Instructions for users of the EU Emissions Trading Scheme Union Registry System

– Registration and ECAS Account –

These instructions are addressed to persons who will require access to accounts held on the EU Emissions Trading Scheme Union Registry. In case of any difficulties, please do not hesitate to contact the National Registry Administrator of Malta at:

emissions_trading_scheme@mra.org.mt

or, on:

+356 2295 5182 / +356 2295 5115.

Depending on whether you are a representative of an operator (of stationary installation) holding account (OHA), an aircraft operator holding account (AOHA), a person holding account (PHA) or any other relevant account, the National Administrator will be undertaking certain steps relating to the opening of the account and informing you accordingly. For the account opening to be successful and for you to get access to the account for which you have been nominated as a representative, the following instructions should be followed. Further instructions will be provided in due course.

First time user

Before the national administrator can create accounts in the Registry System you need to be registered as a registry user with Malta. Once your user designation is registered, the administrator can create your requested accounts.
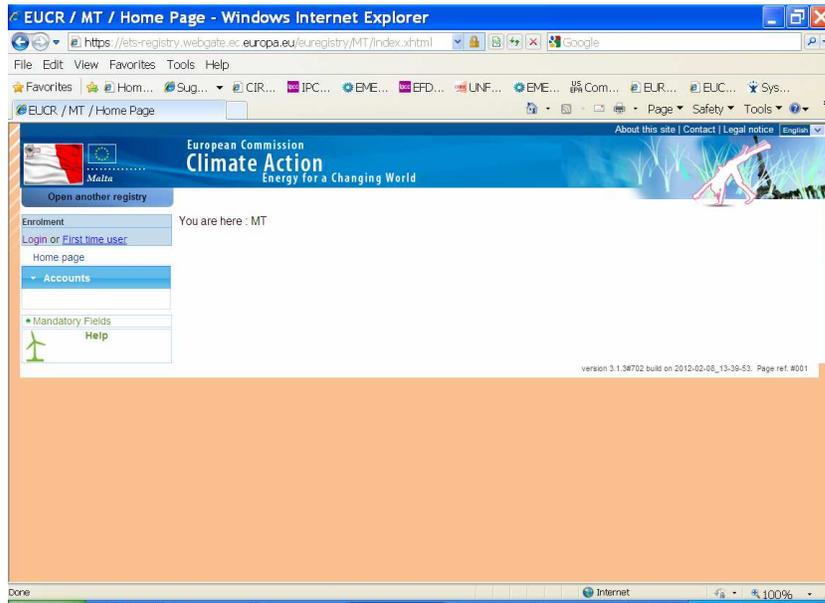
The registration procedure consists of 3 steps:

1.   Open the Registry System
2.   Log in to the Registry System using ECAS
3.   Complete your details in the Registry System

Step 1 - Open the Registry System

To open the Registry System, click:

https://ets-registry.webgate.ec.europa.eu/euregistry/MT/index.xhtml

You should get access to the following screen:

Step 2 - Log in to the Registry System using ECAS

The Registry System relies on the European Commission Authentication Service (ECAS), which ensures that a user logging into the Registry System[1] with a specific set of credentials is always the same user.

- **If you do not have an ECAS login**

If you do not have an ECAS login, you first need to create one before you can register to the Registry System:

1. On the Registry home screen, click *First Time User* (see screenshot below). The *Enrolment* page opens:

2. On the *Enrolment* page, click on [**CREATE AN ECAS LOGIN**] You are redirected to the ECAS registration form:

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[1] And other European Commission applications

3. After completing the procedure, you receive your ECAS login with which you can log in to the Registry System.

One of the security features provided by the registry system is additional authentication through an SMS challenge. You will have to provide a GSM (i.e. mobile phone) number in the ECAS account details. To do this, follow the next steps:

4. Login to ECAS. Always make sure that the selected domain is marked as "**External**" (see screenshot below).

5. Click the [**View my ECAS account details after logging me in**] check box. You will be transferred to a next screen.

6. Click on [**Account information**]. You will be transferred to a next screen.

7. Click on [**Manage my mobile phone numbers**]. You will be transferred to a next screen.

8. Click on [**Add a mobile phone number**]. You will be transferred to a next screen.

9. Follow the instructions on the screen and key in the validation code received on your GMS (in the SMS that ECAS sends to verify possession of the phone). Log out.
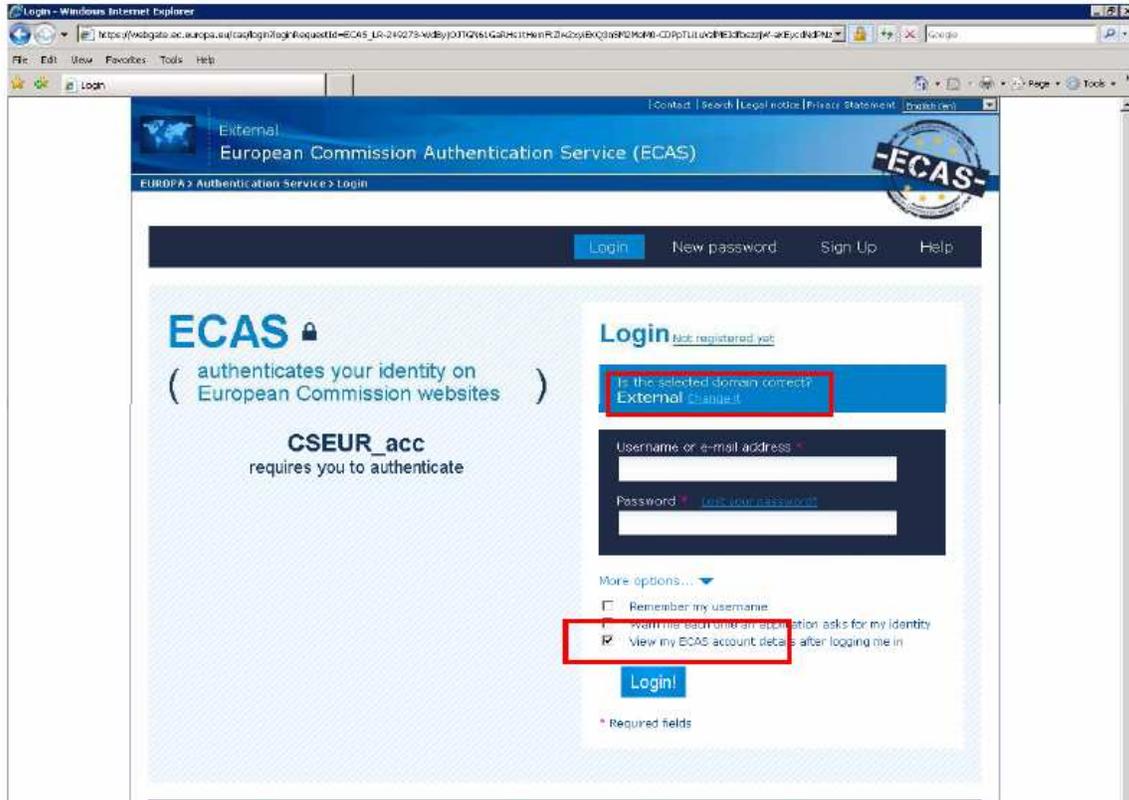
- **If you already have an ECAS login**

1.   Click *Login* in the enrolment pane on the Registry home screen. You are redirected to ECAS:

2.   Complete the required details: your username, your ECAS password and your GSM number (i.e. mobile phone number; if you have not provided a mobile phone number in respect of your ECAS account, please do so by following the instructions above).

3. Click on [**LOGIN**] to continue.
A new ECAS page opens and you receive a text message containing an SMS challenge:
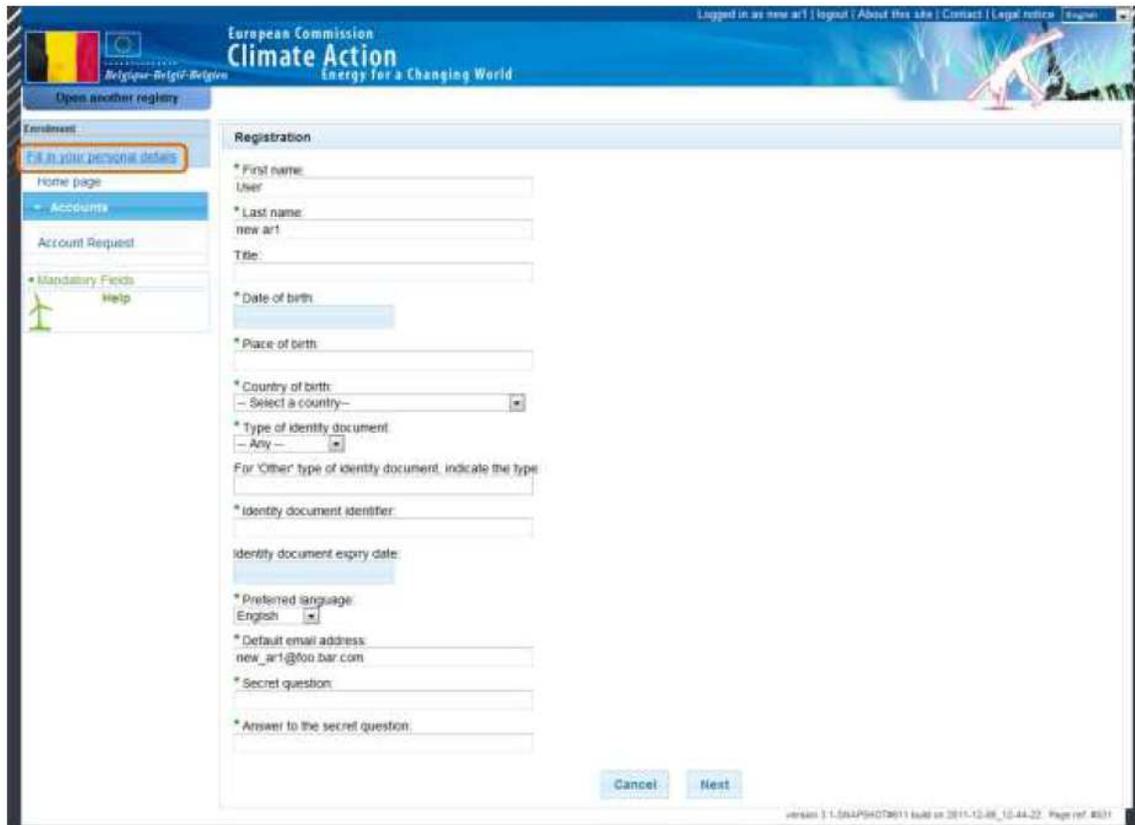

4. Complete your username, your GSM number (i.e. mobile phone number) and enter the SMS challenge you received on your mobile phone in the completion field on the ECAS page.

5. Click on [**LOGIN**] again.
ECAS automatically redirects you back to the Registry System and you are logged in.

Step 3 - Complete your details in the Registry System

Once you have logged in with your ECAS login, the Registry System opens. In order to register, you must fill in your personal details. Please ensure you are operating on the Malta (MT) registry.

In the enrolment pane, click on [**Fill in your personal details**].

A *Registration* page appears in which you should complete your details:

In the registration form, you should enter your personal details and indicate your preferred language in which all communications between you and the National Administrator will be performed.

The Registry System also foresees a number of security measures to withstand fraudulent use of the application. Therefore, upon registration, you need to provide your credentials:

- **ID type**: select national ID card, special ID card, international passport or other.
- **ID number**: complete the ID number. In case of ID type "other", you provide a description of the ID in plain text.
- **Expiry date**: complete the expiry date of your ID.
- **Secret question and answer**: complete a secret question and answer. They are a security measure for a National Administrator to verify your identity when contacting you.
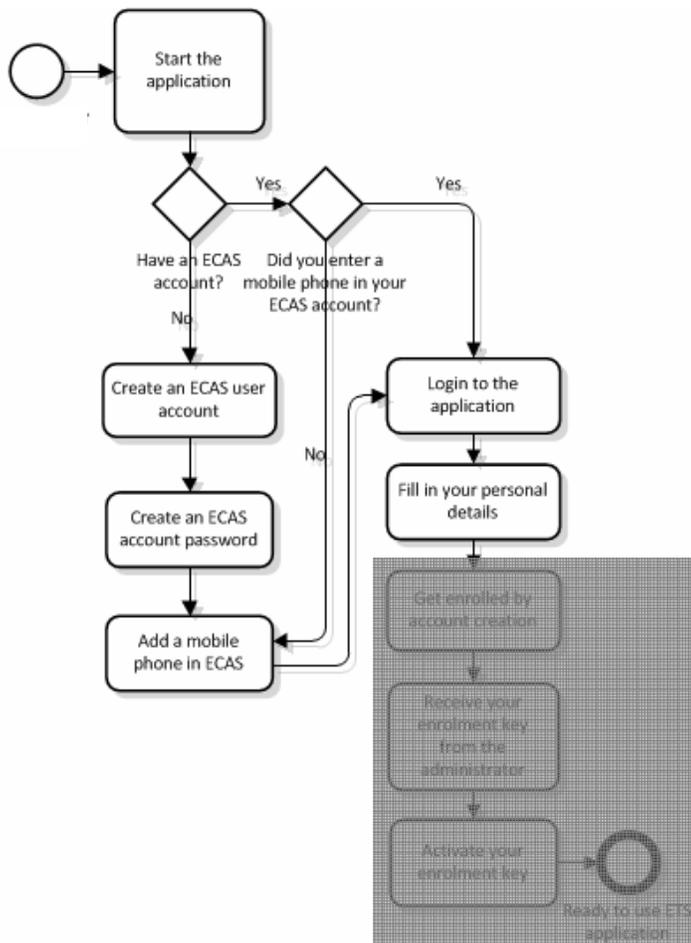
After completing the details, click [**Next**] to continue. A summary page opens where you can verify all the details you completed. Once you verify that all the details are correct, click to [**Submit**] to continue.

After you have verified and submitted your personal details, the Registry System issues a unique registry identifier (URID). You will receive the URID (it is important to note that if you are registered with more than one Member State, you will receive a separate URID). When you login, your URID in the active Member State is shown in the enrolment pane.

The URID of a Registry System user allows that user to be appointed as an Authorized Representative (authorized representative, additional authorized representative or authorized representative with view only access) without having to disclose the identity of the user behind that URID. This is a security feature aimed at preventing malicious users from guessing information of opening illegitimate accounts.

It is very important that this URID is kept confidential between the user and the Registry administrator.

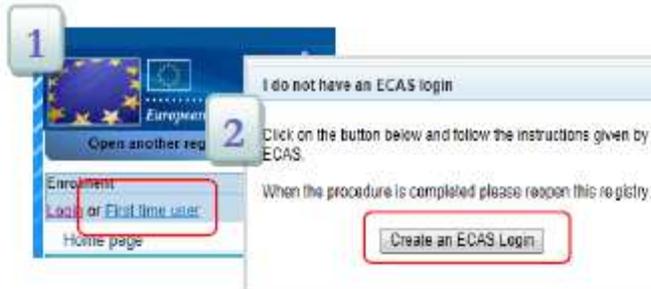The following flowchart shows you the steps described above:
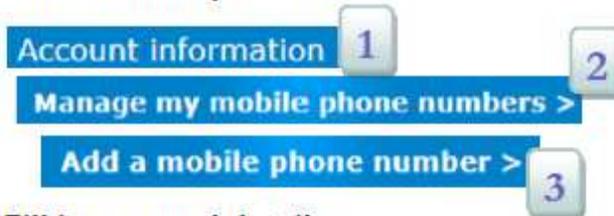
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