

EMISSION TRADING SCHEME

UNION REGISTRY

ACCOUNT REQUEST

Quick start user guide

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Request an account creation

Introduction

Any logged user (using ECAS) can request the opening of an account.

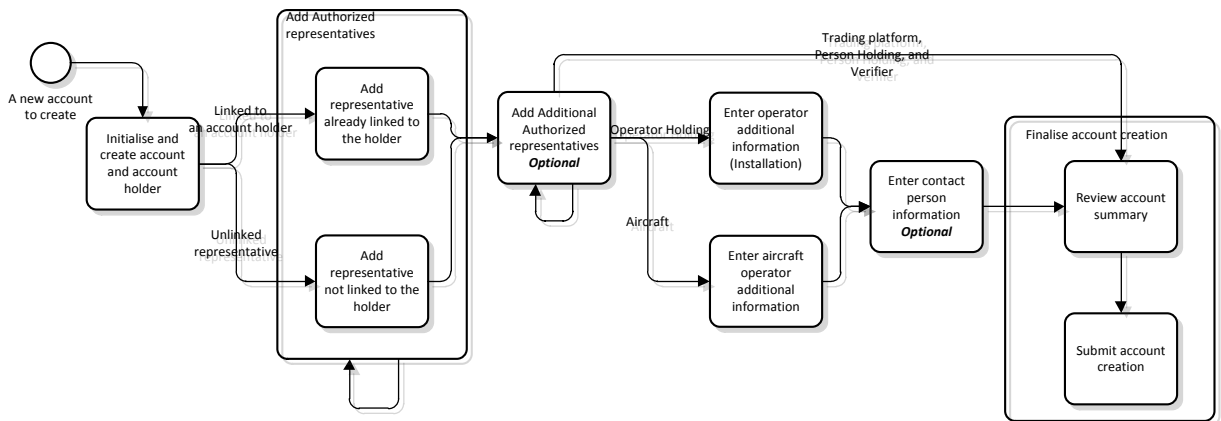
The account opening request must then be approved by a national administrator.

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.

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Add a representative already linked to the account holder	5
Add a representative not linked to an existing account holder	7
Enter operator holding account additional information	9
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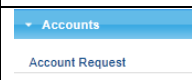


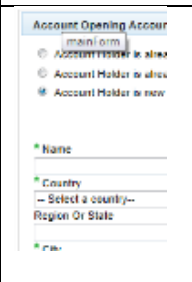
Initialise the account creation and create account holder

Introduction

This is the first step for requesting the creation of an account.

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	<ol style="list-style-type: none"> Select option Account Holder is already linked to the user. Select the account holder from the drop down list box.
	The Account Holder already exists	<ol style="list-style-type: none"> Select option Account Holder is already recorded in the registry. 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	<ol style="list-style-type: none"> Select option Account Holder is new. Enter all the required information. 	
If you are not linked to another account holder, only the second and third options are available.		

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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 – Authorized Representative Information" opens.							
6	<table border="1"> <thead> <tr> <th data-bbox="564 685 995 719">If</th> <th data-bbox="995 685 1420 719">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="564 719 995 819">The representative is linked to the account holder</td> <td data-bbox="995 719 1420 819">See topic "Add a representative already linked to the account holder" on page 5.</td> </tr> <tr> <td data-bbox="564 819 995 920">The representative is not linked to the account holder</td> <td data-bbox="995 819 1420 920">See topic "Add a representative not linked to an existing account holder" on page 7.</td> </tr> </tbody> </table>	If	Then	The representative is linked to the account holder	See topic "Add a representative already linked to the account holder" on page 5.	The representative is not linked to the account holder	See topic "Add a representative not linked to an existing account holder" on page 7.	
If	Then							
The representative is linked to the account holder	See topic "Add a representative already linked to the account holder" on page 5.							
The representative is not linked to the account holder	See topic "Add a representative not linked to an existing account holder" on page 7.							

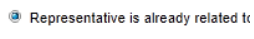


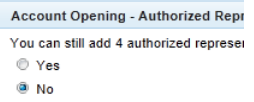
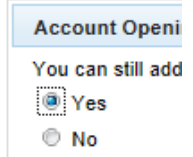
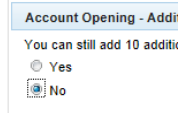
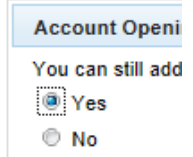
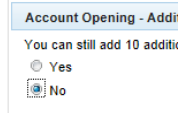
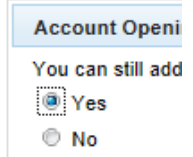
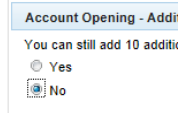
Add a representative already linked to the account holder

Introduction

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

Step by step

To appoint authorized 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 .										
1	Select the authorized representative from the list.										
3	Click Next to continue.										
4	An "Account Opening - Authorized representative" page opens to define the second representative. Repeat step 1 to 3 for each supplementary authorized representative.										
5	When all authorized representatives are created, select No when the system asks you to add another authorized representative.										
6	The system asks you if you want to create additional authorized representatives. Their role consists in approving the transactions proposed by the authorized representatives.										
	<table border="1"> <thead> <tr> <th>If</th> <th>Then</th> <th>Interface</th> </tr> </thead> <tbody> <tr> <td>You want to add additional authorized representatives</td> <td> <ol style="list-style-type: none"> Select Yes Click Next Define representative </td> <td></td> </tr> <tr> <td>You don't want to add any additional authorized representatives now</td> <td> <ol style="list-style-type: none"> Select No Click Next </td> <td></td> </tr> </tbody> </table>	If	Then	Interface	You want to add additional authorized representatives	<ol style="list-style-type: none"> Select Yes Click Next Define representative 		You don't want to add any additional authorized representatives now	<ol style="list-style-type: none"> Select No Click Next 		
If	Then	Interface									
You want to add additional authorized representatives	<ol style="list-style-type: none"> Select Yes Click Next Define representative 										
You don't want to add any additional authorized representatives now	<ol style="list-style-type: none"> Select No Click Next 										

Continued on next page

Add a representative already linked to the account holder, Continued

Step by step
(continued)

Step	Action	
7	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 9.
	An aircraft operator holding account	See topic "Enter Aircraft operator holding account additional information" on page 10.
	Another account	See topic "Finalise the account creation" on page 11.

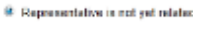


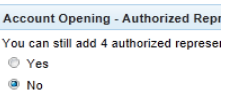
Add a representative not linked to an existing account holder

Introduction

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

Step by step

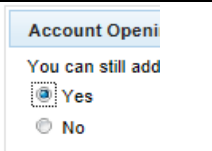
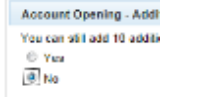
To create new authorized representatives, execute the following steps after initialising and creating an account and the account holder.

Step	Action	Interface
1	Select Representative is not yet related to the account holder.	
2	Fill in the form with the user details.	
3	Click Next to continue.	
4	An "Account Opening - Authorized representative" page opens to define the second representative. Repeat step 1 to 3 for each supplementary additional authorized representative.	
5	When all additional authorized representatives are created, select No when the system asks you to add another authorized representative.	

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

Step by step
(continued)

Step	Action	Interface
6	The system asks you if you want to create additional authorized representatives. Their role consists in approving the transactions proposed by the authorized representatives.	
	If	Then
	You want to add additional authorized representatives	4. Select Yes 5. Click Next 6. Define representative
	You do not want to add any additional authorized representatives now	3. Select No 4. Click Next
		 
7	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 9.
	An aircraft operator holding account	See topic "Enter Aircraft operator holding account additional information" on page 10.
Another account	See topic "Finalise the account creation" on page 11.	

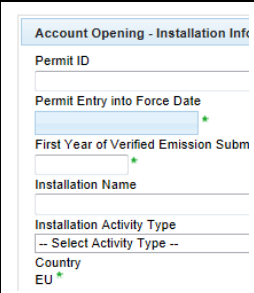

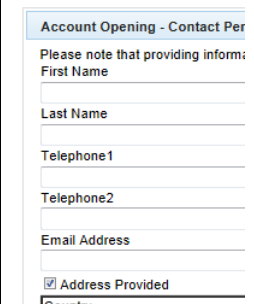

Enter operator holding account additional information

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.

Step by step

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

Step	Action	Interface
1	Enter the Operator holding information.	 <p>Account Opening - Installation Information</p> <p>Permit ID</p> <p>Permit Entry into Force Date</p> <p>First Year of Verified Emission Subm</p> <p>Installation Name</p> <p>Installation Activity Type</p> <p>-- Select Activity Type --</p> <p>Country</p> <p>EU *</p>
2	Click Next to continue.	
3	The "Account Opening – Contact Person Information" page opens. Enter the contact information. This step is optional.	 <p>Account Opening - Contact Person Information</p> <p>Please note that providing information is optional.</p> <p>First Name</p> <p>Last Name</p> <p>Telephone 1</p> <p>Telephone 2</p> <p>Email Address</p> <p><input checked="" type="checkbox"/> Address Provided</p>
4	Click Next to continue.	
5	The "Account Opening – Summary" page opens. See topic "Finalise the account creation" on page 11.	

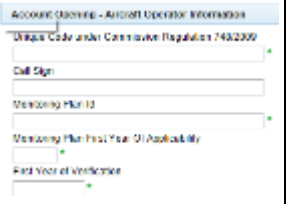

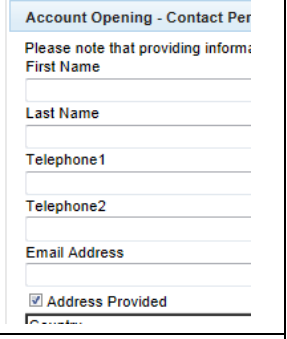

Enter Aircraft operator holding account additional information

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.

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 11.	

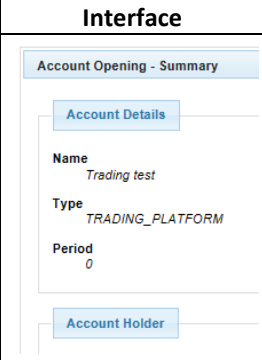

Finalise the account creation

Introduction

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

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.	