



**Ministero delle  
politiche agricole  
alimentari e forestali**

Horse Information System  
Guide to accessing SIAN's Horse Service

## Index

1	INTRODUCTION .....	3
1.1	INTRODUCTION .....	3
1.2	PURPOSE.....	3
1.3	FIELD OF APPLICATION .....	3
1.4	REFERENCES .....	3
1.5	CHANGES LOG .....	3
1.6	GLOSSARY .....	3
2	REGISTRATION TO SIAN.....	5
3	REQUEST THE PASSWORD RESET .....	11
4	WHAT TO DO IF YOU HAVE LOST THE PIN.....	12
5	ACCESS MIPAAF PORTAL.....	13
6	HOW TO REQUEST HELP .....	16

## 1 INTRODUCTION

### 1.1 Introduction

This guide describes the operating mode for accessing the services provided by SIAN for the horse racing sector.

### 1.2 Purpose

The manual intends to offer an introductory guide to the services provided by SIAN for the horse racing sector.

### 1.3 Field of application

The document is dedicated to all horse foreign operators and provides the main lines and recommendations to access SIAN.

### 1.4 References

The documents considered useful for the best understanding of the manual are listed below.

Regulation	Title
-	-

### 1.5 Changes Log

The changes in the document are listed below.

N° Revision	Description	Author	Date Issue
1	First version	R. Vanzini	08/10/2017

### 1.6 Glossary

All the terms and acronyms used in the document in order to define a rigorous and unambiguous description are listed below.

Abbreviazione utilizzata	Descrizione
MIPAAF	Ministry of Food and Forestry Policies
PIN	Personal Identification Number
SIAN	National Agricultural Information System

Personal credentials	Username and Password
Username	code of the foreign operator or legal representative or delegate. This code is present on the document of the transfer sent by the banks to their customers (in this case, the foreign horse operators): it is present in the purpose of the payment. If the code is not working or missing, a request may be sent to: <a href="mailto:premi.operatoriesteri@politicheagricole.it">premi.operatoriesteri@politicheagricole.it</a> for getting such code.

## 2 REGISTRATION TO SIAN

To apply for the SIAN portal, you must activate the appropriate service on the MIPAAF portal available at <http://mipaaf.sian.it>.

On the homepage select the **ACCESSO ALL'AREA RISERVATA** located at the top right and then the **ISCRIZIONE UTENTE** item (the direct link is <http://www.sian.it/cappello/filtro.do?idSito=14>) and then proceed with the sequence of operations indicated below.

Choose the online credentials  
(**Username and Password**).



The screenshot shows the 'Iscrizione Utente Qualificato' page. The header includes the logo of the Ministero delle Politiche Agricole Alimentari e Forestali and the title 'Iscrizione Utente Qualificato'. Below the header, there is a 'Torna al portale' link and a 'HELP' button. The main section is titled 'Selezione del Tipo di Iscrizione'. It contains a paragraph explaining the registration process and a section for 'Tipo Iscrizione:' with two options: 'Username e Password' and 'Carta Nazionale dei Servizi (CNS)'. The 'Username e Password' option is selected.

Choose the sector for which you  
are enrolled in the SIAN (**Sistema  
Informativo dell'Ippica**).



The screenshot shows the 'Iscrizione Utente Qualificato' page. The header is the same as in the previous screenshot. The main section is titled 'Selezione del Settore'. It features a dropdown menu labeled 'Settore:' with the text '<Selezionare>' and a 'Dettaglio' link. Below the dropdown menu, there are 'Indietro' and 'Avanti' buttons.

In the TIPO SOGGETTO field, select the PERSONA FISICA option

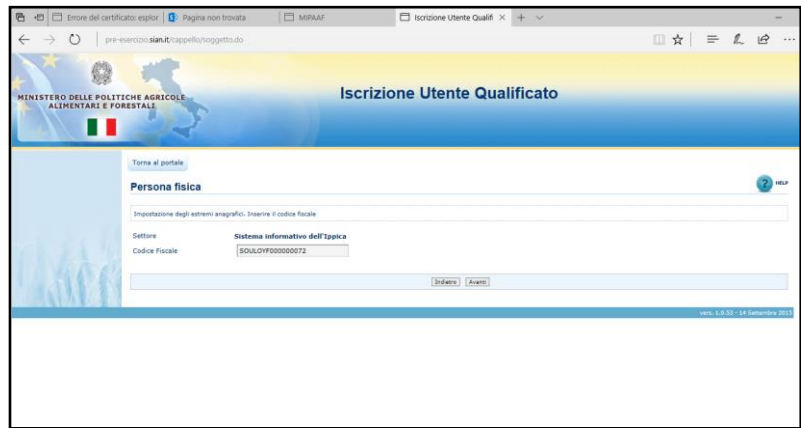


The screenshot shows the 'Iscrizione Utente Qualificato' page. Under the 'Selezione del Soggetto' section, the 'Tipo soggetto' dropdown menu is open, and 'PERSONA FISICA' is selected. The 'Indietro' and 'Avanti' buttons are visible at the bottom of the form.

Indicate the Code on the document of the transfer sent by the bank : it is present in the purpose of the payment (if you have already received prize money) and your e-mail address.

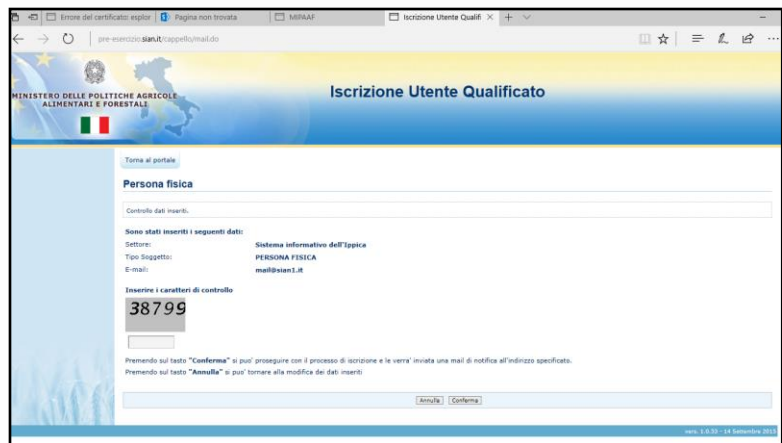
If you have not such Code, you may send a request to

[premi.operatoriesteri@politicheagricole.it](mailto:premi.operatoriesteri@politicheagricole.it)



The screenshot shows the 'Iscrizione Utente Qualificato' page. The 'Persona fisica' section is active, and the 'Codice Fiscale' field is filled with 'S0U0LYF000000072'. The 'Indietro' and 'Avanti' buttons are visible at the bottom of the form.

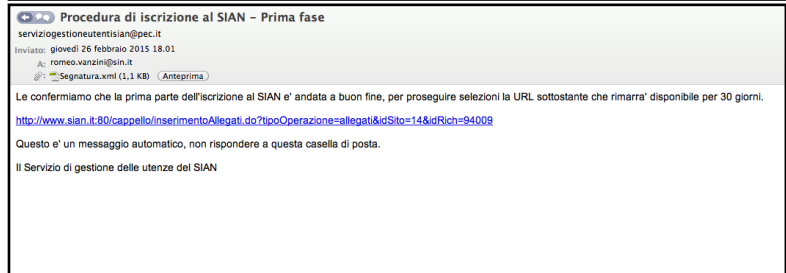
After you have entered all the data, confirm the request by entering the security code.



The screenshot shows the 'Iscrizione Utente Qualificato' page. The 'Persona fisica' section is active, and the security code '38799' is displayed in a large box. The 'Indietro' and 'Conferma' buttons are visible at the bottom of the form.

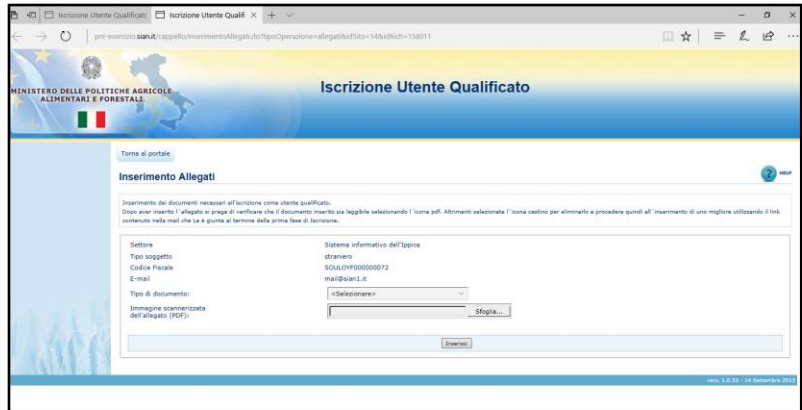
Check out your e-mail box, you should have received a message.

Open the "postacert.eml" attachment and click on the link to continue.



To verify the identity you must attach a valid document in PDF format.

For the companies you must attach a valid document of the legal representative.



Complete the registration confirming the indicated data.





## Stop registration

If the Code is not known to SIAN, or some mistakes are done during the registration, a warning is issued and the registration cannot be continued.

In this case, please contact the e-mail address:

[agret2@politicheagricole.it](mailto:agret2@politicheagricole.it)

OR

[premi.operatoriesteri@politicheagricole.it](mailto:premi.operatoriesteri@politicheagricole.it)

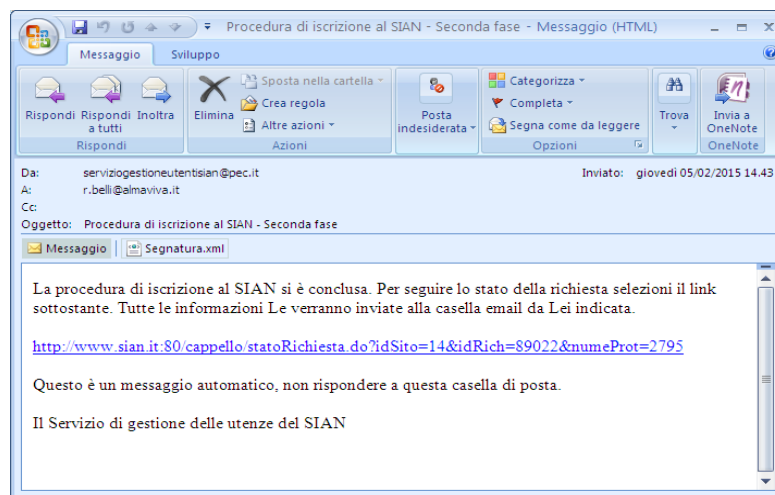
to request support



## Complete registration

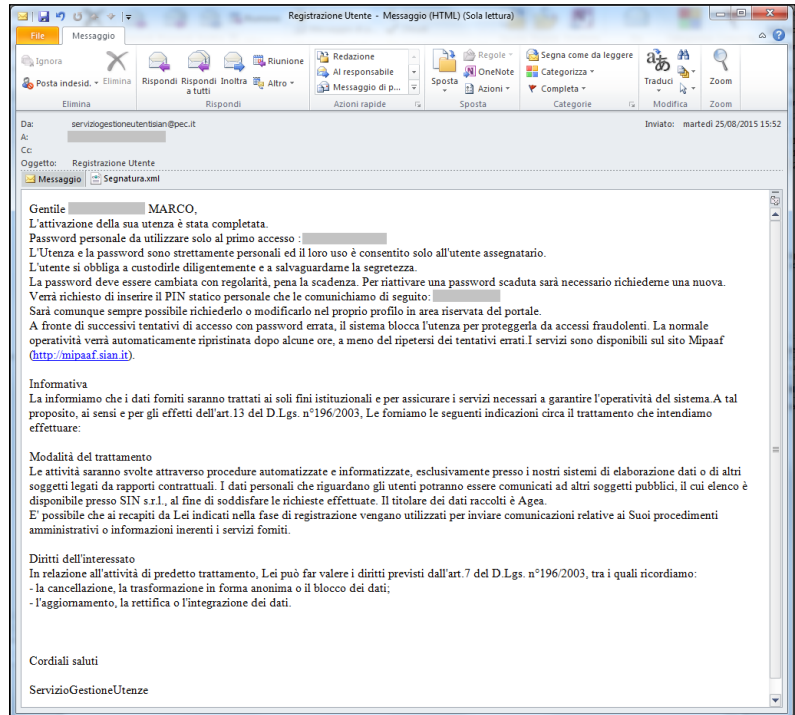
At the end of the registration step you will receive an e-mail containing a link.

If you click the link you will allow to verify the status of your request.





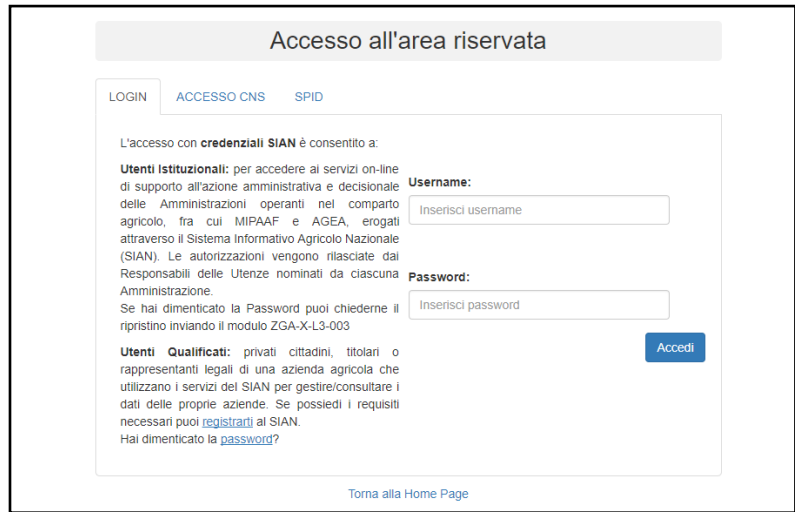
Check your e-mail box frequently. You will receive a message with your own PASSWORD, that will only be used at the first login.



Return to the MIPAAF portal (<http://mipaaf.sian.it>) and select ACCESSO ALL' AREA RISERVATA (option ACCEDI).



Enter the Username (your Code) and the personal Password to be used only for the first access (you will be asked to change the password with one chosen by yourself).



The screenshot shows the login interface for the SIAN system. At the top, there are three tabs: 'LOGIN', 'ACCESSO CNS', and 'SPID'. Below the tabs, the text reads: 'L'accesso con **credenziali SIAN** è consentito a:

**Utenti Istituzionali:** per accedere ai servizi on-line di supporto all'azione amministrativa e decisionale delle Amministrazioni operanti nel comparto agricolo, fra cui MIPAAF e AGEA, erogati attraverso il Sistema Informativo Agricolo Nazionale (SIAN). Le autorizzazioni vengono rilasciate dai Responsabili delle Utenze nominati da ciascuna Amministrazione.  
Se hai dimenticato la Password puoi chiederne il ripristino inviando il modulo ZGA-X-L3-003

**Utenti Qualificati:** privati cittadini, titolari o rappresentanti legali di una azienda agricola che utilizzano i servizi del SIAN per gestire/consultare i dati delle proprie aziende. Se possiedi i requisiti necessari puoi [registrarti](#) al SIAN.  
Hai dimenticato la [password?](#)

On the right side, there are two input fields: 'Username:' with the placeholder 'Inserisci username' and 'Password:' with the placeholder 'Inserisci password'. Below these fields is a blue 'Accedi' button.

At the bottom of the page, there is a link: 'Torna alla Home Page'.

### 3 REQUEST THE PASSWORD RESET

To reset the Password, simply go to the item ACCESSO ALL'AREA RISERVATA located at the top right and then select the RIPRISTINO PASSWORD option (the direct access link is

<http://www.sian.it/registrazione/?sito=portale-mipaaf&op=resend>).

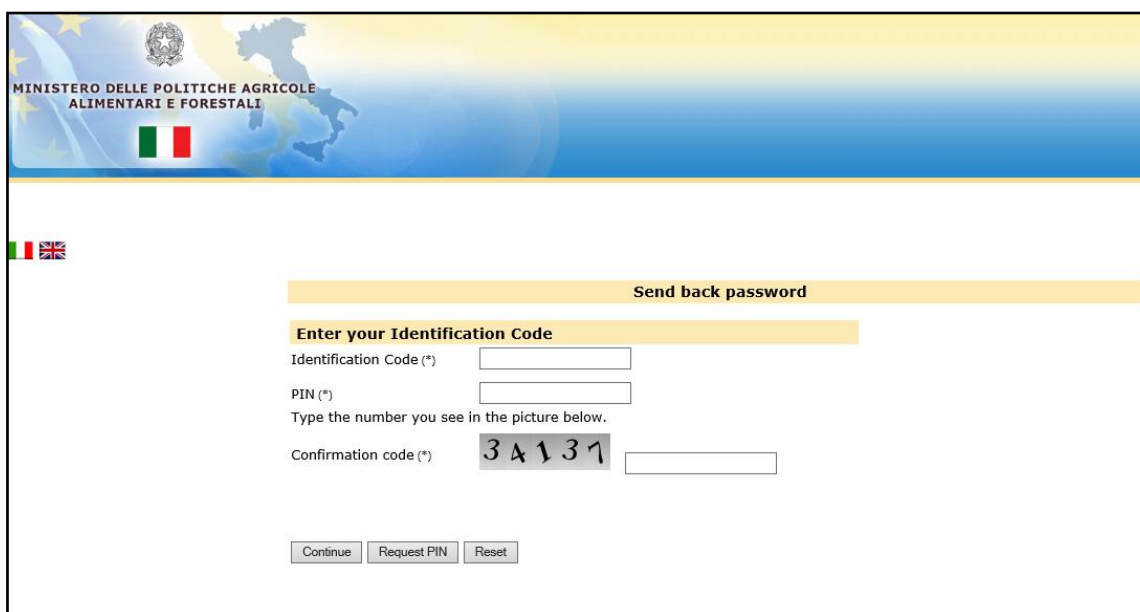


The screenshot shows the homepage of the Mipaaf portal. At the top left is the logo of the Ministero delle politiche agricole alimentari e forestali. The main navigation bar includes sections for Agricoltura, Pesca, and Ippica. On the right, there is a dropdown menu for 'Accesso all'area riservata' with options: Accedi, UTENTI ISTITUZIONALI (Invio modulo ripristino password, Invio modulo Accettazione), and AZIENDE-CITTADINI (Iscrizione utente, Registrazione utente, Ripristino password). Below the navigation, there is a 'Primo piano' section with an image of markers and text describing the portal's services. To the right, there are three news items with dates and titles, each with a '»' link. At the bottom right, there is a link for 'Archivio notizie »'.

You will be asked to enter the Code and the last 4 (four) characters of the PIN. The Password will be sent to the e-mail address communicated when signing up.

## 4 WHAT TO DO IF YOU HAVE LOST THE PIN

If you have lost your PIN you can request it selecting in the home page of the Ministry portal (<http://mipaaf.sian.it>) the menu item ACCESSO ALL'AREA RISERVATA located at the top right and then the RIPRISTINO PASSWORD item (the link direct is <http://www.sian.it/registrazione/?sito=portale-mipaaf&op=resend>).



The screenshot shows the 'Send back password' section of the SIAN portal. At the top, there is a header with the Italian coat of arms and the text 'MINISTERO DELLE POLITICHE AGRICOLE ALIMENTARI E FORESTALI'. Below this, there is a small map of Italy and the Italian flag. The main content area has a yellow bar with the text 'Send back password'. Underneath, there is a section titled 'Enter your Identification Code' with three input fields: 'Identification Code (\*)', 'PIN (\*)', and 'Confirmation code (\*)'. The 'Confirmation code (\*)' field contains the number '34131' from a CAPTCHA image. At the bottom of the form, there are three buttons: 'Continue', 'Request PIN', and 'Reset'.

After entering the Code, you must select the REQUEST PIN option.  
The PIN will be sent to the e-mail address indicated in the registration step.

## 5 ACCESS MIPAAF PORTAL



To access the service you need the personal credentials notified by SIAN following the enrollment process.

The MIPAAF portal can be reached at the internet address

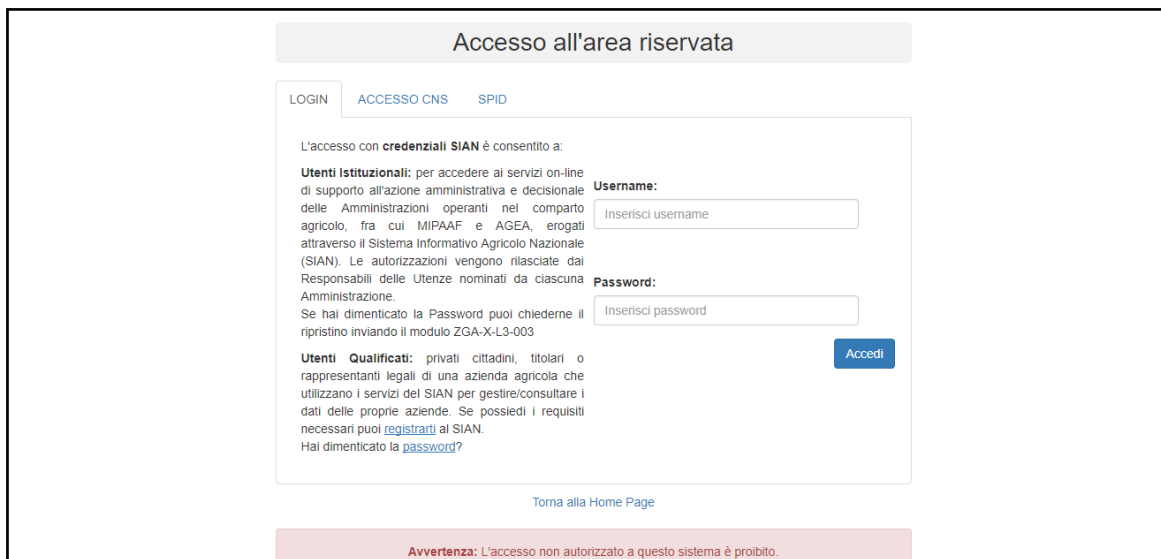
<http://mipaaf.sian.it>

Once you have reached the homepage of the portal, you must select **ACCESSO ALL'AREA RISERVATA** located at the top right side.



The screenshot shows the MIPAAF website homepage. At the top left is the logo of the Ministero delle politiche agricole alimentari e forestali. Below it are navigation tabs for 'Agricoltura', 'Pesca', and 'Ippica'. On the right, there is a search bar and a dropdown menu for 'Accesso all'area riservata' which includes options like 'Accedi', 'UTENTI ISTITUZIONALI', and 'AZIENDE-CITTADINI'. The main content area features a 'Primo piano' section with an image of pens and text explaining the portal's purpose. There are also news snippets with dates and titles, such as '02/04/2015 - Richiesta Servizi di cooperazione' and '30/03/2015 - Disponibile la documentazione tecnica per il sistema web-service'. At the bottom right, there is a link for 'Archivio notizie'.

Then select the option ACCEDI.



The screenshot shows the 'Accesso all'area riservata' login page. It has three tabs: 'LOGIN', 'ACCESSO CNS', and 'SPID'. The 'LOGIN' tab is active. The page contains a text block explaining that access with SIAN credentials is permitted. Below this, there are two text input fields: 'Username:' and 'Password:'. A blue 'Accedi' button is positioned to the right of the password field. At the bottom of the form area, there is a link 'Torna alla Home Page'. A red warning banner at the very bottom states: 'Avvertenza: L'accesso non autorizzato a questo sistema è proibito.'

On the authentication page, you must indicate your credentials (the Username is the Code and the Password is the one you have received in the e-mail box) and select the ACCEDI button.

The first time you log in, you will need to change the received Password and indicate a new one of your choice.

To use the service, you need a personal computer (Windows operating system or Mac OSx) with a browser (Internet Explorer, Mozilla Firefox, Google Chrome, Safari, Opera) and a network connection (analog modem, ADSL line, key internet key Umts etc.).



## 6 HOW TO REQUEST HELP

In order to respond effectively to requests for help, a specialized support is available for the user.

The service is dedicated for handling support to general requests (e.g. portal registration, password reset, PIN lost, regulations) and the use of functions etc.

The service is activated by sending an e-mail to the following address:

**[agret2@politicheagricole.it](mailto:agret2@politicheagricole.it)**

**or**

**[premi.operatoriesteri@politicheagricole.it](mailto:premi.operatoriesteri@politicheagricole.it)**



You will receive an e-mail response.



We recommend that you specify in the request the detailed information about the problem.

A sufficient information will allow us to quickly resolve your problem