



Italy

# Tutorial to operate in the Registry



## User unenrolment (new user interface)

Version 1: 01.02.2024

Every user appointed to one or more accounts in the Italian Emissions Trading Registry can request his/her unenrolment, if:

- has suspicion that someone is using his/her own identity to access the Registry;
- no longer has any role within the Registry (e.g. no longer works with the ETS).

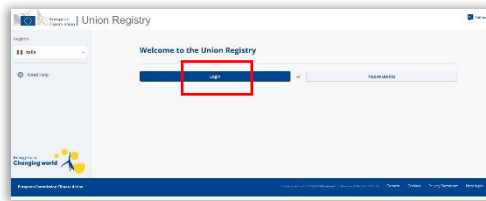
Please note that unenrolment definitively precludes access to the Registry and the user can no longer be reactivated.

**Attention:** The online request in the Registry will be approved by the National Administrator only following the opening of the procedure [Unenrol user](#), available on the [ARIET](#) website.

**Follow the instructions in the table to request your unenrolment**

| Interface element | Action |
|-------------------|--------|
|-------------------|--------|

1

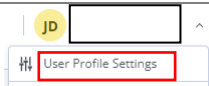


Log into the Italian section of the Union Registry at <https://union-registry.ec.europa.eu/ar/>

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

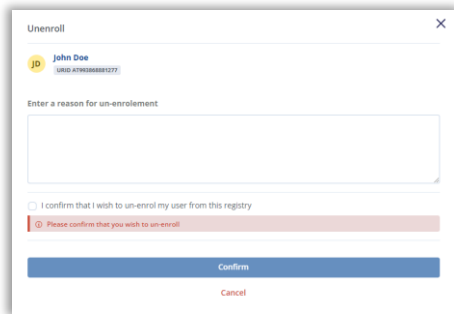
Login issue? Follow the instructions shown in the tutorial [Log into the Registry](#) in the [Tutorial and Guide](#) section of the ARIET website

2



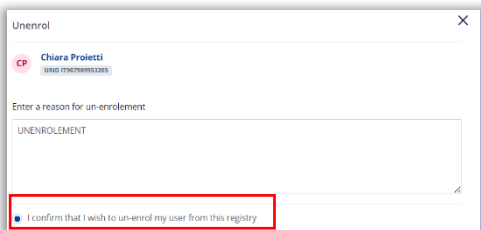
Click on the arrow next to your name and select **User Profile Settings**

3



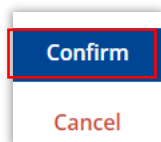
Enter the reason of your unenrollment request (mandatory).

4



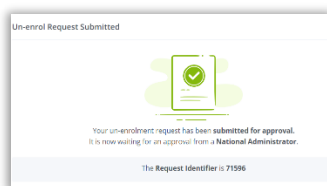
Tick the box "I confirm that I wish to un-enrol my user from this registry"

5



Click **Confirm** to submit your un-enrolment request.

6



The system indicates that your update has been submitted to the administrator for approval.



Done!

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