Tutorial to operate in the Registry
Italy
ISPRA
Istituto Superiore per la Protezione
e la Ricerca Ambientale

Edit the account name (new user interface)

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The account holder, especially if the holder of multiple accounts, may need to differentiate one account from another so as to spot it easily not only based on the different account IDs.

The name that is assigned to an account also helps to identify it among the accounts that are part of another account holder's trusted list.

The account holder is free to change the account name at any time, without limitations, and no approval is necessary.

Follow the instructions in the table to edit the account name

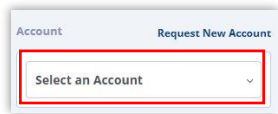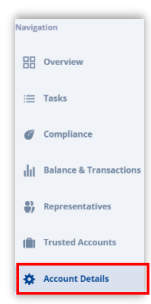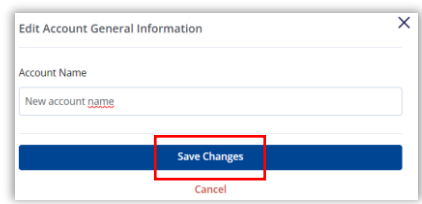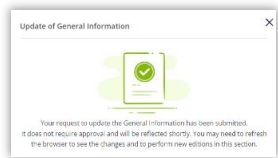|	Interface element	Action
1		Log into the italian section of the Union Registry at **https://union-registry.ec.europa.eu/ar/** Select "**Italy**" from the drop-down menu Find Registry and click **Login**. Login issue? Follow the instructions shown in the tutorial **Log into the Registry** in the Tutorial and Guide section of the ARIET website
2		Select the account you want to work with in the drop down menu under the **Account** menu. All accounts you are appointed to as representative are displayed.
3		Click the **Account details** tab from the left vertical menu (Navigation).
4		Click the **Edit** button of the General information section.
5		A pop-up window will be displayed, allowing you to edit the account name. Perform the editing and click **Save Changes**.
6		The system confirms that the update has been executed. The account name is automatically updated (the approval is not required).

Interface element	Action

✓

Done!