

Swedish Energy Agency
Union Registry
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Guide to administering authorised representatives on existing accounts

Introduction

This guide describes how to add/remove/replace or change roles on an authorised representative in an existing account in the Union Registry.

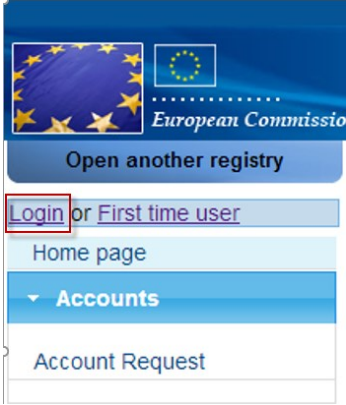
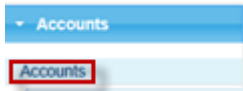
Read more under each section below.

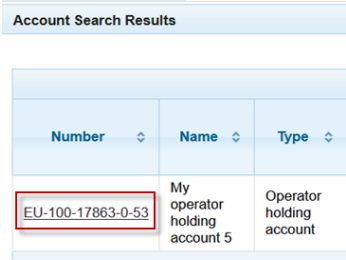





A prerequisite for the new representative to be added to an existing account is that the new representative has created a user in the registry and thus generated a URID. Read more in the guide "Guide for creating a user account in the Union Registry"

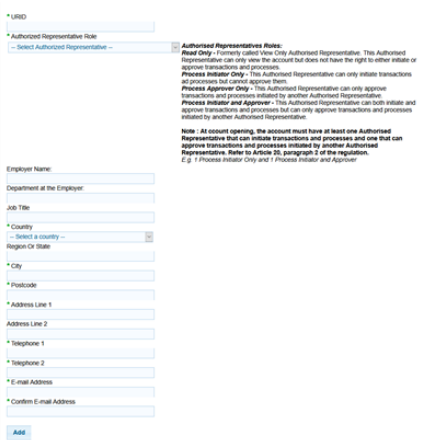

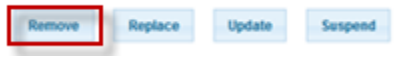
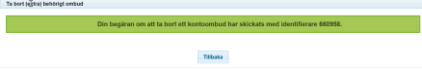
Step by step

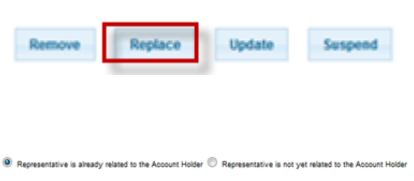

Execute the following steps from the Union Registry home page:

<https://unionregistry.ec.europa.eu/euregistry/SE/index.xhtml>

Step	Action	Interface
1	An existing representative logs on to the Union Registry by clicking Login .	
2	Click Accounts from the "Accounts" area of the left menu. Select the account you want to work with by clicking the account number in the column on the left in the "Account Search Results" table.	

		
3	Click the tab Authorised representatives to access and work with the account representatives.	
4	<p>Here you can manage roles and access for the various representatives by clicking on the respective button below the representative in question.</p> <p>Before taking effect, the change must also be approved by the National Administrator.</p> <p>It is only possible to make one change at a time on the account. The national administrator must approve every change before a new change can be made.</p>	
Adding a representative		
5	Click Add AR .	
6	<p>Select whether the representative is already related to the Account Holder.</p> <p>If the representative is not related to the account holder, select "Representative is not yet related..." and click Next.</p> <p>If the representative is already related to the account holder (exists on other account accounts on the same account holder), select "Representative is already related..." and click Next.</p>	<p><input checked="" type="radio"/> Representative is already related to the Account Holder <input type="radio"/> Representative is not yet related to the Account Holder</p> 
7	<p>You must have the URID of the new representative available when you fill out the form.</p> <p>If the representative is already related to the account holder, the representative must be selected from the drop-down menu. Then the role should be selected:</p> <ul style="list-style-type: none"> - Initiator - Initiator & Approver - Approver - Read only 	<p>* Representative -- Select Authorized Representative --</p> <p>* Authorized Representative Role -- Select Authorized Representative --</p> 

	<p>Enter information in the fields, then click Add.</p> <p>The role Initiator & Approver has complete permissions in the registry.</p> <p>Read more on the different roles: User roles (energimyndigheten.se)</p>	
<p>8</p>	<p>A confirmation of the addition of a representative is displayed and must now be approved by the National Administrator. In the case of a new representative with no previous relation to the account holder accounts, the information will be approved after the submitted documentation has been reviewed.</p> <p>An e-mail is sent to the new representative when the National Administrator has approved the information.</p> <p>Also, an enrolment key is now generated and sent to the representative by the National Administrator via registered post.</p>	
<p>9</p>	<p>To complete the registration, the enrolment key must be registered in the Union Registry by the new representative.</p> <p>Click Enter your enrolment key and enter the key.</p> <p>The new representative now has access to the account.</p>	
<h3>Removing a representative</h3>		
<p>10</p>	<p>Click Remove under the representative you want to remove.</p> <p>Please note that the representative must be removed from each account the user is representing.</p>	
<p>11</p>	<p>The change must then be approved by the National Administrator before taking effect.</p>	
<p>12</p>	<p>You will also need to revoke the power of attorney, other documentation and possibly the representative's access to the Union Registry.</p>	

	<p>This is done by sending an e-mail to the National Administrator at utslappshandel@energimyndigheten.se. The letter must contain information defining which representative should have their access revoked.</p>	
13	<p>The Swedish Energy Agency, acting as National Administrator, will then send an e-mail confirmation when any power of attorney has been revoked.</p> <p>The representative being removed will receive an automatic e-mail when the removal has been approved in the Union Registry.</p>	
Replacing a representative		
14	<p>Click Replace below the representative you want replace with another representative.</p> <p>Select whether the representative is already related to the Account Holder.</p>	
15	<p>To replace the representative with a completely new representative, follow the instructions in rows 7 – 9.</p> <p>To replace the representative with a representative already linked to the account holder, follow the instructions in rows 7 – 8.</p>	
16	<p>The representative being replaced must have their access to the Union Registry cancelled and have powers of attorney and other documentation revoked. Follow the instructions in rows 12 – 13.</p>	
Changing representative roles		
17	<p>Click Change Role below the representative. Select a new role for the representative from the drop-down list.</p> <p>Row 7 shows which roles are available.</p> <p>The change creates a task in the "Task list". The task must be approved by a second authorised representative.</p>	
<p>For the complete Union Registry user manual and instructional videos, visit:</p> <p>http://ec.europa.eu/clima/sites/registry/index_en.htm</p>		