ARIET
the website for the administration of the Italian Emission Trading Registry

ISPRA
Istituto Superiore per la Protezione
e la Ricerca Ambientale

Sistema Nazionale
per la Protezione
dell'Ambiente

Guide to the use of ARIET for Extra-EU Users

The guide describes what you can find and do in ARIET, illustrating in particular how to communicate with the Registry Administrator, i.e. how to submit and eventually manage your requests.
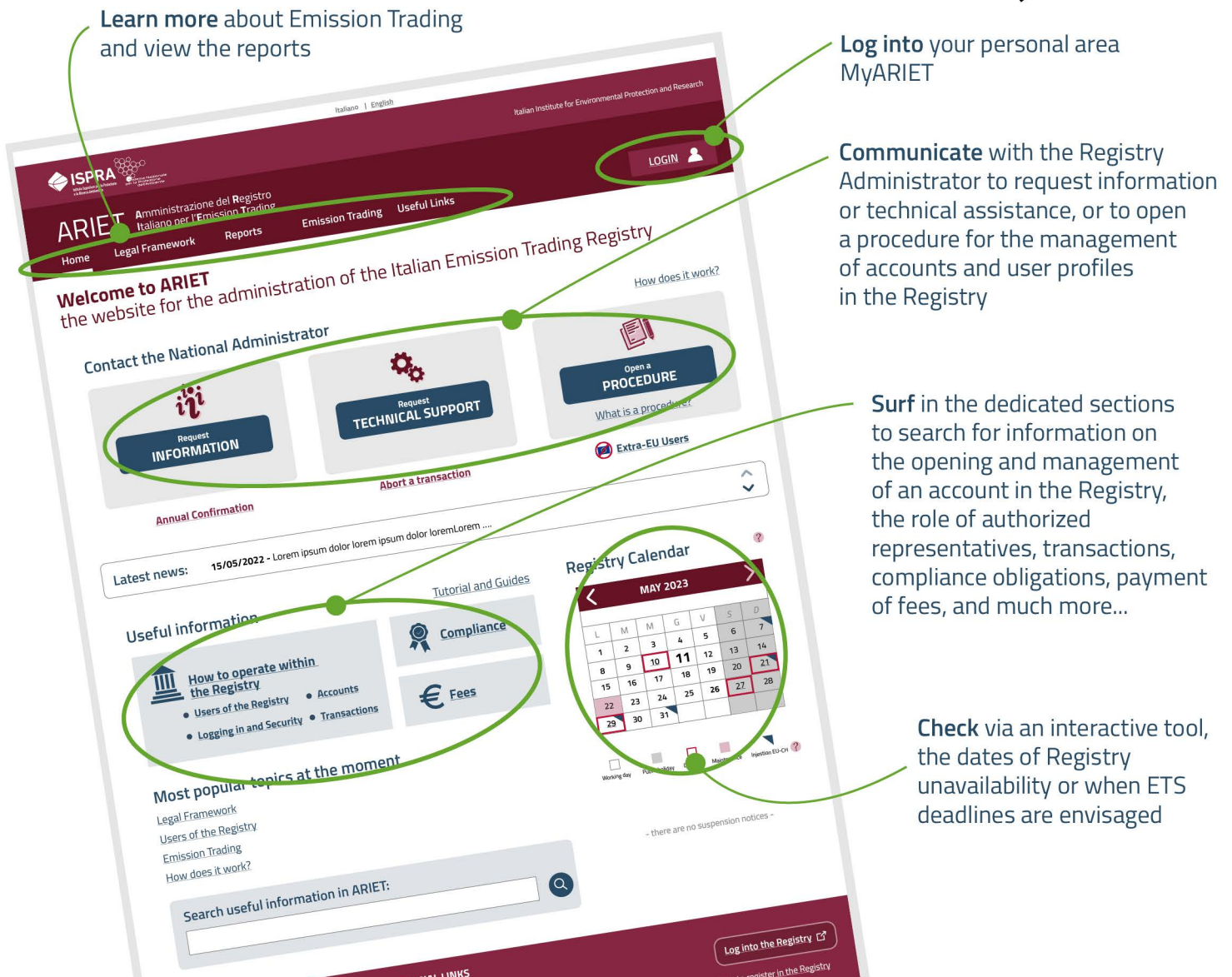
SUMMARY
1. ARIET homepage
2. Log into MyARIET
3. How to create a request
4. How to manage a request
5. Processing and status of a request

Recommended browsers to use ARIET

Google Chrome

Microsoft Edge

1. ARIET homepage

Here is what you can do in the public area of the ARIET website **https://ariet.isprambiente.it**

Learn more about Emission Trading and view the reports

Log into your personal area MyARIET

Communicate with the Registry Administrator to request information or technical assistance, or to open a procedure for the management of accounts and user profiles in the Registry

Surf in the dedicated sections to search for information on the opening and management of an account in the Registry, the role of authorized representatives, transactions, compliance obligations, payment of fees, and much more...

Check via an interactive tool, the dates of Registry unavailability or when ETS deadlines are envisaged

To communicate with the Registry Administrator, you need to log into your personal area **MyARIET**.
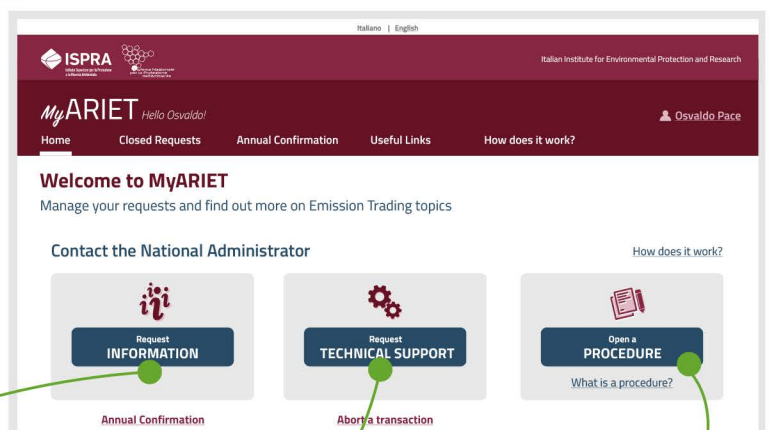
2. Log into MyARIET

LOGIN 👤

After clicking the 'LOGIN' button, a pop-up will open where you need to enter the username you received by email and the password you specified during registration.

**At first login,
you need to register!**

LOGIN

red yet? Register

LOGIN
Log into MyARIET
The ways you login into the system depends on whether you are resident in the European Union (EU User) or not (Extra-EU User).

Extra-EU Users 🚫
Username*
_____
Retrieve Username
Password* ⚿
_____
Set up a new password
LOGIN
Not registered yet? Register

EU Users 🇪🇺
👤 SPID
CIE
⊙ eIDAS
CONTINUE
more information

* mandatory   For any issue in ARIET, please ask for assistance

REGISTRATION
Register in ARIET   Already registered? Please login

☐ **I am an Extra-EU User** 🚫
Name*   Surname *
John   Smith
Email*   Confirm your email address *
johnsmith@email.com   johnsmith@email.com
Password* ⚿   Confirm Password *
************   ************

☐ I hereby aknowledge that I have read and understood the information on the processing of personal data
☐ I hereby aknowledge that I have read and understood the Terms & Conditions for the use of ARIET

Close   OK

* mandatory   For any issue in ARIET, please ask for assistance

1. Enable fields by declaring you are a user resident outside the European Union (select Extra-EU User);

2. Enter the requested data;

3. View the information on privacy and accept ARIET terms of use;

4. You will receive an email from: '**no-reply@isprambiente.it**' to confirm your registration;

5. After confirmation, you will receive another email with your USERNAME.

◆ MyARIET

Once logged in, you may use your personal area to create a request of information or technical assistance, or to open a procedure for the management of accounts and user profiles in the Registry

Italiano | English

ISPRA   Italian Institute for Environmental Protection and Research

My ARIET *Hello Osvaldo!*   👤 Osvaldo Pace
Home   Closed Requests   Annual Confirmation   Useful Links   How does it work?

Welcome to MyARIET
Manage your requests and find out more on Emission Trading topics

Contact the National Administrator   How does it work?

Request **INFORMATION**   Request **TECHNICAL SUPPORT**   Open a **PROCEDURE**
                                                                    What is a procedure?

Annual Confirmation   Abort a transaction

**Click on the button
'Request INFORMATIONS'**
to create a request of the **INF** type and receive information or explainations from the Registry Administrator

**Click on the button
'Request TECHNICAL SUPPORT'**
to create a request of the **AST** type and receive support for any potential problem you may encounter in the Registry

**Click on the button
'Open a PROCEDURE'**
to create a request of the **PRA** type for the management of accounts and user profiles in the Registry

Documentation supporting the procedures
The documents required to open a procedure (requests of the type PRA) are produced by ARIET as **declarations** incorporating the data entered during compilation: these statements must be digitally signed by the declarant and attached to the request.
Only for procedures where newly appointed **account representatives are not resident in the European Union**, some documents must be sent after opening the procedure, following the instructions provided by the national administrator.
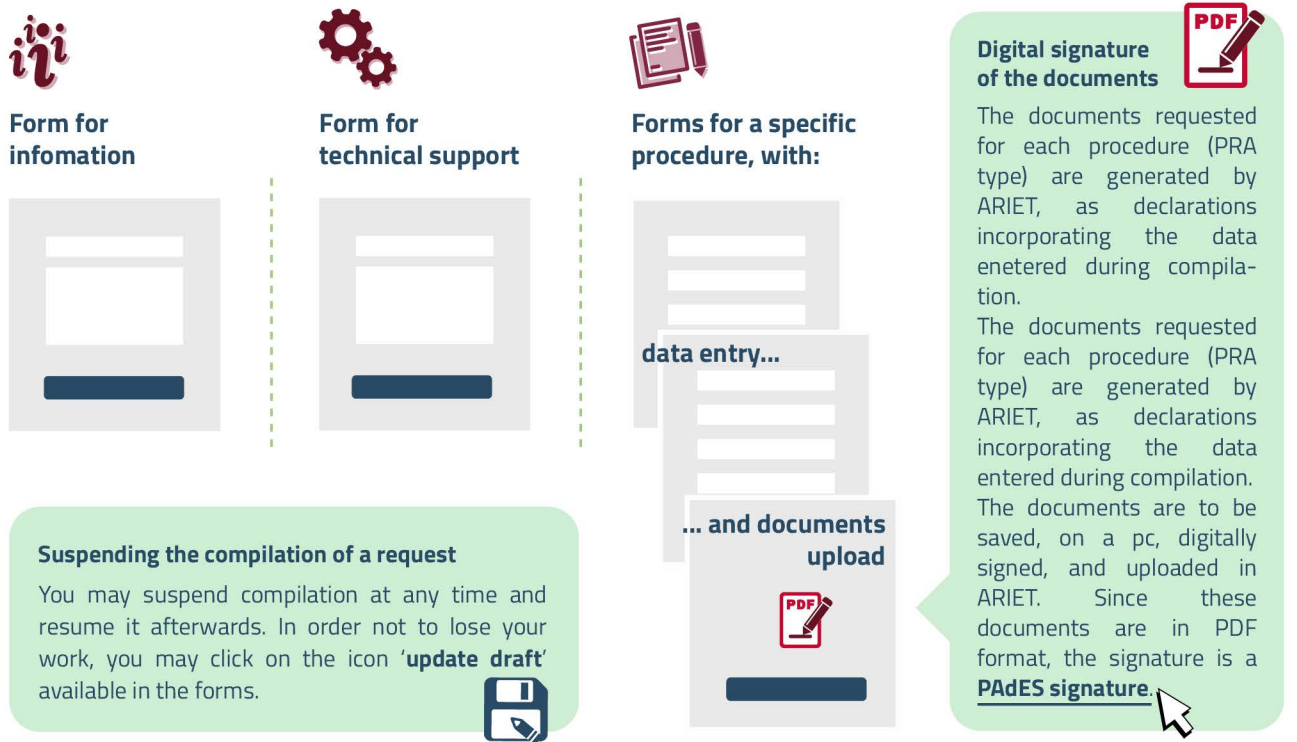
3. How to create a Request

(a) Type choice

Choose the type of the request you wish to create by using **one of the three buttons** in the homepage of **MyARIET**. You may also use directly the buttons in the homegae of **ARIET** in which case you will need to login before proceeding.

Request
INFORMATION

Request
TECHNICAL SUPPORT

Open a
PROCEDURE

What is a procedure?

List of available procedures

(b) Compilation

If you chose a request of the **INF** or the **AST** type, a form will be displayed where you may describe which kind of information or techcnial assistance you need. If you chose a request of the **PRA** type, the list of **available procedures** for the management of accounts and user profiles will pop up: after selecting the desired procedure, you'll be guided in the filling of several sequential forms and in the upload of a number of documents.

Form for infomation

Form for technical support

Forms for a specific procedure, with:

data entry...

... and documents upload

PDF

Suspending the compilation of a request

You may suspend compilation at any time and resume it afterwards. In order not to lose your work, you may click on the icon '**update draft**' available in the forms.

Digital signature of the documents

The documents requested for each procedure (PRA type) are generated by ARIET, as declarations incorporating the data enetered during compilation.
The documents requested for each procedure (PRA type) are generated by ARIET, as declarations incorporating the data entered during compilation. The documents are to be saved, on a pc, digitally signed, and uploaded in ARIET. Since these documents are in PDF format, the signature is a **PAdES signature**.

(c) Submission

After specifying the content of your request INF/AST, or completing the data entry and document upload of your PRA-type request, you may create the request by using the button '**Submit Request**'.

Submit Request

INF

AST

PRA

At this stage, the Administrator receives your request, takes over it and starts processing.

4. How to manage a request

In **MyARIET** homepage you may find all the requests you created: those **"in progress"** will be displayed in a list where you can follow their processing, while the history of the **"closed"** ones is available via a dedicated link.

By clicking on the record of a specific request in progress, you will access its details and be able to manage the request during its processing. Inside, each request shows different sections named "**components**" which can be expanded and have specific functions, as described below

Requests of the **INF** and the **AST** type show the components:

- **Conversation**
  to communicate with the Administrator

- **Attachments**
  to view any file sent or received from the Administrator

Requests of the **PRA** type show the components:

- **Conversation**
  to communicate with the Administrator

- **Data**
  to view and possibly correct the information entered

- **Documents**
  to view and possibly replace the files previously uploaded

Communication with the Administrator

Use the 'Conversation' component to communicate with the Administrator, receive information, explanations or instructions on the actions to take. All messages exchanged are reported within the component so that you can always see the entire conversation.

5. Processing and status of a request

While processing a request, its **status** changes depending on the action performed by its creator or by the processor.

Each request once created has a **unique code** that shows the type and a progressive number
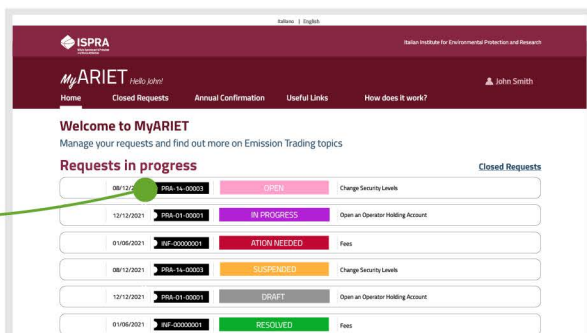
'Bell' icon

The bell icon placed on a request informs that you have a new message from the Administrator still to read. You will be notified of the message also by email.

As soon as you start compilation, the request will be displayed on the list in the homepage in '**DRAFT**' status. Once submitted, the request has '**OPEN**' status, which will change into '**IN PROGRESS**' status when the Administrator will take over it. After providing the needed support or implemented the request in the Registry, the Administrator will put the request in '**RESOLVED**' status and we willask you to set the request to '**CLOSED**' status. Once closed, a request cannot be re-opened but, if needed, a new one can be created.

During processing, a request, may have a status other than those described above: the following statuses are due to further processing of the request

ACTION NEEDED

Whenever the Administrator asks for clarification, further information, or corrections to the data/documents submitted, he will set the request to '**ACTION NEEDED**' state and will advise you on the action to take.
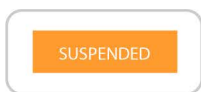
SUSPENDED

In case the intervention of a third party (e.g. European Commission, Comitato ETS) is needed during processing, the Registry Administrator will set the request in status '**SUSPENDED**' to inform you that an external action is expected.

CLOSURE PENDING

If you don't voluntarily close a request that has been resolved, after 5 working days it will be set to '**CLOSURE PENDING**' and it will be automatically closed after 5 additional working days. You may stop automatic closure, by using the 'Conversation' component in the request, asking to start processing again.

ARIET notifies any update of your request

Every time the Administrator reaches you out, whether it is for changing the status of a requet or for adding a new comment, you'll be informed by an automatic e-mail from 'no-reply@isprambiente.it'. The email you will receive reports the type of the change, inviting you to log into MyARIET to view the message from the Administrator.

If you find a request in status '**ACTION NEEDED**' when logging into **MyARIET**, open the request to view the message from the Administrator displayed in the Conversation component. The message will explain the actions to take which can be:

Conversazione — Scrivi
Ultimo messaggio
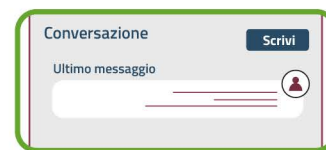
ⓐ Provide more information or clarifications   **ⓑ Correct data and/or documents**

All types of requests may require the sending of additional information (**a**). For PRA type requests, moreover, the Administrator may ask you to correct data and/or documents entered during the compilation phase (**b**).

ⓐ PROVIDE INFORMATION!

Conversation — Write
Latest message

Conversation
Send

Conversation — Write
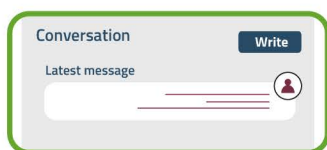
After reading the message in the **Conversation component**, click on the button '**WRITE**' to expand the box where to enter your answer and possibly attach the new files.
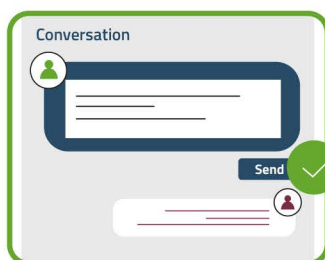
Post your message to the Administrator by clicking the '**SEND**' button.

The Conversation component reports all messages sent and received. You may write to the Administrator several times, regarding the same request.
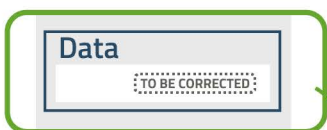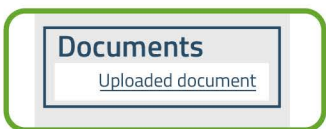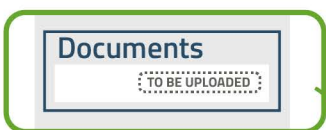
INF   AST   PRA

ⓑ CORRECT DATA and/or DOCUMENTS

Correcting Data

Data
TO BE CORRECTED

Data
CORRECT

Expand the **Data component**, edit the field marked as '*to be corrected*' save the changes.

Correcting Documents

Documents
TO BE UPLOADED

Documents
Uploaded document

Expand the **Document component**, save, sign and upload the documents marked as '*to be upladed*'.

Sending corrections

DONE!   X
OK, SEND!
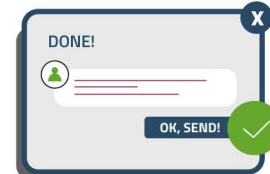
Once you finish all corrections a **pop-up 'Done!'** is displayed. By clicking the '**OK, SEND!**' button they will be forwarded to the Administrator, who will assess them to resolve the procedure.

PRA

Proceed with order: data first!

Incorrect data result in documents containing those data being rejected by the Registry Administrator. To be sure that you are uploading the right documents, do the data correction first, and then replace the documents.