



The Swedish Emissions Registry Team (EU ETS)

Swedish Energy Agency

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Guide for Appointing, Replacing and Removing a Verifier in the Union Registry

Introduction

This guide describes how you, as an authorised representative in the Union Registry, appoint, replace, and remove a verifier for an account in the Union Registry.

It is important that you have selected the correct verifier when the annual emissions are recorded; otherwise, the task will first be sent to the previous verifier, who must reject it before the annual emissions can be recorded again. If an account already has a verifier from the previous year, that verifier will remain in place unless action is taken.

More Information


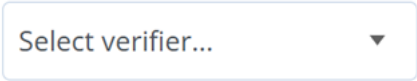

To view additional user manuals or watch instructional videos, go to the [Union Registry help page](#).

Visit our website for more information about deadlines and dates for obligations under the EU ETS and ETS2: [Compliance for operators](#), or visit our [help page](#) where you can find instructional videos and additional guides.

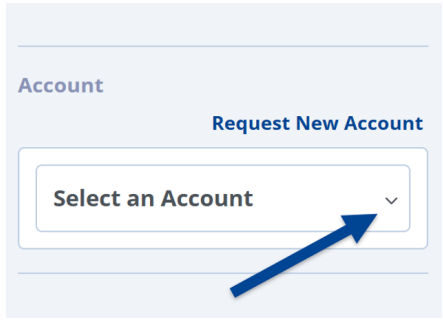

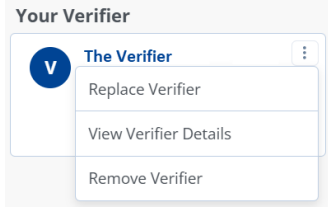
If you experience login issues or other problems related to the EU Login app, you can also check the [EU Login user manual](#).

1. Appointing a Verifier

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 Compliance in the left-side menu.	

Step	Action	Interface
1.3	Click the Appoint Verifier button.	
1.4	Choose a verifier account from the dropdown menu that appears, then click Submit . Confirm the appointment by clicking Submit again.	Verifier Account to be appointed 
1.5	Your request is created in the Union Registry, and the system indicates that there is a pending task. The verifier appointment must now be approved or rejected by the appointed verifier. You will be notified by email once the task has been approved.	

2. Replacing or Removing a Verifier

Step	Action	Interface
2.1	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. 	
2.2	Select Compliance in the left-side menu.	
2.3	Click the three dots next to your current verifier in the Your Verifier section. Here, you can choose either Replace Verifier (to change a verifier you already have) or Remove Verifier .	
2.4	Click Confirm or Submit , depending on the action. <ul style="list-style-type: none"> • Removing a verifier does not require approval from a second party. • Replacing a verifier creates a task that must be approved or rejected by the appointed verifier. You will then be notified by email once the task has been approved. 	