



CONDITIONS FOR CLAIMING A NEW BENEFIT

As provided for in Article 6 of the [E.B.M. Regulations](#) in force, Workers with a full-time or part-time employment relationship hired under the [Unionmeccanica Confapi SME National Collective Labour Agreement](#) monthly payments will be entitled to the benefits provided by E.B.M.

Workers employed by a new member company may claim benefits after the company has paid at least six (6) months of contributions.

Workers must be employed under a contract:

- i) an open-ended contract
- ii) an apprenticeship contract
- iii) a fixed-term contract for a period of 4 (four) months or more.

Benefits may be claimed for the period during which the workers are employed by the company.

Newly recruited workers from a company that is already up to date with contributions will be eligible for benefits after 4 (four) months from the first contribution payment.

New companies and newly recruited Workers who have not fulfilled the requirements described above will be barred from submitting applications.

Companies that are not in order with their payments and their Workers will be prevented from submitting applications until they are in order with their contributions as described in the Import Manual in the Documents section of the website.

N.B.:

To enter requests for **Company benefits**, before proceeding make sure that:

- the company they work for is already registered to its own Reserved Area
- you can confirm the procedure by indicating the OTP code that will be sent to the chosen mobile phone for validation of the applications, necessary for the electronic signature of the Application Form by the Company.
- you can confirm the procedure by indicating the OTP code that will be sent to the chosen mobile phone for the validation of the applications necessary for the electronic signature by the Company and confirm the procedure by indicating the OTP code that will be sent to the mobile phone of the Worker needed for the electronic signature of the Application Form by the Worker.

BENEFITS

After logging in, the Worker may select the type of operation he/she wishes to carry out by entering the "Benefits" menu. The possible choices are:

- List of Benefits
- New Benefit



LIST OF BENEFITS

In the Benefits Menu > **List of Benefits**, the Worker may at any time view the processing status of his/her claims. In addition to this, at each change of status, the system will send notifications by SMS to the mobile phone number validated by the Worker and by email to the Company. The Company may also view the processing status of the applications of all its Workers in its Reserved Area.

Below are the details of the **PROCESSING STATUS** of the applications and their meaning:

- **TO BE FILLED (IN COMPILAZIONE)** > the application has been entered but not yet validated with OTP code. The application TO BE FILLED has not yet been registered by the Association and can therefore still be modified or cancelled by the Worker. Only when it has been signed electronically with an OTP code by the Worker will it enter the **PENDING VALIDATION (IN ATTESA DI VALIDAZIONE)** by the Company status;
- **PENDING VALIDATION (IN ATTESA DI VALIDAZIONE)** > the application has been entered by the Worker but still needs to be validated by the Company, which will sign it electronically with an OTP code;
- **SENT (INVIATO)** > the application has been sent and registered;
- **TO BE INTEGRATED (DA INTEGRARE)** > the application has been suspended due to the need to integrate documents;
- **INTEGRATION SENT (INTEGRAZIONE INVIATA)** > the integration of the documentation to unblock the suspended file has been sent;
- **APPROVED (APPROVATO)** > the benefit claim was accepted by the Association;
- **REJECTED (RESPINTO)** > the benefit claim has been rejected. Selecting the application will show the detailed reason for rejection;
- **CANCELLED (ANNULLATO)** > the sent (and therefore registered) benefit request has been **CANCELLED** by the Company through OTP code. The cancellation request is irreversible;
- **TO BE PAID (IN PAGAMENTO)** > the Association has sent the order for payment of the benefit;
- **PAID (PAGATO)** > payment of the benefit was made by bank transfer to the Company IBAN.

BENEFIT MANAGEMENT FOR THE WORKER

Below are the **DETAILS OF THE NOTIFICATIONS** that will be sent by SMS to the Worker and by email to the Company's contact address:

- **PENDING VALIDATION (IN ATTESA DI VALIDAZIONE)** > for applications submitted independently by the Worker, the company receives a notification that a benefit claim has been entered and needs to be validated by the Company. This request remains PENDING VALIDATION, i.e. it has not yet been received by the Association and has not yet been registered until the Company validates it with an electronic signature with an OTP code.
- **RECEIVED (PRESA IN CARICO)** > the Association confirms receipt of the benefit claim and communicates the assigned protocol number;
- **SUSPENDED FOR NECESSARY DOCUMENTARY INTEGRATION (SOSPENSIONE PER NECESSARIA INTEGRAZIONE DOCUMENTALE)** > the Association notifies that anomalies have been detected and indicates the missing documentation to be integrated within 30 days from the notification. See page 8 for instructions on how to integrate a suspended application;
- **ACCEPTED (ACCETTAZIONE)** > the Association has accepted the benefit claim;
- **CANCELLATION (ANNULLAMENTO)** > the Association, upon request sent by the company and confirmed with company OTP code, cancelled the benefit request;
- **PAID (PAGAMENTO)** > the Association has paid the benefit by bank transfer to the Company IBAN;
- **REJECTED (RIFIUTO)** > the Association could not accept the claim. The reason for refusal is indicated.

NEW BENEFIT

The system displays the first step of the five to provide a new benefit.

- STEP 1 > BENEFIT DATA

In the first step, the Worker must select the location of the Company where he/she is employed. Subsequently, the IBAN of the company (which cannot be changed) on which the benefit will be paid will be automatically set.



After selecting the location, non-editable data will be displayed. Select the benefit you wish to claim.



To complete Step 1, the Worker must enter the following information:

- Choose the benefit;
- Complete all the fields displayed after choosing a benefit;
- Tick the box indicating that you have read the E.B.M. Regulations in force.

When you have finished entering your data, click on the button:



- **STEP 2 > FORM**

The Worker is shown the Form of the chosen benefit already pre-compiled with the data entered in Step 1. The signature field will be filled in on completion of Step 4.

N.B.: Check all the fields indicated in the Form and make sure they are correct.



Click on next to proceed to the next step.

BENEFIT MANAGEMENT FOR THE WORKER

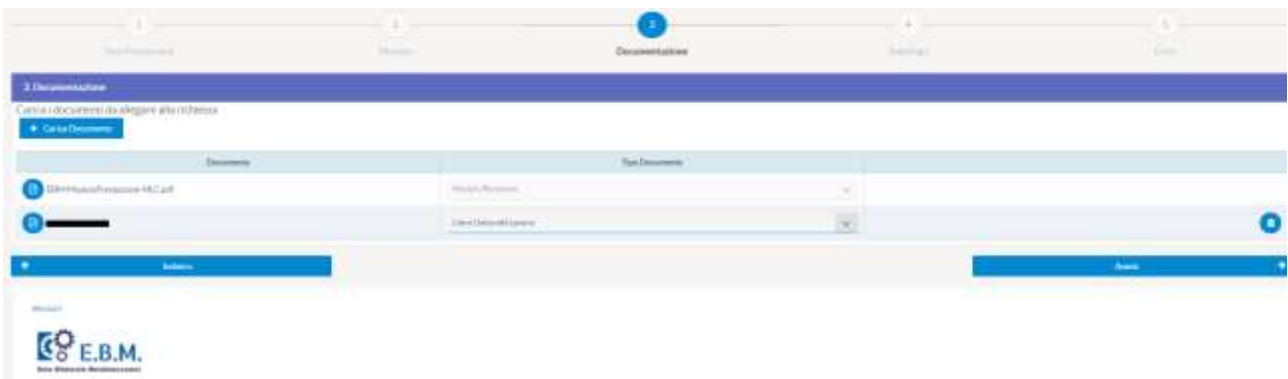
- STEP 3 > DOCUMENTATION

In this Step, the Worker must upload all the documents necessary for the claim of the specific benefit as per the E.B.M. Regulations.

Click on the "Upload Document" button, select the document to be uploaded and then choose the type of document uploaded from the drop-down menu.



N.B.: The documents uploaded must all be in PDF format and cannot have the same names.



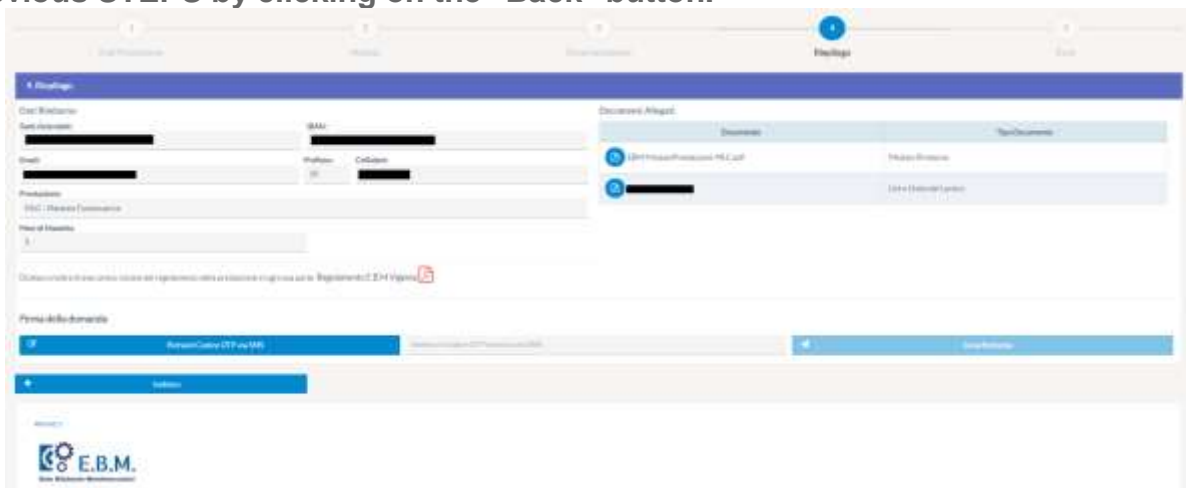
Once the files have been uploaded, click on the button:



- STEP 4 > SUMMARY

A screen summarising the requested benefit with the Form and related documents will be displayed.

N.B.: Check data and actual uploading of pdf files. In case of errors, return to the previous STEPS by clicking on the "Back" button.



To complete the application and sign the Step 2 form, the Worker must click on the "Request OTP Code via SMS" button to receive the OTP code on their mobile phone, which serves to electronically sign the benefit claim.

N.B.:

The OTP code will have a limited period of validity. Therefore, ensure that it can be inserted in good time.

IMPORTANT:

If the Worker is unable to enter the OTP signature code when entering the application, he may save the application in the TO BE FILLED status. At a later stage, when the OTP code can be received, by recalling the application from the List of Applications, the signing process can be completed. The application will then move from the TO BE FILLED to "IN VALIDATION" status. The IN VALIDATION application must be signed by the Company from its reserved area with its OTP code.

Should the Company submit the request on behalf of the Worker, if it is not possible to enter the Worker's OTP code immediately, it can save the request in the TO BE FILLED status. The Worker will then be able to enter his/her own Reserved Area and sign the entered application independently with an OTP code. At this point, the application will be in the VALIDATION status and the company will have to complete the process by validating it with its OTP code.

Only after both the Worker and the Company have signed with the OTP code will the application move on to the "SENT" status and the protocol number will be generated.

Once the code has been received, it must be entered in the "Code" field.

If the data is correct, click on "**Send Request**".

- STEP 5 > OUTCOME

The following message will appear:



!

Richiesta di Prestazione IN ATTESA DI VALIDAZIONE da parte dell'Azienda!

La pratica, per essere inviata all'Ente, dovrà essere validata dall'Azienda dalla propria Area Riservata tramite l'apposita funzionalità. Solo a seguito della validazione da parte dell'Azienda verrà assegnato un numero di protocollo che verrà comunicato al Lavoratore tramite notifica SMS sul numero di cellulare validato in fase di registrazione.

Successivamente la pratica verrà lavorata dall'Ente entro un massimo di 90 giorni, come previsto dal Regolamento.

L'esito verrà comunicato al Lavoratore sempre con notifica tramite SMS.

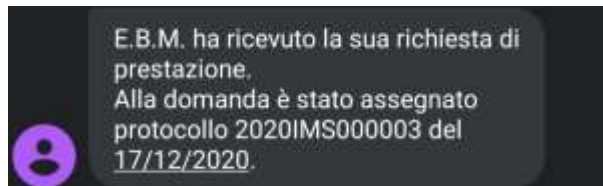
Lo stato di lavorazione può essere verificato in qualsiasi momento nella sezione Prestazioni > Elenco Prestazioni Richieste dell'Area Riservata.

Torna all'Elenco Prestazioni

At this point, the company must enter its Reserved Area with its credentials to validate the benefit by confirming and signing the request with OTP code sent to the company mobile phone.

The benefit will remain "PENDING VALIDATION" until the company completes the procedure.

When the company has validated the benefit, it will move on to the SENT status, a protocol number will be assigned and an SMS will be sent to the Worker to inform him/her that the application has been received by the Association.

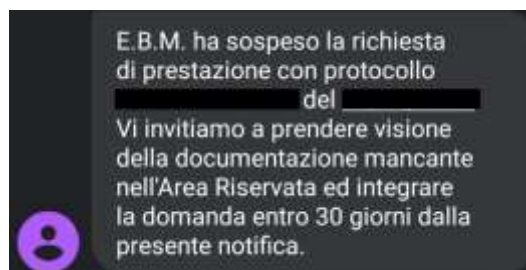
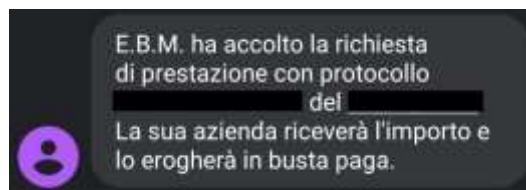


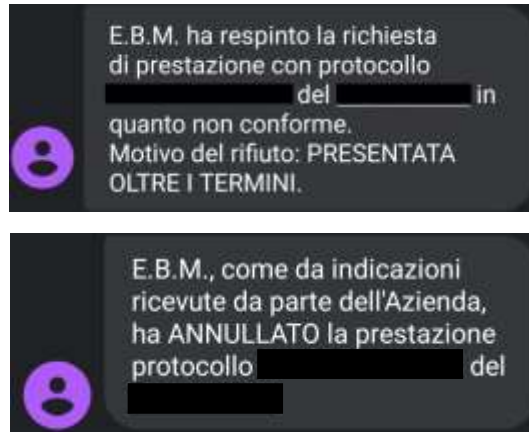
OUTCOME OF PROCESSING OF THE APPLICATION

E.B.M., after assessing the benefit claim, may:

- Approve the application;
- Suspend the application for the necessary integration of documents;
- Reject the application;
- Cancel the application (only upon request of the Company on behalf of the employee confirmed with company OTP code).

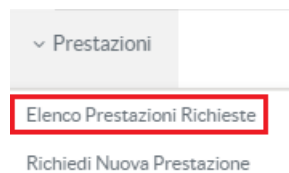
For each outcome, a notification will be sent via SMS to the Worker and via email to the Company's contact address with the outcome of the processing.





SUSPENSION OF THE APPLICATION FOR THE NECESSARY INTEGRATION OF DOCUMENTS

In the top menu, click on "Benefits" and select "List of Benefits".

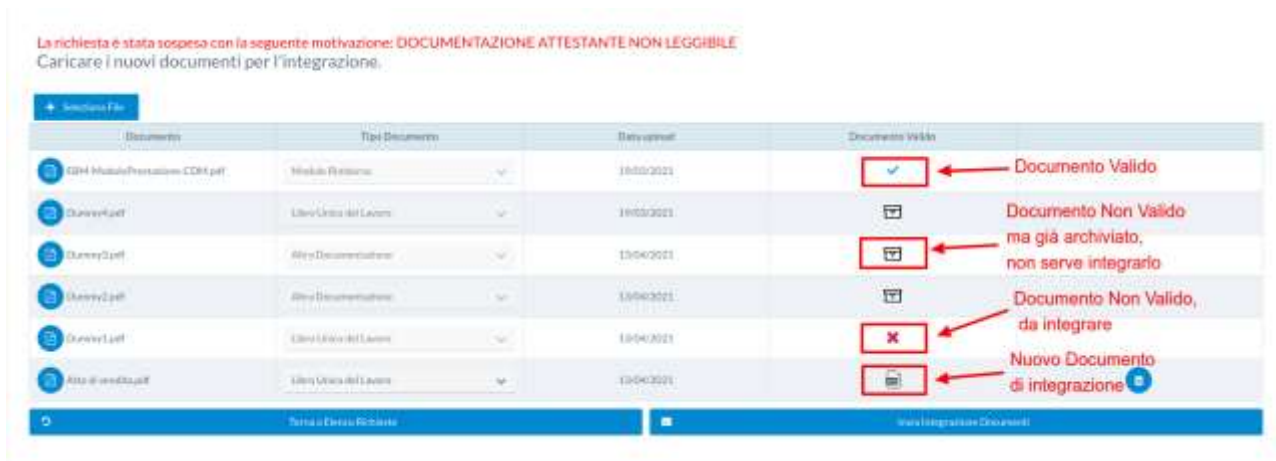


A list of all the benefits requested by the Worker will be displayed with the respective processing status:

Prestazioni

Protocollo	Data Richiesta	Prestazione	Stato	Azioni
[redacted]	[redacted]	Malattia Continuativa	DA INTEGRARE	
[redacted]	[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	[redacted]	

Clicking on the benefit in the TO BE INTEGRATED status will open a page similar to Step 3.

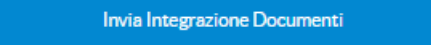


An icon will be shown next to each document describing its assessment status:

- VALID DOCUMENT → ✓
- INVALID DOCUMENT TO BE INTEGRATED → ✗
- INVALID DOCUMENT BUT ARCHIVED → 📁
- NEW INTEGRATION DOCUMENT → 📄

Click on "Seleziona File" to upload the correct document, which will be marked with the NEW INTEGRATION DOCUMENT icon.

Then click on the button:



The following confirmation message will be displayed before sending:



Once the integration document has been sent, the application will pass from the status FROM INTEGRATE to INTEGRATION SENT and will be evaluated again by the Institution.

The page "Dettaglio Prestazione" ("Performance details") will open and a summary of the data and documents loaded will be shown.

PLEASE NOTE: the integration document can be sent either by the worker or if he/she prefers, by the company or the appointed consultant, within 30 days of the notification of suspension.

CANCELLATION OF THE BENEFIT

If the employee wishes to cancel an application that has already been sent (and therefore registered), he/she must contact the Company.

Only the Company can cancel a registered application by validating the request with an OTP code.

ATTENTION: the CANCELLATION is irreversible. Therefore, once cancelled, the application can no longer be modified but, according to the terms/limits provided for by the Regulations, may eventually be resubmitted.

The CANCELLATION will be possible only if the application has not yet been evaluated by the Association.

Both the Employee and the Company will receive notification of cancellation by SMS and email/PEC respectively.

PAYMENT OF THE BENEFIT

Once the benefit claim has been accepted, it first goes into the TO BE PAID status, when the benefit payment order is given, and then the PAID status when the benefit is actually paid by bank transfer to the Company IBAN.

Protocollo	Data Richiesta	Prestazione	Stato	Azioni
██████████	██████████	Malattia Continuativa	IN PAGAMENTO	
██████████	██████████	Malattia Continuativa	IN PAGAMENTO	
██████████	██████████	██████████	██████████	
██████████	██████████	Istituzione Scuole Medie Superiori	PAGATO	
██████████	██████████	██████████	██████████	