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Swedish Energy Agency Union Registry euets@swedishenergyagency.se

Guide to administering authorised representatives on existing accounts

Introduction	This guide describes how to add/remove/replace or change roles on an authorised representative in an existing account in the Union Registry.
	Read more under each section below.
	A prerequisite for a new representative to be added to an existing account is that the new representative has created a user in the registry and thus generated a URID. Read more in the guide "Guide for creating a user account in the Union Registry"
Step by step	Execute the following steps from the Union Registry home page:
More information	https://unionregistry.ec.europa.eu/euregistry/SE/index.xhtml For the entire user manual or to watch instructional videos, go to:
	nttp://ec.europa.eu/ciima/sites/registry/index_en.ntm

Step	Action	Interface
1	An existing representative logs on to the Union Registry by clicking Login .	Image: Comparison of the page Image: Comparison of the page Accounts
2	Click Accounts from the "Accounts" area of the left menu. Select the account you want to work with by clicking the account number in the column on the left in the "Account Search Results" table.	Accounts Accounts

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		Number Name Type EU-100-17863-0-53 My holding account 5 Operator holding account
3	Click the tab Authorised representatives to access and work with the account representatives.	Account Main Holdings Authorised Representatives
4	Here you can manage roles and access for the various representatives by clicking on the respective button below the representative in question. Before taking effect, changes must also be approved by the National Administrator. It is only possible to make one change at a time on the account. The national administrator must approve every change before a new change can be made.	Remove Replace Update Suspend
	Adding a representative	
5	Click Add AR.	Add AR
6	Select whether the representative is already related to the Account Holder. If the representative is not related to the account holder, select "Representative is not yet related" and click Next . If the representative is already related to the account holder (exists on other account accounts on the same account holder), select "Representative is already related" and click Next	Representative is already related to the Account Holder Representative is not yet related to the Account Holder Next
7	You must have the URID of the new representative available when you fill out the form. If the representative is already related to the account holder, the representative must be selected from the drop- down menu. Then the role should be selected: - Initiator - Initiator - Approver	Representative Select Authorized Representative



	Enter information in the fields, then click Add .		
	The role Initiator & Approver has complete permissions in the registry. Read more on the different roles: <u>User roles (energimyndigheten.se)</u>	- uncel - And read regressions and - Concel	
8	A confirmation of the addition of a representative is displayed National Administrator. In the case of a new representative w holder accounts, the information will be approved after the su reviewed. An e-mail is sent to the new representative when the Nationa	d and must now be approved by the vith no previous relation to the account ubmitted documentation has been Il Administrator has approved the	
	information. Also, an enrolment key is now generated and sent to the representative by the National Administrator via registered post.		
9	To complete the registration, the enrolment key must be registered in the Union Registry by the new representative. Click Enter your enrolment key and enter the key.	Среп another registry	
		URID: BG922065376030 Enter your enrolment key	
	Removing a representativ	e	
10	Click Remove under the representative you want to remove. Please note that the representative must be removed from each account the user is representing.	Remove Replace Update Suspend	
11	The change must then be approved by the National Administrator before taking effect.	"s tori gjins belong unted Dis beginns om att la bort ett konteenhoud har skickats med identifierare 60558. 216au	
	You will also need to revoke the power of attorney, other documentation and possibly the representative's access to the Union Registry.		
12	This is done by sending an e-mail to the Swedish Energy Agency, acting as National Administrator at <u>euets@energimyndigheten.se.</u>		
	The letter must contain information defining which representative should have their access revoked.		

13	The Swedish Energy Agency will then send an e-mail confirmation when any power of attorney has been revoked. The representative being removed will receive an automatic e-mail when the removal has been approved in the Union Registry.				
Replacing a representative					
14	Click Replace below the representative you want replace with another representative. Select whether the representative is already related to the Account Holder.	Remove Replace Update Suspend			
15	To replace the representative with a completely new representative, follow the instructions in rows 7 -9. To replace the representative with a representative already linked to the account holder, follow the instructions in rows 7 – 8.				
16	The representative being replaced must have their access to the Union Registry cancelled and have powers of attorney and other documentation revoked. Follow the instructions in rows 12 – 13.				
Changing representative roles					
17	Click Change Role below the representative. Select a new role for the representative from the drop-down list. Row 7 shows which roles are available. The change creates a task in the "Task list". The task must be approved by a second authorised representative.	Change Role * Authorized Representative Role - Select Role of Authorised Representative			