

EMISSIONS TRADING REGISTRY

User Guide

EHR-Portal

August 2026

This user 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.

Person names come from Regulation (EU) No 2019/1122, as amended, and are in accordance with determination and gender-neutrality.

1. Access to the EHR-Portal

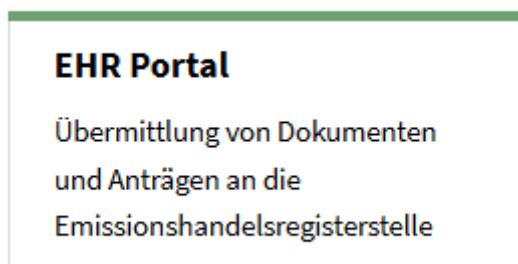
The Emissions Trading Registry Portal (EHR Portal), which can be accessed via the Business Service Portal (Unternehmens Service Portal (USP)), is a secure option to transfer documents to the Austrian Emissions Trading Registry. This applies to all documents that have been digitally signed in accordance with Regulation (EU) 910/2014 as amended, do not require a signature, or are officially signed electronically. Manually signed documents must still be sent to the registry by postal mail in their original form.

Access to the EHR Portal is available via the USP using your chosen authentication method.

To gain access to the EHR Portal, please contact your company's USP administrator. Only they can activate your authorization in the USP. Access to the EHR Portal is only possible with authorization activated in the USP.

Please note that currently the EHR-Portal is only available in German language.

Please use the following portal in the USP to access the EHR-Portal:



2. Documents that can be transmitted

Please note that only the following documents can be submitted:

Personal documents:

Electronically signed official documents as well as documents whose authentication was carried out by means of an electronic notarial certification signature.

Company-related documents:

Electronically signed documents as well as documents that do not require a signature.

Applications and confirmations:

Applications and confirmations that have been digitally signed using a qualified electronic signature in accordance with Regulation (EU) 910/2014.

3. Upload and submission of documents in the EHR-Portal

The EHR portal homepage is divided into four sections:

- Company data of the logged-in company ("Unternehmensdaten")
- Important links to further guides, sample letters, and other topics related to the emissions trading registry ("Wichtige Links")
- Display of recently submitted documents ("Aktivität")
- Frequently Asked Questions (FAQs; „Häufig gestellte Fragen“)

Start Unternehmensbezogene Dokumente Personenbezogene Dokumente Anträge und Bestätigungen

USP Portal > Emissionshandelsregister-Portal > Start

Sie sind gerade als Kontoinhaber für "USP-EHR-Testunternehmen" eingeloggt

Unternehmensdaten
 Firmenbuchnummer Unternehmensbezeichnung
USP-EHR-Testunternehmen

Wichtige Links

- Anleitungen und Formulare
- Österreichische Emissionshandelsregisterstelle
- FAQ der Österreichischen Emissionshandelsregisterstelle
- Aktuelle Meldungen der Österreichischen Emissionshandelsregisterstelle

Aktivität
 Zuletzt übermittelt
 (noch keine Aktivitäten)

Häufig gestellte Fragen über das Emissionshandelsregister-Portal
 Warum kann ich übermittelte Dokumente nicht mehr löschen? Welche Signaturen dürfen verwendet werden?
[Zu den FAQ](#)

For the upload and submission of any document, the header on the homepage is needed:

Start Unternehmensbezogene Dokumente Personenbezogene Dokumente Anträge und Bestätigungen

Depending on the category chosen, company-related and personal documents as well as applications and confirmations can be uploaded and submitted to the Austrian Emissions Trading Registry.

The first button starting from the left "Start" leads to the homepage, while the second "Unternehmensbezogene Dokumente" relates to company-related documents, and "Personenbezogene Dokumente" to personal documents. The last option refers to applications and confirmations ("Anträge und Bestätigungen").

3.1. Upload of documents, applications and confirmations

To upload a document, select the desired category in the header. In the upper right corner click on "Upload new document (Neues Dokument hochladen)". Alternatively, you can select the icon to the right of the respective document row. Both have the same function.

Start Unternehmensbezogene Dokumente Personenbezogene Dokumente Anträge und Bestätigungen

USP Portal > Emissionshandelsregister-Portal > Unternehmensbezogene Dokumente

Unternehmensbezogene Dokumente für USP-EHR-Testunternehmen

Dokumententyp / übermittelter Dateiname	hochgeladen am (von)	übermittelt am (von)	Status	Aktion
Angabe des LEI				
Bescheid zur Genehmigung zur Emission von Treibhausgasen (ETS1)				
Bescheid zur Genehmigung zur Emission von Treibhausgasen (ETS2)				
Geschäftssitz (Firmenbuchauszug) signaturpflicht				
Musterzeichnung signaturpflicht				
Nachweis der Struktur der Unternehmensgruppe signaturpflicht				
Nachweis offenes Bankkonto in einem Mitgliedsstaat des EWR				
Nachweis wirtschaftlicher Eigentümer signaturpflicht				
Umsatzsteuernummer				
Sonstige unternehmensbezogene Dokumente				

By selection an additional screen opens:

Klick on "Datei-Auswahl-Dialog öffnen" to select the document you wish to upload. After the selection, the name of the document will be displayed in the section "Selected Document (Ausgewählte Datei)".

"Type of document (Dokumententyp)" allows you to select the appropriate document type.

To complete the process, after selecting the document, application, or confirmation, click "Apply (Übernehmen)."

Note: If none of the descriptions in the document type section apply to your document, application, or confirmation, select "Other Documents/Applications and Confirmations (Sonstige Dokumente / Anträge und Bestätigungen)."

3.1.1. Additional information and signature

If „Other Document (Sonstiges Dokument)“ is selected, the following screen is shown. Please name the document appropriately.

Beschreibung * Bitte geben Sie einen passenden Namen des Dokumententyps ein:

When uploading a personal document (personenbezogene Dokumente) please enter the name of the person the document is referring to.

Name der Person * Person für die das Dokument gilt. Bitte geben Sie den Namen in folgendem Format ein: Nachname Vorname

For the upload of the annual confirmation please enter the according year:

Jahr * Bitte geben Sie das Jahr für die jährliche Bestätigung ein:

If the document line contains the note “signature required (signaturpflicht)”, the document, the application or the confirmation to be transmitted must be electronically signed in accordance with Regulation (EU) 910/2014 as amended.



3.2 Transfer of documents, applications and confirmations

As the upload is complete, the document is shown in the category chosen before: „Unternehmensbezogene Dokumente“/ „Personenbezogene Dokumente“/ „Anträge und Bestätigungen“. To this moment, the document has been uploaded but not transmitted yet!

To transfer the uploaded document to the Austrian Emissions Trading Registry, select „Check and submit document (Dokument kontrollieren und übermitteln)“.

Dokumententyp / übermittelter Dateiname	hochgeladen am (von)	übermittelt am (von)	Status	Aktion
Angabe des LEI				
Bescheid zur Genehmigung zur Emission von Treibhausgasen (ETS1)				[Icon]
Bescheid zur Genehmigung zur Emission von Treibhausgasen (ETS2)				[Icon]
Geschäftsitz (Firmenbuchauszug) signaturpflicht				[Icon]
Musterzeichnung signaturpflicht				[Icon]
Nachweis der Struktur der Unternehmensgruppe signaturpflicht				[Icon]
Nachweis offenes Bankkonto in einem Mitgliedsstaat des EWR				[Icon]
Nachweis wirtschaftlicher Eigentümer signaturpflicht				[Icon]
Umsatzsteuernummer				[Icon]
Test 1.pdf (15318 Bytes)	20.01.2026, 10:25 von AuditIT Constabel		noch nicht übermittelt	[Icon]
Sonstige unternehmensbezogene Dokumente				

The following window opens, asking you to check the documents before the final transfer:

Kontrollieren und Übermitteln

Bitte kontrollieren Sie, ob Sie das folgende Dokument an die Registerstelle übermitteln möchten:

Umsatzsteuernummer:
Test 1.pdf (15 KB)

By clicking on „Transfer (Übermitteln)“ the document is sent to the Austrians Emissions Trading Registry.

Multiple documents can be submitted simultaneously. To do this, upload them to the appropriate categories. After click on "Check and submit document (Dokument kontrollieren und übermitteln)," all uploaded documents will be displayed and can be submitted with a single click.

If you decide you don't want to submit the uploaded document, first click "Cancel (Abbrechen)". The document can then be deleted by selecting the trash can icon.

Umsatzsteuernummer				
Test 1.pdf (15318 Bytes)	29.01.2026, 19:25 von Rudolf Cernisek		noch nicht übermittelt	

After clicking "Transfer (Übermitteln)," the document is available to the Austrian Emissions Trading Registry. It can no longer be modified or deleted by the person authorized in the USP.

Nachweis der Struktur der Unternehmensgruppe signaturepflicht				
Test 1.pdf (15318 Bytes)	28.11.2025, 13:34 von [redacted]	28.11.2025, 13:42 von [redacted]	übermittelt	

If an error is noticed, or if changes are required AFTER submission, a new document must be uploaded.

After processing by the Austrian Emissions Trading Registry, the document will be marked accordingly and permanently deleted from the system within 10 business days.

4. Contact for problems occurring in the EHR-Portal

If you encounter problems or have questions about the content of the EHR portal, please contact the address listed under "Contact Austrian Emissions Trading Registry." These can be found at the end of this document.

If you experience problems accessing the EHR portal in the USP, please contact the USP Service Center. Contact details, telephone number, and the contact form can be found in the USP under "Help & Support" / "Contact the USP Service Center."

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 2:00 p.m.

Kontakt Daten:

Umweltbundesamt GmbH
Austrian Emissions Trading Registry
Drurygasse 1/1
1030 Vienna
Österreich/Austria

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

registerstelle@umweltbundesamt.at

www.emissionshandelsregister.at

Haftungsausschluss

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