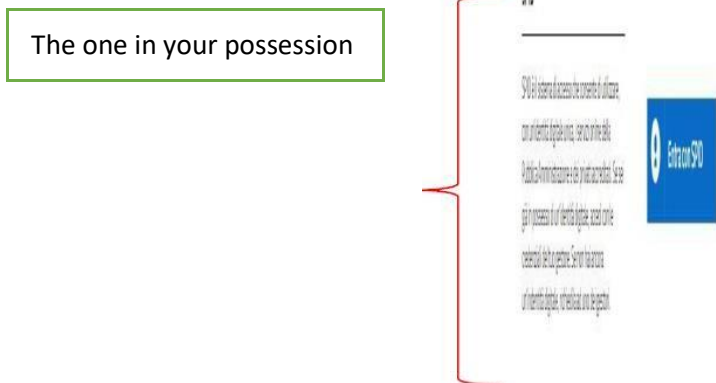


GUIDE FOR THE ACCREDITATION OF THE VEHICLES

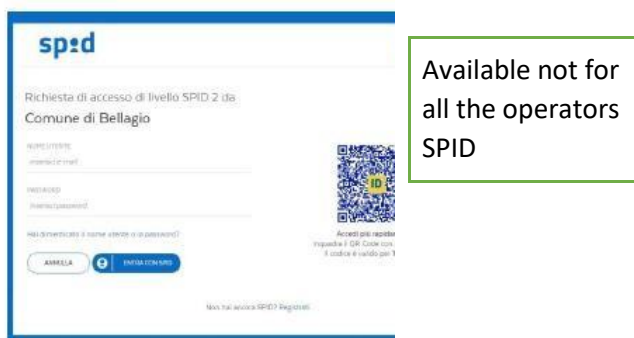
1. Having a SPID or CNS/TS – CNS/CIE



2. Once clicked on SPID or CNS/TS – CNS/CIE choose "the operator SPID"



3. The system will direct you to the page dedicated to the access through SPID



4. The login system will ask you a confirmation to access into the portal for the request of access to a Limited Traffic Zone : confirm.

5. In the menu “Request permission Limited Traffic Zone” choose the submenu dedicated to your motion.

(Ex. Resident Borgo -> Permanent request of access to a Limited Traffic Zone)

(Ex. Non-resident in Bellagio -> Temporary request of access to a Limited Traffic Zone)



6. Once you have chosen the category you belong to, after reading the introductory page, click on **"START MOTION"**



7. It will open a screen already filled up with your data provided during the registration procedure (**RECHECK**)

8. After checking the entered data, click on



9. Fill in the following screen by paying attention:

1. to the **PASSAGES** (if you need to access to the PASSAGE2 you will need to select also the PASSAGE1)
2. the **PLATE** that you insert.

10. A summary **PDF file** will be generated and it will need to be viewed carefully.



11. Once viewed the "Forms Access Z.T.L." and verified the correctness of all the data contained insert the FLAG



Acknowledgment of the *Forms Access Z.T.L.*

12. The portal will ask you to upload attachments, which must be produced in full (by way of example but not limited to: front / back registration certificate - authorization to exercise an activity such as TAXI / NCC in all its pages, etc. ...):



13. After uploading all the attachments you will see a **summary** of the inserted data.

14. Once attached all the documents click on "**CONCLUDE**" at the bottom of the page



15. It will appear this message and you need to click "**CONFIRM**"



16. The system generates an application receipt certifying that the application has been submitted, however it is **NOT** the authorization

17. The file will be examined by the Local Police

18. When the file will be **ACCEPTED/ DENIED** you will receive on the email that you used for the registration a communication with **ATTACHED** the **PERMISSION/ REFUSAL**.