Tutorial to operate in the Registry





Remove an appointed Verifier

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

The change of the Verifier must be proposed by a **representative** with the right to initiate processes and, in case of replacement, the appointment must be accepted by the new Verifier (who receives an automatic notification when apointed). This type of action can be performed at any time or day of the week.

After the appointment, as soon as the Verifier's representative accepts the request, the system sends a notification email: check that the name of the new verifier is displayed in the account details under the **Verifier** tab.

Follow the instructions in the table to change the appointed Verifier

	Interface element	Action
1	European Commission Climate Action Energy for a Changing World	Log into the italian section of the Union Registry at https://unionregistry.ec.europa.eu/euregistry/IT 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 Accounts from the Accounts menu. All accounts you are appointed to as representative are displayed.
3	Number ≎ EU-100-18295-0-27	Click the account number you want to work with in the Number column
4	Verifier	Click on <mark>Verifier</mark> tab
5	Appointed Verifier Verifier Account Name: Prova Verificatore Verifier Account Id: 19583 Remove	Display the verifier data related to your account, if you want to change the appointed verifier click Remove
6	Remove Verifier Installation: ETS Account (permit IT-A-1234) Current Verifier, to be removed: Prova Verificatore Would you like to appoint another Verifier? • Yes, replace current one with the following: • No • No • No • Cancel Submit	If you want to appoint another verifier click Yes, replace <i>current one with the following</i> and select the new Verifier from the drop down menu. If you want to solely remove the appointed Verifier click No . Then click Submit
		Done!