



ENVIRONMENT
AGENCY

**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 (<https://ust.is/atvinnulif/ets/skraningarkerfi/stofnun-vorslureiknings/>) and thereby nominates the authorized representatives.

STEP B (carried out by each authorized representative) – see Diagram on p. 4

1. The future authorized representative goes to Icelandic Emissions Trading Registry in the Union Registry (<https://union-registry.ec.europa.eu/ar/#/IS>) and chooses "First time user"
2. If the user does not have a EU login account, "Create EU login account" must be chosen
3. Once an EU login account has been created, the future representative registers a mobile device to the account. This is done by following these steps:
 - a. Download the EU Login Mobile app
 - b. Log into EU Login (<https://webgate.ec.europa.eu/cas>)
 - c. Hover your mouse over the gear icon next to your name and click My Account
 - d. Click Manage my mobile devices
 - e. Click Add a mobile device
 - f. Enter a device name and a PIN code of your choice. Enter the PIN code a second time to confirm it
 - g. Click Submit to confirm
 - h. EU Login displays a QR code to be scanned. To do so, open your EU Login Mobile app on your smartphone, and tap on *Initialise*
 - i. Tap on Continue and scan the QR code displayed by EU Login with your EU Login Mobile app
 - j. In your EU Login Mobile app, enter the PIN code you created
 - k. A push notification is displayed on your mobile device. Click on it to confirm your action
 - l. Your mobile phone is added to your EU Login account
4. The future authorized representative goes back to Icelandic Emissions Trading Registry in the Union Registry (<https://union-registry.ec.europa.eu/ar/#/IS>), logs in and fills in his personal details. He then gets an URID (User ID, ISXXXXXX).

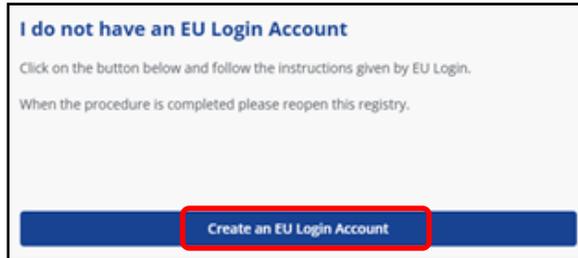
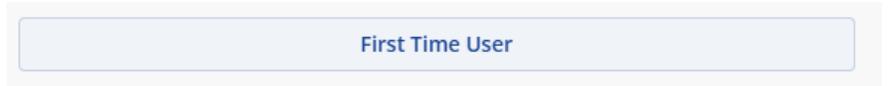
STEP C (carried out by the Competent Authority / National Administrator)

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)), 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.

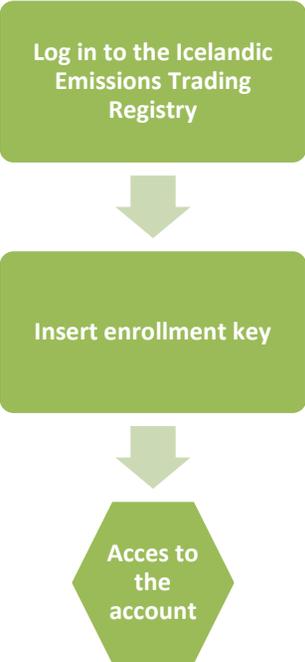
STEP D (carried out by each authorized representative) - see Diagram on p. 5

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 B



Diagrams: Step D



Please Enter the Enrollment Key

Please enter the enrollment key that you have received from your registry administrator to fully activate your access to the registry.

Please note that you will receive this key only after the validation of your personal details when you become representative of an account for the first time.

Having troubles entering the enrollment key?
[Contact your national administrator](#)

xxxxx - xxxxx - xxxxx - xxxxx - xxxxx

Enroll

[Cancel](#)