

EMISSION TRADING SCHEME

UNION REGISTRY

USER REGISTRATION

Quick start user guide

Content

Start the application.....	2
Login and Logout	3
Create an EU Login user account and add a mobile phone number	4
Fill in your personal details	6



Start the application

Introduction

The Registry application is a web application.
You need a web browser to start it.

Step by step

Execute the following steps to start the application:

Step	Action						
1	Open your web browser.						
2	Enter www.povolenky.cz in the address field of the browser.						
3	<p>Click on "Login" or "Login to the Union Registry". You can skip this step and go immediately to the Union Registry homepage: https://unionregistry.ec.europa.eu/euregistry/CZ/index.xhtml</p> 						
4	<p>The application home page opens.</p> 						
5	<p>You can connect yourself to the application.</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>You already have an ECAS user account</td> <td>Follow the "Login and Logout" procedure on page 3.</td> </tr> <tr> <td>You don't have any user account</td> <td>You need to request one. Follow procedure "Create an EU Login user account and add a mobile phone number" on page 3.</td> </tr> </tbody> </table>	If	Then	You already have an ECAS user account	Follow the "Login and Logout " procedure on page 3.	You don't have any user account	You need to request one. Follow procedure "Create an EU Login user account and add a mobile phone number" on page 3.
If	Then						
You already have an ECAS user account	Follow the "Login and Logout " procedure on page 3.						
You don't have any user account	You need to request one. Follow procedure "Create an EU Login user account and add a mobile phone number" on page 3.						

Login and Logout


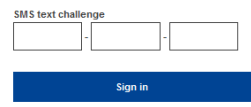

Introduction

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

Note that you need to have an ECAS user account to log on the application. Refer to the procedure “Create an EU Login user account and add a mobile phone number” on page 3 for more information.

Steps to login

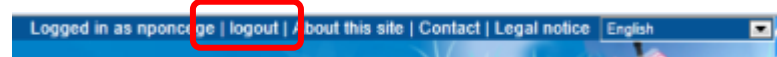
To login, execute the following steps from the Application Home page:

Step	Action	
1	If	Then
	You do not have an ECAS account.	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 3.
	You already have an ECAS account.	Click Login from the left menu and The ECAS login page opens. Go to step 2.
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.	
4	The “Authentication by SMS challenge” page opens. Enter the code you received by phone and click Sign in .	
3	The Application Home page opens again. You can see your user name in the title bar of the page.	
		

On the "ECAS Login" page, verify if the domain is “External”. Otherwise change it by clicking **Change it** and select option “External”.

Steps to logout

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



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

Introduction



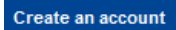
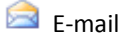
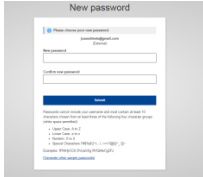
As all the other European Commission applications, the Registry application requires the use of an authenticated user account.

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.

Step by step to create your ECAS 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.	
5	Indicate and confirm your new password and click on the Submit button to validate it.	

Continued on next page

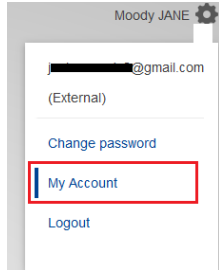




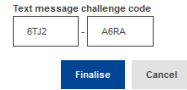
Create an ECAS user account and add a mobile phone number, Continued

Add a mobile phone to your ECAS account

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

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

For entering the a 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


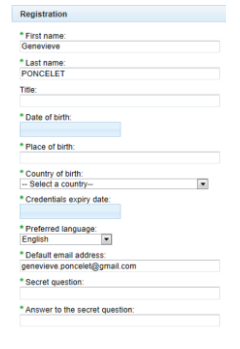
Introduction

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.

Step by step

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

Step	Action	Interface						
1	Click Fill in your personal details from the left menu.							
2	The "Registration" page opens. Fill in the "Registration" form.							
3	Click Next to continue							
4	<p>A summary of your request is displayed on the screen Review your details.</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Your details are correct</td> <td>Click Submit to confirm your registration</td> </tr> <tr> <td>Your details are not correct</td> <td>Click Back and go to step 2.</td> </tr> </tbody> </table>	If	Then	Your details are correct	Click Submit to confirm your registration	Your details are not correct	Click Back and go to step 2.	
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	<p>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.</p> <div style="border: 1px solid black; padding: 10px; background-color: #e0f0e0; text-align: center;"> <p>You have now been enrolled. Your unique Registry Identifier is: EU505737039056.</p> <p>Please communicate this identifier to your account holder(s) for use in account opening requests.</p> </div> <p>The link Fill in your personal details disappears from the menu and is replaced by the link Edit your personal details.</p>							