



The Swedish Emissions Registry Team (EU ETS)

Swedish Energy Agency

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Guide for Becoming an Authorised Representative in the Union Registry

Introduction

This guide describes how to apply to become an authorised representative in the Union Registry. The process consists of two main parts: registering in the Union Registry and submitting documentation to the Swedish Energy Agency. This guide will describe the entire process from start to finish, divided into four steps:

1. Create an EU Login account
2. Download the app and link your mobile phone to your EU Login account
3. Register a user in the Union Registry
4. Submit documentation


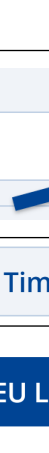
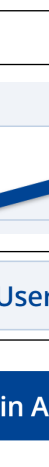
Read more about the application procedure on our website: [Application for new representatives](#).

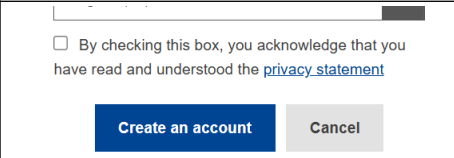
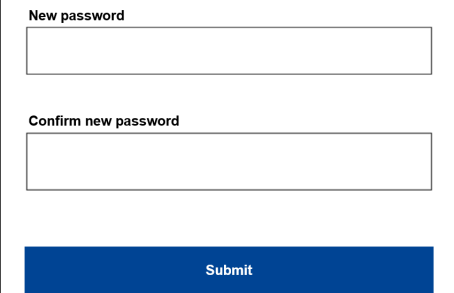
More information

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


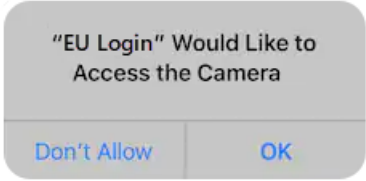
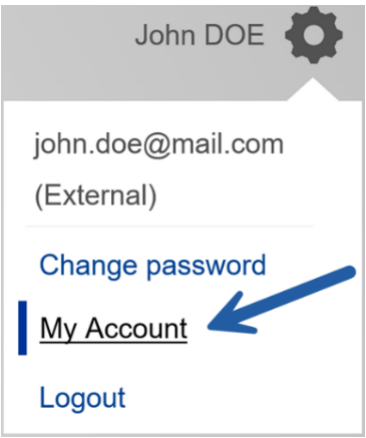
If you experience login issues or other problems related to the EU Login app, you can also view the [EU Login user manual](#).


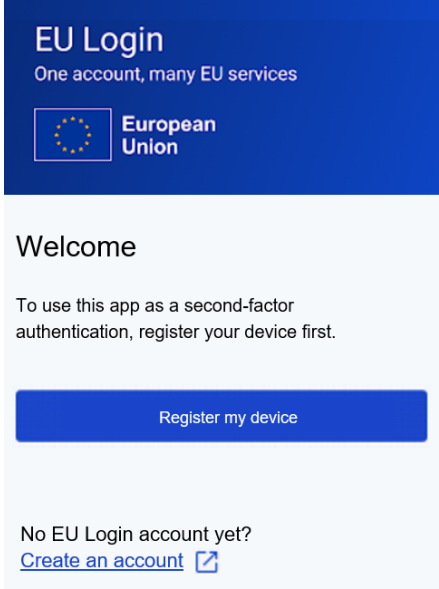
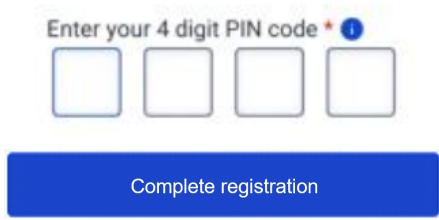
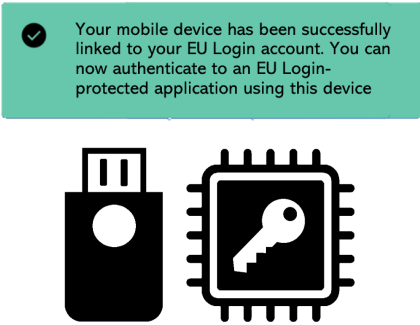
1. Create an EU Login Account

Step	Action	Interface
1.1	Open the Union Registry and click the arrow next to Registry to expand the drop-down menu. Choose your registry.	
1.2	Click on First Time User .	
1.3	Click on Create an EU Login Account to get to the website for EU Login.	



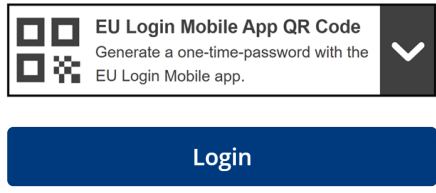
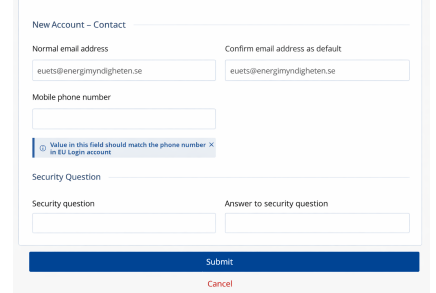

Step	Action	Interface
1.4	A form titled Create account will open. Fill in the form and click the button Create account at the bottom of the page to submit your request.	
1.5	<p>You will now receive an email containing your username and a link to create a new password. Click the provided link and create your password.</p> <p>Enter and confirm your password, then click Submit.</p> <p>You have now created an EU Login account. The next step is to download the mobile app and link it to your EU Login account.</p>	

2. Download the App and Register a Phone to the EU Login Account

Step	Action	Interface
2.1	<p>Download the EU Login app to your mobile phone. The app can be downloaded from Google Play Store (Android) or the App Store (iPhone). Open the app.</p> <p>Using a lock function on your phone (PIN code, pattern lock, or biometric authentication) is a requirement in order to use the app.</p>	
2.2	<p>The first time you use the app, you may receive requests asking whether notifications may be sent to you and whether the app is allowed to use the camera. Select Allow and OK.</p> <p>This is necessary in order to use the app.</p>	
2.3	<p><u>On your computer:</u></p> <p>Before continuing in the app, you need to link your phone to your EU Login account.</p> <p>Log in to EU Login website.</p> <p>Select the authentication method Password and log in using the email address and password you registered.</p> <p>Hover your mouse over your name and select My Account.</p> <p>Choose Manage my mobile devices and then Add a mobile device.</p>	

Step	Action	Interface
	<p>Enter a name for your mobile device (for example, <i>John's phone</i>), choose a PIN code, and then click Submit.</p> <p>A QR code will now appear on the screen, which you need to scan with the mobile app.</p>	
<p>2.4</p>	<p><u>On your phone (EU Login app):</u></p> <p>Open the app and select Register my device. Then choose Continue.</p> <p>Use the camera to scan the QR code displayed on your computer.</p> <p>If the app requests access to the camera at this stage, you must allow it.</p> <p><i>If you encounter problems during this step:</i></p> <p><i>If the app keeps loading without progressing, try the following:</i></p> <ul style="list-style-type: none"> • Check whether you have received a request from the app in your phone's notification panel. • Verify that notifications are not disabled for your phone (or for the app). • Reinstall the app. 	
<p>2.5</p>	<p><u>On your phone (EU Login app):</u></p> <p>Enter your PIN code in the mobile app and continue.</p> <p>Add any biometric authentication (Face ID or Touch ID), then tap Complete registration.</p>	
<p>2.6</p>	<p>Your phone is now registered for logging in with the EU Login mobile app.</p> <p>Tip! Add a second authentication method to EU Login. This can be used if you lose access to your current app configuration (for example, after reinstalling the app or changing phones). You can find our guide on how to add a second authentication method on our help page: User help and guides.</p>	

3. Register a User in the Union Registry

Step	Action	Interface
3.1	<p>Open the Union Registry and click the arrow next to Registry to expand the drop-down menu.</p> <p>Choose your registry.</p>	
3.2	<p>Click Login.</p>	
3.3	<p>Select the authentication method EU Login Mobile App QR Code.</p> <p>Click the Login button.</p> <p>Scan the QR code that appears on your computer using the mobile app and enter the generated one-time code.</p>	
3.4	<p>A registration form will now appear. Fill in the form.</p> <p>Choose the same ID document that you will submit a copy of when you send in your documentation to the Swedish Energy Agency in step 4.</p> <p>Once you have entered and reviewed your information, click Submit.</p>	
3.5	<p>You are now registered in the Union Registry!</p> <p>As a newly registered user, a window will appear showing your URID number. A colleague of yours who is already an authorised representative in the Union Registry will need this number in order to add you to the account for which you will act as a representative.</p> <p>Your URID number is also visible in the corner under your name when you are logged in to the registry.</p> <p>Once you have been added to an account, an authorisation key will be generated. You will need this key to activate your user account. The Swedish Energy Agency will send the authorisation key to you. When you receive it, enter the authorisation key in the registry.</p> <p>Read more about the application process and documentation requirements on the Swedish Energy Agency's website.</p>	

4. Submit documentation

If you have the Swedish electronic identification service BankID, then you can apply and submit your documentation electronically via the Agency's e-service **Mina sidor**.

If you do not have Swedish BankID, then you will have to submit your application and required documentation by post. The following documentation should be sent to the Swedish Energy Agency:

- [Application Form for Becoming a Representative](#)
- [Power of Attorney for the Union Registry](#) signed by an authorised signatory for the company.
- ID document
- Extract from the criminal record
- Proof of residence

To prove the authenticity of copies of documents, they must be certified by apostille or legalised. The issuance of the apostille or legalisation must not be older than three months when the application is received by the Swedish Energy Agency. Contact details of the issuer of the apostille/department that legalised must be attached to the application. Original documents do not need to be certified by apostille.

If the documentation is Swedish, a stamp from a Notary Public is sufficient. You can find your closest Notary Public by searching online or through Länsstyrelsens website.

Documentation requirements regulation

The documentation requirements for access to the Union Registry is regulated in the Registry Regulation (2019/1122).

[The Registry Regulation - Commission Delegated Regulation \(EU\) 2019/1122 \(europa.eu\)](#)

Language

The documents submitted to the Energy Agency must be in Swedish or English. If the original document is in another language, a legalised copy must be submitted together with an authorised translation.

[Our services - Translation \(kammarkollegiet.se\)](#)

These should be sent to:

Swedish Energy Agency
Union Registry
Box 310
631 04 ESKILSTUNA
SWEDEN