

EMISSIONS TRADING REGISTRY

User Guide

Change of authorised representatives

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*This Quick Start Guide is intended solely for use by the registered users of the Union Registry.
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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 'Manage my mobile device'. Enter any name for your mobile device and a 4-digit PIN code (required once for initialization).

- 3) Link now your EU Login Mobile App with the EU Login Account: Scan of the QR Code by selecting 'register my device' 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.

If you change your mobile device in future (new smartphone, change of smartphone), you must re-register the new device in EU Login according to the steps specified. Make sure that your old mobile device is still available. You must log in to EU Login with your old mobile device in order to add the new device.

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. Registration in the Union Registry: generation of a URID number

Go our website at www.emissionshandelsregister.at and click on the link '**Login to the Austrian Part of the Union Registry**'.

a) Click the 'Login' in the middle of the screen (in chapter 1, the account was created). Ensure that the part of the Union Registry managed by Austria is selected (see flag at the top left part). 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. A field with 'fill in your personal details' opens. 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. Change 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:

3.1. Add a new authorized representative

After the log in in the Austrian part of the Unions registry, all available accounts are visible on the front page. Select the desired account and choose in the left-hand menu 'Representative'. Click on 'Add Representative' (top right). The first step is to select whether the account holder also has open accounts in another country. Then, fill in the URID, role and postal address of the workplace of the newly nominated person.

The Union Register distinguishes between four roles:

- **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 *and* approve processes/transactions
- **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 and shall be noted on the written request.

3.2. REPLACE OF AN AUTHORISED REPRESENTATIVE

Click in the relevant account on 'Representatives'. Select the three dots to the right of the person to be replaced. Choose 'Replace' and enter the URID, postal code and workplace of the new authorised representative to be nominated.

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

3.3. Remove of an authorised representative

Click in the relevant account on 'Representatives'. Select the three dots to the right of the person to be replaced. Choose 'Remove' and enter the URID, postal code and workplace of the new authorised representative to be nominated.

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

If a new person is to be nominated, replaced, or removed from multiple accounts of the account holder, the steps must be carried out separately for each account. Only one change can be requested per account. Any further changes are only possible after confirmation of the requested change by the Austrian Emissions Trading Registry.

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 in the left menu under 'Union Registry/ Accounts/ Formal requirements for documents'.

5. 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 from 9:00 a.m. to 4:00 p.m. on working days.

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