

# UNION REGISTRY

## Establishing an ECAS Access

## **IMPRESSUM**

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## 1 UNION REGISTRY

Emissions trading registries are at the core of the European Emissions Trading Scheme (EU ETS). This is where emission allowances are generated and transferred and evidence is produced that a company complied with its obligations within the EU ETS.

The EU Emissions Trading Scheme has been in place since 2005 and has been extended to include aviation from 2012. The plan was to replace all existing national registries of EU Member States by one registry covering the entire EU, the Union Registry, from 2012.

Accounts are opened and submitted documentation checked by the responsible Member States.

Each Member State has a dedicated area in the Union Registry to administer these accounts.

In the area of the Union Registry administered by Germany, applications for an account must be submitted online. The relevant form can be accessed through the following link:

<https://ets-registry.webgate.ec.europa.eu/euregistry/DE/index.xhtml>

Before you begin filling in the online form, please make sure all data required are at your disposal, as there is no temporary saving option in the online form. Which information there is is different depending on account type applied for. Please look at the relevant documents which are available at the [DEHSt website](#).

One of these data is the authorised representatives' Union Registry user ID (URID). The following pages describe how to proceed to generate a URID.

## 2 ECAS

The acronym ECAS stands for European Commission Authentication Service. All Union Registry logins are managed by this service. The EU Commission uses the authentication system primarily to give its employees access to internal IT systems.

Authorised representatives must generate their own ECAS login, which requires a valid e-mail address. A mobile phone number must be entered in order to get access to the Union Registry. The chapters below will explain how an ECAS login is created.

Please note that although several mobile phone numbers can be saved at ECAS, you can only log in using one mobile phone number which has been confirmed by the DEHSt. The Union Registry only allows confirmation of one mobile number. If a confirmed mobile number has been changed, it must be re-confirmed by the DEHSt.

This document is only intended for authorised representatives who have already been assigned to an account in the Union Registry, therefore had previously entered an enrolment key. If you need to replace your ECAS access (login) with a new one (for example, because your email address has changed and you no longer have access to the previous email address) or an ECAS login has not been automatically created for you in the switch-over to the Union Registry in June 2012, please use the following process to create an ECAS access and the subsequent form to re-establish the link of the newly created ECAS access to the Union Registry.

As long as you still have access to your previous email address as stated in ECAS, you can update your email address in ECAS using your previous email address.

### Existing ECAS users

If users already applied for an account in another member state's area of the Union registry they already have an ECAS login.

The existing login can be used to generate an URID in the German area of the Union registry. In order to do so users need to log into the Union registry as described in chapter 9 and create the URID.

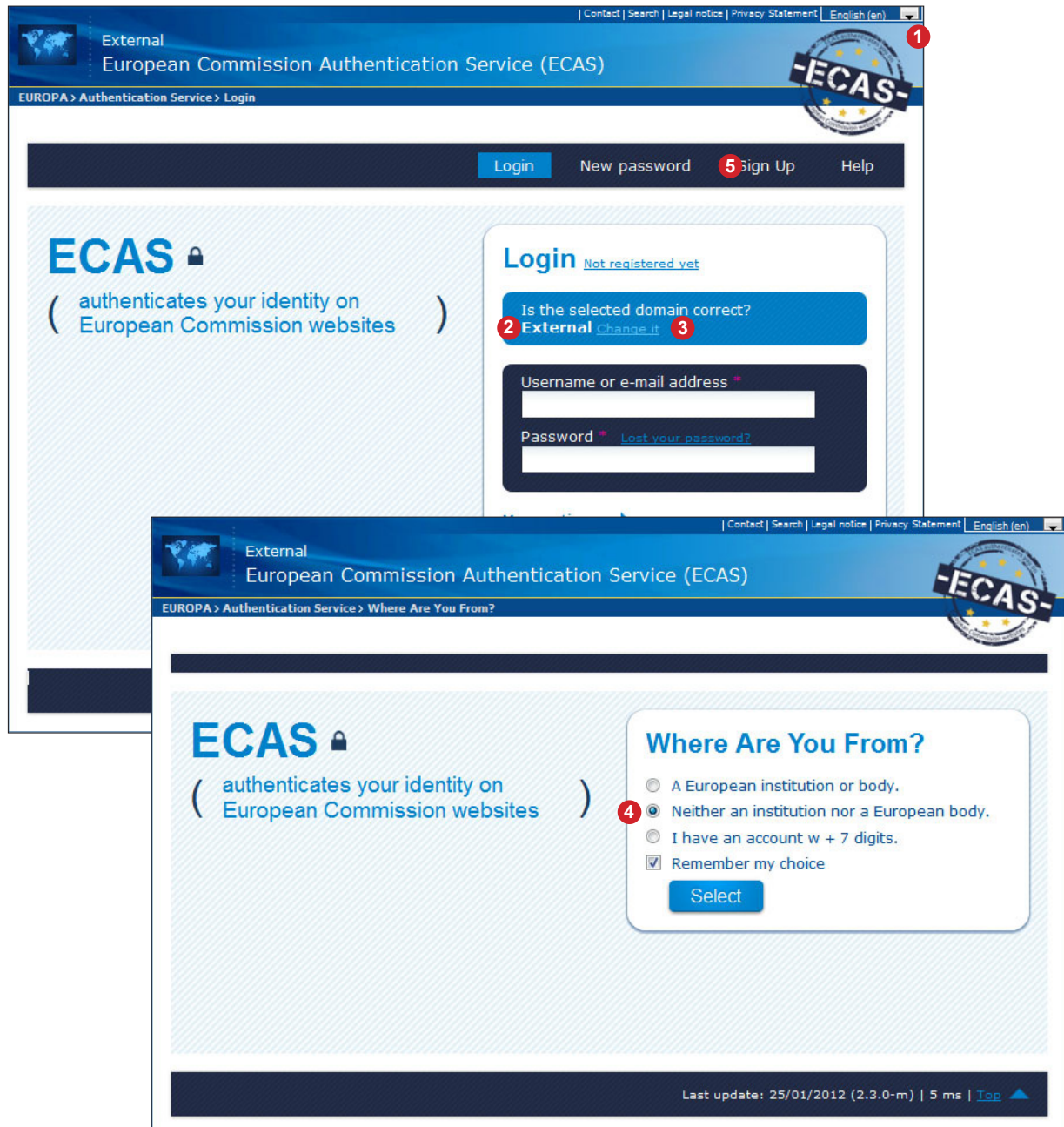
One ECAS account is adequate to create additional URIDs for parts of the registry managed by other member states.

### 3 REGISTER WITH ECAS

In your browser, activate JavaScript, permit cookies and switch off pop-up blockers. Entering the address <https://webgate.ec.europa.eu/cas/login> will take you to the ECAS login page. Choose your language using the drop-down menu **1**.

Make sure the blue button **2** is set to „External“. Otherwise, use the „Change it“ option **3** which opens a new window (see bottom screenshot below). Authorised representatives of account holders are considered to be external users and should use setting **4** : ‚Neither an institution nor a European body.‘ Click ‚Select‘ to return to the window shown in the top screenshot.

When you register for the first time, you do not have a username or password and should therefore click the „Sign up“ **5** button in the top bar.



Clicking on the „Sign-up“ button in the top menu **1** will take you to the window shown in the screenshot below. You can choose any username in the first line **2**, provided it has not yet been claimed by another ECAS user. In that case, you would be asked to choose a different username. Now enter your first name **3**, last name **4** and e-mail address **5** (to be re-typed for confirmation underneath). The Captcha figure in area **6** shows a sequence of characters that must be entered at **7**. Should the characters be difficult to read, you may either generate another Captcha picture or have your computer read the sequence out to you. Remember to tick the box to acknowledge that you have read the privacy statement **8** and click the „Sign up“ button **9**.

The screenshot shows the ECAS Sign Up page. At the top, there is a navigation bar with links for Contact, Search, Legal notice, Privacy Statement, and a language dropdown set to English (en). Below this is a header with the ECAS logo and the text "External European Commission Authentication Service (ECAS)". The main content area is titled "Sign Up" and contains several input fields and a captcha. The fields are: "Choose a username" (input field with callout 2), "First name" (input field with callout 3), "Last name" (input field with callout 4), "E-mail" (input field with callout 5), "Confirm e-mail" (input field), and "E-mail language" (dropdown menu set to "English (en)"). Below the email fields is a captcha image (callout 6) showing the characters "TKSH" on a blue background. To the right of the captcha are links for "Try another" and "Audio version". Below the captcha is an "Enter the code" input field (callout 7). At the bottom of the form is a checkbox (callout 8) for the "Privacy statement" and a "Sign up" button (callout 9). A footer at the bottom of the page indicates the last update date as 21/12/2011 (2.1.3-b) and provides a "Top" link.



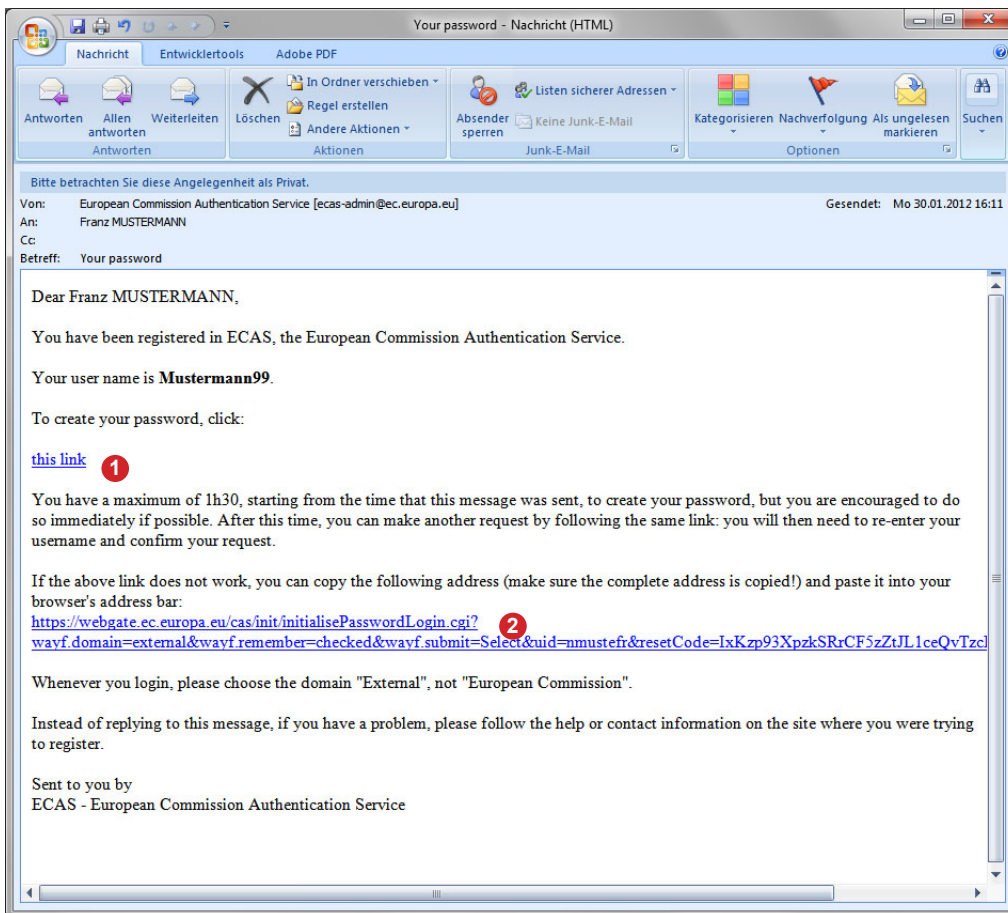
## 4 CONFIRM E-MAIL AND CHOOSE PASSWORD

Upon clicking the ‚Sign Up‘ button on the previous page, ECAS will send a message to the e-mail address entered and ask you to confirm registration and choose a password for future logins.

The confirmation e-mail from ECAS may take 10 to 20 minutes to arrive in your mailbox. Please note that the link **1** it contains is valid for 1.5 hours only.

We therefore advise you to set aside sufficient time for the entire ECAS registration process so once you receive your confirmation e-mail you can immediately use the link to set your password. You should also enter your mobile phone number straightaway, as described under „7 Enter Mobile Phone Number“ on page 10.

Here is a sample e-mail:



Click on the confirmation link **1** to complete the registration process. In case the link does not work, copy the address line **2** into your browser.

## 5 CONFIRM ECAS REGISTRATION AND CHOOSE PASSWORD

The link takes you to a page where you are asked to choose your password. Please ensure that the blue field **1** is set to „External“. Otherwise click on ‚Change it‘ to set it to ‚External‘ (see also Chapter „3 Register with ECAS“ on page 6).

Enter either your chosen username or your e-mail address at **2**. Both will be accepted. Then enter your chosen password at **3**. The password must contain at least three of the following character types

- Upper-case characters
- Lower-case characters
- Digits
- Special characters

The password must be at least 10 digits long. The longer the password, the more secure it will be. Please do not use names or words that can be found in dictionaries.

Before clicking the „Login“ button **6**, make sure you go to the „More options“ menu **4** and select ‚View my ECAS account details after logging me in‘ **5**. This gives you the option at the next stage to enter the mobile number that will be required to connect to the Union Registry.

The screenshot shows the ECAS login interface. At the top, there is a navigation bar with links for 'Contact', 'Search', 'Legal notice', 'Privacy Statement', and 'English (en)'. Below this, the page title reads 'External European Commission Authentication Service (ECAS)'. A breadcrumb trail shows 'EUROPA > Authentication Service > Login'. A dark blue navigation bar contains buttons for 'Login', 'New password', 'Sign Up', and 'Help'. The main content area features the ECAS logo and a description: '( authenticates your identity on European Commission websites )'. To the right is the login form, which includes a dropdown menu for domain selection (set to 'External' with a 'Change it' link), input fields for 'Username or e-mail address' and 'Password', and a 'More options...' dropdown menu. The 'More options...' menu is expanded, showing three options: 'Remember my username', 'Warn me each time an application asks for my identity', and 'View my ECAS account details after logging me in' (which is checked). A 'Login!' button is at the bottom of the form. A footer at the bottom of the page states 'Last update: 25/01/2012 (2.3.0-b) | 6 ms | Top'.

1 Is the selected domain correct?  
External [Change it](#)

2 Username or e-mail address \*

3 Password \* [Lost your password?](#)

4 More options... ▼

5  View my ECAS account details after logging me in

6 Login!

\* Required fields



## 6 SHOW ACCOUNT DETAILS IN ECAS

When selecting 'View my details...', as described on the previous page, you will see the screen shown below. Otherwise click on **1** 'Account information'. This should give you the option of editing your account details. In particular, you can enter at least one mobile phone number at **2** - indispensable for your registration at the Union Registry.

Please be aware that the Union Registry does not accept identical mobile phone numbers for several authorised representatives of the same account holder.

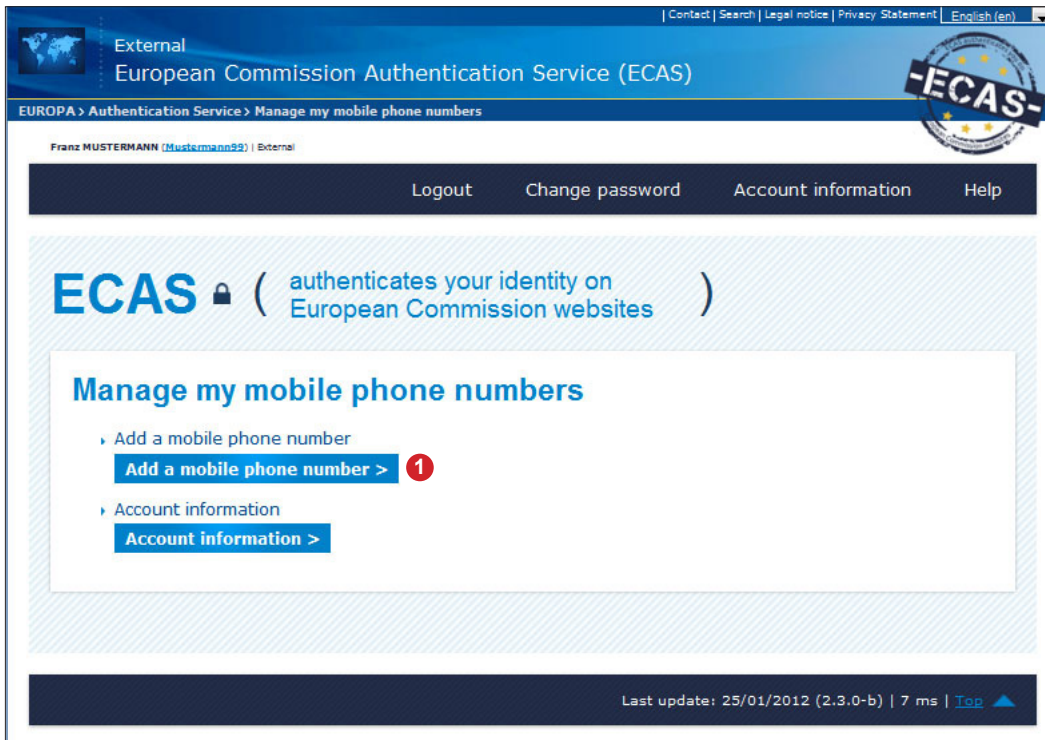
**3** shows the name of the user currently logged in, here the chosen username 'Mustermann99'. ECAS also assigns an additional ECAS username to each user, shown below as 'nmustefr' **4**. This username can also be used to log in, which gives each user a total of three usernames for their ECAS login – the chosen username, the ECAS-assigned username and the e-mail address.

The screenshot displays the ECAS 'Account information' page. At the top, there is a navigation bar with 'Logout', 'Change password', 'Account information' (marked with a red 1), and 'Help'. Below this, the user is identified as 'Franz MUSTERMANN (Mustermann99) | External' (marked with a red 3). The main content area is titled 'Account information' and contains several links: 'Modify my personal data >', 'Delete your account >', 'Manage my mobile phone numbers >' (marked with a red 2), 'Display my sessions >', and 'Link my eID >'. Below this is a section titled 'My ECAS Account Details' which contains a table with the following data:

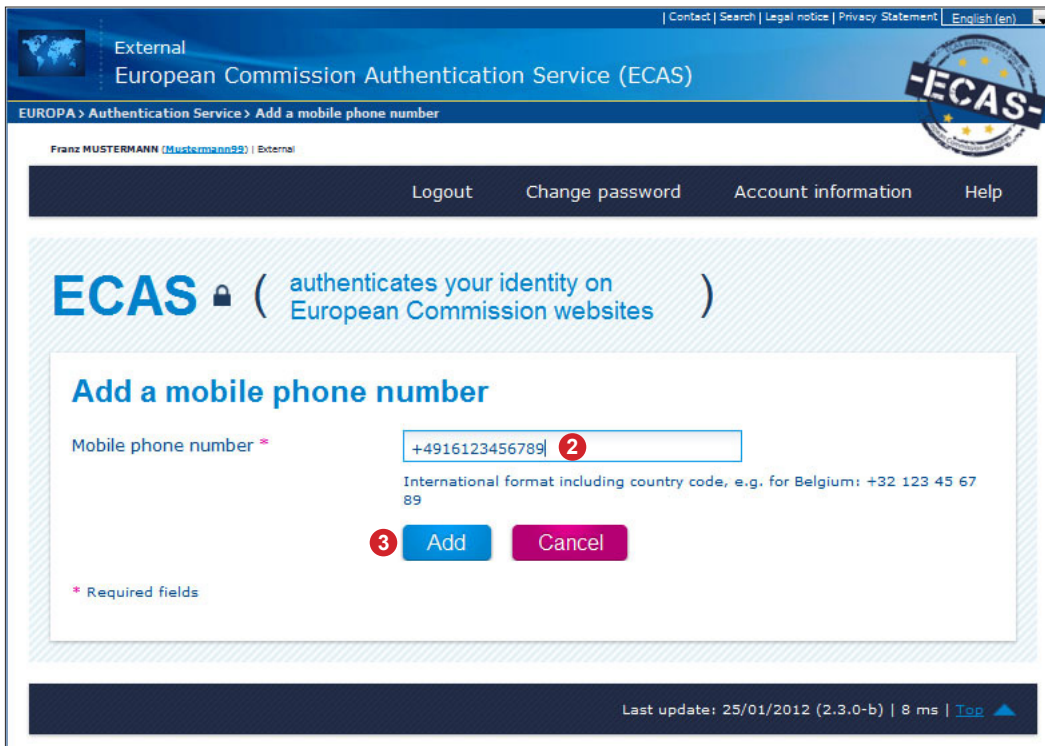
Username	Mustermann99
Domain	External
Unique identifier at the Commission (uid)	<b>4</b> nmustefr
Most recent login	30/01/2012 16:27 GMT+01:00
Previous login	
Account created	30/01/2012 16:10 GMT+01:00
Name	MUSTERMANN Franz
Email preferred language	en

## 7 ENTER MOBILE PHONE NUMBER

To enter a mobile phone number, click on ‚Manage my mobile phone numbers‘, as shown under **1** on the previous page. This takes you to the screen shown below.



Click on **1** ‚Add a mobile phone number‘ to enter your mobile phone number with international code (e.g. +49 for Germany) and without the first zero (0), into field **2** on the screen. To finish, click on **3** ‚Add‘ to save the mobile phone number.



## 8 CONFIRM MOBILE PHONE NUMBER

You will then receive a text message sent to the mobile phone number you entered **1**. It contains a challenge code that must be entered into **2**, as shown on the screenshot below. Click on ‚Add‘ **3** to complete the confirmation process.

The text message reads:

‚Your challenge to authenticate to ECAS is XXXX-YYYY‘.

Once you have entered the character sequence correctly the message below will appear:

The first screenshot shows the ECAS login page with the user logged in as Franz MUSTERMANN. The page title is 'Challenge code for adding a mobile phone number, sent by text message'. It features a form with two input fields: 'Mobile phone number' (containing '+4916: [redacted]') and 'Text message challenge code \*' (containing 'azd9 - 3u7n'). There are 'Add' and 'Cancel' buttons. A red circle with the number '1' is next to the phone number field, a red circle with '2' is next to the challenge code field, and a red circle with '3' is next to the 'Add' button.

The second screenshot shows the same page after successful completion. The page title is 'The mobile phone number was added successfully.' A message states: 'Your mobile phone number (+4916 [redacted]) was added successfully.' Below this, there are two links: 'Manage my mobile phone numbers' and 'Account information', both with blue buttons and right-pointing arrows. The footer indicates 'Last update: 25/01/2012 (2.3.0-b) | 1014 ms | Top'.

## 9 FURTHER INFORMATION ON ECAS

- In ECAS, an e-mail address can only occur once.
- The role of the e-mail registered with ECAS is pivotal, as it serves not only as username – as previously mentioned – but also as the address to which the link for modifying the ECAS password is sent.
- An ECAS access cannot be de-activated, but only be deleted. Once the ECAS access has been deleted, the e-mail address can be re-used. If an ECAS access has been deleted, the whole procedure for establishing a new ECAS access must be adhered to, including submitting documentation, generating a URID and entering an enrolment key.
- If an enrolled user un-enrols from the Union Registry, the URID will be deleted, but the ECAS access remains active. In other words, the entire registration process at the Union Registry must be re-initiated. This includes generating a URID, naming authorised representatives, submitting account documentation, confirming the authorisation of the „new“ representatives by the Registry Administration, sending out an enrolment key and entering the enrolment key.
- One single ECAS access is sufficient to generate several URIDs in parts of the Union Registry administered by other Member States. In each of the parts of the Union Registry administered by a Member State, only one URID can be assigned to one ECAS access.
- A confirmation by the DEHSt of a new mobile phone number will be necessary. You will be notified when logging in to the Union Registry. Please then click on „Update my number“ and confirm the change. The Union Registry creates an identifier which you should note down and use for any queries with DEHSt. DEHSt will process the amendment applications submitted as soon as possible. It is not necessary to submit the change in writing or by VPS.



## 10 CHECK THE AUTHENTICITY OF ECAS

Since authentication is not carried out by the Union Registry itself, but by a separate service, not only the authenticity of the Union Registry, but also of ECAS must be verified at regular intervals. Just follow the procedure described above for the Union Registry. You can check to which website you are connected by clicking on the favicon **1** in the address bar of your browser. By clicking on ‚further information‘ **2**, you can see how often you have visited the site before. Clicking on ‚Show certificate‘ **3** gives you details on the site certificate. The only absolutely sure way of establishing the authenticity of a certificate is to use an SHA1 fingerprint. The fingerprint must remain exactly as shown on the screenshot **4** until the certificate is renewed.

The screenshot shows a Firefox browser window with the address bar displaying `https://webgate.ec.europa.eu/cas/login`. A red circle with the number 1 points to the 'europa.eu' favicon. A security warning popup is visible, with a red circle and the number 2 pointing to the 'Weitere Informationen...' button. The main page features a 'Login' form with fields for 'Username or e-mail address' and 'Password', and a 'Login!' button. Below the form, there is a 'Zertifikat anzeigen' button with a red circle and the number 3. To the right, a 'Zertifikat-Ansicht' window is open, showing certificate details. A red circle with the number 4 points to the 'Fingerabdrücke' section of the certificate details.

**Website-Identität**

- Website: `webgate.ec.europa.eu`
- Besitzer: Diese Website stellt keine Informationen über den Besitzer zur Verfügung.
- Validiert von: GlobalSign nv-sa

**Datenschutz & Chronik**

- Habe ich diese Website früher schon einmal besucht? **Ja, 334 Mal**
- Speichert diese Website Daten (Cookies) auf meinem Computer? **Ja** (Cookies anzeigen)
- Habe ich Passwörter für diese Website gespeichert? **Nein** (Gespeicherte Passwörter anzeigen)

**Technische Details**

**Verbindung verschlüsselt: Hochgradige Verschlüsselung (AES-256, 256-bit-Schlüssel)**  
Die Seite, die Sie ansehen, wurde verschlüsselt, bevor sie über das Internet übermittelt wurde. Verschlüsselung macht es für unberechtigte Personen sehr schwierig, zwischen Computern übertragene Informationen anzusehen. Daher ist es sehr unwahrscheinlich, dass jemand diese Seite gelesen hat, als sie über das Netzwerk gesendet wurde.

**Zertifikat-Ansicht: \*.ec.europa.eu**

**Allgemein** | Details

Dieses Zertifikat wurde für die folgenden Verwendungen verifiziert:

- SSL-Server-Zertifikat
- E-Mail-Unterzeichner-Zertifikat
- E-Mail-Empfänger-Zertifikat

**Ausgestellt für**

- Allgemeiner Name (CN): \*.ec.europa.eu
- Organisation (O): European Commission
- Organisationseinheit (OU): Informatic Directorate
- Seriennummer: 01:00:00:00:00:01:26:FF:60:9E:45

**Ausgestellt von**

- Allgemeiner Name (CN): GlobalSign ServerSign CA
- Organisation (O): GlobalSign nv-sa
- Organisationseinheit (OU): ServerSign CA

**Validität**

- Ausgestellt am: 24.02.2010
- Läuft ab am: 15.03.2013

**Fingerabdrücke**

- SHA1-Fingerabdruck: 18:32:59:D8:7C:57:E4:BE:E7:16:43:7A:B8:A4:BE:B7:14:89:9E:B7
- MD5-Fingerabdruck: 14:4A:85:80:00:C8:FD:4F:6D:32:16:FA:57:2B:7A:B9

## 11 GUIDANCE ON HOW TO USE ECAS SAFELY

Users have a key role to play in keeping ECAS safe.

### Keeping your IT Equipment and Settings up-to-date

- Many threats from the Internet, from extranets and intranets can be effectively averted by a few straightforward precautions. First of all, your web browser should be configured to protect your data and applications. The Federal Office for Information Security has more information at [https://www.bsi.bund.de/EN/TheBSI/thebsi\\_node.html](https://www.bsi.bund.de/EN/TheBSI/thebsi_node.html)
- Update your browser, network and operation system software regularly.
- Use antivirus and anti-spyware software and a firewall.
- Use the most recent virus definitions (signatures).
- If you connect to the Internet via a wireless connection, use at least WPA2 encryption, as WPA and WEP encryption is insecure.

### E-Mail Precautions

- Do not trust sender addresses in e-mails, as it is very easy to falsify any kind of e-mail address.
- Whenever possible, do not open mails from unknown senders and if you do, do not click on any link contained in such e-mails.
- Never confirm account numbers, passwords or other sensitive data if prompted by e-mail. The DEHSt or the Registry Administration would never ask you to do so for security reasons.
- If necessary, check on suspicious e-mails by phoning the putative sender.

### Browsing Precautions

- Never access the Registry login page via a link provided by a third party (either by e-mail or a third-party website). Such a link could take you to an identical-looking website. If you then enter your username and password, your access data are compromised. Bookmark the URL of the Union Registry and always access the login page via your bookmark.
- Never log into the Registry from Internet cafés or other public wireless connections without encryption. Otherwise, all your data entered, such as username and password could be seen by other users.
- For BSI advice on security aspects of wireless communication please visit [https://www.bsi-fuer-buerger.de/BSIFB/DE/MobileSicherheit/mobileSicherheit\\_node.html](https://www.bsi-fuer-buerger.de/BSIFB/DE/MobileSicherheit/mobileSicherheit_node.html) (in German only).

### Precautions in the Union Registry

- Always leave the protected area of a secure website by clicking the ‚Logout‘ button in the open browser window. Closing the browser window before logging out could give other people access to your account. In a next step, log out of ECAS as well.
- Regularly check the security certificate on the website of ECAS
- Check if the website is secure. The address in the browser must always begin with „https://“, not with „http://“ when you log in or are in the non-public area of the Registry.
- At ECAS, regularly check the data referring to your last login and the number of aborted logins. This will give you a clue to whether somebody else has been trying to use your username and password or may even have successfully done so.
- Keep your password secret.
- Do not save your ECAS access data (username and password) in the password manager of your browser, in your computer or your mobile phone.

### Precautions for a secure TAN Procedure

- Do not use the same device (e.g. a smartphone) for logging in to the Union Registry and receiving the confirmation TAN. The TAN procedure is only secure if different devices, such as a computer and a mobile phone, are used.
- Do not save username and password on the mobile phone you are using for the TAN procedure. If the phone were lost or stolen, the finder or fraudster would find all the information to log in with your ID and carry out transactions.



- Be particularly vigilant when synchronising your mobile phone or smartphone with data on your computer. Malware could infect both devices and compromise the security of the TAN procedure.
- MMS messages are commonly used to spread viruses on mobile phones. Delete MMS messages from unknown senders unopened.
- For more information on the secure use of mobile phones and smartphones please visit <https://www.bsi-fuer-buerger.de/> (in German only).

### Cyber Crime

Malware is an umbrella term for hostile, intrusive respectively unrequested malign software.

Phishing is a form of Cyber Crime. By use of seemingly official e-Mails pretending to be sent from a trusted source recipients will be asked to provide their username and password to a seemingly familiar fake website the e-mail links to.

Denial of Service (DoS)-attacks use a multitude of computers to create a number of requests that will overload and ultimately crash a computer system.

Pharming is the redirection to a counterfeit website in order to gain credentials as username and password.

Keylogging means secretly collecting a user's keyboard inputs to gather confidential data.

A Trojan Horse secretly sends confidential data (possibly recorded by a keylogger) via the internet.

At a Man-in-the-Middle-attack an attacker intercepts the connection between two computers impersonating an endpoint in order to receive confidential data. A malware infected Computer can lead to this type of attack.

## 12 CUSTOMER SERVICE AT THE GERMAN EMISSIONS TRADING AUTHORITY (DEHST)

If you have further queries regarding the Union Registry, please contact our Customer Service. We are available on Mondays to Thursdays from 9:00 to 17:00h CET and on Fridays from 9:00 to 14:00h CET.

Contact:

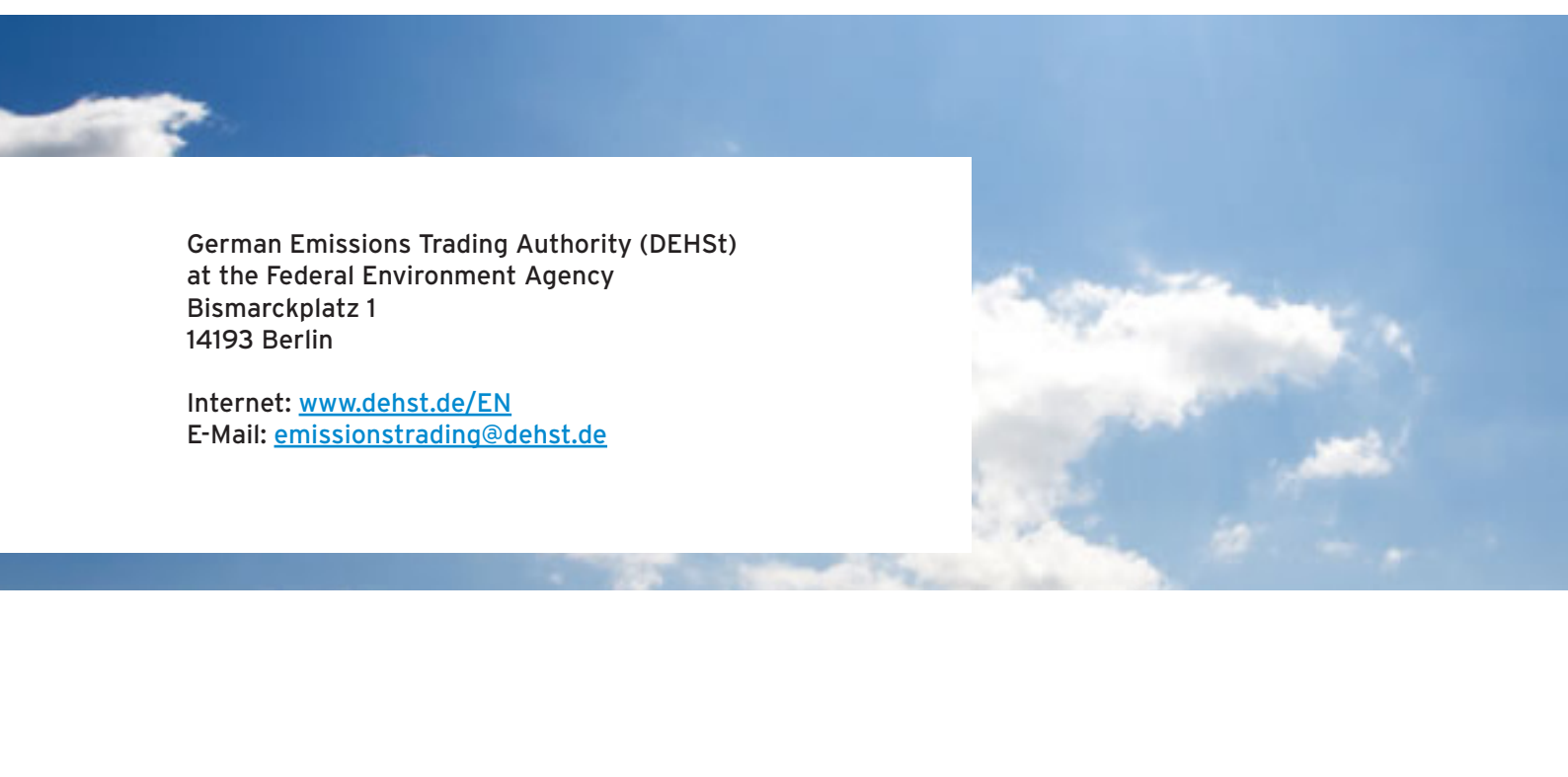
Phone: +49 (0)30 8903-5050

E-Mail: [emissionstrading@dehst.de](mailto:emissionstrading@dehst.de)

## 13 DISCLAIMER

Great care must be taken in dealing with access data, requesting accounts and carrying transactions. If a transaction has been initiated erroneously and cannot be reversed, the individual or individuals who initiated the transaction must negotiate a solution with the recipient. The DEHSt is not liable for any damage or resulting costs due to erroneous instructions or inappropriate use of sensitive access data.

This document has been compiled by the German Emissions Trading Authority (DEHSt) with due diligence for the benefit of users of the German part of the Union Registry. The Union Registry has been developed and is operated by the EU Commission. The DEHSt is not liable for the content of this document, which provides technical support. The document has no effect of prejudging what law applies and does not create any legal rights whatsoever.



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