ENTE NAZIONALE PER L'AVIAZIONE CIVILE
ITALIAN CIVIL AVIATION AUTHORITY

EXAMINER USER MANUAL

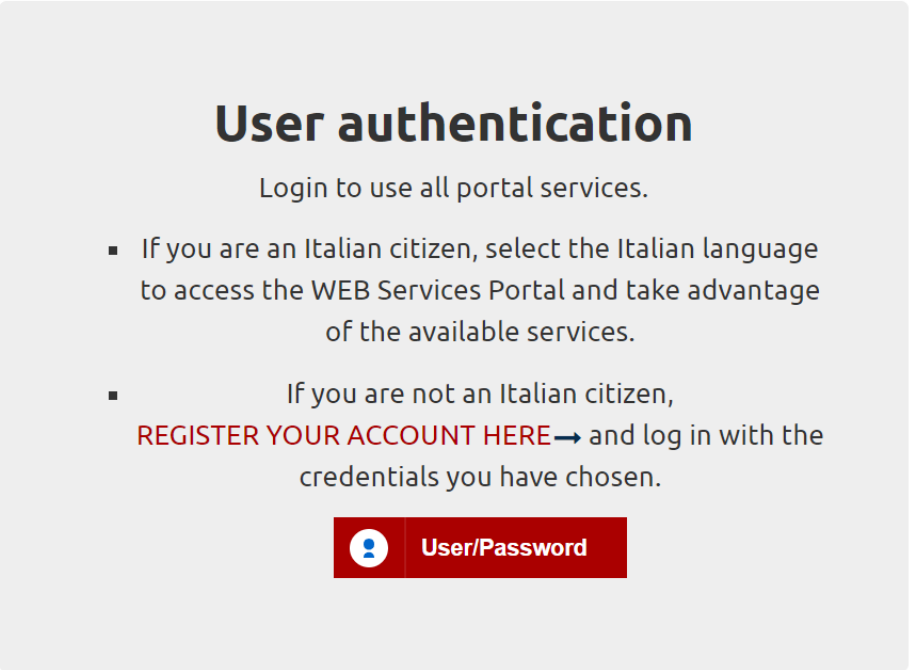
Portal registration, User validation and profile enabling

Info URL:
https://www.enac.gov.it/en/air-safety/personnel-certification/examiners

Service URL:
https://serviziweb.enac.gov.it/#/lang/en

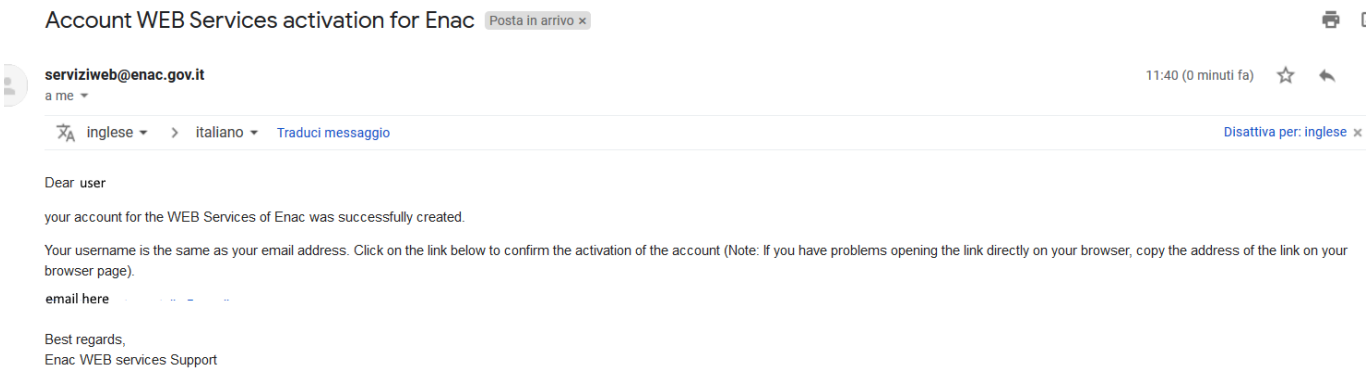
1. User registration

- Access the WEB Services Portal serviziweb.enac.gov.it and select the English language from the drop-down menu in the page header.
- Click on the Login item at the top right.

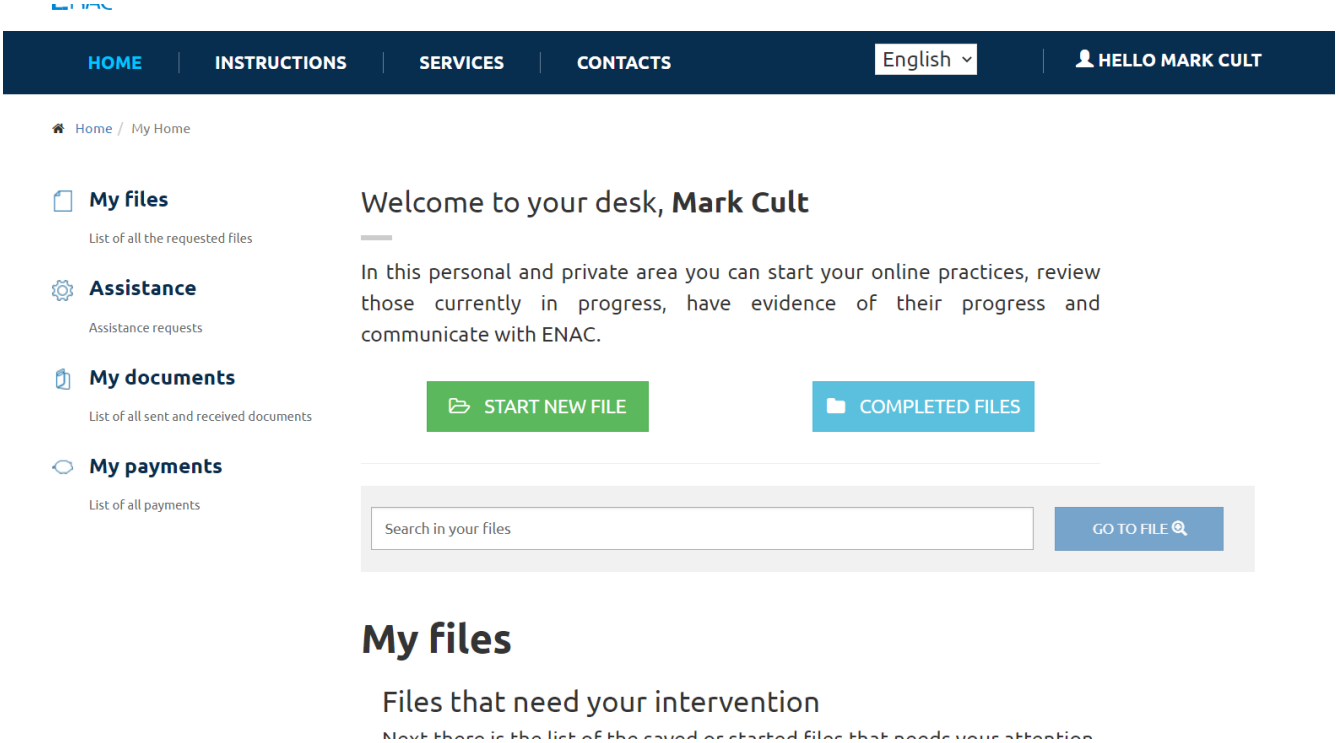


• Click on the REGISTER YOUR ACCOUNT HERE link to enter the registration page and enter the personal data.
• Fill in all mandatory fields and press the REGISTER button.

• The Portal sends an email containing the user activation link.
Then check the mailbox (previously indicated in the registration form - "email" field) to activate the user.

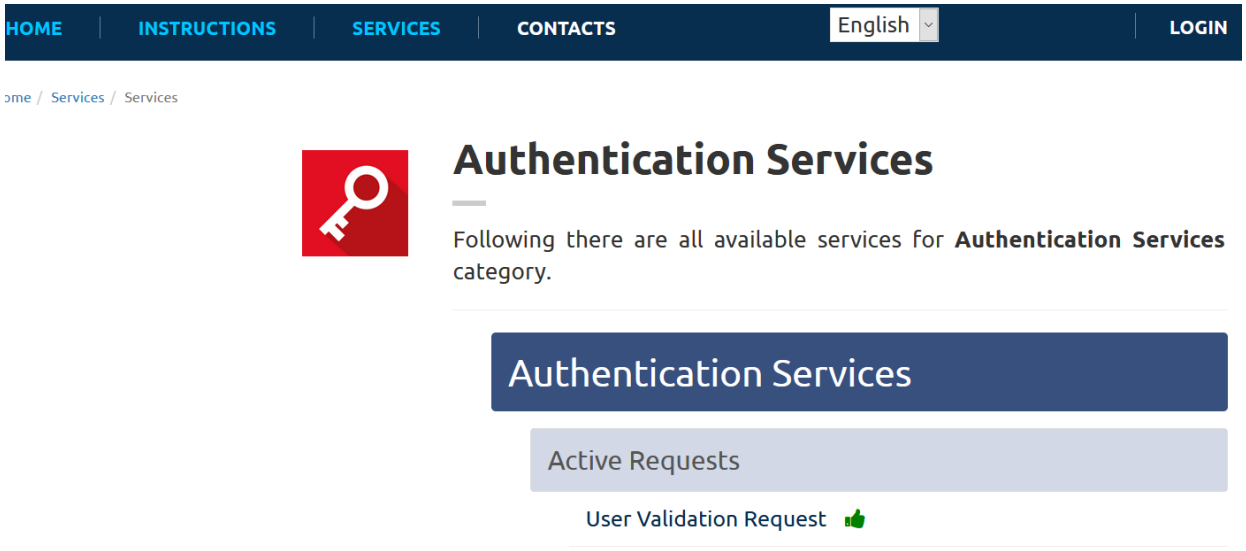


Log in using the email and password indicated during registration.



2. User validation

• Click on the Services menu item, then category Authentication services, User Validation Request online service. Then Create File.



• Click on the “Complete online” button to fill in the form. When completing the form, the user is asked to upload a valid identification document ("Copy of Valid identity document": Passport or Other identification document).
• Complete the compilation of the form; the system creates the pdf associated with the validation application.
• Download the pdf document and sign it (handwritten or digital signature).
• Send the file by clicking on the "Complete and proceed" button and wait for the time necessary for it to be processed by ENAC.
• The user will be informed of the outcome of the case via email and through the change of status of the case on the Portal (from "sent" to "complete").
o If the outcome is positive, the user receives an email of the type

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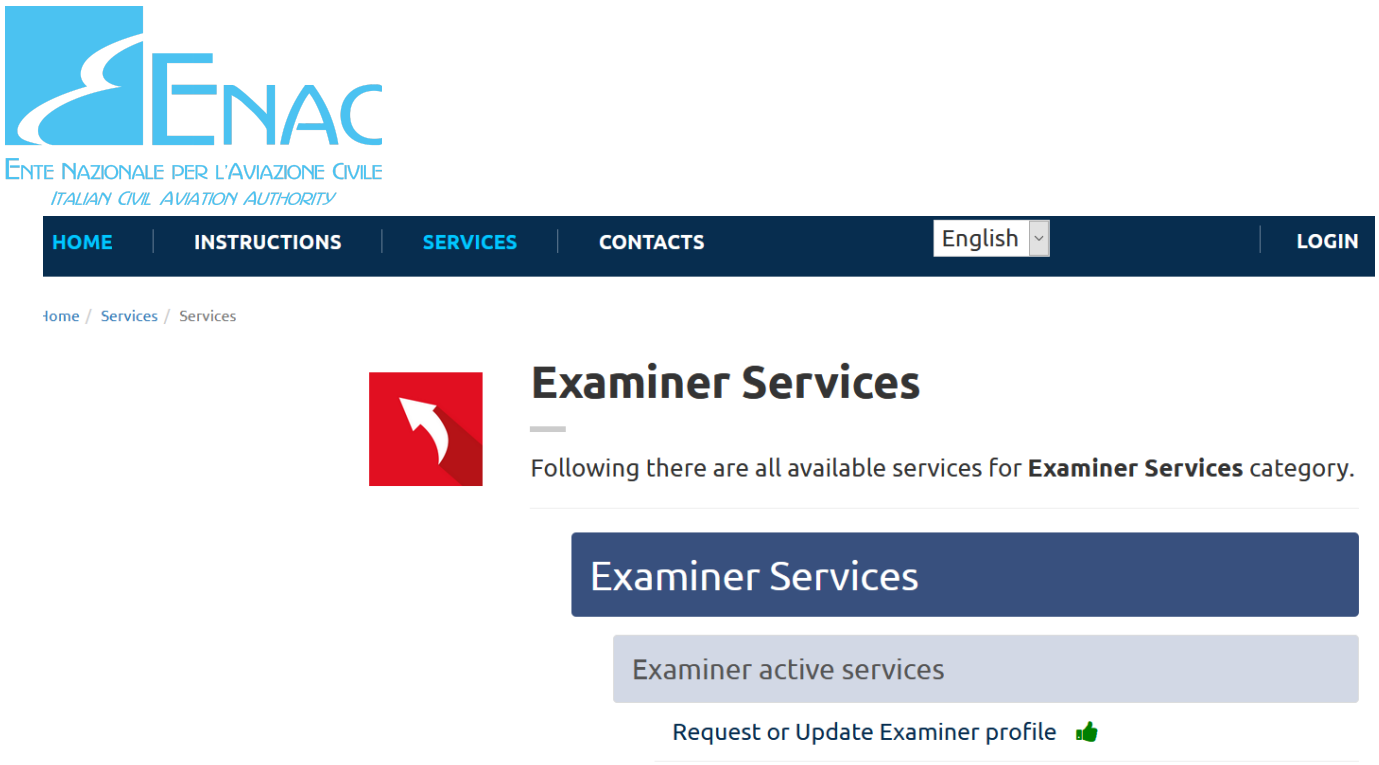
Dear user, your validation has been successful.
You can log in to the Online Services Portal https://serviziweb.enac.gov.it and take advantage of the services made available by ENAC.
and can proceed with point 3. Enabling the examiner profile.
o If the result is negative, change your profile according to the instructions of ENAC (always sent by email) and try to resubmit the request.

3. Enabling examiner profile

• The user who has been validated by ENAC and who has received a confirmation email, can return to the Portal and click on the Examiner Services service, then Request or Update for Examiner Profile; then click on Create file.



- Fill in the mandatory form by entering the valid flight license (Copy of Flight title) and filling in the mandatory data: Authority country and License name. Once the compilation is complete, the system produces the pdf document associated with the request.
- Send the file and wait for the final outcome from ENAC.
- The user is informed via an email such as:
- Dear user, your request to enable the examiner profile has been accepted. You can log in to the Online Services Portal https://serviziweb.enac.gov.it and take advantage of the services made available by ENAC.