted steps, they can request and delegate authorisations to the services of interest and, at the same time, make the appointment as MAU manager, where required.

The procedure is available to natural persons (citizen, freelancer, sole proprietorship) and to non-natural persons (company).

For companies, in this case, the procedure is reserved to the main legal representative and to the designated managers (natural persons) of the electronic services (Entratel) at the Revenue Agency, or to the MAU manager with an appointment already approved.

In this regard, it is recalled that national legislation obliges the unique identification of the natural person who accesses the services and ascertaining that they are entitled by virtue of the role they perform or directly or following the conferment of a delegate.

2. WIZARD FOR A NATURAL PERSON

The use case in question illustrates the wizard for requesting authorisations for online services for a natural person (citizen, freelancer, sole proprietorship).

To take advantage of the procedure, the user, connected with their personal credentials, accesses the *My Desk* tab of the *My Profile* and selects the link *Citizen, freelancer, sole proprietorship*.

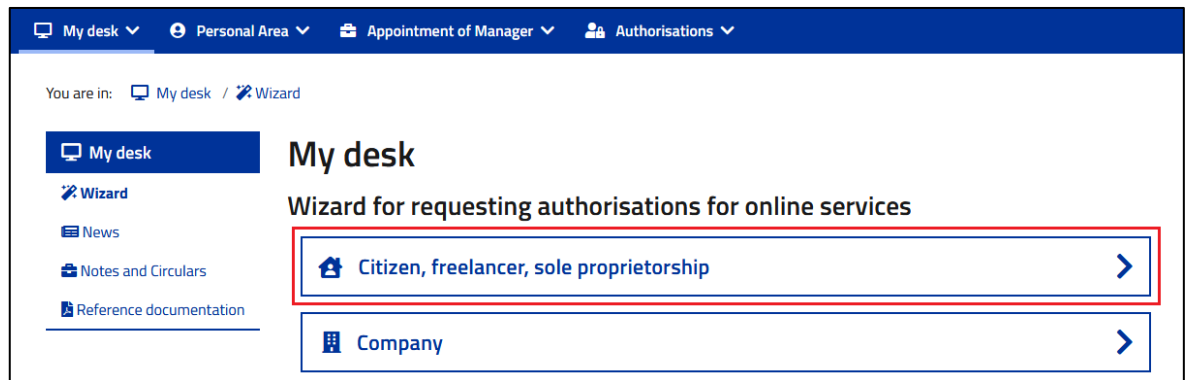


Figure 1

Selecting this option, the system directly proposes the selection of available profiles, directing it to the *Request Authorisations* section.

My desk | Personal Area | Appointment of Manager | Authorisations

You are in: Authorisations / Request Authorisations

Request Authorisations

Request Authorisations

Authorisations Requested

Delegated Authorisations

National Authorisations | EU Authorisations

Export in CSV | Search: Separate search filters with a space

Authorisation	Category	
<input type="checkbox"/> CONCESSIONARI GIOCHI APPARECCHI DA INTRATTENIMENTO COMMA6 dlr_giochi_apparecchi_comma6	Giochi	Request
<input type="checkbox"/> CONCESSIONARI GIOCHI COLLAUDO IN AUTONOMIA E VERIFICA COLLOQUI dlr_giochi_verifica_colloqui	Giochi	Request
<input type="checkbox"/> CONCESSIONARI GIOCHI CONTATTI RIFERIMENTI dlr_giochi_contatti_rif	Giochi	Request
<input type="checkbox"/> CONCESSIONARI GIOCHI DI ABILITA E BINGO A DISTANZA dlr_giochi_gad_pgda_pbad	Giochi	Request
<input type="checkbox"/> CONCESSIONARI GIOCHI DOCUMENTAZIONE ANTIMAFIA dlr_giochi_doc_antimafia	Giochi	Request
<input type="checkbox"/> CONCESSIONARI GIOCHI GAD CANALI GIACENZE dlr_giochi_gad_canali_giacenze	Giochi	Request
<input type="checkbox"/> CONCESSIONARI GIOCHI PALINSESTI COMPLEMENTARI IPPICA dlr_giochi_palinsesti_compl_ippica	Giochi	Request
<input type="checkbox"/> CONCESSIONARI GIOCHI PALINSESTI COMPLEMENTARI SPORT dlr_giochi_palinsesti_compl_sport	Giochi	Request
<input type="checkbox"/> CONCESSIONARI GIOCHI QUADRO INFORMATIVO MINIMO dlr_giochi_quadro_inf_minimo	Giochi	Request
<input type="checkbox"/> CONCESSIONARI GIOCHI RENDICONTI CONTABILI dlr_giochi_rendiconti_contabili	Giochi	Request

« < 1 2 3 4 5 > »

Request selecteds (0)

Figure 2

3. WIZARD FOR A NON-NATURAL PERSON

The use case in question illustrates the wizard for **requesting authorisations for online services and appointing a manager** for a non-natural person (company).

The procedure is reserved to the main legal representative of the company, to a designated manager (natural person) of the company of the electronic services (Entratel) at the Revenue Agency or is reserved to a MAU manager already appointed.

To take advantage of the procedure, the user, connected with their personal credentials, accesses the *My Desk* tab of the *My Profile* and selects the link *Company*.

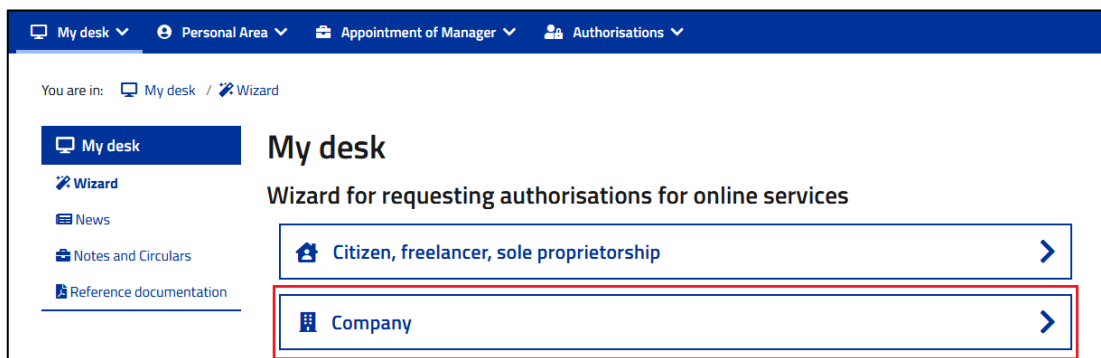


Figure 3

Selecting this option, the scenario differs according to the characteristics of the user who has logged in.

If the user is already the **MAU manager of one or more companies (with an already approved appointment)**, they must select the tax code of the **company** for which they wish to request authorisations to start the authorisation procedure.

If the user is not yet an appointed manager, they must select the appropriate check and indicate the tax code of the company they intend to authorise. The latter option is reserved for the main legal representative and for the designated managers (natural persons) for the company of electronic services (Entratel) at the Revenue Agency.

3.1 MAU MANAGER ACCESS

In the event that the user is a MAU manager with an approved appointment, the authorisation process for online services is started.

The system prompts the user to **select the non-natural person** for which they intend to request authorisations for the services, proposing the list of companies for which the connected user is the manager.

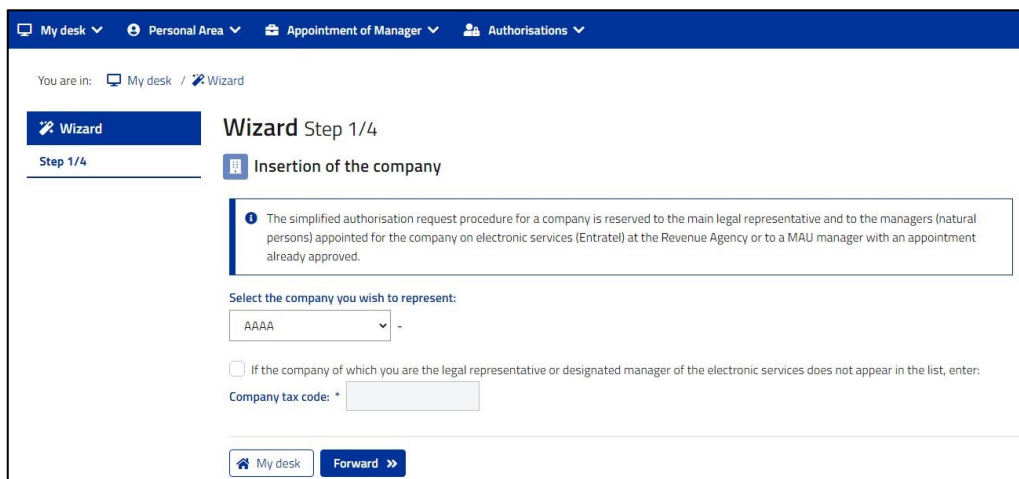


Figure 4 non-natural person Access - Authorised Manager

3.2 LEGAL REPRESENTATIVE ACCESS

In the event that the user is NOT a MAU manager with approved appointment, the authorisation process starts assuming that they are the main legal representative or a designated manager (natural person) of the electronic services (Entratel) at the Revenue Agency for the non-natural person. The wizard, in addition to the request for authorisations, allows the simultaneous appointment of the user as MAU manager.

The system requires the user to **enter the tax code of the company** for which they intend to request authorisations as legal representative or designated manager (natural person) of the electronic services at the Revenue Agency.

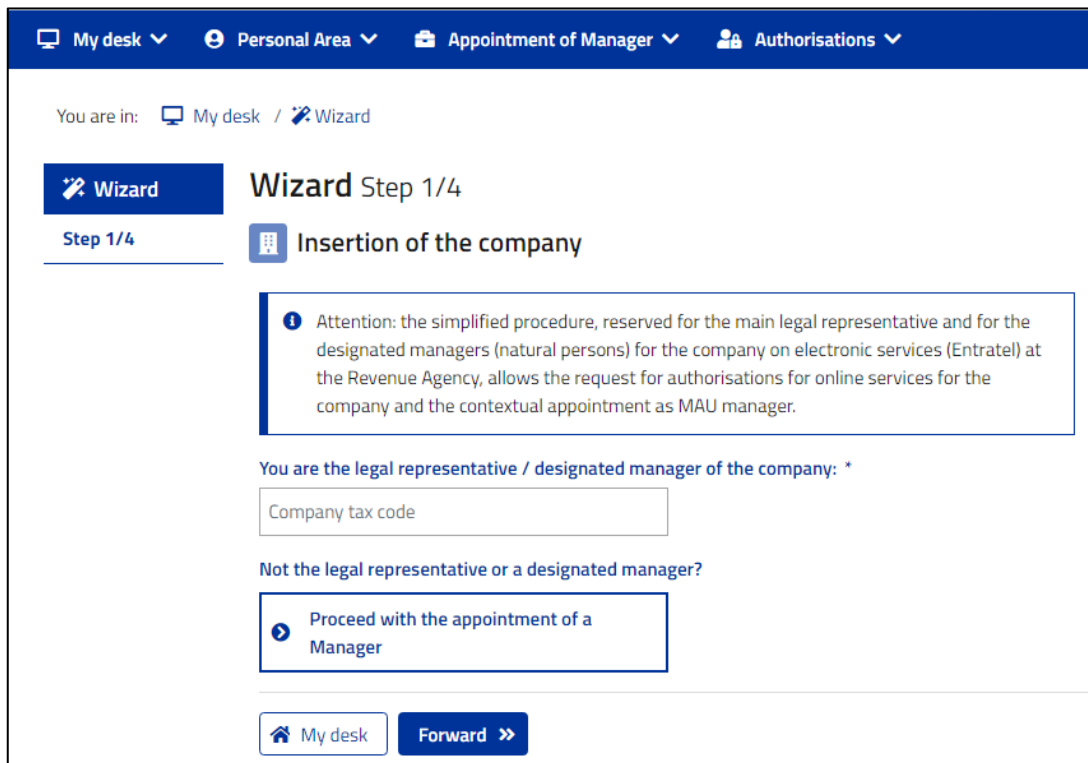


Figure 5 non-natural person access - Legal representative or designated manager

Proceeding with the *Next* button, the system performs the necessary checks.

If the user is not the main legal representative or designated manager (natural person) of the Revenue Agency's electronic services for the company indicated, the system interrupts the wizard, signalling the inconsistency and prompting the user to continue with the appointment of manager:

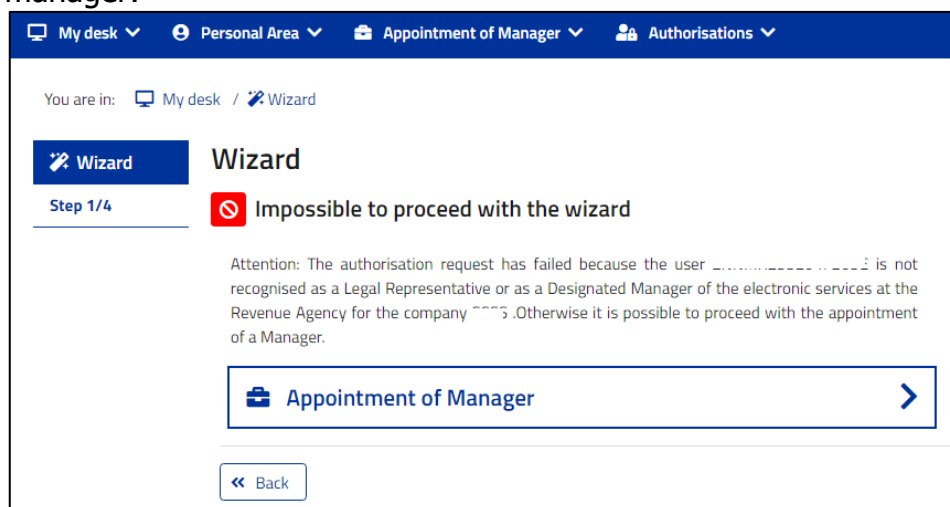


Figure 6 Role NOT verified at the Revenue Agency

If, instead, the check is successful, the system continues on the wizard.

3.3 SELECTION OF ONLINE SERVICES - STEP 2/4

At this point, the user proceeds to select the available online services. The services for which authorisation has previously been requested are excluded from the list.

If there are no profiles available, the procedure cannot continue:

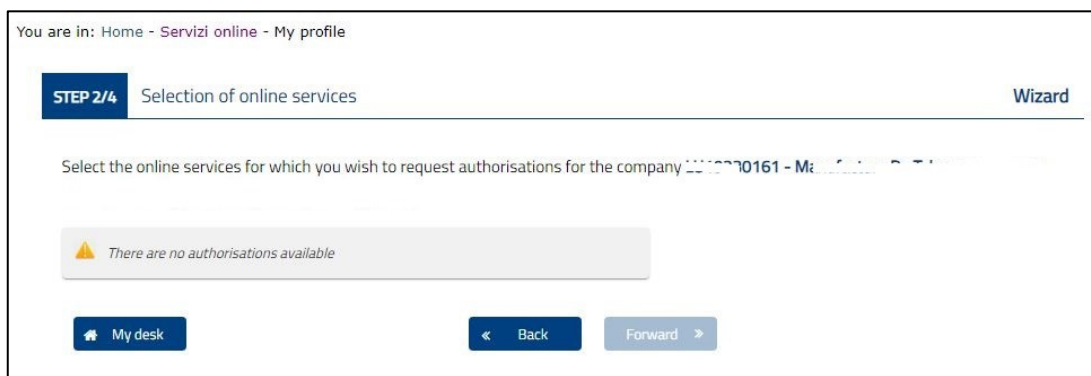


Figure 7 No online service available

If, however, there are services available, the multiple selection of authorisations is possible.

The profiles are divided between National and EU and, for EU profiles, a hierarchical view is provided.

My desk Personal Area Appointment of Manager Authorisations

You are in: My desk / Wizard

Wizard Step 2/4

Selection of online services

Select the online services for which you wish to request authorisations for the company:
AAAA - -

You cannot request EU authorisations because you do not have an EORI number

National authorizations available:14

- CONCESSIONARI GIOCHI APPARECCHI DA
INTRATTENIMENTO COMMA6
dlr_giochi_apparecchi_comma6
- CONCESSIONARI GIOCHI SITUAZIONE
CONTABILE
dlr_giochi_situazione_contabile
- CONCESSIONARI GIOCHI STATISTICHE
CONCORSI SCOMMESSE
dlr_giochi_stat_concorsi_scommesse
- CONCESSIONARI GIOCHI STATISTICHE GIOCO
DISTANZA
dlr_giochi_stat_gioco_distanza
- CONCESSIONARI GIOCHI TRASMISSIONE
REFERTI IPPICA CONCESSIONARIO
dlr_giochi_trasm_referti_ippica_concessionario
- CONCESSIONARI GIOCHI TRASMISSIONE
REFERTI IPPICA FSC
dlr_giochi_trasm_referti_ippica_fsc
- CONCESSIONARI GIOCHI VISUALIZZAZIONE
SCADENZARIO
dlr_giochi_visualizza_scadenzario
- ORGANISMI DI VERIFICA - AWP
dlr_odv_awp
- ORGANISMI DI VERIFICA - BINGO DI SALA
dlr_odv_bds
- ORGANISMI DI VERIFICA - FIRMA
DOCUMENTI
dlr_odv_firma
- ORGANISMI DI VERIFICA - FUNZIONALITA'
GENERALI
dlr_odv
- ORGANISMI DI VERIFICA - GIOCO A DISTANZA
dlr_odv_gad
- ORGANISMI DI VERIFICA - VLT
dlr_odv_vlt
- Prova1
dlr_prova_1

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Figure 8 Selection of online services

By pressing the *Next* button, the user moves on to the next delegation entry *step*.

3.4 INSERTION OF DELEGATED SUBJECTS – STEP 3/4

If all the required authorisations are to be approved, inclusion of the delegated subjects is inhibited.

The user can delegate the authorisations after the approval of the authorisations themselves, which will be communicated via email.

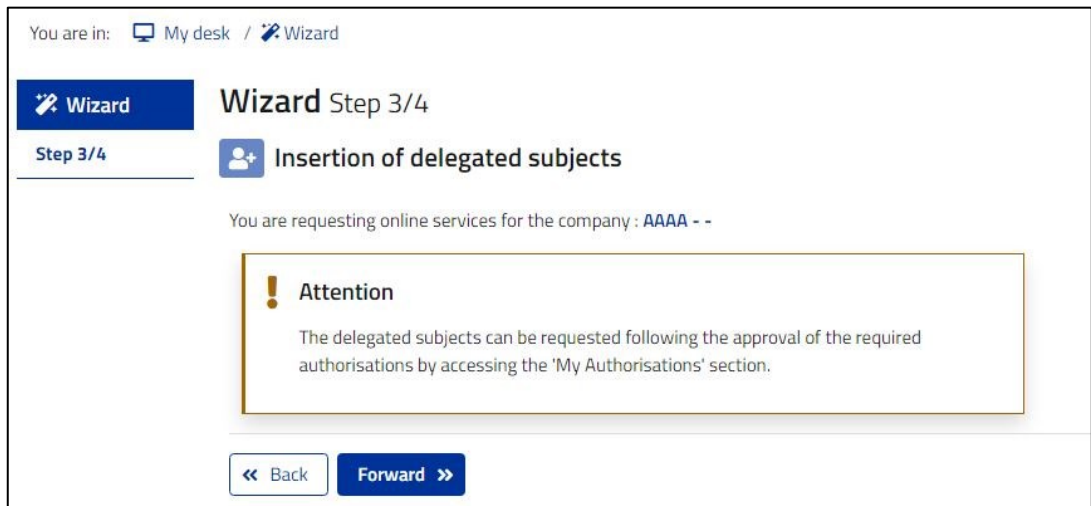


Figure 9 Online services with approval requirement

If, instead, one or more of the required authorisations do not require approval, the system allows inclusion of the delegated subjects and the relative type of delegation (Direct or Mandate).

The delegation will only be applied to authorisations that do not require approval, listed in the *Profiles* section *that it is possible to delegate*.

To add delegated subjects, in the section *Do you want to add delegates?*, enter the tax code of the subject to be delegated, select the type of delegation (*Direct* or *Mandate*) and press the *Add* button.

Finally, the user can delegate themselves by selecting the "*Self-delegate*" check, which sets the tax code of the subject to be delegated with the tax code of the connected user.

You are in: My desk / Wizard

Wizard Step 3/4

Step 3/4 **Insertion of delegated subjects**

You are requesting online services for the company : AAAA - -

Profiles that you can delegate :

CONCESSIONARI GIOCHI TRASMISSIONE REFERTI IPPICA FSC	dlr_giochi_trasm_referti_ippica_fsc
--	-------------------------------------

Do you wish to add delegates?

All the authorisations listed above will be delegated to the subjects inserted below

Tax Code: Autodelegate

Delegation type:

Direct: Direct
Mandate: Mandate

Figure 10 Entering of delegates

After entering of the delegates, the *Added Delegates* section is populated with the information entered:

You are in: My desk / Wizard

Wizard

Wizard Step 3/4

Step 3/4

Insertion of delegated subjects

You are requesting online services for the company : AAAA - -

Profiles that you can delegate :

CONCESSIONARI GIOCHI TRASMISSIONE REFERTI IPPICA FSC	dlr_giochi_trasm_referti_ippica_fsc
--	-------------------------------------

Do you wish to add delegates?

All the authorisations listed above will be delegated to the subjects inserted below

Tax Code: Autodelegate

Delegation type: Direct Add +

Direct: Direct
 Mandate: Mandate

Added delegates

AAAB_.....D	Mandate	
-------------	---------	--

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Figure 11 Detail of delegates entered

3.5 SUMMARY AND CONFIRMATION - STEP 4/4

The last *step* of the wizard consists of the summary of the authorisations requested and, if any, of the delegated subjects.

If it is envisaged for the selected profiles, the relative *disclaimer* will be displayed (for S2S services), the acceptance of which is mandatory for continuation.

If the wizard was used by the legal representative of the non-natural person or by a designated manager (natural person) of the non-natural person on the electronic services of the Revenue Agency, the procedure provides for the contextual autonomy of the subject as "Manager" and, therefore, the acceptance of the relative *disclaimer*.

Wizard

Wizard Step 4/4

Step 4/4

Confirm authorisation request

Services awaiting approval

Attention: the delegates of the following authorisations can be inserted after approval by accessing the 'Required Authorisations' section.

<div style="display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 5px; margin-right: 5px;"> </div> <div> <p style="margin: 0; font-size: 0.8em;">ORGANISMI DI VERIFICA - GIOCO A DISTANZA</p> </div> </div> <div style="text-align: right; font-size: 0.8em;"> <p style="margin: 0;">dlr_odv_gad</p> </div>

Services summary

You are requesting online services for the company : AAAA - -

ORGANISMI DI VERIFICA - GIOCO A DISTANZA

DLR_ODV_GAD

User To System


Pending...

<< Back

Confirm

Figure 12 Summary of requests



By pressing the *Confirm* button, the request is consolidated and the user is presented with a summary of the authorisations granted.

You are in:  My desk

Wizard Summary

Summary

Authorisation successful

- Authorised online services for the company AAAA - -
No records found.
-  Online services awaiting approval: 1
 -  ORGANISMI DI VERIFICA - GIOCO A DISTANZA - DLR_ODV_GAD

Attention: the subjects delegated to the authorisations awaiting approval can be inserted after the approval itself by accessing the 'My authorisations' section


 [My desk](#)

Figure 13 Outcome of requests