# **Tutorial** to operate in the Registry





# Remove an account from the trusted list

(new user interface)

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To enable **secure transfers**, each account may include any receiving accounts in a list of trusted accounts.

Operator, aircraft and maritime operator **holding accounts** can only transfer allowances to accounts included in the trusted list, while **trading accounts** can also transfer to non-trusted accounts.

The holder of an operator, aircraft and maritime operator account can choose to **derogate from this rule**, thus reducing the level of security of the account, by requesting the possibility to transfer also to accounts not included in the trusted list. This choice is not final and security conditions can be restored by the account holder at any time (for more information and instructions on how to request such change, please refer to the Changing the account security levels page of the ARIET website).

Authorized account representatives can add or **remove** accounts from the trusted list based on the account holder's needs: as with transactions, adding or removing an account from the trusted list also requires **action from two authorized representatives** having the right, respectively, to initiate and approve processes.

The addition of a new account to the trusted list is completed at 12.00 on the fourth business day following the approval of the second authorized representative. In the meantime, the addition process can be cancelled. Conversely, **removing** an account from the trusted list is immediate upon approval from the second representative.

In the Registry, **accounts of the same holder** are automatically included in the trusted list of each account of that holder, and it is therefore always possible to make transfers between these accounts.

Follow the instructions in the table to propose the removal

#### Interface element

#### **Action**

1



Log into the italian section of the Union Registry at <a href="https://union-registry.ec.europa.eu/ar/">https://union-registry.ec.europa.eu/ar/</a>

Select "Italy" from the drop-down menu Find Registry and click Login.

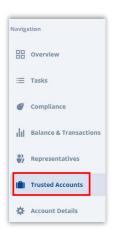
Login issue? Follow the instructions shown in the tutorial Log into the Registry in the <u>Tutorial and Guide</u> section of the ARIET website

2



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



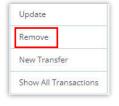
Click the **Trusted account** tab from the left vertical menu (Navigation).

4



Click on the contextual menu (three dots) on the right of the line of the account you want to remove.

5



Click Remove.

6



The Delete Trusted Account pop-up window is displayed. Review the account number entered, check the removal confirmation and click **Remove Trusted Account.** 

# Interface element

# **Action**

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**.



# Removal proposed!

**Attention:** the operation **must be approved** by another authorised representative with the right "approver only" or "initiator and approver". Follow the instructions reported in the tutorial **Approve an operation** in the <u>Tutorial and Guide</u> section of the ARIET website.