

EMISSION TRADING SCHEME

UNION REGISTRY

USER REGISTRATION

Quick start user guide

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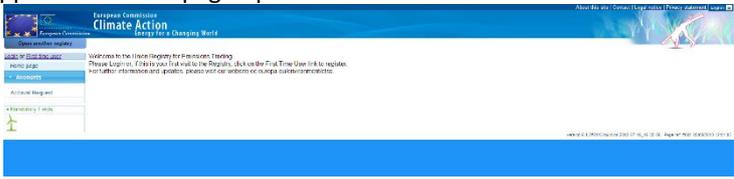
Start the application

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" 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" on page 3.
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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" on page 3.						

Login and Logout

Introduction

Visitors who want to follow-up on ETS news, look at public reports or create an account can do so without a login.

Users who want to work with the application need to log into the Union Registry. This is a safe and restricted environment where only authenticated users can have access to some non-public information and features. Note that you need to have an EU Login user account to authenticate and log into the application. Refer to the procedure “Create an EU Login user account” on page 3 for more information.

EU Login verification method change

As of release 11 of the Union Registry, the “EU Login Mobile App QR Code” method (the so-called Soft Token method) is made available to the Union Registry users to login and sign operations.

To ensure a gradual and smooth transition to the new verification method, it is still possible to authenticate and sign with GSM/SMS verification method for a defined period.

However, please note that, once you login using the EU Login Mobile app, you will not be able to use the GSM/SMS verification method anymore.

Furthermore, once the transition period is over (i.e. after cut-off date), it will not be possible to use the GSM/SMS verification method anymore.

Steps to login with EU Login Mobile App QR Code verification method

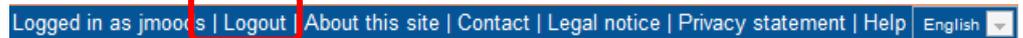
To login, execute the following steps from the Application Home page:

Step	Action	
1	If You do not have an ECAS account.	Then Click First Time user from the left menu. Then, follow the procedure “Create an EU Login user account” 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 choose verification method “EU Login Mobile App QR Code”.	 <p>Choose your verification method EU Login Mobile App QR Code</p>
3	Click Sign in .	 <p>Sign in</p>
4	Scan the QR code with your EU Login Mobile app installed on your smartphone	 <p>Scan QR Code Render a one-time-password for offline authentication.</p>
5	Enter the code generated by the app and click Sign in .	 <p>Code generated by your app [Input field] Sign in</p>

6	<p>The first time logging into the Union Registry after switching from SMS authentication to “EU Login Mobile App QR Code” verification method, you will be requested to register your mobile device. Please click Device registration to save your mobile device details.</p> 
7	<p>The Application Home page opens again. You can see in the service tool bar that you are logged in.</p>  <p>You can retrieve your user details at the top of the left menu.</p>  <p>You can also see a link to the Help page where you will find the user manual, a quick interactive guide and a series of videos with step-by-step guidance to the most important functions of the Union Registry. Please note that this documentation is intended for use solely by the registered users of the Union Registry.</p>

Steps to logout

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



Create an EU Login user account

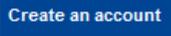
Introduction

EU Login is the name of the European Commission Authentication Service, a platform used by multiple website applications to authenticate users.

This procedure describes how to create an EU Login user account.

Step by step to create your Eu Login 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.	 E-mail
5	Indicate and confirm your new password and click on the Submit button to validate it.	

Add a mobile device to your EU Login account and install the EU Login app

Introduction The Union Registry requires the use of the EU Login Mobile app to authenticate and sign processes.

Download EU Login Mobile app

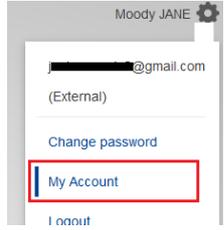
To download the app:

Operating System	URL	Link
Android	https://play.google.com/store/apps/details?id=eu.europa.ec.ecas	
Apple	https://itunes.apple.com/be/app/ecas-mobile/id1056119441?mt=8	

You can find the more details about the compatibility of the EU Login Mobile app in each URL provided in the table above.

Register a mobile device to your EU Login account

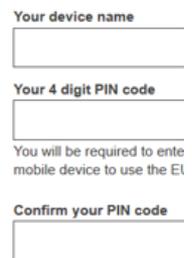
Execute the following steps to register a mobile device in your EU Login account:

Step	Action	Interface
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 devices .	
4	Click Add a mobile device .	
5	If you already have another second factor authentication method registered in EU Login, you will need to authenticate with it before continuing. 	

Add a mobile device to your EU Login account and install the EU Login app, Continued

Register a mobile device to your EU Login account, Continued

The Union Registry requires the use of the EU Login Mobile app to authenticate and sign processes.

Step	Action	Interface
6	Enter a device name and a PIN code of your choice. Enter the PIN code a second time to confirm it	
7	Click Submit to confirm.	
8	EU Login displays a QR code to be scanned. To do so, open your EU Login Mobile app on your smartphone, and tap on  Initialise ¹ .	
9	Tap on Continue and scan the QR code displayed by EU Login with your EU Login Mobile app.	
10	In your EU Login Mobile app, enter the PIN code you created.	
11	A push notification is displayed on your mobile device. Click on it to confirm your action.	
12	Your mobile phone is added to your EU Login account.	

When a mobile device is successfully added to an EU Login account, it generates a MUDI (Mobile Unique Device Identifier) used by the Union Registry to authenticate you.

For this reason, a mobile device can only be linked to one EU Login account and one user can log into the Union Registry with one mobile device only.

Furthermore, if you reinitialise your EU Login Mobile app and add it again to your EU Login account, it will generate a new MUDI, even if it is the same mobile device.

When trying to log into to the Union Registry after generating the new MUDI, the system will ask you to choose between logging in with the mobile device previously registered, or change to the new mobile device. After the change has been approved by a National Administrator, you will be able to log in again to the Union Registry.

¹ For security reasons, this option is disabled if you do not have any security measure (PIN, unlock pattern, fingerprint or face recognition,...) configured in your smartphone

Add a mobile phone number to your EU Login account

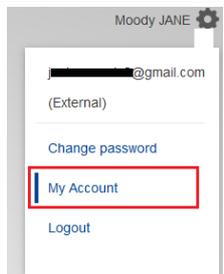
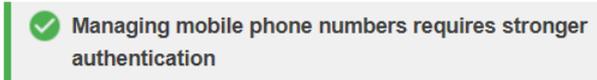
Introduction

The Union Registry requires the use of the EU Login Mobile app to authenticate and sign processes.

However, you still need to register a mobile phone number as a fallback solution.

Step by step

Execute the following steps from the “EU Login” page to register a mobile phone number in your EU Login account:

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	If you already have another second factor authentication method registered in EU Login, you will need to authenticate with it before continuing. 	
5	Click Add a mobile phone number.	
6	Enter your phone number including the country code.	
7	Click Add to confirm.	
8	You will receive an SMS containing a challenge code. Enter the code received on the newly added phone number and click Finalise .	

The system informs you that your mobile phone has been added successfully.

Fill in your personal details

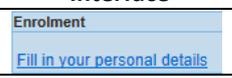
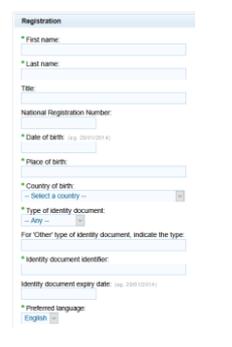
Introduction

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	A summary of your request is displayed on the screen. Review your details. <table border="1" data-bbox="566 1041 1197 1220"> <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
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	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. <div data-bbox="598 1377 1412 1467" style="border: 1px solid green; padding: 5px; 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>						