

Swedish Energy Agency  
Union Registry  
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## 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



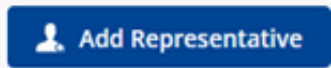
Execute the following steps from the Union Registry home page:

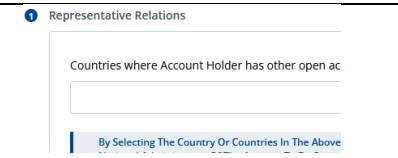
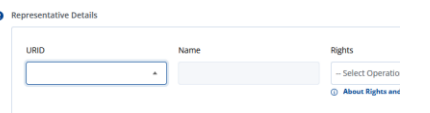

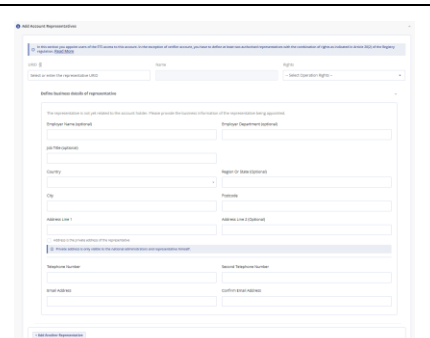
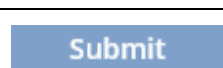
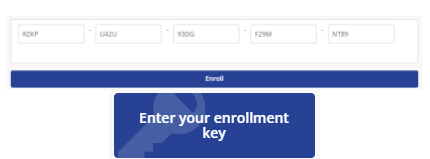
<https://union-registry.ec.europa.eu/ar/#/>

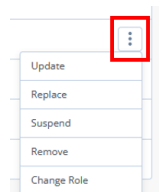

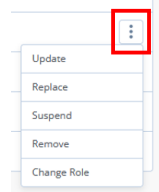

### More information

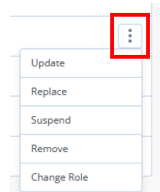
For the entire user manual or to watch instructional videos, go to:

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

Step	Action	Interface
1	An existing representative logs on to the Union Registry by clicking <b>Login</b> .	
2	Select the <b>Representatives</b> tab from the left vertical menu. Now you can manage roles and access for the various representatives. 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.	
<b>Adding a representative</b>		
3	Select <b>Add Representative</b> on the top right corner. The form <b>Add Authorised Representative</b> is displayed in pop-up window.	

	You can indicate if the account holder exists in other Member State section(s) of the Union Registry	
4	Fill in the URID of the representative to be added. If the user is already appointed to another account of the same account holder, select it from the dropdown list.	
5	Select the role (rights) to assign: <ul style="list-style-type: none"> <li>- Initiator</li> <li>- Initiator &amp; Approver</li> <li>- Approver</li> <li>- Read only</li> </ul> The role Initiator & Approver has complete permissions in the registry. Read more on the different roles: <a href="https://energimyndigheten.se">User roles (energimyndigheten.se)</a>	
6	Fill in the form with the required information if the user is not yet appointed to other accounts.	
7	Click <b>Submit</b> to the form.	
8	A confirmation of the addition of a representative is displayed and must now be approved by the National Administrator. In the case of a new representative with no previous relation to the account holder accounts, the information will be approved after the submitted documentation has been reviewed. An e-mail is sent to the new representative when the National 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 <b>Enter your enrolment key</b> and enter the key. The new representative now has access to the account.	

Removing a representative		
10	Click on the contextual menu (three dots) on the right of the line of the user you want to remove and select <b>Remove</b> . The <b>Removal of Representative</b> modal dialogue is displayed.	
11	Review the details and click the <b>Remove Representative</b> button to submit the request.	
12	The change must then be approved by the National Administrator before taking effect.	
13	You will also need to revoke the power of attorney, other documentation and possibly the representative's access to the Union Registry.  This is done by sending an e-mail to the Swedish Energy Agency, acting as National Administrator at <a href="mailto:euets@energimyndigheten.se">euets@energimyndigheten.se</a> .  The letter must contain information defining which representative should have their access revoked.	
14	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		
15	Click on the contextual menu (three dots) on the right of the line of the user you want to update and select <b>Replace</b> . The form <b>Choose New Authorised Representative</b> is displayed in pop-up window.	
16	You can indicate if the account holder exists in any other Member State section(s) of the Union Registry.	
17	To replace the representative with a completely new representative, follow the instructions in rows 4-9.  To replace the representative with a representative already linked to the account holder, follow the instructions in rows 4-5.	
18	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 14-15.	

Changing representative roles		
19	Click on the contextual menu (three dots) on the right of the line of the user you want to update and select <b>Change Role</b> . The <b>Change Representative Role</b> form is displayed.	
20	Select the new role from the dropdown list and click the <b>Submit</b> button to submit the request.	<p>Select the new Role of Authorised Representative</p> <p>Initiate and Approve</p> <p><a href="#">About Rights and Roles</a></p> <p>Submit</p> <p>Cancel</p>