

Swedish Energy Agency
Union Registry
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Guide to appointing a verifier and entering annual emissions

Introduction

This guide describes how an authorised representative appoints / replaces a verifier and enters emissions for an installation.

The appointed verifier from the previous year remains until you replace it.

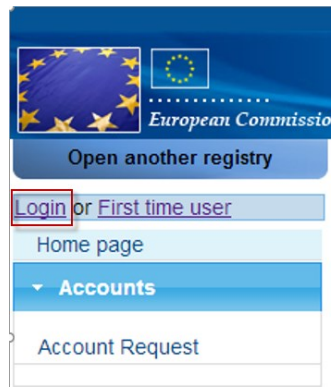
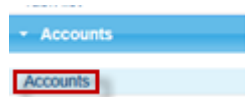
If the installation already has the correct verifier appointed, you can skip to step 15 in this guide and enter your annual emissions.


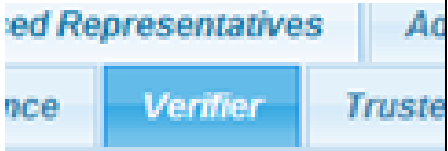
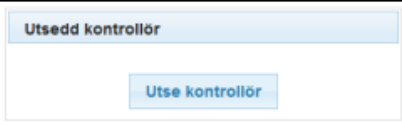
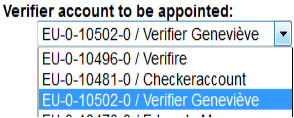

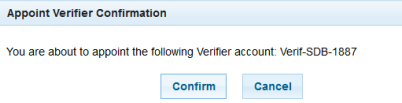
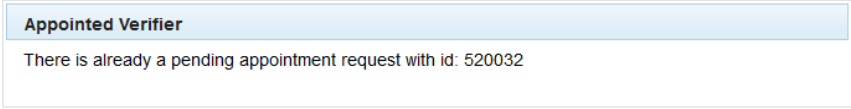
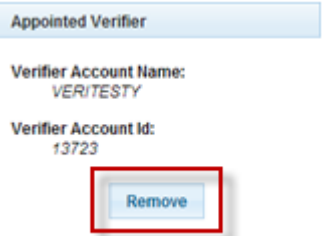
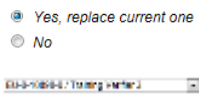
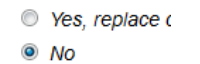
Please note that you must have the correct verifier appointed when entering the annual emissions. The entered emissions will be given as a task for the verifier to approve. If you enter emissions with an incorrect verifier, this verifier must reject the emissions figure and the emissions must then again be entered again after the correct verifier has been appointed.


Step by step

Execute the following steps from the Union Registry homepage:


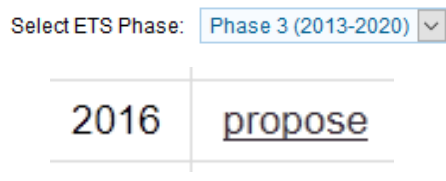
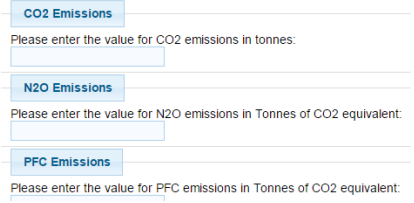

<https://unionregistry.ec.europa.eu/euregistry/SE/index.xhtml>

Step	Action	Interface
1	Logon to the Union Registry.	
2	Click Accounts from the "Accounts" area of the left menu. You can now view all the accounts for which you have a responsibility.	

3	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.				
4	Click the Verifier tab.				
5	If the installation does not have a verifier, Click Appoint verifier . To replace a verifier, go to row 11. To skip the process of appointing a verifier, go to row 15.				
6	The "Appoint Verifier" page opens. Select a verifier account from the drop-down list.				
7	Click Submit to appoint the selected verifier account.				
8	Confirm the appointment by clicking Confirm .				
9	The request is submitted and the system indicates the pending appointment request.				
10	The verifier appointment must now be accepted or rejected by the verifier account's authorised Representative or by a National Administrator. You will be informed by e-mail when it is done.				
11	To replace an appointed verifier, click Remove .				
12		If You want to replace the current verifier by another one	Then 1. Select option Yes . 2. Select a verifier account from the list.		
	You do not want to replace it	Select Option No .			

13	Click Submit to appoint the selected verifier account and confirm the update.	
14	If you chose to replace your verifier, the system indicates that there is a pending appointment request, and the verifier appointment must now be accepted or rejected by an authorised Representative of the replacing verifier account. You will be informed by e-mail when it is done.	

You can now proceed to enter the annual emissions for the installation

Step	Action	Interface
15	Click the Compliance tab.	
16	Select the relevant ETS Phase and click the propose link next to the emissions year.	
17	Enter the quantity of CO ₂ , N ₂ O and PFC emissions (as CO ₂ equivalents) emitted during the year. If there is nothing to report for any of the emission types, you need to enter "0".	
18	Click Confirm .	
19	The proposed emissions are now sent as a task to the appointed verifier who approves or rejects it. Should the wrong annual emissions have been proposed, the verifier can either reject the emissions or contact the Swedish Registry team. The annual emissions can then be proposed again.	
20	<p>Once the annual emissions have been verified and approved by the verifier, you can continue with the surrender of allowances.</p> <p>E-mails are sent to all authorised representatives as soon as the verifier has approved the emissions.</p> <p>See separate guide for surrendering allowances.</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>		