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## Guide to creation of users in the Union Registry

#### Introduction

This guide describes how to create a user account and get started with the EU Login mobile app.

The mobile app is required for authenticating yourself when logging in to the Union Registry and when approving transactions and other tasks.

To become a representative for an account in the Union Registry, you must also submit a paper application including personal documentation. You can <u>read more</u> about the application procedure.

#### Step by step

- 1. Create an EU Login-account
- 2. Download the mobile app and add your mobile device to your EU Login account
- 3. Register a mobile phone number on your EU Login account
- 4. Register in the Union Registry

#### More information

For the entire user manual or to watch instructional videos, go to: http://ec.europa.eu/clima/sites/registry/index\_en.htm

#### 1. Create an EU Login account

Step	Action	Interface
1.1	Go to the Union Registry home page and click First time user. https://union-registry.ec.europa.eu/ar/#/	First Time User
	If you want to change language, you can do so at the top right of the home page in both the Union Registry and EU Login	
	Click the <b>Create an EU Login account</b> button to access the EU Login application.	
1.2	If you already have an EU Login account, go to step 2.1.	Create an EU Login Account
	<i>If you are already using the EU Login</i> mobile <i>app, go to step 4.1.</i>	



1.3	Enter your name and e-mail address that will apply to your EU Login-account. When done, click <b>Create an account</b> .	Intervent   Control   Control	
1.4	You will receive an automated e-mail with a link where you create your password. Click on the provided link.	<b>Q</b>	
1.5	Choose a password and click <b>Submit</b> . Your EU Login account has now been created. You must now download the mobile app and associate it with your EU Login account	New password         Image: Plane choice your owe paraword.         Confirm now paraword         Confirm now paraword         Confirm now paraword         Plane choice your owe paraword         Image: Plane choice your owe paraword         Output         Confirm now paraword         Output         Output<	

# 2. Download the mobile app and add your mobile device to your EU Login account

	Download the EU Login app to your mobile phone or other mobile device. The mobile app can be found on: <u>Google Play Store</u> (Android)	EU Login
2.1	• <u>App store</u> (IPnone). Then launch the mobile app. Use of a screen lock function on your mobile device (PIN code, pattern or biometric code) is a requirement for using the mobile app.	Getiton Google Play
2.2	The first time you use the mobile app, you will usually be asked if notifications can be sent to you, and if the app allows you to use the camera. Select <b>Allow</b> and <b>OK</b> <i>These permissions are necessary to be able to use the app.</i>	



2.3	On your computer: Before proceeding with the mobile app, you need to register your mobile device to your EU Login-account. Go to the EU Login webpage: <u>https://webgate.ec.europa.eu/cas/</u> Log in with the e-mail address you have previously used when logging in. Select verification method <b>Password</b> and log in with the e-mail address and password you have registered.	Sign in to continue Welcome back (External) Sign in with a different e-mail address? Assword Lost your password? Chose your verification method Lost your password? Authenticate to EUL Login with only your password	
2.4	On your computer: Hover your mouse over the gear icon next to your name and click <b>My Account</b> .	John DOE 🏠	
2.5	Click Manage my mobile devices.	Manage my mobile devices	
2.6	Click <b>Add a mobile device</b> .	Add a mobile device	
2.7	If you already have another second factor authentication method registered in EU Login, you will need to authenticate with it before continuing.	Adding a mobile device requires stronger authentication	
2.8	On your computer: Enter the device name and a PIN code of your choice. Enter the PIN code a second time to confirm it Click the <b>Submit</b> button.	Add a mobile device         Pese give a name to identify your motile device and a Pit code to use for a Pit for a	



2.9	<u>On your computer:</u> EU Login displays a QR code to be scanned. You must scan it with your mobile app.	Add a mobile device Scan this QR code using your EU Login mobile app.	
2.10	In the mobile app: Open the app and tap on <b>Initialize</b> .	Image: Initialize         Image: Initialize         Derror you start, you need to link your device and device with your EU Login account.         Image: Initialize         Derror you start, you need to link your device and authentication.         Image: Initialize         Derror you start, you need to link your device and be EU Login account.         Image: Initialize         Image: Initialize         Dedict a one time password for offline authentication.         Image: Initialize         Image: Initialize <t< th=""></t<>	
2.11	In the mobile app: Tap on <b>Continue</b> and scan the QR code displayed by EU Login with your EU Login Mobile app. If the app requests access to the camera, you must approve this.	Add a mobile device Scan this QR code using your EU Login mobile app.	
2.12	In the mobile app:         Enter your selected PIN code and tap         Authenticate.         If the app doesn't respond, you can try the following:         -       Check if you have received a request from the app in the phone's drop-down menu         -       Check if notifications are disabled for your phone (or app)         -       Reinstall the app	<ul> <li>✓ EU Login (ECAS Mobile)</li> <li>✓ EU Login (ECAS Mobile)</li> <li>Please authenticate</li> <li>To obtain access to the EU Login protected application, enter your four digit PIN code and press Authenticate</li> <li>Enter your PIN Code</li> <li>1 2 ABC 3 DEF</li> <li>4 GHI 5 JKL 6 MNO</li> <li>7 PGRS 8 TUV 9 WXYZ</li> <li>O Done</li> </ul>	



	A message (push notification) is displayed on your mobile device. Tap <b>Approve</b> to approve the request.		
2 13	Your mobile device is now registered for use with the EU Login mobile app.		
0	The next step is to associate a phone number to your EU Login-account.		
	Your phone number is used as verification if you should lose the app's current configuration (for example, when reinstalling the app or switching to another mobile device).		

## 3. Register a mobile phone number on your EU Login account

3.1	Go to the EU Login webpage: <u>https://webgate.ec.europa.eu/cas/</u> Select verification method <b>EU Login Mobile App</b> <b>QR code.</b>	Sign in to continue Welcome back urichisogramptigningdighten se ucleared Bigh nicht and littereit and addread? Parwardt Under sour verflectation method Control and andreadersource tett Disco gram Control Control Control Control Co	
3.2	On your computer: A QR code is generated and displayed in your browser <u>In the mobile app:</u> Open the mobile app, tap <b>Scan QR Code</b> and scan the QR code displayed in your browser. You will then receive a challenge code in the app that you must enter in the browser on your computer. You will then be logged in.	Image: Instance <b>Constance Constance Constance</b>	
3.3	Hover your mouse over the gear icon next to your name and click <b>My Account</b> .	Moody JANE Jereman @gmail.com (External) Change password My Account L ocourt	



3.4	Click Manage my mobile phone numbers.	Manage my mobile phone numbers Mobile phone number International format including country code, e.g. for Belgium: +32 123 45 67 89	
3.5	Click <b>Add a mobile phone number</b> . Enter your phone number including the country code. Click <b>Add</b> to confirm.		
3.6	You will receive an SMS containing a challenge code. Enter the code received on the newly added phone number and click <b>Finalize</b> .		

### 4. Register in the Union Registry

4.1	Click the link to open the Union Registry start page. ( <u>https://unionregistry.ec.europa.eu/euregistry/</u> <u>SE/index.xhtml</u> ) Click <b>Login</b> in the center of the page.	A decision decision of the tensor of
4.2	Select verification method <b>EU Login Mobile App</b> <b>QR code</b> and click <b>Sign in</b> . Scan the QR code with the mobile app and then enter the generated code.	Sign in to continue Welcome back uik oson@energimyndigheten.se (zterna) Sign in with adfreet e-mail addrees? Sign in with adfreest e-mail addrees? Sign in with addreest e-mail addreest e-ma



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	The "Registration" page opens.	Please f	ll in your personal details	
		Welcome to the ETS. Before you can use the system you have to <u>enroll as a user</u> . Fill in your personal details to get an enrolment key from a national registry via mail (this may take some days) and activate your Croatia Registry user.		
	Fill in your personal details. Select the same	This information is <u>not swetchronized</u> with your data of the EU Login.		
	type of ID document that you will provide in	CA CaOne AUTOMATTERtwo	Uner	
	your paper application	User Details		
	year paper appreader.	EU Login UID	Preferred Language	
	After you have entered your information, a	nieeffbr	🖉 English	
	summary will be displayed	Personal Details		
	summary win se displayed	First Name	Last Name	
	Click <b>Submit</b> if everything is correct.	Cable	AUTOMATTENSWO	
		ria (spoorar)	21/09/2005	
		Place of Birth	Country of Birth	
		EDL.	Belgium	
		Type of Identity Document Special Id Card	*	
4.3			identity document expiry date (optional)	
		Identity Document Identifier  24423432	29/09/2023	
			③ Identity Document date may not be in the past. Please enter a date greater than yesterday.	
		National Registration Number (optional)		
		Default email address	Confirm default email address	
		ar2test@easy.com	ar2test@easy.com	
		Mobile Phone Number		
		The mobile phone number must start with either a '+' or a '00' (double zero), followed by	16/ (panel) so 112'	
		<ul> <li>(twelve) numeric digits.</li> <li>Walue of this field should match the phone number added to <u>EU Login Account</u></li> </ul>	×	
		Secret Question		
		Secret Question	Answer to the Secret Question	
		(i) The secret question can contain up to \$12 characters; e.g. What is the same of my dog?	The answer to the secret question can contain up to \$12 characters, e.g. Maxwell	
			Submit	
registered as a user and representative will need this URID to register you as a repres accounts in the registry. Your URID is always visible when you are logged in.			as a representative on n.	
	Successfully registered	×		
		nave now been registered		
	The registration is now waitin Please communicate your Registry	g for an approval from a National Administrator.		
	Your Unique Rej	gistry Identifier is AT162400171703.		
4.4	The application now displays two buttons (depending on your Member State permissions configuration): Enter your enrolment key and Request New Account.			
	You now need to be appointed to an account a	nd activate your enrolment	: key.	
	When you have been added as a representative on an account, an enrolment key is needed to activate your user in the registry. You will receive an e-mail verifying your application as approved and the enrolment key will be sent to you.			
	The enrolment key is sent by registered post.			
	Read more about the application process: http://www.energimyndigheten.se/en/sustainability/emissions-trading/Participating			
	ETC/opening accounts/			