



## SUE WEBSITE INSTRUCTIONS FOR USE

How to register and open an account.

Please go to the SUE website homepage at <https://sue.beniculturali.it1> (see note on page 2) and click on “registriati” (new user registration). A page containing six tabs will appear. Please fill in the forms as indicated below:

1. *Dati anagrafici* (personal details): fill in all fields except the “camera di commercio” ones (inscription at Chamber of Commerce).
2. *Residenza* (residence): select your nation from the first drop-down menu, then type in your complete address in the field below.
3. *Recapiti* (address): do the same as above, adding your telephone/mobile number.
4. *Documento di identità* (identity document): from the drop-down menu select the type of your identity document, then type in the fields below its number, name of issuer and expiry date. Upload the scan of it by clicking on the first paper clip icon. Furthermore a scan of your social security number or national insurance number must be supplied. Again the document has to be scanned and uploaded to the system, clicking on the second paper clip icon.
5. *Dich. autenticità* (declaration of authenticity): tick the boxes in order to confirm and authorize the processing of your personal data. Then select from the drop-down menu the Ufficio Esportazione to which you want to apply.
6. *Controllo* (control): just copy the security code that appears on the page.

Review all your details and send the form clicking on “invia” (send).

The system will shortly process your data and send a confirmation message to your e-mail address.

Please read it carefully and follow the instructions.

The office will then be able to check your registration form and send you a further e-mail with your personal SUE password.

This website is using HTTPS to encrypt your session and protect your data, therefore you might experience a “certificate error” if your browser does not trust the issuer certificate. This issue can be avoided following your browser instructions and accepting the certificate. You can do this simply by clicking on the respective link or button according to your favourite web browser (e.g. for Internet Explorer “continue to website”).

