

Swedish Energy Agency
Union Registry
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Guide to completing tasks and transactions

Introduction

This guide describes how authorised representatives complete tasks (e.g. transactions) by approving them in the "Task list".

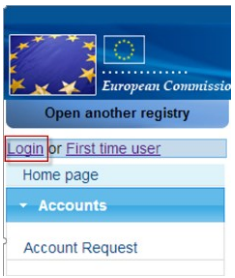

A task must be approved by a representative other than the one who initiated the task. A task can only be approved by a representative with the role **Initiator & Approver** or **Approver**. These representatives also have the possibility to reject the task.

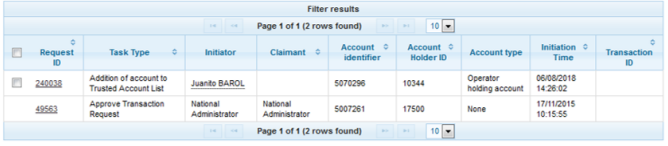
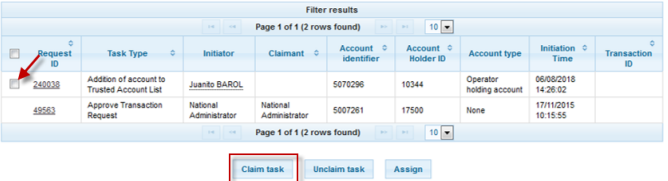
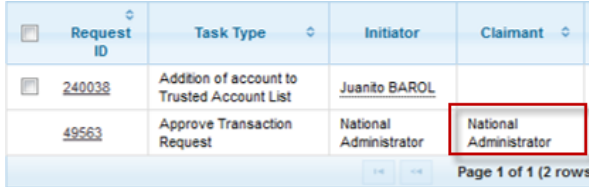
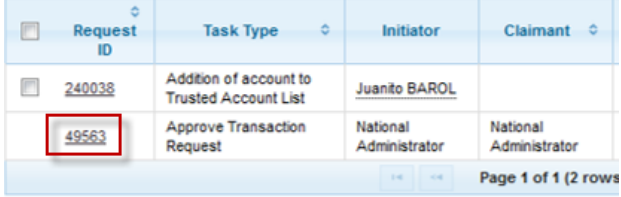

The initiator of a task can always reject his own task.

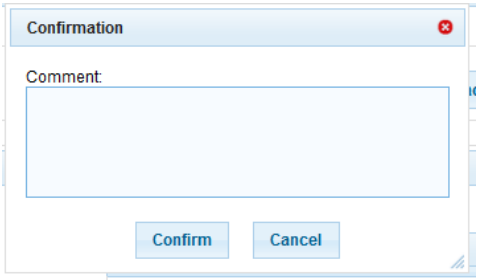
Step by step

Execute the following steps from the Union Registry home page:

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

Step	Action	Interface
1	Logon to the Union Registry.	
2	Select Task list from the left menu.	






Step	Action	Interface						
3	The "Task list" page where all the tasks to be approved are listed opens. The column "Initiator" displays the task initiator.							
4	To handle the task, put a check mark in the check box to the left next to the task and select Claim task . You will then be assigned the task. <i>To assign or unclaim a task, put a check mark in the check box to the left next to the task and select Assign or Unclaim. Click Confirm to complete the assignment or unclaiming.</i>							
5	Your name appears in the "Claimant" column.							
6	Click the appropriate Request ID (task ID) to proceed with the approval/rejection.							
7	You now enter the task itself and can approve / reject the task. <table border="1" data-bbox="373 1406 785 1662" style="margin-top: 10px;"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>You agree with the transaction</td> <td>Click Approve</td> </tr> <tr> <td>You disagree with the transaction</td> <td>1. Enter a comment 2. Click Reject</td> </tr> </tbody> </table>	If	Then	You agree with the transaction	Click Approve	You disagree with the transaction	1. Enter a comment 2. Click Reject	
If	Then							
You agree with the transaction	Click Approve							
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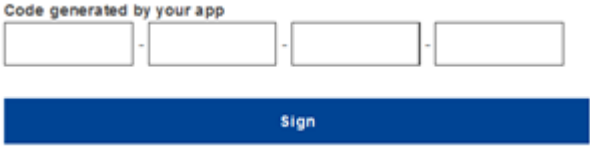
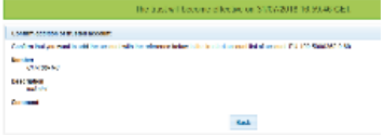
<p>8</p>	<p>A confirmation dialog box opens.</p> <p>Enter a comment if you wish to do so. Click Confirm to confirm your approval or rejection.</p> <p>Done! The task is now completed.</p> <p>When approving transactions, the information must be approved with the EU Login app. Read more about transaction approval on the next page.</p>	
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For the complete Union Registry user manual and instructional videos, visit:

http://ec.europa.eu/clima/sites/registry/index_en.htm

Approving a transaction

<p>9</p>	<p>When you approve a transaction in the task list, you are asked to sign it with the EU Login app.</p> <ul style="list-style-type: none"> • <u>On your computer:</u> Enter your Union Registry password. • <u>On your Android or iOS device:</u> Start the EU Login app, tap "Scan QR code". Scan the QR code displayed on your computer screen. 	 <p>Welcome Juan SECOND-USER to the EU Login Signature page. This page allows you to perform a digital signature using your EU Login password and mobile app.</p> <p>EUCR Signature Process for UNIONREGISTRY</p> <p>Description: Transaction Signature Reason: Please, sign the transaction with your strong password</p> <p>Password</p> <p><input type="text"/></p> <p></p> <ol style="list-style-type: none"> 1. Start the EU Login mobile app on your Android or iOS device. 2. Tap on the "Scan QR Code" menu item and scan the QR code on the left. 3. For Acquiring Account EU-230-301-1-69 enter: 900000301 4. For Total quantity 10 enter: 10 5. Once all fields have been completed in the app, tap the top-right button. Enter the result in the field below to continue. <p>Code generated by your app</p> <p><input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p><input type="button" value="Sign"/></p> <p> Printer-friendly Version  See the complete transaction</p>
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<p>10</p> <p><u>On your Android or iOS device:</u> Once you have scanned the QR code, you must complete the fields for acquiring account and total quantity to be transferred. Use the numbers displayed on your computer screen, as shown to the right.</p> <p>Then approve by tapping the check mark in the upper right, corner, or alternatively on the Approve button if there is one. This may vary depending on your phone model.</p> <p>The app will then generate a code that you must enter in the computer browser to finalise the transaction.</p>	 
<p>11</p> <p><u>On your Android or iOS device:</u> A code will be generated and displayed in the EU Login app.</p> <p><u>On your computer:</u> Enter the code in the text box displayed at the bottom of the browser. Then click Sign.</p>	
<p>12</p> <p>The Union Registry interface will provide confirmation that the transaction is registered.</p> <p>Depending on the transaction type, there may be a delay before the transaction is completed.</p> <p>Information regarding delays will be displayed in the green field on the confirmation page.</p> <p>Find out more on delays: Delays (energimyndigheten.se)</p>	

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