



**SIAN – Sistema Informativo Agricolo  
Nazionale  
Access Guide**

VERSIONE 1.0 DEL 15/05/2024



## Indice

### Contents

<b>1</b>	<b>Introduction</b> .....	<b>3</b>
1.1	The SIAN .....	3
1.2	The single service access portal .....	3
1.3	How to access the SIAN .....	3
<b>2</b>	<b>Access by Qualified Users</b> .....	<b>4</b>
2.1	Registration with SIAN .....	4
2.1.1	<i>Registration with digital identity</i> .....	<b>4</b>
2.1.2	<i>Registration without digital identity (foreign subject)</i> .....	<b>6</b>
2.2	Access to the SIAN .....	11
2.2.1	<i>The desk</i> .....	<b>11</b>
2.2.2	<i>The notifications section</i> .....	<b>14</b>
2.2.3	<i>The Profile section</i> .....	<b>14</b>
2.2.3.1	<i>The Contact subsection</i> .....	<b>15</b>
2.2.3.2	<i>The subsection Electronic Signature</i> .....	<b>15</b>
2.2.3.3	<i>The subsection Delegations</i> .....	<b>15</b>
2.2.3.4	<i>The Password subsection</i> .....	<b>16</b>
2.2.3.5	<i>The subsection Request PIN</i> .....	<b>17</b>
2.2.3.6	<i>The app activation subsection</i> .....	<b>18</b>
2.2.3.7	<i>The subsection Deactivate user</i> .....	<b>18</b>
2.3	Activation of the service .....	18



# 1 Introduction

## 1.1 The SIAN

This document describes how to access the **SIAN - Sistema Informativo Agricolo Nazionale** (National Agricultural Information System).

The National Agricultural Information System (SIAN), established by law n.194 of 4 June 1984 (Art. 15), is a system of services, articulated and interdisciplinary, available to agricultural producers and the various institutional entities in the agricultural, forestry and agrifood sectors for the exercise of policy, coordination and management functions.

The services of the SIAN are available to users with different purposes and characteristics.

There are the INSTITUTIONAL USERS, i.e. subjects who, on behalf of the Administration or entities linked to it, are called upon to carry out administrative activities through the computer tools of the SIAN (Regions, Paying Agencies, etc.).

But the SIAN can also be accessed directly by private individuals who interact in any capacity with the SIAN who, personally or by proxy, can access information on their own company and carry out regulatory and administrative tasks. To these subjects SIAN assigns the status of QUALIFIED USERS.

## 1.2 The single service access portal

All SIAN users access the system via a single network access point, **the portal [www.sian.it](http://www.sian.it)**, an advanced platform for the use of technical-administrative services and for consulting sector information, which offers multiple possibilities such as submitting an application, transmitting a production declaration, consulting the data of one's own holding, etc.

## 1.3 How to access the SIAN

It is possible to access SIAN services using one's personal credentials (username and password) or using one's digital identity (SPID, CIE or CNS).

INSTITUTIONAL USERS can request access to the SIAN from their Administration, which will, through the USER RESPONSIBLE, take a census of them and assign them the services on which they must operate. The issue of personal credentials (username and password) will be managed through a special USER MANAGEMENT SERVICE (SGU).

QUALIFIED USERS, on the other hand, can access the SIAN by first registering with their own digital identity (SPID, CIE or CNS) or by requesting personal credentials in the case of subjects without a digital identity (e.g. foreign subjects).



## 2 Access by Qualified Users

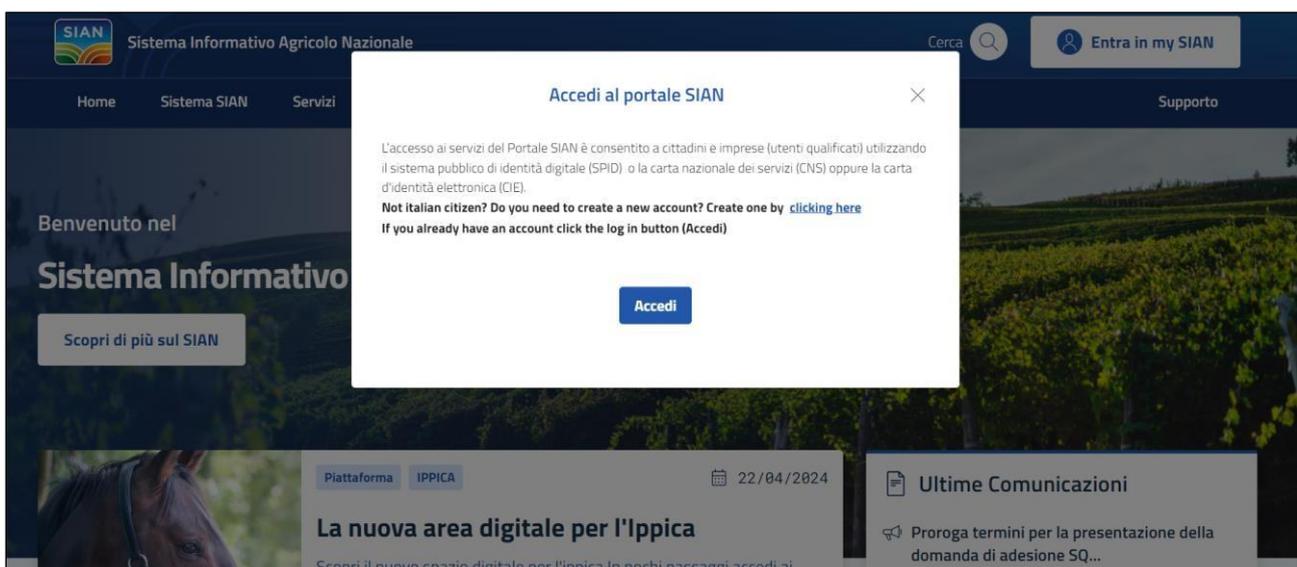
### 2.1 Registration with SIAN

#### 2.1.1 Registration with digital identity

If the qualified user is in possession of a digital identity (SPID, CIE or CNS), he/she must first log on to the SIAN at <https://www.sian.it/> in order to register with the single services portal.



From the homepage, you then need to select the 'Log in to my SIAN' item in the top right-hand corner to start the recognition procedure.





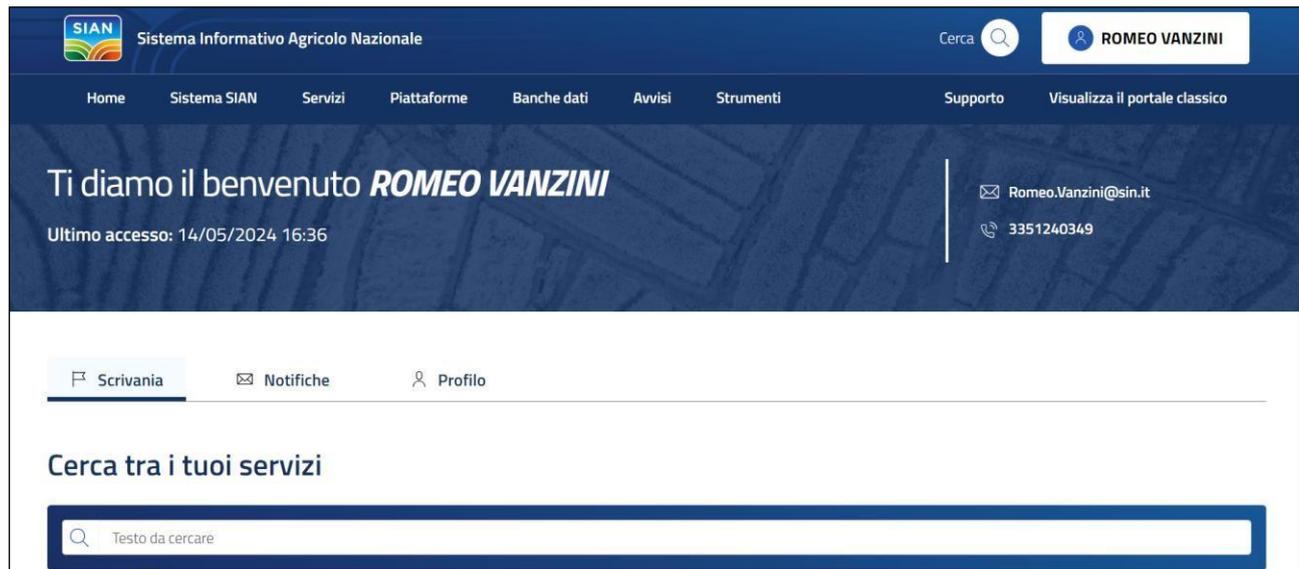
Select the 'Login' button below



Then start the recognition procedure by choosing your digital identity (SPID/CIE/CNS) and following the step-by-step verification process of your Digital Identity provider (in the example the list of providers peer access via SPID).



At the end of the recognition procedure, the system redirects the user to his private area containing the various master data and the list of services for which he is responsible.



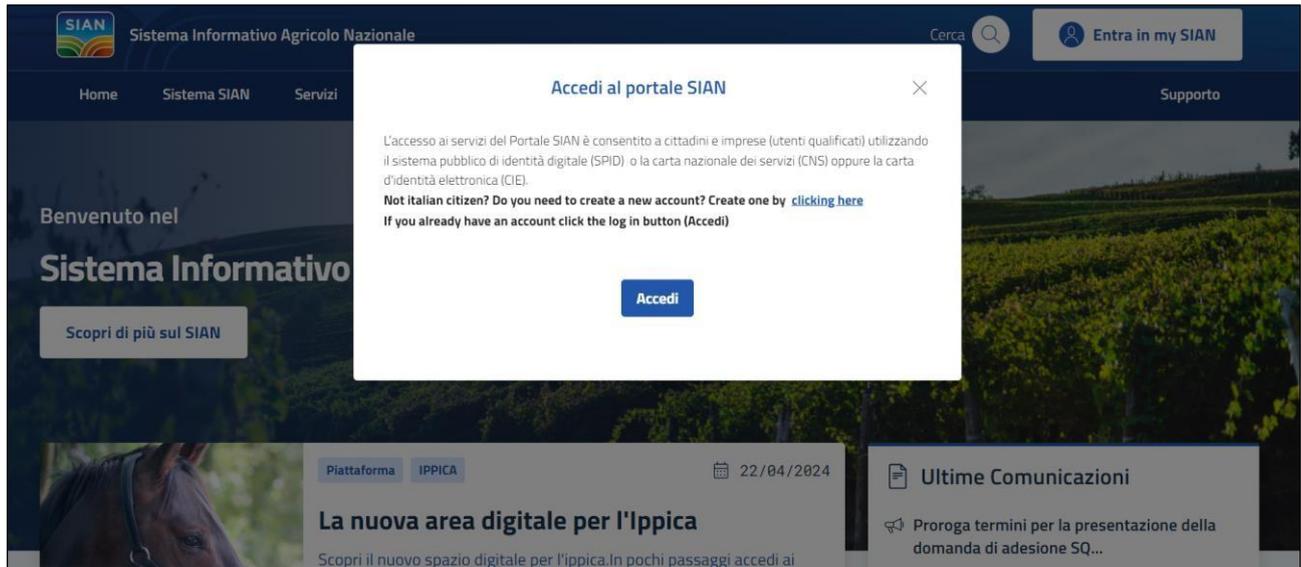
### 2.1.2 Registration without digital identity (foreign subject)

If, on the other hand, the qualified user does NOT have a digital identity or is a foreigner, he must follow a different procedure in order to obtain personal credentials for accessing the SIAN.

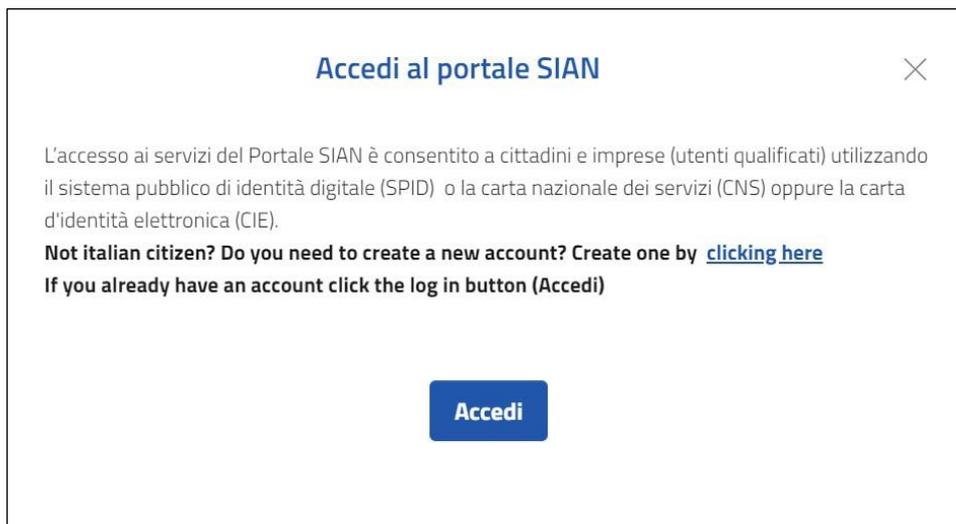
In this case too, he/she must first log on to <https://www.sian.it/> on the single services portal



From the homepage, therefore, select the 'Log in to my SIAN' item at the top right.



When the confirmation mask appears, select the 'clicking here' link next to the words 'Not Italian citizen? Do you need to create a new account?'.



Then read the privacy policy by scrolling down the page and confirm with the ACCEPT button



**PRIVACY POLICY** ✕

as Data Process through a contract or a formal agreement signed by the parties:

- a. Delegated entities (e.g. CAA)
- b. Service providers, particularly successful contractors of CONSIP tender for development and management services of SIAN
- c. SIN spa in accordance with Dlgs. 116/2019

Not-relevant inquiries does not receive a response  
Any other service request (e.g. reset password, updating or correction of Data etc) must be sended to the SIAN Help Desk service. User can be lodge a complaint to the GDPR Italian Authority, following the procedures and the indication published on the official website [www.garanteprivacy.it](http://www.garanteprivacy.it). To contact the Data Protection Officers, User can refer to the complete privacy policy on the official websites of MASAF, AGEA, Paying Agencies and all the Italian Public Entities regarding national agricultural sector. For any dispute, User must refer to the Italian version of this document.

[Close](#) [Accept](#)

At this point, the four-step registration procedure begins. First of all, it is necessary to fill in the section requesting the personal data of the company's legal representative.

 SISTEMA INFORMATIVO AGRICOLO NAZIONALE ITA | ENG [Supporto](#) [Torna alla home](#)

## Qualified user registration

Follow the steps to create a qualified user to access the SIAN portal

01. User's data      02. User's company data      03. Sector selection      04. Attachments

### Foreign User Data Input

Enter your data to complete the step

**Data**

Name  Surname

Birthday   Nationality

Birthplace



### Residency

Country of Residence

Francia

Place of Residence

Parigi

### Contacts

Phone Number

333010101

E-mail

m.rossi@libero.it

### Identification Code

Do you have a Codice Fiscale?

Yes  No

Fiscal Code

Type of Identification

Identification Code

[← Prev.](#)

[Next →](#)

Then press the NEXT button at the bottom of the page and proceed to the next step where enter your company data

01. User's data  02. User's company data  03. Sector selection  04. Attachments

### Company's data input

Enter your company's data

#### Company's data

Company's Name

Company's Fiscal Code / VAT Number

#### Company's email address

Company's email address (Optional)

Company's Legal Address (Optional)

#### Identification Numbers

Company's identification number (Optional)

Camera di Commercio's registration code (Optional)

[← Prev.](#) [Next →](#)

Once you have also completed the company data, press the NEXT button and select then select the sector of interest from those available.



**Qualified user registration**  
Follow the steps to create a qualified user to access the SIAN portal

01. User's data  02. User's company data  03. Sector selection  04. Attachments

**Sectors**  
Select the sectors for which you want to enable your account

- Pagamento ecotassa DM 23/06/2023
- Domande Registro dei fertilizzanti
- Gestione registro di carico e scarico OLIO - Area Riservata
- Pesca sportiva - Pescatori
- Sistema informativo dell'ippica

[← Prev.](#) [Next →](#)

The last step of the procedure requires you to attach a valid identification document by choosing its type (e.g. Passport etc.).

The procedure is completed by entering the captcha code for validation and confirmation by pressing the SUBMIT button.

**Identification Document**

Type of document  
Identification Document

Scanned picture of identification document (PDF) (MAX 500KB)  
[Scegli il file](#)

**Enter the captcha characters**  
04 164

Input the control characters

[← Prev.](#) [Submit →](#)

The application will then be checked by the Ministry, which will assess its eligibility, and the applicant will receive an email (to the email address indicated in the ANAGRAPHIC DATA section) containing personal credentials (username and password) and instructions for accessing the SIAN single portal.



## 2.2 Access to the SIAN

Once registered, the QUALIFIED USER can access the SIAN, view his desk and request activation of the various services of interest among those in the catalogue.

### 2.2.1 The desk

When accessing the reserved area, you are redirected to a personal section called SCRIVANIA.

The screenshot shows the SIAN user interface. At the top, there is a navigation bar with the SIAN logo and the text 'Sistema Informativo Agricolo Nazionale'. To the right of the logo is a search bar with the text 'Cerca' and a magnifying glass icon. Further right is a user profile dropdown menu showing the name 'ROMEO VANZINI'. Below the navigation bar is a main header area with a dark blue background. On the left, it says 'Ti diamo il benvenuto **ROMEO VANZINI**' and 'Ultimo accesso: 15/05/2024 16:04'. On the right, there is a contact information section with an email icon and 'Romeo.Vanzini@sin.it' and a phone icon and '3351240349'. Below the header is a horizontal menu with 'Scrivania' (selected), 'Notifiche', and 'Profilo'. Underneath is a search bar with the text 'Cerca tra i tuoi servizi' and a search icon. The search bar contains the text 'Testo da cercare'.

In this section, you can search for a service among those to which you are enabled (display of a text in the search bar), view the list of recently used services or view all the services assigned to the user in connection (ACTIVE SERVICES) and deactivate a service to which you were previously enabled.

The screenshot shows the 'Servizi attivi' (Active Services) section of the SIAN user interface. At the top, there is a navigation bar with the SIAN logo and the text 'Sistema Informativo Agricolo Nazionale'. To the right of the logo is a search bar with the text 'Cerca' and a magnifying glass icon. Further right is a user profile dropdown menu showing the name 'ROMEO VANZINI'. Below the navigation bar is a main header area with a dark blue background. On the left, it says 'Ti diamo il benvenuto **ROMEO VANZINI**' and 'Ultimo accesso: 15/05/2024 16:04'. On the right, there is a contact information section with an email icon and 'Romeo.Vanzini@sin.it' and a phone icon and '3351240349'. Below the header is a horizontal menu with 'Scrivania' (selected), 'Notifiche', and 'Profilo'. Underneath is a search bar with the text 'Cerca tra i tuoi servizi' and a search icon. The search bar contains the text 'Testo da cercare'. Below the search bar is a section titled 'Servizi attivi'. Underneath is a section titled 'Consultazione'. There are six service cards displayed in a grid. Each card has a title, a subtitle, and a status indicator. The cards are: 1. 'Accesso a Sister' with status 'Attivo'. 2. 'Cites Back Office' with status 'Attivo'. 3. 'Consultazione integrata SIT' with status 'Attivo'. 4. 'Consultazione produzione specifica' with status 'Attivo'. 5. 'Consultazione Sistema Informativo Territoriale AGEA' with status 'Attivo'. 6. 'Dichiarazione latte piccoli produttori' with status 'Attivo'. Each card also shows the user roles assigned to it, such as 'Utenti Istituzionali', 'Utenti CAA', 'Cites', 'MASAF', and 'AGEA'.



You can then access the NOTIFICATIONS section and the personal PROFILE section from the DESK.

### 2.2.2 The notifications section

The NOTIFICATIONS section allows you to view the various personal notifications and alerts transmitted.

The screenshot displays the SIAN user interface. At the top, a dark blue navigation bar contains the following menu items: Home, Sistema SIAN, Servizi, Piattaforme, Banche dati, Avvisi, Strumenti, Supporto, and Visualizza il portale classico. Below the navigation bar, the user's last access is shown as 'Ultimo accesso: 15/05/2024 16:04' and their phone number as '3351240349'. The main content area features three tabs: 'Scrivania', 'Notifiche' (which is selected), and 'Profilo'. Under the 'Notifiche' tab, there are two sections: 'Nuove' (New) and 'Lette' (Read). The 'Nuove' section contains the text 'Non ci sono nuove Notifiche da leggere' and a filter icon. The 'Lette' section contains the text 'Non ci sono Notifiche'.

### 2.2.3 The Profile section

In this section you will find your personal data and a set of specific functions (subsections) that allow you to:

- ➔ manage your contact details;
- ➔ activate or revoke your electronic signature;
- ➔ view your service proxies;
- ➔ change your password when using personal credentials
- ➔ view or receive your PIN;
- ➔ app activation;
- ➔ deactivate users;



### 2.2.3.1 The Contact subsection

In this subsection you will find the e-mail address and telephone number known to SIAN. **It is important to keep this information up to date in order to receive notifications and alerts from the system in the event of service suspensions, important notices, etc.**

To update your contact information simply click on the MODIFY button and enter your new contact details (e-mail and telephone number) confirming the information entered by means of an OTP (One Time Password).

### Contatti

[Modifica](#)

Tieni i tuoi contatti sempre aggiornati per garantire un servizio efficace da parte del SIAN.

Email	Cellulare
Romeo.Vanzini@sin.it	3351240349

### 2.2.3.2 The subsection Electronic Signature

In this subsection you can request an electronic signature by selecting the ACTIVATE SIGNATURE button.

### Firma elettronica

Per poter attivare la propria firma elettronica, accedi alla sezione apposita.

[Revoca](#) [Attiva Firma](#)

### 2.2.3.3 The subsection Delegations

This subsection allows you to activate delegations to services (as delegating party) or accept delegation assignments (as delegating party).

### Deleghe

Per poter gestire le proprie deleghe si prega di accedere al relativo portale.

[Vai a deleghe](#)

MINISTERO DELLE POLITICHE AGRICOLE  
ALIMENTARI E FORESTALI

## Delega Per Utenti Qualificati

Utente: GLTMNL83H64Z110I

Ruolo: DELEGANTE

#### Elenco aziende

CUAA	DESCRIZIONE	DELEGHE PRESE IN CARICO	DELEGHE ASSEGNATE	DELEGHE REVOCATE	COMPETENZA	DETTAGLIO
01974300921	YARA ITALIA S.P.A.	0	0	0	R.Leg	

*Legenda:*

- DELEGHE PRESE IN CARICO: Si tratta delle deleghe accettate dal delegato (possono essere solo revocate).
- DELEGHE ASSEGNATE: Si tratta delle deleghe NON ancora accettate dal delegato (possono essere solo annullate).
- DELEGHE REVOCATE: Si tratta delle deleghe che sono state revoca dal delegante.

For more in-depth information on this function, please consult the specific manual available at [XXXXXXXXXXXXXXXXXXXXXXXXXX](#).



### 2.2.3.4 The Password subsection

In this subsection, it is possible to change the password if personal credentials have been issued (INSTITUTIONAL USERS or QUALIFIED USERS without digital identity).

#### Password

Per poter effettuare il cambio password si prega di accedere tramite il seguente pulsante

[Modifica password](#) 



Benvenuto nel  
**Sistema Informativo Agricolo Nazionale**

### Cambio password

Inserire la vecchia password e una nuova password. Confermare la nuova password in modo da verificarne il corretto inserimento.

Username:

Vecchia password:

Nuova password:  Conferma nuova password:

[Modifica password](#)

### 2.2.3.5 The subsection Request PIN

The subsection is dedicated to PIN management.

**Richiesta Pin** [Richiesta Pin →](#)

Per poter richiedere il proprio PIN, accedi alla sezione apposita. Ti ricordiamo che è possibile utilizzare il seguente PIN per configurare l'App OTP SIAN e per la procedura di Reinvio Password dell'Utente Straniero

Selecting the PIN REQUEST button causes the PIN to be sent to the mailbox indicated in the CONTACTS section.

Home Sistema SIAN Servizi Piattaforme Banche dati Avvisi Strumenti Supporto Visualizza il portale classico

Per poter attivare la propria firma elettronica, accedi alla sezione apposita

### Deleghe

Per poter gestire le proprie deleghe si prega di accedere alla sezione apposita

### Richiesta Pin

Per poter richiedere il proprio PIN, accedi alla sezione apposita. Ti ricordiamo che è possibile utilizzare il seguente PIN per configurare l'App OTP SIAN e per la procedura di Reinvio Password dell'Utente Straniero

### Attivazione App

Per poter configurare l'App OTP SIAN, accedi alla sezione apposita

### Disattivazione Utenza

Per poter disattivare l'utenza, accedi alla sezione apposita

**Richiesta PIN**

Gentile utente,

Abbiamo appena inviato il PIN da Lei richiesto all'indirizzo email marion.martinez@yara.com, registrato nei nostri sistemi.

Controlli la Sua casella di posta elettronica per accedere alle informazioni necessarie.

[Ok, capito!](#)

[Vai a deleghe](#)

[Richiesta Pin →](#)

[Attiva App →](#)

[Disattiva →](#)

### 2.2.3.6 The app activation subsection

With this subsection you can configure the SIAN OTP App.

<p><b>Attivazione App</b></p>	<p>Attiva App →</p>
<p>Per poter configurare l'App OTP SIAN, accedi alla sezione apposita</p>	

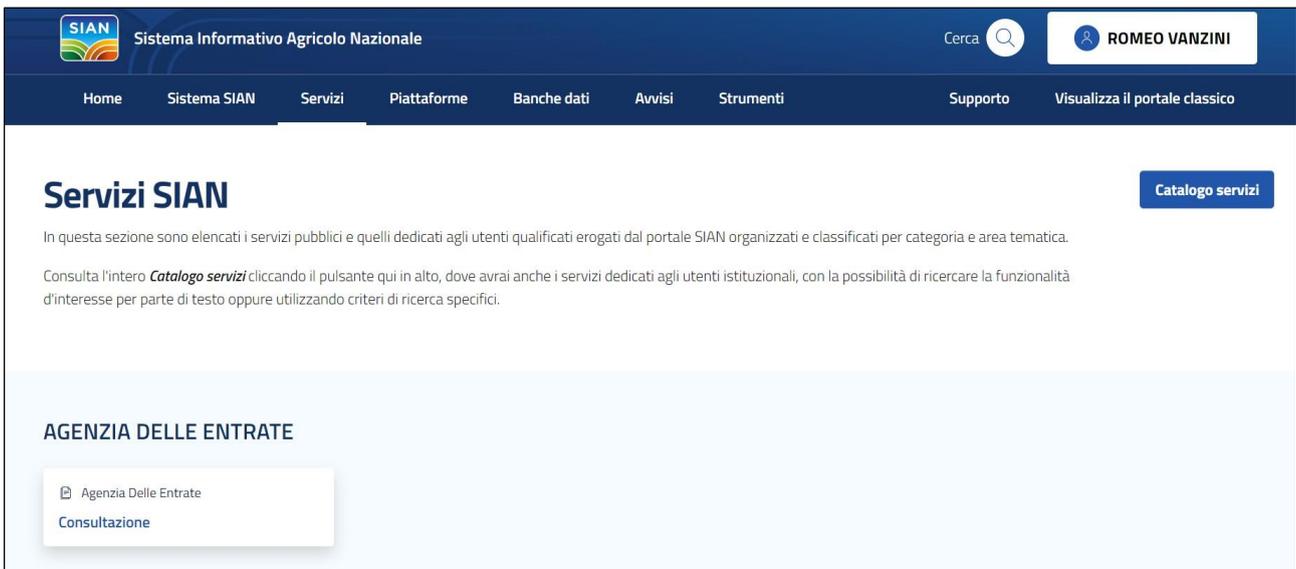
### 2.2.3.7 The subsection Deactivate user

This subsection allows you to deactivate your user account. Please note that this operation is irreversible.

<p><b>Disattivazione Utenza</b></p>	<p>Disattiva →</p>
<p>Per disattivare definitivamente il tuo account, accedi alla sezione apposita. Ricorda che questa azione è irreversibile.</p>	

## 2.3 Activation of the service

Once you have registered with SIAN, you can request activation of the various services of interest. To proceed, first select the SERVICES item from the menu at the top.



Then click on the 'Service Catalogue' button on the right-hand side



Then search for the service of interest for which you are requesting activation.

The search is possible using two different modes:

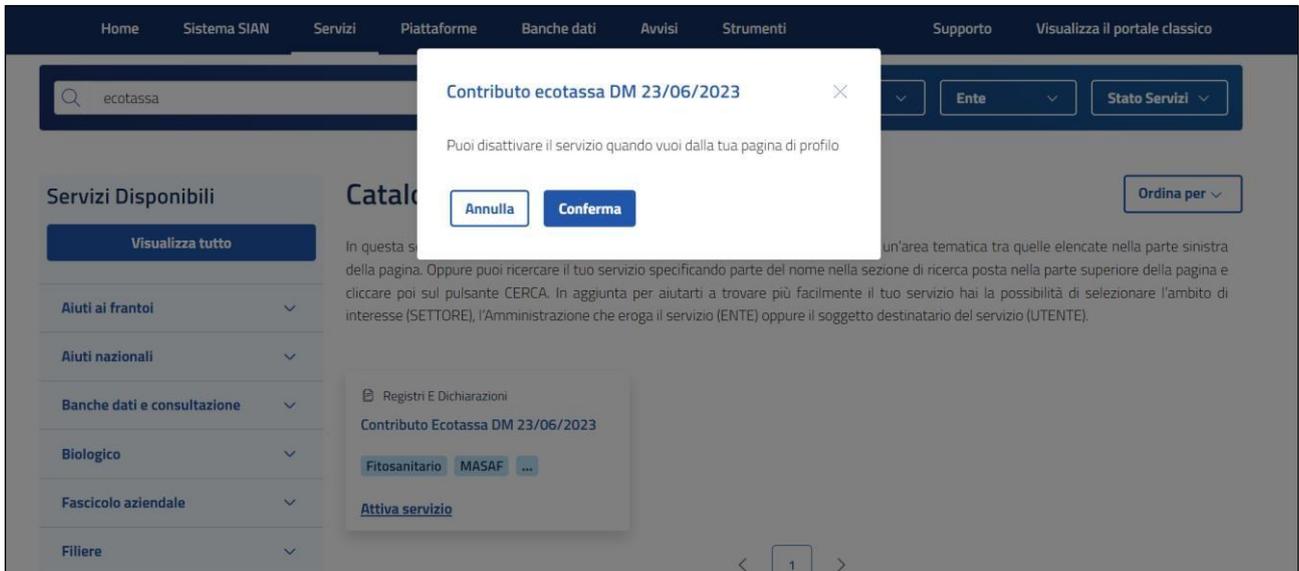
- by entering a text in the search bar and then clicking the SEARCH button;
- search for the service of interest among those available (section on the left) by choosing the area of interest.

The search can be further specialised by selecting the sector or the reference.

The search result is shown on the right-hand side where all service cards that meet the specified search conditions are highlighted (in the example we looked for the service “*ecotassa DM 23/06/2023*”).



You then select the link **ACTIVATE THE SERVICE**



And the activation is confirmed (**CONFIRM** button), at which point the user is enabled and can proceed to full use of the service.