Approve a process (new user interface)

Versione 1: 01.02.2024

The "**4 eyes principle**" is applied by default to all processes in the Registry (transactions and management of the trusted account list): therefore, each process proposed by an authorized representative <u>must be approved</u> by another authorized representative of the account having the right, respectively, to initiate and approve processes.

Once a process has been proposed by a representative, it must be claimed by another representative, with the right to "approve" or "initiate and approve" processes (or by any other AR for Kyoto accounts), who can decide whether to approve or reject it. Please note that, for correct completion, the process must not be claimed by the same person who proposed it.

Please note that an account holder may decide that the approval of a second authorized representative to execute transactions is not needed (this decision may be revoked at any time). The decision, or the revocation of the decision must be communicated via the ARIET website (please refer to the page <u>Changing the account security levels</u>). Conversely, for the management of the trusted account list, the intervention of two account representatives to propose and approve changes to the list is always necessary.

Follow the instructions in the table to complete the process

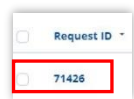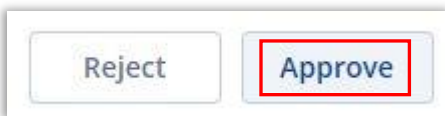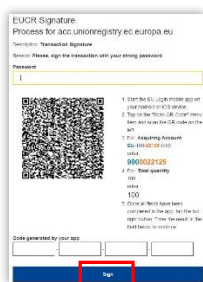|	Interface element	Action
1		Log into the italian section of the Union Registry at **https://union-registry.ec.europa.eu/ar/** Select "**Italy**" from the drop-down menu Find Registry and click **Login**. Login issue? Follow the instructions shown in the tutorial **Log into the Registry** in the <u>Tutorial and Guide</u> section of the ARIET website
2		Click **Tasks** from the left vertical menu (Navigation).
3		Use the filters available to find your task.
4		Click the request ID to see its details.
5		Click **Approve** or **Reject**, as applicable.
6		A confirmation dialogue box opens. Enter a comment (not mandatory) and click **Confirm**.
7		Sign your operation through EU Login: enter your **password**, open the EU Login mobile App on your mobile device and scan the **QR code**. Enter the **values** provided by EU Login on the app and click "Next", enter the code generated by the app and click **Sign**.
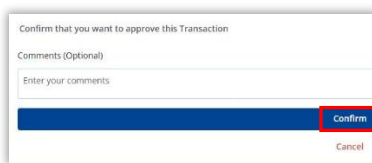
Interface element	Action
Done!	

Additional information

A process can also be selected and assigned to another representative with the right "*approver only*" or "*initiator and approver*" (click on **Assign** and select the name of the representative from the menu).