



GUIDE TO ACCESS YOUR NOTIFICATIONS (STEP BY STEP)

STEP 1 ACCESS TO THE SYSTEM

The screenshot shows a web browser window with the URL <https://usuari.enotum.cat/webCiutadaResponsive/login?codiOrganisme=1&codiDepartament=GD1173251>. The page header includes the Institut Ramon Llull logo and the text "Notifications and other electronic communications". The main content area is titled "Log in" with the subtitle "With code request". It contains a form with two input fields: "NIF/NIE" (with a dropdown arrow) and "Mobile number or email". Below these fields is a "Send me a code" button. A message states: "A code will be sent to the mobile number or email that has been submitted to the Administration in the application or specific procedure. [Further details](#)". There is also a link: "[Have you received the code?](#)". At the bottom of the form, there is a "Digital certificate: idCAT, DNle..." option. The footer includes "Generalitat de Catalunya. All rights reserved. Service provided in partnership with the Consorci AOC." and links for "Accessibility" and "Help".

STEP 2 INTRODUCE YOUR DATA AND SUBMIT. THE SYSTEM WILL RETURN A PASSWORD

The screenshot shows the same web browser window, but the page has loaded the "Code verification" screen. The form now has a green checkmark icon and the text "A code has been sent to" followed by a masked input field. Below this, it says "Enter the code you have received:" and "Enter the received code" with an input field. A "Verify" button is at the bottom. A link "[Do you need help?](#)" is below the button. The footer is identical to the previous screenshot.



STEP 3 AFTER YOU TYPE, ALL YOUR NOTIFICATIONS WILL BE LISTED

The screenshot shows a web browser window with the URL <https://usuari.enotum.cat/webCiutadaResponsive/bustia>. The page header includes the Institut Ramon Llull logo and the text "Notifications and other electronic communications". Below the header, there is a search bar for delivered messages and a sidebar with filters for Status, Date of provision, Entity, Label, and Email addresses. The main content area is titled "Mailbox" and displays a list of 16 delivered messages. The messages are organized into columns: Subject, Record, and When. The first message is highlighted in yellow.

Subject	Record	When
1	0402/548/2015	04/06/2015
1	0402/546/2015	03/06/2015
1	0402/544/2015	03/06/2015
1	0402/543/2015	03/06/2015
1	0402/503/2015	22/05/2015
1	0402/502/2015	22/05/2015
1	0402/501/2015	22/05/2015
1	0402/500/2015	22/05/2015
1	0402/354/2015	29/04/2015
1	0402/1589/2014	30/10/2014
1	0402/1581/2014	29/10/2014
1	0402/1580/2014	29/10/2014
1	0402/1002/2014	13/06/2014
1	0402/963/2014	12/06/2014
1	0402/953/2014	06/06/2014

1-15 de 16 entrades

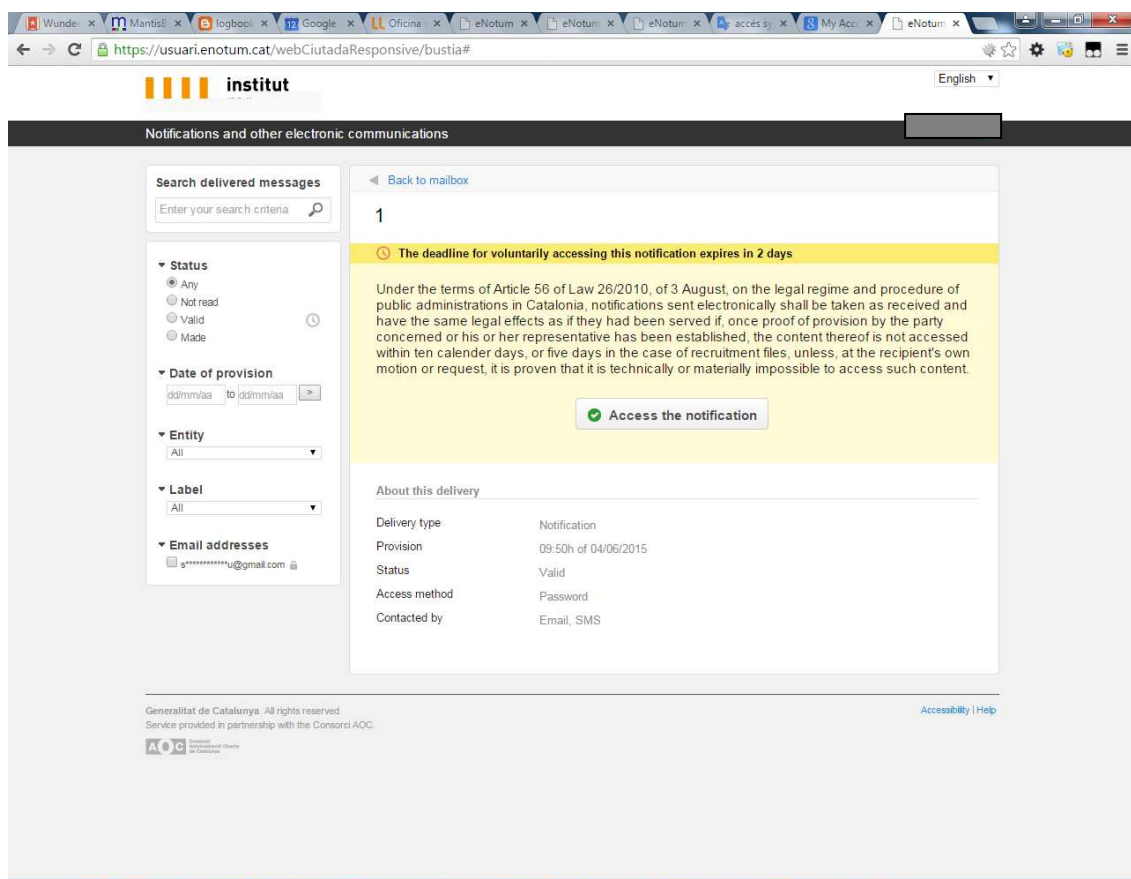
Messages will be deleted after 2 years

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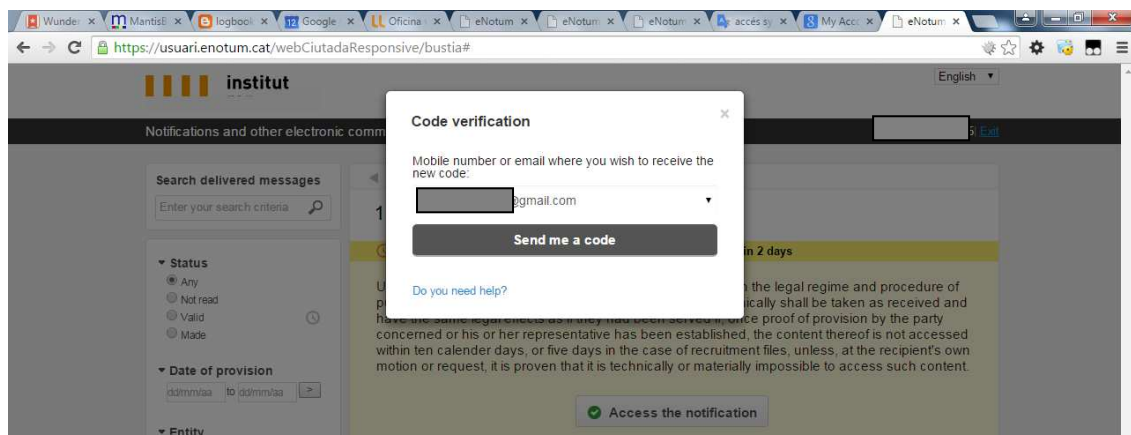
Accessibility | Help



STEP 5 IF YOU TRY TO ACCESS A NOTIFICATIONS, A NEW PASSWORD WILL BE GENERATED



STEP 6 WE HAVE TO SPECIFY AGAIN WHERE IT WILL BE SENT





STEP 8 FINALLY WE CAN READ THE NOTIFICATION

The screenshot shows a web browser window with the URL <https://usuari.enotum.cat/webCiutadaResponsive/bustia#>. The page header includes the Institut Ramon Llull logo and the text "Notifications and other electronic communications".

On the left side, there is a search bar labeled "Search delivered messages" and several filter sections:

- Status:** Radio buttons for "Any" (selected), "Not read", "Valid", and "Made".
- Date of provision:** A date range selector with "dd/mm/aa" format.
- Entity:** A dropdown menu set to "All".
- Label:** A dropdown menu set to "All".
- Email addresses:** A list of email addresses, with one partially visible: "*****u@gmail.com".

The main content area displays a notification with the following details:

- Back to mailbox** (link)
- 1** (count)
- Made at 09:26h of 12/06/2015**
- Reference:** notificacio_1433404147779_1
- Register:** 0402/548/2015
- Administrative act** (document icon) **15_en_altres_documentacio_140522_1743** (link)
- 1** (count)
- 1** (count)

Below the notification details, there is a section titled "About this delivery" with a "Receipt (PDF)" link. It contains the following information:

About this delivery	
Delivery type	Notification
Provision	09:50h of 04/06/2015
Status	Accepted at 09:26h of 12/06/2015
Access method	Password

At the bottom of the page, there is a footer with the text: "Generalitat de Catalunya. All rights reserved. Service provided in partnership with the Consorci AOC." and a link for "Accessibility | Help".