Datum
2025-02-28

Swedish Energy Agency
Union Registry
euets@swedishenergyagency.se

Guide to completing tasks and transactions

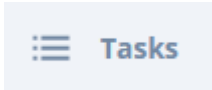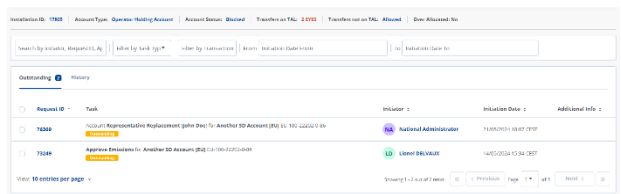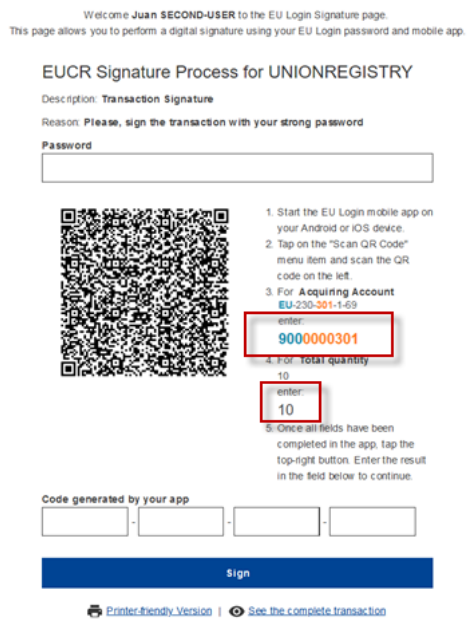| **Introduction** | This guide describes how authorised representatives complete tasks (e.g. transactions) by approving them in the "Task list". |
	A task must be approved by a representative other than the one who initiated the task. A task can only be approved by a representative with the role **Initiator & 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://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
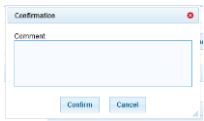
Step	Action	Interface
1	An existing representative logs on to the Union Registry by clicking **Login**.	
2	Select **Tasks** from the left vertical menu.	
3	If you selected one account before, you would find the outstanding tasks concerning the specific account. Otherwise, a global task list displaying the outstanding tasks of all accounts you are appointed to would be displayed.	
4	Click the request ID to see its details.	369484
5	Click **Approve** or **Reject**, as applicable.	

Datum
2025-02-28

6	A confirmation dialogue box opens. Enter a comment and click **Confirm** to confirm your approval or rejection.	
7	Some tasks might require to be digitally signed in EU Login.	

Approving a transaction		
8	When you approve a transaction in the task list, you are asked to sign it with the EU Login app. • <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.	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. **EUCR Signature Process for UNIONREGISTRY** Description: **Transaction Signature** Reason: **Please, sign the transaction with your strong password** Password 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: **9000000301** 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. Code generated by your app **Sign** Printer-friendly Version	See the complete transaction

9	On your Android or iOS device: 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. 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. The app will then generate a code that you must enter in the computer browser to finalise the transaction.	
10	On your Android or iOS device: A code will be generated and displayed in the EU Login app. On your computer: Enter the code in the text box displayed at the bottom of the browser. Then click Sign.	
11	The Union Registry interface will provide confirmation that the transaction is registered. Depending on the transaction type, there may be a delay before the transaction is completed. Information regarding delays will be displayed in the green field on the confirmation page. Find out more on delays: Delays (energimyndigheten.se)	