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CO₂ Registry Manual

Dutch Emissions Authority

The Hague, 6 October 2016

Contents

Introduction	3
Initial use	4
Login.....	4
Logout.....	6
Enter your enrolment key	7
Un-enrol	8
Open another registry.....	9
Accounts.....	10
Check your account(s)	10
View Account Balance	12
Search accounts.....	14
Compliance actions	15
Select a verifier.....	15
Submit emissions – stationary installation	17
Submit emissions – aircraft operator.....	19
Surrender allowances.....	21
Trusted Account List	24
View Trusted Account List.....	24
Propose the addition of an account to the Trusted Account List	26
Approve the addition of an account to the Trusted Account List	29
Propose the deletion of an account from the Trusted Account List.....	31
Approve the deletion of an account from the Trusted Account List	33
Cancel the addition of an account to the Trusted Account List	35
Transactions	37
Propose a transfer of European allowances.....	37
Propose a transfer of CERs and ERUs	40
Propose an exchange of CERs or ERUs.....	43
Propose a destruction of units	45
Approve a transaction.....	47
View transaction history	49
Search transactions	51
Search time of execution transaction.....	52
Account statements.....	54
Manage task list.....	55
Claim task.....	55
Unclaim task	56
Assign task	57
Task list history	58

Introduction

In June 2012, the EU greenhouse gas emission allowances trading registry (CO₂ registry) was fully activated. The CO₂ registry is technically developed and maintained by the European Commission. Each EU member state, including the Netherlands, has its own part in the European registry and is the focal point for its registry users and account holders. The accounts in the Dutch part of the European registry are subject to Dutch jurisdiction.

This manual is primarily intended as a practical guide for you as a Registry user. It contains many screen shots of the European registry pages which will guide you through the necessary steps of the different functionalities. For example, it will show you how to log into the registry, how to add accounts to your Trusted Account List and how to perform a transaction.

If you need background information about the emissions trading system and the EU registry, please visit our website www.emissionsauthority.nl > English > CO₂ registry. If you need assistance with working in the registry or if you have questions about this manual, please do not hesitate to contact the Helpdesk NEa: +3170 456 8050 (on working days from 9.00 – 12.00 hours CET and from 15:00 – 17:00 hours CET), info@emissionsauthority.nl.

No rights may be derived from the contents of this manual.

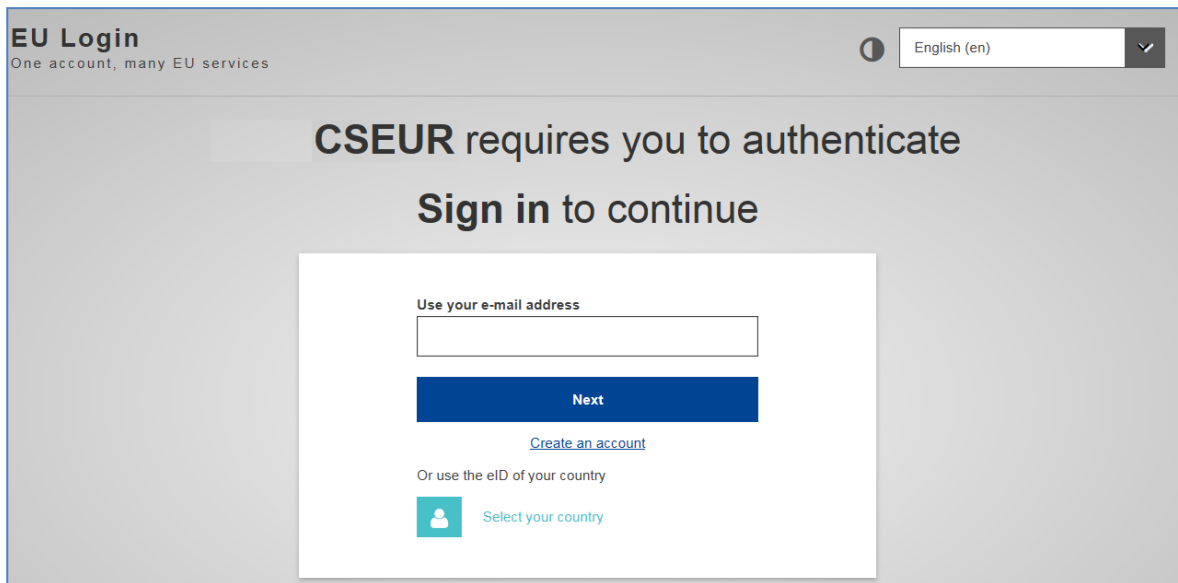
Initial use

Login

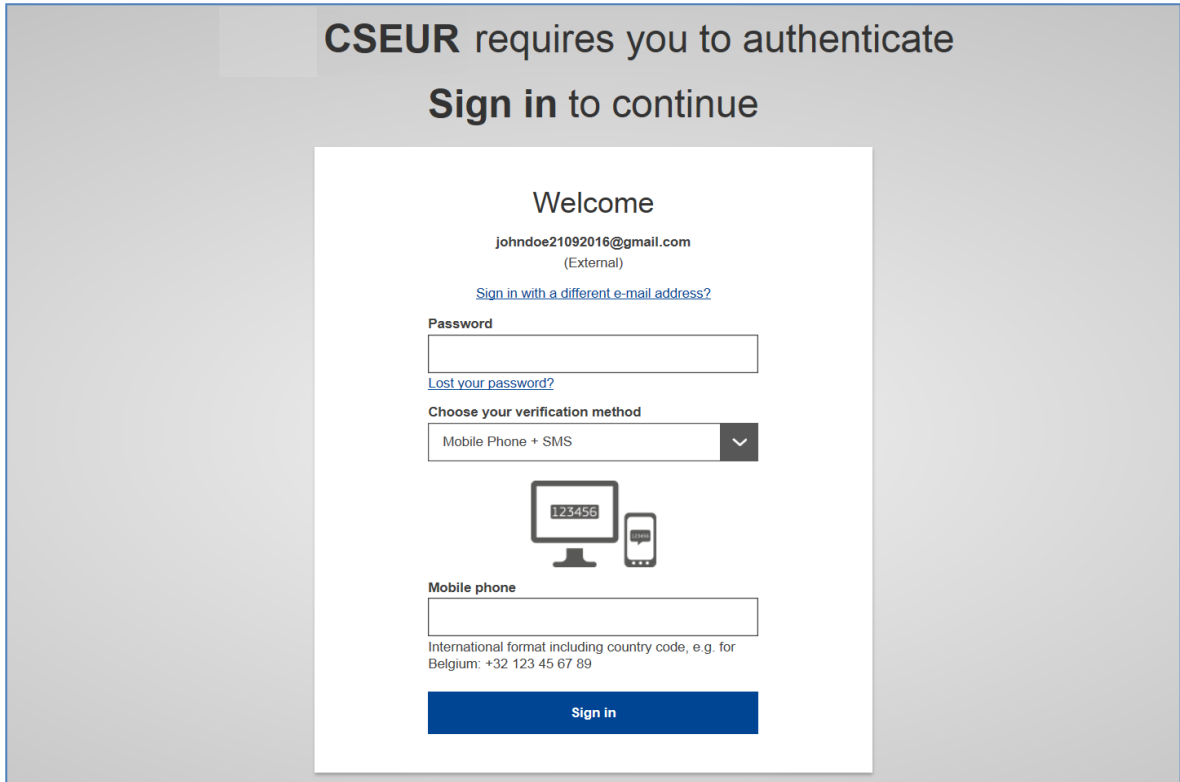
- Go to the login page on the website of the Dutch Emissions Authority (www.emissionsauthority.nl > topics > CO₂ Registry > Logging into the CO₂ Registry) and click on the link 'CO₂ Registry'.
- The home page of the Dutch part of the CO₂ registry opens. Click 'Login' from the left menu.



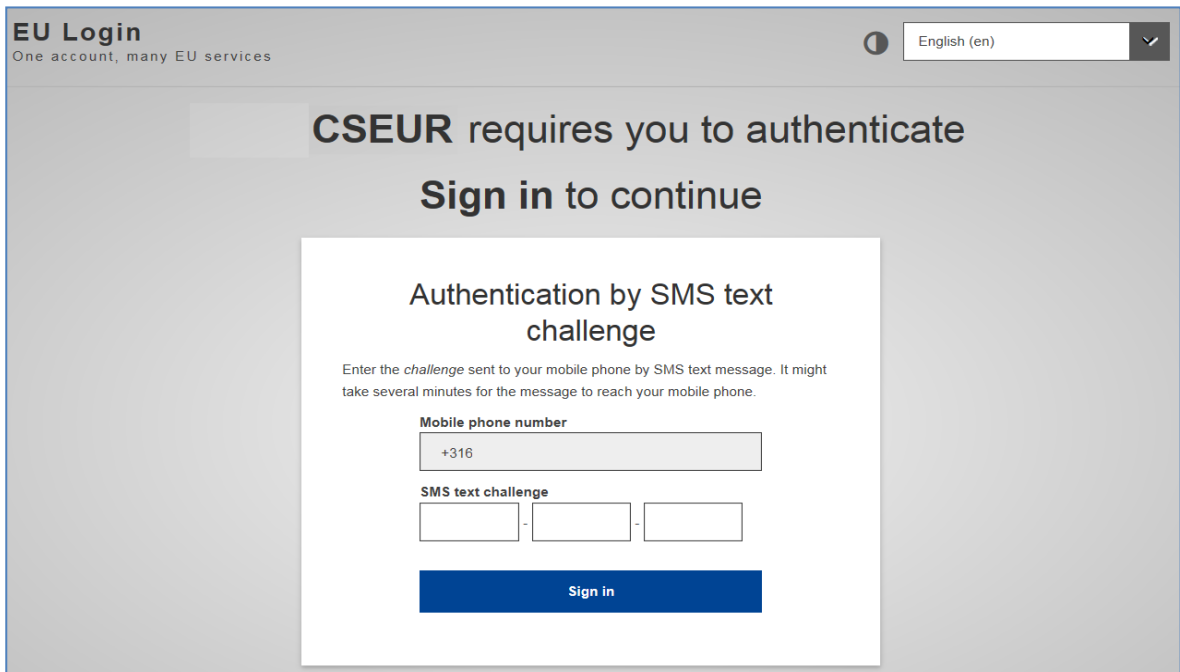
- The "EU Login" page opens. Enter your e-mail address and click 'Next'.



- EU Login supports a variety of verification methods. The method used for the CO₂ Registry is Mobile phone + SMS.
- Enter your password and the phone number you want to use for receiving the SMS challenge code and click 'Sign in'.



- Enter the challenge sent to your mobile phone by SMS text message and click 'Sign in'.



- You are now logged into the registry.

ATTENTION!
PLEASE BE AWARE THAT YOU CAN ONLY LOG IN WITH THE MOBILE PHONE WHICH IS RECORDED BOTH IN EU LOGIN AND IN YOUR PERSONAL DETAILS IN THE CO2 REGISTRY!

- If you try to log in with a mobile phone number which does not match the one that is recorded in your personal details in the CO₂ Registry, the system will ask you to:
 - o login with the mobile phone number which is recorded in your personal details;
 - o request the update of your mobile phone number.
- To request an update of your mobile phone number, click 'Update my number' and then 'Confirm'.
- The system will let you know that your request to update your mobile phone number has been recorded and will provide you with the request identifier.
- After the NEa has approved the request, you will be able to log in with the mobile phone number for which made the request. Please communicate your request identifier to the Helpdesk NEa in case you have any questions about your request.

Logout

- To log out of the registry, click 'logout' at the top of the page.



Enter your enrolment key

- Click 'Enter your enrolment key' from the left menu.

Enrolment
John DOE
URID: NL388682390146
Enter your enrolment key
Un-enrol

- The "Enrolment key entry" page opens. Enter the enrolment key which you have received from the Dutch Emissions Authority by post.

ATTENTION!

Please be aware that entering the enrolment key is case sensitive.

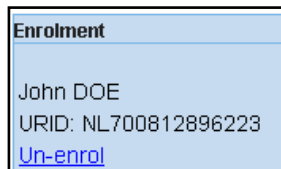
Enrolment key entry
Enter the enrolment key that you have received from your registry administrator to fully activate your access to the registry.
Please note that you will receive this key only after the validation of your personal details when you become representant of an account for the first time.
<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

- The system will inform you that your access to the registry has been activated.

Un-enrol

If you notice anything suspicious on your account (e.g. if you think that your account has been hacked), the registry offers the Un-enrol button. If you press this button you will cease to have access to the registry. After you have used the Un-enrol button, contact the Helpdesk NEa immediately.

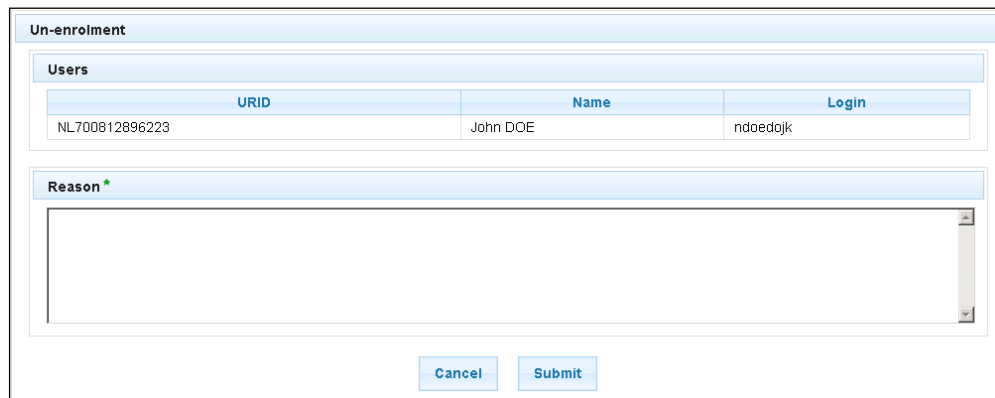
- Click 'Un-enrol' from the left menu.



The screenshot shows a user profile box with the following information:

- Enrolment**
- John DOE
- URID: NL700812896223
- [Un-enrol](#)

- The following screen will appear. Enter the reason for clicking the 'Un-enrol' button and click 'Submit'. It is mandatory to enter a reason.



The screenshot shows the 'Un-enrolment' confirmation screen. It contains a table of users and a text area for a reason.

URID	Name	Login
NL700812896223	John DOE	ndoedojk

Reason*

Below the text area are two buttons: **Cancel** and **Submit**.

- The system will tell you that your request to be un-enrolled from the registry has been submitted for approval and will provide you with a request identifier.

You now no longer have access to your account. If you wish to have access again, contact the Helpdesk NEa.

Open another registry

- Click 'Open another registry' in the top left corner of the screen.



- The "Open another registry" menu opens. You will see all the national flags of all the EU Member States.
- Click the name of a Member State to open another registry.



- The system will warn you that you are about to enter another registry. Click 'Continue'.
- You have now entered another registry. Please be aware that users can only access their accounts in a registry if they have entered their enrolment key for that particular registry.

ATTENTION!
The national registries can differ from another. For more information about another registry, please contact the registry administrator in the other Member State.

Accounts

ATTENTION!

Information about the different type of accounts can be found on the website of the NEa: <https://www.emissionsauthority.nl/topics/accounts-ets>

Check your account(s)

- Click 'Accounts' from the left menu.

John DOE URID: NL700812896223 Un-enrol
Home page
Task list
▼ Accounts
Accounts
Transactions

- The "Account Search" page opens. In this page you will see all the accounts which you have access to.
- There are three different ways to access an account.
 - o Click on the account number of an account to go to the main details of the account.
 - o Click on the balance of an account to go to the account balance and the functionality to propose a transaction.
 - o In case of an installation or aircraft operator: click on the installation / aircraft operator identifier to go to the information about the installation/aircraft operator, the monitoring plan and emission permit.

Account Search Results								
Page 1 of 1 (2 rows found)								
Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier
EU-100-16117-0-53	De Rode Roos	Operator holding account	0	NL	51,000	Open	De Tuinder BV	13913
EU-100-16122-0-28	De Gele Tulp	Operator holding account	0	NL	39,000	Open	De Tuinder BV	13916

Depending on what kind of account you have in the registry (Operator Holding Account, Aviation Operator Holding Account, Person Holding Account or Trading account) you will see the following tabs at the top of the page.

- **Account Main** – the account details and details of the account holder.
- **Holdings** – account balance and functionality to propose a transaction.
- **Authorised Representatives** – the account representatives (including the view-only account representatives) of the account.

- **Additional Authorised Representatives** – the approvers of the account.
- **Installation/Aircraft operator** – information about installation/aircraft operator, the monitoring plan and emission permit.
- **Compliance** – information about emissions and compliance status.
- **Verifier** – the possibility to appoint a verifier to your account.
- **Trusted Accounts** – the accounts which are on the list of trusted accounts + the possibility to add accounts to or delete accounts from the list of trusted accounts.
- **Account statements** - Information about the account balance and the transactions on this account during a selected period.

View Account Balance

- Click on 'Accounts' in the left menu on your screen.
- Click on the balance of the account to go to the 'Holdings' tab of the account that you want to check.

Account Search Results								
Page 1 of 1 (2 rows found)								
Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier
EU-100-16117-0-53	De Rode Roos	Operator holding account	0	NL	51,000	Open	De Tuinder BV	13913
EU-100-16122-0-28	De Gele Tulp	Operator holding account	0	NL	39,000	Open	De Tuinder BV	13916

In the tab 'Holdings' you can check your account balance. Account representatives can also propose a transaction here. For information about how to propose a transaction, please check the section 'Transactions'.

Account Main	Holdings	Authorised Representatives	Additional Authorised Representatives	Installation	Contact Person Information			
Compliance	Verifier	Trusted Accounts	Account Statements					
ID	Account Holder Name	Account Name	Account Status	Account Type				
EU-100-16117-0-53	De Tuinder BV	De Rode Roos	Open	Operator holding account				
Unit Type		Balance						
General allowance		36,000						
CER		15,000						
Total:		51,000						
Page 1 of 1 (2 rows found)								
Unit Type	Original CP	Applicable CP	Project Number	Project track	Eligible	Ineligible	Balance	Reserved for transaction
General allowance	2	2			0	0	36,000	0
CER	2	2	PL3231412		15,000	0	15,000	0
					Total:		51,000	
GREEN: eligible to be held and used on an EU ETS account					RED: ineligible to be held and used on an EU ETS account.			
Propose a transaction								

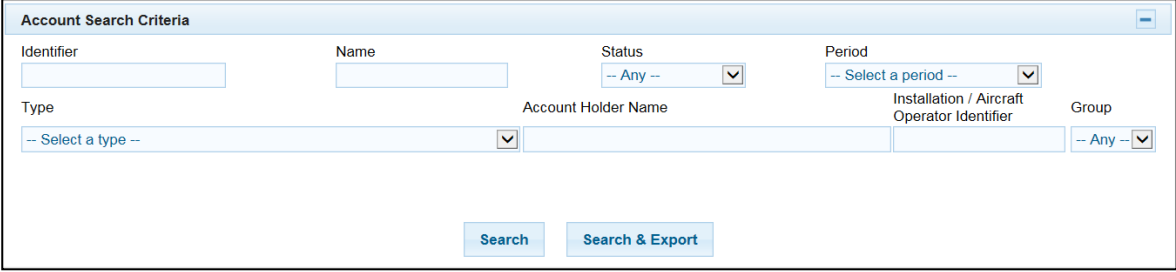
In the 'Holdings' tab you can find the following information about the units on your account:

- **Unit Type** – the type of unit (e.g. aviation allowances, general allowances, CERs, ERUs. General allowances are the same as EUAs).
- **Original CP** – the period these units originate from. Commitment 2 stands for the second Kyoto period and the third phase of the EU ETS (2013-2020).
- **Applicable CP** – the period these units are applicable in. Commitment 2 stands for the second Kyoto period and the third phase of the EU ETS (2013-2020).
- **Project number** – the number of the CDM or JI project the units originate from. For more information, see the website of the UNFCCC.

- **Project track** – the track number of a JI project. For more information, see the website of the UNFCCC.
- **Eligible**– the amount of eligible units (allowed to be used in the EU ETS)
- **Ineligible** - the amount of ineligible units (not allowed to be used in the EU ETS)
- **Balance** – the amount of units of the specific unit type.
- **Reserved for transaction** – the amount of units that are reserved for a transaction. Units receive the status 'reserved' after a transaction has been proposed and will keep this status until they have been transferred to another account.

Search accounts

- Click 'Accounts' from the left menu. The "Account Search" page opens.
- Fill in the search criteria and click 'Search'. The registry will show you the results of the search.



The screenshot shows a web form titled "Account Search Criteria". It contains several input fields and dropdown menus for search criteria. The fields are arranged in two rows. The first row includes "Identifier" (text input), "Name" (text input), "Status" (dropdown menu with "-- Any --" selected), and "Period" (dropdown menu with "-- Select a period --" selected). The second row includes "Type" (dropdown menu with "-- Select a type --" selected), "Account Holder Name" (text input), "Installation / Aircraft Operator Identifier" (text input), and "Group" (dropdown menu with "-- Any --" selected). At the bottom of the form, there are two buttons: "Search" and "Search & Export".

- If you want to search for a specific account, fill in the identifier of the account under 'Identifier' and click 'Search'. The identifier is the middle part of the account number. For example, the identifier of account number NL-100-10001-0-01 is 10001 and the identifier of account number EU-100-5000001-0-01 is 5000001.
- Click 'Search & Export' after you have filled in the search criteria to export your search results.

Compliance actions

Select a verifier

ATTENTION!

Selecting a verifier can only be done by account representatives.

John DOE URID: NL700812896223 Un-enrol
Home page
Task list
▼ Accounts
Accounts
Transactions

- Click 'Accounts' from the left menu. The "Account Search" page opens. In this page you will see all the accounts which you have access to.
- Select an account by clicking on an account number, balance or installation / aircraft operator identifier of an account.

Account Search Results								
Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier
EU-100-16117-0-53	De Rode Roos	Operator holding account	0	NL	<u>51,000</u>	Open	De Tuinder BV	13913
EU-100-16122-0-28	De Gele Tulp	Operator holding account	0	NL	<u>39,000</u>	Open	De Tuinder BV	13916

- Click on the tab 'Verifier'.
- Click 'Appoint verifier'.

Account Main	Holdings	Authorised Representatives	Additional Authorised Representatives	Aircraft Operator	Contact Person Information
Compliance	Verifier	Trusted Accounts	Account Statements		
ID	Account Holder Name	Account Name	Account Status	Account Type	
EU-100-16121-0-33	The Aviator	Airlines & Co.	Open	Aircraft operator holding account	
Account Identifier: 16121			Aircraft Operator Id: 13915		
Account Holder Name: The Aviator			Aircraft Operator Name: 4321234		
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Appointed Verifier</p> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Appoint verifier"/> </div> </div>					

- Click on the drop down menu and select the verifier who will verify your emissions. Click 'Submit'.

Appoint Verifier

Aircraft operator name:
4321234

Monitoring plan:
NL-100003

Verifier account to be appointed:
Het Verificatiebureau ▼

- Click 'confirm'.
- The system will inform you that the appointment of the verifier has been recorded and will provide you with the registration number. You will receive an e-mail when the verifier has approved or rejected the appointment.

Submit emissions – stationary installation

ATTENTION!

Emissions can only be entered and verified between 1 January and 31 March of the year following the emissions year.

Submitting emissions can only be done by account representatives.

- Click 'Accounts' in the menu on the left side

John DOE URID: NL700812896223 Un-enrol
Home page
Task list
▼ Accounts
Accounts
Transactions

- The "Account Search" page opens. In this page you will see all the accounts which you have access to.
- Select an account by clicking on an account number, balance or installation / aircraft operator identifier of an account.

Account Search Results								
Page 1 of 1 (2 rows found)								
Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier
EU-100-16117-0-53	De Rode Roos	Operator holding account	0	NL	51,000	Open	De Tuinder BV	13913
EU-100-16122-0-28	De Gele Tulp	Operator holding account	0	NL	39,000	Open	De Tuinder BV	13916

- Click on the tab 'Compliance'.
- To enter your emissions: click 'Propose' next to the year you want to propose emissions for.

Verified Emissions				
Year		Emissions (*)	Verified	Excluded
2013		1,000	Y	<input type="checkbox"/>
2014		1,100	Y	<input type="checkbox"/>
2015		1,500	Y	<input type="checkbox"/>
2016	propose	-	N	<input type="checkbox"/>
2017		-	N	<input type="checkbox"/>
2018		-	N	<input type="checkbox"/>
2019		-	N	<input type="checkbox"/>
2020		-	N	<input type="checkbox"/>

(*): Emissions entered or corrected by Competent Authority

[Save](#)

- The page 'Enter Emissions' opens. At 'CO₂-emissions' enter the value of CO₂ emissions you have emitted in tonnes. It is mandatory to fill in an amount at 'N₂O-emissions' and 'PFC-emissions'. Most installations will have to enter zero emissions. In the Netherlands only two big installations participate with N₂O-emissions in EU ETS. These two installations have to enter their N₂O-emissions in CO₂ equivalent.
- After entering your emissions, click 'Confirm'

Correct Emissions

Installation
13913 (NL10000001)

Installation name
De Rode Roos

Account Holder name
De Tuinder BV

Year for which emissions are entered
2016

CO2 Emissions

* Please enter the value for CO2 emissions in tonnes:

N2O Emissions

* Please enter the value for N2O emissions in Tonnes of CO2 equivalent:

PFC Emissions

* Please enter the value for PFC emissions in Tonnes of CO2 equivalent:

- The system indicates that the emissions have been recorded. The emissions have to be approved by your verifier. When the emissions have been verified you will receive a message by e-mail.

Enter Emissions Confirmation

The emissions have been recorded and an approval request created under reference: 39082. You will be notified when the emissions are verified.

Installation
13913 (NL10000001)

Year for which emissions are entered
2016

Emissions

CO2 emissions (in tonnes)	1,500
N2O emissions (in tonnes CO2 eq)	0
PFC emissions (in tonnes CO2 eq)	0
Total	1,500

- When you go back to the page 'Compliance' you can see the amount of emissions is visible in the column 'Emissions'. In the column 'Verified' you will see a 'N'. This means the verifier has not yet approved the emissions. When the emissions are approved the 'N' changes into a 'Y'.

Submit emissions – aircraft operator

ATTENTION!

Emissions can only be entered and verified between 1 January and 31 March of the year following the emissions year.

Submitting emissions can only be done by account representatives.

- Click 'Accounts' in the menu on the left side

John DOE URID: NL700812896223 Un-enrol
Home page
Task list
▼ Accounts
Accounts
Transactions

- The "Account Search" page opens. In this page you will see all the accounts which you have access to.
- Select an account by clicking on an account number, balance or installation / aircraft operator identifier of an account.

Account Search Results								
Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier
EU-100-16118-0-48	Dutch Airlines Ltd.	Aircraft operator holding account	0	NL	0	Open	The Aviator	13914
EU-100-16121-0-33	Airlines & Co.	Aircraft operator holding account	0	NL	0	Open	The Aviator	13915

- Click on the tab 'Compliance'.
- A screen appears with information about your emissions and compliance status for the years 2013 till 2020. Click 'Propose' next to the year you want to propose emissions for.

Verified Emissions			
Year	Emissions (*)	Verified	Excluded
2013	150	Y	<input type="checkbox"/>
2014	275	Y	<input type="checkbox"/>
2015 propose	-	N	<input type="checkbox"/>
2016	-	N	<input type="checkbox"/>
2017	-	N	<input type="checkbox"/>
2018	-	N	<input type="checkbox"/>
2019	-	N	<input type="checkbox"/>
2020	-	N	<input type="checkbox"/>

- The page 'Enter Emissions' opens. At 'Domestic Emissions' enter the emissions relating to all flights which departed from an aerodrome situated in the territory of an EU Member State and arrived at an aerodrome situated in the territory of the same Member State. At 'Non Domestic Emissions' enter the emissions relating to all flights which departed from an aerodrome situated in the territory of an EU Member State and arrived at an aerodrome situated in the territory of another Member State.

Enter Emissions

Aircraft Operator
13914 (NL-100002)

Account Holder name
The Aviator

Year for which emissions are entered
2015

Domestic Emissions

* Please enter the total aggregated CO2 emissions for domestic flights in tonnes:

Non Domestic Emissions

* Please enter the total aggregated CO2 emissions for non domestic flights in tonnes:

- The system indicates that the emissions have been recorded. The emissions have to be approved by your national administrator. When the emissions have been verified you will receive a message by e-mail.

Enter Emissions Confirmation

The emissions have been recorded and an approval request created under reference: 39086. You will be notified when the emissions are verified.

Aircraft Operator
13914 (NL-100002)

Year for which emissions are entered
2015

Emissions

Domestic Emissions (in tonnes of CO2)	100
Non Domestic Emissions (in tonnes of CO2)	1,400
Total	1,500

[Back](#)

- When you go back to the page 'Compliance' you can see the amount of emissions is visible in the column 'Emissions'. In the column 'Verified' you will see a 'N'. This means the national administrator has not approved the emissions yet. When the emissions are approved the 'N' changes into a 'Y'.

Surrender allowances

ATTENTION!

It is only possible to surrender allowances from your account that starts with EU-.

The surrender of allowances can only be initiated by account representatives.

- Click 'Accounts' in the menu on the left side

John DOE URID: NL700812896223 Un-enrol
Home page
Task list
▼ Accounts
Accounts
Transactions

- The "Account Search" page opens. In this page you will see all the accounts which you have access to.
- Select an account by clicking on the balance of that account. You will be directed to the 'Holdings' tab.
- Click 'Propose a transaction'.

Account Main	Holdings	Authorised Representatives	Additional Authorised Representatives	Installation	Contact Person Information			
Compliance	Verifier	Trusted Accounts	Account Statements					
ID	Account Holder Name	Account Name	Account Status	Account Type				
EU-100-16117-0-53	De Tuinder BV	De Rode Roos	Open	Operator holding account				
Unit Type		Balance						
General allowance		36,000						
CER		15,000						
Total:		51,000						
Page 1 of 1 (2 rows found) 10								
Unit Type	Original CP	Applicable CP	Project Number	Project track	Eligible	Ineligible	Balance	Reserved for transaction
General allowance	2	2			0	0	36,000	0
CER	2	2	PL3231412		15,000	0	15,000	0
Total:					51,000			
Page 1 of 1 (2 rows found) 10								
GREEN: eligible to be held and used on an EU ETS account					RED: ineligible to be held and used on an EU ETS account.			
Propose a transaction								

- The page 'Transaction selection' opens. Click 'Surrender of allowances'.

Transaction selection

Choose the type of transaction:

Regular Transfers:
[Transfer of allowances](#)
[Transfer of AAU, RMU, ERU, CER, ICER and tCER](#)

Compliance:
[Surrender of allowances](#)

Destruction of Units:
[Deletion of allowances](#)
[Voluntary cancellation of AAU, RMU, CER, ERU, ICER and tCER](#)

Exchange:
[Exchange CER, ERU units for Phase 3 allowances](#)

- The page 'Surrender of allowances' opens. At 'Quantity to surrender' fill in the amount of allowances you want to surrender and click 'Submit'.

Surrender of allowances

Phase 3 (2013-2020):

Compliance

The table below is a summary of the compliance information for the current commitment period. You should surrender a quantity equivalent to that indicated by *Compliance.Surrendered Pending* is the quantity being surrendered for which the transactions are not completed yet.

Cumulative Verified Emissions: 3,600	Dynamic Compliance Status: B
Cumulative Surrendered Units: 2,500	Compliance Status published at previous 15 May:
Carry-Over from previous phase: 0	
Compliance Figure: -1,100	
Pending Surrendered: 0	

Comment

(Visible by all Authorized Representatives of transferring account and acquiring account)

Units

Units	Available quantity	Quantity to surrender
General Allowance	36,000	<input style="width: 80%;" type="text"/>

- After filling in the amount of allowances you want to surrender the system will ask to confirm the surrender. Click 'Confirm' if the filled in amount is correct.
- Fill in your password and mobile phone number on which you want to receive the SMS code and click 'Sign'.
- Fill in the SMS code you have received on your mobile phone and click 'Sign'.
- The system informs you that your surrender transaction is recorded.


ATTENTION!

- **Surrender transactions need to be approved by a second user. If there is an approver linked to the account, the transaction needs to be approved by the approver. If there is no approver, a second account representative needs to approve the transaction.**

- **Please check page 48 of this manual to see how to approve a transaction.**
- **A surrender transaction will be executed immediately after confirmation (and if necessary after approval of the approver).**
- Do you want to check if you have surrendered sufficient allowances? You can do this in the 'Compliance' tab. At the bottom of the page you will see the cumulative verified emissions and the cumulative surrendered units. If these numbers are the same and the 'Dynamic Compliance Status' is 'A', you have surrendered sufficient allowances.

Verified Emissions				
Year		Emissions (*)	Verified	Excluded
2013		1,000	Y	<input type="checkbox"/>
2014		1,100	Y	<input type="checkbox"/>
2015		1,500	Y	<input type="checkbox"/>
2016		-	N	<input type="checkbox"/>
2017		-	N	<input type="checkbox"/>
2018		-	N	<input type="checkbox"/>
2019		-	N	<input type="checkbox"/>
2020		-	N	<input type="checkbox"/>

(*) Emissions entered or corrected by Competent Authority

Compliance	
Cumulative Verified Emissions: 3,600	Dynamic Compliance Status: A 
Cumulative Surrendered Units: 3,600	Compliance Status published at previous 15 May:
Carry-Over from previous phase: 0	
Compliance Figure: 0	

Trusted Account List

ATTENTION!

Information about the Trusted Account List can be found on the website of the NEa:

<https://www.emissionsauthority.nl/topics/transactions-ets/contents/trusted-account-list>

View Trusted Account List

- Click 'Accounts' from the left menu.

John DOE
URID: NL700812896223
[Un-enrol](#)

Home page
Task list

▼ Accounts

Accounts

- The "Account Search" page opens. In this page you will see all the accounts which you have access to.
- Select an account by clicking on an account number, balance or installation / aircraft operator identifier of an account.

Page 1 of 1 (2 rows found)								
Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier
EU-100-16118-0-48	Dutch Airlines Ltd.	Aircraft operator holding account	0	NL	0	Open	The Aviator	13914
EU-100-16121-0-33	Airlines & Co.	Aircraft operator holding account	0	NL	0	Open	The Aviator	13915

- Click on the tab 'Trusted Accounts'. The Trusted Account List appears.

Account Main | Holdings | Authorised Representatives | Additional Authorised Representatives | Installation | Contact Person Information

Compliance | Verifier | **Trusted Accounts** | Account Statements

ID	Account Holder Name	Account Name	Account Status	Account Type
EU-100-16117-0-53	De Tuinder BV	De Rode Roos	Open	Operator holding account

Holder's accounts

All the accounts of the account holder that owns the current one are trusted. You can find a list of these accounts in the table below.

Account	Account Name
EU-100-16122-0-28	De Gele Tulp

Other accounts

You can add more accounts to the trusted account list of the current account in the table below.

Account	Description	Comment	Status	Action
EU-100-16120-0-38	Rekening tegenpartij X	I.v.m. overboeking van EUA's	Trusted	Update Delete
EU-100-16118-0-48	EU-toewijzingrekening		Trusted	Update Delete

[Add](#)

- The Trusted Account List is composed of two different tables:
 - **Holder's accounts:** here you will find all accounts of the account holder that owns the selected account. These accounts are automatically on the Trusted Account List.
 - **Other accounts:** here you will find the accounts of other account holders. These accounts have been manually added to the Trusted Account list.

Propose the addition of an account to the Trusted Account List

ATTENTION!

Proposing the addition of an account to the Trusted Account List can only be done by account representatives.

- Click 'Accounts' from the left menu.

John DOE URID: NL700812896223 Un-enrol
Home page
Task list
▼ Accounts
Accounts
Transactions

- Select an account by clicking on an account number, balance or installation / aircraft operator identifier of an account.

Page 1 of 1 (2 rows found)								
Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier
EU-100-16118-0-48	Dutch Airlines Ltd.	Aircraft operator holding account	0	NL	0	Open	The Aviator	13914
EU-100-16121-0-33	Airlines & Co.	Aircraft operator holding account	0	NL	0	Open	The Aviator	13915

- Click on the tab 'Trusted Accounts'. The Trusted Account List appears.

Account Main	Holdings	Authorised Representatives	Additional Authorised Representatives	Installation	Contact Person Information
Compliance	Verifier	Trusted Accounts	Account Statements		
ID	Account Holder Name	Account Name	Account Status	Account Type	
EU-100-16117-0-53	De Tuinder BV	De Rode Roos	Open	Operator holding account	
Holder's accounts					
All the accounts of the account holder that owns the current one are trusted. You can find a list of these accounts in the table below.					
Page 1 of 1 (1 rows found)					
Account	Account Name				
EU-100-16122-0-28	De Gele Tulp				
Other accounts					
You can add more accounts to the trusted account list of the current account in the table below.					
Page 1 of 1 (2 rows found)					
Account	Description	Comment	Status	Action	
EU-100-16120-0-38	Rekening tegenpartij X	I.v.m. overboeking van EUA's	Trusted	Update Delete	
EU-100-16118-0-48	EU-toewijzingrekening		Trusted	Update Delete	
Page 1 of 1 (2 rows found)					
Add					

- Click on the 'Add' button.
- The 'Add Trusted Account' page opens. Fill in the complete number of the account you would like to add to your Trusted Account List. You are also required to enter a description of the account. If you like you can add a comment here. The comment will appear in the Trusted Account List.

Add Trusted Account

Provide the number of the account you want to trust and submit the request for approval.

Account number:

* - - - 0 -

* Description:

Comment:

[Cancel](#)

- After entering all the required files, click 'Save'.
- The 'Confirm addition of trusted account' pop-up screen appears. Check the details in the pop-up screen and click 'Confirm'.

Confirm addition of trusted account

Confirm that you want to add the account with the reference below to the trusted account list of account EU-100-16117-0-53.

Number
EU-100-16121-0-33

Description
Airlines & Co

Comment
Aircraft operator

- The 'ECAS signature' page opens.
- Fill in your password and mobile phone number on which you want to receive the SMS code and click 'Sign'.
- Fill in the SMS challenge code that you have received on your mobile phone and click 'Sign'.

ATTENTION!
Each change to the Trusted Account List must be confirmed by signing it with an SMS challenge code.

- The system will inform you that the addition of the account to your Trusted Account List has been submitted for approval. An approver needs to approve the addition. If there is no approver linked to the account, a second account representative needs to approve the addition.
- The account has appeared in your Trusted Account List with the status 'Approval Pending'.

The addition of EU-100-16121-0-33 to the trusted account list has been submitted for approval.

[Return to Search](#)

Account Main	Holdings	Authorised Representatives	Additional Authorised Representatives	Installation	Contact Person Information
Compliance	Verifier	Trusted Accounts	Account Statements		

ID	Account Holder Name	Account Name	Account Status	Account Type
EU-100-16117-0-53	De Tuinder BV	De Rode Roos	Open	Operator holding account

Holder's accounts

All the accounts of the account holder that owns the current one are trusted. You can find a list of these accounts in the table below.

Page 1 of 1 (1 rows found)	10
Account	Account Name
EU-100-16122-0-28	De Gele Tulp
Page 1 of 1 (1 rows found)	10

Other accounts

You can add more accounts to the trusted account list of the current account in the table below.

Page 1 of 1 (3 rows found)	10			
Account	Description	Comment	Status	Action
EU-100-16121-0-33	Airlines & Co	Aircraft operator	Approval pending	
EU-100-16120-0-38	Rekening tegenpartij X	I.v.m. overboeking van EUA's	Trusted	Update Delete
EU-100-16118-0-48	EU-toewijzingrekening		Trusted	Update Delete
Page 1 of 1 (3 rows found)	10			

Approve the addition of an account to the Trusted Account List

ATTENTION!

Each addition to the Trusted Account List has to be approved by an approver. In case the account does not have an approver, the addition has to be approved by another account representative.

- Click 'Task List' from the left menu.

Rek BEVTWO
URID: NL773123411299
Un-enrol
Home page
Task list
▼ Accounts
Accounts
Claim account
Transactions

- The task to approve the addition of the account to the Trusted Account List can be found in the Task List.

Filter results								
Page 1 of 1 (3 rows found)								
<input type="checkbox"/>	Name	Claimant	Description	From	Request ID	Start date	Due date	Status
<input type="checkbox"/>	Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	NL384668347180	18717	15/07/2013 15:31:17		unclaimed
<input type="checkbox"/>	Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	NL384668347180	18703	15/07/2013 11:17:33		unclaimed
<input checked="" type="checkbox"/>	Addition of account to Trusted Account List		Approval of addition of account EU-100-12864-0-22 to Trusted Account List of account EU-100-12760-0-57	NL384668347180	18681	15/07/2013 10:46:18		unclaimed

- Check the box to the left of the task you would like to approve and click 'Claim task'.

Filter results								
Page 1 of 1 (3 rows found)								
<input type="checkbox"/>	Name	Claimant	Description	From	Request ID	Start date	Due date	Status
<input type="checkbox"/>	Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	NL384668347180	18717	15/07/2013 15:31:17		unclaimed
<input type="checkbox"/>	Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	NL384668347180	18703	15/07/2013 11:17:33		unclaimed
<input checked="" type="checkbox"/>	Addition of account to Trusted Account List		Approval of addition of account EU-100-12864-0-22 to Trusted Account List of account EU-100-12760-0-57	NL384668347180	18681	15/07/2013 10:46:18		unclaimed

- The status of the transfer will change to 'claimed' and your name will appear under 'Claimant'.

Filter results								
Page 1 of 1 (3 rows found)								
<input type="checkbox"/>	Name	Claimant	Description	From	Request ID	Start date	Due date	Status
<input type="checkbox"/>	Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	NL384668347180	18717	15/07/2013 15:31:17		unclaimed
<input type="checkbox"/>	Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	NL384668347180	18703	15/07/2013 11:17:33		unclaimed
<input checked="" type="checkbox"/>	Addition of account to Trusted Account List	Rek BEVTWO	Approval of addition of account EU-100-12864-0-22 to Trusted Account List of account EU-100-12760-0-57	NL384668347180	18681	15/07/2013 10:46:18		claimed

- Click 'Addition of account to Trusted Account List'. The entire row will get an orange colour.

Page 1 of 1 (3 rows found)								
<input type="checkbox"/>	Name	Claimant	Description	From	Request ID	Start date	Due date	Status
<input type="checkbox"/>	Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	NL384668347180	18717	15/07/2013 15:31:17		unclaimed
<input type="checkbox"/>	Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	NL384668347180	18703	15/07/2013 11:17:33		unclaimed
<input type="checkbox"/>	Addition of account to Trusted Account List	Rek BEVTWO	Approval of addition of account EU-100-12864-0-22 to Trusted Account List of account EU-100-12760-0-57	NL384668347180	18681	15/07/2013 10:46:18		claimed

- Click the request identifier at the bottom of the page.
- The 'Confirm addition of trusted account' page opens. You will see the details of the trusted account. Carefully check the details and click 'Approve'.
- Click 'Confirm'. Entering a comment is optional.
- The "ECAS Signature" page opens. Fill in your password and mobile phone number on which you want to achieve the SMS code.
- Fill in the SMS challenge code that you have received on your mobile phone and click 'Sign'.
- The system will provide you with the exact day and time the trust will become effective.
- The status of the account in the Trusted Account List has changed to 'Trust delayed until [dd/mm/yyyy time]'. The displayed time indicates when the addition of the account to the trusted account list will become definitive.

Account Main	Holdings	Authorised Representatives	Additional Authorised Representatives	Installation	Compliance	Verifier	Trusted Accounts	Account Statements
ID		Account Holder Name		Account Name	Account Status	Account Type		
EU-100-12760-0-57		De Tuinder B.V.		De Rode Roos	Open	Operator holding account		
Holder's accounts								
All the accounts of the account holder that owns the current one are trusted. You can find a list of these accounts in the table below.								
Page 1 of 1 (5 rows found)								
Account				Account Name				
EU-100-12820-0-48				De Rode Roos II				
NL-121-12880-0-34				De Gele Tulp				
NL-121-12881-0-29				De Gele Tulp II				
EU-100-13523-0-25				De Blauwe Druif				
EU-100-13580-0-31				Anne's Moestuintje				
Page 1 of 1 (5 rows found)								
Other accounts								
You can add more accounts to the trusted account list of the current account in the table below.								
Page 1 of 1 (3 rows found)								
Account	Description	Comment	Status	Action				
EU-100-12800-0-51	De Groene Paprika		Trusted	Update Delete				
EU-100-12864-0-22	Trader II		Trust delayed until 24/06/2014 12:56:57 CET	Update Delete				
EU-100-12863-0-27	Jansen B.V.		Trusted	Update Delete				

Propose the deletion of an account from the Trusted Account List

ATTENTION!

Proposing the deletion of an account from the Trusted Account List can only be done by account representatives.

- Click 'Accounts' from the left menu.

John DOE URID: NL700812896223 Un-enrol
Home page
Task list
▼ Accounts
Accounts
Transactions

- Select an account by clicking on an account number, balance or installation / aircraft operator identifier of an account.

Page 1 of 1 (2 rows found)								
Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier
EU-100-16118-0-48	Dutch Airlines Ltd.	Aircraft operator holding account	0	NL	0	Open	The Aviator	13914
EU-100-16121-0-33	Airlines & Co.	Aircraft operator holding account	0	NL	0	Open	The Aviator	13915

- Click on the tab 'Trusted Accounts'. The Trusted Account List appears.
- Click 'Delete' right from the account you want to delete.

Holder's accounts				
All the accounts of the account holder that owns the current one are trusted. You can find a list of these accounts in the table below.				
Page 1 of 1 (1 rows found)				
Account	Account Name			
EU-100-16122-0-28	De Gele Tulp			
Page 1 of 1 (1 rows found)				
Other accounts				
You can add more accounts to the trusted account list of the current account in the table below.				
Page 1 of 1 (3 rows found)				
Account	Description	Comment	Status	Action
EU-100-16121-0-33	Airlines & Co	Aircraft operator	Approval pending	
EU-100-16120-0-38	Rekening tegenpartij X	I.v.m. overboeking van EUA's	Trusted	Update Delete
EU-100-16118-0-48	EU-toewijzingrekening		Trusted	Update Delete
Page 1 of 1 (3 rows found)				

- The 'Confirm deletion of trusted account' page opens. You will see the details of the trusted account. Carefully check the details and click 'Confirm'.

Confirm deletion of trusted account

Confirm that you want to delete the account with the reference below from the trusted account list of account EU-100-16117-0-53.

Number
EU-100-16120-0-38

Description
Rekening tegenpartij X

Comment
I.v.m. overboeking van EUA's

- The "ECAS Signature" page opens. Fill in your password and mobile phone number on which you want to achieve the SMS code.
- Fill in the SMS challenge code that you have received on your mobile phone and click 'Sign'.

ATTENTION!
Each change to the Trusted Account List must be confirmed by signing it with an SMS challenge code.

- The system will inform you that the deletion of the account from the Trusted Account List has been submitted for approval. An approver needs to approve the deletion. If there is no approver linked to the account, a second account representative needs to approve the deletion.
- The account has received the status 'Delete Approval Pending'.

The removal of EU-100-16120-0-38 from the trusted account list has been submitted for approval.

[Return to Search](#)

Account Main	Holdings	Authorised Representatives	Additional Authorised Representatives	Installation	Contact Person Information
Compliance	Verifier	Trusted Accounts	Account Statements		

ID	Account Holder Name	Account Name	Account Status	Account Type
EU-100-16117-0-53	De Tuinder BV	De Rode Roos	Open	Operator holding account

Holder's accounts

All the accounts of the account holder that owns the current one are trusted. You can find a list of these accounts in the table below.

Page 1 of 1 (1 rows found)		10
Account	Account Name	
EU-100-16122-0-28	De Gele Tulp	
Page 1 of 1 (1 rows found)		10

Other accounts

You can add more accounts to the trusted account list of the current account in the table below.

Page 1 of 1 (3 rows found)					10
Account	Description	Comment	Status	Action	
EU-100-16121-0-33	Airlines & Co	Aircraft operator	Approval pending		
EU-100-16120-0-38	Rekening tegenpartij X	I.v.m. overboeking van EUA's	Delete approval pending		
EU-100-16118-0-48	EU-toewijzingrekening		Trusted	Update Delete	
Page 1 of 1 (3 rows found)					10

Approve the deletion of an account from the Trusted Account List

ATTENTION!

Each deletion of an account from the Trusted Account List has to be approved by an approver. In case the account does not have an approver, the deletion has to be approved by another account representative.

- Click 'Task List' from the left menu.

John DOE URID: NL700812896223 Un-enrol
Home page
Task list

- The task to approve the deletion of the account from the Trusted Account List can be found in the task list.

Filter results								
Page 1 of 1 (3 rows found)								
<input type="checkbox"/>	Name	Claimant	Description	From	Request ID	Start date	Due date	Status
<input type="checkbox"/>	Deletion of account to Trusted Account List		Approval of deletion of account EU-100-5000020-0-32 from Trusted Account List of account EU-100-5000040-0-29	NL700812896223	15199	25/09/2012 11:14:58		unclaimed

- Check the box to the left of the task you would like to approve and click 'Claim task'. The status of the transfer will change to 'claimed' and your name will appear under 'Claimant'.
- Click 'Deletion of account to Trusted Account List'. The entire row will get an orange colour.

Filter results								
Page 1 of 1 (3 rows found)								
<input type="checkbox"/>	Name	Claimant	Description	From	Request ID	Start date	Due date	Status
<input checked="" type="checkbox"/>	Deletion of account to Trusted Account List	Air PORT	Approval of deletion of account EU-100-5000020-0-32 from Trusted Account List of account EU-100-5000040-0-29	NL700812896223	15199	25/09/2012 11:14:58		claimed

- Click the request identifier.

Detail: Deletion of account to Trusted Account List	Comments
<p>From: NL700812896223 Request ID: 15199 Start date: 25/09/2012 11:14:58 Due date: Status: claimed Priority: medium Assignee: Additional Authorised Representative , National Administrator</p> <p>Request: 15199</p>	<p>Description: Approval of deletion of account EU-100-5000020-0-32 from Trusted Account List of account EU-100-5000040-0-29</p>

- The 'Confirm deletion of trusted account' page opens. You will see the details of the trusted account. Carefully check the details and click 'Approve'.

Confirm deletion of trusted account

Confirm that you want to delete the account with the reference below from the trusted account list of account: EU-100-5000040-0-29.

Number:
EU-100-5000020-0-32

Holder:
Laan Airlines

Name:
Laantje Airlines

Comment:

- Click 'Confirm'. Entering a comment is optional.
- The "ECAS Signature" page opens. Fill in your password and mobile phone number on which you want to achieve the SMS code.
- Fill in the SMS challenge code that you have received on your mobile phone and click 'Sign'.
- The system will inform you that the removal of the account will become effective immediately. The account will no longer appear in your Trusted Account List.

Cancel the addition of an account to the Trusted Account List

ATTENTION!

Account representatives and approvers can cancel the addition of an account to the Trusted Account List. They can do this during the seven working days checking period before the addition of account to the Trusted Account List becomes effective.

- Click 'Accounts' from the left menu.

John DOE URID: NL700812896223 Un-enrol
Home page
Task list
▼ Accounts
Accounts
Transactions

- Select an account by clicking on an account number, balance or installation / aircraft operator identifier of an account.

Page 1 of 1 (2 rows found)								
Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier
EU-100-16118-0-48	Dutch Airlines Ltd.	Aircraft operator holding account	0	NL	0	Open	The Aviator	13914
EU-100-16121-0-33	Airlines & Co.	Aircraft operator holding account	0	NL	0	Open	The Aviator	13915

- Click on the tab 'Trusted Accounts'. The Trusted Account List appears.
- Click 'Cancel' right from the account you do not want to add to the Trusted Account List.

Other accounts					
You can add more accounts to the trusted account list of the current account in the table below.					
Page 1 of 1 (3 rows found)					
Account	Account Holder	Account Name	Comment	Status	Action
NL-121-5000787-0-72	Test Person Account	Test Person Account	Test	TRUSTED	
EU-100-5000781-0-10	Test persoonstegoedrekening II	Test persoonstegoedrekening II	Test	TRUSTED	
EU-100-5000020-0-32	Laan Airlines	Laantje Airlines		TRUST_DELAYED	Cancel

- The 'Trusted account list addition cancellation confirmation' page opens. You will see the details of the trusted account.
- Carefully check the details and click 'Confirm'.

Trusted account list addition cancellation confirmation

Confirm that you want to cancel the addition of the account with the reference below to the trusted account list of account EU-100-5000040-0-29.

Number
EU-100-5000020-0-32

Holder
Laan Airlines

Name
Laantje Airlines

Comment

- The system will inform you that the addition of the account to the Trusted Account List has been cancelled.
- The account has been removed from the Trusted Account List.

Other accounts

You can add more accounts to the trusted account list of the current account in the table below.

Page 1 of 1 (2 rows found) 10					
Account	Account Holder	Account Name	Comment	Status	Action
NL-121-5000787-0-72	Test Person Account	Test Person Account	Test	TRUSTED	
EU-100-5000781-0-10	Test persoonstegoedrekening II	Test persoonstegoedrekening II	Test	TRUSTED	

Page 1 of 1 (2 rows found) 10

Transactions

ATTENTION!

Information about transactions can be found on the website of the NEa:

<https://www.emissionsauthority.nl/topics/transactions-ets/>

Propose a transfer of European allowances

ATTENTION!

Proposing a transfer can only be done by account representatives.

- Click 'Accounts' from the left menu.

John DOE URID: NL700812896223 Un-enrol
Home page
Task list
▼ Accounts
Accounts
Transactions

- The "Account Search" page opens. In this page you will see all the accounts which you have access to.
- Select the account you want to transfer allowances from by clicking on the account balance of that account.

Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier
EU-100-16117-0-53	De Rode Roos	Operator holding account	0	NL	51,000	Open	De Tuinder BV	13913
EU-100-16122-0-28	De Gele Tulp	Operator holding account	0	NL	39,000	Open	De Tuinder BV	13916

- Click 'Propose a transaction'. Please note that only account representatives can propose a transaction.

ID	Account Holder Name	Account Name	Account Status	Account Type
EU-100-16117-0-53	De Tuinder BV	De Rode Roos	Open	Operator holding account

Unit Type	Balance
General allowance	36,000
CER	15,000
Total:	51,000

Unit Type	Original CP	Applicable CP	Project Number	Project track	Eligible	Ineligible	Balance	Reserved for transaction
General allowance	2	2			0	0	36,000	0
CER	2	2	PL3231412		15,000	0	15,000	0
Total:							51,000	

GREEN: eligible to be held and used on an EU ETS account RED: ineligible to be held and used on an EU ETS account.

[Propose a transaction](#)

- The page 'Transaction selection' opens. Click 'Transfer of allowances'.

Transaction selection

Choose the type of transaction:

Regular Transfers:
[Transfer of allowances](#)
[Transfer of AAU, RMU, ERU, CER, ICER and tCER](#)

Compliance:
[Surrender of allowances](#)

Destruction of Units:
[Deletion of allowances](#)
[Voluntary cancellation of AAU, RMU, CER, ERU, ICER and tCER](#)

Exchange:
[Exchange CER, ERU units for Phase 3 allowances](#)

- You are now in the screen where you can initiate a transaction. To transfer allowances to an account on the Trusted Account List, click 'Select from trusted accounts'.

Transfer of allowances

* Acquiring account identification code
 EU - 100 - - 0 - [Select from trusted accounts](#)

Due date (eg. 20/01/2014)

Comment (Visible by all Authorized Representatives of transferring account and acquiring account)

Units

Unit Type	Original CP	Applicable CP	Available quantity	Quantity to transfer	Eligibility
General allowance	2	2	36,000	<input type="text"/>	
GREEN: eligible to be held and used on an EU ETS account			RED: ineligible to be held and used on an EU ETS account.		

- The 'Trusted Accounts' pop-up appears. In the tab 'Holder's accounts' you will see all the accounts of your account holder. Select the account you want to transfer allowances to by clicking 'Select' in the 'Action' column.

Trusted Accounts

[Holder's accounts](#) [Other accounts](#)

Page 1 of 1 (1 rows found)

Account	Account Name	Action
EU-100-16122-0-28	De Gele Tulp	Select

Page 1 of 1 (1 rows found)

- To transfer allowances to a trusted account of another account holder, first click the tab 'Other accounts' and then select the account you want to transfer allowances to by clicking 'Select' in the 'Action' column.

- To transfer allowances to an account which is not on your Trusted Account List (this is only possible from a Trading Account), manually enter the acquiring account identification code (account number).
- Fill in the amount of allowances you want to transfer below 'Quantity to transfer' and click 'Next'.

Transfer of allowances

* Acquiring account identification code
 EU - 100 - 16122 - 0 - 28 Select from trusted accounts

Due date (eg. 20/01/2014)

Comment (Visible by all Authorized Representatives of transferring account and acquiring account)
 Transfer of 1,000 general allowances to counter party

Units

Unit Type	Original CP	Applicable CP	Available quantity	Quantity to transfer	Eligibility
General allowance	2	2	36,000	<input type="text" value="1000"/>	
GREEN: eligible to be held and used on an EU ETS account			RED: ineligible to be held and used on an EU ETS account.		

- Carefully check the transaction details and then click 'Confirm'.
- The "ECAS Signature" page opens. Fill in your password and mobile phone number on which you want to receive the SMS code.
- Fill in the SMS challenge code that you have received on your mobile phone and click 'Sign'. The system will inform you that your transaction is recorded.

ATTENTION!

Each transfer must be confirmed by signing it with an SMS challenge code.

The time at which the transaction is processed depends on the following factors:

- The type of the transferring account;
- Whether the transfer is to an account on the trusted account list or not;
- Whether there is an approver linked to the transferring account.

The above mentioned is shown schematically in the table below.

	To	Mandatory approval of approver	26 hours checking period
Transaction from OHA, AOHA or PHA	Trusted account	No*	Yes
	Not trusted account	Impossible	
Transaction from trading account	Trusted account	No*	No
	Not trusted account	Yes	Yes

*** Please be aware that having an approver is not always mandatory. However, if an account has an approver, all transactions will have to be approved by the approver.**

- Does your transaction require the approval of an approver? Please check page 48 of this manual to see how to approve a transaction.

Propose a transfer of CERs and ERUs

ATTENTION!

Proposing a transfer can only be done by account representatives.

- To propose a transaction click 'Accounts' from the left menu.

John DOE URID: NL700812896223 Un-enrol
Home page
Task list
▼ Accounts
Accounts
Transactions

- Select the account you want to transfer units from by clicking on the account balance of that account.

Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier
EU-100-16117-0-53	De Rode Roos	Operator holding account	0	NL	51,000	Open	De Tuinder BV	13913
EU-100-16122-0-28	De Gele Tulp	Operator holding account	0	NL	39,000	Open	De Tuinder BV	13916

- Click 'Propose a transaction'.

ID	Account Holder Name	Account Name	Account Status	Account Type
EU-100-16117-0-53	De Tuinder BV	De Rode Roos	Open	Operator holding account

Unit Type	Balance
General allowance	36,000
CER	15,000
Total:	51,000

Unit Type	Original CP	Applicable CP	Project Number	Project track	Eligible	Ineligible	Balance	Reserved for transaction
General allowance	2	2			0	0	36,000	0
CER	2	2	PL3231412		15,000	0	15,000	0
Total:							51,000	

GREEN: eligible to be held and used on an EU ETS account RED: ineligible to be held and used on an EU ETS account.

[Propose a transaction](#)

- The 'Transaction selection' page opens. Choose the transaction type 'Transfer of AAU, RMU, CER, ICER and tCER'.

Transaction selection

Choose the type of transaction:

Regular Transfers:
[Transfer of allowances](#)
[Transfer of AAU, RMU, ERU, CER, ICER and tCER](#)

Compliance:
[Surrender of allowances](#)

Destruction of Units:
[Deletion of allowances](#)
[Voluntary cancellation of AAU, RMU, CER, ERU, ICER and tCER](#)

Exchange:
[Exchange CER, ERU units for Phase 3 allowances](#)

- You are now in the screen where you can initiate a transaction. To transfer CERs or ERUs to an account on the Trusted Account List, click 'Select from trusted accounts'.

Transfer of Kyoto units

* Acquiring account identification code
 - - - - [Select from trusted accounts](#)

Due date (eg. 20/01/2014)

Comment (Visible by all Authorized Representatives of transferring account and acquiring account)

Units

Unit Type	Original CP	Applicable CP	Available quantity	Quantity to transfer	Eligibility	Project
CER	2	2	15,000	<input type="text"/>	Eligible	-- Any -- <input type="button" value="v"/>
GREEN: eligible to be held and used on an EU ETS account			RED: ineligible to be held and used on an EU ETS account.			

Kyoto units with originating CP1 are not eligible for use in ETS.

- The 'Trusted Accounts' pop-up appears. In the tab 'Holder's accounts' you will see all the accounts of your account holder. Select the account you want to transfer Kyoto units to by clicking 'Select' in the 'Action' column.

Trusted Accounts

[Holder's accounts](#) [Other accounts](#)

Page 1 of 1 (1 rows found)

Account	Account Name	Action
EU-100-16122-0-28	De Gele Tulp	Select

Page 1 of 1 (1 rows found)

- To transfer Kyoto units to a trusted account of another account holder, first click the tab 'Other accounts' and then select the account by clicking 'Select' in the 'Action' column.
- To transfer Kyoto units to an account which is not on your Trusted Account List (this is only possible from a Trading Account), manually enter the acquiring account identification code (account number).

- Fill in the amount of CERs or ERUs you want to transfer below 'Quantity to transfer' and click 'Next'.
- To transfer units from a specific project, click on the drop down menu and select a project code.

Transfer of Kyoto units						
* Acquiring account identification code						
EU	- 100	- 16122	- 0	- 28	Select from trusted accounts	
Due date (eg. 20/01/2014)						
Comment (Visible by all Authorized Representatives of transferring account and acquiring account)						
Transfer of 1,000 CERs to counter party						
Units						
Unit Type	Original CP	Applicable CP	Available quantity	Quantity to transfer	Eligibility	Project
CER	2	2	15,000	1000	Eligible	-- Any --
GREEN: eligible to be held and used on an EU ETS account			RED: ineligible to be held and used on an EU ETS account.			

- Carefully check the transaction details and then click 'Confirm'.
- The "ECAS Signature" page opens. Fill in your password and mobile phone number on which you want to receive the SMS code.
- Fill in the SMS challenge code that you have received on your mobile phone and click 'Sign'. The system will inform you that your transaction is recorded.

ATTENTION!

Each transfer must be confirmed by signing it with an SMS challenge code.

The time at which the transaction is processed depends on the following factors:

- The type of the transferring account;
- Whether the transfer is to an account on the trusted account list or not;
- Whether there is an approver linked to the transferring account.

The above mentioned is shown schematically in the table below.

	To	Mandatory approval of approver	26 hours checking period
Transaction from OHA, AOHA or PHA	Trusted account	No*	Yes
	Not trusted account	Impossible	
Transaction from trading account	Trusted account	No*	No
	Not trusted account	Yes	Yes

*** Please be aware that having an approver is not always mandatory. However, if an account has an approver, all transactions will have to be approved by the approver.**

- Does your transaction require the approval of an approver? Please check page 48 of this manual to see how to approve a transaction.

Propose an exchange of CERs or ERUs

ATTENTION!

Proposing an exchange can only be done by account representatives.

More information about exchanging CERs or ERUs can be found on

<https://www.emissionsauthority.nl/topics/transactions-ets/contents/exchanging-cers-and-erus>

- To propose an exchange click 'Accounts' from the left menu.

John DOE
URID: NL700812896223
Un-enrol
Home page
Task list
▼ Accounts
Accounts
Transactions

- Select an account by clicking on the balance of that account.

Account Search Results									
Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier	
EU-100-16117-0-53	De Rode Roos	Operator holding account	0	NL	51,000	Open	De Tuinder BV		13913
EU-100-16122-0-28	De Gele Tulp	Operator holding account	0	NL	39,000	Open	De Tuinder BV		13916

- Click 'Propose a transaction'.

ID	Account Holder Name	Account Name	Account Status	Account Type
EU-100-16117-0-53	De Tuinder BV	De Rode Roos	Open	Operator holding account

Unit Type	Balance
General allowance	36,000
CER	15,000
Total:	51,000

Unit Type	Original CP	Applicable CP	Project Number	Project track	Eligible	Ineligible	Balance	Reserved for transaction
General allowance	2	2			0	0	36,000	1,000
CER	2	2	PL3231412		15,000	0	15,000	0
Total:							51,000	

GREEN: eligible to be held and used on an EU ETS account RED: ineligible to be held and used on an EU ETS account.

[Propose a transaction](#)

Name	Value
Entitlement	5,000
Surrendered International Credits in Phase 2	0
Exchanged International Credits in Phase 3	0
Pending exchanges	0
Remaining Entitlement	5,000

- The 'Transaction selection' page opens. Choose the transaction type 'Exchange CER, ERU units for Phase 3 allowances'.

Transaction selection

Choose the type of transaction:

Regular Transfers:
[Transfer of allowances](#)
[Transfer of AAU, RMU, ERU, CER, ICER and tCER](#)

Compliance:
[Surrender of allowances](#)

Destruction of Units:
[Deletion of allowances](#)
[Voluntary cancellation of AAU, RMU, CER, ICER and tCER](#)

Exchange:
[Exchange CER, ERU units for Phase 3 allowances](#)

- The 'Exchange CER, ERU units for Phase 3 allowances' page opens. Fill in the amount of CERs or ERUs you want to exchange and click 'Next'. Click on the drop down menu if you want to exchange CERs or ERUs from specific projects.

Exchange CER, ERU units for Phase 3 allowances

Name	Value
Entitlement:	5,000
Surrendered International Credits in Phase 2:	0
Exchanged International Credits in Phase 3:	0
Pending exchanges:	0
Remaining Entitlement:	5,000

Units

Unit Type	Original CP	Applicable CP	Available quantity	Quantity to transfer	Eligibility	Project
CER	2	2	15,000	1000	Eligible	-- Any --
GREEN: eligible to be held and used on an EU ETS account			RED: ineligible to be held and used on an EU ETS account.			

- Carefully check the transaction details and then click 'Confirm'.
- The "ECAS Signature" page opens. Fill in your password and mobile phone number on which you want to receive the SMS code.
- Fill in the SMS challenge code that you have received on your mobile phone.
- Click 'Sign'.
- The system informs you that your transaction is recorded and has been submitted for approval.
- If there is an approver linked to the account, the transaction needs to be approved by the approver. If there is no approver, a second account representative needs to approve the transaction. After the approval the exchange will be executed immediately. Please check page 48 of this manual to see how to approve a transaction.

Propose a destruction of units

ATTENTION!

Proposing a destruction can only be done by account representatives.

The destruction of units is a voluntary action which cannot be reversed and which is not taken into account for the compliance.

- To propose a destruction of units, click 'Accounts' from the left menu.

John DOE URID: NL700812896223 Un-enrol
Home page
Task list
▼ Accounts
Accounts
Transactions

- Select an account by clicking on the balance of that account.

Account Search Results									
Page 1 of 1 (2 rows found)									
Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier	
EU-100-16117-0-53	De Rode Roos	Operator holding account	0	NL	51,000	Open	De Tuinder BV	13913	
EU-100-16122-0-28	De Gele Tulp	Operator holding account	0	NL	39,000	Open	De Tuinder BV	13916	

- Click 'Propose a transaction'.

ID	Account Holder Name	Account Name	Account Status	Account Type
EU-100-16117-0-53	De Tuinder BV	De Rode Roos	Open	Operator holding account

Unit Type	Balance
General allowance	36,000
CER	15,000
Total:	51,000

Page 1 of 1 (2 rows found)								
Unit Type	Original CP	Applicable CP	Project Number	Project track	Eligible	Ineligible	Balance	Reserved for transaction
General allowance	2	2			0	0	36,000	1,000
CER	2	2	PL3231412		15,000	0	15,000	0
Total:							51,000	

GREEN: eligible to be held and used on an EU ETS account RED: ineligible to be held and used on an EU ETS account.

[Propose a transaction](#)

Name	Value
Entitlement	5,000
Surrendered International Credits in Phase 2	0
Exchanged International Credits in Phase 3	0
Pending exchanges	0
Remaining Entitlement	5,000

- The 'Transaction selection' page opens. Choose either 'Deletion of allowances' or 'Voluntary cancellation of AAU, RMU, CER, ICER or tCER'.

Transaction selection

Choose the type of transaction:

Regular Transfers:
[Transfer of allowances](#)
[Transfer of AAU, RMU, ERU, CER, ICER and tCER](#)

Compliance:
[Surrender of allowances](#)

Destruction of Units:
[Deletion of allowances](#)
[Voluntary cancellation of AAU, RMU, CER, ICER and tCER](#)

Exchange:
[Exchange CER, ERU units for Phase 3 allowances](#)

- Depending on your choice, either the 'Deletion of Allowances' or the 'Cancellation of Kyoto Units' page opens. The screenshots below will show the steps which you need to take to cancel Kyoto units. These steps are no different from the steps you need to take to delete allowances.
- Fill in the amount of units you want to destroy and click 'Next'. Click on the drop down menu if you want to destroy CERs or ERUs from specific projects.
- It is possible to add a comment to the destruction of units. This can be very useful, especially if you destroy the units on behalf of another person or organization.

Warning!
Cancelled Kyoto units do not account for surrenders.

Comment (Visible by all Authorized Representatives of transferring account and acquiring account)
 Voluntary cancellation of 1000 CERs by account holder X on behalf of organisation Y

Units

Commitment period:
[Second Commitment Period](#)

Unit Type	Original CP	Applicable CP	Available quantity	Quantity to transfer	Eligibility	Project
CER	2	2	15,000	1000	Eligible	-- Any --

- Carefully check the transaction details and then click 'Confirm'.
- The "ECAS Signature" page opens. Fill in your password and mobile phone number on which you want to receive the SMS code.
- Fill in the SMS challenge code that you have received on your mobile phone.
- Click 'Sign'.
- The system informs you that your transaction is recorded and has been submitted for approval.
- If there is an approver linked to the account, the transaction needs to be approved by the approver. If there is no approver, a second account representative needs to approve the transaction. After the approval the destruction of the units will be executed immediately. Please check page 48 of this manual to see how to approve a transaction.

Approve a transaction

- Click 'Task List' from the left menu.

Rek BEVTWO
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[Un-enrol](#)

[Home page](#)

[Task list](#)

▼ [Accounts](#)

[Accounts](#)

- Check the box left of the transaction you would like to approve and click 'Claim task'.

Filter results								
Page 1 of 1 (2 rows found)								
<input type="checkbox"/>	Name	Claimant	Description	From	Request ID	Start date	Due date	Status
<input type="checkbox"/>	Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	NL384668347180	18717	15/07/2013 15:31:17		unclaimed
<input checked="" type="checkbox"/>	Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	NL384668347180	18703	15/07/2013 11:17:33		unclaimed

- The status of the transfer will change to 'claimed' and your name will appear under 'Claimant'.
- Click 'Approve Transaction Request' in the column 'Name'. The entire row will get an orange colour.

Filter results								
Page 1 of 1 (2 rows found)								
<input type="checkbox"/>	Name	Claimant	Description	From	Request ID	Start date	Due date	Status
<input type="checkbox"/>	Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	NL384668347180	18717	15/07/2013 15:31:17		unclaimed
<input checked="" type="checkbox"/>	Approve Transaction Request	Rek BEVTWO	The following Transaction needs approval prior to launch the Transaction workflow.	NL384668347180	18703	15/07/2013 11:17:33		claimed

- Click the 'Request number'.

Detail: Approve Transaction Request [Comments](#)

From: NL384668347180
Request ID: 18703
Start date: 15/07/2013 11:17:33
Due date:
Status: claimed
Priority: medium
Assignee: SD Agent, Additional Authorised Representative

Description:
The following Transaction needs approval prior to launch the Transaction workflow.

Request: [18703](#)

- The 'Approve Transaction Request' page opens. You will see the details of the transaction.
- Carefully check the transaction details and click 'Approve'.

Approve Transaction Request

Transaction ID:
EU190

Submission:
15/07/2013 11:16:36

Transaction type:
10-00 Internal Transfer

Transferring account:
EU-100-12760-0-57 (NL)
De Rode Roos
De Tuinder B.V.

Acquiring account:
EU-100-12820-0-48 (NL)
De Rode Roos II
De Tuinder B.V.

Comment:

Total quantity: 500

Unit type	Amount
General Allowance	500

Analytical table of reserved unit types

Unit Type	Quantity to transfer	Project Number	Project track	Eligibility
ALLOWANCE_CHAPTER3	500			

- Click 'Confirm'. Entering a comment is optional.
- The "ECAS Signature" page opens. Fill in your password and mobile phone number on which you want to achieve the SMS code.
- Fill in the SMS challenge code that you have received on your mobile phone and click 'Sign'.
- The system will inform you when the transaction will be executed.

View transaction history

- Click 'Transactions' from the left menu.

John DOE URID: NL700812896223 Un-enrol
Home page
Task list
▼ Accounts
Accounts
Transactions

- The "Search transactions" page opens.
- Click 'Search' to get a list of all transactions from and to the accounts you have access to. Click the 'Transaction id' to view the details of a certain transaction.

Search Transactions

Transaction ID:

Transaction Type:

Start Date: From To

Last Update: From To

Transaction Status:

Notification ID:

Transferring Registry:

Transferring Account Type:

Transferring Account ID:

Acquiring Registry:

Acquiring Account Type:

Acquiring Account ID:

Transaction Id	Type	Started	Last updated	Status	Quantity	Transferring Account	Acquiring Account
NL27	3-0	12/09/2016 16:12 MEST	12/09/2016 16:12 MEST	4-Completed	15,000	NL-100-16125-0-3	EU-100-16117-0-53

- The 'Transaction details' page opens with the selected transaction information.

Transaction details

Transaction ID: NL27

Transaction Type: 03-00 External Transfer Kyoto Units

Start Date: 12/09/2016 16:12 MEST

Last Update: 12/09/2016 16:12 MEST

Transaction Status: 4-COMPLETED

Transferring Registry: NL

Transferring Account Type: HOLDING_ACCOUNT

Transferring Account ID: 16125

Acquiring Registry: EU

Acquiring Account Type: HOLDING_ACCOUNT

Acquiring Account ID: 16117

Summary	Status history	Response codes	Comments
Transferred units per unit type:			
Page 1 of 1 (1 rows found)			
Unit Type	Project	Quantity	Ineligible
CER	PL3231412	15,000	0
Page 1 of 1 (1 rows found)			
GREEN: eligible to be held and used on an EU ETS account		RED: ineligible to be held and used on an EU ETS account.	

[Transaction PDF](#)

On the 'Transaction details' page the following information can be found:

- Summary – information about type and number of allowances/units
 - Status history – information about the history of the transaction status
 - Response code – information about the error code when applicable
 - Comments –the comments inserted during the proposal of a transaction by the authorised user of the transferring account.
- Click the button 'Transaction PDF' to create a PDF of the transaction. The PDF contains the information from the 'Summary' tab.

Search transactions

- Click 'Transactions' from the left menu.

John DOE URID: NL700812896223 Un-enrol
Home page
Task list
▼ Accounts
Accounts
Transactions

- To search for a transaction fill in the transaction ID in the upper part of the page and click 'Search'.
- If you want to search for transactions from or to a specific account fill in the identifier of the account under 'Transferring Account ID' or 'Acquiring Account ID' and click 'Search'.
- The identifier is the middle part of the account number. For example, the identifier of account number NL-100-10001-0-01 is 10001 and the identifier of account number EU-100-5000001-0-01 is 500001.

The screenshot shows the 'Search Transactions' form with the following fields and options:

- Transaction ID:
- Transaction Type: -- Any -- (dropdown)
- Start Date: From To (eg. 20/01/2012)
- Last Update: From To (eg. 20/01/2012)
- Transaction Status: -- Any -- (dropdown)
- Notification ID:
- Transferring Registry: -- Select a country -- (dropdown)
- Transferring Account Type: -- Select a type -- (dropdown)
- Transferring Account ID:
- Acquiring Registry: -- Select a country -- (dropdown)
- Acquiring Account Type: -- Select a type -- (dropdown)
- Acquiring Account ID:

Buttons: Search, Search & Export

- To search for transactions with a specific status (e.g. completed or rejected), click on the drop down menu 'Transaction status', select a status and click 'Search'.

The screenshot shows the 'Search Transactions' form with the 'Transaction Status' dropdown menu open, displaying the following options:

- Any --
- Proposed
- Checked No Discrepancy
- Checked Discrepancy
- Completed
- Terminated
- Rejected

Buttons: Search, Search & Export

- To export transaction search results, fill in a search criteria and click 'Search & Export'.

Search time of execution transaction

- Click 'Transactions' from the left menu.

John DOE
URID: NL700812896223
[Un-enrol](#)

Home page

Task list

▼ Accounts

Accounts

Transactions

- Click 'Search' to get a list of all transactions from and to the accounts you have access to.

Search Transactions

Transaction ID: <input type="text"/>	Transferring Registry: <input type="text" value="-- Select a country --"/>	Transferring Account Type: <input type="text" value="-- Select a type --"/>
Transaction Type: <input type="text" value="-- Any --"/>	Transferring Account ID: <input type="text"/>	Acquiring Registry: <input type="text" value="-- Select a country --"/>
Start Date: <small>eg. 20/01/2012</small> From: <input type="text"/> To: <input type="text"/>	Acquiring Account Type: <input type="text" value="-- Select a type --"/>	Acquiring Account ID: <input type="text"/>
Last Update: <small>eg. 20/01/2012</small> From: <input type="text"/> To: <input type="text"/>	Transaction Status: <input type="text" value="-- Any --"/>	
Notification ID: <input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Search & Export"/>	

- Look for the transaction of which you want to know when it will be executed. Tip: use the search criteria 'transaction status' and search for transactions with the status 'Delayed'.
- Click the 'Transaction id' to view the details of a certain transaction.

Search Transactions

Transaction ID: <input type="text"/>	Transferring Registry: <input type="text" value="-- Select a country --"/>	Transferring Account Type: <input type="text" value="-- Select a type --"/>
Transaction Type: <input type="text" value="-- Any --"/>	Transferring Account ID: <input type="text"/>	Acquiring Registry: <input type="text" value="-- Select a country --"/>
Start Date: <small>(eg. 20/01/2014)</small> From: <input type="text"/> To: <input type="text"/>	Acquiring Account Type: <input type="text" value="-- Select a type --"/>	Acquiring Account ID: <input type="text"/>
Last Update: <small>(eg. 20/01/2014)</small> From: <input type="text"/> To: <input type="text"/>	Transaction Status: <input type="text" value="-- Any --"/>	
Notification ID: <input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Search & Export"/>	

Page 1 of 2 (13 rows found)								
Transaction id	Type	Started	Last updated	Status	Quantity	Transferring Account	Acquiring Account	
EU15726	3-0	24/06/2014	24/06/2014	30-Delayed	500	EU-100-12760-0-57	NL-121-12881-0-29	
EU15725	10-0	20/06/2014	20/06/2014	4-Completed	1,000	EU-100-12820-0-48	EU-100-13523-0-25	
EU15668	10-0	20/05/2014	20/05/2014	4-Completed	100	EU-100-12760-0-57	EU-100-12820-0-48	

- The 'Transaction details' page opens. Next to 'Estimated Time of Completion' you will see the exact time the transaction will be executed.

Transaction details				
Transaction ID:	EU15726	Transferring Registry:	EU	
Transaction Type:	03-00 External Transfer Kyoto Units	Transferring Account Type:	HOLDING_ACCOUNT	
Start Date:	24/06/2014 11:55:35.174	Transferring Account ID:	12760	
Last Update:	24/06/2014 11:55:35.185	Acquiring Registry:	NL	
Estimated Time of Completion:	24/06/2014 12:55:31.593	Acquiring Account Type:	PERSON_ACCOUNT_NATIONAL_REG	
Transaction Status:	30-DELAYED	Acquiring Account ID:	12881	

Summary	Status history	Response codes	Comments	Request Details
Transferred units per unit type:				
Page 1 of 1 (1 rows found) 10				
Unit Type	Project	Number of Units	Ineligible	Eligible
CER	PK104182	500	0	500
Page 1 of 1 (1 rows found) 10				
GREEN: eligible to be held and used on an EU ETS account			RED: ineligible to be held and used on an EU ETS account.	

Account statements

- Click 'Accounts' from the left menu.

John DOE
 URID: NL700812896223
[Un-enrol](#)

Home page
 Task list
Accounts

Accounts
 Transactions

- Select an account by clicking on an account number, balance or installation / aircraft operator identifier of an account.

Account Search Results								
Page 1 of 1 (2 rows found) 10								
Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier
EU-100-16117-0-53	De Rode Roos	Operator holding account	0	NL	51,000	Open	De Tuinder BV	13913
EU-100-16122-0-28	De Gele Tulp	Operator holding account	0	NL	39,000	Open	De Tuinder BV	13916

- Click 'Account statements'.
- Enter the start date and end date and click 'Refresh' (the selected period should not be longer than one month).

Account Main Holdings Authorised Representatives Additional Authorised Representatives Installation Contact Person Information Compliance Verifier Trusted Accounts **Account Statements**

Start Date: End Date: Refresh Account Statement PDF Account Statement CSV

Transaction Requests Pending Transactions **Completed Transactions** Terminated Transactions

- All incoming and outgoing completed transactions appear for the selected period. Numbers in green represent eligible units, numbers in red represent ineligible units.

Completed Transactions																
Balance																
	Non Kyoto Unit	Allowance CP0	Force Majeure Allowance	Allowance Art63a	General Allowance	Aviation Allowance	AAU	RMU	ERU from AAU	ERU from RMU	CER	ICER	ICER	Former EUA		
Before	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
After	0	0	0	0	90,000	0	0	0	10,000	0	0	0	0	0	0	0

Transaction ID	Transaction type	Date	Transferring Account	Acquiring Account	Transferring Account Type	Acquiring Account Type	Transferring Registry	Acquiring Registry	Non Kyoto Unit	Allowance CP0	Force Majeure Allowance	Allowance Art63a	General Allowance	Aviation Allowance	AAU	RMU	ERU from AAU	ERU from RMU	CER	ICER	ICER	Former EUA	
EU181	10-00 Internal Transfer	12/07/2013	EU-100-12800-0-51	EU-100-12861-0-37	Operator holding account	Operator holding account	EU	EU	0	0	0	0	-10,000	0	0	0	0	0	0	0	0	0	0
EU169	10-36 Allocation General Allowances	10/07/2013	EU-100-12606-0-51	EU-100-12900-0-51	Allocation Account	Operator holding account	EU	EU	0	0	0	0	100,000	0	0	0	0	0	0	0	0	0	0
NL1	03-00 External Transfer Kyoto Units	10/07/2013	NL-100-12306-0-86	EU-100-12800-0-51	Party holding account	Operator holding account	NL	EU	0	0	0	0	0	0	0	0	10,000	0	0	0	0	0	0

- Click 'Account statement PDF' to create a PDF of the account statement.

Manage task list

Claim task

- Click 'Task list' from the left menu.

John DOE
URID: NL700812896223
[Un-enrol](#)

[Home page](#)

[Task list](#)

- Check the box left of the task you would like to claim and click 'Claim task'. The status of the transfer will change to 'claimed' and your name will appear under 'Claimant'.

BEFORE

Filter results									
Page 1 of 1 (1 rows found) 10									
<input type="checkbox"/>	Name	Claimant	Description	From	Request ID	Start date	Due date	Status	Priority
<input checked="" type="checkbox"/>	Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	NL700812896223	12894	14/06/2012 10:26:03		unclaimed	medium

[Claim task](#) [Unclaim task](#) [Assign](#)

AFTER

Filter results									
Page 1 of 1 (1 rows found) 10									
<input type="checkbox"/>	Name	Claimant	Description	From	Request ID	Start date	Due date	Status	Priority
<input type="checkbox"/>	Approve Transaction Request	Air PORT	The following Transaction needs approval prior to launch the Transaction workflow.	NL700812896223	12894	14/06/2012 10:26:03		claimed	medium

- Click in the column 'Name' on your task. The entire row will get an orange colour.
- Click the 'Request number' at the bottom of the screen to open the task.

Unclaim task

- Click 'Task list' from the left menu.

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URID: NL700812896223
[Un-enrol](#)

[Home page](#)

[Task list](#)

- Check the box of the task that you have claimed and want to unclaim.
- Click 'Unclaim task'

Filter results									
Page 1 of 1 (1 rows found)									
<input type="checkbox"/>	Name	Claimant	Description	From	Request ID	Start date	Due date	Status	Priority
<input checked="" type="checkbox"/>	Approve Transaction Request	Air PORT	The following Transaction needs approval prior to launch the Transaction workflow.	NL700812896223	12894	14/06/2012 10:26:03		claimed	medium

[Claim task](#) [Unclaim task](#) [Assign](#)

- The task is now free to be claimed by another user.

Assign task

- Click 'Task list' from the left menu.

John DOE URID: NL700812896223 Un-enrol
Home page
Task list

- Check the box of the task you want to assign to another user and click 'Assign'.

Filter results								
Page 1 of 1 (2 rows found)								
<input type="checkbox"/>	Name	Claimant	Description	From	Request ID	Start date	Due date	Status
<input checked="" type="checkbox"/>	Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	NL874428788337	14987	19/09/2012 08:37:46		unclaimed

- The box 'Assign task' appears.
- Choose the user you want to assign the task to from the drop down list and click 'Save'.

Assign task	
From:	NL700812896223
Request ID:	12894
Start date:	14/06/2012 10:26:03
Due date:	
Status:	unclaimed
Priority:	medium
Assignee:	
Please choose the new claimant amongst the following users:	
New claimant:	<input type="text" value="AIR PORT"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- Click 'Confirm'.

Task list history

- Click 'Task list' from the left menu.

John DOE
 URID: NL700812896223
[Un-enrol](#)

[Home page](#)

[Task list](#)

- Select the tab 'History'
- To search for a specific task, enter a search criteria and click 'Search'. To export your Task List History, click 'Search & Export'.

Account Identifier

Requester URID

Task name

Request id

Task status

Start date (eg. 20/01/2014) From To

Due date (eg. 20/01/2014) From To

Outcome

Filter results										
Page 1 of 1 (8 rows found)										
<input type="checkbox"/>	Name	Claimant	Description	Initiator	Request ID	Start date	Due date	Transaction Id	Outcome	Status
<input type="checkbox"/>	Approve Transaction Request	John Doe	The following Transaction needs approval prior to launching the Transaction workflow.	John Smith	39073	12/09/2016 15:08:49		NL27	Approved	completed

- To view the task details click in the column 'Name' on the name of the task.
- The task will become orange and the box below shows the task details. Click the request number for the full details of the task.
- All tasks will stay in the 'Task list history' until you select a task and click 'Archive'.

ATTENTION!

Once you have clicked 'Archive' you will no longer be able to review the tasks.