



**ENVIRONMENT AGENCY  
OF ICELAND**

**Icelandic Emissions  
Trading Registry**

***Account opening guide in the Icelandic Emissions Trading Registry in the Union  
Registry***

## Summary

Opening an account in the Icelandic Emissions Trading Registry in the Union Registry requires the nomination by the account holder of two authorized representatives.

The authorized representatives and the additional authorized representative will have passwords to access the account in Icelandic Emissions Trading Registry in the Union Registry and they will have an active role in any transaction from that account. These authorized representatives must complete a registration procedure in the registry to request the account opening.

### STEP A

1. A representative of the future account holder fills out the electrical application form at the Environment Agency's website (<http://www.ust.is/the-environment-agency-of-iceland/eu-ets/registry/>) and thereby nominates the authorized representatives.

### STEP B (carried out by each authorized representative)

1. The future authorized representative goes to Icelandic Emissions Trading Registry in the Union Registry (<https://ets-registry.webgate.ec.europa.eu/euregistry/IS/index.xhtml>) and creates an ECAS (the European Union Authentication Service) account.
2. Once registered in ECAS, the future representative adds his cell-phone number ([https://webgate.ec.europa.eu/cas/login?domain=external&submit=select&loginRequestId=ECAS\\_LR-1849163-4S41On56Yit2iUA1JWNuzhi2vFt7TfZShFNqnXRSioQ-CDPpTLi1uVzIMEIdfbszjW-Ej0KX9OGr9CuJgtFjeaNIW](https://webgate.ec.europa.eu/cas/login?domain=external&submit=select&loginRequestId=ECAS_LR-1849163-4S41On56Yit2iUA1JWNuzhi2vFt7TfZShFNqnXRSioQ-CDPpTLi1uVzIMEIdfbszjW-Ej0KX9OGr9CuJgtFjeaNIW)).
3. The future authorized representative goes back to Icelandic Emissions Trading Registry in the Union Registry (<https://ets-registry.webgate.ec.europa.eu/euregistry/IS/index.xhtml>), logs in and fills in his personal details. He then gets an URID (User ID, ISXXXXXX).

### STEP C (carried out by the Competent Authority / National Administrator)

1. The Competent Authority / National Administrator (APA) reviews the application and all the documentation and approves or rejects the request.
2. If approved and after the confirmation of payment of the fee (published at the Environment's Agency's website ([www.ust.is](http://www.ust.is))), the Competent Authority / National Administrator requests the registry manager to create the account, link the authorized representatives to the account and sends the enrollment keys to each authorized representative.

### STEP D (carried out by each authorized representative)

1. Each authorized representative logs in to the Icelandic Emissions Trading Registry in the Union Registry and inserts the enrolment key. The authorized representative has now access to the account.

Diagrams: Step A

Access Icelandic Emissions Trading Registry



Create ECAS user account



Create ECAS password



Add ECAS mobile phone



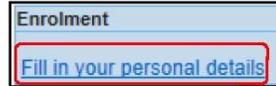
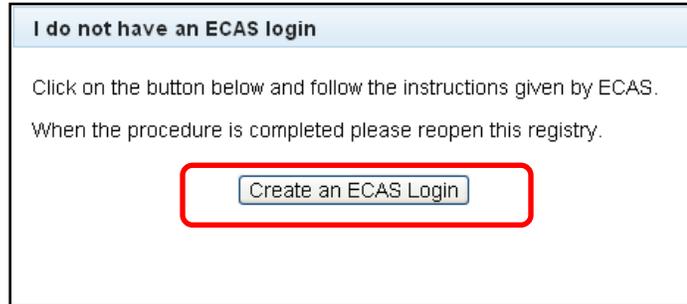
Log in to the Icelandic Emissions Trading Registry



Fill personal details



User ID



## Diagrams: Step B

