Tutorial to operate in the Registry





## Edit the account name

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Italy

The account holder, especially if the holder of multiple accounts, may need to differentiate one account from another so as to spot it easily not only based on the different account IDs.

The name that is assigned to an account also helps to identify it among the accounts that are part of another account holder's trusted list.

The account holder is free to change the account name at any time, without limitations, and no approval is necessary.

Follow the instructions in the table to edit the account name

	Interface element	Action
1	European Commission Climate Action Trata	Log into the italian section of the Union Registry at <u>https://unionregistry.ec.europa.eu/euregistry/IT</u> 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	Accounts	Click <b>Accounts</b> from the <b>Accounts</b> menu.
3	Account Main	Click on Account Main tab
4	Update Account Name	Click Update Account Name
5	Account Name Update * Please provide a new name for the account Cancel Submit	Enter the new account name and then click Submit
6	Account name update Your account name update request has been submitted with identifier 105559	The account name is automatically updated.
		The system confirms that the update has been executed with a specific identifier (the approval is not required).

