



Notification Access Help Guide

STEP 1: New notifications

We will send you an email with a link when you have new notifications. Access the notification by clicking the link.

You can also access your notifications by visiting https://www.llull.cat/english/seu_e/carpeta_expedients.cfm and clicking on “Notifications”.

You will then be brought to the page shown in the screen-shot below.

The screenshot shows a web browser window with the URL <https://usuari.enotum.cat/webCiutada/login?codiOrganisme=1&codiDepartament=GDI173251&locale=en>. The page header includes the Institut Ramon Llull logo and the text 'Notifications and other electronic communications'. The main content is a login form titled 'Log in With code request'. The form has three input fields: 'VAT' with the value '12345678A o B12345678', 'NIF/NIE Vinculated person' with the value 'Optional', and 'Mobile number or email' with the value '666 555 444 o exemple@domini.cat'. Below these fields is a dark button labeled 'Send me a code'. Underneath the button, there is a small text block: '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](#). [Have you received the code?](#)'. At the bottom of the form, there are two buttons: 'Using idCAT mòbil (or @Clave)' and 'Digital certificate: idCAT, DNIE, others.'. The footer of the page contains the text 'Generalitat de Catalunya. All rights reserved. Service provided in partnership with the Consorci AOC.' and 'Accessibility | Help'.

On this page you will be asked to enter your personal details. Please note you have to select if you are a legal entity (VAT) or a natural person (NIF/NIE, Passport).

You should fill in your personal information then select “Send me a Code”.



STEP 2: Confirmation of identity

You will receive a verification code by email or sent to your phone number.

Enter the verification code then select “Verify”.

A screenshot of a web browser window titled "eNotum - Microsoft Edge". The address bar shows the URL "https://usuari.enotum.cat/webCiutada/login". The page header includes the Institut Ramon Llull logo and the text "institut ramon llull" with a language dropdown menu set to "English". Below the header is a dark bar with the text "Notifications and other electronic communications". The main content area features a "Code verification" form. The form has a title "Code verification" and a yellow highlighted box containing the text "You still haven't received the code?" with a blue link "request a new code". Below this is the instruction "Enter the code you have received:" followed by a text input field with the placeholder "Enter the received code". A dark grey "Verify" button is positioned below the input field. At the bottom of the form area, there is a blue link "Do you need help?". The footer of the page contains the text "Generalitat de Catalunya. All rights reserved. Service provided in partnership with the Consorci AOC." and a logo for "AOC Consorci d'Iniciatives i Gestió de Catalunya". On the right side of the footer, there are links for "Accessibility" and "Help" and a small circular icon with a question mark.



STEP 3: How to access notifications

1. You will then be brought to the Notification page shown in the screen-shot below where you can access your notifications.

Notifications system - My fc | eNotum

https://usuari.enotum.cat/webCiutada/bustia#

institut ramon llull

Notifications and other electronic communications | 617126905 | Exit

Search delivered messages

Enter your search criteria

Status

- Any
- Not read
- Valid
- Made

Date of provision

dd/mm/aa to dd/mm/aa

Entity

All

Label

All

Access with

- Password
- Only certificate

Email addresses

- s****u@espintime.com
- salvador.orteu@gmail.com

Mailbox

You have 1 delivered messages **Not read**

All Notifications Communications

Subject	Record	When
prova	1440	25/07/2018

1-1 de 1 entrades

Messages will be deleted after 2 years

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Dades accés a la notificació:



2. Select the notification you want to access then click “Access notification”

otum.cat/webCiutadana/bustia#

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Notifications and other electronic communications 617126905 [Exit](#)

Search delivered messages

Enter your search criteria

Back to mailbox

prova

The deadline for voluntarily accessing this notification expires in 10 days

Notification by electronic means will be considered rejected for all purposes when its content has not been accessed in a period of ten calendar days or five calendar days in the case of notifications related to public procurement. This period starts to count from the date on which the notification was at the disposal of either the applicant or his legal representative unless technical or material inability to access the notification has been proved ex officio or by the notification recipient (article 56.4 of Law 26/2010, of August 3, on the legal and procedural regime of the public administrations of Catalonia and article 151.4 of the Royal Legislative Decree 3/2011, of November 14, which approves the restated text of the Public Sector Contracts Law.)

Access the notification

About this delivery

Delivery type	Notification
Provision	00:00h of 25/07/2018
Status	Valid
Access method	Password
Contacted by	Email, SMS

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[Accessibility](#) | [Help](#)



3. On the following page you will access your notification and the administrative decision on pdf format.

The screenshot shows a web browser window displaying the notification system interface. The browser tabs include 'dictionary for A', 'Safata d'entrada (5)', 'Formulari rebut | Ofi...', 'Crear una tabla de c...', 'Formulari rebut | Ofi...', 'Consulta de notifica...', and 'Alfresco Explorer'. The address bar shows 'otum.cat/webCiutada/bustia#'. The page header features the Institut Ramon Llull logo and the text 'Notifications and other electronic communications' with a user ID '617126906' and an 'Exit' link.

The main content area is titled 'prova' and shows a message received at 13:00h of 25/07/2018. The message details include:

- Reference: notificacio_1532615886633_1
- Register: 1440
- Attachment: **Administrative act** (csv_1889_en_altres_documentacio_170823)

The message body contains the text 'prova' and 'prova'. Below the message, there is a section 'About this delivery' with a 'Receipt (PDF)' link. The delivery details are as follows:

Field	Value
Delivery type	Notification
Provision	12:51h of 25/07/2018
Status	Accepted, at 13:00h of 25/07/2018
Access method	Password

On the left side, there is a search and filter panel for 'Search delivered messages'. It includes a search input field and several filter sections:

- Status:** Radio buttons for Any, Not read (selected), 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'.
- Access with:** Radio buttons for Password and Only certificate.
- Email addresses:** Checkboxes for 's****u@espintime.com' and 's*****u@gmail.com'.

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 links for 'Accessibility' and 'Help'. The Consorci AOC logo is also present.