

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


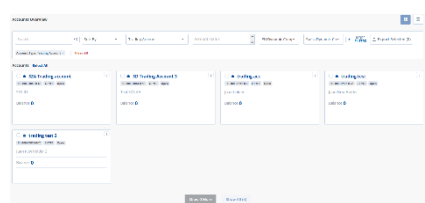
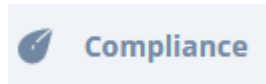
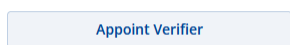
Execute the following steps from the Union Registry homepage:

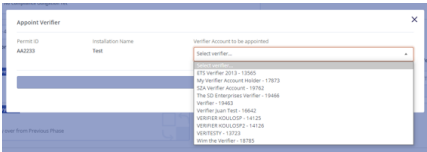


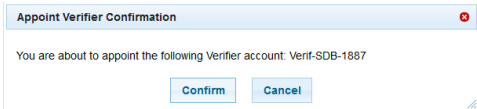

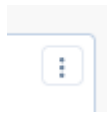






<https://union-registry.ec.europa.eu/ar/#/>


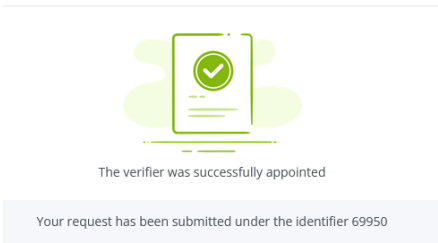
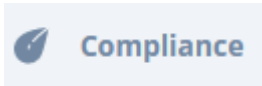

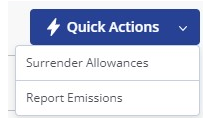
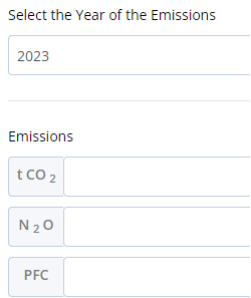
More information

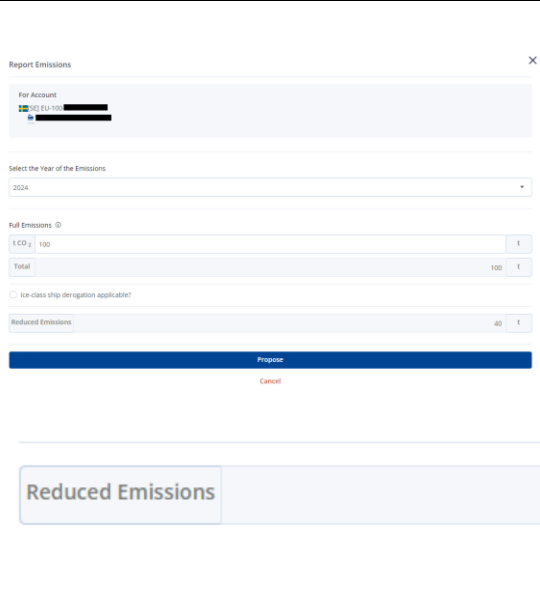

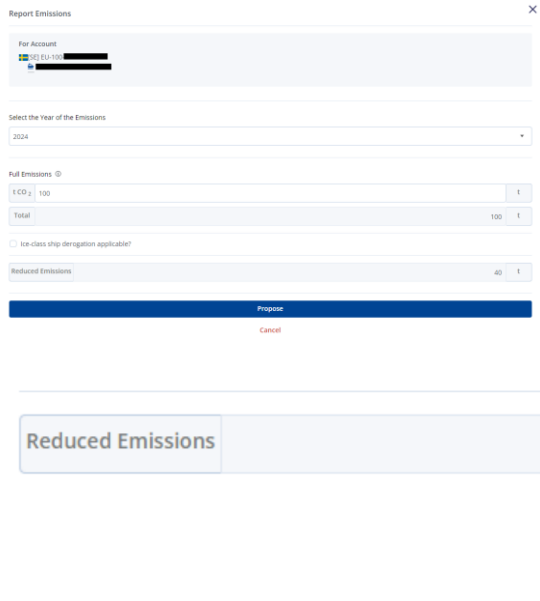

For the entire user manual or to watch instructional videos, go to:

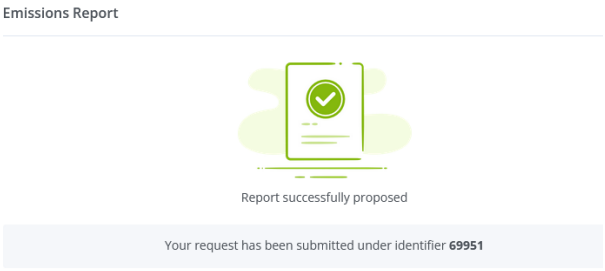
http://ec.europa.eu/clima/sites/registry/index_en.htm

Step	Action	Interface
1	An existing representative logs on to the Union Registry by clicking Login .	
2	You can now view all the accounts for which you have a responsibility. If the accounts are not shown, select the Accounts tab on the left menu. Click the account tile to access an account.	
3	Select Compliance from the left vertical menu.	
4	Click Appoint Verifier .	

5	<p>Select a verifier from the dropdown list.</p> <p>Note that the system does not show a verifier account if at least one of its Authorised Representatives is also appointed as representative of the holding account.</p> <p>To replace the verifier, go to row 10.</p> <p>To skip the process of appointing a verifier, go to row 14.</p>										
6	Click Submit .										
7	Confirm the appointment by clicking Submit in the modal dialogue.										
8	Confirm the appointment by clicking Confirm .										
9	<p>The request is submitted. The system displays the pending request.</p> <div data-bbox="726 1046 1166 1285"><p>The verifier was successfully appointed</p><p>Your request has been submitted under the identifier 69950</p></div> <p>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.</p>										
Replace or remove verifier											
10	In “Your Verifier” area, expand the contextual menu options.										
11	<table><tr><th>If</th><th>Then</th><th>Interface</th></tr><tr><td>you select Replace Verifier</td><td>select a replacement verifier from the dropdown list and click Submit</td><td><div data-bbox="1201 1709 1452 1881"><p>Verifier Account to be appointed</p><p>Select verifier...</p></div></td></tr><tr><td>you select Remove Verifier</td><td>click Confirm in the confirmation message</td><td></td></tr></table>	If	Then	Interface	you select Replace Verifier	select a replacement verifier from the dropdown list and click Submit	<div data-bbox="1201 1709 1452 1881"><p>Verifier Account to be appointed</p><p>Select verifier...</p></div>	you select Remove Verifier	click Confirm in the confirmation message		
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you select Remove Verifier	click Confirm in the confirmation message										

12	Confirm the action by clicking Submit in the modal dialogue.	
13	<p>The removal of a verifier does not require approval. However, a replacement request triggers an approval request. You will be informed by e-mail when it is done.</p> 	
You can now proceed to enter the annual emissions		
14	Select Compliance from the left vertical menu.	
15	<p>In the "Compliance Summary" area, click Report Emissions.</p> <p>Or, alternately, click on the Quick Actions button and select Report Emissions</p>	 
Installations & Aircraft Operators		
16.1	<p>The "Report Emissions" page opens.</p> <p>Select the reporting year and enter the quantity of emissions (as CO₂ equivalent) emitted during the year. If there is nothing to report for any of the emission types, you need to enter "0".</p>	

Maritime Operators		
16.2	<p>The “Report Emissions” page opens.</p> <p>Select the reporting year and enter the quantity of emissions (as CO₂ equivalent) emitted during the year. If there is nothing to report for any of the emission types, you need to enter “0”.</p> <p>The field “Reduced Emissions” shows the number of allowances that shall be surrendered, corresponding to 40% of the emissions reported for 2024 and 70% of the emissions reported for 2025.</p> <p>For the emissions reported for 2026 and years thereafter the discount is not applied, so allowances surrendered shall correspond to 100% of the verified emissions.</p> <p>The discount is applied on derogated emissions, if there are any, or on full emissions, if derogated is not applicable.</p>	
Complete the task		
17	Click Propose .	
16	<p>The “Report Emissions” page opens.</p> <p>Select the reporting year and enter the quantity of emissions (as CO₂ equivalent) emitted during the year. If there is nothing to report for any of the emission types, you need to enter “0”.</p> <p>The field “Reduced Emissions” shows the number of allowances that shall be surrendered, corresponding to 40% of the emissions reported for 2024 and 70% of the emissions reported for 2025.</p> <p>For the emissions reported for 2026 and years thereafter the discount is not applied, so allowances surrendered shall correspond to 100% of the verified emissions.</p> <p>The discount is applied on derogated emissions, if there are any, or on full emissions, if derogated is not applicable.</p>	
17	Click Propose .	

<p>18</p>	<p>The request is submitted. The system displays the pending request.</p> <div data-bbox="651 286 1257 555"> <p>Emissions Report</p>  </div> <p>The declared emissions must be approved by a verifier (or a National Administrator if no verifier is appointed to your account) in order to be taken into account for compliance.</p> <p>The Member State can be set up to allow the verifier to enter the emissions.</p> <p>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.</p>
<p>19</p>	<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>