



**The Swedish Emissions Registry Team (EU ETS)**

Swedish Energy Agency

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# Guide for Entering Annual Emissions in the Union Registry

## Introduction

The guide describes how you, as an authorised representative for an account, enter the annual emissions in the Union Registry. In the Registry, this is referred to as *reporting* emissions. Please note that you must enter/report emissions to both the Swedish Energy Agency and the Swedish Environmental Protection Agency (EPA) each year. Contact the EPA for more information about reporting to them: [euets@naturvardsverket.se](mailto:euets@naturvardsverket.se).

It is important that you have selected the correct verifier in the Union Registry when the emissions are entered; otherwise, the task will first be sent to the previous verifier, who must reject it before the annual emissions can be entered again. To read more about selecting or replacing a verifier, see our *Guide for Appointing, Replacing and Removing a Verifier in the Union Registry* on our [help page](#).

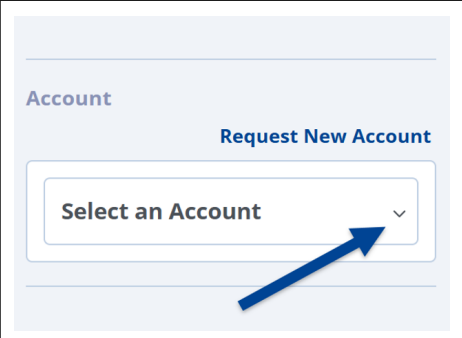
## More Information

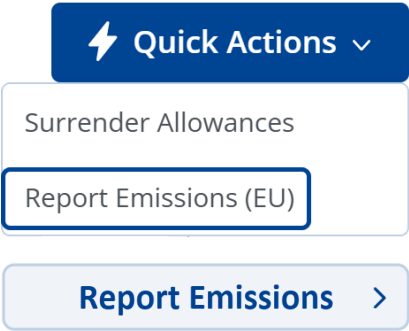
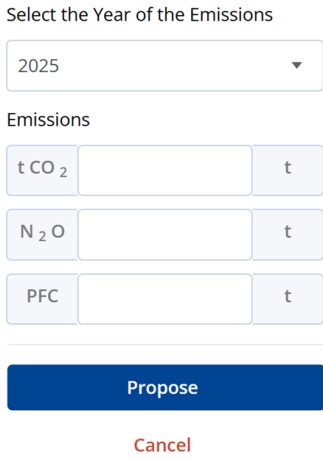
To view additional user manuals or watch instructional videos, go to the [Union Registry help page](#).

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](#).

## Enter Emissions

Step	Action	Interface
1	<p>Log in to the <a href="#">Union Registry</a> 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"> <li>• By clicking the account on the start page;</li> <li>• By selecting the account in the dropdown menu on the left</li> <li>• By clicking the three dots on the account card and selecting <b>View account</b>.</li> </ul>	 <p>The screenshot shows a light blue interface with the heading 'Account' and a link 'Request New Account'. Below this is a dropdown menu labeled 'Select an Account' with a small downward arrow on the right. A blue arrow points to this dropdown arrow.</p>

Step	Action	Interface
2	<p>Select the <b>Report Emissions</b> option in one of the following ways:</p> <ul style="list-style-type: none"> <li>• By clicking <b>Quick Actions</b> on the account overview page and then selecting <b>Report Emissions</b> from the dropdown menu.</li> <li>• By clicking <b>Compliance</b> in the left-hand menu and then selecting <b>Report Emissions</b> in the box titled <b>EU Compliance Summary</b>. This button is not always available.</li> </ul>	
3	<p>The <b>Report Emissions</b> page opens.</p> <p>Select the year for which you want to enter emissions and enter the amount of emissions (in CO<sub>2</sub>-equivalents) for that year.</p> <p>If there is no emission figure to report for one or more emission types, you must still enter “0”.</p> <p>When you have filled in the respective fields, click <b>Propose</b>.</p> <p><b>Note:</b> <i>The fields and emission categories vary depending on the account type. For more information, see the full <a href="#">user manual for the Union Registry</a> under section 1.4.4 Enter Emissions.</i></p>	
4	<p>The task is created in the Union Registry, and you will receive a confirmation that there is a pending request for approval.</p> <p>The entered emissions must be approved by an accredited verifier in order to be counted towards compliance.</p> <p><i>If the wrong annual emissions have been entered, the verifier can either reject the task or contact the national administrator (the Swedish Energy Agency) for assistance. After this, the emissions figure can be entered again.</i></p>	