

Setting up the TRIS Mailing List Subscription

1. Click on the url:

<http://ec.europa.eu/growth/tools-databases/tris/en/>

This will open up the website in your default browser, as seen in Figure 1.

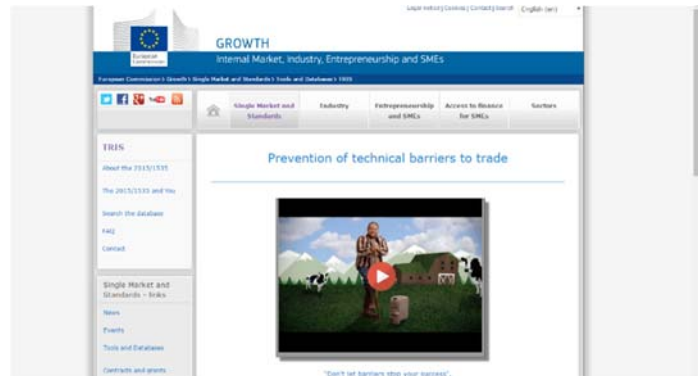


FIGURE 1

2. Scroll to the bottom of the page using the scrolling bar where you will see Figure 2.

3. Left click the "SUBSCRIBE NOW" button. It will then direct you to a new page as seen in Figure 3. There are three tabs labelled "Step 1", "Step 2", and "Step 3".

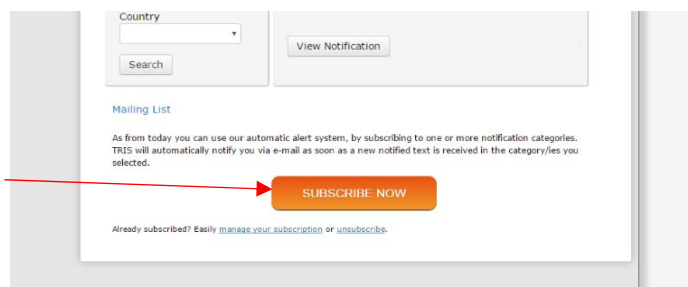


FIGURE 2

4. For the first tab, "Step 1", input the relevant details of "your e-mail address" which will be where the mailing list will be sent to, select "the country of origin" as Ireland with the drop down menu, select the appropriate option from the drop down menu for "You are, or you represent, a" shown in Figure 4 and select the language from "your preferred language"

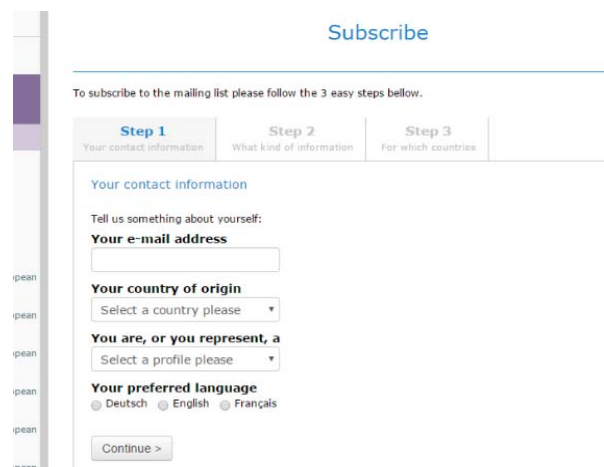


FIGURE 3

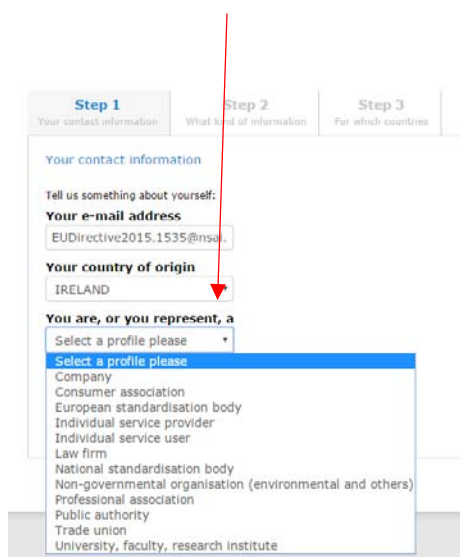


FIGURE 4

- Once the correct information is inputted and selected, left click the "Continue >" button as shown in Figure 5.

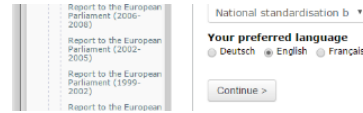


FIGURE 5

- You will be directed to the page shown in Figure 6, "Step 2" where you tick your selections for what you want to be informed of. The star in Figure 6 is the relevant "information areas" that you want to be informed about. The diamond in Figure 6 is the "specific types of notification", a subset to the main information areas. Once all the relevant "information areas" and "specific types" have been ticked, such as those in Figure 7, select the "Continue >" button.

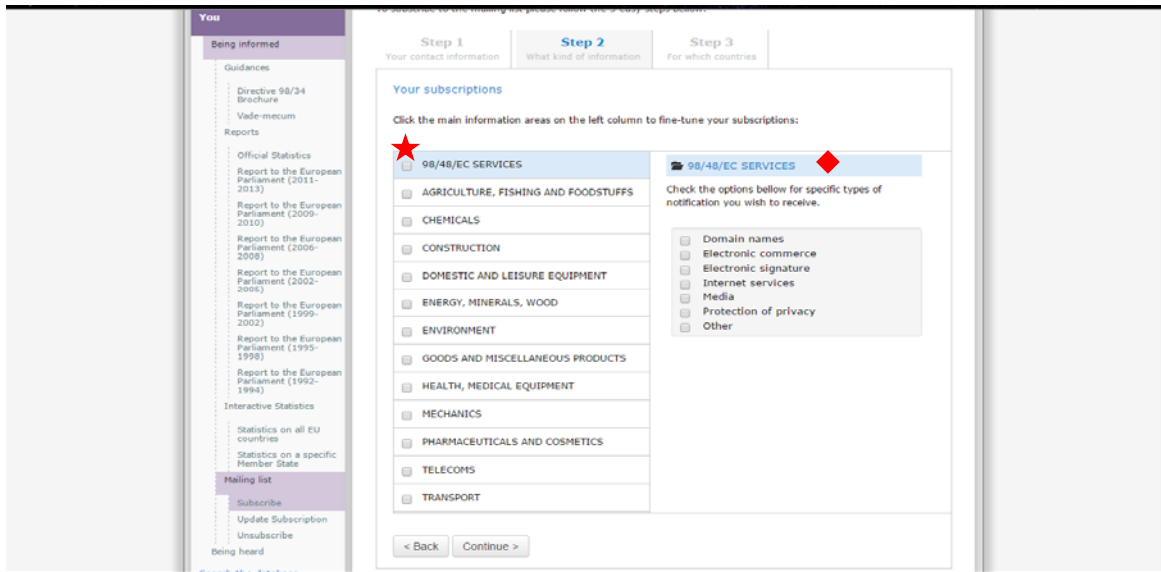


FIGURE 6

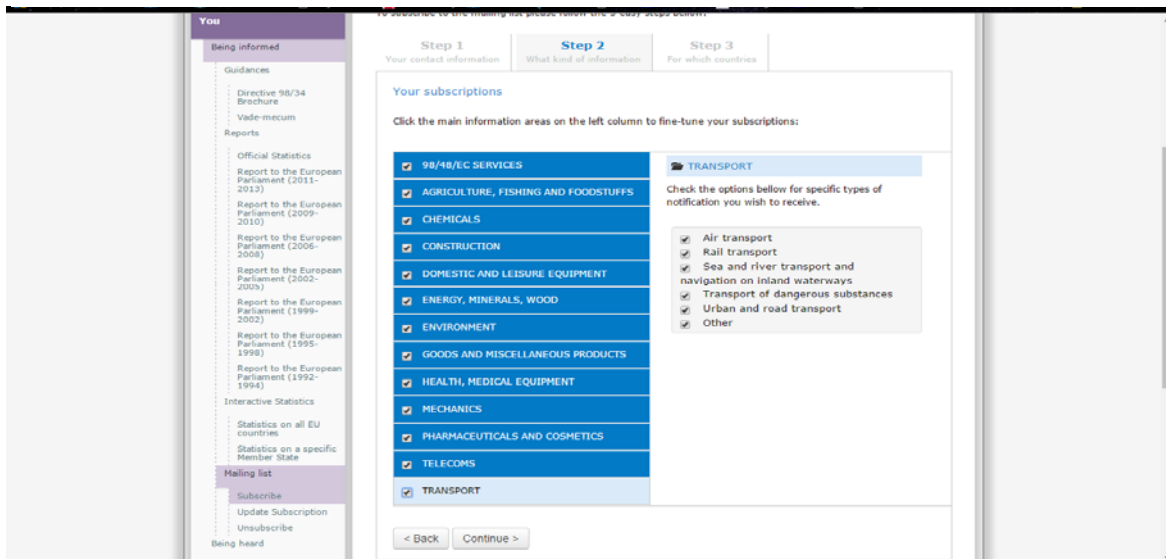


FIGURE 7

- The site will direct you to the tab "Step 3" as seen in Figure 8 where you select the relevant countries that you want to receive information about. Once you have selected the ones that you want, left click on the "Subscribe" button at the bottom.

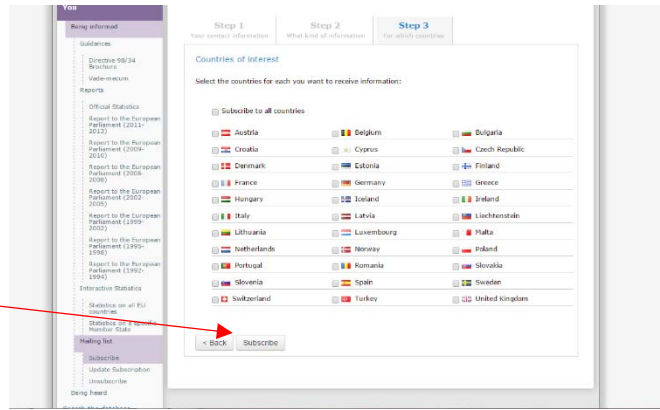


FIGURE 8

- You will be directed to the following site in Figure 9, which is the first step to confirm that you have subscribed.
- Open your e-mail inbox of the one that you have used to sign up to the mailing list in Step 4 of this guide.

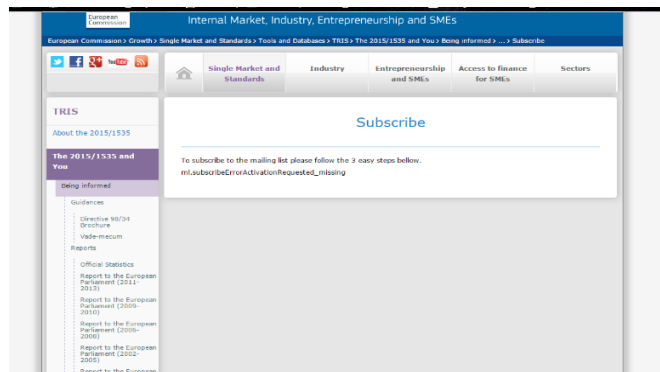


FIGURE 9

- You will receive an e-mail with the authentication process to activate the mailing list as shown in Figure 10. Select the link that says **"Authenticate request to active your TRIS mailing list subscription"**

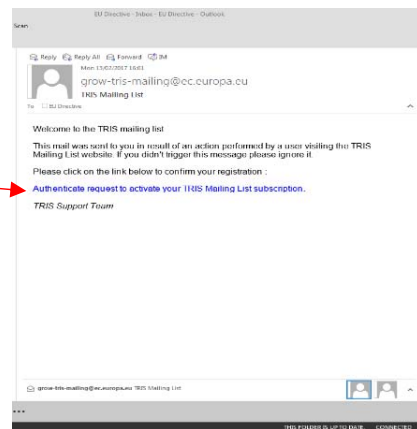


FIGURE 10

- The link will then open in the default web browser and display the areas that you selected to receive information about in "Step 2"/Step 6 of this guide, as illustrated in Figure 11.

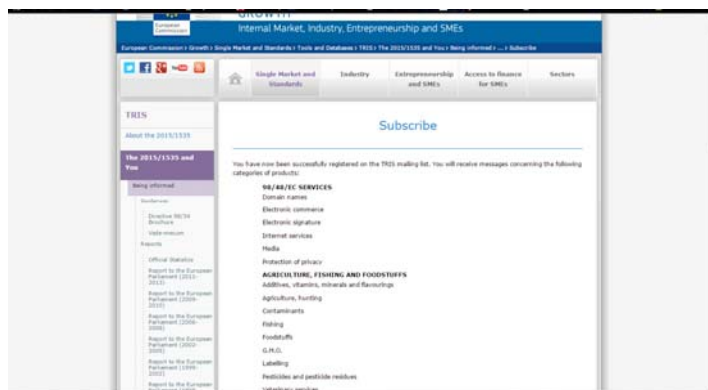


FIGURE 11

Updating your TRIS Mailing List

1. If you wish to update your subscription, go to the url: <http://ec.europa.eu/growth/tools-databases/tris/en/> from Step 1 of this guide. Scroll to the bottom of the page where you will select the underlined text of "manage your subscription" as shown in Figure 12. It will then redirect you to Figure 13.

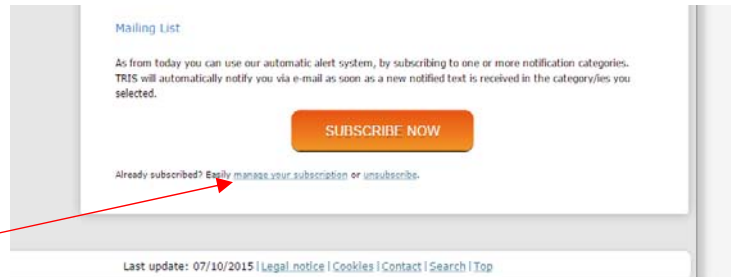


FIGURE 12

2. Type in your e-mail address used to set up the mailing list, from Step 4 of this guide, and select "Authenticate".
3. You will then be redirected to a "Mailing list authentication" page
4. Check your e-mail inbox that you use for the mailing list for an authentication e-mail. Click the link in the e-mail and you will be redirected to the default web browser and will open the page "Manage your mailing list subscription"

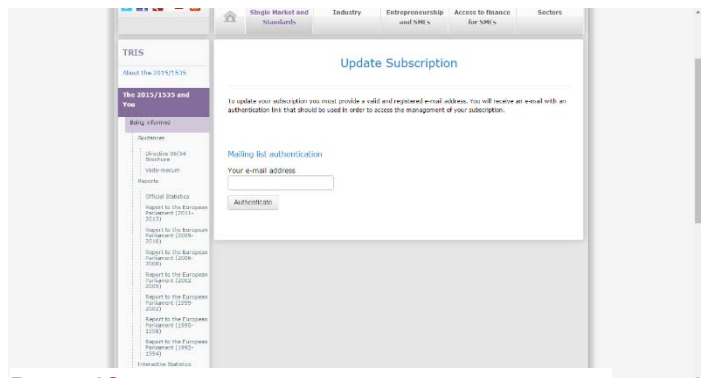


FIGURE 13

5. Update the relevant tabs, for the first tab "Step 1" the contact details, "Step 2" the information areas and types, and "Step 3" the countries to monitor.
6. Once all the relevant information is inputted select "update subscription" you will then see the message of "Your subscription has been updated!"

Unsubscribing from the TRIS Mailing List

1. If you would like to unsubscribe from the mailing list go to the url:

<http://ec.europa.eu/growth/tools-databases/tris/en/>

Then scroll down and select "**unsubscribe**", the website will follow you through the relevant steps.

2. You will receive an e-mail confirmation that you have been unsubscribed from the mailing list.

For any difficulties or issues with the system please contact the EU Commission.

If you have any questions please contact EUDirective2015.1535@nsai.ie.