



The Swedish Emissions Registry Team (EU ETS)

Swedish Energy Agency

Tel. +46 16 544 23 00, Monday and Wednesday 9.00-12.00 CEST

euets@swedishenergyagency.se

Guide for Approving Tasks and Transactions in the Union Registry

Introduction

This guide describes how an authorised representative approves tasks and signs transactions in the Union Registry.

The task must be approved by an authorised representative other than the one who initiated it. The task can only be approved by representatives with the roles **Initiator & Approver** or **Approver**. These representatives also have the option to reject the task. Read more about representative roles on our [website](#).

The initiator of a task can always reject their own task.

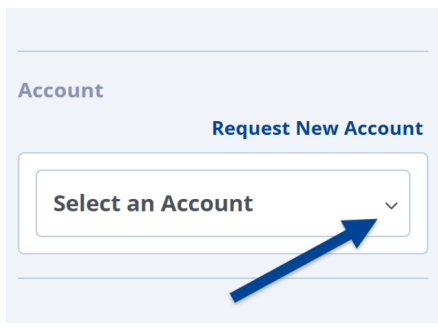
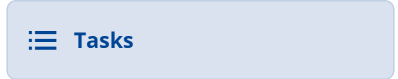
More Information

To view additional user manuals or watch instructional videos, go to the [Union Registry help page](#).

Visit our website for information about transaction delays, trusted accounts and more. You can also visit our [help page](#) where you can find instructional videos and additional guides.

If you experience login issues or other problems related to the EU Login app, you can also check the [EU Login user manual](#).


1. Approving a Task

Step	Action	Interface
1.1	Log in to the Union Registry and select the account you want to work with. Select an account in one of the following ways: <ul style="list-style-type: none"> • By clicking the account on the start page; • By selecting the account in the dropdown menu on the left • By clicking the three dots on the account card and selecting View account. 	
1.2	Select Tasks in the left-side menu.	

Step	Action	Interface
1.3	<p>On the Tasks page, you will find both the task history (History) and outstanding tasks (Outstanding).</p> <p>If you have not selected a specific account at this stage and you are an account representative for multiple accounts, you will see a task list for all accounts you represent.</p> <p>In the Initiator column, you can see who initiated the task.</p>	
	<p>To manage a specific task, click the task's ID number (Request ID).</p> <p>By clicking the Request ID, you will also see additional information related to the task.</p>	
1.5	<p>Click Approve to approve the task or Reject to decline the task.</p>	
1.6	<p>A dialog box opens. Enter a comment and click Confirm or Submit to confirm your choice.</p> <p><i>Note: When approving transactions, the task must be approved using the EU Login app. Read more about approving transactions under section 2.</i></p>	
1.7	<p>A confirmation message appears indicating that you have approved (or rejected) the task.</p> <p>You have now approved (or rejected) the task.</p>	

2. Signing a Transaction

Step	Action	Interface
2.1	<p><u>På din dator:</u> Ange ditt lösenord till unionsregistret</p> <p><u>På din telefon/mobila enhet:</u> Öppna EU Login-appen och välj alternativet Skanna QR-kod. Skanna sedan QR-koden som du ser på din dator och tryck sedan på Fortsätt.</p>	

Step	Action	Interface
2.2	<p>After scanning the QR code, you will be asked to enter the receiving account for the transaction and the total quantity to be transferred. The numbers are displayed on your computer screen, as shown in the example on the right.</p> <p>Approve the transaction by tapping the checkmark in the upper right corner, or by tapping Continue if that option appears. This may vary depending on your phone model. In the examples shown, an iPhone was used.</p>	 <ol style="list-style-type: none"> 1. Start the EU Login mobile : 2. Tap on the "Scan QR Code" 3. For Acquiring Account EU-100-12345-0-71 enter: 0123456789 4. For Total quantity 2 enter: 2
2.3	<p><u>On your phone:</u> A one-time code appears in the app.</p> <p><u>On your computer:</u> Enter the one-time code in the field displayed at the bottom of your browser, then click Sign.</p>	<p>Code generated by your app</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> </div> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; margin-top: 5px;">Sign</div> <p><small>Printer-friendly Version See the complete transaction</small></p>
2.4	<p>The task is now completed, and a green confirmation message appears on the screen.</p> <p>Depending on the type of transaction, there may be a delay before the transaction is executed. This is a security measure that cannot be bypassed. Information about any delay is shown in the green confirmation box.</p> <p>For more information about transaction delays, see our website: Processing Delays.</p>	