Tutorial to operate in the Registry
Italy
ISPRA
Istituto Superiore per la Protezione
e la Ricerca Ambientale

Sistema Nazionale
per la Protezione
dell'Ambiente

New user registration (new User Interface)

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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**.

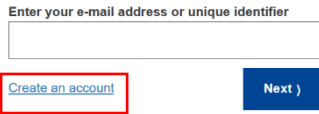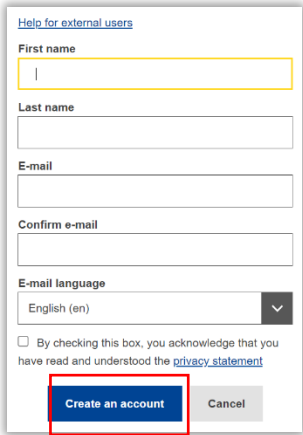To register, you must complete the following steps in order:

1. Create an *account* in EU Login;

2. Link your eID to your EU Login account;

3. Install the EU Login App on your mobile device;

4. Set up additional verification method on your EU Login account;

5. 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.
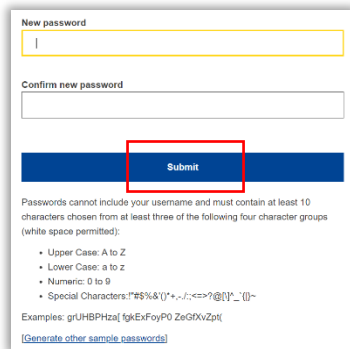
Signing in requires creating a EU Login account, indicating a valid e-mail address and a password.

	Interface element	Action
1	Enter your e-mail address or unique identifier Create an account Next ⟩	In the address bar of your browser, enter EU Login website URL https://webgate.ec.europa.eu/cas Click **Create an account**
2	Help for external users First name Last name E-mail Confirm e-mail E-mail language English (en) ☐ By checking this box, you acknowledge that you have read and understood the privacy statement Create an account Cancel	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.

Interface element	**Action**

4

New password

Confirm new password

Submit

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters:!"#$%&'()*+,-./:;<=>?@[\]^_`{|}~

Examples: grUHBPHza[fgkExFoyP0 ZeGfXvZpt(

[Generate other sample passwords]

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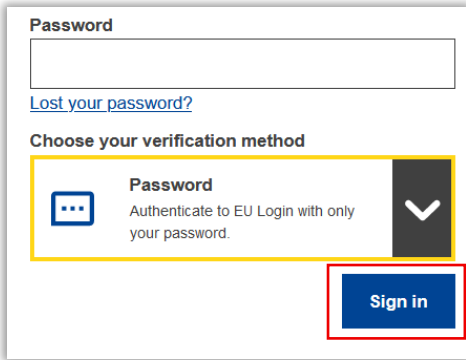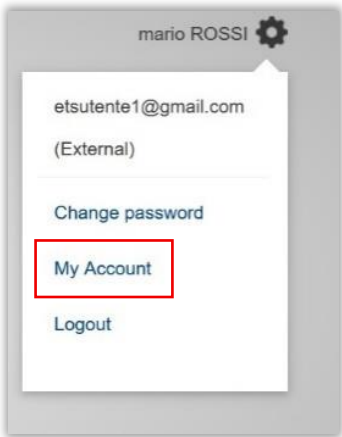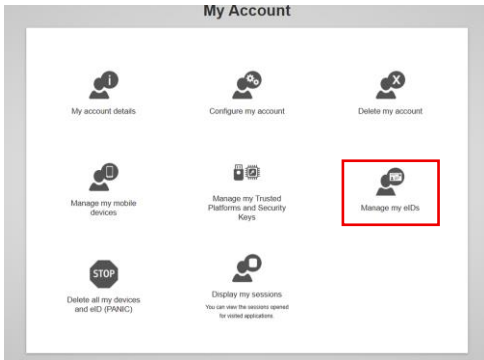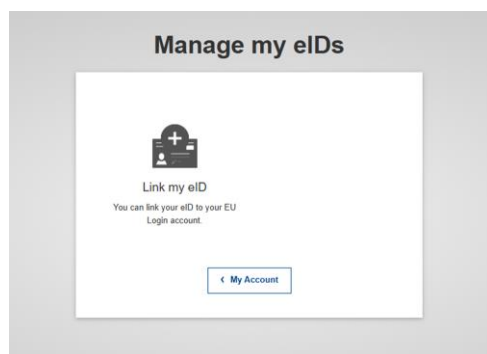
✅ **Done!**

2   Link your eID to your EU Login account

After creating your EU Login account, it is advisable to link it to your digital identity.

This will allow you to change the mobile device associated with your account in the future without having to delete all of its data.

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

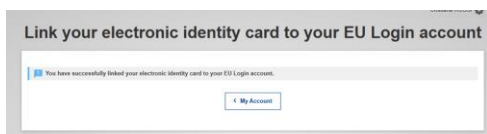|		
4	**Manage my eIDs** Link my eID You can link your eID to your EU Login account. ‹ My Account	Click **Link my eID**
5	**Log in with your eID** Please select your country of origin eID Authentication eID authentication is provided in accordance with the eIDAS regulation for all notified eID schemes. Additional eID schemes are supported on a voluntary basis. Austria, Belgium, Croatia, Cyprus, Czechia, Denmark, Estonia, France, Germany, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden Submit Cancel	Select your country of origin, click **Submit** and then follow the wizard.
6	**Link your electronic identity card to your EU Login account** You have successfully linked your electronic identity card to your EU Login account. ‹ My Account	At the end of the wizard a notification will inform you that your electronic identity card to your EU Login account has been added.

3   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**
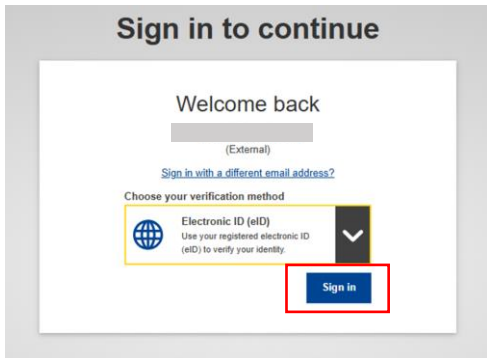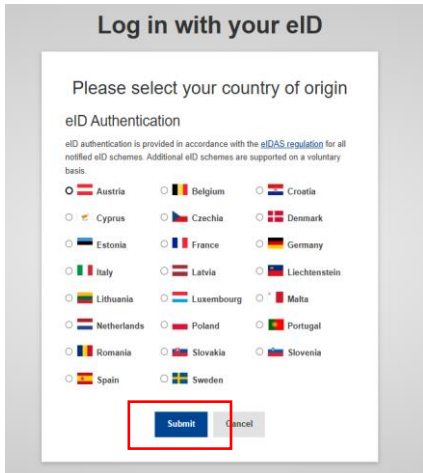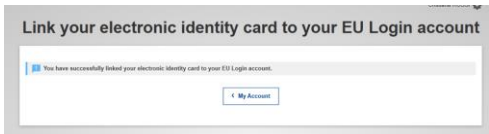

The EU Login App is **free** and can be obtained from the **Google Play Store** (Android) or the **App Store** (iOS).

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.
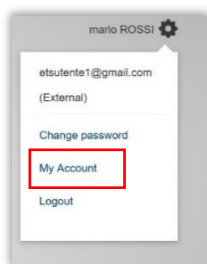
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4 Set up additional verification method on your EU Login account

After installing the EU Login App, you will need to **add** the mobile device to your EU Login account: additional verification method is **necessary** to be operational in the Union Registry.

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.
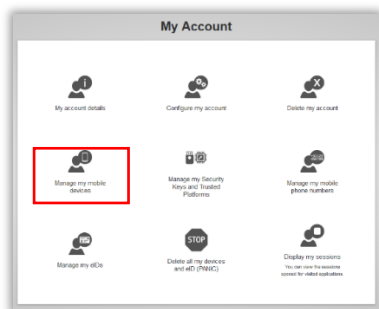
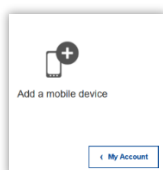|	Interface element	Action
1		Log into your EU Login account from the website https://webgate.ec.europa.eu/cas Enter your e-mail address (if is not yet displayed), your password and choose **Electronic ID (eID)** as verification method. Click **Sign in**
2		Select your country of origin, click **Submit** and then follow the wizard.
3		At the end of the wizard a notification will inform you that your electronic identity card to your EU Login account has been added.

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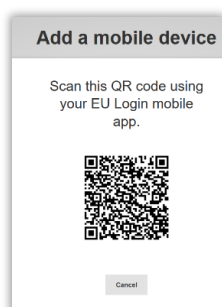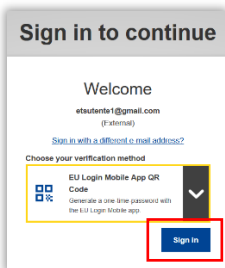|		
4	mario ROSSI ⚙ etsutente1@gmail.com (External) Change password My Account Logout	Hover your mouse over the gear icon next to your name and click **My account**
5	**My Account** My account details Configure my account Delete my account Manage my mobile devices Manage my Security Keys and Trusted Platforms Manage my mobile phone numbers Manage my eIDs Delete all my devices and eID (PANIC) Display my sessions	Click **Manage my mobile device**
6	Add a mobile device ‹ My Account	Click **Add a mobile device**
7	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**
8	**Add a mobile device** Scan this QR code using your EU Login mobile app. [QR code] Cancel	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** ➢ Enter the **PIN code PIN** (point 5) ✅ Your EU Login mobile App has been successfully initialized.

5 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
1		Open the Italian section of the Union Registry at https://union-registry.ec.europa.eu/ar/ Click on the drop-down menu **Find Registry** and select "Italy" Click **First time user**
2		In the left box click **Login**
3		Enter your e-mail address (if is not yet displayed) Choose **EU Login Mobile App QR Code** as verification method and click **Sign in**
4		The website displays a **QR code** **In your MOBILE DEVICE**: ➢ Open EU Login App and tap on **Scan QR code** ➢ A 8-digits code generated by the App `83 20 71 82` Enter the code in Code generated by your app and click **Sign in**

Interface element	Action
5	Enter the information required and then click **Submit**
6	Review your data and click **Confirm**
7	The system indicates that you are now registered in the italian section of the Union Registry. The message indicates your URID (ITxxxxxxxxxxxx). Please **take a note** of your **URID**.

 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).

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