



New user registration

Version 1: 01.12.2023

Enrolment in the Union Registry consists of **two phases**: *registration* and *activation* of the user. Upon completion of the enrolment, the user will be able to access the Italian section of the Union Registry and operate within the account or accounts where s/he has been appointed to as an authorized representative (see page [How to enrol in the Registry](#) of the ARIET website).

This tutorial describes the first of the two phases for enrolling in the Registry: **REGISTRATION**.

To register, you must complete the following steps in order:

1. [Create an *account* in EU Login](#);
2. [Install the EU Login App on your mobile device](#);
3. [Set up additional verification methods on your EU Login account](#);
4. [Enter your personal details in the Registry](#).

For each consecutive step, follow the instructions in the tables

1 Create an account in EU Login

EU Login is the entry gate to sign in to different European Commission services (including the Union Registry) and/or other systems. EU Login verifies your identity and allows recovering your personal settings, history and access rights in a secure way.

Signing in requires creating a EU Login account, indicating a valid e-mail address and a password.

Interface element	Action
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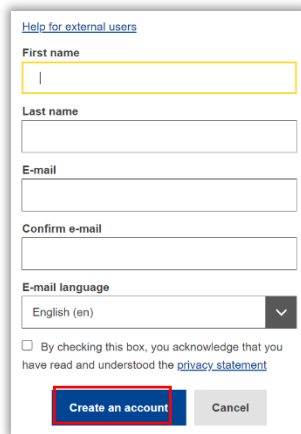
1



In the address bar of your browser, enter EU Login website URL <https://webgate.ec.europa.eu/cas>

Click **Create an account**

2



Fill in the form and confirm that you have read and understood the privacy statement, then click **Create an account**

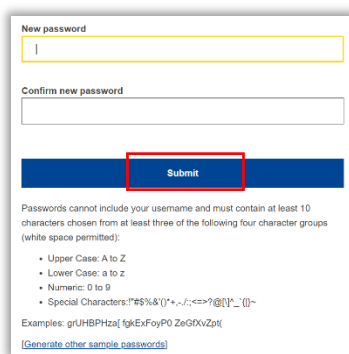
3



The Authentication Service sends you an e-mail containing a link to create a password: click the provided link and create your password

Attention: After 24 hours the provided link to create a password expires. If you do not receive e-mail please check the spam.

4



Please choose your new password (following the security criteria indicated in the website), confirm your choice and click **Submit**



Done!

2 [Install the EU Login App on your mobile device](#)

To ensure a high level of security, access to the Registry and execution of processes require the use of a mobile device as a second verification method.

User identification via the mobile device is made possible thanks to a specific application installed on the device: the **EU Login App**.



Download and install the EU Login App on the mobile device you intend to use to access and operate in the Union Registry.

IMPORTANT!

During the installation of the EU Login App it is necessary to **give ALL CONSENTS that are requested**

The EU Login App is **free** and can be obtained from the **Google Play Store** (Android) or the **App Store** (iOS).

Some mobile devices may not be compatible with the EU Login App: if you encounter problems downloading the App, you can open a request of technical assistance (AST) in [ARIET](#) to receive assistance or more information.

3 Set up additional verification methods on your EU Login account

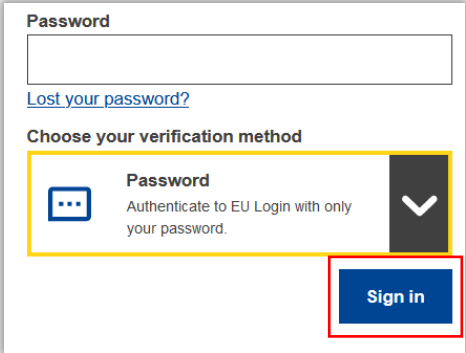
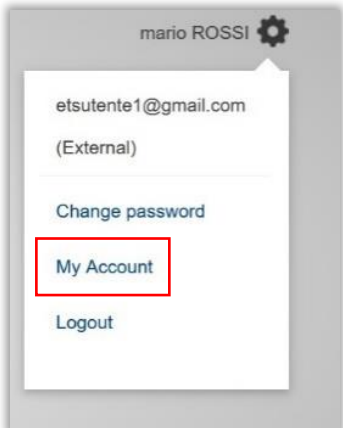
After installing the EU Login App, you will need to **add** a mobile number and the mobile device to your EU Login account: additional verification methods are **both necessary** to be operational.

3.1 Add a mobile number

L'indicazione di un numero di cellulare attivo nel tuo account EU Login è determinante per la risoluzione di eventuali problemi di accesso che potrebbero verificarsi, e come soluzione di emergenza per accedere al Registro in caso di mancato funzionamento dell'App EU Login.

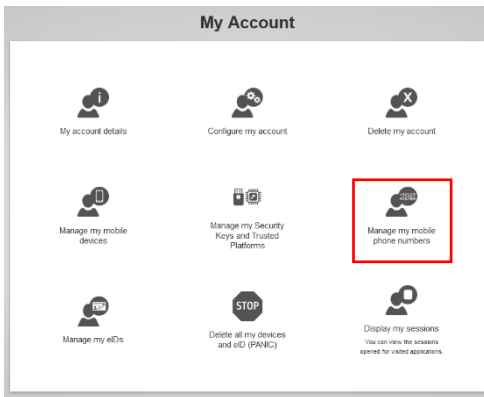
Adding a mobile number to your EU Login account is crucial for resolving any issues that may occur at login, and as a fallback solution for accessing the Registry in the event of failure of the EU Login App.

Remember! Always keep the mobile number in your EU Login account updated, to avoid being unable to log in.

Interface element	Action
<p>1</p> 	<p>Log into your EU Login account from the website https://webgate.ec.europa.eu/cas</p> <p>Enter your e-mail address (if is not yet displayed), your password and choose Password as verification method.</p> <p>Enter your password and click Sign in</p>
<p>2</p> 	<p>Hover your mouse over the gear icon next to your name and click My account</p>

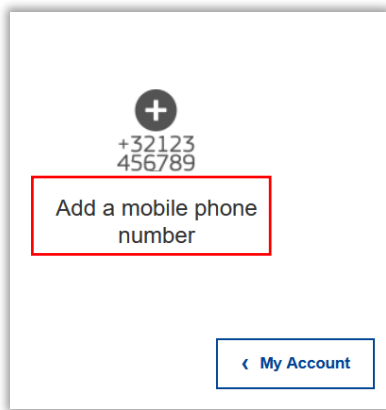
Interface element	Action
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3



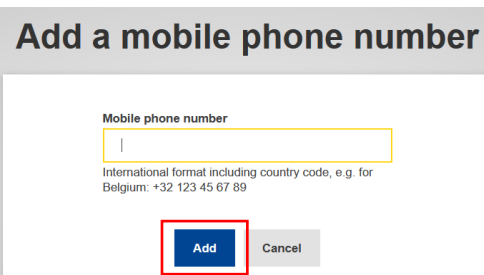
Click **Manage my mobile phone numbers**

4



Click **Add a mobile phone number**

5



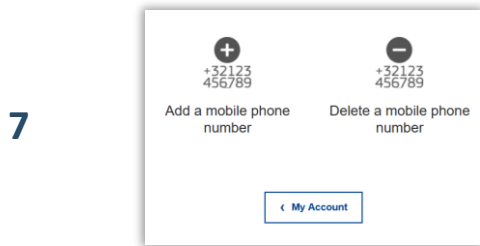
Enter your mobile phone number including country code and then click **Add**

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Enter the code you received via SMS and then click **Finalise**

Interface element	Action
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The system confirms the completion of the operation.



3.2 Add the mobile device

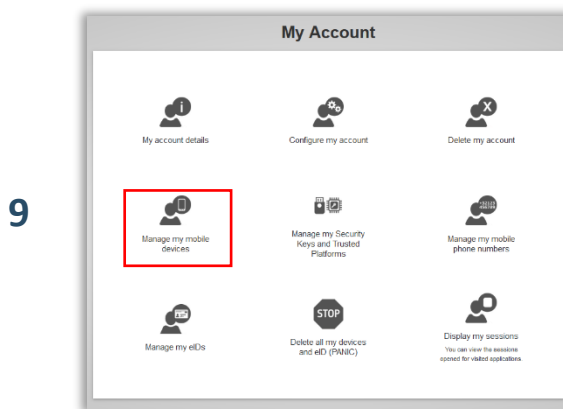
By initializing the EU Login App, the mobile device will be added to your EU Login account. Initialization generates a mobile unique device identifier (**MUDI**) which is stored in your account data. The MUDI then identifies a specific device that has been initialized, and will remain unchanged for that device until a new initialization is required.

Interface element	Action
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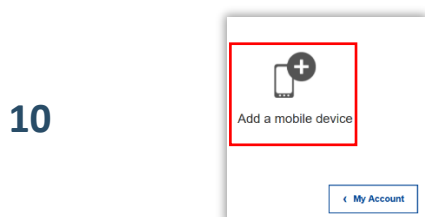


Go back to your account data

(if in the meantime you are logged out from EU Login, login again following the instruction of step 1 and 2 of the previous table.)



Click **Manage my mobile device**



Click **Add a mobile device**

Interface element	Action
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Please give a name to identify your mobile device and a PIN code to use for it.

Your device name

Your 4 digit PIN code

You will be required to enter this PIN code on your mobile device to use the EU Login mobile app.

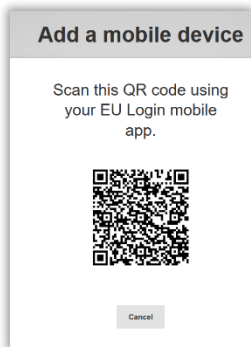
Confirm your PIN code

Submit Cancel

Enter a device name to identify your mobile device and a PIN code (write down your PIN, it will always be requested by the EU Login App)

Click **Submit**

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The website displays a **QR code**

In your MOBILE DEVICE:

- Open EU Login App and tap on **Initialise**
- Click **Next** in the Welcome page
- Point the camera of your mobile device to the PC screen to scan the **QR code**

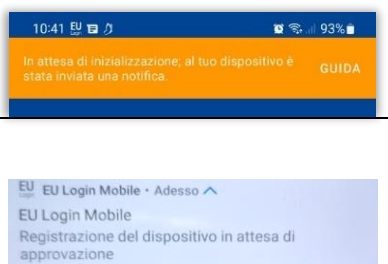
13



In your MOBILE DEVICE:

Enter the **PIN code PIN** (point 11)

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In your MOBILE DEVICE:

A message appears on your device that informs you that a **EU Login notification is pending**

Open the notification **immediately** to proceed with the initialization.

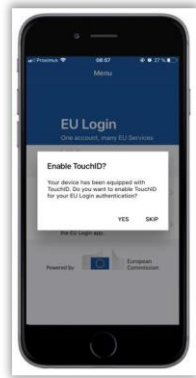
Interface element

Action

If you are late in opening the notification and the QR code has expired, tap **HELP** in the orange bar and **CLOSE**

→ Repeat the steps from 10, more rapidly

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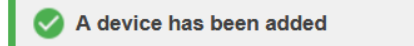


If your device is equipped with **Fingerprint recognition**, an automatic pop up will be displayed to Enable Fingerprint recognition.

You can enable this function by clicking **YES**. If you do not want to enable Fingerprint recognition, click **SKIP**.

Important: it is possible to enable this function at a later time. Enter in EU Login Mobile App, tap Settings and select Start authentication via fingerprint

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A notification on your device will inform you that your EU Login mobile App has been successfully initialized and can be used for authentication.



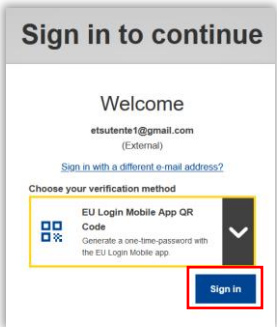
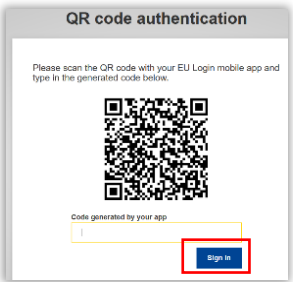



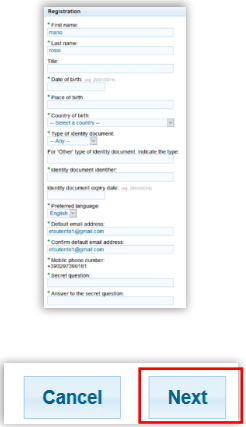
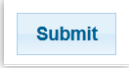
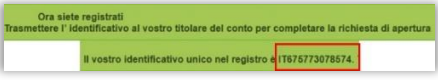
4 Enter your personal details in the Registry

After completing the first 3 steps, you can finally create your user profile in the Registry by accessing the system with the initialized device and filling in the online form with your personal details.

During this step the MUDI that identifies your device will be associated with the user profile you are creating, thus allowing the use of the mobile device as a second level of authentication to access and operate in the Registry (*soft token*).

IMPORTANT! Upon submission of the form, the system will assign you a unique identifier (**URID**): take note of your URID at the end of registration as you will have to provide it to the national administrator for each request in which you are appointed to a specific account as authorized representative.

Interface element	Action
<p>1</p> 	<p>Open the Italian section of the Union Registry at https://unionregistry.ec.europa.eu/euregistry/IT</p> <p>If another country is displayed in the banner, click the link Open another registry and select "Italy"</p> <p>Click First time user from the left menu</p>
<p>2</p> 	<p>In the left box click Login</p>
<p>3</p> 	<p>Enter your e-mail address (if is not yet displayed)</p> <p>Choose EU Login Mobile App QR Code as verification method and click Sign in</p>
<p>4</p> 	<p>The website displays a QR code</p> <p>In your MOBILE DEVICE:</p> <ul style="list-style-type: none">➤ Open EU Login App and tap on Scan QR code➤ A 8-digits code generated by the App 83 20 71 82 <p>Enter the code in Code generated by your app and click Sign in</p>

Interface element	Action
<p>5</p> 	<p>Click Fill in your personal details</p> <p>If the page is in english, you can select italian from the drop down menu in the top right of the page</p>
<p>6</p> 	<p>Enter the information required and then click Next</p>
<p>7</p> 	<p>Review your data and click Submit</p>
<p>8</p> 	<p>The system indicates that you are now registered in the italian section of the Union Registry. The message indicates your URID (ITxxxxxxxxxxx). <u>Please take a note of your URID.</u></p>

 **Done!**

PLEASE NOTE: at this point the user is in status "*registered*" and, when logging into the Registry, no access to any account is possible. When you are appointed to a specific account as authorized representative, the user passes to status "*validated*" and the system generates an **ENROLMENT KEY** which will be sent to you by the national administrator so that you can gain the status "*enrolled*" and be operational in the Registry (see the [User enrolment](#) tutorial on the [Tutorials and guides](#) page of the ARIET website).