



ANNEX A - SMDL WEB PORTAL USER INSTRUCTIONS

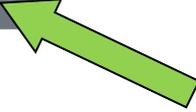
Log in WEB address and QR code:

<https://referti.smdlgroup.com>



1. Registration

Upon accessing the website a welcome page shall be displayed where the user is required to click *Registrati* (Register) to proceed.

<h3>Accesso</h3> <p>Email <input type="text"/></p> <p>Password <input type="password"/> Scopri</p> <p><input type="button" value="Accedi"/> Ho dimenticato la password</p>	<h3>Benvenuto!</h3> <p>Benvenuto nell'area riservata di consultazione dei referti online dello studio SMDL Group, che ti permette di accedere ai propri certificati via Internet in tutta sicurezza. I documenti sono in formato PDF e visibili attraverso strumenti gratuiti come Acrobat Reader o Foxit Reader.</p> <p>Per visualizzare e stampare l'esito degli esami eseguiti devi disporre di un Codice Identificativo (PIN) che viene consegnato dal tuo Medico aziendale al momento del rilascio del consenso all'utilizzo del portale.</p> <p>Nel momento in cui ti è stato consegnato il Codice Identificativo per accedere al servizio referti online, ti è stata sottoposta per approvazione l'informativa ai sensi dell'articolo 13 del D Lgs. 196/2003 e dal Regolamento UE 2016/679 (GDPR) in materia di protezione dei dati personali. Puoi trovare il documento completo all'interno della tua area riservata.</p> <p>Scarica le istruzioni / Download instructions.</p>
<p>oppure</p> <p><input type="button" value="Registrati"/> </p>	

The next page requires the user to create a new account providing the following information:

Creazione nuovo account

Dati identificativi

Codice fiscale

Codice identificativo

Codice rilasciato dal Medico in fase di visita medica

Dati di registrazione

Numero di cellulare

Utilizzato unicamente per inviare notifiche di nuova documentazione disponibile o comunicazioni sanitarie. Indicare il numero senza prefisso

Email

Indicare la propria email personale (preferibilmente NON quella aziendale)

Password

Deve essere lunga almeno 8 caratteri e contenere lettere maiuscole, minuscole, numeri e simboli speciali tra !?@#\$\$%^&*(). Non sono ammessi altri caratteri

Invia richiesta

Codice fiscale (Tax code)

Enter your tax code

Codice identificativo (Identification Code)

Enter the ID code provided by the Doctor during the medical check-up.

Numero di cellulare (Mobile phone number)

Enter your mobile phone number without spaces or any characters except numbers; **only Italian mobile phone numbers are accepted**. Number to which the available health document notifications shall be sent.

Email (Email)

Personal email address to which the available health document notifications shall be sent. Each person requires an individual address. Please use your private and not corporate email.

Password

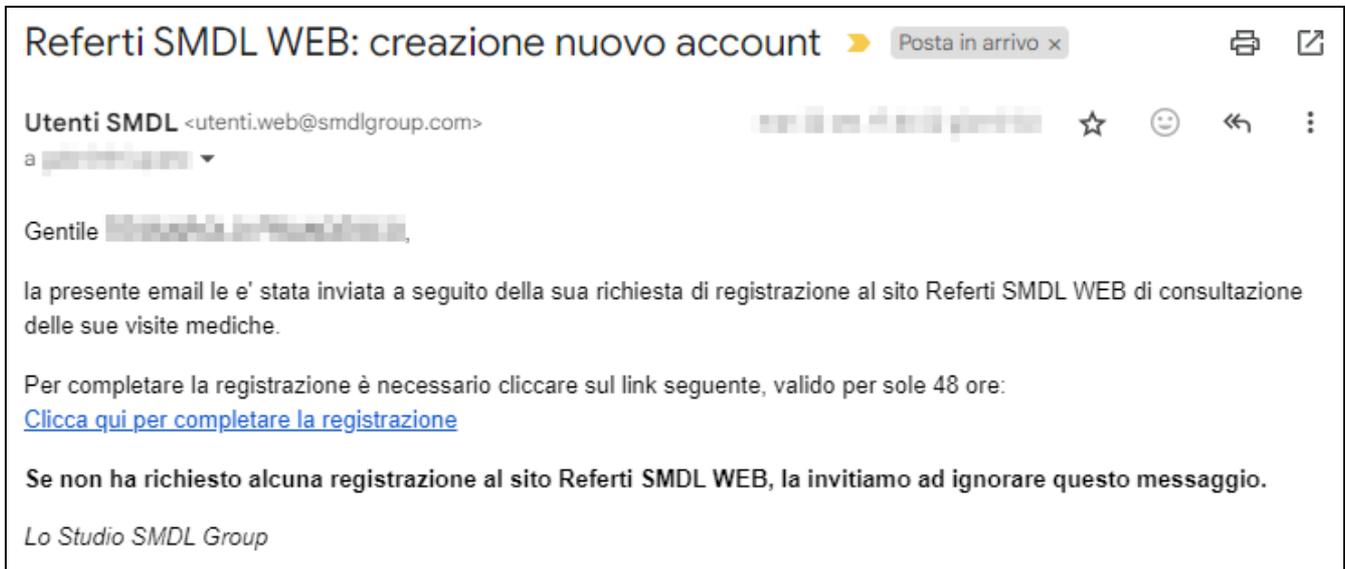
Create your confidential password 8 characters long at least containing upper case letters, lower case letters, numbers and special characters from the following !@#\$\$%^&*(). No other characters are allowed.

If you click on "Scopri" you can see the typed password.

For privacy reasons, this password shall be valid for a maximum of 45 days, after which it must be changed.

After submitting the account validation request you will receive a confirmation email. Click on the link in this email to complete the registration process. This link shall remain valid for 48 hours, after which the registration procedure must be repeated.

WARNING: if you do not receive the confirmation email before completing the registration process, check your email spam box



It is not possible to access the SMDL WEB portal until the registration process has been completed.

2. Login

Once the account has been validated (after completing the registration process), the user shall log in using the **email** and **password** indicated in the registration phase.

Accesso

Enter your registration email

Email

Enter your registration password

Password

Scopri

Hyde/show typed password

Accedi

Ho dimenticato la password

oppure

Registrati

Benvenuto!

Benvenuto nell'area riservata di consultazione dei referti online dello studio SMDL Group, che ti permette di accedere ai propri certificati via Internet in tutta sicurezza. I documenti sono in formato PDF e visibili attraverso strumenti gratuiti come Acrobat Reader o Foxit Reader.

Per conoscere l'esito degli esami eseguiti devi utilizzare il Codice Identificativo (PIN) che viene consegnato dal tuo Medico aziendale al momento del rilascio del consenso all'utilizzo del portale.

Nel momento in cui ti è stato consegnato il Codice Identificativo per accedere al servizio referti online, ti è stata sottoposta per approvazione l'informativa ai sensi dell'articolo 13 del D Lgs. 196/2003 e dal Regolamento UE 2016/679

3. Mobile phone number validation

When you log in for the first time, you will be required to confirm the mobile phone number indicated in the registration phase. This number can be changed in case of an error or if you choose to use another number in place of the one indicated at the start.

Once you submit the confirmation you will receive a TEXT message from *SMDLGroup* containing a PIN code to be used to validate your mobile phone number.

Please remember that you should use private and not corporate email and mobile phone numbers as notifications will be sent to these numbers each time a new health document becomes available. Your

personal email and phone number shall be used by the SMDL Group solely and exclusively for health related communications, and shall under no circumstances be disclosed to third-parties.

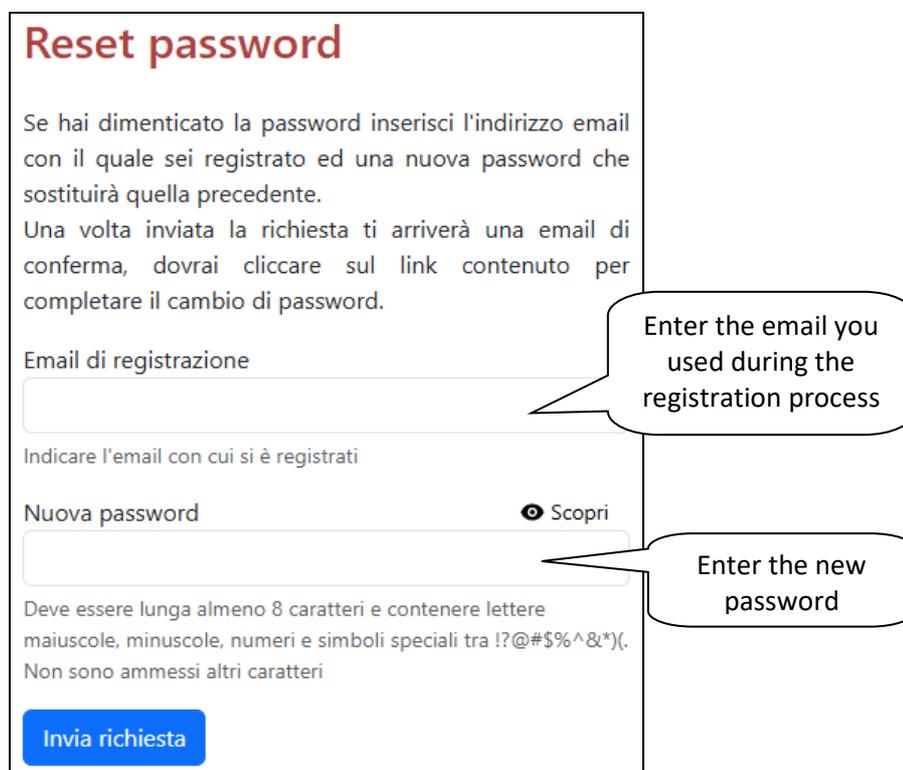
4. Forgotten password

If you have forgotten your password you can apply for a new one by clicking the ***Ho dimenticato la password (I have forgotten my password)*** link on the login page.



The screenshot shows a login page with two main sections: 'Accesso' (Access) on the left and 'Benvenuto!' (Welcome!) on the right. In the 'Accesso' section, there are input fields for 'Email' and 'Password', a blue 'Accedi' button, and a link 'Ho dimenticato la password' highlighted with a green arrow. Below these is the word 'oppure' and a grey 'Registrati' button. The 'Benvenuto!' section contains a welcome message, instructions on how to view and print exam results, and a note about the identification code (PIN) and its legal basis.

The forgotten password page will appear where you can enter the email you used during the registration process, together with a new password 8 characters long at least containing upper case letters, lower case letters, numbers and special characters from the following !@#%&*)(. No other characters are allowed.



The screenshot shows the 'Reset password' page. It has a title 'Reset password' and two paragraphs of text explaining the process. Below the text are two input fields: 'Email di registrazione' and 'Nuova password'. The 'Email di registrazione' field has a callout bubble pointing to it with the text 'Enter the email you used during the registration process'. The 'Nuova password' field has a callout bubble pointing to it with the text 'Enter the new password'. At the bottom of the form is a blue button labeled 'Invia richiesta'.

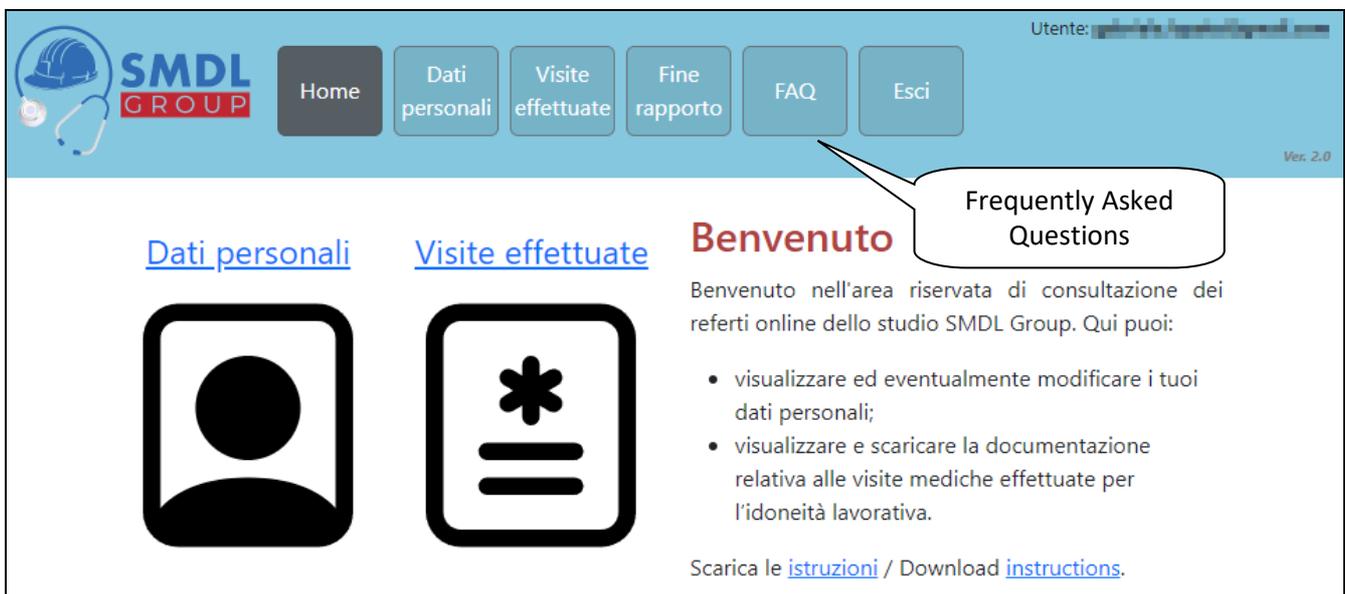
After submitting the reset password request, you will receive a confirmation email. Click on the link in this email to complete the procedure. This link shall remain valid for one day only.

WARNING: if you do not receive the reset password email before completing the forgotten password process, check your email spam box



5. Information available on the portal

After logging in you shall land on a homepage with two main areas containing your personal data and those related to all medical check-ups.



On the personal data page you can view your personal data and any data entered during the registration process. In addition to the above, **you can also update:**

- the email address provided during the registration process, e.g. if you wish to use a different email address;
- your registered mobile phone number;
- your login password (valid for 45 days).

Dati personali

Azienda	SECORUTA CARELLI SRL	Data nascita	12/11/1988
Cognome	ROSSI	Luogo nascita	ROMA
Nome	FEDERICA	Sesso M/F	F
		Codice fiscale	412345678901234

Email

L'indirizzo email è paolo.rossi@secoruta.com

[Modifica email](#)

Password

La password scade il 12/11/2023

[Modifica password](#)

Cellulare

Il numero di cellulare registrato è +39 1111111111

[Modifica numero](#)

On the medical check-up data page, you can view the history of all the medical check-ups carried out via our facility with relative medical fitness notifications.

Visite effettuate

Nota bene: La password per visualizzare gli esami è **il tuo codice fiscale scritto in MAIUSCOLO**

Idoneità corrente:

Data visita	Giudizio	Certificato	Esami
12/11/2023	Idoneità corrente indicata dalla I 12/11/2023 - del 12/11/2023 - del 12/11/2023 - del 12/11/2023 - del 12/11/2023 - del 12/11/2023	Scarica	Scarica

Idoneità precedenti:

Data visita	Giudizio	Certificato	Esami
12/11/2023	Idoneità precedente indicata dalla I 12/11/2023 - del 12/11/2023 - del 12/11/2023 - del 12/11/2023 - del 12/11/2023 - del 12/11/2023	Scarica	Richiedi riemissione

Personal medical documents can be downloaded directly from the SMDL WEB site or send as an attachment to your registered email address.

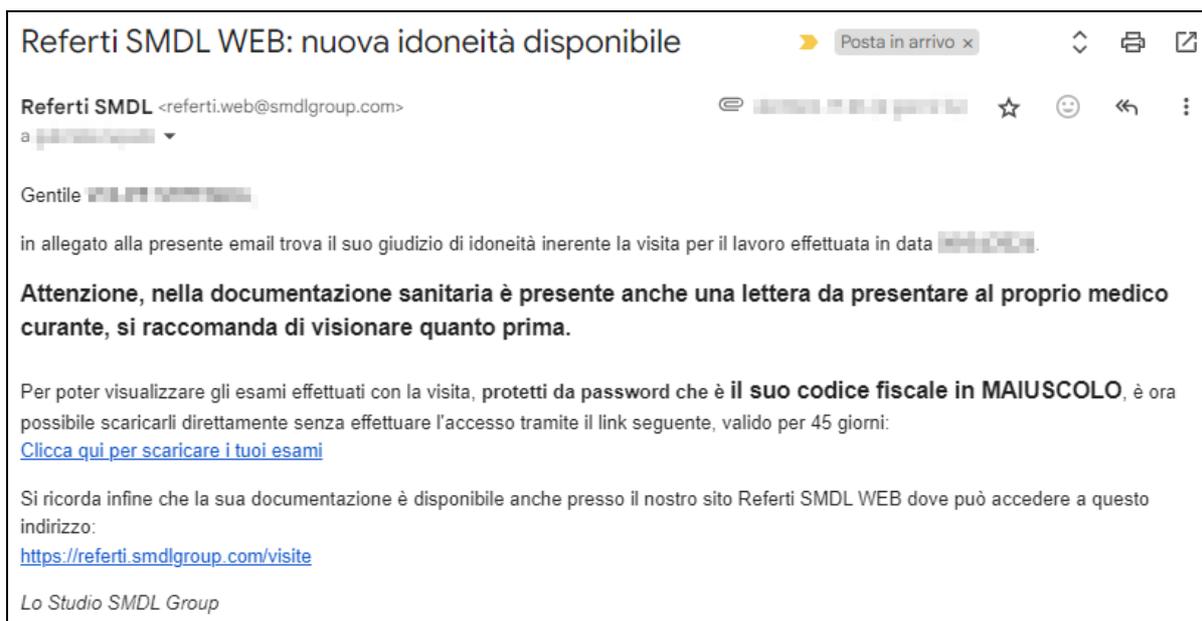
For security reasons, the documents containing your exam results are protected by a password that is consistent with your 16 digit tax code written in uppercase.

The medical documents and exam results containing sensitive health data are available for a maximum of 45 days, after which they shall no longer be available for privacy reasons. If you wish to view these documents after this deadline, it will be necessary to use the relative function to request the reissue of the same.

6. Notifications

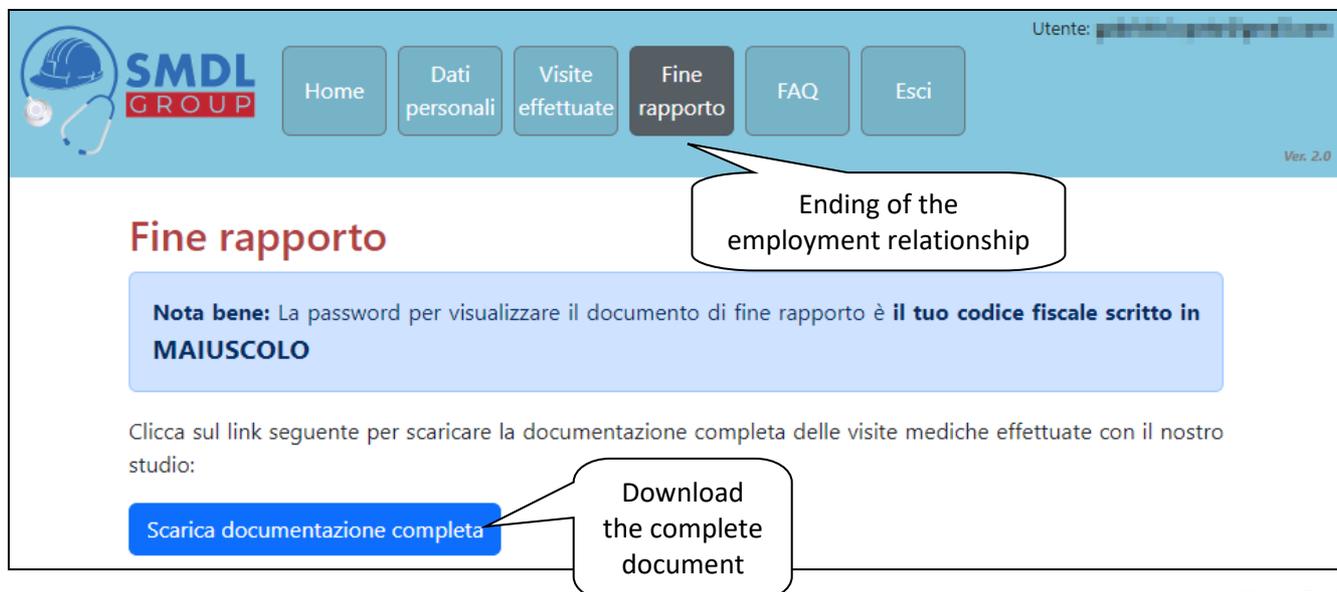
If you completed successfully the registration process, you will receive an email each time there are new medical check-ups data ready to download. In this email you will find:

- The medical fitness notification;
- The link to download your exam results (protected by a password that is consistent with your 16 digit tax code written in uppercase).



7. End of employment

If there is the conclusion of the employment relationship, you can receive all the medical check-ups carried out via our facility with relative medical fitness notifications. You can download these documents directly from our portal.



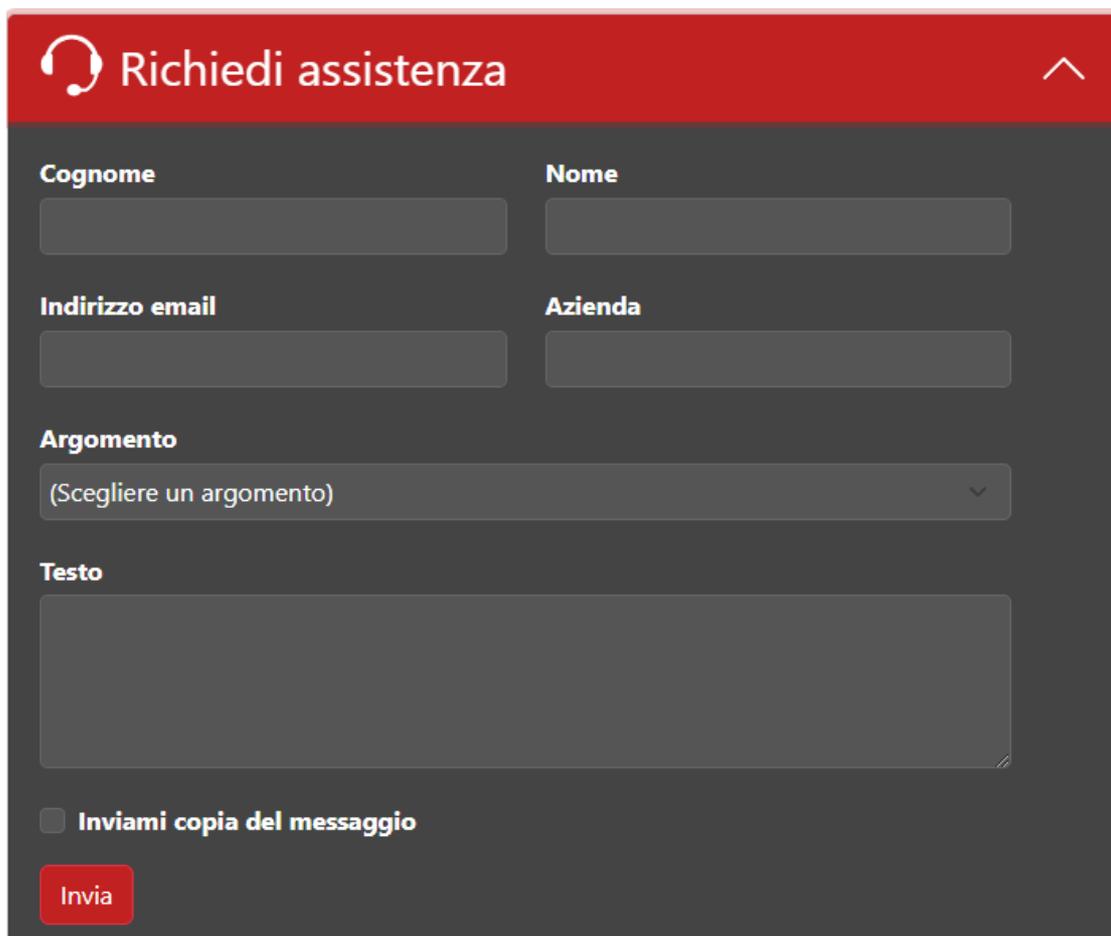
For security reasons, the document is protected by a password that is consistent with your 16 digit tax code written in uppercase.

8. Support

Wherever you are on the SMDL WEB portal, you can apply for support by clicking the *Richiedi assistenza* (Request Support) page on the red bar at the bottom of the page; complete the form displayed indicating the reason for the request.

After completing the various press the *Invia* (Submit) button.

Click the red bar again to close the request support page.



The screenshot shows a web form titled "Richiedi assistenza" (Request Support). The form is set against a dark grey background with a red header bar. The header bar contains a headset icon on the left and an upward-pointing arrow on the right. The form fields are arranged as follows:

- Cognome**: A text input field.
- Nome**: A text input field.
- Indirizzo email**: A text input field.
- Azienda**: A text input field.
- Argomento**: A dropdown menu with the placeholder text "(Scegliere un argomento)".
- Testo**: A large, empty text area for the user's message.
- Inviarmi copia del messaggio**: A checkbox option.
- Invia**: A red button to submit the request.

For any other types of requests, send us an email to supporto.web@smdlgroup.com or call us at +39.0445.500405.

The SMDL Group staff