

## ICISNET Registration Instructions with EORI

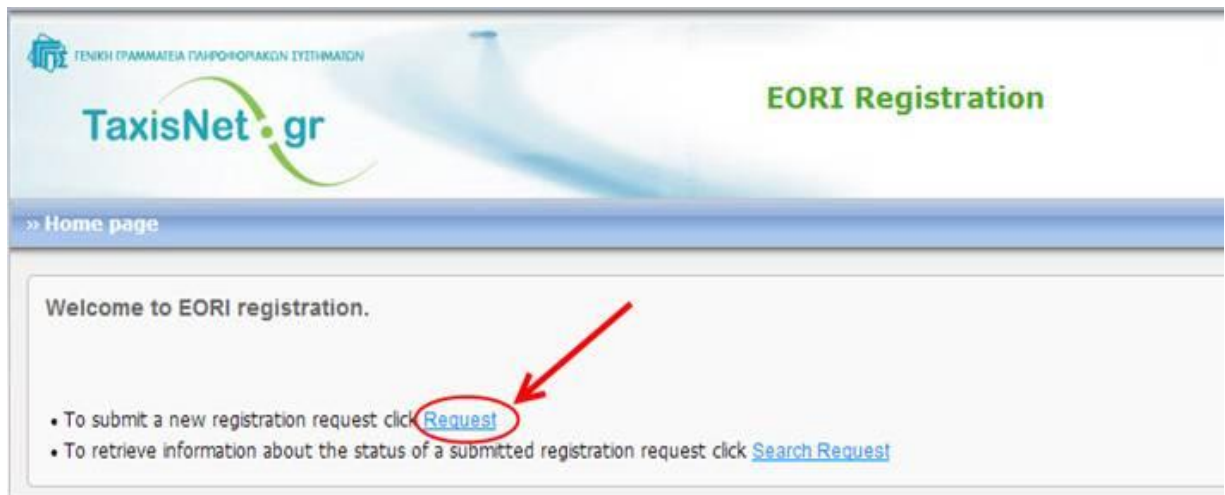
The process that you must follow in order to follow up an electronical authorization is the following :

You should first register to ICISnet and request for passwords. This is done via the following address <https://www.aade.gr/customs>

The screenshot shows the Greek Customs website. At the top, there is a navigation bar with 'SERVICES FOR: Πολίτες' and 'Επιχειρήσεις', and a 'ΜΕΝΟΥ' menu icon. Below this are logos for AΑΔΕ (Ανεξάρτητη Αρχή Δημοσίων Εσόδων), BREXIT & ΕΛΛΑΔΑ, and a 190th anniversary banner for the Hellenic Republic (1830-2020). The main content area is split into two columns. The left column features the Greek Customs logo and three buttons: 'Citizens', 'e - Transactions', and 'Traders'. The right column has a vertical menu with options: 'Customs authority', 'News', 'Legislation', 'Documents - Information', 'Additional Functions' (highlighted with a red box), 'FAQs', and 'Contact us'. There are also flags for Greece and the UK at the top right of this menu.

The screenshot shows the 'Additional Functions' page. At the top, there is a navigation bar with 'SERVICES FOR: Πολίτες' and 'Επιχειρήσεις', and a 'ΜΕΝΟΥ' menu icon. Below this are logos for AΑΔΕ (Ανεξάρτητη Αρχή Δημοσίων Εσόδων), BREXIT & ΕΛΛΑΔΑ, and a 190th anniversary banner for the Hellenic Republic (1830-2020). The main content area is split into two columns. The left column has a breadcrumb trail 'Home // ΑΑΔΕ / Customs' and a list of links: 'Registration - ICISnet - EORI' (highlighted with a red box and a red arrow), 'Messages Specifications', and 'Links'. The right column has a 'CUSTOMS HOME PAGE' button, flags for Greece and the UK, and a 'Frequently Asked Questions' section with an 'FAQ' button.

Go to the link “Registration- ICISnet- EORI” ( as red arrow shows )



Then fill out the form below:

**ATTENTION:** The email address of the form below should be completed with the email address entered in the country when EORI was assigned. If it had not been completed, when the EORI number was granted, then you should update your details by email and then submit the form below.

The European Central System, which is updated with all EORI account details, is EOS (Economic Operator System)

**Request**

**Complete the form:**

\*EORI :

Last and first name  Legal name

\*Legal name :

\*Email :

Phone number :

Mobile phone number :


**Complete the desired credentials:**

→ \*Username :

→ \*Password :

→ \*Confirm password :

**Complete letters displayed on the image:**



\*Image letters :

Fields with asterisk (\*) are required.

Then you will fill in the username and password of your choice and will enter the ICISnet system after successfully submitting the above form. Please note that the username and password you choose are unique and cannot be changed

That changes will be visible to Greece the following day when you can proceed to authorization.

**ATTENTION to the formation of password!!!**

The password should have the following :

- a. at least 8 characters,
- b. at least 2 characters of them should be letters ( 1 capital letter and 1 small one)
- c. at least 1 character should be number
- d. at least 1 special character