

EMISSION TRADING SCHEME

UNION REGISTRY

ACCOUNT REQUEST

Quick start user guide

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Request an account creation

Introduction	Any enrolled user can request the opening of an account.
	The account opening request must then be approved by a National Administrator.
	The procedure might be different based on the requested account type.

The differentBased on the type of account, you will have to pass through different steps to enter thestepsrequired 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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Initialise the account creation and create account holder

Introduction

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

Step by stepTo initialise the procedure and create the account, execute the following steps from the
home page.

Step		Action	Interface
1	Select Account Red left menu.	quest from the "Account" section of the	Accounts Account Request
2	The "Account Open Select the type cor create and enter th	ning Account Details" page opens. responding to the account you want to ne name of the account.	Account Opening Account Details * Type - Solidat a type
3	Click Next to contin	nue.	Next
4	The "Account Open Indicate the Account If You are already linked to the account holder The account holder does not exist	 ning Account Holder Information" page opent holder. Then Select option Account Holder is already linked to the user. Select the account holder from the drop down list box. Select option Account Holder is new. Enter all the required information. 	Account Opening Account Account Deparing Account Account Idea in a sold Kidd M Account Idea in a sold Kidd M Account Account Idea in a sold Kidd M Account Account Idea in a sold Kidd M Account Account Idea in a sold Kidd M Account Halder is new Account Halder is new
5	For ETS accounts, y email information EUTL Public websit	you can select whether the phone and should or not be available publicly in the e. Tick the radio buttons accordingly.	Publish telephone 1 on EUTL public website 🔿 Yes @ Publish telephone 2 on EUTL public website 🔿 Yes @ Publish email on EUTL public website 🔿 Yes @ No
6	Click Next to contin The page "Define T account opening"	nue. Trusted Account List preferences at opens.	Next



Define Trusted Account List preferences at account opening

Introduction Upon opening of your holding account, you can define a set of preferences that will impact how you can propose transactions.

By default, accounts can only initiate transactions towards account saved in its trusted account list. Furthermore, transaction proposal must be, by default, approved by a second user. This is a security measure referred to as 4-eyes principle.

This topic describes how you can select the trusted account list preferences for your account at account opening.

Step by step

To define your account's trusted account list preferences, execute the following steps:

Step	Action	Interface
1	Tick the corresponding select box to define if you allow or not transfers to accounts on the Trusted Account List without requiring the approval of a second Authorised Representative (i.e. 2-eyes principle).	○ Yes ◉ No
2	Tick the corresponding select box to define if you allow or not transfers to accounts not present on the Trusted Account List.	○ Yes ◉ No
	This preference is not shown to Trading accounts since they already have, by default, the possibility of transferring towards non-trusted accounts.	
3	Click Next to continue.	Next

Add a representative already linked to the account holder

Introduction	This topic your accou your accou	is a step of the account request pro unt authorized representatives tha unt or already linked to you if you a	ocedure. It describes t are already linked to are already appointed	how you can appoint to o the account holder of I in accounts.
About account representatives	The Autho managing yearly obli	prised Representatives are the mair the account, entering emissions, ir igations on behalf of the account h	n actors on accounts. hitiating transactions older.	They are responsible for and complying with the
	There are	the four types of representatives:		
Step by step	- P - P b - R In order to needs, at I processes Authorised	rocess Initiator Only: They can proprocess Approver Only: They can ap rocess Initiator and Approver: They y others. ead-Only: They cannot propose or b be fully operational, an ETS holdin least, two Authorised Representati and one that can approve transact d Representative.	pose transactions and prove actions initiate can propose and/or approve any action ng account (holding a ves: one that can init ions and processes in	d processes ad by others. approve actions initiated ccount with EU prefix) iate transactions and hitiated by another
	Sten	Action		Interface
	1	Select Representative is already Account Holder.	related to the	Representative is already related to
	2	Select the authorized representa	tive from the list.	* Representative Select Authorized Representative
	3	Select the Authorised Represent	ative role	* Authorized Representative Role Select Authorized Representative
	4	Click on the Add button.		Add
	5	The Authorised representative is Repeat Step 2 to 4 for each supp Authorised Representative.	added to the list. lementary	Accourt Opering - Authorised Representatives Linked to Creation Reparet Representative - Re
	6	Click Next to continue.		Next
	7	Depending on the account type, information.	you will be requested	d to enter additional
		If you are creating	Se	e topic
		An operator holding account	See topic "Enter or	perator 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.

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Add a representative not linked to an existing account holder

Introduction	This topic your accou your accou	is a step of the account request procedure. It describes how unt authorized representatives that are not already linked to unt.	you can appoint to the account holder of
About account representatives	The Autho managing yearly obli	rised Representatives are the main actors on accounts. They the account, entering emissions, initiating transactions and gations on behalf of the account holder.	/ are responsible for complying with the
	There are	the four types of representatives:	
	- Pi - Pi - Pi - Ri In order to needs, at I processes Authorised	rocess Initiator Only: They can propose transactions and pro rocess Approver Only: They can approve actions initiated by rocess Initiator and Approver: They can propose and/or app y others. ead-Only: They cannot propose or approve any action be fully operational, an ETS holding account (holding accou east, two Authorised Representatives: one that can initiate t and one that can approve transactions and processes initiat d Representative.	cesses others. rove actions initiated int with EU prefix) transactions and ed by another
Step by step	To create creating a	new authorized representatives, execute the following steps n account and the account holder.	s after initialising and
	Step	Action	Interface
	1	Select Representative is not yet related to the account holder.	O Representative is not yet related
	2	Fill in the form with the user details and select the Authorised Representative role.	Employer Name: Department at the Employer: Job Title
	3	Click on the Add button.	Add
	4	The Authorised representative is added to the list. Repeat Step 2 to 4 for each supplementary Authorised Representative.	Account Opening - Authorised Representatives United its Creation Rep Real Authorized Representative - Present Initiatir and Approver EURO
	3	Click Next to continue.	Next

Depending on the account type, you will be requested to enter additional

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If you are creating	See topic
An operator holding account	See topic "Enter operator holding account additional information" on pag 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.	Account Opening - Installation Information * Permit ID * Permit Entry into Force Date eg. 20/01/2012 Permit Expiry Date eg. 20/01/2012 * First Year of Verified Emission Submission * Installation Name Installation Activity Type - Select Activity Type -
2	Click Next to continue.	Next
3	The "Account Opening – Contact Person Information" page opens. Enter the contact information. This step is optional.	Account Opening - Contact Per Please note that providing inform: First Name Last Name Telephone1 Telephone2 Email Address Ø Address Provided
4	Click Next to continue.	Next
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.	Account Opening - Aircraft Operator Information * Unique Code under Commission Regulation 748/2009 Call Sign (Note: The call sign is International Civil Aviatio * Monitoring Plan Id * Monitoring Plan First Year Of Applicability
2	Click Next to continue.	Next
3	The "Account Opening – Contact Person Information" page opens. Enter the contact information. This step is optional.	Account Opening - Contact Per Please note that providing informa First Name Last Name Telephone1 Telephone2 Email Address Ø Address Provided
4	Click Next to continue.	Next
5	The "Account Opening – Summary" page opens. See topic "Finalise the account creation" on page 12	1.



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 stepTo 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.	Account Opening - Summary Account Details Name Trading test Type TRADING_PLATFORM Period 0 Account Holder
2	Click Submit to confirm the account opening. Click Back if you want to review some part of your request.	Submit
3	The "Account Opening – Confirmation" page opens. It indicates that the request is recorded. It is now waitin national administrator. Access General Confirmation Your account opening request has been recorded with identifier 6200 The request has been recorded with identifier 6200 The request has been recorded with identifier 6200 The request has been recorded with identifier 6200 Record of your account opening request and need this further ref	ng for the approval of a