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DG - CLIMA

ETS Training

EU ETS Registry system - User Guide
(Union Registry version 8.0.8 and EU Login 5.4.0)

Version 23
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DISTRIBUTION LIST

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DG CLIMA	Francesca Lanza	B2 – ETS Implementation	Acceptation
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DOCUMENT HISTORY

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19.0		Service Desk	▪ Review of the procedure and interface description of "Enter Emissions". ▪ Alignment to version 6.7.1 of the software; ▪ Update of the ECAS interface (V 4.2.7-hum)
19.1	10/09/2015	Service Desk	▪ Remove ESD references

20.0	27/07/2016	Service Desk	▪ Minor updates
			  ▪ Un-enrol from Registry application
			  ▪ Open a registry
			  ▪ About accounts
			  ▪ Managing the trusted accounts list
			  ▪ Surrender allowances to be compliant
			▪ New topics:
			  ○ Manage account representatives
			  ○ Transfer AAU units which are "Subject to SOP"
			▪ New types of cancellation of KP units
			▪ Interface updates:
			  ○ ECAS Login
			  ○ Account Search
			  ○ Account Holdings
			  ○ Deletion of Units
			  ○ Cancellation of Kyoto Units
			  ○ Transactions
			  ○ Enter Emissions

21.0	30/09/2016	Service Desk	▪ Update for changes from ECAS to EU Login and for Version 7.0
			▪ Topics removed:
			  ○ Transfer AAU units which are "Subject to SOP"
			▪ Topics updated:
			  ○ Cancellation of Kyoto units
			  ○ Approve or reject a transaction
			  ○ Reverse a transaction
			▪ Minor corrections and addition of footnotes

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22.0	21/10/2016	Service Desk	▪ Topics updated:
			  ○ Cancellation of Kyoto units
			▪ Interface updates:
			  ○ ECAS Login
			  ○ Account Search
			  ○ Account Holdings
			  ○ Deletion of Units
			  ○ Cancellation of Kyoto Units
			  ○ Transactions
			  ○ Enter Emissions

22.1	10/11/2016	Service Desk	▪ EUCR references to ECAS replaced by EU Login
23.0		Service Desk	Alignment to EUCR Rel 8.0.8 and EU Login Rel 5.4.0

Table of Contents

Document overview

Introduction

This documentation describes the tasks the user is responsible for and provides him/her with all needed information for executing them.

The user interface elements used to execute the tasks are also described.

Contents

This publication contains the following topics:

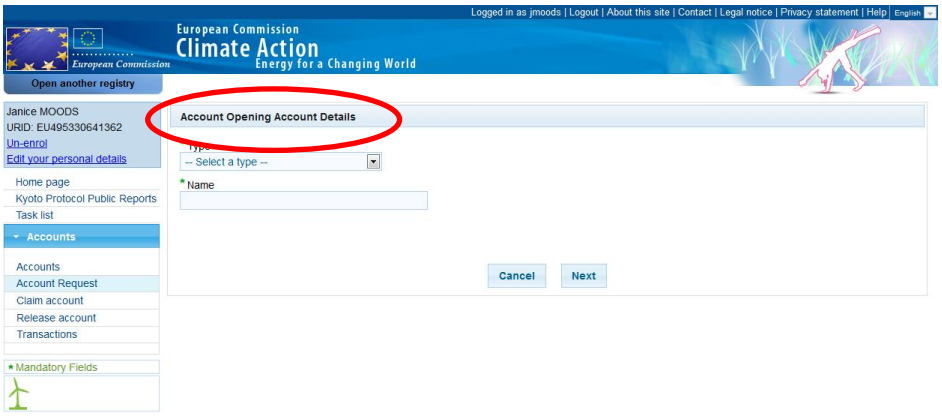
Conventions

Introduction

The following conventions are applied in this documentation.

Name of the interface topic

In chapter 2 - Description of the user interface, the name of the topic corresponds to the name of the page (to be found at the top of the work area).



Conventions

The following conventions are used to indicate the interface elements in the text:

Part	Function
Page name	The name of the page is written between quotes (e.g. “Enrolment”, “European Commission Authentication Service”).
Page area	The name of the area is written between quotes (e.g. “application menu”, “Account area”, “Search criteria” area).
Button	The name (label) of a button used in a procedure is written in bold.
Field	The name (label) of a field used in a procedure is written in bold.

Chapter 1. Description of the tasks

Overview

Introduction

This chapter describes the tasks to be executed by the EU ETS user.

Each procedure is described step by step and the interface elements are referenced.

They are described in the next chapter.

Contents

This chapter contains the following topics:

Section 1. Starting application

Overview

Introduction

This section describes the tasks related to the application start-up.

It includes the login/logout procedure as well as all the steps to be done to become a user of the registry application.

The first topic explains the whole process and the rest of the chapter describes the tasks execution in details.

Contents

This section contains the following topics:

About the user account creation process

Introduction

The access to the Registry application is a process where the user, the national administrator and the European Commission Authentication Services interact.

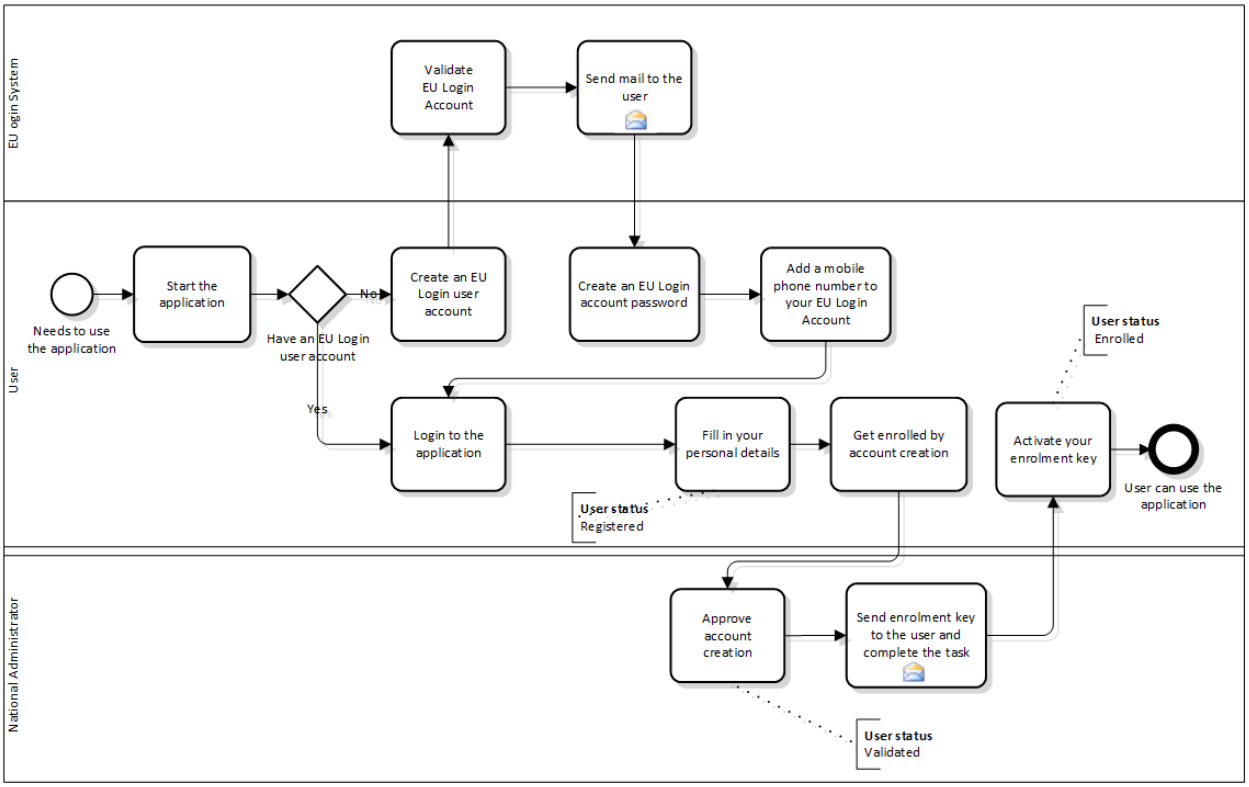
Before being representative of an account, a user must be enrolled in the system.

Therefore a series of tasks must be executed partially by the user himself and partially by the national administrator.

Process schema

The schema below illustrates the successive tasks that have to be achieved.

The different layers indicate the actors (the user, the national administrator and the European Commission Authentication Service (EU Login) responsible for the tasks.



Task description

The tasks you, as user, are responsible for, are described in this section of the documentation as main topic or as part of a main topic.

Understanding the whole process will help you to understand the notifications (e-mail) that you will receive during the process and also the fact that the process may take some time for being achieved.

Start the application

Introduction

The Registry application is a web application.

You need a web browser to start it.

User Interface

The following interface elements are used for executing this task:

Interface element	See Page
Application Home page	83

Step by step

Execute the following steps to start the application:

Step	Action
1	Open your web browser.
2	Enter the application URL provided by your national administrator in the address field of the browser.
3	The application home page opens. 
4	You can connect yourself to the application.

If	Then
You already have an EU Login user account	Follow the “Login and Logout” procedure on page 14.
You don’t have any user account	You need to request one. Follow the procedure “Create an EU Login user account and add a mobile phone number” on page 14.

Login and Logout

Introduction

Visitors who want to follow-up on ETS news, look at public reports or create an account can do so without a login.

Users who want to work with the application (e.g. operators, traders, auditors, verifiers, Member States or Central administrators and Member States helpdesk employees) need to log into the application.

Note that you need to have an EU Login user account to log into the application. Refer to the procedure "Create an EU Login user account and add a mobile phone number" on page 145 for more information.

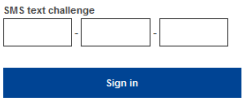
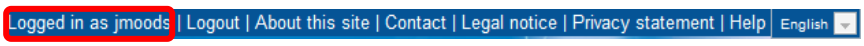
User Interface

The following interface elements are used for executing this task:

Interface element	See Page
EU Login (1)	85
EU Login (2)	86
EU Login Authentication by SMS Challenge	87

Steps to login

To login, execute the following steps from the Application Home page:

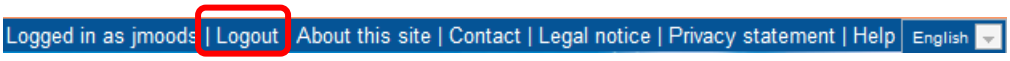
Step	Action
1	<table><tr><th>If</th><th>Then</th></tr><tr><td>You do not have an EU Login account.</td><td>Click **First Time user** from the left menu. Then, follow the procedure "Create an EU Login user account and add a mobile phone number" on page 145.</td></tr><tr><td>You already have an EU Login account.</td><td>Click **Login** from the left menu. The EU Login page opens. Go to step 2.</td></tr></table>
2	Enter your e-mail address, your password and the phone number that you registered in EU Login and you want to use for receiving the SMS challenge code. 
3	The "Authentication by SMS challenge" page opens. Enter the code you received by phone and click **Sign in.** 
4	The Application Home page opens again. You can see your user name in the title bar of the page.  You can also see the **Help** link that opens the "Help" page where you will be able to retrieve the link to the user manual and to a series of videos providing step-by-step guidance to the most important functions of the Registry. Please note that the manual is intended for use solely by the registered users of the Union Registry. 

Continued on next page

Login and Logout, Continued

Steps to logout

To log out of the application, click **Logout** at the top of the page.

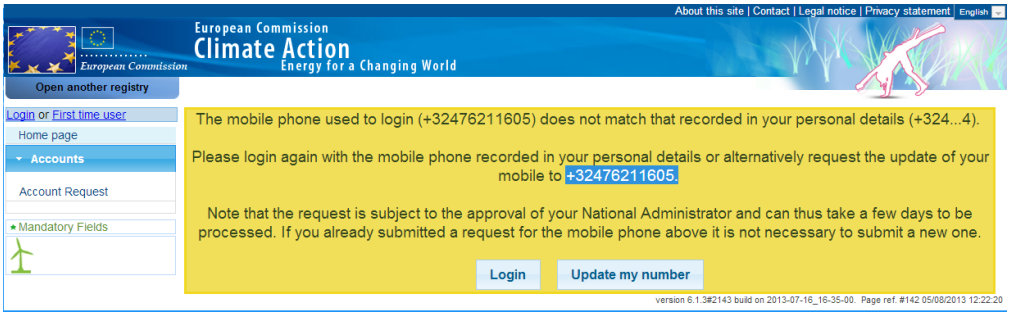


More information

Only one mobile phone number can be used to log in the application.

The mobile phone number entered in EU Login must be the same as the mobile phone number indicated in your personal details.

If they are not equal, you will receive a message during the login procedure.



The system displays the number entered in EU Login and the number recorded in your personal details.

You just need to click **Update My number**. The update of the number in the personal details is automatic.

However, the update must be approved by a National Administrator before being complete.

Create an EU Login user account and add a mobile phone number

Introduction

As all the other European Commission applications, the Registry application requires the use of an authenticated user account.

This procedure allows you to get a user account from the European Commission Authentication Service, called EU Login.

You will need to use a mobile phone to receive SMS challenge when connecting to the ETS application or when signing a transaction or an addition or deletion of an account to a Trusted Account List. This topic explains how to add your mobile phone to your EU Login account.

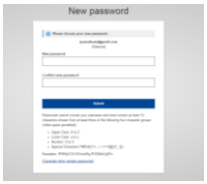
User Interface

The following interface elements are used for executing this task:

Interface element	See Page
Enrolment	84
EU Login – Registration form	88

Step by step to create your EU Login account

To create a user account, execute the following steps from the Application home page:

Step	Action	Interface
1	Click on the **First time user** link. The "Enrolment" page opens.	
2	Click on the button **Create an EU Login account** to access the EU Login application.	
3	The "EU Login-Registration form" page opens. Fill in the request form and click the **Create an account** button at the bottom of the page to send your request.	
4	The Authentication service sends you an e-mail indicating your user name and providing a link to create a password. Click the provided link and create your password.	 E-mail
5	Indicate and confirm your new password and click on the **Submit** button to validate it.	

Continued on next page

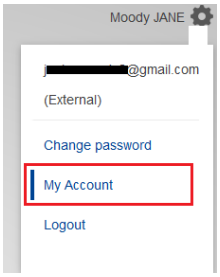
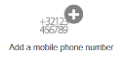
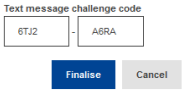
Create an EU Login user account and add a mobile phone number, Continued

Add a mobile phone to your EU Login account

The registry application will use an SMS challenge to authenticate you when logging to the system or requesting a transaction.

Therefore, you must provide the mobile phone number you want to use for the authentication.

For entering the mobile phone number, execute the following steps from the "EU Login" page:

Step	Action	
1	Log into EU Login (https://webgate.ec.europa.eu/cas).	
2	Hover your mouse over the gear icon next to your name and click **My Account**.	
3	Click Manage my mobile phone numbers.	
4	Click Add a mobile phone number.	
5	Enter your phone number including the country code.	
6	Click **Add** to confirm.	
7	You will receive an SMS containing a challenge code. Enter the code and click **Finalise**.	

The system informs you that your mobile phone has been added successfully.

Fill in your personal details

Introduction

Once you have an EU Login account (after receiving an e-mail), you need to request an access to the Registry application. This topic describes how to proceed.

Note that you need to register yourself in each registry (Member states) you need to work with. You will be assigned a different URID (user ID) for each registry you are registered in.

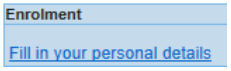
User Interface

The following interface elements are used for executing this task:

Interface element	See Page
Registration	90
Registration summary	92
Registration confirmation	93

Step by step

To register as a user of the Registry application, execute the following steps when you are logged into the Registry application:

Step	Action	Interface
1	Select the registry you want to work with. See topic “Open a registry” on page 22.	
2	Click **Fill in your personal details** from the left menu.	
3	The “Registration” page opens. Fill in the “Registration” form.	
4	Click **Next** to continue.	
5	A summary of your request is displayed on the screen. Review your details. **If** / **Then**: Your details are correct — Click **Submit** to confirm your registration. Your details are not correct — Click **Back** and go to step 2.	
6	The system indicates that your request is executed. The message indicates the URID the system attributed to you. Keep this URID in mind. It will be used to appoint you in an account.  The link **Fill in your personal details** disappears from the menu and is replaced by the link **Enter your enrolment key.**	

Activate your enrolment key

Introduction

After being registered (See “Fill in your personal details” on page 18) and being appointed to an account, the national administrator validates your enrolment and sends you your enrolment key.

To complete the activation of your user account, you will be asked to introduce the enrolment key (e.g. OD8U-OIGY-RXE9-02OI-DPMQ).

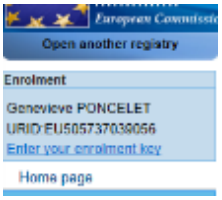
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Enrolment key entry	94

Step by step

To validate your user account, execute the following steps from the home page when you are logged on the system:

Step	Action	Interface
1	Click Enter your enrolment key. The “Enrolment Key Entry” page opens.	
2	Enter the enrolment key you received from your national administrator. And click **Submit** to confirm.	
5	Your user account is now validated. You can use the application in the scope of your role. **Your access to the registry has been activated.** You have now access to the additional application functions according to your role.	

Un-enrol from Registry application

Introduction

This topic describes how you can un-enrol yourself.

If you suspect someone is using your identity to connect to the application, un-enrol yourself. It is always possible to get enrolled afterwards and receive a new URID and enrolment key.

As soon as the un-enrolment is proposed, even if the request is not yet approved, you will not be able to access the Union Registry.

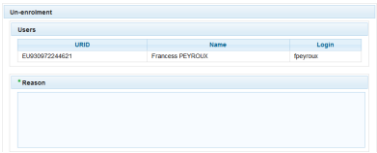
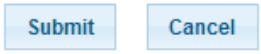
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Un-enrolment	98

Step by step

To un-enrol from the ETS application, execute the following steps when you are logged into the Registry application:

Step	Action	Interface
1	Click **Un-enrol** from the left menu below your URID.	
2	The “un-enrolment” page opens. Enter the reason of your un-enrolment request (mandatory).	
3	Click **Submit** to confirm your un-enrolment request.	
4	You will receive a message saying that your request has been submitted for approval.	
5	After you have submitted your un-enrolment, an administrator needs to approve your request.	

More information

After being un-enrolled, you no longer have access to the account(s) where you play a role.

You can enrol yourself again by redoing the same procedure:

1. Fill in your personal details.
2. Be appointed to the account.
3. Activate your new enrolment key.

Edit and update personal details

Introduction

After being registered, you can modify your personal details.

Note that this procedure changes only the information in the Registry application and not in the EU Login system.

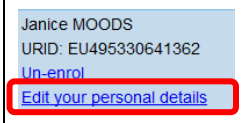
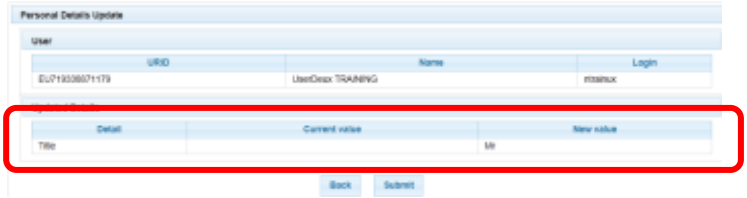
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Personal Details Update (1)	95
Personal Details Update (2)	96

Step by step

To modify your personal details in the Registry application, execute the following steps when you are logged into the Registry application:

Step	Action	Image
1	Click **Edit your personal details** from the left menu. The "Personal Details Update" page opens.	
2	Make the necessary modifications.	
3	Click **Next** to continue.	
4	A summary of your modification is shown.  **If** / **Then**: Your details are correct — Click **Submit** to confirm your registration. Your details are not correct — Click **Back** and go to step 2.	
5	The system indicates that your update has been submitted to the administrator for approval. Your personal details update request has been submitted for approval. The request identifier is 520014. The changes are not immediately applied. In the meantime, the link for editing your personal details remains invisible.	

Open a registry

Introduction

If you are working in different EU member states, you need to select and enrol yourself in the appropriate registries.

Each URID and enrolment key relates to one and only one registry.

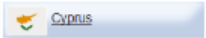
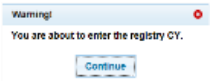
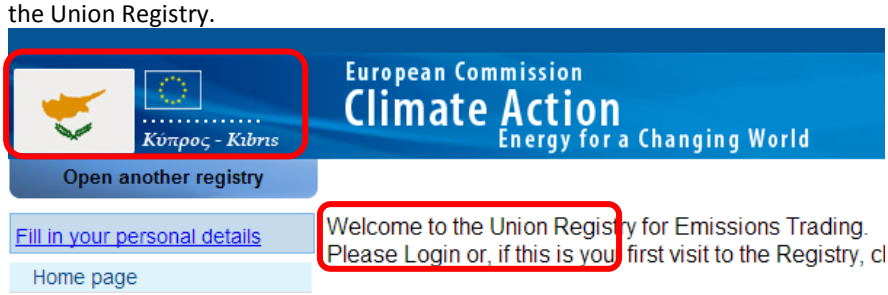
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Open another registry	97

Step by step

To select another registry:

Step	Action	Interface
1	Click on the **Open another registry** button from the left menu.	
2	The "Open another registry" page opens. Select the member state you want to work with by clicking its country code.	
3	Click **Continue** to finalise the registry selection.	
4	The system shows you the flag and the welcome message of the selected part of the Union Registry.  You have now access to the accounts you are linked with in that specific part of the Union registry or you can register yourself.	

More information

If you are registered with different mobile phone numbers in each registry, make sure to log out from both the Union Registry and EU Login before changing the registry. Otherwise, the application will detect a discrepancy in the mobile phone number information and display a warning message.

Section 2. Working with accounts

Overview

Introduction

This section describes the tasks regarding the account management.

Content

This section contains the following topics:

About accounts

Introduction

An account corresponds to a partition created in a part of the Union Registry administered by a Member State and can hold units and initiate transactions.

An account is created by a holder following the Union Registry and the Kyoto protocol requirements.

It has a unique identifier throughout all the accounts created in the Union Registry.

The account number is unique throughout the registries all over the world. The account number of a deactivated or deleted account cannot be reused.

Account numbers are created and defined only by registries.

Account and national registry

An account is specific to the registry in which it is created. An account holder that acts in different member states must have an account in the related registries.

Account number structure

The account value provides us with the following information:

<Registry code>-<Type>-<ID>-<Commitment period>-<check Digits>.

e.g. EU-100-10140-0-97

- **EU** indicates the registry (2 characters - all the ETS account numbers starts with EU).
- **100** is the account type, (3 digits - see below for the different account types).
- **10140** is the unique account identifier (up to 15 digits).
- **0** is the applicable commitment period (1 digit (0 for holding accounts)).
  The commitment period of the Kyoto protocol (CP) is the period in which an Annex I Party must show compliance with its emissions target.
  - The CP0 (2005-2007) coincided with phase 1 of the EU-ETS and worked as a pilot for CP1 and phase 2 of the EU-ETS (2008-2012).
  - The first Commitment Period for the Kyoto Protocol (CP1) is from 2008 to 2012.
  - The second Commitment Period for the Kyoto Protocol (CP2) started on 01/01/2013.
- **97** is a verification code and is used for security purposes (2 digits).

Continued on next page

About accounts, Continued

Account element

Depending on the account type, different elements compose the account description:

Account element	Account type
Account Main	All
Account holder	All
Authorised Representatives (AR)	All (minimum 2; 1 for verifier)
Additional Authorised Representatives (AAR)	All (optional during creation). If the account has an AAR, all transactions need his/her approval. Trading accounts need at least 1 AAR for transfers to accounts outside the trusted accounts list.
Installation	Operator Holding
Aircraft information	Aircraft Operator Holding
Trusted accounts	All
Account statements	All
Verifier	Operator and aircraft operator holding accounts
Compliance	Operator and aircraft operator holding accounts
Contact person information	Operator and aircraft operator holding accounts

Several accounts can be linked to the same operator holder and work with the same representatives.

Continued on next page

About accounts, Continued

About account representatives

An account must have at least 2 ARs. An AR can propose transactions and update the account information.

The AAR can only approve transfers and additions of trusted accounts proposed by the AR.

If an AAR is appointed to any account, all transactions (including the surrendering of allowances) will need to be approved by the AAR even if it is a transfer to a trusted account.

The approval of an AAR is mandatory only for transfers from a Trading account to an account which is not in the list of trusted accounts.

Account types

Different types of account opening can be created in the ETS system:

			Type of units the account can hold	
Account type	**Account type number**	**Account holder**	**Type of allowances**	**Type of Kyoto units**
Operator Holding account	100	Operator	General allowances	CER(**) ERU(**)
Aircraft Operator Holding account	100	Aircraft operator	General allowances Aviation allowances	CER(**) ERU(**)
Person Holding account	100	Person	General allowances Aviation allowances	CER(**) ERU(**)
Trading account	100	Operator Aircraft operator Person	General allowances Aviation allowances	CER(**) ERU(**)
External Trading Platform account	100	The external trading platform makes transactions on behalf of a person holding account, a trading account or an (aircraft) operator holding account.	This account does not hold any unit	
Verifier account	0	Verifier	This account does not hold any unit	
Person account in National Registry	121	Person	(non-EU accounts cannot hold/receive EU allowances)	AAU (*) CER(*) ERU(*) lCER, tCER, RMU(*)

* Depends on the MS. Contact your National Administrator for more information.
** Excluding units which are ineligible.

Continued on next page

About accounts, Continued

Migrated accounts

The following KP accounts have been migrated from previous national registries:

			Type of units the account can hold	
Account type	**Account type number**	**Account holder**	**Type of allowances**	**Type of Kyoto units**
Person account in National Registry	121	Person	(non-EU accounts cannot hold/receive EU allowances)	AAU (*) CER(*) ERU(*) ICER, tCER, RMU(*)
Former operator holding account	120	Operator holder	(non-EU accounts cannot hold/receive EU allowances)	AAU CER ERU ICER, tCER, RMU

Request an account creation

Introduction

Any enrolled user can request the opening of an account.

For some Member states, you are not required to be enrolled in the registry to create a new account. You just need a valid EU Login user account. (In any case, you will be asked to recognise a “captcha” code for security check).

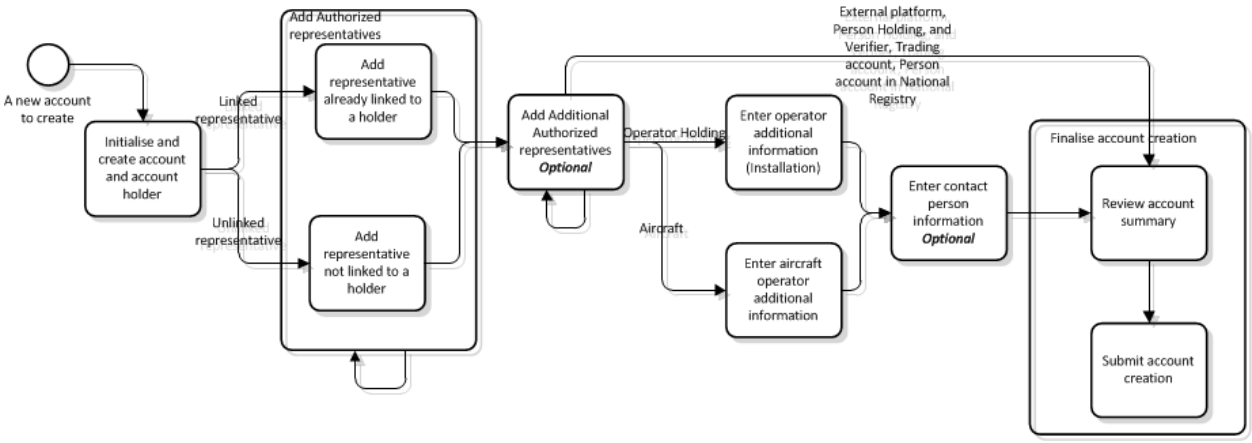
The account opening request must then be approved by a national administrator.

The procedure is different based on the requested account type.

The different steps

Based on the type of account, you will have to pass through different steps to enter the required information.

The schema below identifies the different steps of the creation and indicates the differences between the types of account:



Step by step

The different steps of the account creation are described in separate topics.

Phase	See Page
Initialise the account creation and create account holder	29
Add a representative already linked to the account holder	31
Add a representative not linked to an existing account holder	33
Enter operator holding account additional information	35
Enter Aircraft operator holding account additional information	36
Finalise the account creation	37

Initialise the account creation and create account holder

Introduction

This is the first step for requesting the creation of a user account.

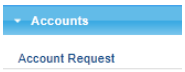
User Interface

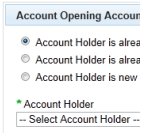
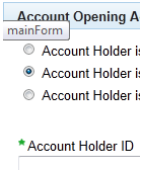
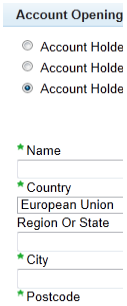
The following interface elements are used to execute this task:

Interface element	See Page
Account Opening – Account Details	100
Account Opening – Account Holder Information	101
Account Opening – Authorised Representative Information	102

Step by step

To initialise the procedure and create the account, execute the following steps from the home page:

Step	Action	Interface
1	Select **Account Request** from the "Account" section of the left menu.	
2	The "Account Opening Account Details" page opens. Select the type corresponding to the account you want to create and enter the name of the account.	
3	Click **Next** to continue.	
4	The "Account Opening Account Holder Information" page opens. Indicate the Account holder.	

If	Then	
You are already linked to the account holder	1. Select option **Account Holder is already linked to the user**. 2. Select the account holder from the drop down list box.	
The Account Holder already exists	1. Select option **Account Holder is already recorded in the registry**. 2. Indicate the **account holder ID** (you can find it in the account description only if you are enrolled i.e. you entered an enrolment key).	
The account holder does not exist	1. Select option **Account Holder is new**. 2. Enter all the required information.	

If you are not linked to an existing account holder, only the second and third options are available.
When you create a verifier account, only **Account Holder is new** is available.

Continued on next page

Initialise the account creation and create account holder,
Continued

Step by step
(continued)

Step	Action	Interface
5	Click **Next** to continue. The page "Account Opening – Authorised Representative Information" opens.	Next
6		

If	Then
The account holder exists	See topic "Add a representative already linked to the account holder" on page 31.
The account holder does not exist	See topic "Add a representative not linked to an existing account holder" on page 33.

Add a representative already linked to the account holder

Introduction

This topic is a step of the account request procedure. It describes how you can appoint to your account authorised representatives that are already linked to the account holder of your account or already linked to you if you are already appointed in accounts.

See topic “Request an account creation” on page 28 for the beginning of the procedure and follow the different steps.

It begins when the “Account Opening - Authorised Representatives Linked to Creation Request” page is open.

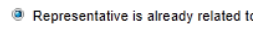
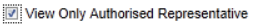
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Opening – Authorised Representative Information	102
Account Opening – Additional Authorised Representative	104

Step by step

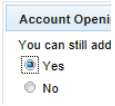
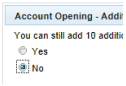
To appoint Authorised Representatives, execute the following steps after Initialising and creating an account and the account holder:

Step	Action	Interface
1	Select Representative is already related to the Account Holder.	
2	Select the authorised representative from the list.	
3	Select the option “View Only Authorised Representative" if you need to create a user with a Read only role.	
4	Click on the **Add** button.	
5	The Authorised representative is added to the list. Repeat Step 2 to 4 for each supplementary authorised representative.	
6	Click **Next** to continue.	
7	The system asks you if you want to add more authorised representatives. Select **No** and click on **Next**.	

Continued on next page

Add a representative already linked to the account holder,
Continued

Step by step
(continued)

Step	Action
8	The system asks you if you want to create additional authorised representatives. Their role consists in approving the transfer proposed by the authorised representatives and the addition of accounts to the trusted accounts list. For trading accounts, at least one Additional Authorised Representative is necessary to transfer units if you do not work with trusted accounts. If an Additional Authorised Representative is appointed to the account, any transfer (even to trusted account) will require his/her approval. **If** / **Then** / **Interface** You want to add additional authorised representatives — 1. Select **Yes** 2. Click on **Next** 3. Add the representative(s) 4. Click on **Next** when finished —  You don't want to add any additional authorised representatives now — 1. Select **No** 2. Click on **Next** — 
9	Depending on the account type, you will be requested to enter additional information. **If you are creating** / **See topic** An operator holding account — See topic "Enter operator holding account additional information" on page 35. An aircraft operator holding account — See topic "Enter Aircraft operator holding account additional information" on page 36. Another account — See topic "Finalise the account creation" on page 37.

Add a representative not linked to an existing account holder

Introduction

This topic is a step of the account request procedure. It describes how you can appoint to your account authorised representatives that are not already linked to the account holder of your account.

See topic “Request an account creation” on page 28 for the beginning of the procedure and follow the different steps.

It begins when the “Account Opening - Additional Authorised Representatives Linked to Creation Request” page is open.

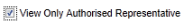
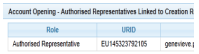
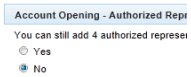
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Opening – Authorised Representative Information	102
Account Opening – Additional Authorised Representative	104

Step by step

To create new authorised representatives, execute the following steps after initialising and creating an account and the account holder:

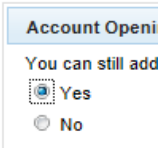
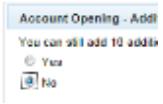
Step	Action	Interface
1	Select Representative is not yet related to the account holder.	
2	Fill in the form with the user details.	
3	Select the option “View Only Authorised Representative" if you need to create a user with a Read only role.	
4	Click on the **Add** button.	
5	The Authorised representative is added to the list. Repeat Step 2 to 4 for each supplementary authorised representative.	
6	Click **Next** to continue.	
7	The system asks you if you want to add more authorised representatives. Select **No** and click on **Next**.	

Continued on next page

Add a representative not linked to an existing account holder, Continued

Step by step (continued)

Step	Action	Interface
8	The system asks you if you want to create additional authorised representatives. Their role consists in approving the transactions proposed by the authorised representatives and the addition of accounts to the trusted accounts list. At least one Additional Authorised Representative is necessary to transfer units if you do not work with trusted accounts. If an Additional Authorised Representative is appointed to the account, any transfers (even to trusted account) will require his/her approval.	

If	Then	Interface
You want to add additional authorised representatives	1. Select **Yes** 2. Click **Next** 3. Define representative	
You do not want to add any additional authorised representatives now	1. Select **No** 2. Click **Next**	

9	Depending on the account type, you will be requested to enter additional information.	

If you are creating	See topic
An operator holding account	See topic “Enter operator holding account additional information” on page 35.
An aircraft operator holding account	See topic “Enter Aircraft operator holding account additional information” on page 36.
Another account	See topic “Finalise the account creation” on page 37.

Enter operator holding account additional information

Introduction

This topic is a step of the account request procedure. It describes how you can add the information required when creating an operator holding account.

See topic “Request an account creation” on page 28 for the beginning of the procedure and follow the different steps.

It begins when the “Account opening – installation information” page is open.

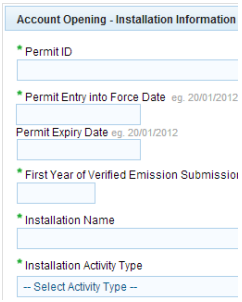
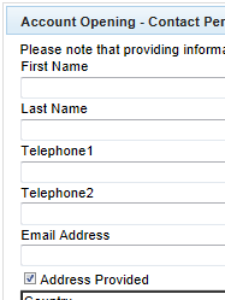
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Opening – Installation Information	105
Account Opening – Contact Person Information	107

Step by step

To add additional information, execute the following steps after defining representatives:

Step	Action	Interface
1	Enter the Operator holding information.	
2	Click **Next** to continue.	
3	The “Account Opening – Contact Person Information” page opens. Enter the contact information. This step is optional.	
4	Click **Next** to continue.	
5	The “Account Opening – Summary” page opens. See topic “Finalise the account creation” on page 37.	

Enter Aircraft operator holding account additional information

Introduction

This topic is a step of the account request procedure. It describes how you can add the information required when creating an Aircraft operator holding account.

See topic “Request an account creation” on page 28 for the beginning of the procedure and follow the different steps.

It begins when the “Account Opening – Aircraft Operator Information” is open.

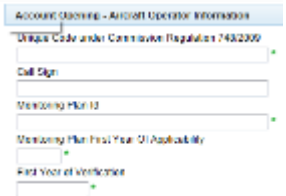
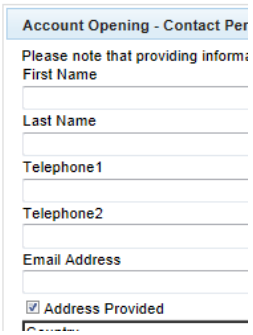
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Opening – Aircraft Operator Information	106
Account Opening – Contact Person Information	107

Step by step

To add additional information, execute the following steps after defining representatives:

Step	Action	Interface
1	Enter the Aircraft operator information.	
2	Click **Next** to continue.	
3	The “Account Opening – Contact Person Information” page opens. Enter the contact information. This step is optional.	
4	Click **Next** to continue.	
5	The “Account Opening – Summary” page opens. See topic “Finalise the account creation” on page 37.	

Finalise the account creation

Introduction

This topic is a step of the account request procedure. It describes how you can review the entered information and submit your request.

See topic “Request an account creation” on page 28 for the beginning of the procedure and follow the different steps.

It begins when the “Account Opening – Summary” is open.

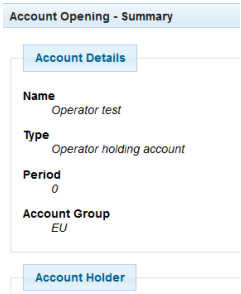
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Opening - Summary	108
Account Opening - Confirmation	109

Step by step

To add additional information, execute the following steps after defining representatives or providing additional information for operator holding or aircraft operator holding:

Step	Action	Interface
1	The “Account Opening – Summary” page opens. Review the information.	
2	Click **Submit** to confirm the account opening. Click **Back** if you want to review some part of your request.	
3	The “Account Opening – Confirmation” page opens. It indicates that the request is recorded. It is now waiting for the approval of a national administrator. 	

Search for an account

Introduction

This topic describes how you can search for accounts based on specific criteria (only if you are enrolled i.e. you entered an enrolment key).

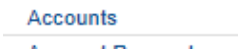
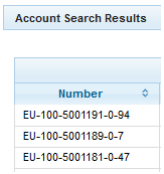
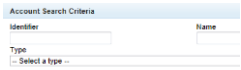
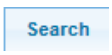
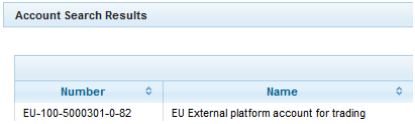
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Search	110

Step by step

To search for accounts, execute the following steps from any page of the application:

Step	Action	Interface
1	Click **Accounts** from the "Accounts" area of the left menu.	
2	The "Account Search" page opens. The accounts you are linked with are listed in the "Account Search Results" area of the page.	
3	Enter search criteria by selecting items in list or entering value in field. You can search for: ▪ A specific ID (3rd part of the displayed account number). ▪ A specific Installation / Aircraft Operator Identifier. ▪ An account name (Use * or % to replace 1 or more characters). ▪ All accounts with a specific status. ▪ All accounts of a specific type. ▪ All accounts with a specific commitment period ○ Zero = 2005-2007 ○ First = 2008-2012 ○ Second = 2013-2020 ▪ All accounts of a group (note that the account can only be linked to a group by an administrator otherwise it is linked to a default account group). ▪ All accounts that have been or not over-allocated.	
4	Click **Search** to start searching.	
5	The account(s) matching your search criteria is(are) listed in the "Account Search Results" area of the page. 	

Note that the button Search & Export allows you to export the search result to a CSV file.

Edit an account

Introduction

This topic describes how you can edit an account and modify its details.

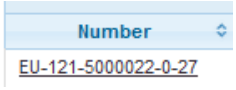
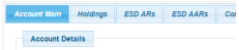
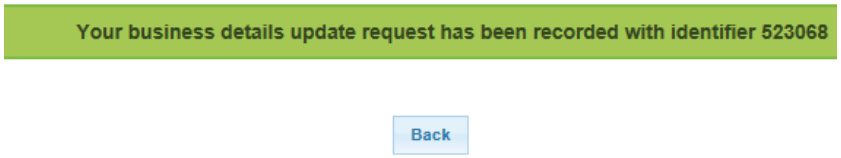
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Details	112

Step by step

To edit an account, execute the following steps from any page of the application:

Step	Action	Interface
1	Search for the account you want to Edit. See topic “Search for an account” on page 38.	
2	Click on the account number.	
3	The “Account Main” tab of the “Account details” page opens. Select the tab containing the information you want to update.	
4	Click the **Update** button relating to the information you need to change.	
5	Update the information as you need. Click **Submit** to finalize the modification.	
6	The system confirms that the update has been done. It may need to be approved by a national administrator. 	

More information

Some updates generate an approval task for the administrator while others are immediately executed (e.g. Update of the account name).

Manage account representatives

Introduction

This topic describes how to appoint, replace or remove account representatives.

User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Details	112
Account Opening – Authorised Representative Information	102
Account Opening – Additional Authorised Representative	104
(Additional) Authorised Representatives	115

About account representatives

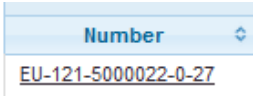
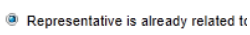
An account must have at least 2 Authorised Representatives (AR) with the exception of a Verifier account that requires a minimum of 1 Authorised Representative (AR). An Authorised representative can propose transactions and update the account information.

The appointment of Additional Authorised Representatives (AAR) is optional. The AAR can approve a transfer and the addition of trusted accounts proposed by the Authorised Representative.

Please note that if an AAR is appointed to the account, all transactions (including the surrendering of allowances) will need to be approved by the Additional Authorised Representative even if it is a transfer to a trusted account.

Steps to add a representative

Execute the following steps from any page of the application:

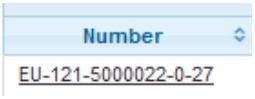
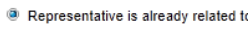
Step	Action	Interface
1	Search for the account (See topic “Search for an account” on page 38).	
2	Click on the account number.	
3	Select the relevant tab above: - “Authorised Representatives”; or - “Additional Authorised Representatives”.	
4	Click **Add AR** / **Add AAR**	
5	Select whether the representative is already related to the Account Holder.	
6	If the representative is already related to the account holder, select it from the dropdown list. Otherwise fill in the form with the user details.	
7	Select the option “View Only Authorised Representative" if you need to create an AR with a Read only role.	
8	Click on the **Submit** button.	

Continued on next page

Manage account representatives, Continued

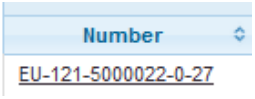
Steps to replace a representative

Execute the following steps from any page of the application:

Step	Action	Interface
1	Search for the account (See topic “Search for an account” on page 38).	
2	Click on the account number.	
3	Select the relevant tab folder above: - “Authorised Representatives”; or - “Additional Authorised Representatives”.	
4	Look for the representative to be replaced and click **Replace**.	
5	Select whether the new representative is already related to the Account Holder.	
6	If the new representative is already related to the account holder, select it from the dropdown list. Otherwise fill in the form with the user details.	
7	Click **Next** to complete the process.	

Steps to remove a representative

Execute the following steps from any page of the application:

Step	Action	Interface
1	Search for the account (See topic “Search for an account” on page 38).	
2	Click on the account number.	
3	Select the relevant tab folder above: - “Authorised Representatives”; or - “Additional Authorised Representatives”.	
4	Look for the representative to be removed and click **Remove**.	
5	A confirmation page will be displayed. Click **Remove** to submit your request.	

More information

Any change in the representatives' configuration of the account needs to be approved by a National Administrator.

Appoint a verifier to an account

Introduction

The emission entered by the account Authorised Representatives for the surrender process must be verified by a certified verifier before end of March. Only operator holding and aircraft operator accounts types can appoint a verifier. If a representative of an operator or aircraft operator is also a representative of the verifier that the operator wishes to appoint, that verifier account holder name will not appear in the drop down list of verifiers to be appointed. This topic explains how an account Authorised Representative can appoint an existing verifier account.

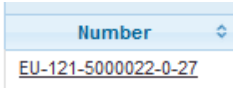
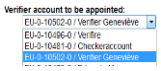
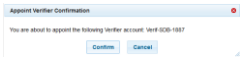
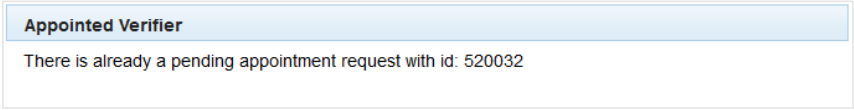
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Appoint Verifier	117

Step by Step

To appoint a verifier to your account, execute the following steps from the home page.

Step	Action	Interface
1	Search for the account (See topic “Search for an account” on page 38).	
2	Click on the account number.	
3	Select the **Verifier** tab folder.	
4	Click Appoint verifier.	
5	The “Appoint Verifier” page opens. Select a verifier account from the drop down list. Notice that the system does not show the verifier accounts having AR(s) being also AR or AAR of the holding account.	
6	Click **Submit** to appoint the selected verifier account.	
7	Confirm the appointment by clicking **Confirm** again.	
8	The system indicates that there is a pending appointment request.  The verifier appointment must be now accepted or rejected by a verifier account authorised representative. You will be informed by mail when it is done.	

Remove or replace an appointed verifier

Introduction

This topic explains how an account Authorised Representative can remove an appointed verifier account. Note that each verifier must be appointed to your account for approving your emissions.

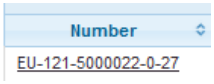
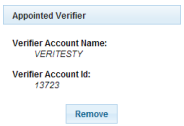
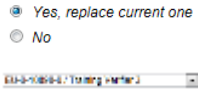
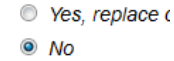
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Remove Verifier	118

Step by Step

To remove a verifier from your account, execute the following steps from the home page:

Step	Action	Interface
1	Search for the account (See topic "Search for an account" on page 38).	
2	Click on the account number.	
3	Select the **Verifier** tab folder.	
4	Click **Remove** from the "Appointed Verifier" area. The "Remove Verifier" page opens.	
5	<table><tr><th>If</th><th>Then</th><th></th></tr><tr><td>You want to replace the current verifier by another one</td><td>1. Select option **Yes**. 2. Select a verifier account from the list.</td><td>  </td></tr><tr><td>You do not want to replace it</td><td>Select Option **No**.</td><td>  </td></tr></table>	
6	Click **Submit** to appoint the selected verifier account and confirm the update.	
7	If you chose to replace your verifier, the system indicates that there is a pending appointment request and the verifier appointment must be now accepted or rejected by an authorised representative of the replacing verifier account. You will be informed by mail when it is done.	

Transfer an account to another account holder

Introduction

As authorised representative of an account, you can transfer its responsibility to another account holder. Only the operator holding account and the aircraft operator holding account can be transferred.

This will be done in two main phases:

1. The authorised representative of the original account holder releases the account
2. The authorised representative of the new account holder claims the account

User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Release	119
Account Claim	120

Step by Step to release the account

To release an account, execute the following steps from the home page:

Step	Action	Interface
1	Click **Release Account** from the "Accounts" area of the left menu.	Release account
2	The "Account Release" page opens. Indicate the type of the account you need to transfer.	Please select the account type your accou Operator holding account Aircraft operator holding account
3	Indicate the ID of the account you need to transfer.	Please provided the identifier of * 10507 (e.g
4	If you chose to transfer an operator holding account, indicate if you want the new account holder to have access to the account transactions history.	Do you wish the new account hol Yes No
5	Click **Submit** to complete the account release.	Submit
6	The "Account Release Confirmation" page opens. The system confirms that you released the account and that this one can be claimed by the authorised representatives of another account holder. Account Release Confirmation Please confirm! You are about to release the ownership of your account holder on the account 10507. All the account holder representatives will loose access to this account and the account will be claimable for a new account holder. Back Confirm	
6	Click **Confirm** to confirm the account release.	Confirm
7	The system confirms the account release. The account 5003507 has been released and can now be claimed for a new account holder. To cancel the account transfer, contact the service desk.	

Continued on next page

Transfer an account to another account holder, Continued

Step by Step to claim the account

To claim an account, execute the following steps from the home page.

Step	Action	Interface
1	Click **Claim Account** from the "Accounts" area of the left menu.	Claim account
2	The "Account Claim" page opens. Indicate the ID of the account you need to claim.	Please provided the identifier 10507 *
3	Click **Next** to continue.	Next
4	Indicate if the account holder is linked to you or is new. The procedure for defining the account holder is the same as when you create a new account. See topic "Initialise the account creation and create account holder" on page 29.	Account Holder Account Holder is already linked to the user Account Holder is new
5	Click **Next** to continue.	Next
6	Click **Add** to add new representatives. The procedure is the same when you create a new account. See topics "Add a representative already linked to the account holder" on page 29 and "Add a representative not linked to an existing account holder" on page 33.	Add
7	If you want, you can add additional account holder representatives and a contact person (optional). At the end of the procedure, click **Submit** to confirm the account acquisition.	Submit
8	The system confirms the account claim request. The request must be approved by a national administrator. Account claim request with id 523069 has been submitted successfully.	

Close an account

Introduction

This topic explains how you can close an account. You can propose the closure of an Operator Holding Account or of an Aircraft Operator Holding Account only after the “Last year of verification and the “Permit revocation date” (only for the Operator Holding Accounts) have been entered by a National Administrator.

User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Close Account	121

Step by Step

To make a closure request for an account with no pending tasks or transactions and zero balance, execute the following steps from the home page.

Step	Action	Interface
1	Search for the account (See topic “Search for an account” on page 38).	
2	Click on the account number.	Number EU-121-5000022-0-27
3	The “Account Main” tab of the “Account details” page opens. Scroll down and click **Close**.	Close
4	<table><tr><th>If you close</th><th>Then this information is displayed</th></tr><tr><td>An Operator Holding account</td><td>The last year of verification and the permit revocation date</td></tr><tr><td>An Aircraft Operator Holding account</td><td>The last year of verification</td></tr></table>	
5	The “Close Account” page opens. Click **Confirm Account Closure** to confirm.	Confirm Account Closure
6	The system indicates that your account closure request has been submitted. Your account closure request has been submitted under identifier 19909. The closure must be now approved by a national administrator. If the account is not compliant, the emissions can be entered and verified and the allowances can be surrendered. The national administrator can force the closing even if the account is not compliant.	

Delegate an account

Introduction

This topic describes how you can delegate an account to an external trading platform.

Only EU accounts can be delegated (Person holding account, trading accounts, aircraft operator accounts and operator holding accounts).

Delegating your account to an external trading platform will suspend your right to transfer units directly from your account. However, you can still edit the account details.

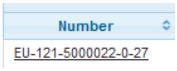
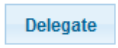
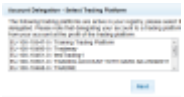
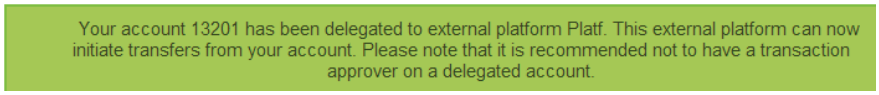
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Delegation – Select Trading Platform	122
Account Delegation – Select Trader Representatives	123

Steps to delegate

To delegate an account, execute the following steps from the home page.

Step	Action	Interface
1	Search for the account (See topic "Search for an account" on page 38).	
2	Click on the account number.	
3	The "Account Main" tab of the "Account details" page opens. Scroll down and click **Delegate**.	
4	Select an external trading platform from the drop down list and click **Next** to continue.	
5	Select one or more representatives who will be given access to your account and click **Submit** to confirm your selection.	
6	The system indicates that your account has been delegated to the external trading platform and the **Delegate** action is replaced by **Edit Account Delegation**. 	

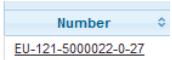
Continued on next page

Delegate an account, Continued

Steps to update or remove the delegation

An account delegation can be updated by clicking the **Edit Account Delegation** link.

To modify or remove the account delegation, execute the following steps from the home page.

Step	Action	Interface
1	Search for the account (See topic "Search for an account" on page 38).	
2	Click on the account number. .	
3	The "Account Main" tab of the "Account details" page opens. Scroll down and click **Edit Account Delegation**.	
4		

If	Then
You want to remove the delegation	1. Remove all representatives from the list of selected representatives. 2. Click **Submit** and confirm the removal.
You want to modify the delegation	1. Add or remove representatives. 2. Click **Submit** and confirm the modification.

Managing the trusted accounts list

Introduction

Operator holding accounts, aircraft operator holding accounts and person holding accounts may only transfer units to trusted accounts.

Transfers from a trading account to trusted accounts are not subject to any delay. However, they are only processed between 10:00 and 16:00 Central European Time. If you initiate a transfer outside working hours, the transaction will be processed on the next working day.

A transfer to a trusted account does not require any approval unless there is one Additional Authorised Representative appointed to the account.

This is valid for transfers to accounts inside the European Union registry and to external accounts.

The following tasks are described in this topic:

- View the trusted accounts list (See page 49)
- Add an account to the trusted accounts list (See page 50)
- Cancel the addition of the trusted account (See page 51)
- Remove an account from the trusted accounts list (See page 51)

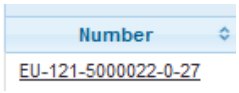
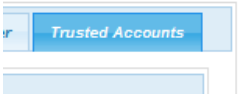
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Details - Trusted accounts	124
Add trusted Account	125
Confirm addition of trusted account	126
Trusted account list addition cancellation confirmation	127
Confirm deletion of trusted account	128

Step to view the trusted accounts list

To view the list of trusted accounts, execute the following steps from any page of the application:

Step	Action	Interface
1	Search for the account. See topic “Search for an account” on page 38.	
2	Click on the account number.	
3	The “Account Main” tab of the “Account details” page opens. Click on the **Trusted Accounts** tab.	
4	The Trusted Accounts list displays all the existing trusted accounts Note that all the account belonging to the same account holder are automatically added to the list of trusted accounts.	

Continued on next page

Managing the trusted accounts list, Continued

Step by step to add an account to the trusted list

To add an account to the trusted accounts list, execute the following steps from any page of the application:

Step	Action	Interface
1	Search for the account. See topic “Search for an account” on page 38.	
2	Click on the account number.	Number EU-121-5000022-0-27
3	The “Account Main” tab of the “Account details” page opens. Click on the **Trusted Accounts** tab.	Trusted Accounts
4	Click on **Add.**	Add
5	The “Add Trusted Account” page opens. Enter the number of the account you want to trust.	Account number: * - -
6	Enter a description of the account you want to trust.	* Description:
7	Click on **Save** to trust the account.	Save
8	A confirmation pop-up opens. Click on **Confirm** to confirm the addition of the trusted account.	Confirm

The update of the trusted account list must be approved by an Additional Authorised Representative (AAR), if the account has an AAR. Otherwise, the update of the trusted account list must be approved by the other Authorised Representative. The National Administrator can also approve this update. Waiting to be approved, the status of the trusted account is “Approval pending”. Then the status will be “Trust delayed”. The account will be fully trusted after a delay of 7 working days from the approval.

Continued on next page

Managing the trusted accounts list, Continued

Step by step to cancel the addition of the account

During the 7 working days delay, you can cancel your request. To do so, you need to contact your National Administrator, unless the registry in which you are working has been configured so as to provide you with the possibility to perform the cancellation by yourself. If you have the possibility to cancel a request, execute the following steps from the list of trusted accounts:

Step	Action	Interface
1	Click on **Cancel** displayed in the "Action" Column. The "Cancel" link is only visible for accounts with the "Trust delayed" status.	Action Cancel
2	The "Trusted account list addition cancellation confirmation" page opens. Add a comment if you want to explain the reason for cancelling the trusted account request and click **Confirm** to confirm the cancellation.	Confirm
3	The list of trusted accounts opens again. The account you cancelled has been removed from the list.	

Steps to remove an account from the Trusted list

To remove an account from the trusted accounts list, execute the following steps from any page of the application:

Step	Action	Interface
1	Search for the account. See topic "Search for an account" on page 38.	
2	Click on the account number.	Number EU-121-5000022-0-27
3	The "Account Main" tab of the "Account details" page opens. Click on the **Trusted Accounts** tab.	Trusted Accounts
4	Click on **Delete** from the "Action" column.	Action Delete
5	The "Confirm deletion of trusted account" page opens. Click on **Confirm** to confirm the deletion.	Confirm

The account deletion is submitted to the approval of an Additional Authorised Representative (AAR), if the account has an AAR. Otherwise, the update of the trusted account list must be approved by another Authorised Representative. The National Administrator can also approve this account deletion.
Its status is "Delete approval pending" until the deletion approval.
When being approved, the account disappears from the list of trusted accounts.
Trusted accounts from the same account holder cannot be removed from the trusted account list.

Viewing the account statements

Introduction

This topic describes how to view the account statements (balance and transactions executed during a specific period).

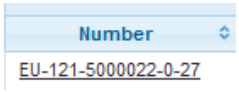
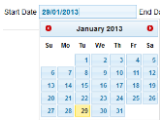
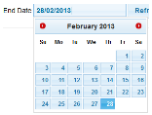
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Details	112
Account statements	129

Step to view the account statements

To view the account statements, execute the following steps from any page of the application:

Step	Action	Interface
1	Search for the account. See topic “Search for an account” on page 38.	
2	Click on the account number.	
3	The “Account Main” tab of the “Account details” page opens. Click on the **Account Statements** tab.	
4	Select a start date from the calendar or insert it in the date field (jj/mm/dddd).	
5	Select a end date from the calendar or insert it in date field (jj/mm/dddd).	
6	Click on **Refresh.**	
7	The Account statements page displays for the selected period: ▪ The **transaction requests** that have been proposed and need the approval of an AAR. ▪ The **Pending transactions** that have been approved and are now delayed. ▪ The incoming and outgoing **completed transactions** and the **balance** of the account at the beginning and at the end of the selected period per unit type. ▪ The **terminated transactions.** On the user interface and in the account statement PDF, eligible units are highlighted in green and ineligible units in red.	

The selected period covered cannot exceed 30 days (e.g. 01/10/2012 - 31/10/2012 or 05/01/2012 - 01/02/2012) and the start date cannot be older than 3 years.

Section 3. Working with transactions

Overview

Introduction

You can execute five types of transactions via the Registry application:

- Transferring units to other account holders.
- Exchanging Kyoto units for phase 3 allowances.
- Returning over-allocated units.
- Surrendering an adequate quantity of units with the objective of being compliant.
- Destructing units rendering them unavailable (voluntary cancellation of Kyoto Units and deletion of allowances).

Content

This section contains the following topics:

Propose a transaction

Introduction

This topic describes how to initiate a transaction.

You can initiate a transaction only for the accounts you have been appointed to as authorised representative.

The transaction you can propose, depends on the following elements:

The type of account
The type of units held by the account (Allowances or Kyoto units)
The status of the account (compliant, waiting for transaction confirmation…)
Your rights on the application

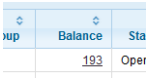
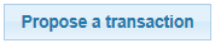
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Details	112
Transaction selection	131

Step by step

To initiate a transaction, execute the following steps from the home page of the application when you are logged:

Step	Action	Interface
1	Click **Accounts** from the "Accounts" area of the left menu You can view all the accounts for which you have a responsibility.	
2	Click the balance of your account. The "Holdings" tab of the "Account details" page opens.	
3	Click **Propose a transaction** displayed at the bottom of the list.	
4	The "Transaction selection" page opens.  You can select the type of transaction you want to achieve.	

Transaction	See page
Transfer units to another account (allowances or Kyoto units)	55
Delete allowances	59
Cancellation of Kyoto units	60
Exchange of Kyoto units for phase 3 allowances	61

Transfer units to another account (allowances or Kyoto units)

Introduction

This topic describes how you can transfer units between accounts.

Units can be transferred to another Union Registry account or to an external account.

Only the authorised representatives of the following account types may perform this type of transaction:

- Operators holding account
- Aircraft operator holding account
- Person holding account
- External trading platform holding account
- Trading account

Trusted account

Trusted accounts can be defined for any type of account (See topic "Section 2. Working with accounts - Managing the trusted accounts list on page 49 for more information).

All accounts of the same account holder are automatically added to the list of trusted accounts.

A transfer to a trusted account does not require the approval of the Additional Authorised Representative except if there is one appointed to the account.

The operator holding accounts, aircraft operator holding accounts and person holding accounts can only transfer allowances to an account on the trusted account list.

Transfer to non-trusted account can only be done from a Trading account. In that case, the transfer will have to be confirmed by an Additional Authorised Representative.

Transfer delay

For security reasons, transfers of allowances are automatically delayed for 26 hours.

They are only processed during working hours (10:00 – 16:00 CET).
Thus, if you create a transfer outside working hours, the transaction will only be processed the next working day. For example, when you create a transaction at 09:00 on 21/09/2011, the transaction is executed on 22/09/2011 at 12:00.

However, a transfer from a Trading account to a trusted account does not have to wait for the 26 hours delay and is immediately completed. The transaction will be finalised only during the working hours (10:00-16:00 CET). Therefore, any transaction approved during non-working hours will be executed on the next working day at 10:00 CET

External transfer

You can transfer units to an account outside of the EU registry. In that case, you need to add this account to your trusted accounts list or, in the case of a trading account, you just need to enter the acquiring account number on the "Transfer of Kyoto units" page. Only Kyoto units can be transferred to an external account.

If your account needs to receive units from an external account, the check digit of your account number is not mandatory.

Continued on next page

Transfer units to another account (allowances or Kyoto units), Continued

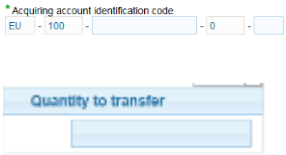
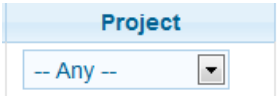
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Details	112
Transaction selection	131
Transfer of allowances	132
Transfer of Kyoto units	133
Transfer confirmation	134
Trusted Accounts	146

Step by step to transfer without trusted account

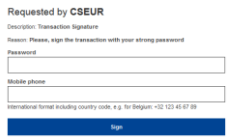
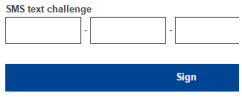
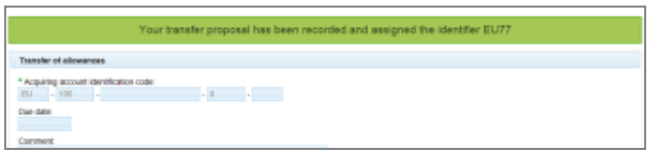
To transfer units, execute the following steps from the "Transaction selection" page:

Step	Action	Interface
1	Depending of the units belonging to the accounts, you can transfer allowances or Kyoto units. **If you want to transfer** / **Then Select** Allowances (General or aviation allowances) / Transfer of allowances Kyoto units / Transfer of AAU, RMU, ERU, CER, ICER and tCER	
2	Fill in the transaction form. If the originating account is an operator or a person holding account, you need to select the destination account from the trusted account list and indicate the Quantity of allowances to transfer. If the originating account is a trading account, you can indicate the identification of the destination account.	
3	If you are transferring ERU, tCER, lCER and CER units, indicate the project number related to the units you want to transfer.	
4	Click **Next** to continue the transaction. The "Transfer confirmation" dialog box opens.	
5	Click **Confirm** to finalise the transaction.	

Continued on next page

Transfer units to another account (allowances or Kyoto units), Continued

Step by step to transfer without trusted account (Continued)

Step	Action	Interface
6	Sign your transaction. Enter your password and your mobile phone number and click on **Sign.**	
7	A challenge code is sent to your mobile phone Enter the code you received and click on **Sign**.	
8	The “Transfer of allowances” or “Transfer of Kyoto units” page opens again indicating that your transfer is recorded and giving a transaction id.  You can proceed to another transfer if needed. If the originating account is a trading account, your transaction needs to be approved by an additional authorised representative.	

Continued on next page

Transfer units to another account (allowances or Kyoto units), Continued

Step by step to transfer to a trusted account

To transfer units to a trusted account, execute the following steps from any page of the application:

Step	Action	Interface
1	Depending of the units belonging to the accounts, you can transfer allowances or Kyoto units. **If you want to transfer** / **Then Select** Allowances (General or aviation allowances) / Transfer of allowances Kyoto units / Transfer of AAU, RMU, ERU, CER, ICER and tCE	
2	The "Transfer of allowances" or "Transfer of Kyoto units" page opens. When trusted accounts are defined, you cannot enter the account number manually. Click on Select from trusted accounts.	Select from trusted accounts
3	The "Trusted Accounts" pop-up opens. Select a tab depending on the trusted account you want to use (Holder's account or other account).	Holder's accounts / Other accounts
4	Click on **Select** from the "Action" column.	Select
5	Indicate the quantity of units to transfer.	Quantity to transfer
6	If you are transferring ERU, tCER, lCER and CER units, indicate the project number related to the units you want to transfer.	Project number
7	Click **Next** to confirm your transfer.	Next
8	The "Transfer Confirmation" page opens. Click **Confirm** to confirm the transfer.	Confirm
9	Sign your transaction. Enter your password and your mobile phone number and click on **Sign.**	Requested by CSEUR Description: Transaction Signature Reason: Please, sign the transaction with your strong password Password Mobile phone International format including country code, e.g. for Belgium: +32 123 45 67 89 Sign
10	A challenge code is sent to your mobile phone. Enter the code you received and click on **Sign**.	SMS text challenge Sign

More information

If you add a transaction due date, you ask the additional authorised representative to approve the transaction for that due date. It is just added for information and has no impact on the transfer processing.

Delete allowances

Introduction

This topic describes how an authorised representative can delete allowances held by his/her account. It is considered as a voluntary deletion and is not taken into account for the compliance.

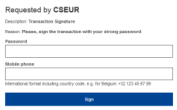
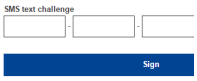
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Transaction selection	131
Deletion of allowances	135

Step by step

To delete allowances , execute the following steps from the “transaction selection” page:

Step	Action	Interface
1	Click Deletion of allowances.	Destruction of Units: Deletion of allowances
2	Indicate the quantity to delete in front of the unit type you want to delete (transfer to the Member State Deletion account).	Quantity to transfer
3	Click **Next**.	Next
4	Click on Confirm to confirm the transaction.	Confirm
5	Sign your transaction. Enter your password and your mobile phone number and click on **Sign.**	
6	A challenge code is sent to your mobile phone. Enter the code you received and click on **Sign**.	

Once signed, your transaction needs to be approved by an AAR or, if no AAR has been appointed to your account, by an AR different from the one that submitted the transaction.

Cancellation of Kyoto units

Introduction

This topic describes how a user can cancel some Kyoto units.

User Interface

The following interface elements are used to execute this task:

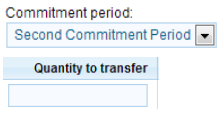
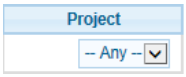
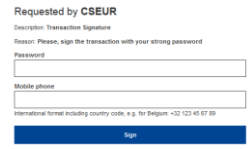
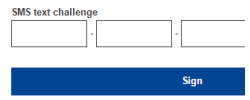
Interface element	See Page
Transaction selection	131
(Mandatory) Cancellation of Kyoto Units	136

Step by step

The following types of cancellation of KP units can be proposed:

- Voluntary Cancellation
- Mandatory Cancellation

In order to propose the cancellation, execute the following steps from the "transaction selection" page:

Step	Action	Interface
1	Select the type of **cancellation** you wish to propose. The "Cancellation of Kyoto units" page opens.	
2	Indicate the commitment period and the amounts of units to cancel in the field **Quantity to transfer** and the project number (not mandatory).	
3	If you are cancelling ERU, tCER, lCER and CER units, you can indicate the project number related to the units you want to cancel.	
4	Click **Next** to continue the transaction.	
5	The "transfer confirmation" dialog box open. Click **Confirm** to confirm your transaction.	
6	Sign your transaction. Enter your password and your mobile phone number and click on **Sign.**	
7	A challenge code is sent to your mobile phone Enter the code you received and click on **Sign**.	

Once signed, your transaction needs to be approved by an AAR or, if no AAR has been appointed to your account, by an AR different from the one that submitted the transaction.

Exchange of Kyoto units for phase 3 allowances

Introduction

This topic describes how a user can exchange Kyoto units for phase 3 allowances.

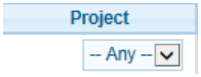
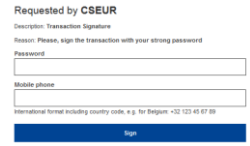
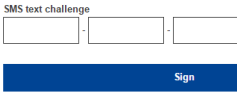
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Transaction selection	131
Exchange CER, ERU for phase 3 allowances	137

Step by step

To exchange Kyoto units for phase 3 allowances, execute the following steps from the "transaction selection" page:

Step	Action	Interface
1	Click **Exchange CER, ERU units for Phase 3 allowances** to select this type of transaction. The "Exchange CER, ERU units for Phase 3 allowances" page opens.	
2	Indicate the amounts of Kyoto units to exchange in the field **Quantity to transfer**.	
3	Indicate the project number related to the units you want to exchange.	
4	Click **Next** to continue the transaction.	
5	The "Exchange confirmation" dialog box open. Click **Confirm** to confirm your transaction.	
6	Sign your transaction. Enter your password and your mobile phone number and click on **Sign.**	
7	A challenge code is sent to your mobile phone Enter the code you received and click on **Sign**.	

Once signed, your transaction needs to be approved by an AAR or, if no AAR has been appointed to your account, by an AR different from the one that submitted the transaction.

Return of excess allocation

Introduction

This topic describes how a user can return over-allocated allowances.

This task can be executed if the following conditions are fulfilled:

The function will be enabled when:

- the account is an Operator Holding Account;
- the account is Over Allocated (meaning that a National Allocation Table downwards revision was done so that the Allocated figure became larger than the National Allocation Table figure for that year);
- the account has General Allowances in the balance;
- the EU Allocation Account is included in the Trusted Account List of the Operator Holding Account.

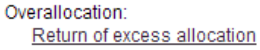
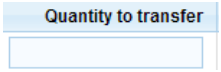
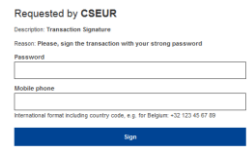
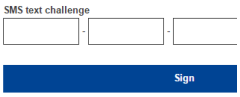
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Transaction selection	131
Return of excess allocation	138

Step by step

To return excess allocation, execute the following steps from the “transaction selection” page:

Step	Action	Interface
1	Click **Return of excess allocation** to select this type of transaction. The “Return Excess Allocation” page opens.	
2	Select the over-allocated year for which you want to return excess allocation.	
3	Indicate the amounts of general allowance to return in the field **Quantity to transfer.**	
4	Click **Next** to continue the transaction.	
5	The “Return Excess Allocation” dialog box open. Click **Confirm** to confirm your transaction.	
6	Sign your transaction. Enter your password and your mobile phone number and click on **Sign.**	
7	A challenge code is sent to your mobile phone Enter the code you received and click on **Sign**.	

If appointed to your account, an AAR will need to approve the transaction. Otherwise no approval is required.

Approve or reject a transaction

Introduction

The approval of an authorised representative or additional authorised representative, if appointed, is needed for the following transactions:

- Voluntary cancellation;
- Mandatory cancellation;
- Allowance deletion.

Furthermore, the approval of an additional authorised representative is needed for transactions to accounts not in the trusted account list initiated by trading accounts.

This topic describes how an (additional) authorised representative can approve or reject a transaction initiated by an authorised representative.

User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Task List – Task List tab	154
Approve Transaction Request	158

Step by step

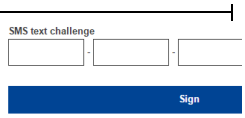
To approve a transaction, execute the following steps from the home page:

Step	Action	Interface
1	Select Task list from the left menu. The “Task list” page opens where all the transactions to be approved are listed.	Home page Task list
2	Click the check box related to the transaction you want to complete.	Approve Transaction Request
3	Click Claim task to reserve the task to you and indicating to other users that you are working on this transaction.	Claim task
4	Click the name of the task to show its details in the “Detail” area of the page.	Approve Transaction Request
5	The detail of the transaction is shown in the “Detail” area. Detail: Approve Transaction Request | Comments From: EU230300522733 Request ID: 12011 Start date: 08/04/2013 10:51:19 Due date: Status: unclaimed Priority: medium Assignee: Additional Authorised Representative , SD Agent Description: The following Transaction needs approval prior to launch the Transaction workflow. Request: 12011	
6	Click the request ID to open it. The “Approve Transaction Request” page opens.	Request: 521138

Continued on next page

Approve or reject a transaction, Continued

Step by step
(continued)

Step	Action	Interface
7	<table><tr><th>If</th><th>Then</th><th>Interface</th></tr><tr><td>You agree with the transaction</td><td>Click **Approve**</td><td>Approve</td></tr><tr><td>You disagree with the transaction</td><td>Click **Reject**</td><td>Reject</td></tr></table> A confirmation dialog box opens.	
8	Enter a comment and click **Confirm** to confirm your approval or rejection. Comments are mandatory if you reject the task.	
9	Sign your transaction. Enter your password and your mobile phone number and click on **Sign.**	
10	A challenge code is sent to your mobile phone Enter the code you received and click on **Sign**.	

More information

You can always unclaim a task you claimed or assign it to another user.

For more information about the task list, see topic “Working with tasks” on page 72.

View transactions

Introduction

The system keeps a history of all transactions. You can retrieve them and view their content.

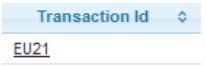
User Interface

The following interface elements are used for executing this task:

Interface element	See Page
Transactions	139
Transaction Details - Summary	141
Transaction Details – Status History	142
Transaction Details – Response codes	143

Step by step

To view an executed transaction, execute the following steps from any page:

Step	Action	Interface
1	Click **Transactions** from the "Accounts" menu.	
2	The "Search Transactions" page opens. Click **Search** to list all the completed, terminated or delayed transactions. You can limit the transactions listed in the page by defining search criteria (e.g. search for a specific transaction ID, search for transaction made from or to a specific account ID or account type).	
3	Click the transaction ID to see its detail. The "Transaction Details" page opens.	

Note that the **Search & Export** button allows you to export the list of transactions to a CSV file. You can also export the summary of a transaction with the "transaction PDF" button in the details of the transaction.

Reverse a transaction

Introduction

If you unintentionally or erroneously initiated a transaction, you may request the National Administrator to carry out a reversal of the completed transaction in a written request.

Transactions

The following transactions can be reversed:

- Deletion of allowances
- Surrender units
- Exchange of Kyoto units for phase 3 allowances

Request for reversal by the account holder

The reversal document must be signed by the account holder authorised to initiate the type of transaction to be reversed.

The signed request must be posted within five working days of the transaction completion.

Reversal by the National Administrator

After receiving the formal request, the National Administrator will proceed to the reversal. For deletion of allowances and surrender, only transactions proposed in the last 30 working days can be reversed.

Section 4. Being compliant with the EU-ETS

Overview

Introduction

At the end of a trading period, each Operator and Aircraft Operator account must be compliant to the EU-ETS directive.

Therefore, the Authorised Representatives of the account must perform tasks to report the installation or aircraft situation after each year of emissions.

Content

This section contains the following topics:

About the compliance

Introduction

The compliance of an installation or an aircraft operator is evaluated by comparing its total greenhouse gases emissions to the units surrendered.

This comparison is done on the 1st May of each year regarding the emissions of the previous year.

To be compliant with the EU-ETS requirements, the Authorised Representatives of an Operator or an Aircraft Operator account must declare the emissions and surrender the units following a well-defined plan which is described below (Compliance Planning).

Compliance planning

The planning for the compliance actions and calculation is the following:

Period	Action
1st January – 31st March of the year following the emissions	The AR of the account enters emissions and the verifier verifies them.
During the year of emissions until the 30th of April of the year following the emissions	Surrender general or aviation allowances. The surrendering can be done multiple times during the year (the surrendered amounts are cumulated).
Between 1st and 15th of May of the year following the emissions	The compliance is calculated by EUTL and updated in the account details.

About the compliance status

Calculated on the 1st of May based on the emissions entered for end of March and the units surrendered at the end of April.

Status	Compliance figure	Description
A	0 or any positive number	The number of allowances and ERUs/CERs surrendered by 30 April is greater than or equal to verified emissions.
B		The number of allowances and ERUs/CERs surrendered by 30 April is lower than verified emissions.
C		Verified emissions for preceding year were not entered until 30 April.
X		Entering verified emissions and/or surrendering was impossible until 30 April due to the allowance surrender process and/or verified emissions update process being suspended for the Member State's registry.
*<Initial status>		Verified emissions were estimated or corrected by the competent authority.

The compliance status and figure are visible in the Compliance tab of the account details and are published on the EUTL public site on 15th May of the year following the emission year.

Enter emissions

Introduction

This topic describes how you can enter greenhouse gas emissions for an account. This must be done and verified by a verifier between January and the end of March of the year following the emissions year.

It is possible to enter and verify emissions for the current year when the account closing has been requested.

Only the authorised representatives of the following account types need to enter emissions:

- Operators holding
- Aircraft operators

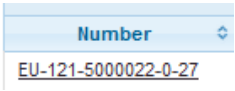
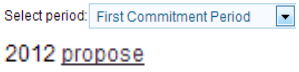
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Details – Compliance information	148
Enter Emissions	150

Step by step

To enter emissions, execute the following steps from the list of accounts:

Step	Action	Interface
1	Click on the account number.	
2	Click the **Compliance** tab.	
3	Select the relevant Commitment Period and click **Propose** regarding the emissions year.	
4	Enter the CO_2, N_2O and PFC quantities emitted during the year. If there is nothing to report for any of the emissions types, you need to enter “0”.	
5	Click **Confirm**.	

The declared emissions must be verified by a verifier (please see Working with tasks for more information).
The registry can be set to allow the verifier to enter the emissions.

More information

An Authorised Representative of a National Administrator can propose emissions without a Verifier being appointed to the account. The “Approve Emissions” task is sent to the NA. If a verifier is appointed to the account the “Approve Emissions” task is sent to the NA and to the Verifier. The emissions can also be uploaded by the national administrator.

Depending on the registry configuration, the system asks you to enter values for different types of emissions (CO_2, N_2O and PFC).

Available entitlement values are re-calculated at emission upload and at exclusion/unexclusion of years.

Surrender allowances to be compliant

Introduction

This topic describes how you can surrender allowances.

The allowances must be surrendered between 1 January and 30 April of the year following the emissions but the system allows you to do it at any time.

The allowances surrendered by this procedure will be verified by the EUTL by the end of April.

After that procedure, the system will recalculate and evaluate whether the surrendered allowances comply with the reported emissions or not. This phase must be completed by the end of May.

Only the authorised representatives of the following account types may perform this type of transaction:

- Operators holding
- Aircraft operators

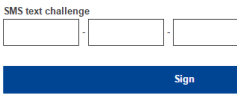
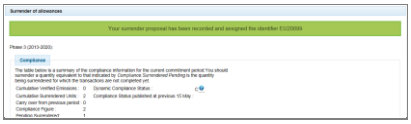
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Account Details – Compliance information	148
Surrender of allowances	151
Surrender Confirmation (allowances)	152

Step by step

To surrender allowance units , execute the following steps from “Transaction selection” page:

Step	Action	Interface
1	Click **Surrender of allowances** to select this type of transaction. The “Surrender of allowances” page opens.	Compliance: Surrender of allowances
2	Indicate the number of units in the field **Quantity to surrender**.	Quantity to surrender
3	Click **Submit** to continue. The “Surrender Confirmation” dialog box open.	Submit
4	Click **Confirm** to confirm your transaction.	
5	Sign your transaction. Enter your password and your mobile phone number and click on **Sign.**	
6	A challenge code is sent to your mobile phone Enter the code you received and click on **Sign**.	
7	The “Surrender of allowances” page opens again indicating that your transfer is recorded and giving a transaction id.	

Continued on next page

Surrender allowances to be compliant, Continued

More information

The surrender transaction needs to be approved by an AAR or, if no AAR has been appointed to your account, by an AR different from the one that submitted the surrender.

The units reserved for the transaction will be indicated in the account details until the transaction is achieved.

The transaction is immediately completed without having to wait for any delay.

Section 5. Working with tasks

Overview

Introduction

Some procedures require an approval by another user, e.g. a transaction requested by an authorised representative must be approved by another authorised representative or by an additional authorised representative, if one has been appointed to the account. Entering emissions also requires the approval of an account verifier or a national administrator.

This section describes the procedure relating to the tasks management.

Content

This section contains the following topics:

View tasks

Introduction

This topic describes how you can view and filter the tasks you are responsible for.

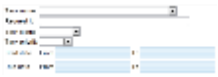
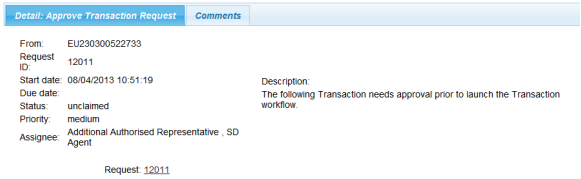
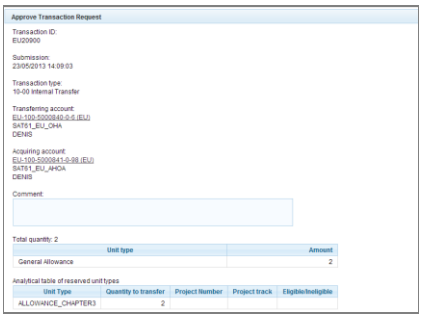
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Task List – Task List tab	154

Step by step

To view your tasks, execute the following steps from any page of the application:

Step	Action	Interface
1	Select **Task list** from the left menu. The "Task list" page opens where all the tasks to be approved are listed.	Home page Task list
2	Define search criteria by selecting items in list or entering value in field: e.g. you can select a type of task, a status or a priority; you can search for a request id or search for tasks created or due during a specific period.	
3	Click **Filter** to start searching for the tasks corresponding to your request. The "Filter results" lists only the task corresponding to your search criteria.	Filter
4	Click the name of the task to show its details in the "Detail" area of the page.	Approve Transaction Request
5	General information about the task is shown in the "Detail" area.  	
6	Click the task ID from the "Detail" area to view the specific content of the task to be approved.	Request: 522026
7	The task specific information is visible. The content depends on the type of transaction (e.g. Allowances transfer from one account to another). 	

Claim and unclaim a task

Introduction

Any user with the same permissions on an account can view all the existing tasks for that account.

Claiming a task is used to indicate that you are working on the task. The task will be locked for other users unless the claimant releases it.

A claimed task can also be assigned to another user (see Assign a task to another user on page 75).

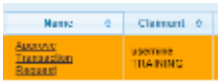
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Task List – Task List tab	154

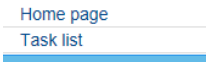
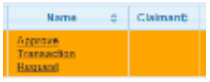
Steps to claim a task

To claim a task, execute the following steps from any page of the application:

Step	Action	Interface
1	Select **Task list** from the left menu. The "Task list" page opens where all the transactions to be approved are listed.	
2	Search for the transaction you want to claim. See topic "View tasks" on page 73.	
3	Click the check box related to the transaction you want to claim.	
4	Click **Claim task** to reserve the task to you and indicate to other users that you are working on this transaction.	
5	Your name appears in the "Claimant" column.	

Steps to unclaim a task

To unclaim a task, execute the following steps from any page of the application:

Step	Action	Interface
1	Select **Task list** from the left menu. The "Task list" page opens where all the transactions to be approved are listed.	
2	Search for the transaction you want to claim. See topic "View tasks" on page 73.	
3	Click the check box related to the transaction you want to claim.	
4	Click **Unclaim task** to release the task.	
5	Your name disappears from the "Claimant" column. The task can be assigned to another user.	

Assign a task to another user

Introduction

Any user with the same permissions on an account can view all the existing tasks for that account.

When you assign a task to a user, you ask this user to approve it. The task will be locked for the other users.

You can assign a task only to a user with the same permissions on an account as you have.

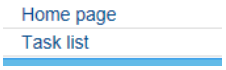
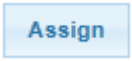
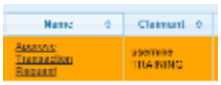
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Task List – Task List tab	154

Steps to assign a task

To assign a task, execute the following steps from any page of the application:

Step	Action	Interface
1	Select **Task list** from the left menu. The "Task list" page opens where all the transactions to be approved are listed.	
2	Search for the transaction you want to assign. See "View tasks" topic on page 73.	
3	Click the check box related to the transaction you want to assign.	
4	Click **Assign task** to reserve the task to a user. The "Assign Task" area is visible on the page.	
5	Select the user you want to assign the task to. Only the users having the role you have on the account are listed (ARs if you are an AR, AARs if you are an AARs).	
6	Click **Confirm** to confirm the assignment.	
7	The user name appears in the "Claimant" column. Only the assigned user can unclaim the task.	

Tips

You can use the "Assign" function to reassign a claimed task.

Complete a task

Introduction

This topic describes how you can complete a task meaning approving or rejecting it.

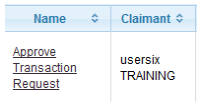
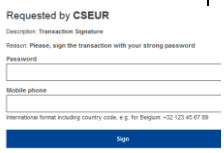
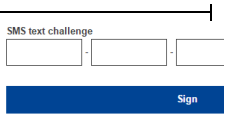
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Task List – Task List tab	154
Approve Transaction Request	158

Step by step

To complete a task, execute the following steps from your task list after the task has been assigned to you (see topics “Claim and unclaim a task” on page 74 and “Assign a task to another user” on page 75):

Step	Action	Interface
1	Your name appears in the “Claimant” column.	
2	Click the name of the task to show its details in the “Detail” area of the page.	Approve Transaction Request
3	General information about the task is shown in the “Detail” area. 	
4	Click the task ID from the “Detail” area to view the specific content of the task to be approved.	Request: 522026
5	<table><tr><th>If</th><th>Then</th><th>Interface</th></tr><tr><td>You agree with the transaction</td><td>Click Approve</td><td>Approve</td></tr><tr><td>You disagree with the transaction</td><td>1. Enter a comment 2. Click **Reject**</td><td>Reject</td></tr></table>	
6	A confirmation dialog box opens Enter a comment and click **Confirm** to confirm your approval or rejection. The system will send you an SMS challenge.	
7	When the task to approve is a transaction, you are requested to sign. Enter your password and your mobile phone number and click on **Sign.**	
8	A challenge code is sent to your mobile phone Enter the code you received and click on **Sign**.	

View task history

Introduction

At any moment, you can see the history of all the tasks executed by you and other users having the same profile as you (same accounts and same permissions).

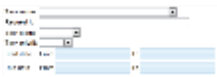
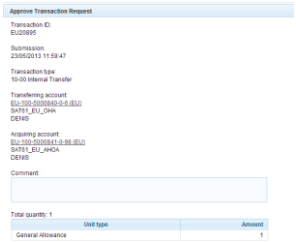
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Task List – History tab	157

Step by step

To view the history of your tasks, execute the following steps from any page of the application:

Step	Action	Interface
1	Select **Task list** from the left menu. The "Task list" page opens where all the transactions to be approved are listed.	Home page Task list
2	Click the **History** tab.	History
3	Define search criteria by selecting items in the list or entering value in one of the available fields: e.g. you can select a type of task, a status or a priority; you can search for a request id or search for tasks created or due during a specific period or for tasks with a specific outcome..	
4	Click **Search** to start searching for the tasks corresponding to your request. The "Filter results" lists only the task corresponding to your search criteria.	Filter
5	Click the name of the task to show its details in the "Detail" area of the page.	Approve Transaction Request
6	General information about the task is shown in the "Detail" area.  	
7	Click the task ID from the "Detail" area to view the specific content of the task.	Request: 522026
8	The task specific information is visible. The content depends on the type of transaction (e.g. Allowances transfer from one account to another). 	

Archive executed tasks

Introduction

Executed tasks can be archived. This means that they will not be visible using the application interface. Only the system administrator can undo the archiving of a task.

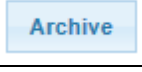
User Interface

The following interface elements are used to execute this task:

Interface element	See Page
Task List – History tab	157

Step by step

To archive a task, execute the following steps from the "History" tab of the "Task list" page (See topic "
View task history" on page 77):

Step	Action	Interface
1	Click the check box related to the task to select it.	
2	Click **Archive** to archive the task.	
3	Confirm by clicking **Confirm** from the dialog box.	

More information

Only the claimant of a task can archive it.

Chapter 2. Description of the user interface

Overview

Introduction

This chapter describes the interface elements used to execute the user tasks.

Contents

This section contains the following topics:

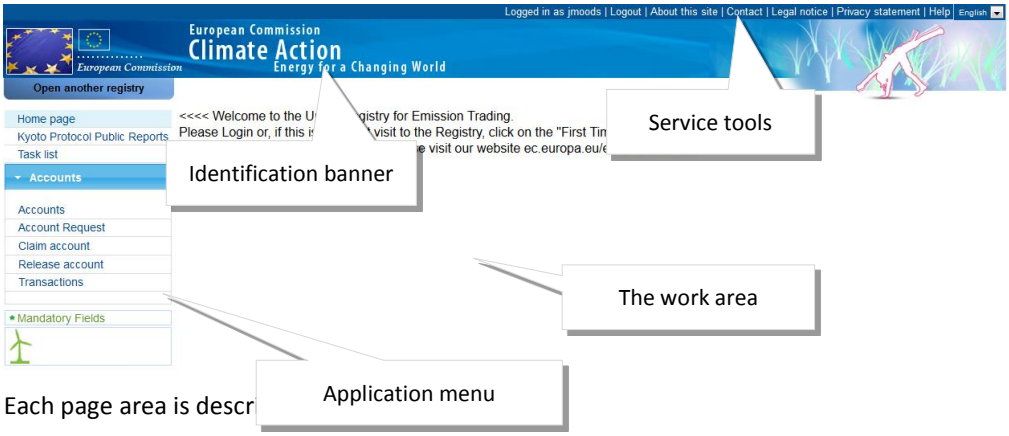
Application main page

Introduction

This topic describes the general organisation of the application pages.

It provides the user with all the functions he/she can use.

Image

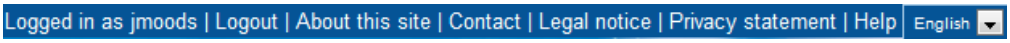


Each page area is descr

Page banner

The page banner indicates the Member State currently selected and displays the European Commission and program title.

Service tools



The top menu is always the same and contains the following information:

Part	Description
Logged in as …	Indicates which user is currently logged in.
Logout	Logs out the current user.
About this site	Provides information about the application.
Contact	Contact information.
Legal Notice	Site Legal Notice.
Privacy Statement	Privacy Statement for users registered with the EU ETS Union Registry.
Help	Opens the “Help” page, containing the link to the user manuals (English and translated versions) and the educational videos.
Language selection tool	Allows to select another interface language.

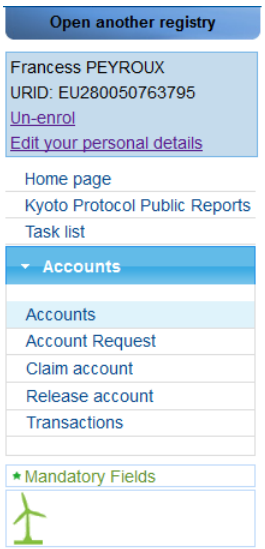
Continued on next page

Application main page, Continued

Application menu

The application menu contains the functions allowing you to execute the different tasks you are responsible for.

Its content depends on the user's rights.



The left menu is composed of the following function groups:

Part	Description
Open another registry	Allows selecting another registry (Member State).
Enrolment	Indicates the logged user user name, User ID. Based on the context, it provides function to manage your user account (un-enrol, fill in personal details, enter registration key or edit your personal details).
Home page	Opens the application home page.
Kyoto Protocol Public Reports	Provides public information on the basis of the data held in the national registry.
Task list	Opens your own task list.
Accounts	Provides the functions necessary to manage ETS accounts.
Mandatory fields	Indicates that the fields presented in the word area are mandatory if they are highlighted by a "*".

Work area

The main part of the page is used to complete the tasks (fill in form, select option, confirm a selection, and displays system messages….).

Its content changes based on the context.

Section 1. Interface for starting the application

Overview

Introduction

This section describes the interface elements used for starting work with the application (log in, register…).

Contents

This section contains the following topics:

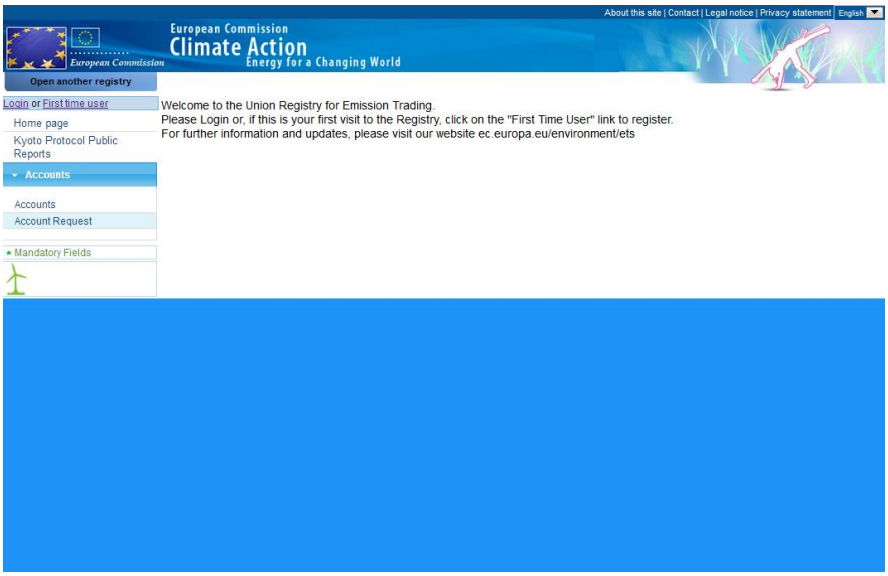
Application Home page

Introduction

This page is the first page you see when you connect to the application (unlogged user).

Functions are restricted because you must be logged before using most of the application functions.

Image



Description of the left menu

The left menu is composed of the following significant elements:

Part	Description
Open another registry	Allows to select another registry.
Login	Allows you to log on the application if you already have an EU Login user account.
First time user	Opens the site of the European Commission Authentication Service, called EU Login, allowing you to request a user account.

Description of the Work area

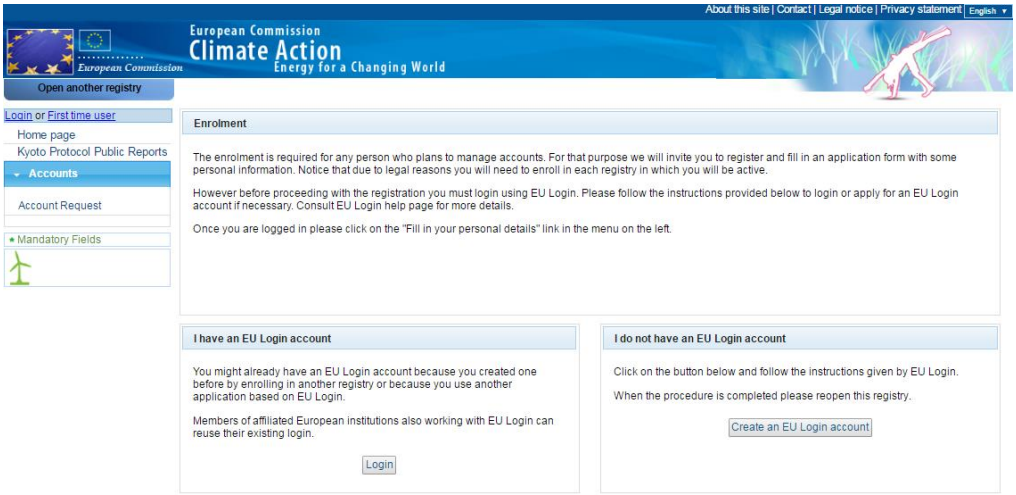
The work area indicates the registry selected last time.

Enrolment

Introduction

This page is used when you connect to the Registry application for the first time after clicking **First time user** from the “Home page”.

Image



Description

The page is composed of the following significant elements:

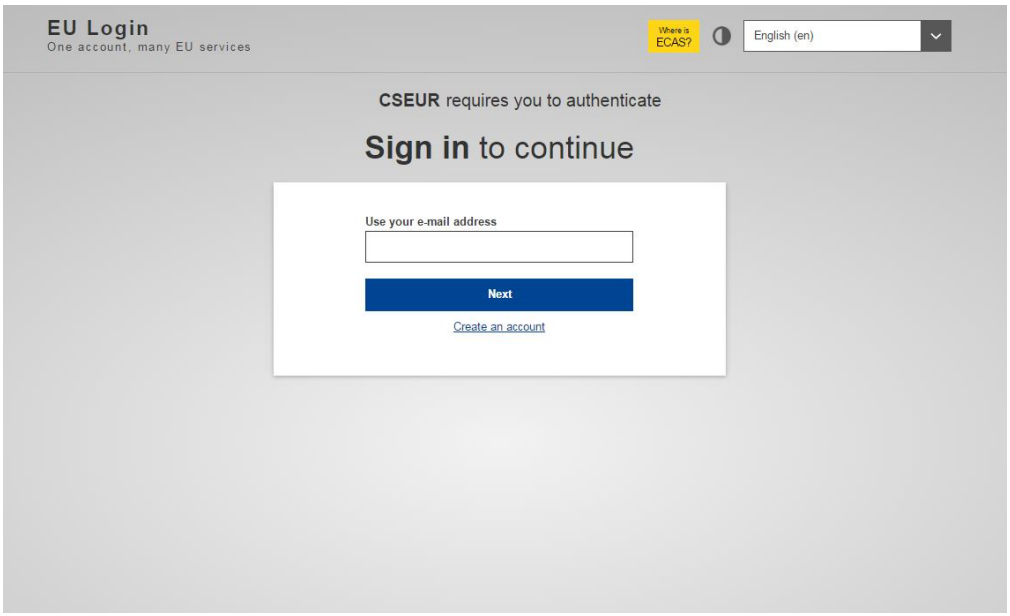
Part	Description
Login	Opens the “EU Login” page and allows you to log on the system when you already have an EU Login.
Create an EU Login account	Open the “EU Login Registration form” page and allows you to create an EU Login user account.

EU Login (1)

Introduction

This page provided by the Authentication Service of the European Commission is used each time a user logs on to the Registry application.

Image



Description

The page is composed of the following significant elements:

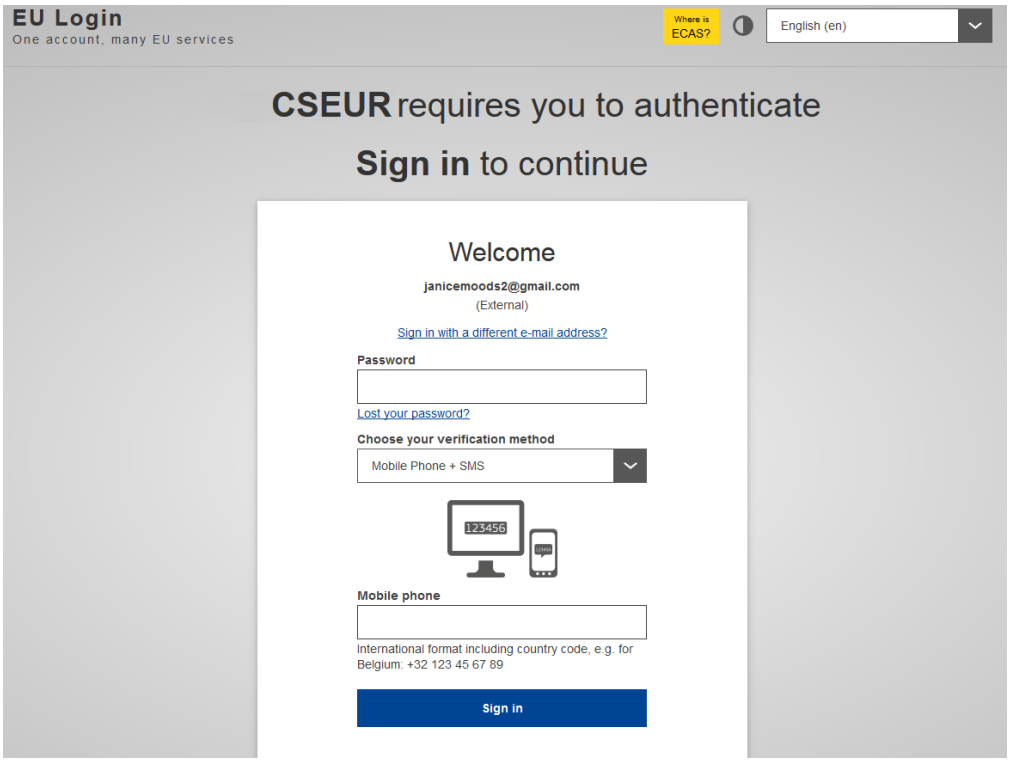
Part	Description
e-mail address	Your e-mail address. It is no longer possible to login entering your username.
Next	Button Next to continue the login process.
Create an account	Link to request a new EU Login account.

EU Login (2)

Introduction

This page provided by the Authentication Service of the European Commission is used each time a user logs into the Registry application.

Image



Description

The page is composed of the following significant elements:

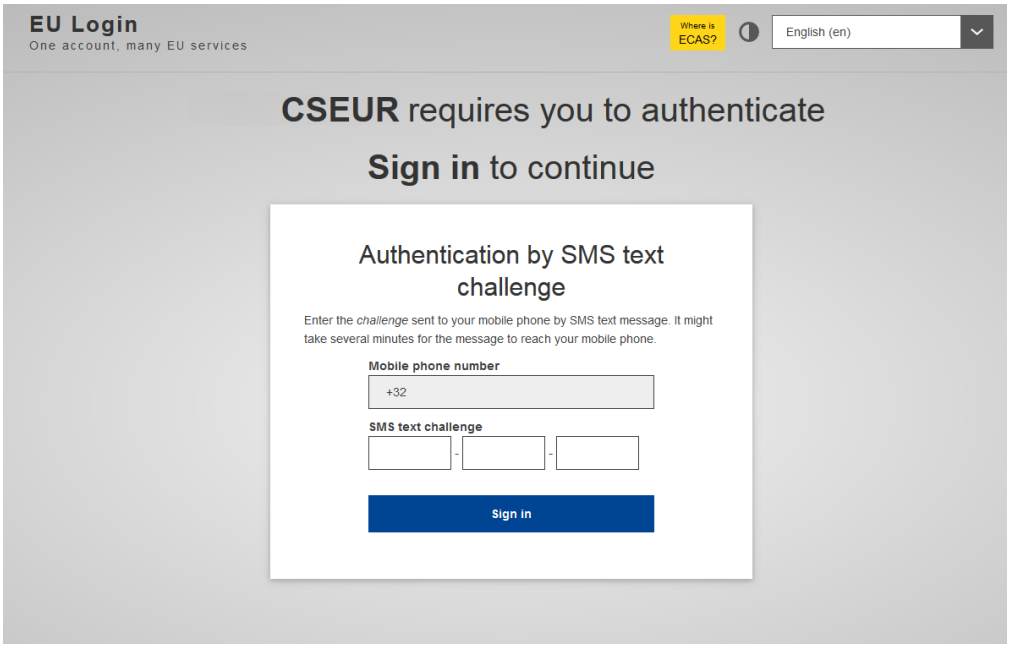
Part	Description
Authentication method	The second factor authentication selected to log in. To connect to the Union Registry, select Mobile Phone + SMS.
Password	Your password.
Lost your password?	Link to reset your password.
Mobile Phone	Your mobile phone.
Sign in	Logs you in and redirects you to your application (ETS).

EU Login Authentication by SMS Challenge

Introduction

This page is used to enter the code received on your mobile phone when logging on to the Registry application.

Image



Description

The page is composed of the following significant elements:

Part	Description
Mobile phone number	The phone number that will be used to send you the code. It is the GSM number linked to your EU Login account with the country code (e.g. +32 for Belgium).
SMS text Challenge	The code you received by SMS.

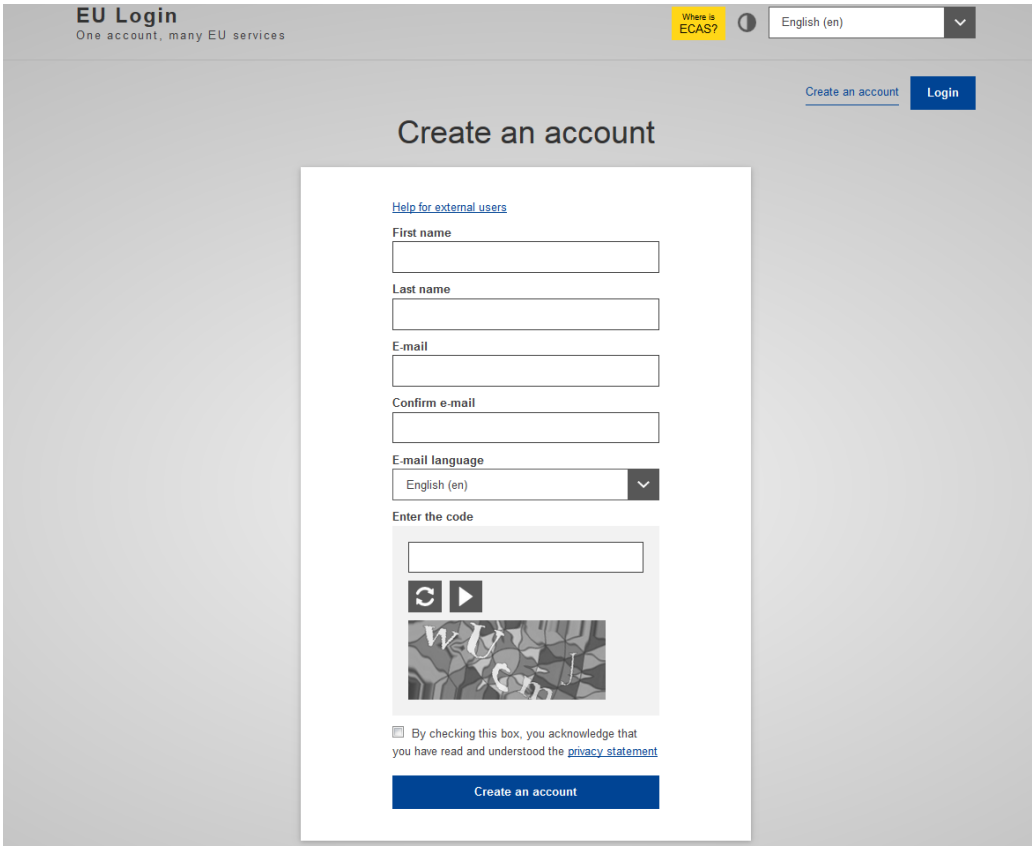
EU Login – Registration form

Introduction

This site is provided by the European Commission Human resources and Security directorate.

This form is to be filled in by any new user requesting a user account to access a Commission's application.

Image



Description

The page contains:

Part	Description
First name	Your first name.
Last name	Your last name.
E-mail	Your e-mail address. This address will be used by EU Login when sending your account information to you.

Continued on next page

EU Login – Registration form, Continued

Description
(continued)

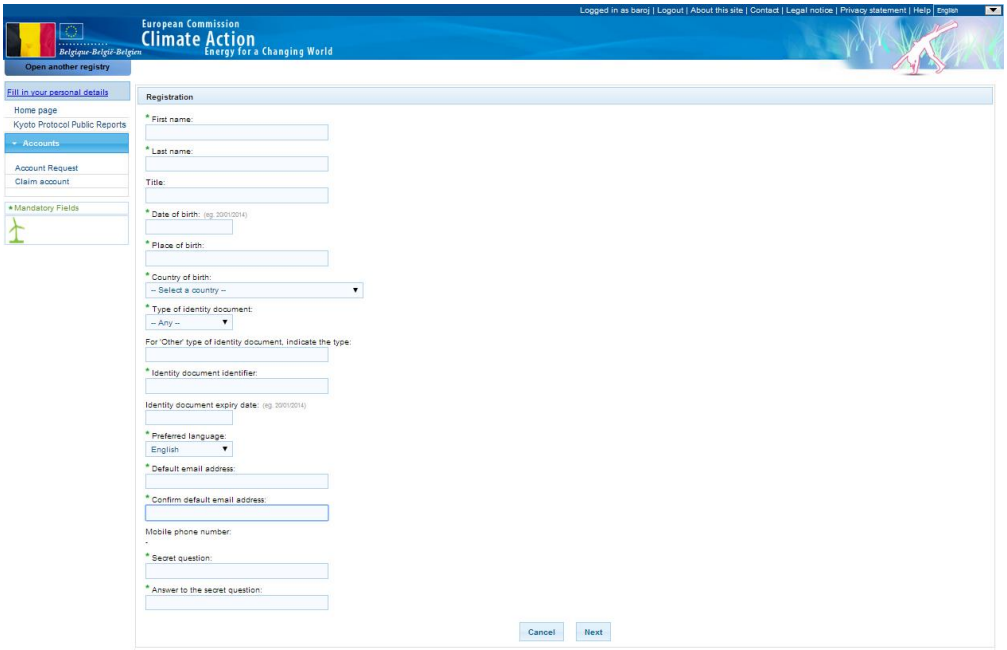
Part	Description
Confirm e-mail	Verify the correctness of the entered e-mail.
E-mail language	The languages you prefer for the mail sent by the EU Login system.
Security check	Presents a characters sequence (Captcha code) used to control if the user account is requested by a human being and not by a system. You can change the image.
	Displays another code for the security check when the proposed one is not easy to read.
	Allows you to hear the characters.
Privacy statement	Indicates how your personal data are used by the European Commission's Identity Management Service (IMS). Click the link opens the page describing the Privacy statements Selecting the option means that you acknowledge that you read the privacy statement.
Create an account	Sends the user account request to the European Commission Authentication Service. You will receive an e-mail for confirming your account and defining your password.

Registration

Introduction

This page is used to register in the Registry application.

Image



Description

The page is composed of the following significant elements:

Part	Description
First name	Your first name retrieved from EU Login.
Last name	Your last name retrieved from EU Login.
Title	Your title.
Date of birth	Can be picked using a calendar.
Place of birth	The place of your birth.
Country of birth	Drop down list containing all countries.
Type of Identity document	The type of identity document your personal details refer to.
For “Other” type…	Indicate the type of identity document if you selected “Other type” from the list.
Identity document id…	The ID of the identity document.

Continued on next page

Registration, Continued

Description (continued)

The page is composed of the following significant elements:

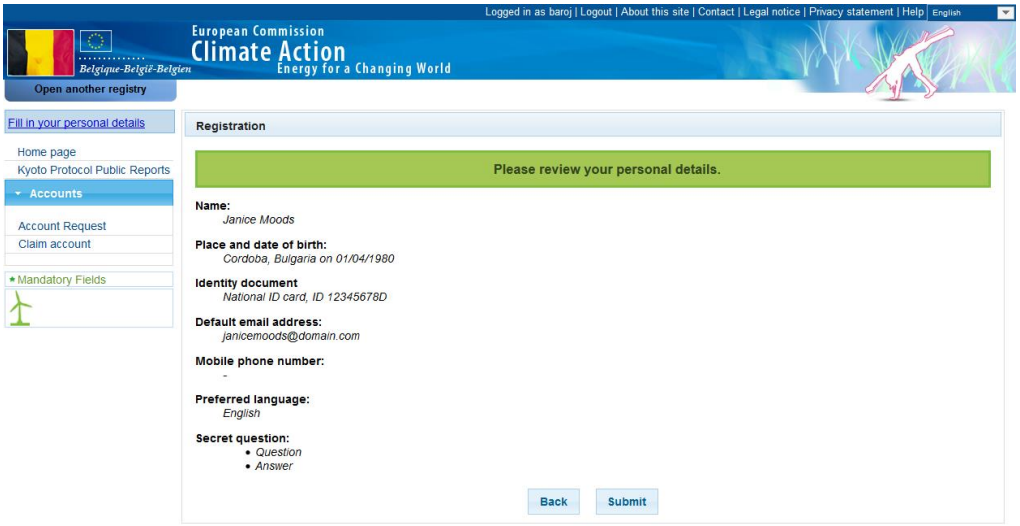
Part	Description
Identity doc. Expiry date	The expiry date of the identity document.
Preferred language	Preferred language in which all communications between you and the national administrator should be made.
Default email address	E-mail address retrieved from EU Login.
Confirm default email…	The e-mail address must be entered a second time for confirmation.
Mobile Phone	The Mobile Phone retrieved from EU Login. Only the National Administrator can modify it. If you change it in EU Login, ETS will propose you to update it when you log in.
Secret question	A question to help you retrieving your password.
Answer to the secret question	The answer to the secret question.
Cancel	Cancels the operation.
Next	Goes to the registration summary.

Registration summary

Introduction

This page is presented to you after registration. It summarizes the information you entered.

Image



Description

The page is composed of the following significant elements:

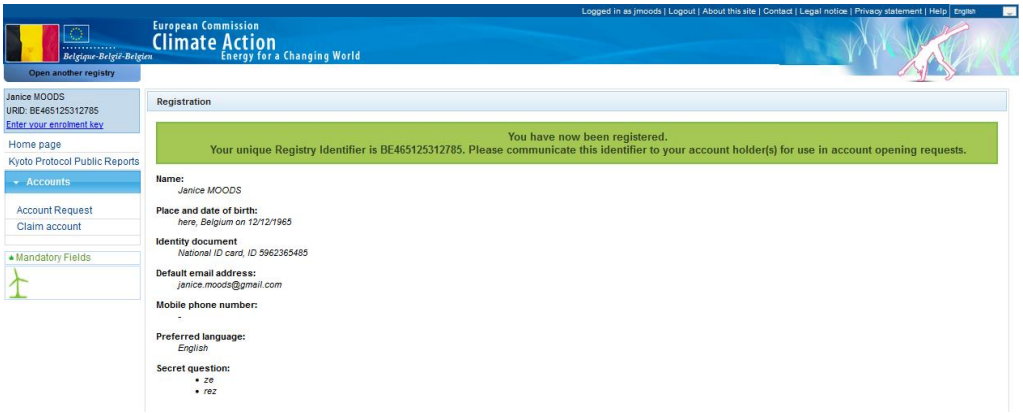
Part	Description
Summary	All the information that will be submitted to the application.
Back	Used to come back to the previous page and review the personal details you have entered.
Submit	Confirms that your information is correct and submits it.

Registration confirmation

Introduction

This page is displayed after submitting a user registration.

Image



Description

The page is composed of the following significant elements:

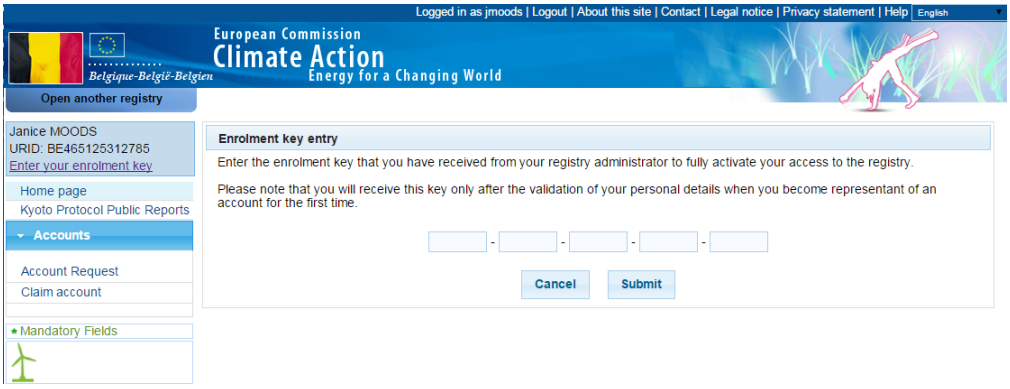
Part	Description
Summary	The information sent when you submitted your registration.

Enrolment key entry

Introduction

This page is used to enter the registration key you received from the national administrator.

Image



Description

The page is composed of the following significant elements:

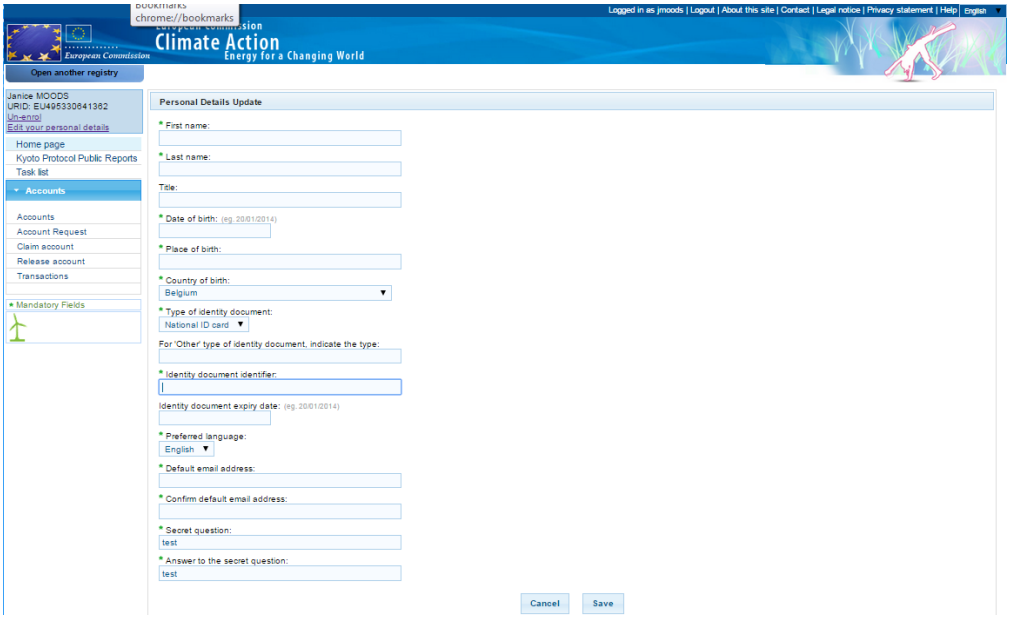
Part	Description
Key entry field	Used to enter the key you received from the administrator.
Cancel	Cancels the operation.
Submit	Confirms that your information is correct (if you enter a wrong key, a notification appear).

Personal Details Update (1)

Introduction

This is used when you update your personal details.

Image



Description

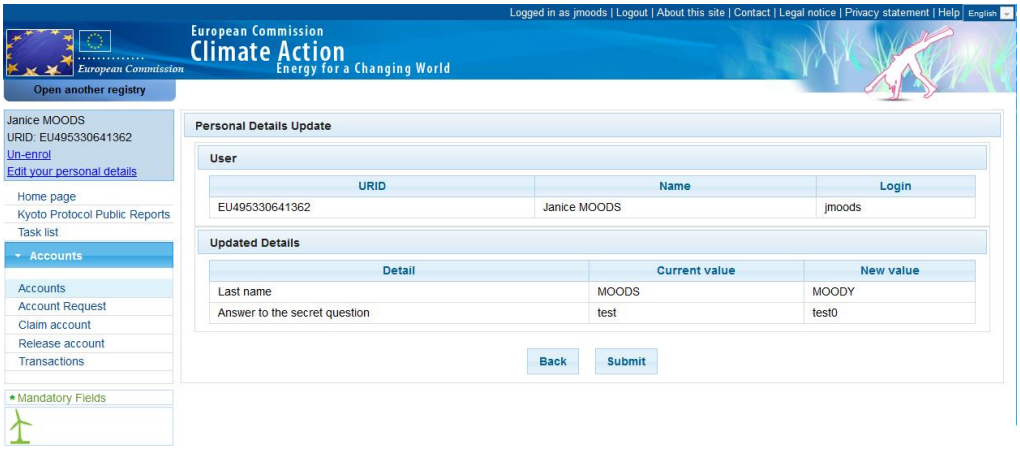
See description of the “Registration” page on page 90.

Personal Details Update (2)

Introduction

This page is used when you modify your personal details. It summarizes the modifications before submitting them.

Image



Description

The page is composed of the following significant elements:

Part	Description
User	Indicates user information Your Registry application User ID Your Name Your EU Login
Updated fields	Indicates the updated fields The modified field The current value The new value
Back	Goes to the previous page to change the personal details you have entered.
Submit	Confirms that your updated details are correct.

Open another registry

Introduction

This page is used when you select another registry (Member State).

Image

Description

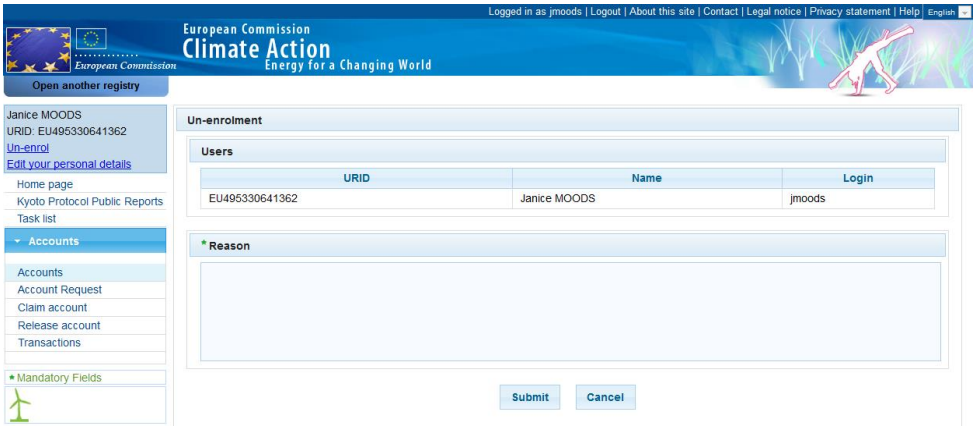
The page displays all the registries you can select. You need to be registered in each registry you want to work with.

Un-enrolment

Introduction

This page is used when you un-enrol yourself.

Image



Description

The page is composed of the following significant elements:

Part	Description
User	Indicates which user will be un-enrolled.
Reason	Used to indicate why you want to un-enrol.
Cancel	Cancels the operation.
Submit	Submits your un-enrolment request.

Section 2. Interface for working with accounts

Overview

Introduction

This section describes the interface elements used for the accounts management.

Contents

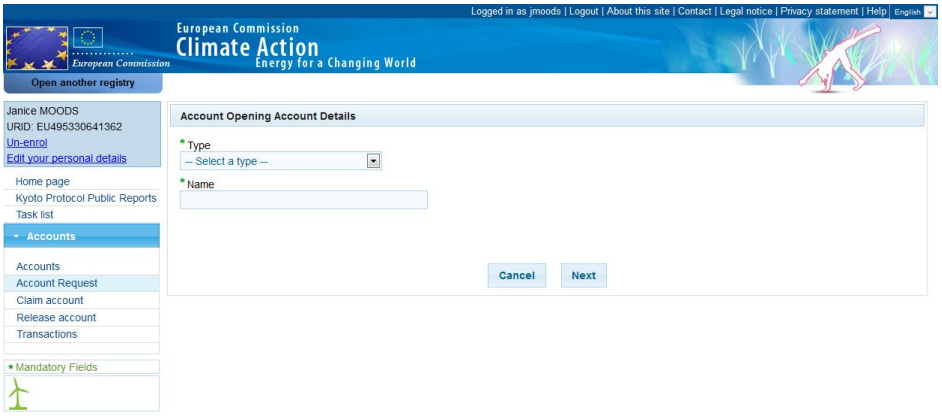
This section contains the following topics:

Account Opening – Account Details

Introduction

This page is used to create a new account and enter the account information.

Image



Description

The page is composed of the following significant elements:

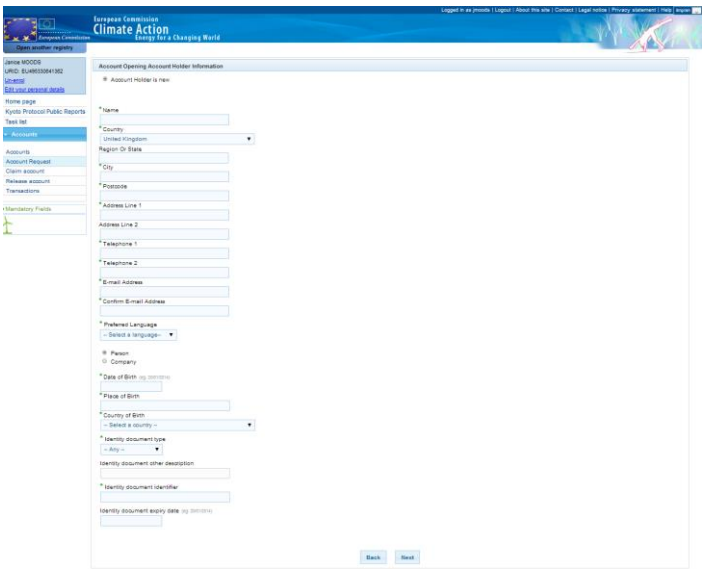
Part	Description
Type	Used to select the type of account. It can be: ▪ Operator Holding, ▪ Aircraft operator, ▪ Person holding, ▪ Verifier, ▪ External trading platform.
Name	Used to indicate the name of your account.

Account Opening – Account Holder Information

Introduction

This page is used when creating a new account. It allows you to enter the account holder information.

Image



Description

The content of this page depends on the fact that the holder already exists or not. You select this with the options **Account Holder is already recorded in the registry** or **Account holder is new**.

If the holder exists, you will be asked to enter its ID or to select it from a list.

When the account does not exists, the page is composed of the following significant elements:

Part	Description
Name	The name of your account holder.
Country	The country of your account holder.
Region or state	The region or state of your account holder.
City	The city of your account holder.
Postcode	The city postcode.
Address line 1 and 2	Only the address line 1 is mandatory.
Telephone 1 and 2	Two telephone numbers are mandatory.
E-mail Address	The e-mail address of your account holder.
Person or company	For a person: you need to complete the date of birth, place of birth, country of birth and that person's ID number (national ID card, special ID card, international passport). For a company: you need to complete the company registration number and the VAT Registration Number with Country Code (e.g. for Romania: "RO 1235").

Account Opening – Authorised Representative Information

Introduction

This page is used to define the Authorised Representative of an account that you are creating.

Image when the Representative is not linked to the account holder

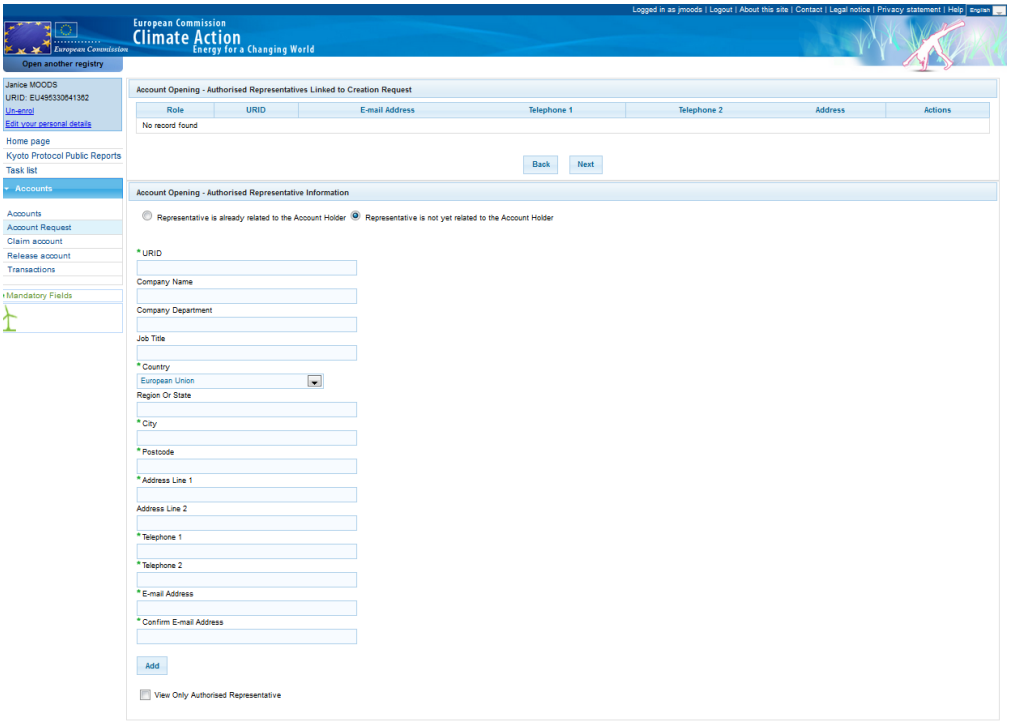
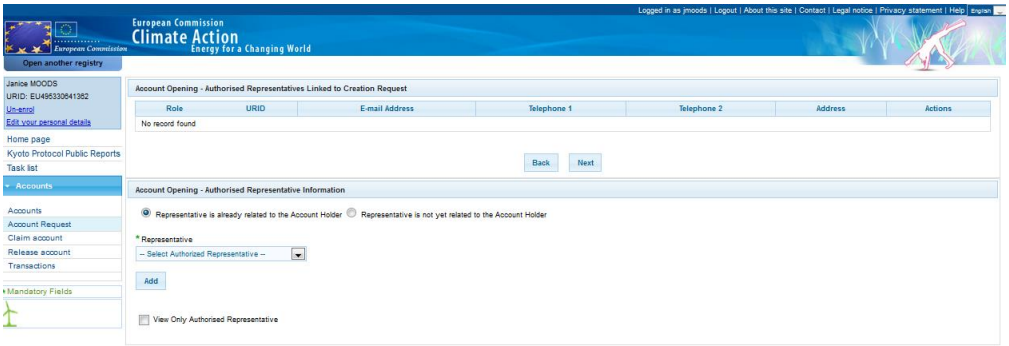


Image when the Representative is linked to the account holder



Continued on next page

Account Opening – Authorised Representative Information, Continued

Description of the selected representatives

The page is composed of the following significant elements:

Part	Description
Role	The role given to the user in the account (Authorised Representative, Additional Authorised Representative or View Only Authorised Representative).
URID	The URID of the user.
E-mail Address	The email of the user.
Telephone 1 and 2	Two telephone numbers of the user.
Address line 1 and 2	The address of the user.
Action	Delete allows you to remove the user from the Representatives list.
Next	Allows you to continue the definition of the account.
Back	Allows you to come back to the previous step of the account creation.

Description of the representative information area

The page is composed of the following significant elements:

Part	Description
Radio button	The radio buttons allow you to indicate if the Representative is already linked to the Account Holder or not. The fields available on the page depend on the selection.
Representative List	The list of the representatives of the account holder. The field appears only when the option “Representative is already related to the Account Holder” is selected.
URID	The URID of your Authorised Representative.
Company name	The name of the company in which your Authorised Representative works.
Company Department	The name of the company department in which your Authorised Representative works.
Job title	Your job title in the company.
Country	The country in which your Authorised Representative works.
Region or state	The region or state in which your Authorised Representative works.
City	The city in which your Authorised Representative works.
Postcode	The postcode of this city.
Address line 1 and 2	Only the address line 1 is mandatory.
Telephone 1 and 2	Two telephone numbers are mandatory.
E-mail Address	The e-mail address of your Authorised Representative.
Add	Adds the new representative to the list of account representative.
View Only Authorised Representative	Used to give a Read Only role to the new representative. The field must be selected before clicking on the **Add** button.

Account Opening – Additional Authorised Representative

Introduction

This page is used to define the authorised representative of an account that you are creating.

Image when the Representative is not linked to the account holder

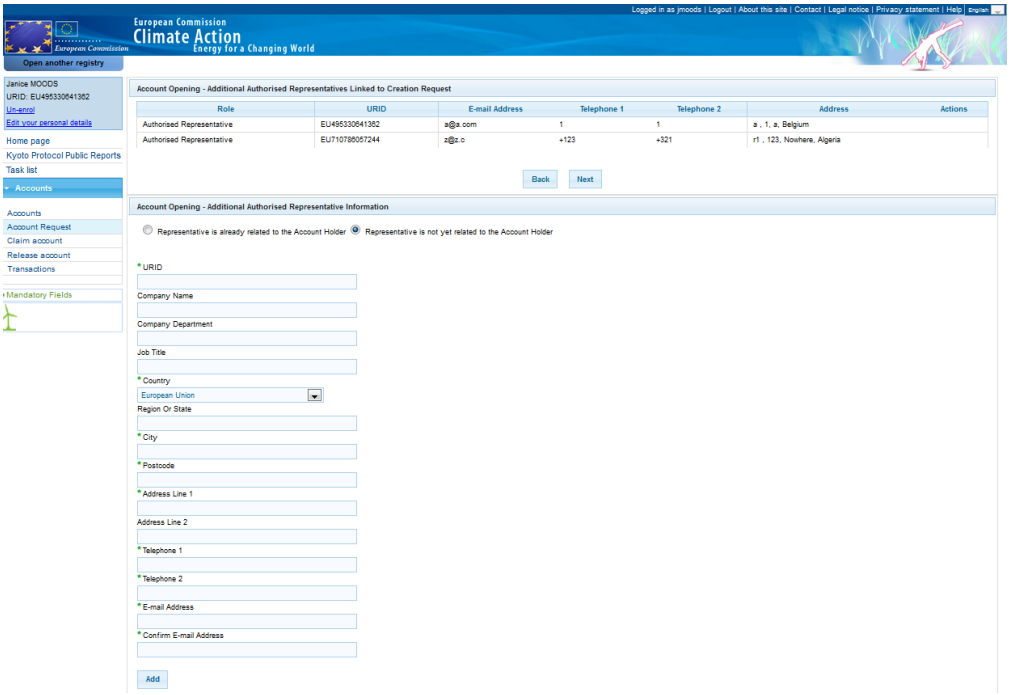
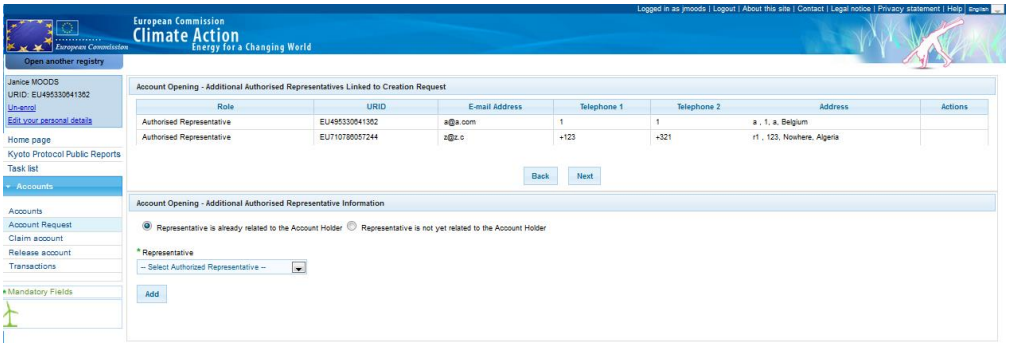


Image when the Representative is linked to the account holder



Description

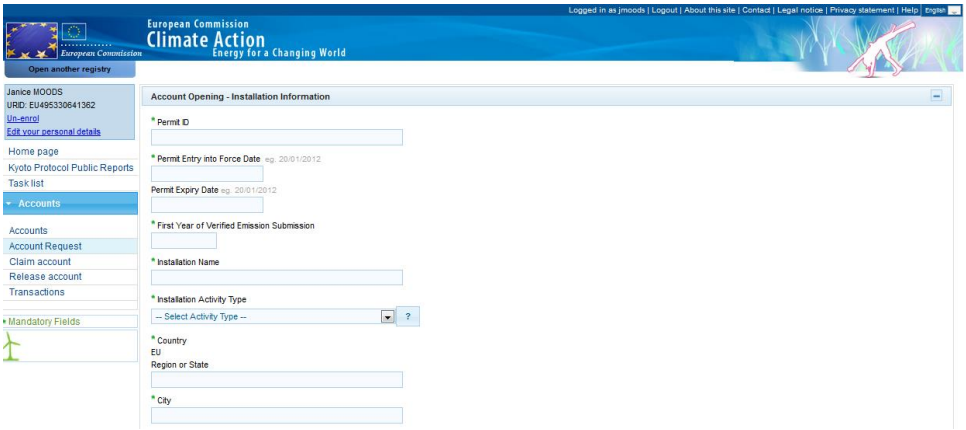
See description of the “Account Opening – Authorised Representative Information" page on page 102.

Account Opening – Installation Information

Introduction

This page is used to enter installation information when creating a new operator holding account.

Image



Description

The page is composed of the following significant elements:

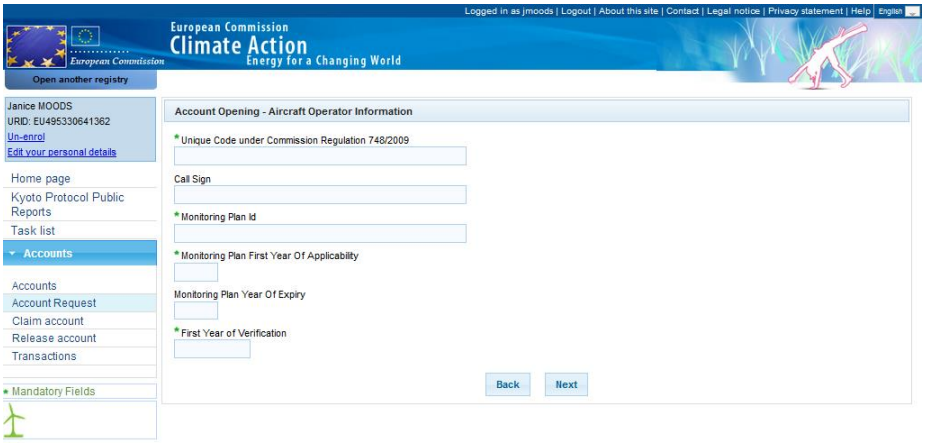
Part	Description
Permit ID	The identification number of the operator permit.
Permit entry into force Date	The starting date of the permission.
Permit Expiry Date	The Expiry date of the permission.
First year of verified emission submission	The first year in which the operator was emission certified under ETA regulations and the installation has to enter the emissions.
Installation name	The name of the installation (company).
Installation activity type	Drop down list with several activity type. Click on the "?" to have a description of the types of activities listed.
Country	The country in which your Authorised Representative works.
Region or state	The region or state in which your installation is located.
City	The city in which your Installation is located.
Postcode	The Postcode of this city.
Address line 1 and 2	Only the address line 1 is mandatory.
Telephone 1 and 2	Two telephone numbers are mandatory.
E-mail Address	The e-mail address of your Authorised Representative.
Parent company	The name of the parent company, if any (not mandatory).
Subsidiary company	The name of the subsidiary company, if any (not mandatory).
EPRTR identification	The European Pollutant Release and Transfer Register identification of your installation (not mandatory).
Longitude / Latitude	GPS location of the installation (not mandatory).

Account Opening – Aircraft Operator Information

Introduction

This page is used to enter Aircraft operator specific information when creating a new account.

Image



Description

The page is composed of the following significant elements:

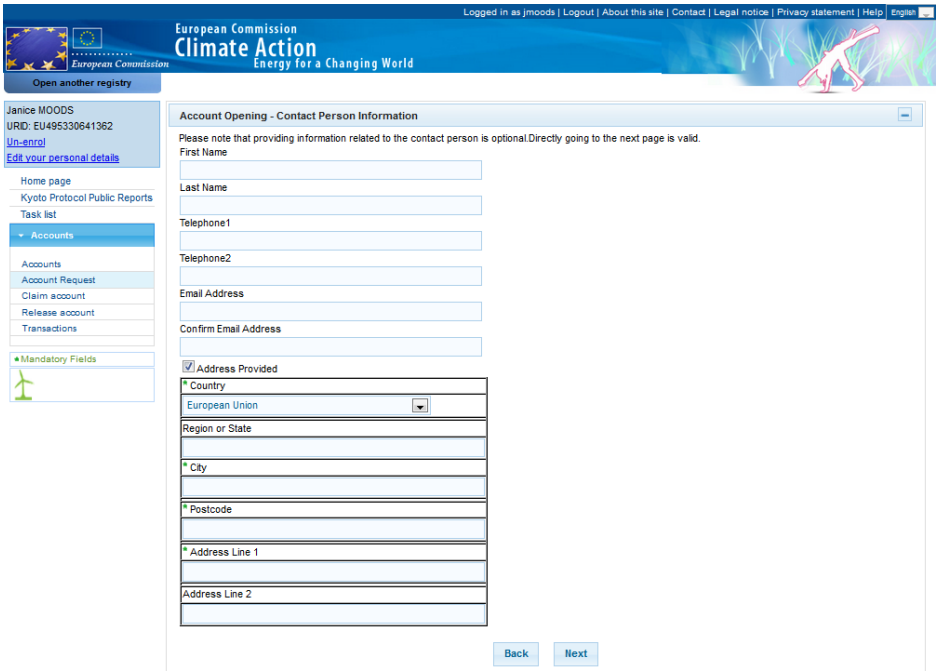
Part	Description
Unique Code under Commission Regulation 740/2009	The Unique Code under Commission Regulation 740/2009
Call sign	The acronym used by the Company.
Monitoring plan id	The identification number of the aircraft operator monitoring plan.
Monitoring Plan first year of applicability	The first year of monitoring plan application by the aircraft operator.
Monitoring Plan Year of Expiry	The expiry year of the Monitoring Plan.
First year of verification	First year in which the aircraft operator was emission certified under ETA regulations and has to enter the emissions.

Account Opening – Contact Person Information

Introduction

This page is used to enter contact information when creating a new account (operator holding or aircraft operator).

Image



Description

The page is composed of the following significant elements:

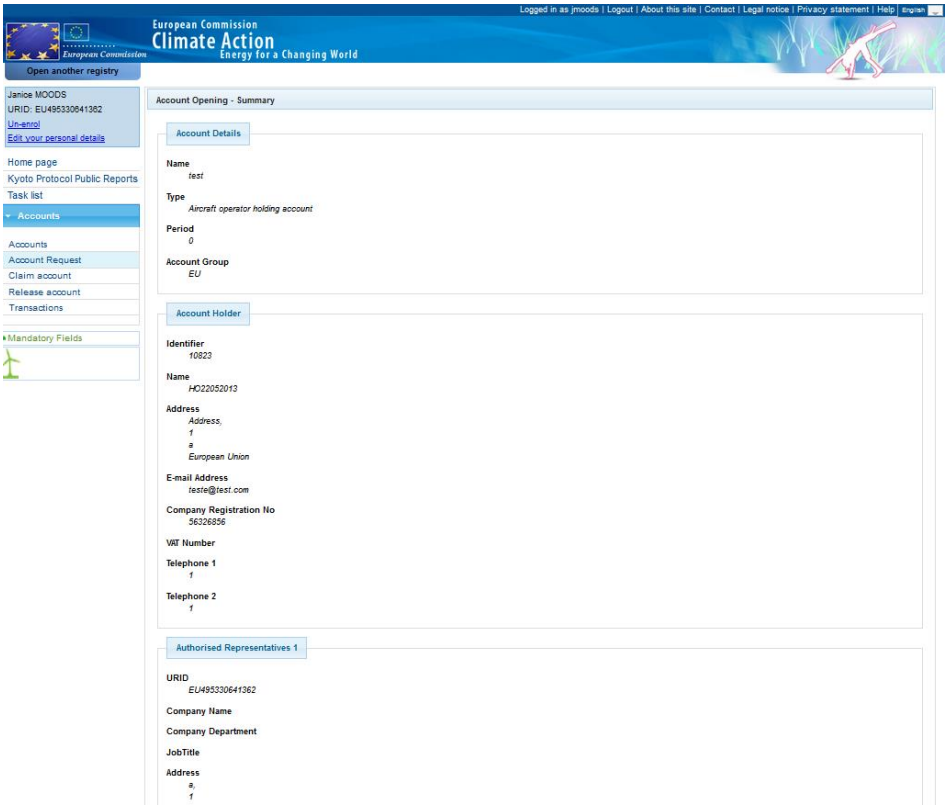
Part	Description
Fist Name	The contact first name.
Last Name	The contact last name.
Telephone 1 & 2	The contact phone number(s).
Email Address	The contact email.
Address Provided	If you select the option the address fields become mandatory.
Country	The contact residence country.
Region or State	The contact region or state.
City	The contact city.
Postcode	The contact city postcode.
Address Line 1 & 2	The contact address.

Account Opening - Summary

Introduction

This page is used at the end of a new account creation.

Image



Description

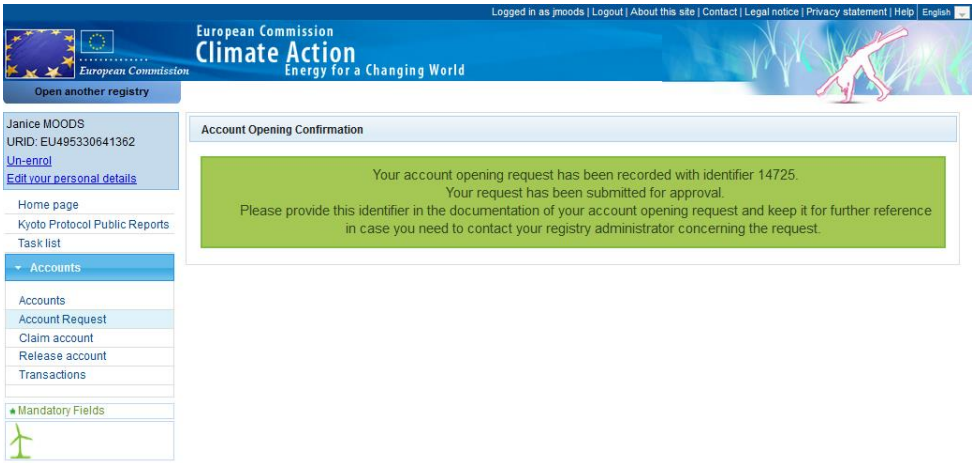
The page summarizes the information entered when creating a new account.

Account Opening - Confirmation

Introduction

This page is used to confirm the creation of the new account.

Image



Description

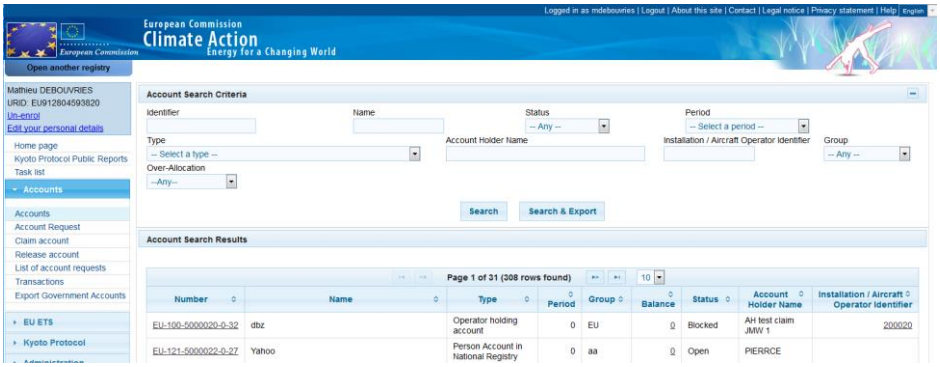
The message displayed on the page indicates that the account creation needs to be approved by an administrator before being active.

Account Search

Introduction

This page is used to search for accounts you have access to.

Image



Description

The page is composed of two areas:

- The first one, “Account Search Criteria”, is used to enter information you can search on.
- The second one is the list of accounts (results of the search criteria).

Account Search Criteria

This area is composed of the following elements:

Part	Description
Identifier	The ID of the account. It must be complete. Only the ID part of the EU ID is used (3rd part).
Name	The name of the account. You can use “*” at the beginning or at the end of the text you enter to extend your search.
Status	The account status (Active, transfer pending, blocked, closed…).
Period	The commitment period.
Type	The account type.
Account Holder Name	The name of the account holder.
Installation/Aircraft Operator Identifier	The installation or aircraft ID.
Group	The group the account is associated to.
Over-allocation	Has the account been over-allocated or not.

Continued on next page

Account Search, Continued

Account Search Results

This area is composed of the following columns:

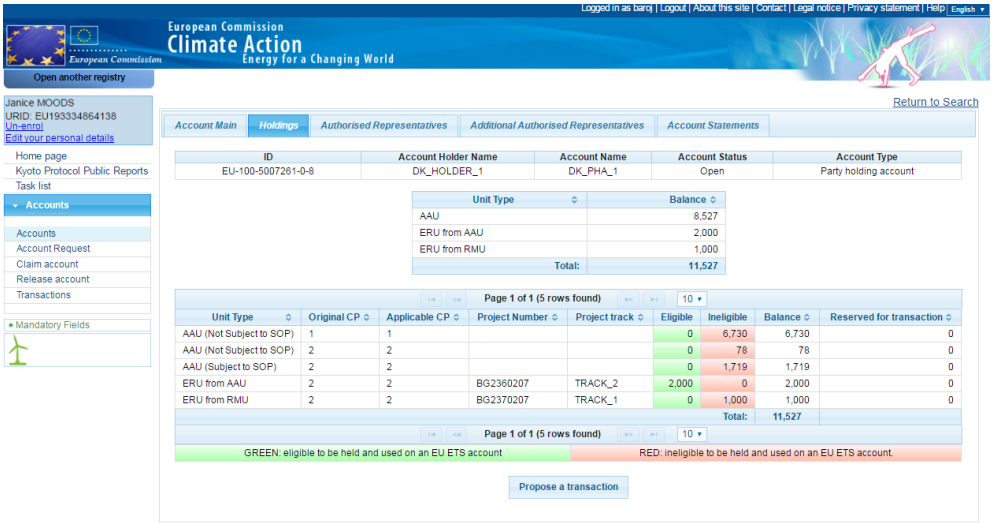
Part	Description
Number	The complete account number. If you click on it, it will display the account main tab.
Name	The account name.
Type	The account type.
Period	The related commitment period (0, 1 or 2).
Group	The group the account is associated to.
Balance	The number of units owned by this account. If you click on it, it will display the holdings tab.
Status	The account status.
Account holder name	The name of the account holder.
Installation/ aircraft operator identifier	It is the identifier of the installation if the account is an operator holding account, or the aircraft operator if the account is an aircraft operator holding account. If you click on it, it will display the details of the operator/ aircraft operator.

Account Holdings

Introduction

This page displays the account holdings information.

Image



Description of the header area

The page is composed of the following significant elements.

Part	Description
ID	The complete account number.
Account Holder Name	The name of the account holder.
Account Name	The name of the account.
Account Status	The account status (Active, transfer pending, blocked, closed…).
Account Type	The account type.
Unit Type	The type of units.
Balance	The total amount of units of the referred type on the account, regardless of the units' eligibility, project or original/applicable CP. This table is only displayed when the account holds multiple unit types.

Continued on next page

Account Holdings, Continued

Description of the holdings details area

The page can be composed of the following tabs depending on the type of account and on the definition level.

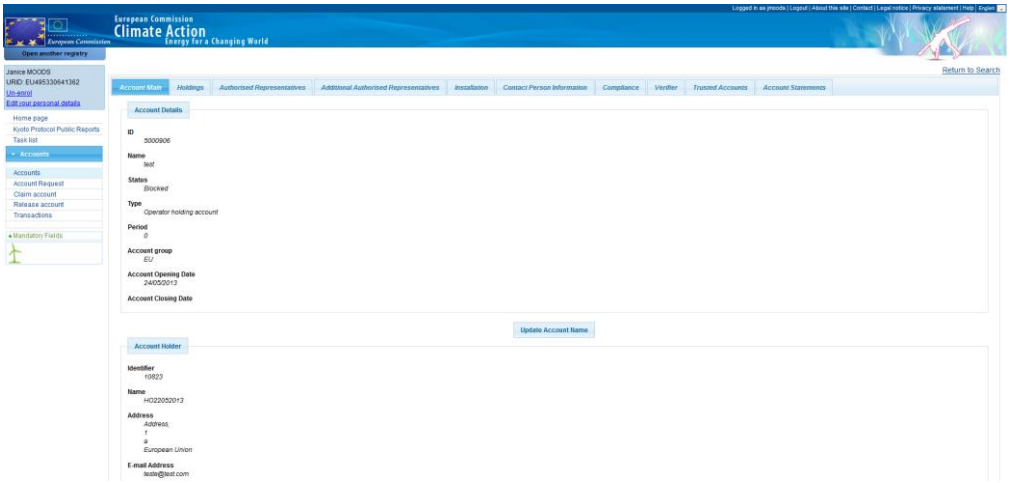
Part	Description
Unit Type	The type of units.
Original CP	The first period in which the units were issued.
Applicable CP	The period in which the units can be used for a transaction.
Project Number	The CDM or JI project the units relates to. This is only valid for ERU, tCER, lCER and CER units.
Project track	Track number of the CDM or JI project the units relates to.
Eligible/Ineligible	Indicates if the units are eligible to be used in ETS.
Balance	The amount of units available on the account.
Reserved for transaction	Amounts of units reserved for an ongoing transaction.
Entitlement	Indicates the entitlement of the account if it has been set.
Surrendered International Credits in Phase 2	Indicates the Kyoto units that have been surrendered in Phase 2
Exchanged International Credits in Phase 3	Indicates the amount of Kyoto units that have already been exchanged for allowances in Phase 3
Pending exchanges	Indicates the amount of units that are involved in an ongoing exchange transaction.
Remaining Entitlement	Indicates the entitlements remaining for the account.

Account Details

Introduction

This page displays the account information.

Image



Description

The page can be composed of the following tabs depending on the type of account and on the definition level.

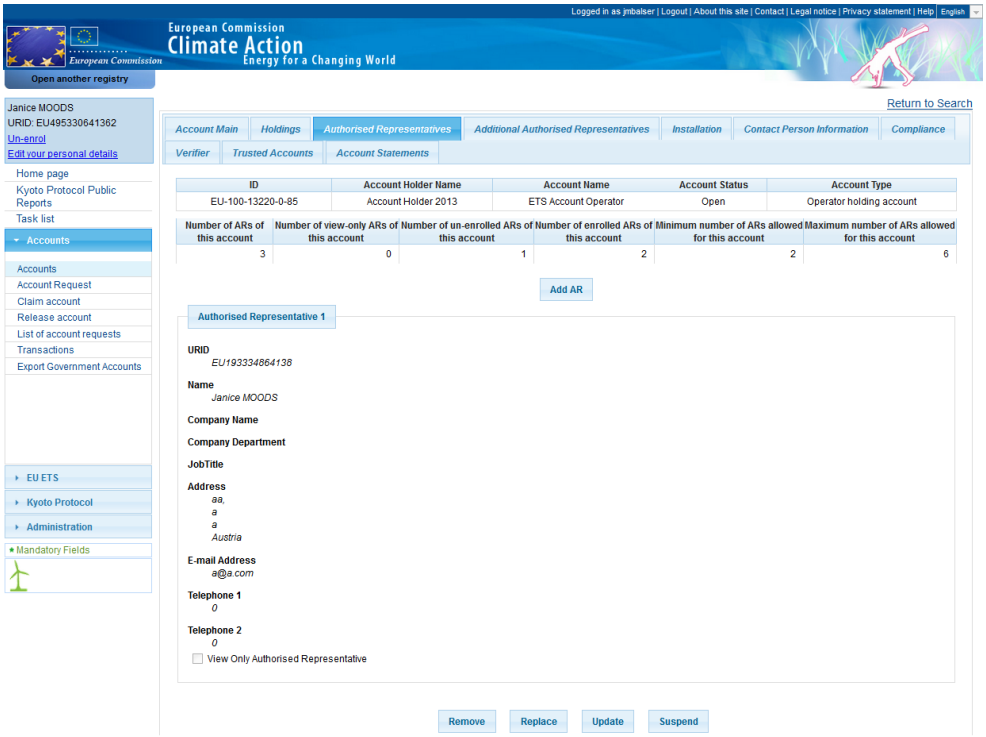
Part	Description
Account Main	Account general information (ID, Name, Status, Commitment period, Date of opening…) and holder Details (ID, Name, Address, e-mail…).
Holdings	Displays information about the account balance and the units currently reserved for transaction.
Authorised Representatives	Information about all defined authorised representatives.
Additional Authorised Representatives	Information about all defined additional authorised representatives.
Installation/ Aircraft	Information about the account installation (only for operator holding) or specific information about the aircraft (only for aircraft operator).
Contact person Information	Contact information.
Compliance	Information about the declared and verified emissions.
Account statements	Information about the account balance and the transactions completed on this account during a selected period.
Verifier	Information about the verifier account and the representatives appointed to the account.
Trusted accounts	Information about the trusted accounts list.
Update/ Remove / Replace / Change Role	The action buttons are present at different places in the pages. They allow modifying the related information.

(Additional) Authorised Representatives

Introduction

This page displays the authorised representatives' information.

Image



Description of the header area

The page is composed of the following significant elements.

Part	Description
ID	The complete account number.
Account Holder Name	The name of the account holder.
Account Name	The name of the account.
Account Status	The account status (Active, transfer pending, blocked, closed…).
Account Type	The account type.
Add (A)AR	Used to add a new representative to the account.

Continued on next page

(Additional) Authorised Representatives, Continued

Description of the representative information area

The page can be composed of the following significant elements, depending on the options available for each representative and account.

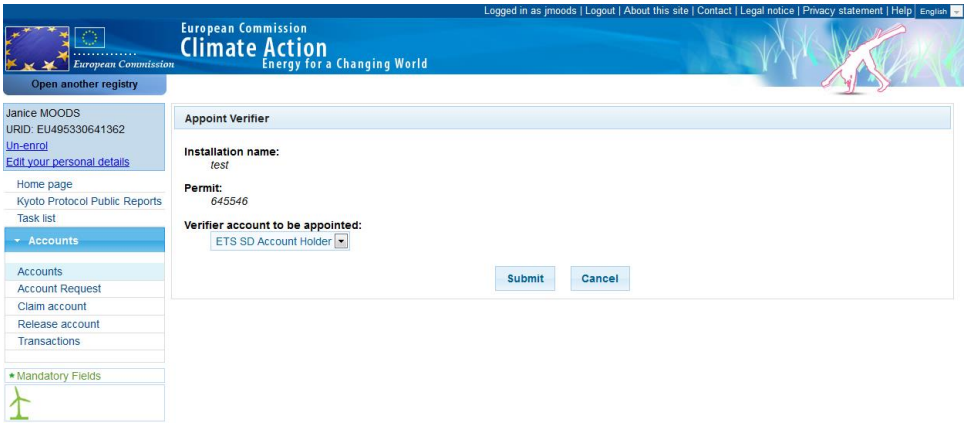
Part	Description
URID	The URID of the representative.
Name	The name of the representative
Company Name	The name of the company in which representative works.
Company Department	The name of the company department in which the representative works.
Job Title	The representative's job title in the company.
Address	The representative's professional address
E-mail address	The e-mail address of the representative.
Telephone 1 and 2	Two telephone numbers used by the representative
View Only Authorised Representative	Only available in the "Authorised Representatives" tab. Indicates that the representative has a Read Only role.
Authorised Representative Role.	Only available in the "Additional Authorised Representatives" tab. Indicates the representative's role in the account.
Remove / Replace / Update / Suspend	Action buttons that allow modifying the related information.

Appoint Verifier

Introduction

This page is used to appoint a verifier to an account.

Image



Description

The content of the page depends on the type of account.

The page is composed of the following significant elements:

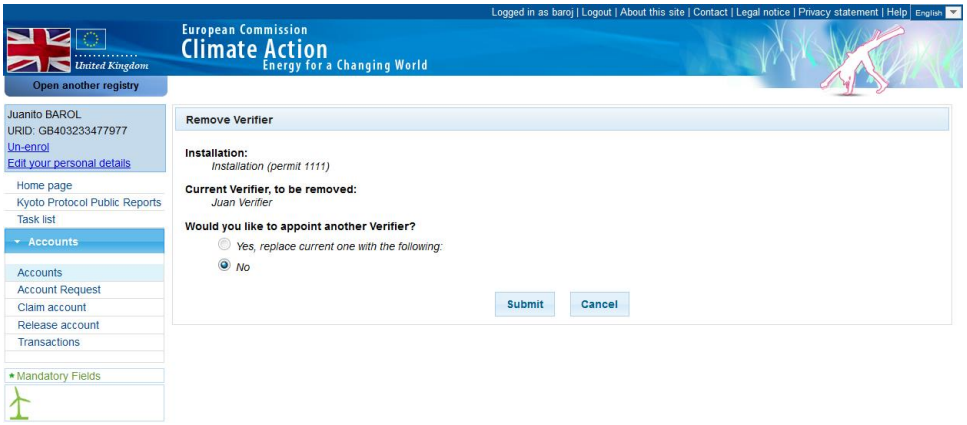
Part	Description
Installation name	The name of the installation to verify (only for operator holding).
Aircraft operator name	The name of the aircraft operator (only for aircraft).
Permit	The permit attributed to the installation (only for operator holding).
Monitoring plan	The aircraft operator monitoring plan (only for aircraft).
Verifier account to be appointed	Allows you to choose a verifier account to appoint to your account.
Submit	Record the entered data and submit it to the approval of the authorised representative of the verifier account that is being appointed.
Cancel	Close the page without appointing a verifier.

Remove Verifier

Introduction

This page is used to remove or replace a verifier appointed to an account.

Image



Description

The page is composed of the following significant elements:

Part	Description
Installation	The name of the account installation (only for operator holding).
Aircraft operator	The name of the aircraft operator (only for aircraft).
Current Verifier to be removed	The name of the currently appointed verifier.
Would you like to appoint another verifier?	If you answer “Yes”, you will be able to select a verifier from the list. If you answer “No”, you do not have to select it.
Cancel	Close the page without removing the current verifier.
Submit	Submit the removal or replacement of the current verifier to an administrator for approval.

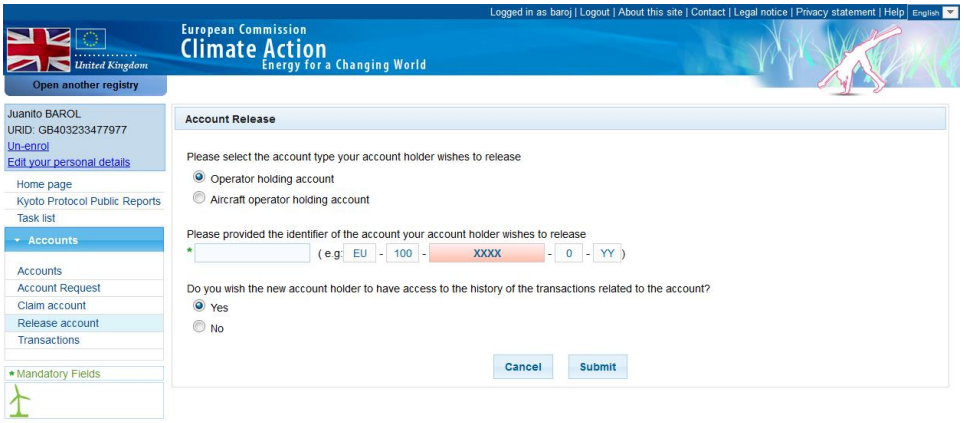
Account Release

Introduction

This page is used when you want to transfer an account to another account holder.

The release step must be followed by the “Claim account" step.

Image



Description

The page is composed of the following significant elements:

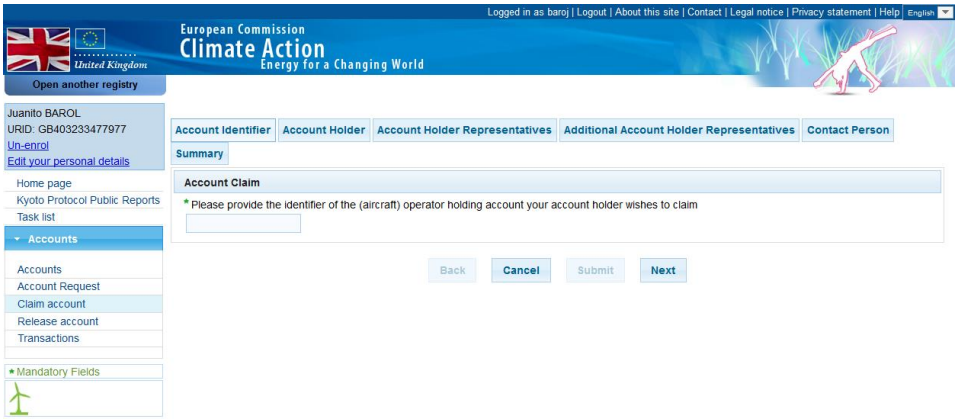
Part	Description
Please select the account type…	Choose if you want to transfer an aircraft operator holding account or an operator holding account.
Please provide the identifier…	The ID of the account you want to transfer. The account ID corresponds to the part of the account number indicated in red in the example displayed on the screen.
Do you wish … to the history…	If you answer “Yes” the account history will be transferred. If you answer “No” the new representatives will not have access to the account history.
Cancel	Close the page without releasing the account.
Submit	Submit the account release. This action is not submitted to administrator approval.

Account Claim

Introduction

This page is used to claim a released account. Claiming an account is the second step of the account transfer.

Image



Description

The page is composed of different tabs.

The “Account Identifier” allows you indicate the ID of the account you want to claim.

The other tabs are similar to the tabs used during the account opening request.

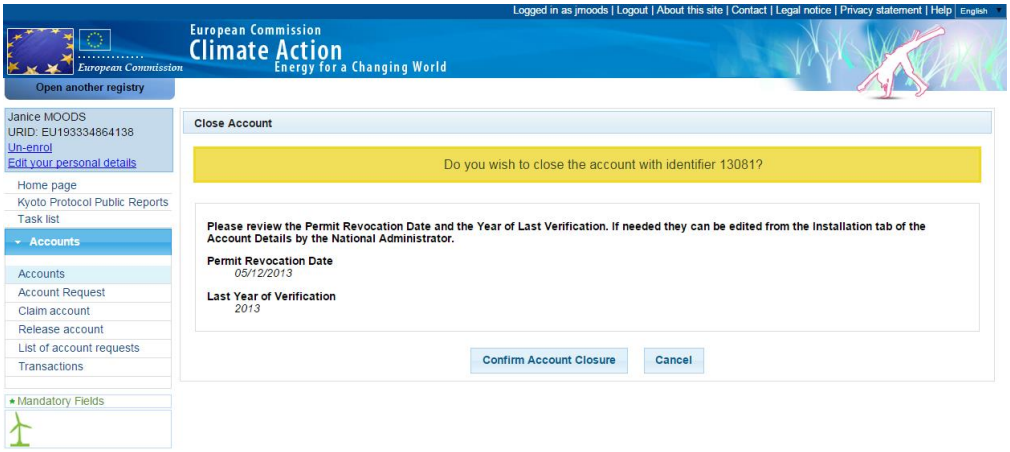
See topic	On page
Account Opening – Account Holder Information	101
Account Opening – Authorised Representative Information	102
Account Opening – Additional Authorised Representative	104
Account Opening – Contact Person Information	107
Account Opening - Summary	108

Close Account

Introduction

This page is used to close an account when you select **Close** from the actions on an account.

Image



Description

The page is composed of the following significant elements:

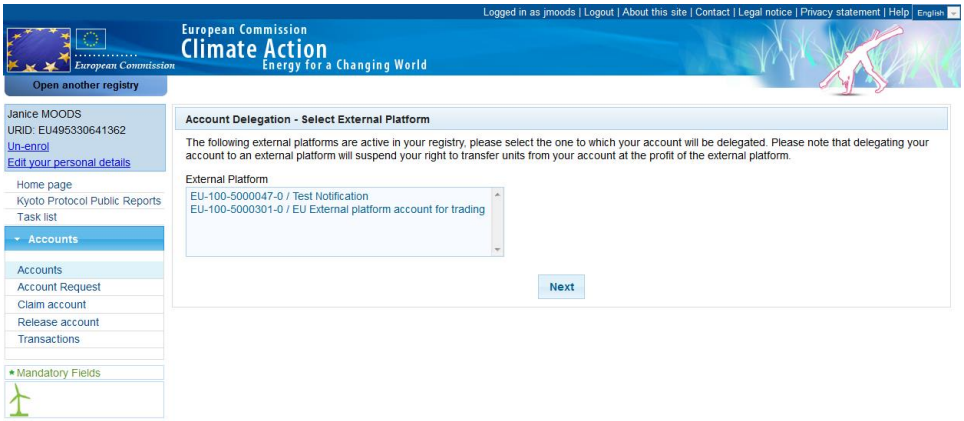
Part	Description
Confirm Account Closure	Close the account. The account is still active until the closure is approved by an administrator.
Cancel	Close the page without closing the account.
Last verification year	The last year for which emissions are verified entered by a National Administrator.
Permit revocation Date	The date of the revocation of the installation permit (only for Operator Holding Account) entered by a National Administrator.

Account Delegation – Select Trading Platform

Introduction

This page is used to delegate an account to an external trading platform. It allows you to choose the external trading platform to which you want to delegate your account.

Image



Description

The page is composed of the following significant elements:

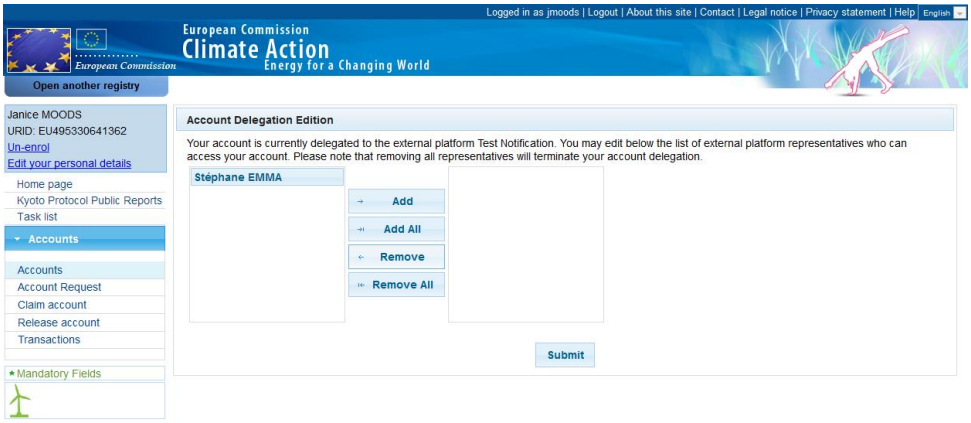
Part	Description
External platforms list	The list of external trading platforms you can choose from.
Next	Records the selected external trading platform and opens the second page of the wizard.

Account Delegation – Select Trader Representatives

Introduction

This page is used to delegate a personal account to an external trading platform. It is the second step of the wizard.

Image



Description

The page is composed of the following significant elements:

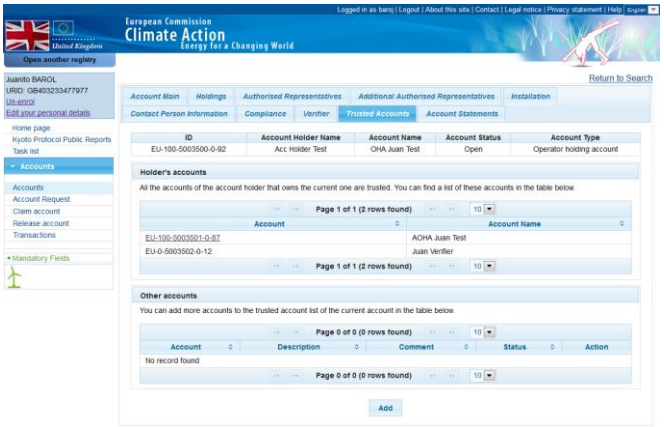
Part	Description
List of available representatives	The list presented to the left contains all the representatives you can select to work on your account.
List of selected representatives	The list presented to the right contains the external trading platform representatives you selected to work on your account.
Add	Adds the external trading platform representative(s) selected on the left to the list of representatives that can access your account. Use the “Shift” and “Ctrl” keys for multiple selections.
Add All	Adds all available representatives to the list of the representatives who can access your account.
Remove	Removes the representative(s) selected on the right list. Use the “Shift” and “Ctrl” keys for multiple selections.
Remove All	Removes all representatives listed to the right. When you remove all representatives of a delegated account, the delegation will be removed.

Account Details - Trusted accounts

Introduction

This tab of an account lists all the relevant trusted accounts.

Image



Description

The list is devided in two parts:

Holder's accounts list displays all the accounts sharing the same account holder. They are automatically added to the trusted list.
Other accounts list displays all the accounts that were added manually to the trusted list and do not have a direct relationship with the account's account holder.

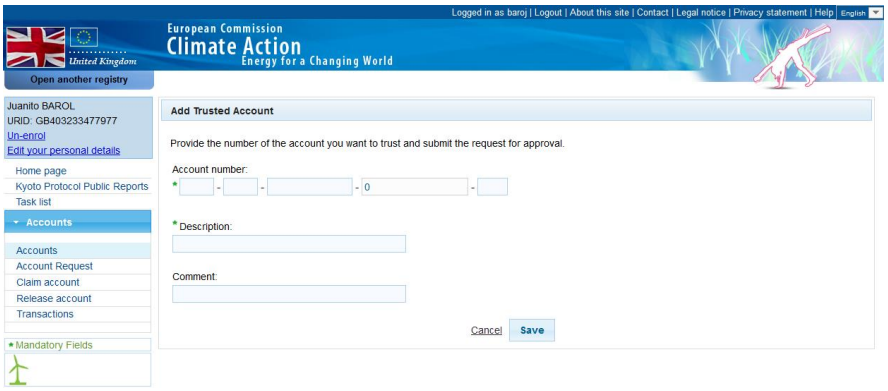
Part	Description
Account	The number of the trusted account.
Account Holder	The holder to which the account belongs.
Account Name	The account name.
Comment	Any comment added to when trusting the account.
Status	The status of the trusted account: Status – Description Approval pending – The trusted account request needs to be approved. Trust delayed – The request is approved and is waiting for the 7 days delay before being complete. Trusted – The account is completely trusted and can be used for unit transfer. Delete approval pending – The account has been removed. The removal still needs to be approved.
Action	The action that can be executed on the trusted account: Cancel to cancel the trusted account request. Remove to remove the account from the trusted accounts list.
Add	Used to add a new account to the list of trusted accounts.

Add trusted Account

Introduction

This page is used to add a new account to the list of trusted accounts.

Image



Description

The page is composed of the following fields.

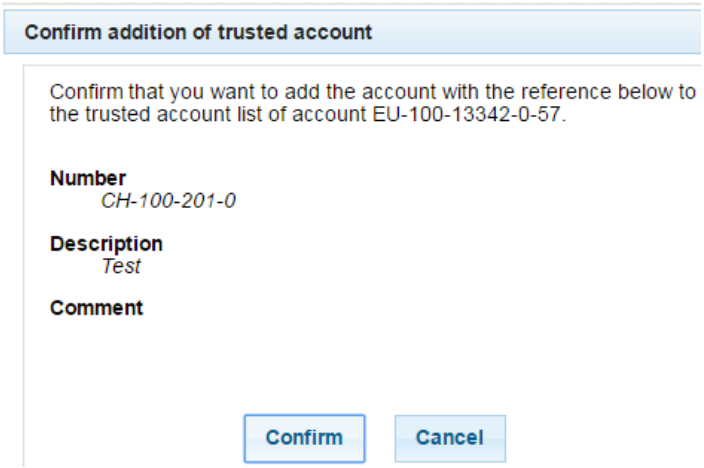
Part	Description
Account number	The number of the trusted account.
Description	Description of the trusted account.
Comment	Used to add a comment to the trusted account. It will be visible in the list of trusted accounts.
Cancel	Closes the “Add Trusted Account” page and opens the list of trusted accounts.
Save	Saves the data entered in the field and opens the “Confirm addition of trusted account” page.

Confirm addition of trusted account

Introduction

This page is used to confirm the addition of a trusted account to the list.

Image



Description

The pop-up is composed of the following parts:

Part	Description
Number	The number of the account you want to trust.
Description	The description of the account you want to trust.
Comment	The comment entered when trusting the account.
Cancel	Cancels the addition of the account and opens the “Add Trusted Account” page.
Confirm	Confirms the addition of the account to the list of trusted accounts.

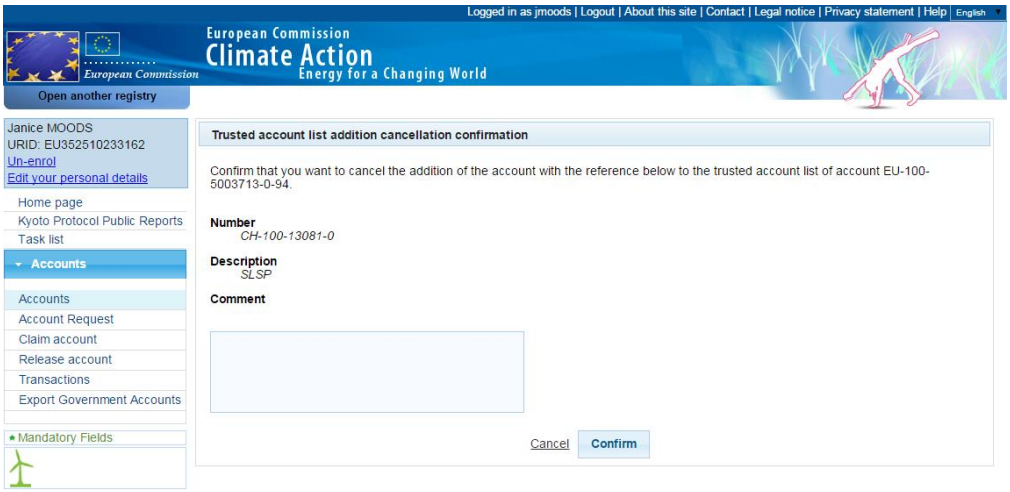
Trusted account list addition cancellation confirmation

Introduction

This page is used to cancel a request for trusted account.

A trusted account request can be cancelled when the request has been approved and is waiting for the 7 days delay.

Image



Description

The pop-up is composed of the following parts:

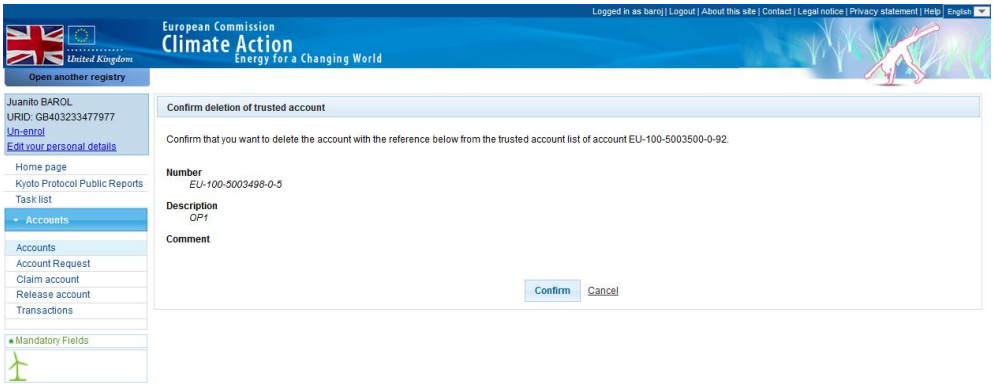
Part	Description
Number	The number of the account.
Description	The description of the account.
Comment	Field that can be used to add a comment explaining the cancellation.
Cancel	Cancels the cancellation request and opens the list of trusted accounts.
Confirm	Confirms the cancellation and opens the list of trusted accounts.

Confirm deletion of trusted account

Introduction

This page is used to confirm the deletion of an account from the list of trusted accounts.

Image



Description

The page is composed of the following parts :

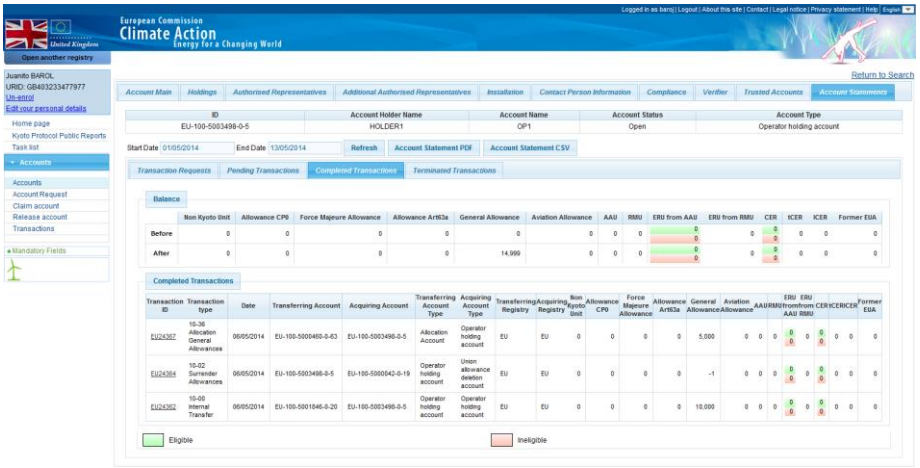
Part	Description
Number	The number of the account you want to remove from the trusted accounts.
Description	The description of the account.
Comment	The comment added to when trusting the account.
Cancel	Cancels the deletion of the account from the trusted accounts list and opens the Account Details – Trusted Account page.
Confirm	Confirms the deletion.

Account statements

Introduction

This page is used to view the account statements for a selected period (eligible units are highlighted in green and ineligible units in red).

Image



Description

The page is composed of the following parts:

Part	Description
Start date	Beginning of the selected period (included).
End date	End of the selected period (not included).
Balance	Balance of the account at the beginning (before) and at the end (after) of the selected period per unit type.
Completed Transactions	Transactions completed between the beginning and the end of the selected period.
Transaction requests	Transaction requests that have been proposed between the beginning and the end of the selected period and need the approval of an AAR.
Pending transactions	Pending transactions that have been approved between the beginning and the end of the selected period and that are now delayed.
Terminated transactions	Transactions terminated between the beginning and the end of the selected period.

Section 3. Interface for working with transactions

Overview

Introduction

This section describes the interface elements used for proposing transactions.

Contents

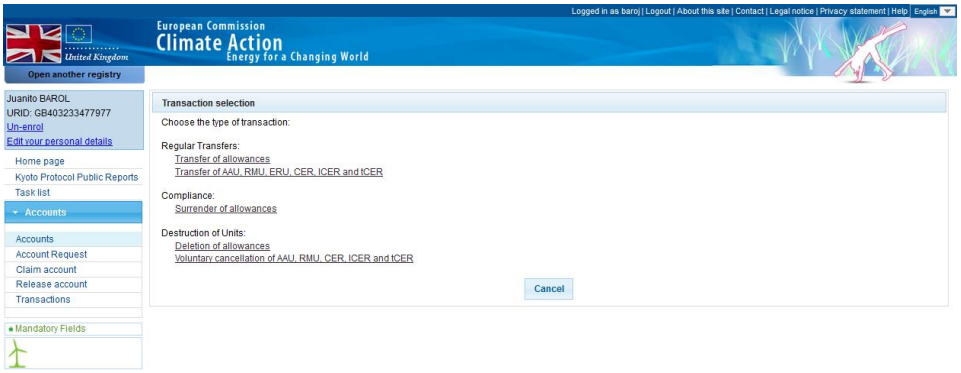
This section contains the following topics:

Transaction selection

Introduction

This page is used to select a transaction you want to propose.

Image



Description

The content of the page (list of available transaction) depends on you profile, on the units held by the account and on the rights you have on the account.

The available transactions may be:

- Regular transfers:
  - Transfer of allowances
  - Transfer of AAU, RMU, ERU, CER, lCER and tCER
- Compliance:
  - Surrender of allowances
- Destruction of Units:
  - Deletion of allowances
  - Voluntary cancellation of AAU, RMU, ERU, CER, lCER and tCER
- Exchange:
  - Exchange CER, ERU units for phase 3 allowances
- Over-allocations:
  Return of excess allocation

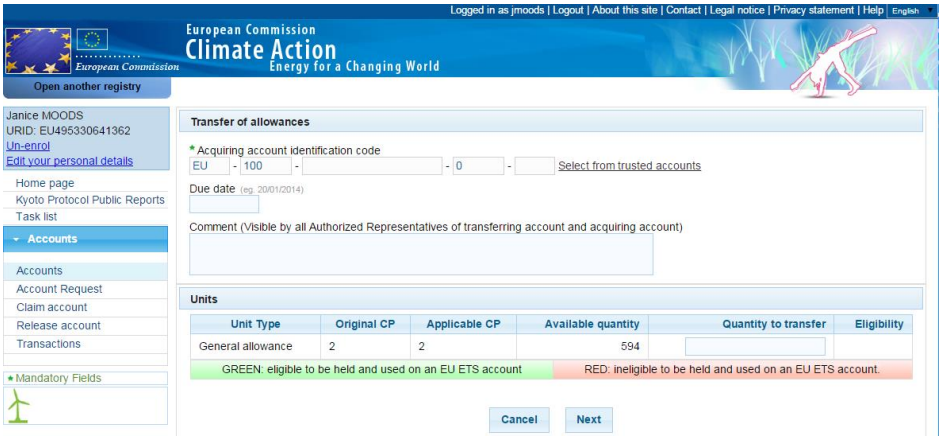
Part	Description
Transaction name	Opens the transaction related page.
Cancel	Closes the page.

Transfer of allowances

Introduction

This page is used when you transfer allowances from one account to another one.

Image



Description

The page is composed of the following significant elements:

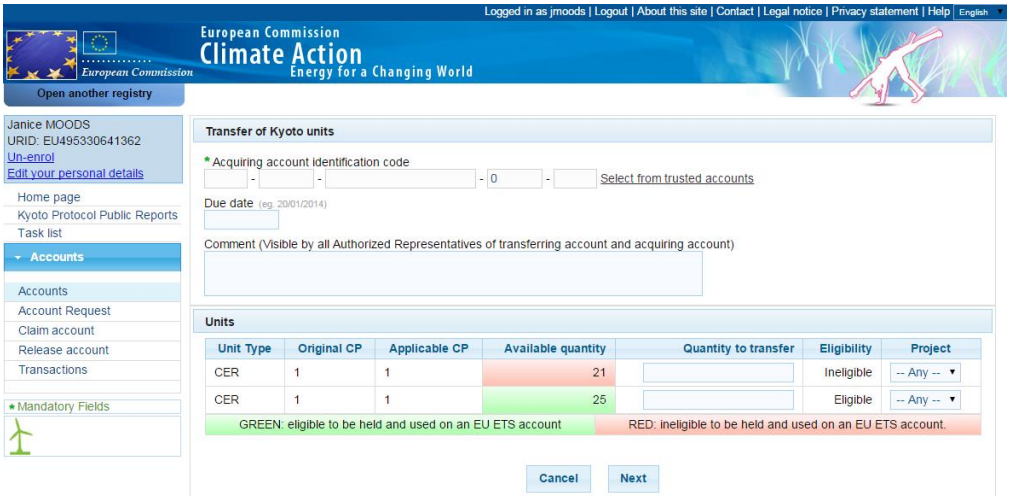
Part	Description
Acquiring account identification code	The complete ID of the account to which you transfer the allowances.
Select from trusted accounts	Opens the list of trusted accounts to select the acquiring account.
Due Date	Used to inform the additional authorised representative that the transfer must be approved for that date. This date is not used by the application.
Comment	Used to add informational comment visible by all Authorized Representatives of the transferring and acquiring accounts.
Unit type	The type of units: General allowances, Aviation allowances or Eligible Kyoto units.
Original CP	The first period in which the units were issued.
Applicable CP	The period in which the units can be used for a transaction.
Available quantity	The amount of units available on the account.
Quantity to transfer	The amount of units you want to transfer.
Eligibility	Only eligible credits are allowed to be used in the EU ETS.
Next	Records the entered information and opens the “Transfer confirmation” page.
Cancel	Closes the page without saving the information you entered.

Transfer of Kyoto units

Introduction

This page is used when you transfer Kyoto units from one account to another one.

Image



Description

The page is composed of the following significant elements:

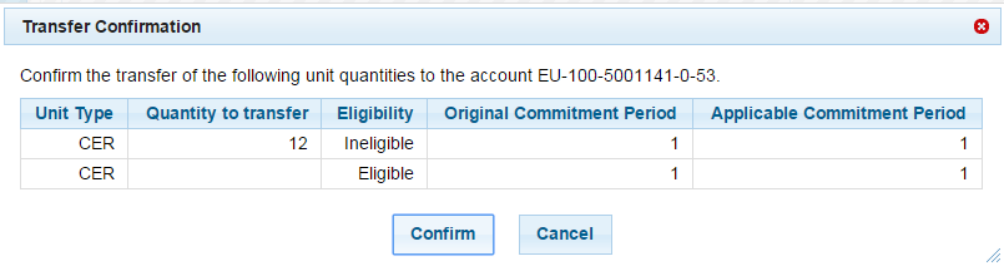
Part	Description
Acquiring account identification code	The complete ID of the account to which you transfer the allowances.
Select from trusted accounts	Opens the list of trusted accounts to select the acquiring account.
Due Date	Used to inform the additional authorised representative that the transfer must be approved for that date. This date is not used by the application.
Comment	Used to add informational comment.
Unit type	The type of units (AAU, RMU, CER, tCER, lCER).
Original CP	The first period in which the units were issued.
Applicable CP	The period in which the units can be used for a transaction.
Available quantity	The amount of units available on the account.
Quantity to transfer	The amount of units you want to transfer.
Eligibility	Only eligible credits are allowed to be used in the EU ETS.
Project	The CDM or JI project the units relates to. This is only valid for ERU, tCER, lCER and CER units.
Next	Records the entered information and opens the “Transfer confirmation” page.
Cancel	Closes the page without saving the information you entered.

Transfer confirmation

Introduction

This page is used to confirm the units transfer from one account to another one.

Image



Description

The page is composed of the following significant elements:

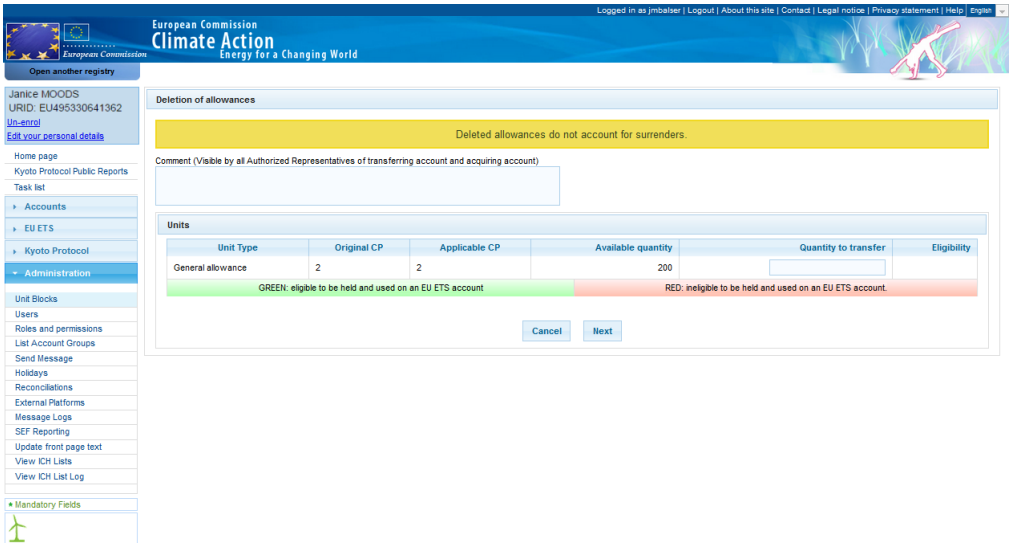
Part	Description
Unit type	The type of unit you transfer.
Quantity to transfer	The quantity of units you transfer to the other account.
Eligibility	Only eligible credits are allowed to be used in the EU ETS.
Original Commitment Period	The first period in which the units were issued.
Applicable Commitment Period	The period in which the units can be used for a transaction.
Confirm	Confirms the transfer. The transfer must be signed before being recorded.
Cancel	Closes the page without recording the transfer.

Deletion of allowances

Introduction

This page is used to delete allowances from an account.

Image



Description

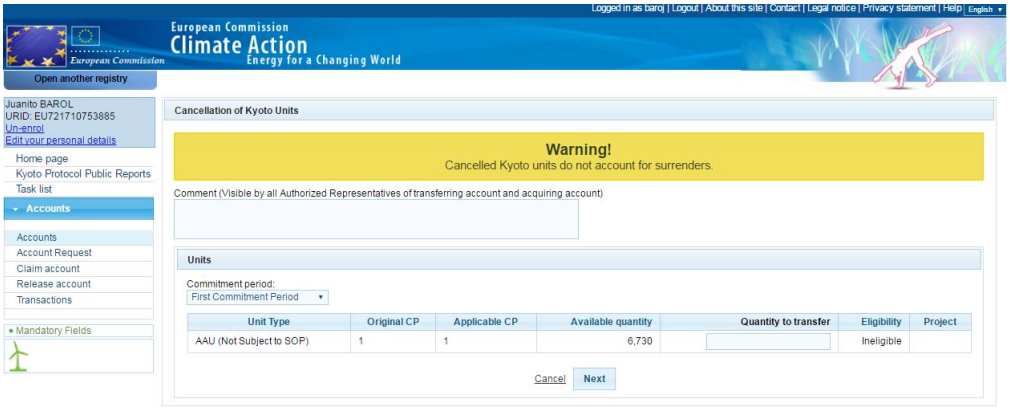
The page is composed of the following significant elements:

Part	Description
Comment	Used to add informational comment visible to all Authorised Representatives of the transferring and acquiring accounts.
Unit type	The type of units ▪ General allowances, ▪ Aviation allowances
Original CP	The first period in which the units were issued.
Applicable CP	The period in which the units can be used for a transaction.
Available quantity	The amount of units available on the account.
Quantity to transfer	The amount of units you want to transfer.
Eligibility	Only eligible credits are allowed to be used in the EU ETS.
Next	Records the entered information and opens the “Transfer confirmation” page.
Cancel	Closes the page without saving the information you entered.

(Mandatory) Cancellation of Kyoto Units

Introduction

This page is used to cancel Kyoto Units.



Description

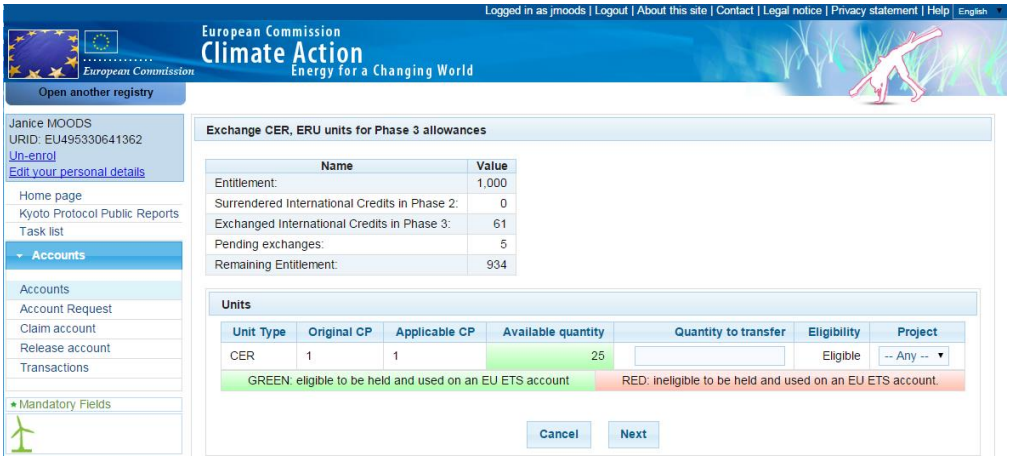
The page is composed of the following significant elements:

Part	Description
Comment	Used to add informational comment visible to all Authorised Representatives of the transferring and acquiring accounts.
Unit type	Type of units to cancel.
Original CP	The first period in which the units were issued.
Applicable CP	The period in which the units can be used for a transaction.
Available quantity	Units available for cancellation.
Quantity to transfer	Enter the amount of units you want to cancel.
Eligibility	Only eligible credits are allowed to be used in the EU ETS.
Project number	The CDM or JI project the units relates to. This is only valid for ERU, tCER, lCER and CER units.
Next	Used to continue the procedure.
Cancel	Closes the page without saving the information you entered.

Exchange CER, ERU for phase 3 allowances

Introduction

This page is used to exchange CER and ERU for phase 3 allowances.



Description

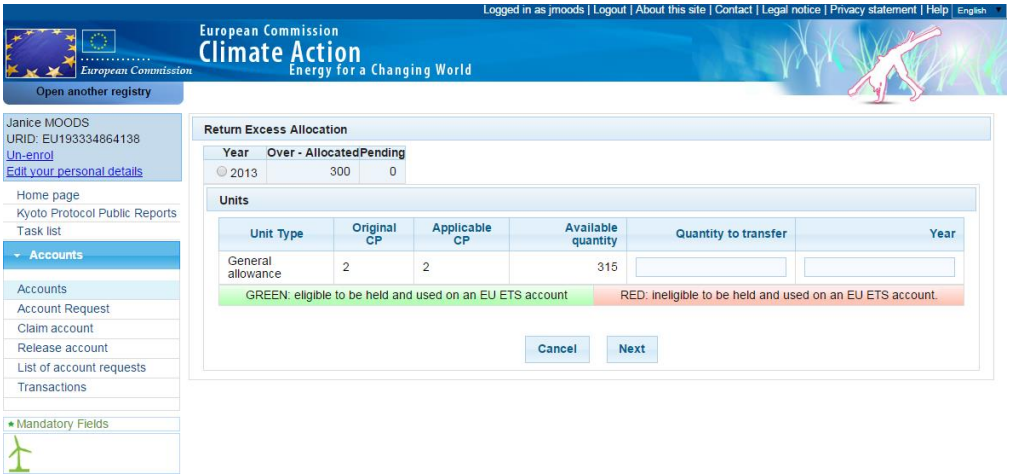
The page is composed of the following significant elements:

Part	Description
Unit type	Type of units to exchange.
Original CP	The first period in which the units were issued.
Applicable CP	The period in which the units can be used for a transaction.
Available quantity	Units available for exchange.
Quantity to transfer	Enter the amount of units you want to exchange.
Eligibility	Only eligible credits are allowed to be used in the EU ETS.
Project number	The CDM or JI project the units relate to.
Next	Used to continue the procedure.
Cancel	Closes the page without saving the information you entered.

Return of excess allocation

Introduction

This page is used to return over-allocated units.



Description

The page is composed of the following significant elements:

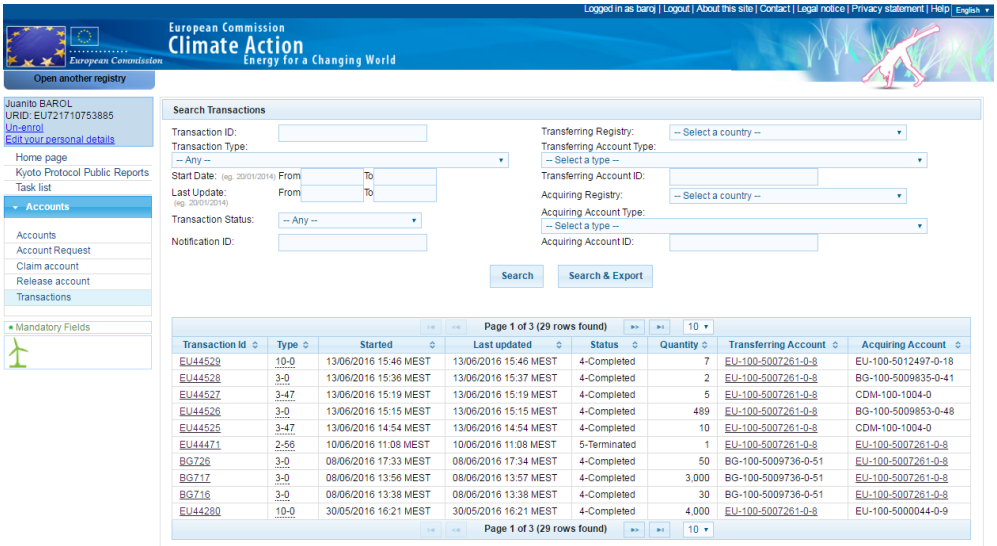
Part	Description
Year	Year for which some units have been over-allocated.
Over-allocated	Amount of units that have been over-allocated.
Pending	Return of allocation pending for approval.
Unit type	Type of units to return.
Original CP	The first period in which the units were issued.
Applicable CP	The period in which the units can be used for a transaction.
Available quantity	Units available for return.
Quantity to transfer	Enter the amount of units you want to return.
Next	Used to continue the procedure.
Cancel	Closes the page without saving the information you entered.

Transactions

Introduction

This page lists all approved transactions.

Image



Description

The page is composed of two areas:

- The first one, “Transactions Search Criteria”, is a filter used to look for a specific (set of) transaction(s).
- The second one is the list of transactions (results of the search criteria).

Transactions Search Criteria

This area is composed of the following elements:

Part	Description
Transaction ID	Search for a specific transaction using the transaction identifier e.g. EU404.
Transaction Type	Select the type of transaction to filter the overview so it only shows transactions of the selected type.
Start date	Enter a starting period to filter the overview so it only shows transactions that would start in the indicated period.
Last update	Enter an updating period to filter the overview so it only shows transactions that have been updated in the indicated period.
Transaction status	Select the transaction status to filter the overview so it only shows transactions with the selected status.
Notification ID	Search for a specific transaction using the notification identifier e.g. EU404.
Transferring registry	Select a Registry to filter the overview so it only shows transactions that were sent from the selected Registry.
Transferring account type	Select an account type to filter the overview so it only shows transactions that were sent from the selected account type.

Continued on next page

Transactions, Continued

Transactions Search Criteria (continued)

Part	Description
Transferring account ID	Enter the ID, e.g. EU-100-10140-0 (the ID is indicated in bold), of the account from which the transaction was created to filter the overview so it only shows transactions that were sent from the selected account.
Acquiring Registry	Select a Registry to filter the overview so it only shows transactions that were sent to the selected Registry.
Acquiring account type	Select an account type to filter the overview so it only shows transactions that were sent to the selected account type.
Acquiring account ID	Enter the ID (e.g. 10140) of the account to which the transaction was sent to filter the overview so it only shows transactions that were sent from the selected account.

Transactions Search Results

This area is composed of the following columns:

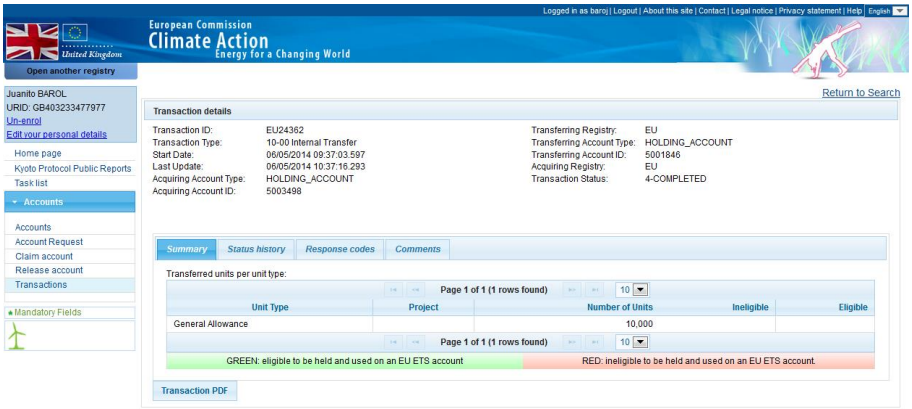
Part	Description
Transaction ID	ID of the transaction.
Type	Type of transaction (Move the mouse over to see a description of the type).
Started	Date and time (in Central European Time) the transaction started.
Last update	Date and time (in Central European Time) of the last update on the transaction.
Status	Status of the transaction (“Completed” indicates that the transaction has been successfully executed, “terminated” indicates that the transaction presents a problem).
Quantity	Number of units for the transaction.
Transferring account	Complete ID of the account which will transfer units.
Acquiring account	Complete ID of the account which will receive units.

Transaction Details - Summary

Introduction

This page presents the selected transaction information.

Image



Description

The page tab is composed of the following significant elements:

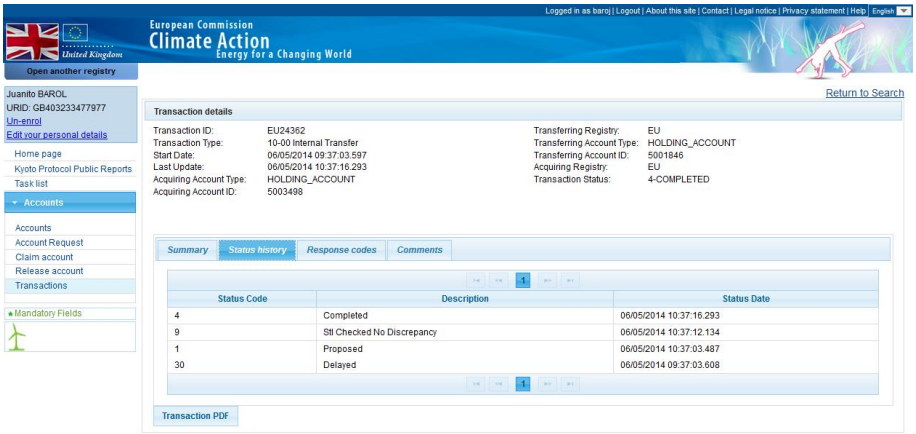
Part	Description
Unit type	The type of unit transferred.
Project	The CDM or JI project the units relates to. It's is only valid for Kyoto units.
Number of units	The number of units.
Ineligible	The amount of units that have been flagged Ineligible.
Eligible	The amount of units that have been flagged as Eligible.

Transaction Details – Status History

Introduction

This page tab shows the history of the transaction status.

Image



Description

The page tab is composed of the following significant elements:

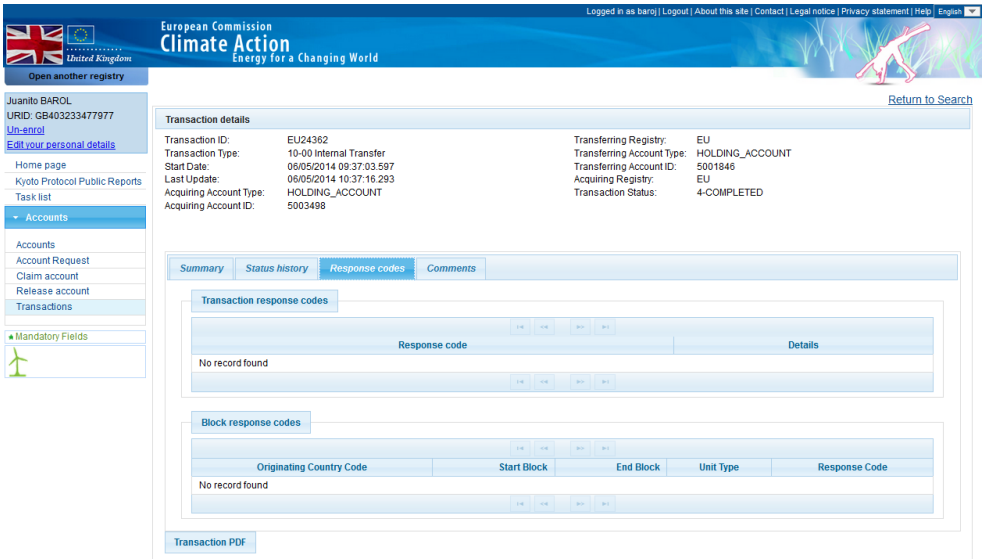
Part	Description
Status code	Status code of the transaction.
Description	Description of the status code.
Status date	Date and time when the transaction passed to this status.

Transaction Details – Response codes

Introduction

This page displays the error code when applicable.

Image



Description of the Transaction Response Codes area

The area is composed of the following significant elements:

Part	Description
Response code	System-generated EC response codes in regards to the transaction.
Details	Description of the EC response code

Description of the Block Response Codes area

The area is composed of the following significant elements:

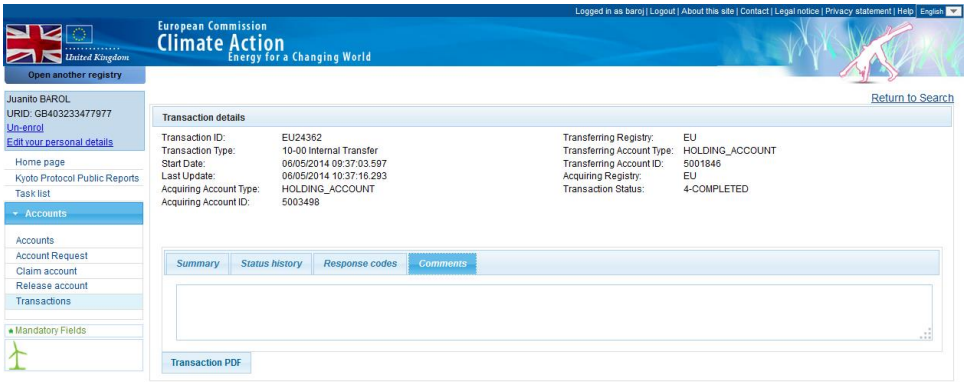
Part	Description
Originating Country code	Code of the country from which the transaction originates.
Start block	The ID of the first unit in the transferred block.
End block	The ID of the last unit in the transferred block.
Unit type	The type of units transferred.
Response code	Response code associated to the transferred block

Transaction Details – Comments

Introduction

This page tab shows the comments inserted during the proposal of a transaction by the authorised user of the transferring account.

Image

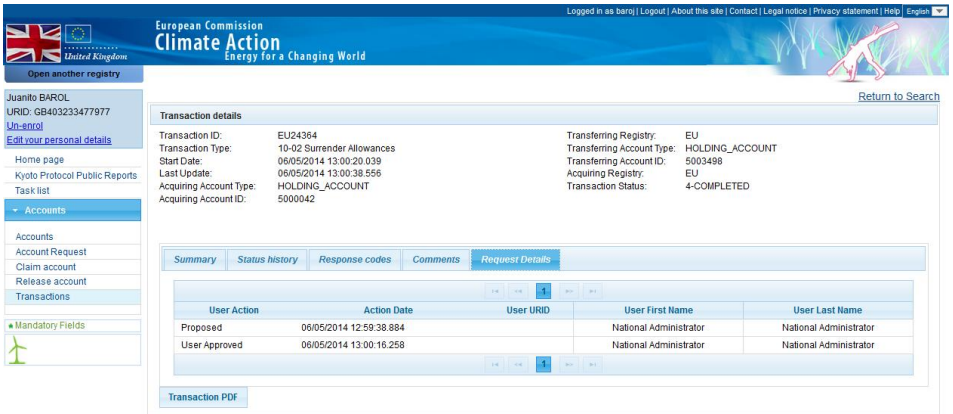


Transaction Details – Request details

Introduction

This page tab shows the users that proposed and approved the transactions and the details of their act.

Image



Description

The page tab is composed of the following significant elements:

Part	Description
User Action	Action performed by the user
Action Date	Date and time of the action performed by the user
User URID	URID of the user
User First Name	First name of the user
User Last Name	Last name of the user

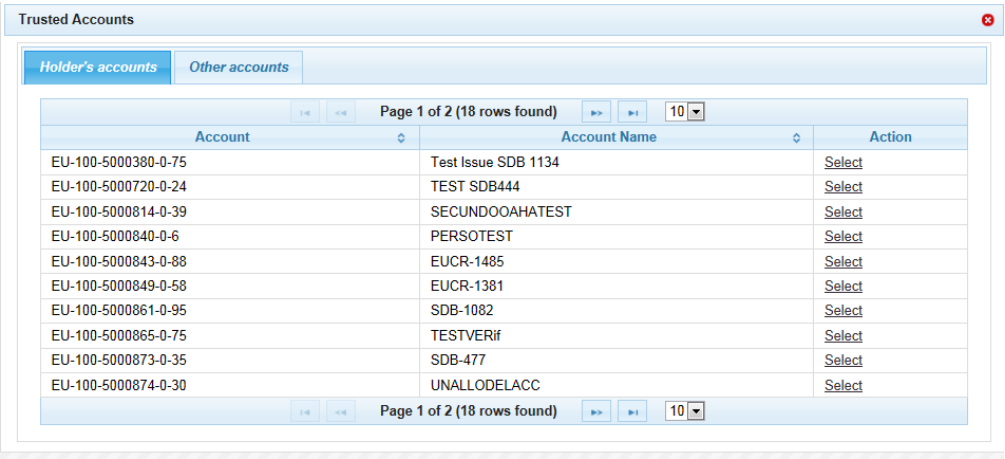
Trusted Accounts

Introduction

This pop-up is used when you transfer units to a trusted account.

It allows you to select the accounts to which you want to transfer the units.

Image



Description

The pop-up is divided in two tabs:

Holder's accounts where all the accounts sharing the same accounts holder are listed;
Other accounts where all the accounts manually trusted are listed.

Part	Description
Account	The number of the trusted account.
Account Name	The account name.
Action	The action that can be executed on the trusted account. **Select** allows you to select the account as acquiring account of your transfer.

Section 4. Interface for being compliant with the EU-ETS

Overview

Introduction

This section describes the interface elements used for performing tasks in order to be compliant.

Contents

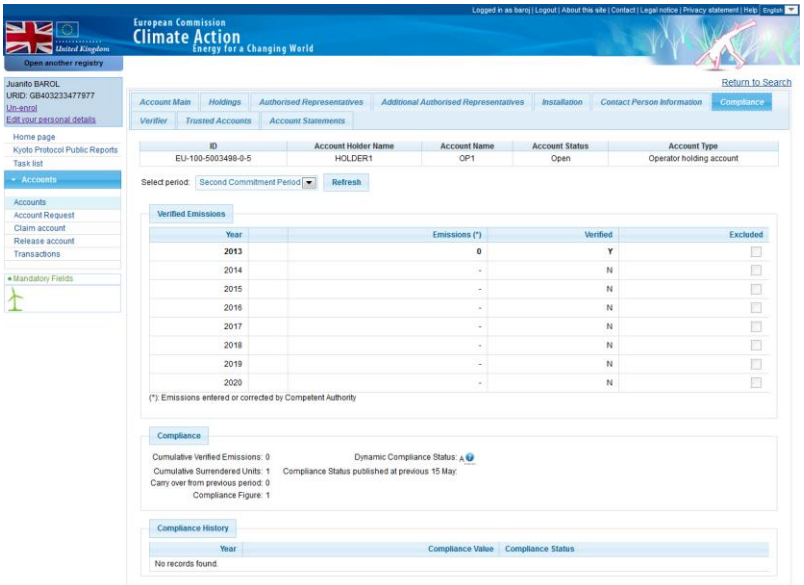
This section contains the following topics:

Account Details – Compliance information

Introduction

This tab of the Account Details page indicates the account compliance status and allows you to enter the emission for the years of the different commitment periods.

Image



Description

The page is composed of two areas:

- The “Units” area allowing you to surrender additional units.
- The “Compliance” area summarising the account compliance information for the current commitment period.

Units area

The page is composed of the following significant elements:

Part	Description
Select period	Allows you to select the commitment period.
Refresh	Refreshes the account status after the commitment period selection.
Verified emissions	For each year of the selected commitment period, indicates the number of emissions currently entered for the year and if the emissions have been verified by a verifier or not. It also indicates if the account has been excluded for a year. Clicking the Edit icon opens the “Enter Emissions” page to enter emissions or correct the amount of emissions already entered.

Continued on next page

Account Details – Compliance information, Continued

Compliance area

The page is composed of the following elements:

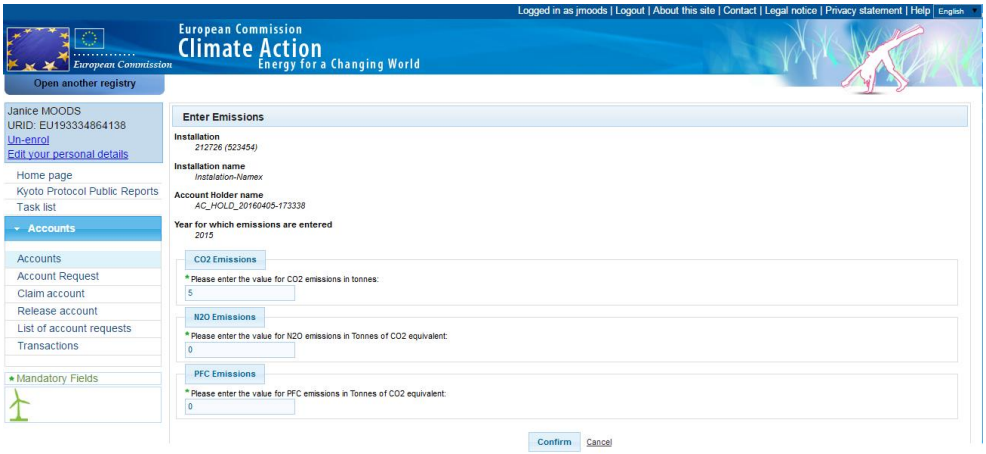
Part	Description
Cumulative Verified Emissions	The total of all types of emissions entered in the Registry System for an account.
Cumulative Surrendered Units	The total of all surrendered units entered in the Registry System for an account.
Carry over from the previous period	The remaining amount of emissions in tons from the previous commitment period. It is a compliance carry-over and therefore the value is negative if the operator did not surrender enough with respect to its emissions in the previous phase.
Compliance Figure	The level of compliance, expressed in tons. It depends on the number of verified emissions and surrendered units. Positive figure, e.g. 0 or more: you are compliant. Negative figure, e.g.-155: you are non-compliant for 155 tons of emissions meaning that you entered more emissions than surrendered units.
Dynamic Compliance status	The compliance status of the account: A = The number of allowances surrendered by 30 April is greater than or equal to verified emissions; B = The number of allowances surrendered by 30 April is lower than verified emissions; C = Verified emissions for preceding year were not entered by 30 April.
Dynamic status published at previous 15 May	The compliance status on the last 15th of May.

Enter Emissions

Introduction

This page is used to enter the emissions for a specific year.

Image



Description

The page is composed of the following significant elements:

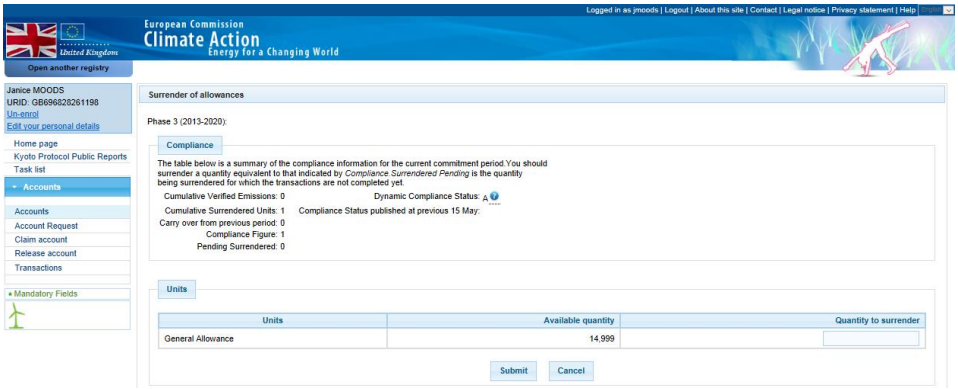
Part	Description
Installation	Information about the installation for which the emissions are entered. Installation ID Year of emission
Installation name	The name of the installation
Account Holder name	The name of the account holder
Year for which emissions are entered	The year concerned.
CO2 Emissions	The amount (in tons) of CO2 emissions for the year. If there is nothing to report for this type of emissions, you need to enter “0”.
N2O Emissions	The amount (in tons of CO2 equivalent) of N2O emissions for the year. If there is nothing to report for this type of emissions, you need to enter “0”.
PFC Emissions	The amount (in tons of CO2 equivalent) of PFC emissions for the year. If there is nothing to report for this type of emissions, you need to enter “0”.
Confirm	Confirm the emissions entered on the page.
Cancel	Cancels the modifications entered on the page and closes the page to open the Account Details – Compliance information page.

Surrender of allowances

Introduction

This page is used to surrender allowances.

Image



Description

The page is composed of two areas:

- The “Compliance” area summarising the account compliance information for the current commitment period.
- The “Units” area allowing you to surrender additional units.

Compliance area

The page is composed of the following elements:

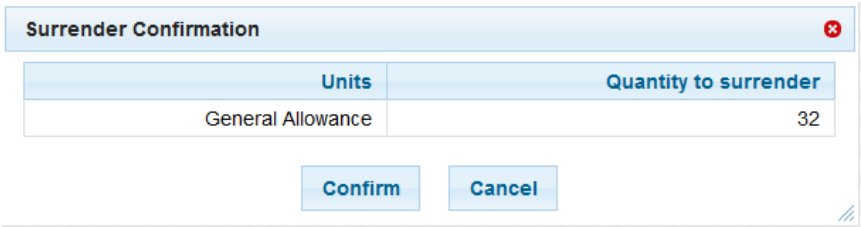
Part	Description
Cumulative Verified Emissions	The total of all types of emissions entered in the Registry System for an account.
Cumulative Surrendered Units	The total of all surrendered units entered in the Registry System for an account.
Carry over from the previous period	The remaining amount of emissions in tons from the previous commitment period. It is a compliance carry-over and therefore the value is negative if the operator did not surrender enough with respect to its emissions in the previous phase.
Compliance Figure	The level of compliance, expressed in tons. It depends on the number of verified emissions and surrendered units. Positive figure, e.g. 0 or more: you are compliant. Negative figure, e.g.-155: you are non-compliant for 155 tons of emissions meaning that you entered more emissions than surrendered units.
Pending Surrendered	The quantity being surrendered for which the transactions are not completed yet.
Dynamic Compliance status	The compliance status of the account: A = The number of allowances surrendered by 30 April is greater than or equal to verified emissions; B = The number of allowances surrendered by 30 April is lower than verified emissions; C = Verified emissions for preceding year were not entered by 30 April.
Dynamic status published at previous 15 May	The compliance status on the last 15th of May.

Surrender Confirmation (allowances)

Introduction

This page is used to confirm a surrendering transaction.

Image



Description

The page is composed of the following significant elements:

Part	Description
Units	The type of surrendered units.
Quantity to surrender	The quantity of surrendered units.
Confirm	Confirms the transaction.
Cancel	Closes the page without confirming the transaction.

Section 5. Interface for working with tasks

Overview

Introduction

This section describes the interface elements used for working with tasks. This mean approving or rejecting tasks and managing the transactions history.

Content

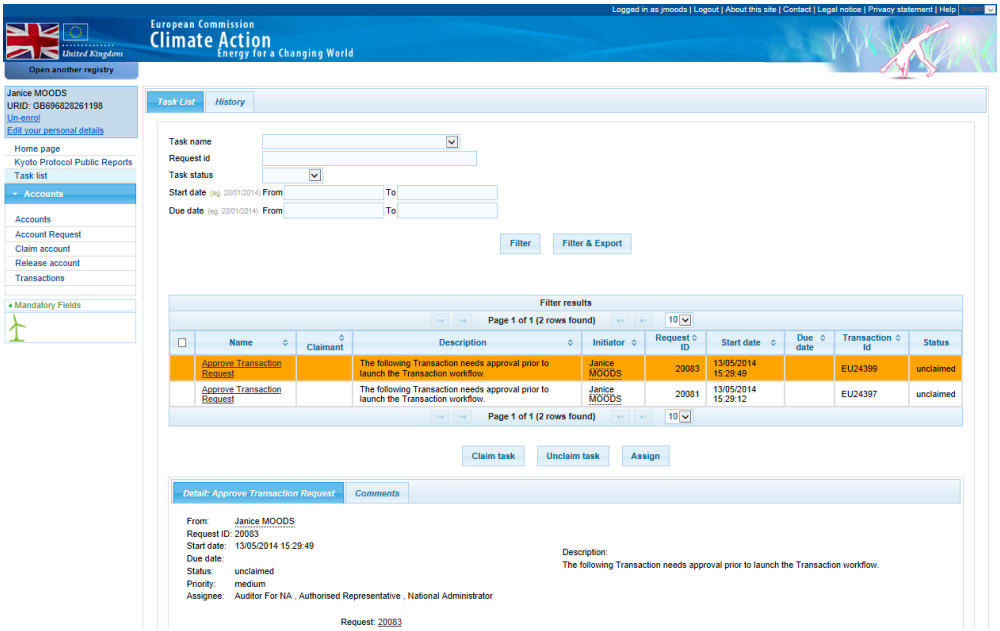
This section contains the following topics:

Task List – Task List tab

Introduction

This page tab is used to view, claim and assign the task that you can approve or reject.

Image



Description

The page tab is composed of three areas:

- The filter criteria
- The tasks list (Filter results)
- The details tab
- The comments tab

Filter criteria

This area is composed of the following significant elements:

Part	Description
Task name	Used to search for a specific type of task.
Request ID	Used to search for a specific request ID.
Task status	Used to search for tasks with a specific status.
Task priority	Used to search for tasks with a specific priority.
Start date	Used to search for tasks initiated during a specific period.
Due date	Used to search for tasks with a due date included in a specific period.
Filter	Applies the defined criteria and displays the search results.
Filter & Export	Applies the defined criteria and exports the search results to a csv file.

Continued on next page

Task List – Task List tab, Continued

Filter results Navigation

The filter results list is composed of different columns and functions to navigate in the list.

Part	Description
Page 1 of 2 (13 rows found)	Indicates the number of pages used to list the tasks and the number of tasks listed (rows).
10	Used to modify the number of rows listed on a page.
	Opens to the next page of the list.
	Opens the last page of the list.
	Opens the first page of the list.
	Opens the previous page of the list.

Filter results List

The list is composed of different columns.

You can click the column heading to modify the sort order (alphabetical, chronological order – increased or decreased order).

Part	Description
	Check box used to select the item. If you click the column heading, you select all the items listed on the current page.
Name	Indicate the task type. Clicking the link displays the task details in the "Details" area of the page.
Claimant	Name of the user who claimed the task or who was assigned the task. The user is responsible for the task approval.
Description	Description of the task.
From	Who initiates the action generating the task.
Request ID	ID automatically attributed to the request.
Start date	Date of task creation.
Due date	Date indicating when the task must be complete.
Status	Status of the tasks: Claimed, Unclaimed, Suspended (in case of problem), Completed (history).
Claim	Used to reserve the task to you and indicating to the other users that you are working on it.
Unclaim task	Used to unclaim a task that you claimed or that is assigned to you.
Assign	Used to assign a task to another user having the appropriate rights and the same role as the person making the assignment.

Continued on next page

Task List – Task List tab, Continued

Details

This area contains information about a selected task. The details of a task are displayed when you click on the task name.

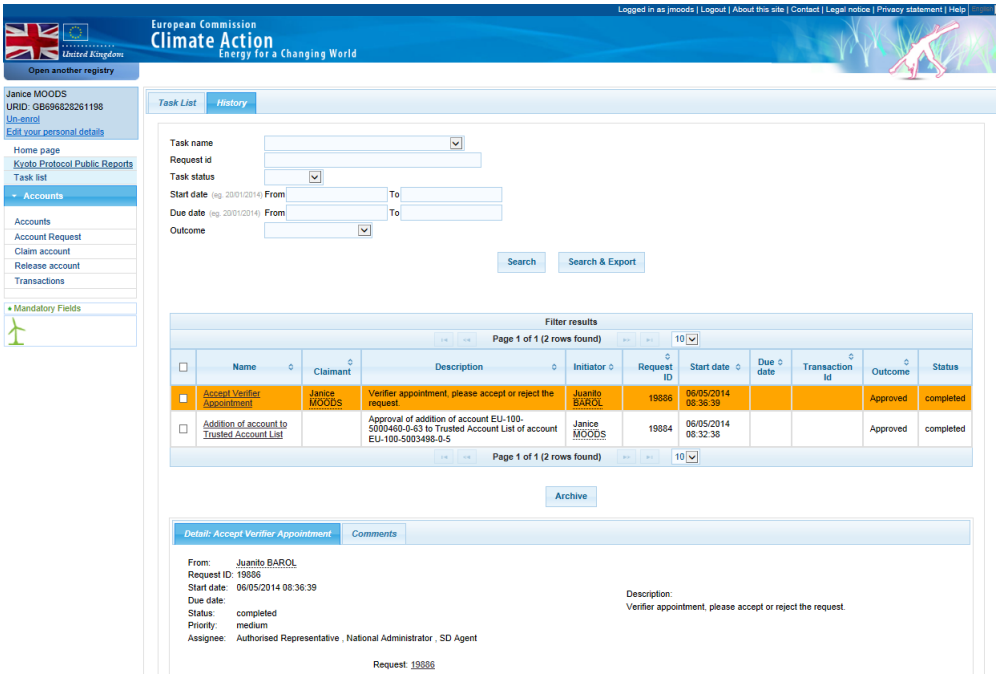
Part	Description
From	The task initiator.
Request ID	ID automatically attributed to the request.
From	Who initiates the action generating the task.
Start date	Date of task creation.
Due date	Date indicating when the task must be complete.
Status	Status of the tasks: ▪ Claimed, ▪ Unclaimed, ▪ Suspended (in case of a problem).
Priority	The task priority.
Assignee	The role of the users that can be assigned to the task.
Description	Description of the task.
Request	A link opening the transaction content page to approve it.

Task List – History tab

Introduction

This page lists all tasks already completed (approved or rejected).

Image



Description

The content of the page is similar to the tasks list (See description in topic “Task List – Task List tab” on page 154).

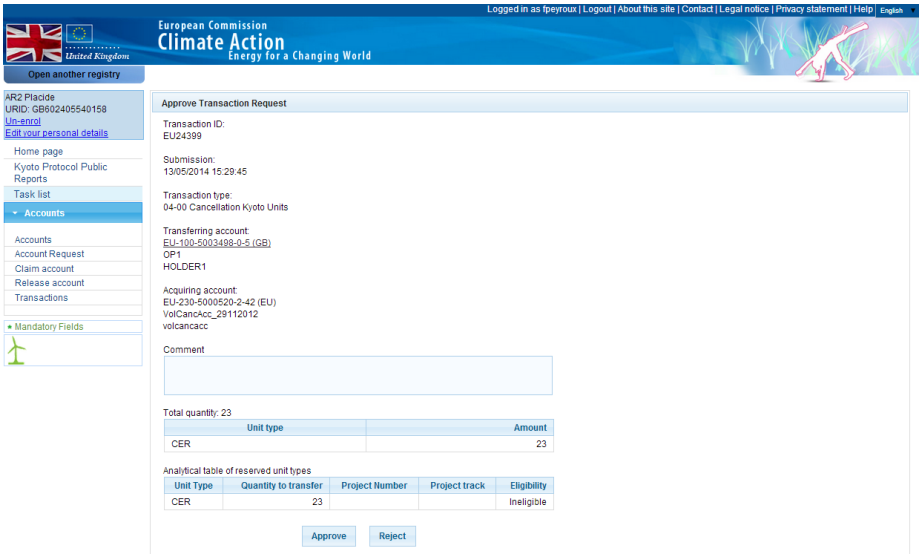
The **Archive** button is used to archive the selected task(s). When archived, the tasks can only be retrieved by a system administrator.

Approve Transaction Request

Introduction

This page is used to complete a task (approve of reject).

Image



Description

The content of this page depends on the type of transaction to approve.

It summarizes the transaction request and allows you to approve or reject it.

Part	Description
Approve	Approve the transaction request.
Reject	Reject the transaction request.