



EU ETS - Union Registry*

Login User Guide

Office of Environmental
Protection
National Emissions
Trading Registry
Liechtenstein
P.O. Box 684
Dr. Grass Strasse 12
9490 Vaduz
Principality of
Liechtenstein

Hotline: +423 236 75
96

(10 am - 4 pm)

Email:

registry@aus.llv.li

www.emissionstradingregistry.li / www.afu.llv.li / www.liechtenstein.li

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* All representatives needs to apply for an ECAS-Account and a Registry enrolment.

Introduction

Emissions Trading Registries are the key business of the European Emissions Trading Scheme (EU ETS). Here emission allowances are generated and transferred and evidence is produced that a company complied with its obligations within the EU ETS.

The EU Emissions Trading Scheme has been in place since 2005 and has been extended to include aviation from 2012.

From June 2012 the Union Registry, one registry covering the entire EU and EEA, will replace all existing national registries of EU and EEA Member States. The European Commission technically developed and maintains the Union Registry. Each Member State has its own domain in the Union Registry and is the focal point for Registry users and account holders.

The area of the Union Registry administered by Liechtenstein can be accessed through the following www.emissionstradingregistry.li.

Before starting the Login Procedure, read and comply with the Security Terms of Use on http://www.llv.li/amtstellen/llv-aus-emissionshandel_en/llv-aus-emissionshandelsregister_en.htm.

If you need background information about the Emission Trading Registry of Liechtenstein, please visit our website; http://www.llv.li/amtstellen/llv-aus-emissionshandel_en.htm. If you have additional questions or specific questions regarding account application, do not hesitate to contact the Helpdesk: +423 236 75 96 (on working days from 10 am till 4 pm), or registry@aus.llv.li.

Account Creation Process

The access to the Registry application is a process where the user, the national administrator and the European Commission Authentication Services (ECAS) interact. ECAS is used as centralised authentication service and increases the safety of the login and allows access to several applications of the European commission as well as to the Liechtenstein Union Registry. The ECAS account is mandatory for this reason.

One single ECAS account is sufficient to generate several URIDs (Unique Registry Identifier) in parts of the Union Registry administered by the different Member States. In each of the parts of the Union Registry administered by a Member State, only one URID can be assigned to one ECAS access.

After creating an ECAS Account and before being representative of an account in the Union Registry, the user must be enrolled (registered) in the system. This enrolment in the Union Registry will be completed by entering the enrolment key which will be sent by the administrator.

Therefore a series of tasks must be executed partially by the user himself and partially by the national administrator.

First of all, the application for an account opening must be sent to the Liechtenstein Union Registry. For more information see: http://www.llv.li/amtstellen/llv-aus-emissionshandel_en/llv-aus-emissionshandelsregister_en.htm.

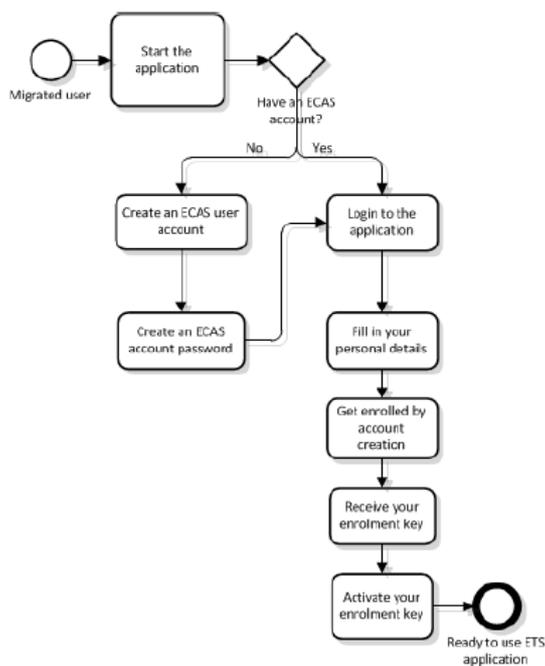
Further, you need to define your role in the Liechtenstein Union Registry and follow the steps in the action guide here below.

Define your role in the Union Registry

1. New user

You do not have an ECAS Account nor a Registry enrolment - follow action guide 1 (page 5)

You have an ECAS Account but no Registry enrolment - follow action guide 1 (page 10, point 4)



2. Regular user

You have an ECAS Account as well as a Registry enrolment key - follow action guide 2 (page 20)

Action guide 1

1. Account application and sending the necessary documents

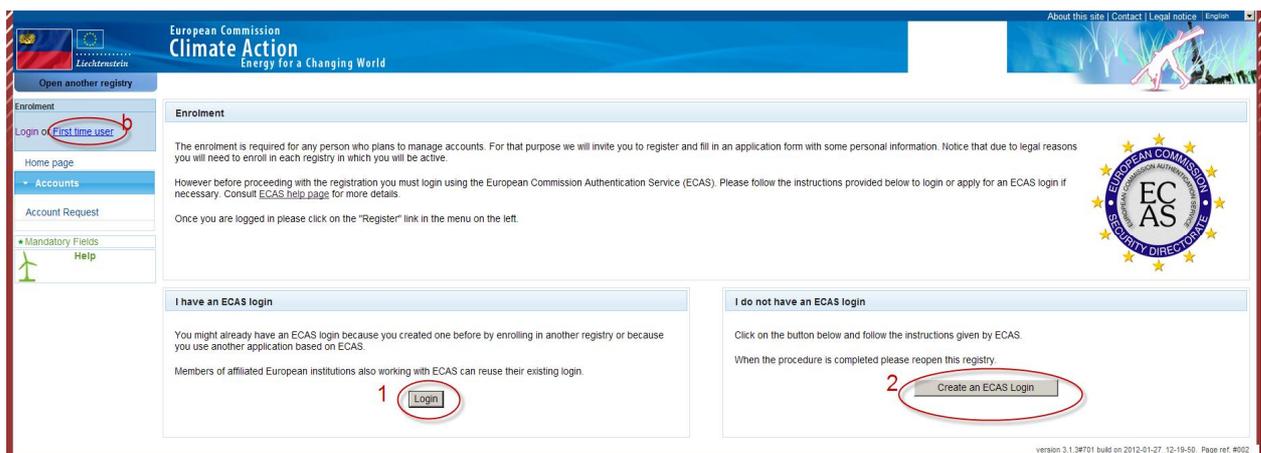
- Get the application form on the Liechtenstein Emission Trading Registry: <http://www.llv.li/schalteronline/amtstellen-formlisting/opening-of-accounts> , fill in all the details and send it to us in electronic form together all the necessary documents as mentioned in following PDF File: http://www.llv.li/pdf-llv-aus-hinweise_personenkonto_en.pdf. Please note: For this operation the additional authorized representatives (AARs) need an electronic signature Card of Liechtenstein (Lisign Card) to authenticate themselves and to sign the application and all individual copies.

Before you begin filling in the online form, please make sure all data required are at your disposal, as there is no temporary saving option in the online form.

ONLY AFTER THE REGISTRY ADMINISTRATOR HAS ACCEPTED YOUR APPLICATION, YOU MAY PROCEED WITH THE FOLLOWING STEPS.

2. Start the Registry application: login as first time user

- Go to: www.emissionstradingregistry.li . You will be forwarded to the Union Registry website.



- Click "First time user"
- Click "create an ECAS Login"
- this step has also to be taken by persons with an ECAS Account but without a Registry enrolment / respectively without a Registry enrolment for this Member State.

3. ECAS Account

ECAS stands for European Commission Authentication Service. All Union Registry logins are managed by this service. The authentication system is used to give access to internal IT systems. All authorised representatives must generate their own ECAS login.

3.1 Creation of an ECAS Account

The ECAS Registration form page opens.

The screenshot shows the ECAS Sign Up page. At the top, there is a navigation bar with 'External European Commission Authentication Service (ECAS)' and a logo. Below this, there are links for 'Login', 'New password', 'Sign Up', and 'Help'. The main heading is 'ECAS (authenticates your identity on European Commission websites)'. The 'Sign Up' section includes a link for 'Help for external users'. The form fields are: 'Choose a username' (circled in red and labeled '1'), 'First name', 'Last name' (circled in red and labeled '2'), 'E-mail', 'Confirm e-mail', 'E-mail language' (set to 'English (en)'), and 'Enter the code' (circled in red and labeled '3'). There are also links for 'Try another' and 'Audio version'. A checkbox for 'Privacy statement: by checking this box, you acknowledge that you have read and understood the privacy statement' is circled in red and labeled '4'. The 'Sign up' button is circled in red and labeled '5'. A legend indicates that an asterisk (*) denotes required fields.

- Fill in this form:

1. „choose a username“ Entering a username is optional. We advise you to create one yourself, otherwise ECAS will create one for you.
2. Fill in personal details and preferred language
An e-mail address can only occur once. The role of the e-mail registered with ECAS is decisive, as it serves not only as username but also as the address to which the link for modifying the ECAS password is sent.
3. Type the characters of the security check
4. Check the privacy statement box
5. Click the sign up button.

The message below is shown:

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

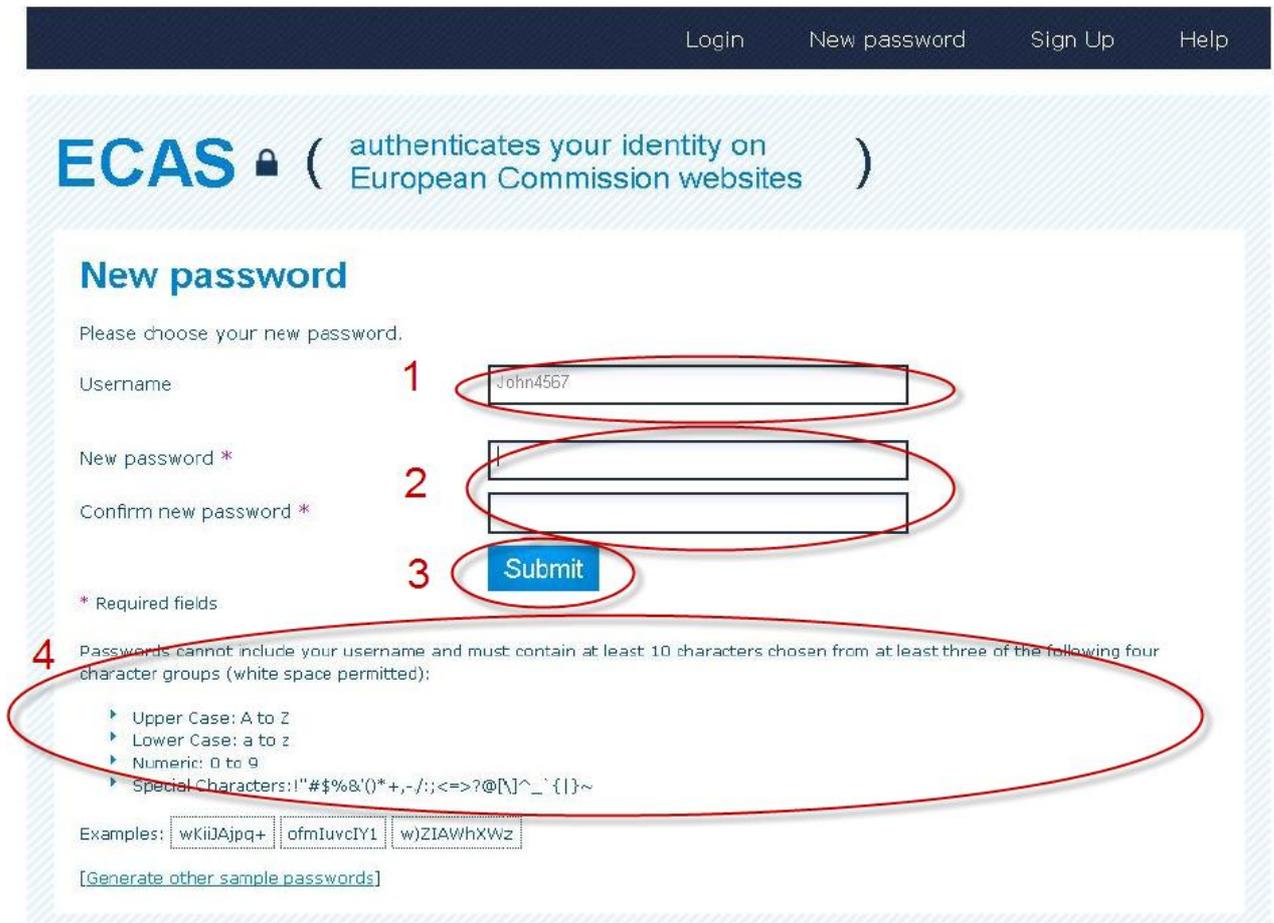
3.2 Reception of the link by email

- You will receive an email indicating your username and providing you a link to create your password. The email can take up 10 to 20 minutes to be delivered. (The e-mail might appear in the 'Junk folder' of your email box.) Once you have received the email, you have 90 minutes to create your password.



- Click on the words 'this link' in the email. The screen below opens.

3.3 Creation of a password



- Create your password by filling in:
 1. Username (the one you entered in the ECAS Registration)

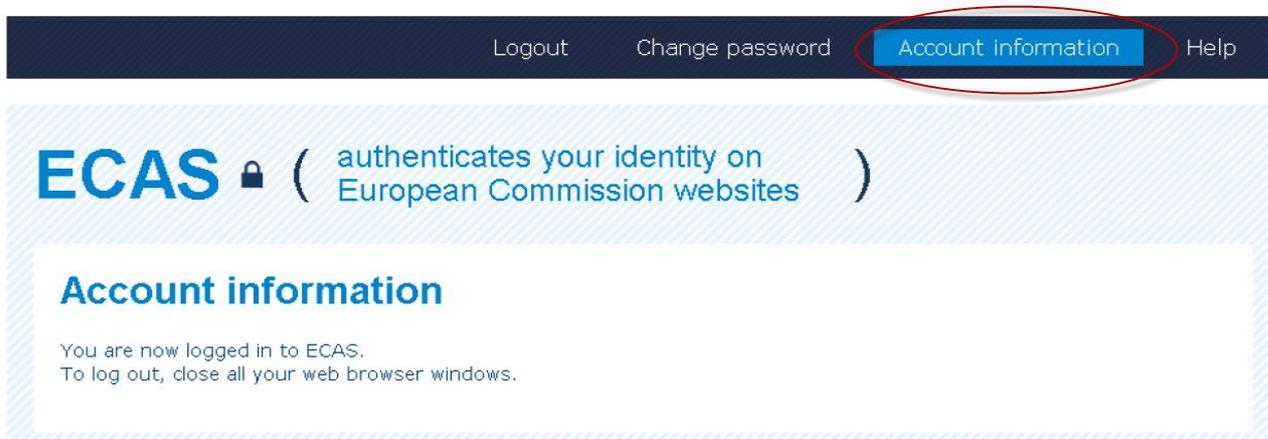
2. 2x password,
3. Click "Submit"
4. Take note of the password requirements:
contains at least 10 characters and includes at least 3 of following special characters:
upper case and lower case letters, numbers and special characters

Following message appears:

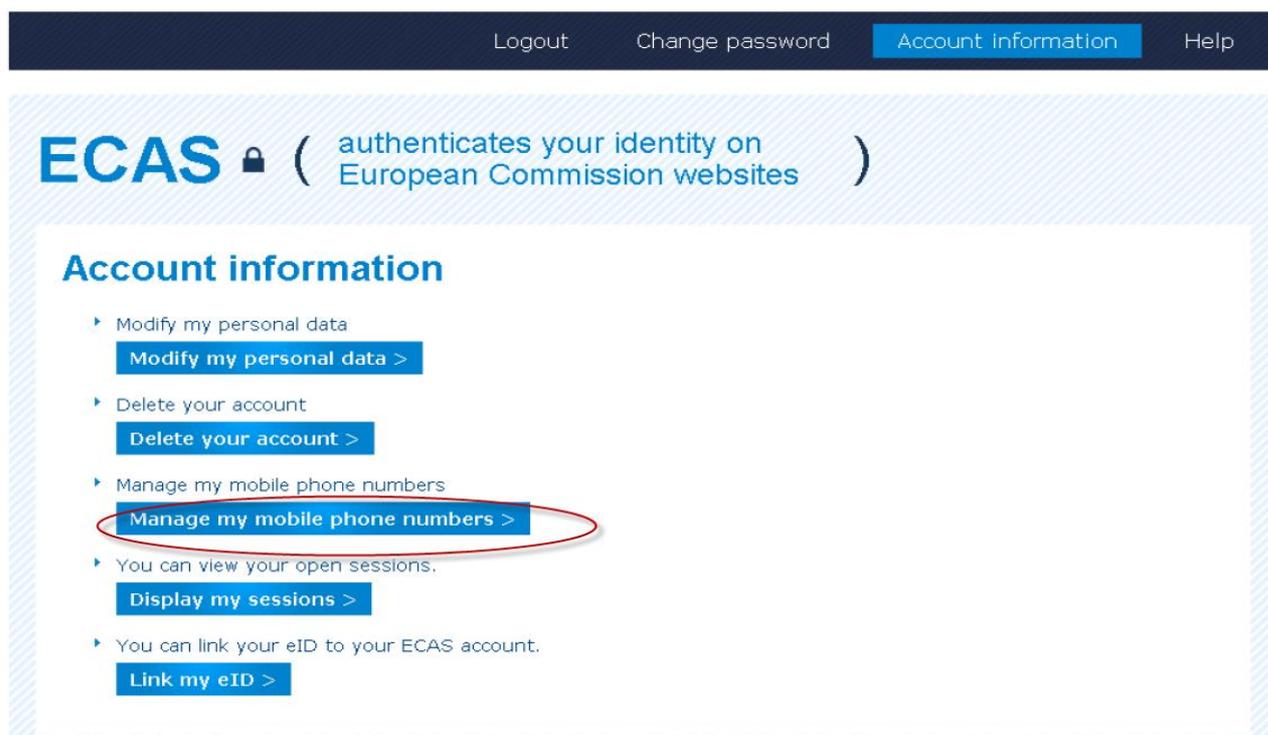
Your ECAS password is successfully changed

3.4 Add mobile number to your ECAS account

- Go to the ECAS Website: <https://webgate.ec.europa.eu/cas/> and login again.
- Click „account information“ on the top right hand side of the screen.



Following screen appears:



- Click: „manage my mobile phone numbers“

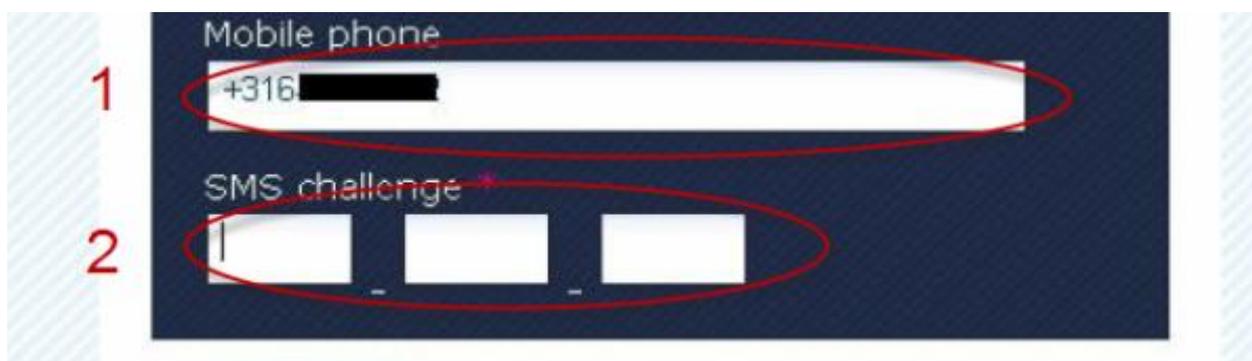
Following screen appears:



1. Enter your mobile phone number in the required format (starting with +, the international area code, mobile phone number).
Please be aware that the Union Registry does not accept identical mobile phone numbers for several authorised representatives of the same account holder.
2. Click „Add“

You receive a “Challenge code” on the mobile phone number you provided.

The text message reads: „Your challenge to authenticate to ECAS is XXX-YYY-ZZZ”



- Enter the challenge code.
- Click “add” and the mobile phone number is added to your ECAS account.

Your ECAS account is now installed.

By email you will receive the message:

Von: Authentication Service [mailto:reply@ec.europa.eu]
Gesendet: Montag, 4. Juni 2012 13:38
An: Karin MÜLLER
Betreff: One new mobile phone number has been added to your ECAS account
Vertraulichkeit: Privat

Username: kmueller
Date: 04/06/2012 13:37 GMT+02:00

Dear Karin MÜLLER,

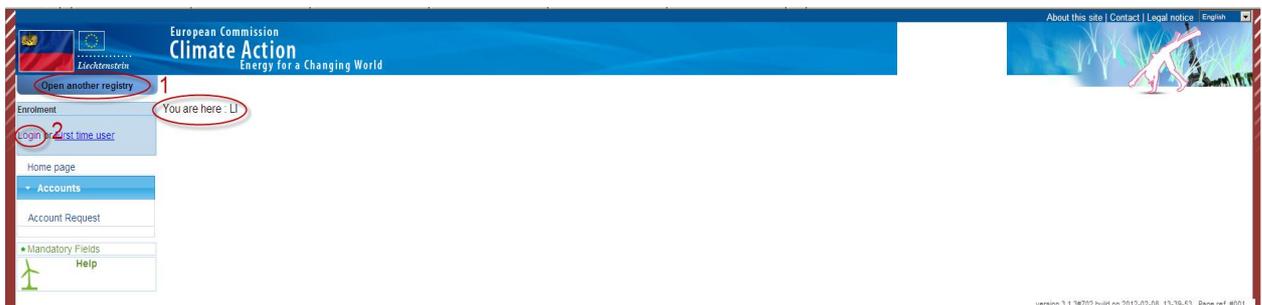
You added the following mobile phone number to your ECAS account at the time mentioned above: +41xxxxxxx79. This message is sent to ensure that you are aware of this action and that it was initiated by yourself. If this is not the case, please contact your local support desk without delay. You may also contact the Commission's User Access Administration to DIGIT-USER-ACCESS@ec.europa.eu or telephone extension 35035 (+352 4301 35035). Please attach this complete message to any e-mails you send relating to this incident.

Sent to you by
European Commission Authentication Service

4. Registry access - enrolment

4.1 Log in to the Registry

- Go to the Registry website: www.emissionstradingregistry.li. You will be forwarded to the Union Registry website.



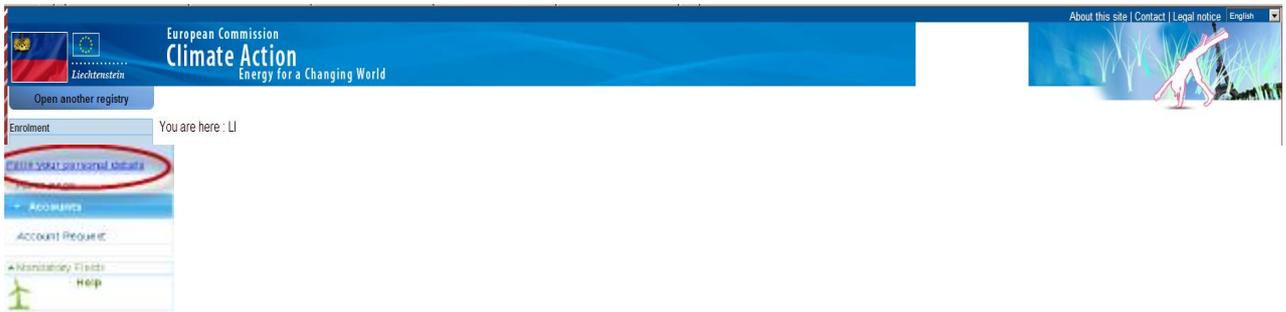
1. Make sure you have selected the area of the Union Registry that is administered by Liechtenstein. This is indicated by the Liechtenstein flag in the top left-hand corner and "You are here: LI". If you see a different flag, use the 'Open another registry' button and select 'Liechtenstein'.
2. Choose Login
For the redirection to work properly, you may have to switch off the pop-up blocker in your browser.

You will be forwarded to the ECAS login homepage

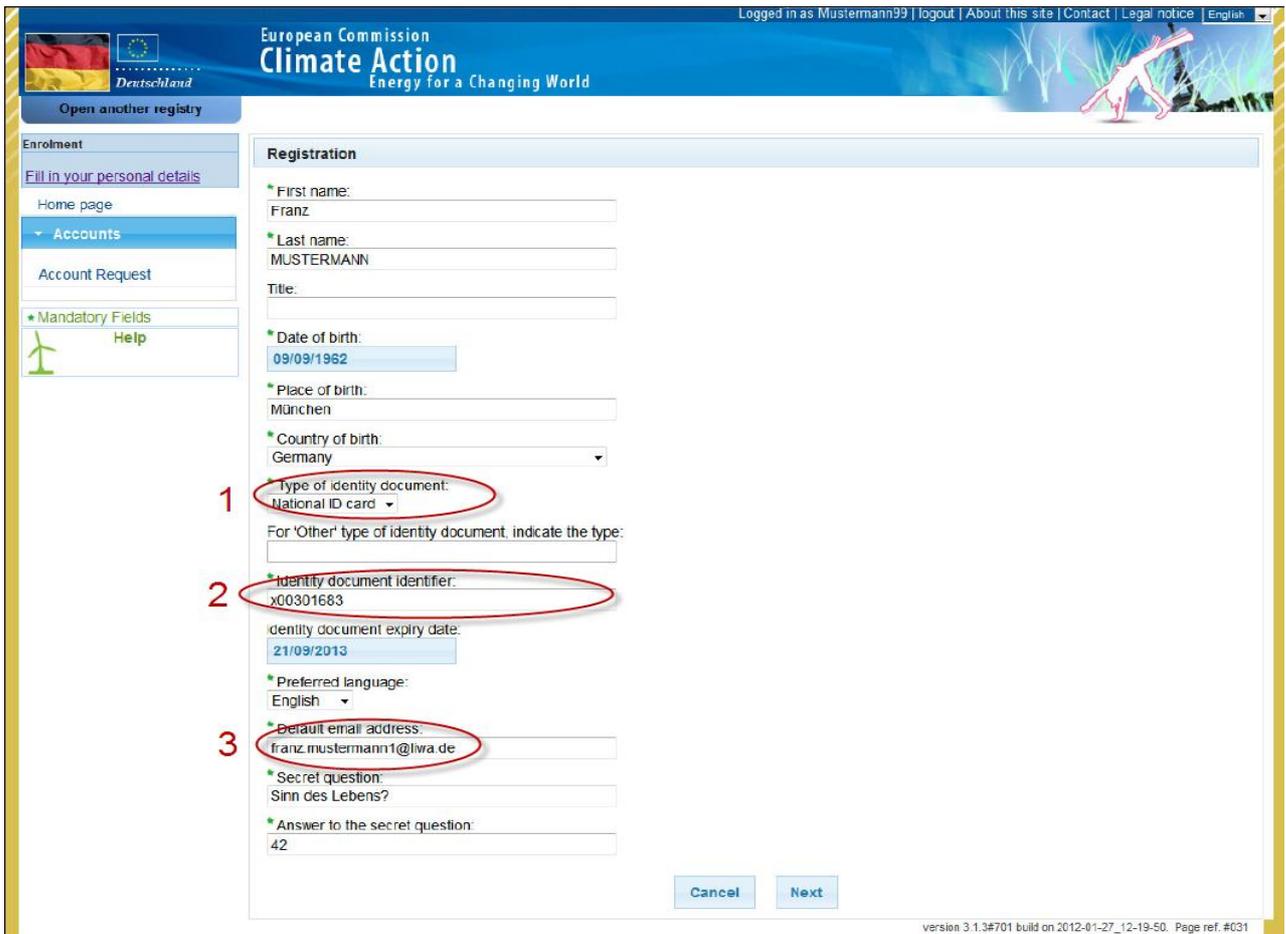
With each login, the entire mobile phone number must be re-entered at ECAS. This a security measure, as ECAS is a publicly accessible site and the registered mobile phone numbers cannot be displayed for obvious reasons. Once the character sequence (challenge) has been entered correctly, the user will be authenticated and redirected to the Union Registry.

4.2 Fill in your personal details in the Registry

Following screen appears:

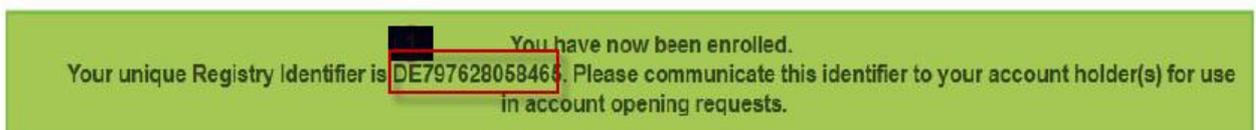


- Click: "fill in your personal details"



- Fill in your personal details as there are:
 1. Choose the right type of identity document
 2. Fill in the ID number
 3. Fill in your personal email address
- Click "next"
- Check the personal details you have entered, then
- Click 'Submit'

The message below will appear on your screen:



The code you see is your Unique Registry Identifier (URID). After logging in, this number and your name are always displayed in the left part of the screen.

By email each of the applicants will receive the confirmation of the account application in English and in German:

Account Opening Request Document - 12657

root@clieuc1a.cc.cec.eu.int

Gesendet: Mo 04.06.2012 13:51

An: Amt für Umweltschutz / National Registry Liechtenstein

 Nachricht |  person_holding_12657_EN.pdf (29 KB) |  person_holding_12657_DE_LI.pdf (29 KB)

Please find attached the document for account opening request 12657.

with the details of the account holder:

Account Opening Contract - EU-100-5000961-0-80

Request Details

Identifier: 12657

Date: 04/06/2012 13:50:30

Account Holder Details

Name: Testkonto

Identifier: 11083

Company Details

Company Registration Number: LI 12757gba

VAT Number: LI 12368403

Contact Details

Address Line 1: Bondgenotenlaan 12

Address Line 2:

Post Code: 3000

City: Leuven

Region:

Country: Belgium

Phone Number : +4232367591

Phone Number : +4232367596

Email: register@aus.ilv.li

Signature of account holder

and with the details of the account representatives:

Account Opening Contract - EU-100-5000961-0-80

Authorized Representative 1

URID: [LI802995312633](#)

First Name: [Karin](#)

Last Name: [MÜLLER](#)

Role: [Authorized Representative](#)

Contact Details

Address Line 1: [Austrasse 1](#)

Address Line 2:

Post Code: [9497](#)

City: [Vaduz](#)

Region:

Country: [Liechtenstein](#)

Phone Number : [+4232367591](#)

Phone Number : [+4232367596](#)

Email: register@aus.llv.li

Job Details

Job Title:

Company Name:

Company Department :

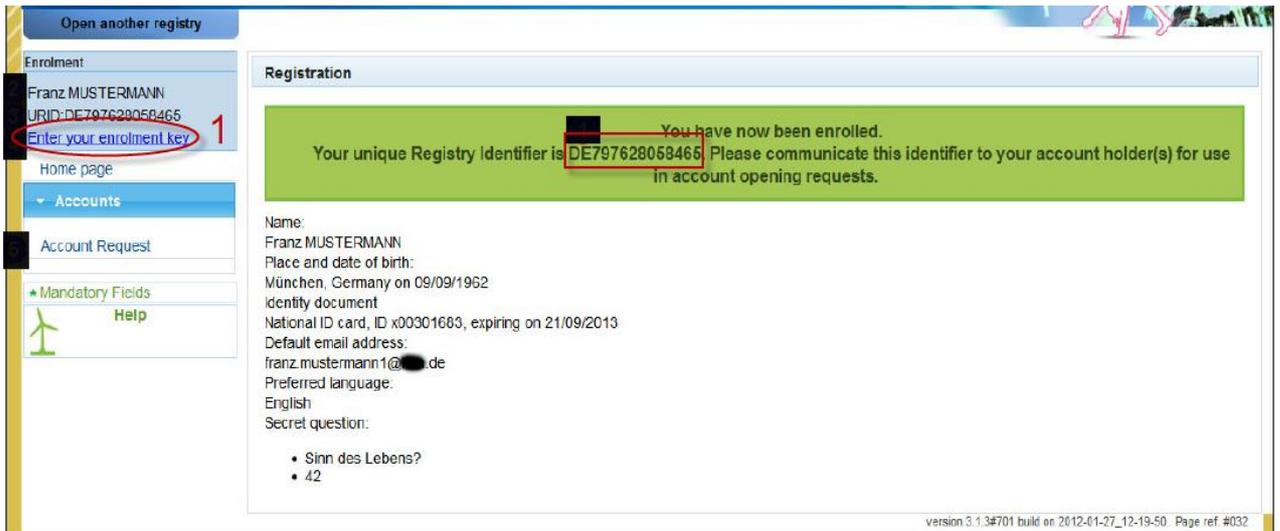
Signature of representative

.....

ATTENTION: If you want to proceed with adding another user into the Registry after these steps on the same computer(see point 2. Start the Registry application: login as first time user), it is important that the previous user is logged out of the Registry and logged out of ECAS.

4.3 Fill in your enrolment key

Each representative receives his/her enrolment key by registered mail after the approval of the application by the Registry Administrator. You need to enter this key to log in and activate your registry account.



1. Click „enter your enrolment key“ and

Enrolment key entry

Enter the enrolment key that you have received from your registry administrator to fully activate your access to the registry.

Please note that you will receive this key only after the validation of your personal details when you become representant of an account for the first time.

2

Cancel Submit 3

2. Enter your enrolment key you received by post (e.g. OD8U-OIGY-RXE9-02OI-DPMQ)

3. Submit.

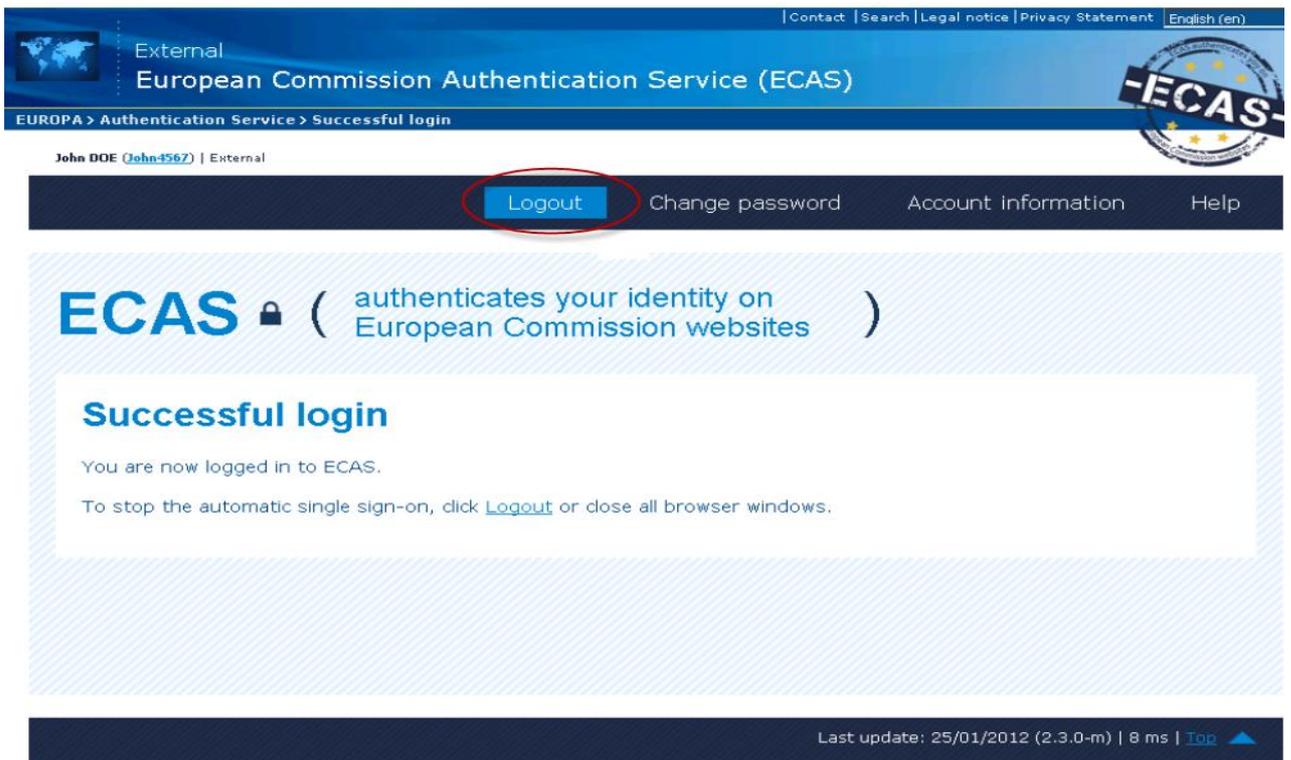
Following message appears: „your access to the Registry has been activated“

You are now enrolled in the Registry.

4.4 Log out of the Registry



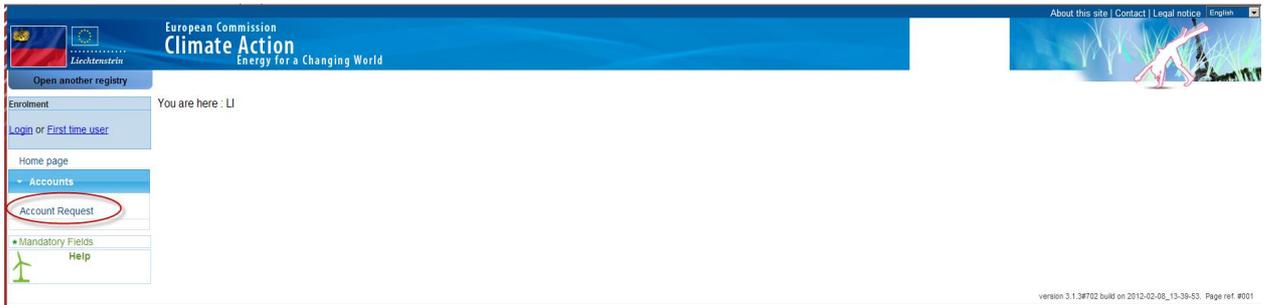
To log out of the Registry, click on 'logout' in the right top side of the screen.



To log out of ECAS, go to the ECAS website : <https://webgate.ec.europa.eu/cas/> and click 'Logout'.

5. Application for opening an account:

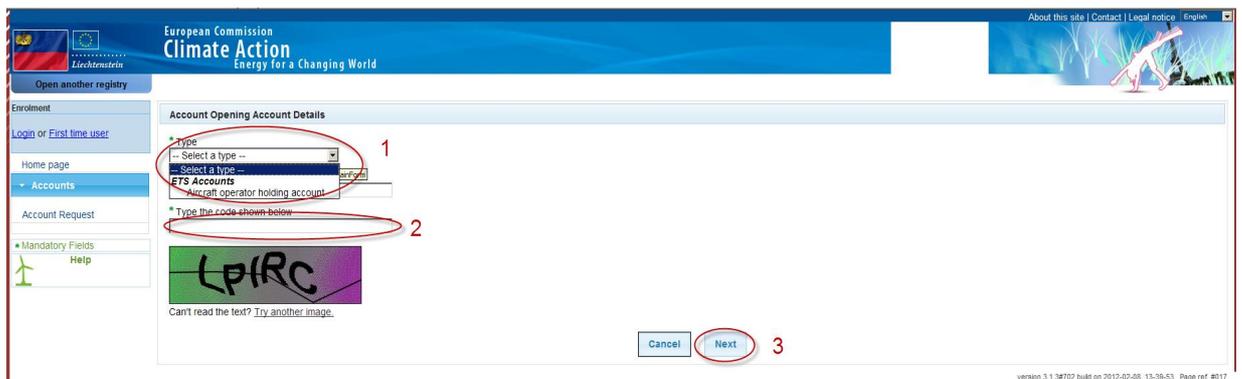
5.1 Account application



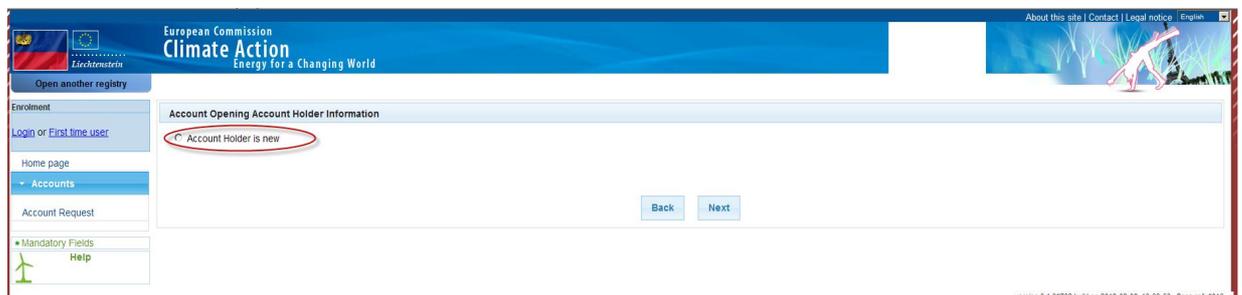
- Go to the Registry website: www.emissionstradingregistry.li
- Login
- Click 'Account Request' on the left side of the screen.

(One of the representatives can do the request to open an account in the Union Registry. In order to do this, this person needs the URIDs of all the representatives that will be linked to the account. This means that all user linked to this account needs to have followed the steps: 2 – 4.3 of action guide 1).

5.2 Select type of account



1. Select the right type of account
2. Enter the captcha code shown below
3. Next



- Check the box 'Account holder is new'; you will automatically proceed to the next step.

5.3 For a personal holding account for a physical person

Account Opening Account Holder Information

Person
 Company

Date of Birth

Place of Birth

Country of Birth

ID No.

- Fill in the details of the physical person
- 1. Check the box: person
- 2. Enter passport or ID number

Account Opening - Authorized Representative 1 Information

URID

Company Name

Company Department

Job Title

Country

Region Or State

City

Postcode

Address Line 1

Address Line 2

Telephone 1

Telephone 2

E-mail Address

- Fill in all the details, as there are:
- 1. personal URID of the representative
- 2. private residential address of the representative
- 3. personal telephone number of the representative
- 4. personal e mail address of the representative

According to the Liechtenstein Emission Trading Law (EHG, Nr. 10, 2008, Art. 16, par. 3), you must enter at least 3 authorized representatives. For entering the third representative, you need to check the box 'Yes' in the screen as shown below and then click 'Next'.

Authorized representative request added.

Account Opening - Authorized Representatives

You can still add 4 authorized representatives to your account. Do you wish to add another authorized representative to your account ?

Yes
 No

Following screen appears:

Enrolment

John DOE
 URID: NL908111309835
[Enter your enrolment key](#)

Home page

Accounts

Account Request

Mandatory Fields
[Help](#)

Account Opening - Additional Authorized Representative 1 Information

* URID
 [NL874426798337]

Company Name
 [Test aircraft operator holding account]

Company Department
 [_____]

Job Title
 [_____]

* Country
 [Netherlands]

Region Or State
 [_____]

* City
 [Amsterdam]

* Postcode
 [1234]

* Address Line 1
 [Main Street]

Address Line 2
 [_____]

* Telephone 1
 [+31123456789]

* Telephone 2
 [+31987654321]

* E-mail Address
 [rekbevnl2@gmail.com]

* Role
 [ADDITIONAL_AUTHORIZED_REPRESENTATIVE]

 -- Select Additional Authorized Representative Role --

 [ADDITIONAL_AUTHORIZED_REPRESENTATIVE]

 [AUDITOR_FOR_AR]

1

2

Indicate here which role you want to add to your account.

version 3.1.1#676 build on 2012-01-12_23-01-29. Page ref. #014

- 1. Fill in all the details of the third representative
- 2. Indicate his role as third/additional authorized representative

It is possible to add up to ten additional authorized representatives (approvers) and auditors (view only representatives) all together to your account.
 Third/additional authorized representative has to approve the transactions.
 Auditors can only read the account details.

5.4 For a personal holding account for a legal identity (Company)

The screenshot shows the 'Account Opening Account Holder Information' form. The form is titled 'Account Opening Account Holder Information' and has a sub-header 'Account Holder is new'. The form contains several fields: Name, Country (dropdown), Region Or State, City, Postcode, Address Line 1, Address Line 2, Telephone 1, Telephone 2, and E-mail Address. Below these fields, there are radio buttons for 'Person' and 'Company'. The 'Company' radio button is selected and circled in red, with a '1' next to it. Below the radio buttons, there are two more fields: 'Company Registration No.' and 'VAT Registration Number with Country Code'. Both of these fields are circled in red, with '2' and '3' next to them respectively. At the bottom of the form, there are 'Back' and 'Next' buttons. The page footer indicates 'version 3.1.38702 build on 2012-02-08_13-38-53. Page ref: #016'.

- Fill in all company details
 1. Check the box company
 2. Enter the number of registration with the chamber of commerce (or similar organisation) in your country
 3. Enter your country code in front of the VAT registration number, for example LI 1234611

The screenshot shows the 'Account Opening - Authorized Representative 1 Information' form. The form contains several fields: URID, Company Name, Company Department, Job Title, Country (dropdown), Region Or State, City, Postcode, Address Line 1, Address Line 2, Telephone 1, Telephone 2, and E-mail Address. The URID field is circled in red, with a '1' next to it. The Address Line 1 field is circled in red, with a '2' next to it. The Telephone 1 field is circled in red, with a '3' next to it. The E-mail Address field is circled in red, with a '4' next to it. At the bottom of the form, there are 'Back' and 'Next' buttons. The page footer indicates 'version 3.1.38702 build on 2012-02-08_13-38-53. Page ref: #014'.

- Fill in all personal details of the representative as there are:
 1. personal URID of the representative
 2. private residential address of the representative
 3. personal telephone number of the representative
 4. personal e mail address of the representative

According to the Liechtenstein Emission Trading Law (EHG, Nr. 10, 2008, Art. 16, par. 3), you must enter at least 3 authorized representatives. For entering the third representative, you need to check the box 'Yes' in the screen as shown below and then click 'Next'.

Authorized representative request added.

Account Opening - Authorized Representatives

You can still add 4 authorized representatives to your account. Do you wish to add another authorized representative to your account ?

Yes
 No

Following screen appears:

Account Opening - Additional Authorized Representative 1 Information

* URID
NL874428738337

Company Name
Test aircraft operator holding account

Company Department

Job Title

* Country
Netherlands

Region Or State

* City
Amsterdam

* Postcode
1234

* Address Line 1
Main Street

Address Line 2

* Telephone 1
+31123456789

* Telephone 2
+31987654321

* E-mail Address
rekbevni2@gmail.com

* Role
ADDITIONAL_AUTHORISED_REPRESENTATIVE
-- Select Additional Authorized Representative Role --
ADDITIONAL_AUTHORISED_REPRESENTATIVE
AUDITOR_FOR_AR

version 3.1.1#676 build on 2012-01-12_23-01-29. Page ref. #014

1. Fill in all the details of the third representative
2. Indicate his role as third/additional authorized representative

It is possible to add up to ten third or additional authorized representatives (approvers) and auditors (view only representatives) all together to your account.

Third/additional authorized representative has to approve the transactions. Except for transactions with accounts on the trusted list, no outgoing transactions are possible without this approval.

Auditors can only read the account details.

5.5 For an operator holding account

Follow the same procedure as for personal holding accounts for a legal person (see point 5.4.)

Additionally:

Enrolment
John DDE
URD.NL.908111309835
[Enter your enrolment key](#)
Home page

Accounts
Account Request

Mandatory Fields
Help

Account Opening - Aircraft Operator Information

* Unique Code under Commission Regulation 748/2009
1234

Call Sign

* Monitoring Plan Id
1234

* Monitoring Plan First Year Of Applicability
2011

* First Year of Verification
2011

This is the code mentioned in <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:219:0001:0094:EN:PDF>

You can find this data in Appendix I of this manual.

Back Next

5.6 Finalize the application

- Check all the information you have entered in the 'Account opening – Summary'. If some information is not correct use the 'Back' button to change the incorrect details.
- If all the information is correct click 'Submit' on the bottom of the page.

The following message then appears:

Your account opening request has been recorded with identifier 10172
The request has been submitted for approval.
Please provide this identifier in the documentation of your account opening request and keep it for further reference if you need to contact your registry administrator concerning this request.

You will now receive an email containing the account application confirmation.

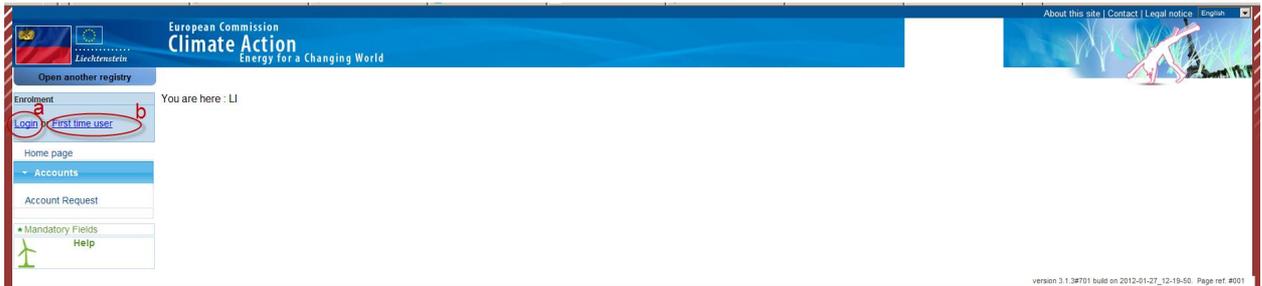
Please be aware that without the approval of the documents as mentioned before see: "action guide 2, 1. account application and sending the necessary documents" you will not receive your enrolment key and your account can not be activated

You have now full access to your Registry account and you can make transactions.

Action guide 2

1. Login as ECAS and Registry user

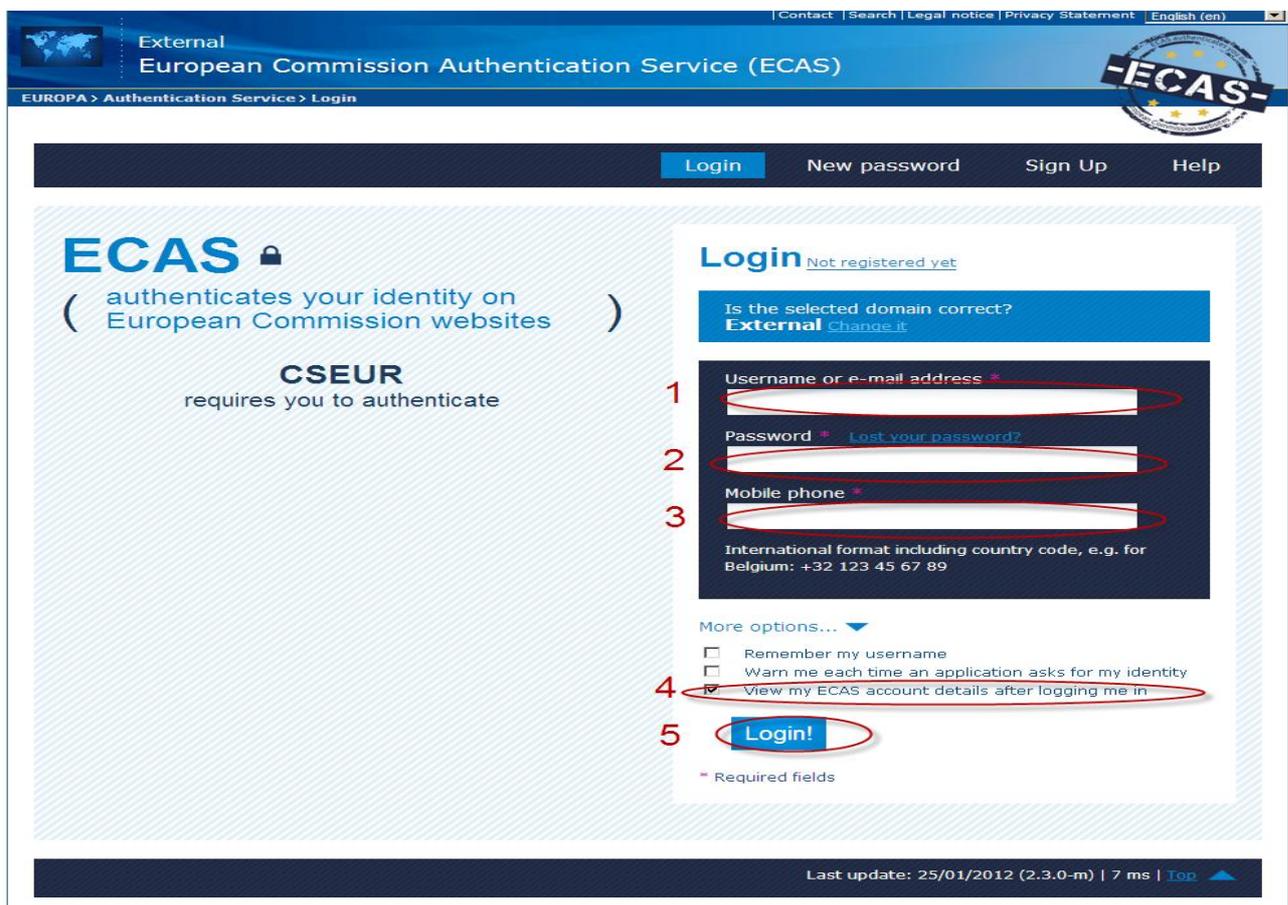
Whenever you log into the Union Registry, you will be redirected to ECAS.



- Click login

You will be forwarded to the ECAS login homepage

With each login, the entire mobile phone number must be re-entered at ECAS. This is a security measure, as ECAS is a publicly accessible site and the registered mobile phone numbers cannot be displayed for obvious reasons. Once the character sequence (challenge) has been entered correctly, the user will be authenticated and redirected to the Union Registry.



- 1-5. Enter username, password, mobile phone number

ECAS will send an SMS message to the activated mobile phone number. The message contains a character sequence that must be entered to complete login.

- Enter challenge code

Logout Change password Account information Help

ECAS

(authenticates your identity on European Commission websites)

CSEUR_acc
requires you to authenticate

[Inlog_SMS_Code.JPG](#)

Authentication By SMS Challenge

Please enter the *challenge* sent to your mobile phone by SMS. It might take up to 15 minutes for the message to reach your mobile phone.

- 1 Username or e-mail address
John4567
- 2 Mobile phone
+316 [redacted]
- 3 SMS challenge *
- 4 **Login!**

* Required fields

You will be forwarded to the Registry homepage

European Commission
Climate Action
Energy for a Changing World

Logged in as **John4567** | [logout](#) | [About this site](#) | [Contact](#) | [Legal notice](#) | [English](#)

[Open another registry](#)

Enrolment
Welcome to the Union Registry for Emissions Trading.
Please Login or, if this is your first visit to the Registry, click on the First Time User link to register.

Lutgarde BESSEMANS
URID: L1601434031226
[Un-Enrol](#)
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2. Logout as ECAS and Registry user

When logging out of the Union Registry, you still remain logged in at ECAS.

Logged in as **John4567** | [logout](#) | [About this site](#) | [Contact](#) | [Legal](#)

Your logout will only be complete once you have also logged out of ECAS via the logout button.



Only then will a different user be able to log in at ECAS and the Union Registry from the same computer.

Further Information on ECAS and the Union Registry

- An ECAS access cannot be de-activated, but only be deleted. Once the ECAS access has been deleted, the e-mail address can be re-used. If an ECAS access has been deleted, the whole procedure for establishing a new ECAS access must be adhered to, including submitting documentation, generating a URID and entering an enrolment key.
- ..If an enrolled user un-enrols from the Union Registry, the URID will be deleted, but the ECAS access remains active. In other words, the entire registration process at the Union Registry must be re-initiated. This includes generating a URID, naming authorised representatives, submitting account documentation, confirming the authorisation of the „new“ representatives by the Registry Administration, sending out an enrolment key and entering the enrolment key.
- ..To use the Union Registry, JavaScript must be activated, cookies permitted and pop-up blockers switched off.
- ..One single ECAS access is sufficient to generate several URIDs in parts of the Union Registry administered by other Member States. In each of the parts of the Union Registry administered by a Member State, only one URID can be assigned to one ECAS access.