

Swedish Energy Agency  
Union Registry  
euets@swedishenergyagency.se

## Guide to creation of users in the Union Registry

### Introduction

This guide describes how to create a user account and get started with the EU Login mobile app.

The mobile app is required for authenticating yourself when logging in to the Union Registry and when approving transactions and other tasks.

To become a representative for an account in the Union Registry, you must also submit a paper application including personal documentation. You can [read more](#) about the application procedure.

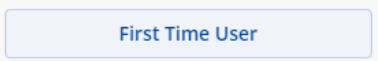

### Step by step

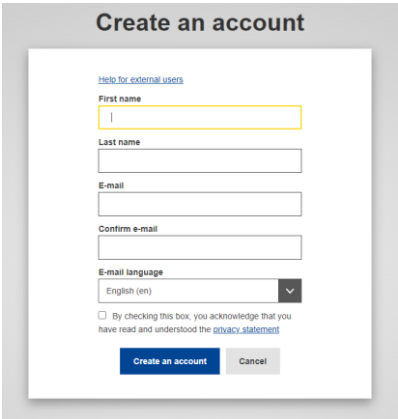

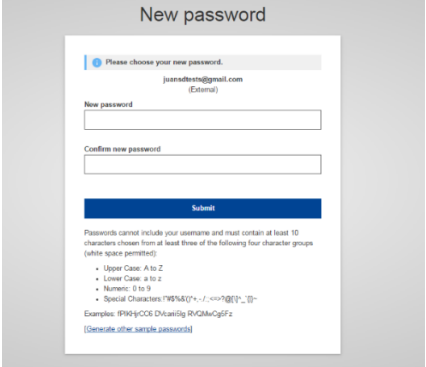

1. Create an EU Login-account
2. Download the mobile app and add your mobile device to your EU Login account
3. Register a mobile phone number on your EU Login account
4. Register in the Union Registry

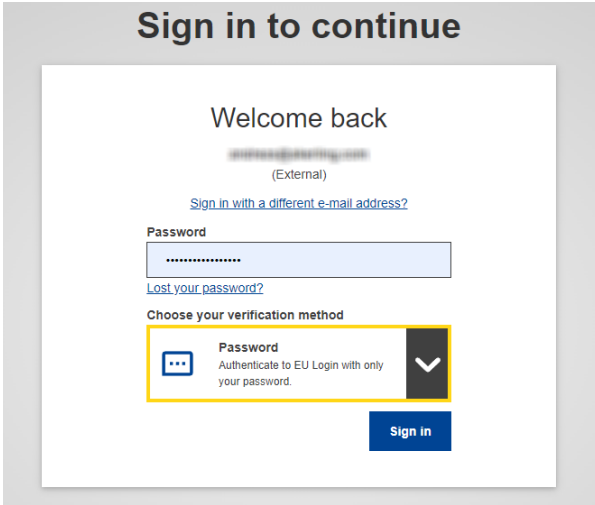
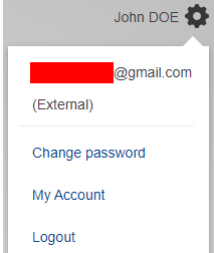



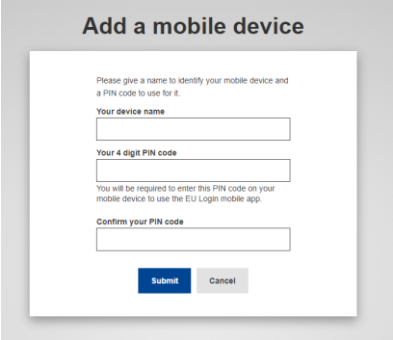
### More information

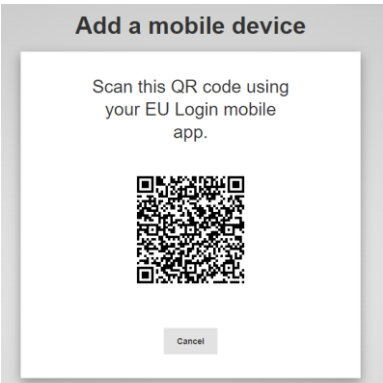
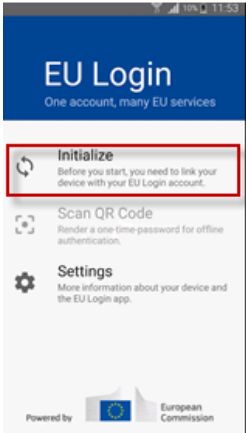
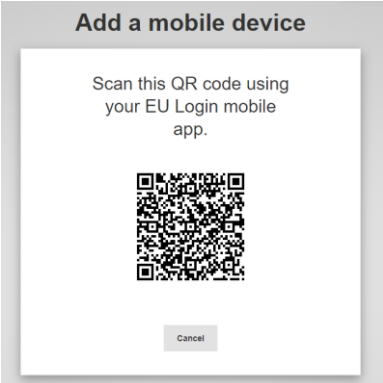
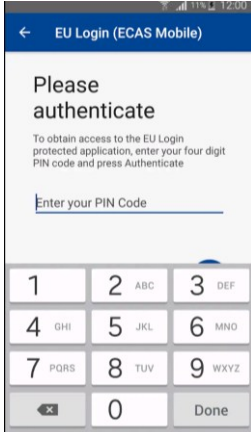
For the entire user manual or to watch instructional videos, go to:

[http://ec.europa.eu/clima/sites/registry/index\\_en.htm](http://ec.europa.eu/clima/sites/registry/index_en.htm)

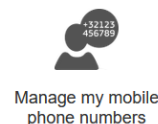
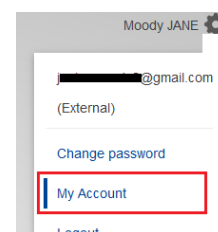
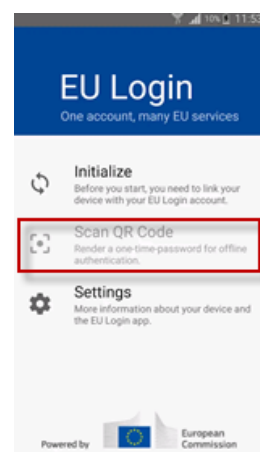
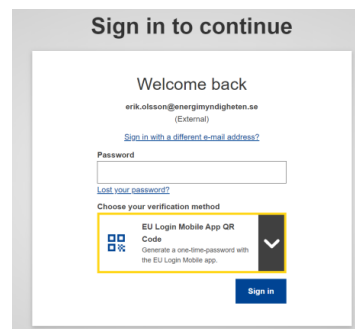
Step	Action	Interface
<b>1. Create an EU Login account</b>		
<b>1.1</b>	Go to the Union Registry home page and click <b>First time user</b> . <a href="https://union-registry.ec.europa.eu/ar/#/">https://union-registry.ec.europa.eu/ar/#/</a>  <i>If you want to change language, you can do so at the top right of the home page in both the Union Registry and EU Login</i>	
<b>1.2</b>	Click the <b>Create an EU Login account</b> button to access the EU Login application.  <i>If you already have an EU Login account, go to step 2.1.</i>  <i>If you are already using the EU Login mobile app, go to step 4.1.</i>	


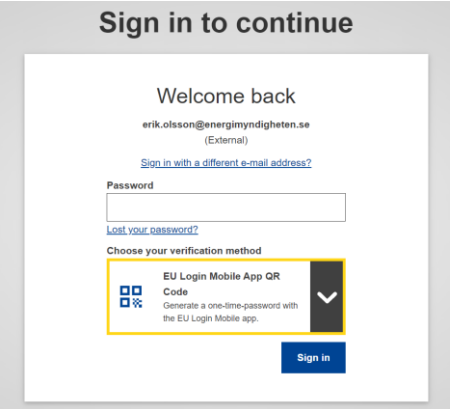
1.3	Enter your name and e-mail address that will apply to your EU Login-account. When done, click <b>Create an account</b> .	
1.4	You will receive an automated e-mail with a link where you create your password. Click on the provided link.	
1.5	Choose a password and click <b>Submit</b> .  <i>Your EU Login account has now been created.  You must now download the mobile app and associate it with your EU Login account</i>	
<b>2. Download the mobile app and add your mobile device to your EU Login account</b>		
2.1	Download the EU Login app to your mobile phone or other mobile device. The mobile app can be found on: <ul style="list-style-type: none"> <li>• <a href="#">Google Play Store</a> (Android)</li> <li>• <a href="#">App Store</a> (iPhone).</li> </ul> Then launch the mobile app.  <i>Use of a screen lock function on your mobile device (PIN code, pattern or biometric code) is a requirement for using the mobile app.</i>	
2.2	The first time you use the mobile app, you will usually be asked if notifications can be sent to you, and if the app allows you to use the camera.  Select <b>Allow</b> and <b>OK</b>  <i>These permissions are necessary to be able to use the app.</i>	

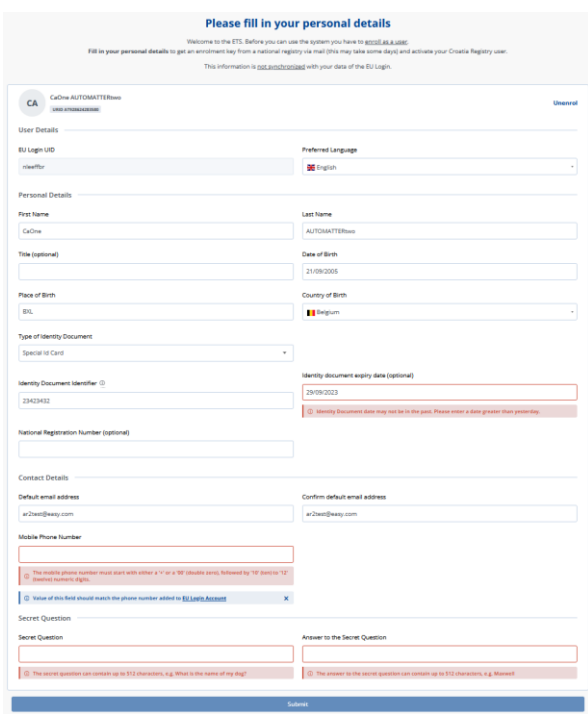
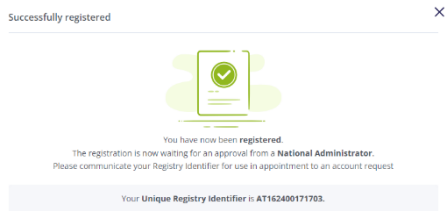
2.3	<p><u>On your computer:</u></p> <p>Before proceeding with the mobile app, you need to register your mobile device to your EU Login-account.</p> <p>Go to the EU Login webpage: <a href="https://webgate.ec.europa.eu/cas/">https://webgate.ec.europa.eu/cas/</a></p> <p>Log in with the e-mail address you have previously used when logging in.</p> <p>Select verification method <b>Password</b> and log in with the e-mail address and password you have registered.</p>	
2.4	<p><u>On your computer:</u></p> <p>Hover your mouse over the gear icon next to your name and click <b>My Account</b>.</p>	
2.5	Click <b>Manage my mobile devices</b> .	 <p>Manage my mobile devices</p>
2.6	Click <b>Add a mobile device</b> .	 <p>Add a mobile device</p>
2.7	<p>If you already have another second factor authentication method registered in EU Login, you will need to authenticate with it before continuing.</p>	
2.8	<p><u>On your computer:</u></p> <p>Enter the device name and a PIN code of your choice.</p> <p>Enter the PIN code a second time to confirm it</p> <p>Click the <b>Submit</b> button.</p>	

2.9	<p><u>On your computer:</u></p> <p>EU Login displays a QR code to be scanned. You must scan it with your mobile app.</p>	
2.10	<p><u>In the mobile app:</u></p> <p>Open the app and tap on <b>Initialize</b>.</p>	
2.11	<p><u>In the mobile app:</u></p> <p>Tap on <b>Continue</b> and scan the QR code displayed by EU Login with your EU Login Mobile app.</p> <p><i>If the app requests access to the camera, you must approve this.</i></p>	
2.12	<p><u>In the mobile app:</u></p> <p>Enter your selected PIN code and tap <b>Authenticate</b>.</p> <p><i>If the app doesn't respond, you can try the following:</i></p> <ul style="list-style-type: none"> <li>- Check if you have received a request from the app in the phone's drop-down menu</li> <li>- Check if notifications are disabled for your phone (or app)</li> <li>- Reinstall the app</li> </ul>	

2.13	<p>A message (push notification) is displayed on your mobile device. Tap <b>Approve</b> to approve the request.</p> <p>Your mobile device is now registered for use with the EU Login mobile app.</p> <p>The next step is to associate a phone number to your EU Login-account.</p> <p>Your phone number is used as verification if you should lose the app's current configuration (for example, when reinstalling the app or switching to another mobile device).</p>
<h3>3. Register a mobile phone number on your EU Login account</h3>	
3.1	<p>Go to the EU Login webpage: <a href="https://webgate.ec.europa.eu/cas/">https://webgate.ec.europa.eu/cas/</a></p> <p>Select verification method <b>EU Login Mobile App QR code</b>.</p>
3.2	<p><u>On your computer:</u></p> <p>A QR code is generated and displayed in your browser</p> <p><u>In the mobile app:</u></p> <p>Open the mobile app, tap <b>Scan QR Code</b> and scan the QR code displayed in your browser.</p> <p>You will then receive a challenge code in the app that you must enter in the browser on your computer.</p> <p>You will then be logged in.</p>
3.3	<p>Hover your mouse over the gear icon next to your name and click <b>My Account</b>.</p>
3.4	<p>Click <b>Manage my mobile phone numbers</b>.</p>



3.5	<p>Click <b>Add a mobile phone number</b>. Enter your phone number including the country code.</p> <p>Click <b>Add</b> to confirm.</p>	<p><b>Mobile phone number</b></p> <input data-bbox="1050 275 1412 324" type="text"/> International format including country code, e.g. for Belgium: +32 123 45 67 89 <div data-bbox="1182 412 1283 472">Add</div>
3.6	<p>You will receive an SMS containing a challenge code. Enter the code received on the newly added phone number and click <b>Finalize</b>.</p> <p>The next step is to register a user account in the Union Registry.</p>	
<h2>4. Register in the Union Registry</h2>		
4.1	<p>Click the link to open the Union Registry start page. (<a href="https://unionregistry.ec.europa.eu/euregistry/SE/index.xhtml">https://unionregistry.ec.europa.eu/euregistry/SE/index.xhtml</a>)</p> <p>Click <b>Login</b> in the center of the page.</p>	
4.2	<p>Select verification method <b>EU Login Mobile App QR code</b> and click <b>Sign in</b>.</p> <p>Scan the QR code with the mobile app and then enter the generated code.</p>	

4.3	<p>The “Registration” page opens.</p> <p>Fill in your personal details. Select the same type of ID document that you will provide in your paper application.</p> <p>After you have entered your information, a summary will be displayed.</p> <p>Click <b>Submit</b> if everything is correct.</p>	
4.4	<p>The system indicates that you are now registered.</p> <p>As a newly registered user, a box with your URID is displayed on screen. A colleague already registered as a user and representative will need this URID to register you as a representative on accounts in the registry. Your URID is always visible when you are logged in.</p>	 <p>The application now displays two buttons (depending on your Member State permissions configuration): <b>Enter your enrolment key</b> and <b>Request New Account</b>.</p> <p>You now need to be appointed to an account and activate your enrolment key.</p> <p>When you have been added as a representative on an account, an enrolment key is needed to activate your user in the registry. You will receive an e-mail verifying your application as approved and the enrolment key will be sent to you.</p> <p>The enrolment key is sent by registered post.</p> <p>Read more about the application process:  <a href="http://www.energimyndigheten.se/en/sustainability/emissions-trading/Participating-in-EU-ETS/opening-accounts/">http://www.energimyndigheten.se/en/sustainability/emissions-trading/Participating-in-EU-ETS/opening-accounts/</a> </p>