**Tutorial** to operate in the Registry



## Remove an appointed Verifier (new user interface)

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This type of operation is available exclusively for operator, aircraft and maritime operator **holding accounts** in the Union Registry. In fact, every year, installations, aircraft 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).

The account Holder who has appointed a Verifier to his/her account can decide to **remove it and/or replace** it with another Verifier among those available in the Registry.

**Warning**: if you intend to replace the Verifier for the next compliance cycle, do not enter the emission figures before completing the replacement. For instructions, you can view the tutorials **Modify an appointed Verifier** on the <u>Tutorial and guides</u> page of the ARIET website).

Follow the instructions in the table to remove the appointed Verifier

	Interface element	Action
1	Voice to the Union Registry	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 Tutorial and Guide section of the ARIET website
2	Account Request New Account Select an Account	Select the account you want to work with in the drop down menu under the <b>Account</b> menu. All accounts you are appointed to as representative are displayed.
3	Marrigation         Image: Overview         Image: Tasks         Image: Compliance         Image: Compliance         Image: Representatives         Image: Trusted Accounts         Image: Account Details	Click the <b>Compliance</b> tab from the left vertical menu (Navigation).
4	Your Verifier           If 0:22017.048         Replace Verifier           View Verifier         View Verifier           Remove Verifier         Remove Verifier	In " <b>Your Verifier</b> " area, expand the contextual menu options clicking on the three dots.
5	Your Verifier	Click Remove Verifier.
6	Restance Variation       Interface of a database       Trends Variation       Restance       Interface       Marylane Blocker       Restance       Concil	Confirm the action by clicking <b>Confirm</b> in the modal dialogue.

	Interface element	Action
7	Answer state for a state of the	Confirm again the verifier removal clicking Submit.
8	Remove Verifier X	The verifier was successfully removed. The removal of a verifier does not require approval.
		Done!