



The Swedish Emissions Registry Team (EU ETS)

Swedish Energy Agency

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Guide for Administering Authorised Representatives in the Union Registry

Introduction

This guide describes how to add, replace, remove, and change the role of an authorised representative for an existing account in the Union Registry. Read more under each section below.

A prerequisite for becoming a representative for an account in the Union Registry is that the intended representative has created a user in the Union Registry and received a generated URID number. You must also submit an application via the Swedish Energy Agency’s e-service *Mina sidor* or send a paper application if you do not have e-identification.

For more information on how to become a representative, see our *Guide for Becoming a Representative in the Union Registry*, available on our help page: [User help](#). You can also visit our application page for new representatives: [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 check the [EU Login user manual](#).

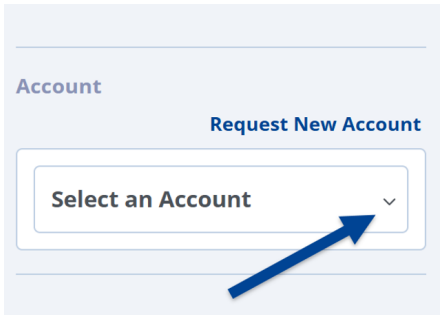

1. Add a Representative to an Existing Account

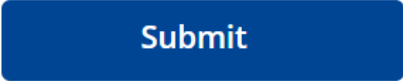

Step	Action	Interface
1.1	Log in to the Union Registry and select the account you want to work with. Select an account in one of the following ways: <ul style="list-style-type: none"> • By clicking the account on the start page; • By selecting the account in the dropdown menu on the left; or • By clicking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

Step	Action	Interface
1.3	<p>The Representatives page opens. Depending on the permissions assigned to the account’s representatives, some of the following sections will appear:</p> <ul style="list-style-type: none"> • Approve Only • Initiate & Approve • Initiate Only • Read-only • A summary of the number of authorised representatives. <p>Clicking on a representative’s row displays all available details about that representative.</p>	
1.4	<p>On the account’s Representatives page, select Add a representative in the upper right corner.</p>	
	<p>Enter the representative’s URID number if the representative is not already linked to the account holder. The URID is visible to the user when logged in to the Union Registry in the upper right corner of the page.</p> <p>If the representative is already linked to another account under the same account holder, you can select the representative from the dropdown menu.</p>	
	<p>Select the operation rights that you would like the new representative to have. The available options are:</p> <ul style="list-style-type: none"> • Approve Only • Initiate & Approve • Initiate Only • Read-only <p>The Initiate & Approve permission grants full access in the registry.</p> <p>Fill in the remaining required information and click Submit.</p>	
	<p>A confirmation of the addition will appear on the screen and must then be approved by the National Administrator (the Swedish Energy Agency). If it is a new representative, the task will only be approved after the submitted documentation has been reviewed.</p>	

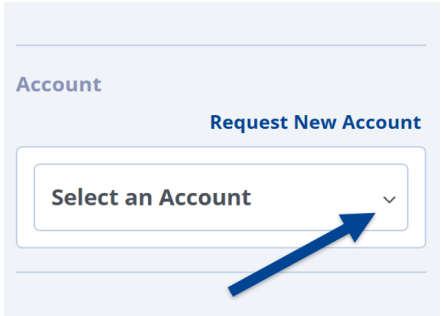
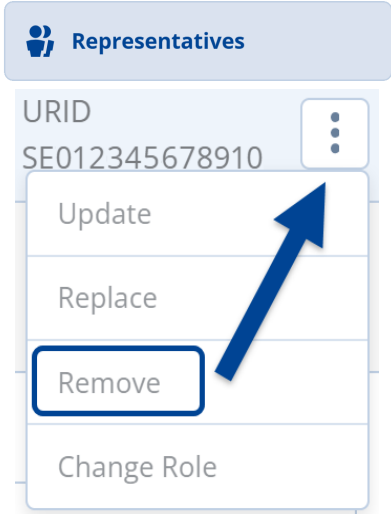
Step	Action	Interface
	<p>An email will be sent to the new representative once the National Administrator has approved the task, and if it is a new representative, an authorisation key will be sent to them.</p> <p>When the Swedish Energy Agency approves the addition, the new representative gains access to the account. If further information is needed, the representative will be contacted by email.</p>	


2. Replace a Representative

Step	Action	Interface
<p>2.1</p>	<p>Log in to the Union Registry and select the account you want to work with. Select an account in one of the following ways:</p> <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; or • By clicking the three dots on the account card and selecting View account. 	
<p>2.2</p>	<p>Select the Representatives tab in the left-hand menu</p> <p>Click the three dots to the right of the representative you want to replace. Select Replace.</p> <p>Enter the new representative's URID number if they are not already linked to the account holder. The URID is visible to the user when logged in to the Union Registry in the upper right corner of the page.</p> <p>If they are already linked to another account under the same account holder, select them from the dropdown menu.</p>	
<p>2.3</p>	<p>The Representatives page opens. Depending on the permissions assigned to the account's representatives, some of the following sections will appear:</p> <ul style="list-style-type: none"> • Approve Only • Initiate & Approve • Initiate Only • Read-only <p>The Initiate & Approve role has full authority in the Registry.</p>	

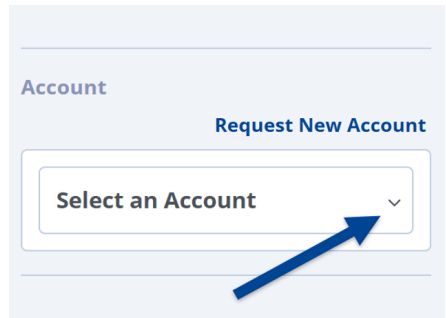

Step	Action	Interface
	<p>Fill in the remaining required information and click Submit.</p> <p>You can read more about the user roles here.</p>	
2.4	<p>The task is sent to the National Administrator (the Swedish Energy Agency) for approval. Active representatives receive an automated email once the task has been approved.</p> <p>Note: You must replace/remove the old representative from all accounts under the account holder if they should no longer have access.</p> <p>If the replaced representative has ended their employment and should be fully revoked in the registry, you must notify the Swedish Energy Agency so their documentation and access can be fully revoked.</p>	

3. Remove a Representative

Step	Action	Interface
3.1	<p>Log in to the Union Registry and select the account you want to work with. Select an account in one of the following ways:</p> <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; or • By clicking the three dots on the account card and selecting View account. 	
3.2	<p>Select the Representatives tab in the left-hand menu</p> <p>Click the three dots to the right of the representative you want to replace. Select Remove.</p> <p>The task is then sent to the National Administrator (Swedish Energy Agency) for approval. Remaining active representatives receive an automated email once the removal has been approved.</p> <p>Note: You must remove the representative from all accounts under the account holder if they should no longer have access to any of them. You cannot remove a representative from a closed account.</p>	

Step	Action	Interface
3.3	<p>If the representative has ended their employment and should be fully revoked in the registry, notify the Swedish Energy Agency by email so their documentation and access can be fully revoked.</p> <p>You do this by sending an email to euets@swedishenergyagency.se with information about which representative should be revoked.</p>	

4. Change Role of a Representative

Step	Action	Interface
4.1	<p>Log in to the Union Registry and select the account you want to work with. Select an account in one of the following ways:</p> <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; or • By clicking the three dots on the account card and selecting View account. 	
4.2	<p>Select the Representatives tab in the left-hand menu</p> <p>Click the three dots to the right of the representative you want to replace. Select Change role.</p> <p>A form opens.</p>	
4.3	<p>The Representatives page opens. Depending on the permissions assigned to the account's representatives, some of the following sections will appear:</p> <ul style="list-style-type: none"> • Approve Only • Initiate & Approve • Initiate Only • Read-only <p>The Initiate & Approve role has full authority in the Registry.</p> <p>Fill in the remaining required information and click Submit.</p> <p>You can read more about the user roles on our website.</p> <p>The task is then sent to the National Administrator (Swedish Energy Agency) for approval.</p>	