



Appoint a Verifier to an account (new user interface)

Version 1: 01.02.2024


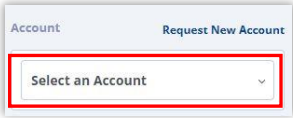
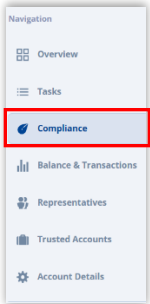
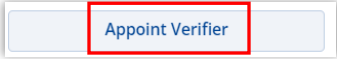
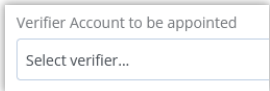

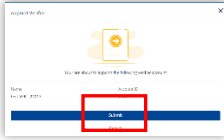
This type of operation is available exclusively for operator, aircraft operator and maritime operator **holding accounts** in the Union Registry. In fact, every year the installation, aircraft operators and maritime operators must have their emissions (tons of CO₂eq, and possibly PFCs and N₂O) from the previous year validated by the accredited body they chose for verification ("Verifier" in the Registry).

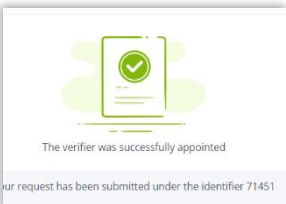
To have the emissions validated in the Registry, the Verifier must be linked to the account: this appointment is needed the first time you enter emissions and is no longer required until you decide to change the accredited body for the verification of your installation / aircraft operator / maritime operator (for instructions, you can view the tutorials [Remove an appointed Verifier](#) on the [Tutorial and guides](#) page of the ARIET website).

The designation of the Verifier must be made by a representative with the right to initiate procedures and this appointment must subsequently be accepted by the Verifier (who will be automatically notified by email). This operation can be carried out at any time or day of the week.

After the appointment, as soon as the Verifier's representative accepts the request, a notification is sent by email: check that the Verifier's name appears within the account in the "**Verifier**" tab.

Follow the instructions in the table to appoint a Verifier to the account

Interface element	Action
<p>1</p> 	<p>Log into the italian section of the Union Registry at https://union-registry.ec.europa.eu/ar/</p> <p>Select “Italy” from the drop-down menu Find Registry and click Login.</p> <p>Login issue? Follow the instructions shown in the tutorial Log into the Registry in the Tutorial and Guide section of the ARIET website</p>
<p>2</p> 	<p>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.</p>
<p>3</p> 	<p>Click the Compliance tab from the left vertical menu (Navigation).</p>
<p>4</p> 	<p>Click Appoint Verifier.</p>
<p>5</p> 	<p>Select a verifier from the dropdown list.</p> <p>Note that the system does not show a verifier account if at least one of its Authorised Representatives is also appointed as representative of the holding account.</p>
<p>6</p> 	<p>Click Submit.</p>
<p>7</p> 	<p>Confirm the appointment by clicking Submit in the modal dialogue.</p>

Interface element	Action
<p data-bbox="159 392 183 436">8</p> 	<p data-bbox="734 291 1412 369">The request is submitted. The system displays the pending request.</p> <p data-bbox="734 392 1412 548">The verifier appointment must now be accepted or rejected by the verifier account's Authorised Representative or by a National Administrator. You will be informed by e-mail when it is done.</p>



Done!