

Date

Swedish Energy Agency Union Registry emissiontrading@swedishenergyagency.se

Guide to updating e-mail addresses in EU Login and the Union Registry

Introduction This guide describes how to update a user e-mail address in the:

EU Login authentication service. Once you have updated your e-mail address in EU Login, you will be able to log in to the Union Registry with your new e-mail address. If you need to reset your password in the future, the e-mail address specified in EU Login will be used.

Union Registry. Your user profile in the Union Registry contains an e-mail address. The Swedish Energy Agency uses this address to contact you if necessary. According to the Registry Regulation, all users need to ensure that the contact- and personal information provided in the Union Registry is always updated and true.

Step	Action	Interface
1	Go to the EU Login webpage: <u>https://webgate.ec.europa.eu/cas/</u> Log in with the e-mail address you have previously used when logging in.	Sign in to continue Welcome back erkolsson@energinyndighten.se (Esamal) Sign with a different a-mal address? Sign with a different a-mal address? Sign Welcalarset Exercise Control of the second Control of the second Con
2	Hover the mouse over the gear icon in the top right and click My Account .	Moody JANE ggmail.com (External) Change password My Account L onout
3	Select Configure my account .	Configure my account



4	Enter your new e-mail address and click Submit.	Configure my account
		First name Ista name Last name Testion Brand test@testion.com(• mail language ventail testient en an indification • went me each inver an application sake for my identity • went me each inversa an application sake for my identity • went me each inversa an application sake for my identity • went my El Lapate actual relates attentication • hanging require relatification • Bable attaptive authentication • Bable • Bublinit
5	EU Login informs you that an e-mail will be sent to your new e-mail address. You will need to confirm the change through this e-mail.	Configure my account we want account has been successfully updated. In order to confirm that you are the challed over of the account of the instructions in the e-mail to watching the new accredits. (My Account
6	Click the link in the e-mail message to confirm the change.	🗟 E-mail
7	You can now use your new e-mail address when logging in to the Union Registry.	
	The next step is to change the e-	mail address in the actual Union Registry.
	Please contact us if you receive an erro	r message when updating your e-mail address.
8	Go to the Union Registry website and log in with your new e-mail address. <u>https://unionregistry.ec.europa.eu/euregistry/S</u> <u>E/index.xhtml</u>	euregistry requires you to authenticate Sign in to continue
	Make sure your new e-mail is listed on the login page. Otherwise, select "Log in with another e- mail address?"	Password Choose your verification method Choose your verification method EU Loging Mobile App PM Code password your lengte Login to the verify your lengte Eu password your lengte Eu passwor
9	In the Union Registry, click Edit your personal details in the top left menu.	Janice MOODS URID: EU495330641362
	Update the e-mail address fields and click Save .	Un-enrol Edit your personal details
	The request for change is sent to the national administrator for approval. Once approved, the change is completed.	
10	Done!	
	You have now updated your e-mail address in both the Union Registry and the EU Login.	