TUTORIAL to operate in the Registry
Italy
ISPRA
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User Enrolment (new user interface)

Version 1: 01.02.2024

Enrolment in the Union Registry consists of **two phases**: *registration* and *activation* of the user. Upon completion of the enrolment, the user will be able to access the Italian section of the Union Registry and operate within the account or accounts where s/he has been appointed to as an authorized representative (see page How to enrol in the Registry of the ARIET website).

This tutorial describes the second of the two phases for enrolling in the Registry: **ACTIVATION**.

At the end of the registration phase, in fact, the new user is in status "*registered*" but, to become operational, the user account must be activated by entering an **enrolment key**.

The enrolment key is generated by the system when the user is first appointed to an account as authorized representative, following a request of account opening or representative addition to the account. Once the relevant file is processed, the national administrator sends the user his personal enrolment key via certified email.
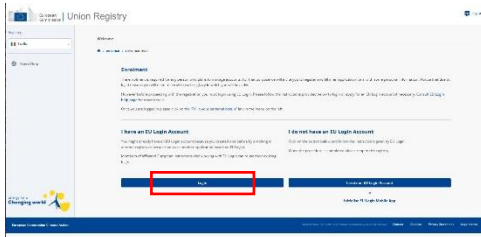
By entering the enrolment key (only once) the user gains the status "enrolled" and is fully operational according to the rights granted to him.

Follow the instructions in the table to activate your user in the Registry
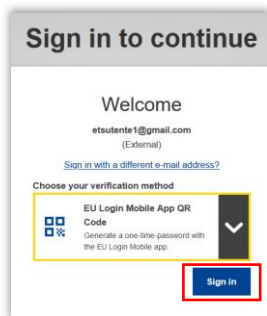
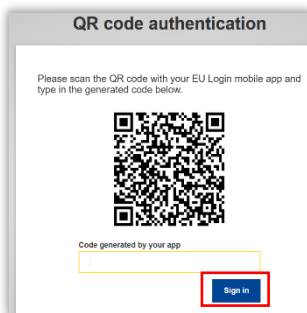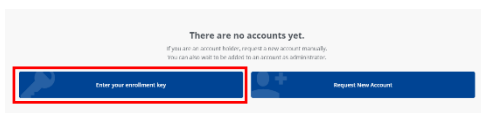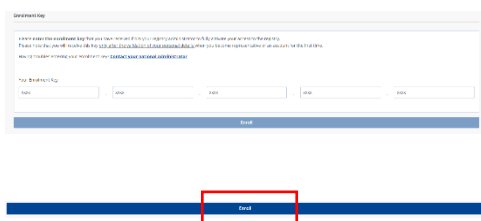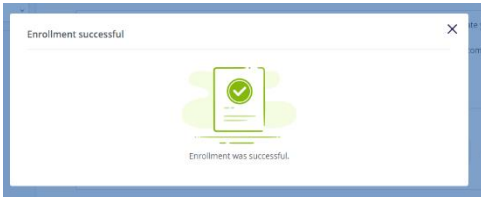|	Interface element	Action
1		Open the Italian section of the Union Registry at https://union-registry.ec.europa.eu/ar/ Click on the drop-down menu **Find Registry** and select "Italy". Click **Login** from the left menu.
2		Enter your email address (if is not yet displayed) Choose **EU Login Mobile App QR Code** as verification method and then click **Sign in**.
3		The website displays a **QR code** **In your MOBILE DEVICE**: Open the EU Login mobile app on your mobile device and scan the QR code ➢ Open the EU Login mobile app and **scan the QR code** ➢ Enter the 8-digits code provided by the mobile app 83 20 71 82 in the "Code generated by your app" field and then click **Sign in**.
4		Click **Enter your enrolment key** from the left menu. **Attention:** National Administrator sends you your enrolment key (by certified email) as soon as the new user is appointed to an account (and **NOT** at the end of the registration process).
5		Enter the enrolment key you received from the National Administrator (pay attention to uppercase or lowercase letters) and then click **Enroll**.

Interface element	Action
6	The system indicates that you are now enrolled.

Done!