

# EMISSIONS TRADING REGISTRY

## QUICK START GUIDE

### Nomination of authorised representatives

June 2023

*This Quick Start Guide is intended solely for use by the registered users of the Union Registry.  
This document must not be circulated, reproduced or published, in whole or in part, to persons  
who are not registered users of the Union Registry.*

## 1 Registration in the EU Login

The EU Login is the authentication service of the European Commission and represents the basis for access to the Union Registry. Access to the Union Registry is secured by email address, password and a QR-Code, which has to be scanned with a compatible mobile device (smartphone or tablet).

In order to be able to nominate a new person in an account of the Austrian Part of the Union Registry, in a first step the newly nominated person must create an account in the EU Login:

- 1) Install the Mobile App 'EU Login' on a **compatible mobile device** (except models from Huawei after 16.05.2019)

Technical requirements: functioning camera, screen lock activated, permissions requested must be allowed/ activated

After the successful installation of the app, we kindly ask you to open the login page of the EU Login (: <https://ecas.ec.europa.eu/cas/login>) with your laptop/computer. You will also find the link on our website going to 'Union Registry/ Access/ Login to EU Login account' (end of the page)

- 2) Click on the link 'Create an account' and fill out the fields. Read and accept the privacy statement and click on the 'Create an account' button. A message will be sent to the specified email address. The email message contains a confirmation link.

**Pay Attention:** the message may end up in the spam folder.

- a) After clicking on the confirmation link contained in the email message, you are asked to choose your password in the EU Login.
  - b) After choosing your password, click on the gear icon next to your name in the top right corner and then on 'My Account'. Go to 'Manage my mobile phone numbers' and add your phone number (formal requirement: +Country code, no leading zero. For example: +4366412345678) .
  - c) Go again to 'My Account', choose now 'Manage my mobile devices' and click on the button 'Add a mobile device'. Fill in your device name and a 4 digit PIN code (this will be required again at a later stage).
- 3) Link now your EU Login Mobile App with the EU Login Account (=INITIALIZE): Scan of the QR Code by selecting 'Initialize' within the app, enter the previous chosen 4-digit Pin Code and if applicable: Confirm the push notification.

**Check if initialisation process is completed:** Click in the app on 'Settings' and on the button 'About this app'. Check if the registration process is completed. Also, check if you can see the MUDI (Mobile Unique Device Identifier) with 64-digits.

If you cannot see that the registration process is completed and/or no MUDI is viewable the initialisation process could not be finished successfully. In this case, we recommend to uninstall the app and to start the process again (previously, check the technical requirements).

If you change your mobile device (e.g. new smartphone), the EU Login must be installed again on the new mobile device, according to the procedure described above.

**Note:** If you already have an EU Login (password, mobile number and mobile device are deposited) this access can also be used to generate an URID in the Austrian part of the Union Registry.

## 2 First registration in the Union Registry: generation of a URID number

- 4) Go to our website at [www.emissionshandelsregister.at](http://www.emissionshandelsregister.at) and click on the link 'Login to the Austrian Part of the Union Registry'.
  - a) Click the 'Login' link at the top left. Ensure that the part of the Union Registry managed by Austria is selected (Austrian flag at the top left). You will be redirected to EU Login. The information 'Sign in to continue' appears.
  - b) Enter your email address and password and select the authentication method 'EU Login Mobile App QR Code'.
  - c) Open the EU Login Mobile App on your mobile device and click on 'Scan QR Code' in the app and point the camera of your mobile device at the QR code on the PC/laptop screen. After scanning, an 8-digit code (one-time password) will appear in the app - enter the code on the PC/laptop screen.

**You are now registered in the Union Registry for the first time.** In the English language setting, select 'fill in your personal details' at the top left (under the flag). Fill in the fields accordingly. (fields marked with a green star are mandatory).

By confirming your entered data your URID (Unique Registry Identification Number), your personal user ID in the Union Registry, is generated. Write down your URID number and share it with the person who is already an authorised person of an existing account of your company in the Union Registry and who will nominate you as a new authorised person.

## 3 Nomination of authorised representatives in the Union Registry

After the newly nominated person has successfully registered in the EU Login and generated an URID number, an existing authorised representative can initiate the online request for:

#### a) **Adding** a new authorized representative

The online request is started in the account in the tab 'Authorised Representatives' by clicking on the button 'Add AR'. Select whether the new authorized representative is already assigned to the account holder or not. If the authorised representative has not yet been assigned to the account holder, fill out the following form accordingly.

**Note:** Account representatives may have the following roles in the Union Registry:

- **Initiator only:** an nominated person with the right to initiate processes/transactions for the account
- **Approver only:** an nominated person with the right to approve processes/transactions
- **Initiator and Approver:** an nominated person with the right to initiate or approve a process or a transaction
- **Read Only:** an authorised representative with no rights to initiate or approve processes, read-only access to the account

Confirm with the 'Submit' button - this initiates the online request. A 7-digit request number will be displayed in the green field and shall be noted on the written request.

#### b) **Replacement** of an authorised representative

Click in the relevant account on the 'Authorised Representatives' tab and use the 'Replace' button below the person to be replaced. Select whether the new authorised representative is already assigned to the account holder or not. If the authorised representative has not yet been assigned to the account holder, fill out the following form accordingly.

Confirm with the 'Submit' button - this initiates the online request. A 7-digit request number will be displayed in the green field and shall be noted on the written request.

If a new person is nominated in several accounts of the account holder in the Austrian Part of the Union Registry, the steps mentioned must be carried out for each account separately. **Please note that only one change of account representatives can be requested per account.** Any further changes are only possible after the final confirmation of a requested change by the Austrian Emissions Trading Registry.

**Note:** Only authorised representatives with the role 'Initiator only' or 'Initiator and Approver' can initiate this online request.

## 4 Required documents and written request

For the nomination of new authorised representatives in the Austrian part of the Union Registry, the following documents / requests are required in addition to the online request:

- **Duly signed written request** in original via postal mail or a written request signed using an electronic signature (refer to the Regulation (EU) 910/2014 Annex I) as an attachment to an e-mail in original. Templates for the written request can be found on our website in the left menu under 'Union Registry/ Accounts/ Updating of account information and documents/ Changing account representatives'
- **Proof of identity:** notarised copy of the valid passport or valid identity card or a valid identification document recognized under national law certified by a notary public (date of certification not older than three months) either via postal mail (original) or an electronic document carrying the official notary signature. For documents without an expiry date, the date of issue must not be older than 10 years.
- **Evidence to support the address of the permanent residence** (e.g. confirmation of registration) in original or notarised via postal mail; or electronically signed as an attachment to an email (date of document not older than three months). **If the main residence is in Austria and the data is available in the central residence register it is not necessary to submit a proof.**
- **Criminal record certificate for the last 5 years** in original or notarised by post; or electronically signed as an attachment to an email (date of document not older than three months)

Please note that all documents must be submitted in German or English. Documents in other languages must be accompanied by a certified translation into German or English. You can find more details on the certification of documents on our website [www.emissionshandelsregister.at](http://www.emissionshandelsregister.at) in the left menu under 'Union Registry/ Accounts/ Formal requirements for documents'.

## 4 Enter enrolment key

After initiating the online request in the Union Registry, the submission and successful examination of the necessary documents, the Austrian Emissions Trading Registry confirms the online request. The system generates an enrolment key. The key is sent by registered postal mail to the new authorised representative. The new authorised representative must enter the enrolment key in the Union Registry.

## Contact Austrian Emissions Trading Registry

If you have any questions about the Union Registry, please feel free to contact the Austrian Emissions Trading Registry. Availability is as follows: Monday to Friday on working days from 9:00 a.m. to 4:00 p.m.

### Contact details:

Umweltbundesamt GmbH  
Austrian Emissions Trading Registry/  
Spittelauer Lände 5  
1090 Wien  
Österreich/Austria

Tel.: +43 (0)1-31304-4114

Fax: +43 (0)1-31304-4115

[registerstelle@umweltbundesamt.at](mailto:registerstelle@umweltbundesamt.at)

[www.emissionshandelsregister.at](http://www.emissionshandelsregister.at)

## Disclaimer

This document has been prepared by Umweltbundesamt GmbH (Environment Agency Austria) for users of the Austrian part of the Union Registry by exercising all reasonable care and due diligence. The Union Registry has been developed and is operated by the EU Commission. Umweltbundesamt GmbH accepts no liability for the content of the document or for any damage, inter alia direct, indirect or accidental damage not specified in advance, or consequential damage resulting from the use of this document. This document is intended as a technical aid. It is without prejudice to the application of the law and does not establish a right in any form whatsoever.

**Imprint**

Media owner and publisher:

Umweltbundesamt GmbH  
Spittelauer Lände 5, 1090 Wien/Österreich