European Union Registry

**EU Emissions Trading System (EU ETS)
Setup and administration of the EU login account
with the EU login app for registration and login
to the EU Union Registry**

Umwelt
Bundesamt

DEHSt
Deutsche
Emissionshandelsstelle

Content

1 Registration Process for Authorised Representatives

EU Login is the central login service for various Commission applications.

This service also enables you to log into the EU Union Registry in the European Emissions Trading Scheme.

Each authorised representative must create a login account with EU Login before they can be assigned as an authorised representative for an account in the Union Registry. A valid email address is required for this purpose as well as a mobile device in order to access the Union Registry. The creation of an account in the EU Login for various cases is explained below.

As soon as a person registered with EU Login tries to log into the Union Registry for the first time, they are redirected to the EU Login page where they need to login first. Then if this is successful, they are automatically returned and logged in to the Union Registry where they are then assigned a Union Registry Identification Number (URID) after entering their personal data.

The URID is required when applying for an account. If an account holder applies to open an account with the Union Registry, they must provide the respective URID together with further pieces of information to the designated authorised representatives.

When opening an account, the required documents must also be submitted to the Registry Administration of the German Emissions Trading Authority (DEHSt) as evidence of identity for the authorised representatives (more explanations can be found on the DEHSt website under *European Emissions Trading › Union Registry › Account › Account Opening*). If the Registry Administration confirms the account opening or the addition of a new authorised representative to an existing account, an enrolment key is generated and sent to the designated authorised representatives by letter. They can only get access to the account after having entered this enrolment key in the Union Registry.

The enrolment key need only be entered for the first designation as an authorised representative in that part of the Union Registry administered by a Member State.

2 Setting up an EU Login Account and registration at the EU Union Registry for new users

Apple App Store:
https://apps.apple.com/nl/app/eu-login/id1056119441?l=en

Google Play:
https://play.google.com/store/apps/details?id=eu.europa.ec.ecas

1. Please install the EU Login app on your mobile device. The app is available free of charge from the Apple App Store or Google Play. Please notice that a lock screen must be set up on your mobile device for successful installation and use of the app. For unlocking the device, you have to enter a PIN, use a fingerprint or facial recognition.

Important:
Depending on the operating system of your mobile device access rights are requested, e. g. access to the camera or the receipt of messages, when the app is launched for the first time. Agree to these permissions, as the app must receive messages and have access to the camera to scan the QR code. **You cannot log in without these permissions!**

2. Open the EU Login page https://webgate.ec.europa.eu/cas/login in a newly opened browser. Change the language setting on the top right, if needed, and click the *"Create new account"* link.

3. Fill in the fields and confirm the privacy policy by clicking the checkbox. The privacy policy opens in a separate window so that your entries will not be lost. Click the *"Create new account"* button.

4. You will receive an email with a confirmation link within a few minutes. Please use this link within 24 hours to confirm your login and create a password. The password rules will be shown on the page.

5. After you have confirmed your password, click *"Next"* to complete the password entry.

6. You will find a menu with various actions relating to your account created on the top right next to your name on the following page. Select *"My Account"*, then *"Manage my mobile devices"*, then *"Add a mobile device"*. Enter a name for your mobile device where you have installed the EU Login app. Specify a four-digit PIN that you can easily remember and confirm this step with *"Submit"*.

7. Open the EU Login app on your mobile device. First, you need to *"Initialise"* the app or select *"Scan QR code"*. Scan the QR code and enter the PIN previously specified on your mobile device.
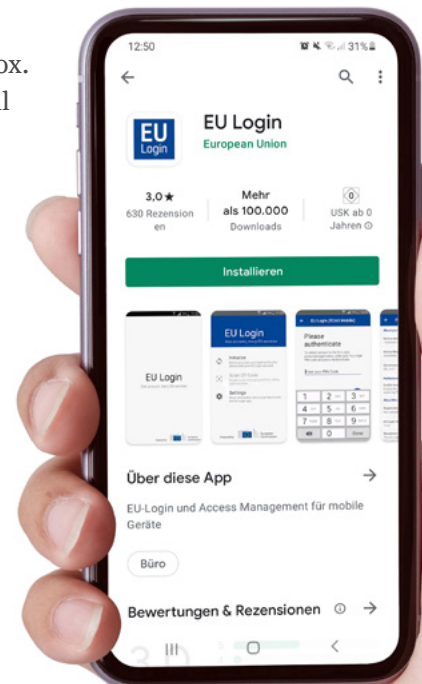
8. You may receive a notification on your mobile device (some Android devices) which you should confirm.

 Pay attention to the small EU Login icon in the status bar of your mobile device. For confirmation pull down the status bar and tap on the notification.

9. If your mobile device has biometric sensors (fingerprint or facial recognition), you can set up biometric verification for the EU Login. To do this, please follow the instructions in the EU Login app.

10. In addition, your mobile phone number must be recorded as a fallback solution. Select *"My Account"* on the top right next to your name, subsequently *"Manage my mobile phone numbers"*, then *"Add mobile phone number"*. Enter your mobile phone number including country code (e. g. **"+49"** for Germany) and confirm it by clicking *"Add"*.

11. After a short time, you will receive an SMS message with an 8-digit code (2 x 4 characters), which you should enter in the relevant fields. Confirm by clicking *"Complete"*.

12. Log out. To do this, select *"Logout"* in the menu on the top right next to your name. The registration in the EU Login is completed with this step.

13. To register in the Union Registry please follow the steps below. Log in to the Union Registry (see Chapter 4) and change the language setting on the top right if needed. Afterwards continue the registration with item 14.

14. Enter your personal data in the Union Registry. To do this, click *"Please fill in personal data"*. After confirming your data, you are registered and your Union Registry URID will be displayed. Make a note of your URID and let the person know who will be applying to open the account or to add a new authorised representative to an existing account. Instructions on how to open an account can be found on the DEHSt website under *European Emissions Trading › Union Registry › Account › Open an account › Step 3: Apply for an account*.

15. As soon as the application for opening an account or for adding a new authorised representative has been confirmed by DEHSt, an enrolment key will be sent to the postal address you have provided.

16. After receiving the enrolment key, go to the Union Registry login page again (see Chapter 4) and click *"Enter enrolment key"*.

17. After correctly entering the enrolment key, you will get access to the account.

3   Setting up the EU Login App for Existing Users

Apple App Store:
https://apps.apple.com/nl/app/eu-login/id1056119441?l=en

Google Play:
https://play.google.com/store/apps/details?id=eu.europa.ec.ecas

1. Please install the EU Login app on your mobile device. The app is available free of charge from the Apple App Store or Google Play. Please note that a lock screen must be set up on your mobile device for successful installation and use of the app. For unlocking the device, you have to enter a PIN, use a fingerprint or facial recognition.

Important:
Depending on the operating system of your mobile device access rights are requested, e. g. access to the camera or the receipt of messages, when the app is launched for the first time. Agree to these permissions, as the app must receive messages and have access to the camera to scan the QR code. **You cannot log in without these permissions!**

2. Open the EU Login page https://webgate.ec.europa.eu/cas/login in a newly opened browser, select *"Mobile Phone + SMS"*, in the checkbox for the authentication procedure and log in.
    Please notice: logging in without this authentication method requires you to log in again in the next step.

3. You will find a menu with various actions relating to your account on the top right next to your name on the following page. Select *"My Account"*, then *"Manage my mobile devices"* on the next page, then *"Add a mobile device"*. Enter a name for your mobile device where you have installed the EU Login app. Specify a four-digit PIN that you can easily remember and confirm this step with *"Submit"*.

4. Open the EU Login app on your mobile device. First, you need to *"Initialise"* the app or select *"Scan QR code"*. Scan the QR code and enter the PIN previously specified on your mobile device.

5. You may receive a notification on your mobile device (some Android devices) which you should confirm.

Pay attention to the small EU Login icon in the status bar of your mobile device. For confirmation pull down the status bar and tap on the notification.

6. If your mobile device has biometric sensors (fingerprint or facial recognition), you can set up biometric verification for the EU Login. To do this, please follow the instructions in the EU Login app.

7. Log out from the EU Login page. To do this, select *"Logout"* in the menu on the top right next to your name. To complete the setup of the EU Login app, log in to the Union Registry (see Chapter 4). If the EU Login app is set up again, the change will only take effect after confirmation by DEHSt.

4   Login to the EU Union Registry using the EU Login App

1. Please close any tab and browser in which the EU Login page or the Union Registry is displayed.
    Start your browser and open the home page of the Union Registry:
    https://unionregistry.ec.europa.eu/euregistry/DE/index.xhtml.
    Select *"Login"* on the top left of the page.

2. Enter your password in the login window and select *"EU Login app with QR code"* in the checkbox below.
    Caution: Do not select *"EU Login app with PIN code"*. Continue with *"Login"*.

3. Open the EU Login app on your mobile device. Select *"Scan QR code"* and scan the QR code.
    You will be shown an 8-digit code, which you should enter in the login window (without spaces).

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i   The first time you log in to the Union Registry after switching from the smsTAN procedure to the EU Login app, you will be prompted to register your mobile device. Click *"Device registration"* and then *"Confirm"* to complete the switch to the EU Login app. Afterwards, log in to the Union Registry again.

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5   Changing the Recorded Mobile Device, Reinitialisation of the EU Login App and MUDI

When a mobile device has been successfully added to an EU Login account, a Mobile Unique Device Identifier (MUDI) is generated that is used by the Union Registry to authenticate you. For this reason, a mobile device can only be linked to one single EU Login account and a user can only log in to the Union Registry using one single mobile device. A change of the mobile device or the reset of the EU Login app therefore requires a reinitialisation of the link between the mobile device and the EU login account. There are various cases here, which are described below.

I   Resetting or deleting the EU Login app on your mobile device, or resetting your mobile device in whole makes it necessary to reinitialise the EU Login app. In this case there will be generated a new MUDI too even if it is the same mobile device as before.

II   The mobile device that has been previously linked is still available, e. g. if you only want to change the mobile device. Then select the authentication method *"EU Login app with QR code"* as described below under 2.

III   The mobile device that has been previously linked is no longer available, for example because it has been lost. However, if a mobile phone with the mobile phone number recorded in the EU Login account is still available, then the authentication method *"Mobile phone + SMS"* under 2. can be selected.

IV   If neither the mobile device previously linked nor the mobile phone number are available, a new mobile device can only be added by clicking the *"PANIC"* button. This will delete all recorded mobile devices and mobile phone numbers and disconnect the link between the EU Login account and the Union Registry. The actual accounts in the Union Registry will not be deleted in the process. An enrolment key will be sent by DEHSt by letter for a renewed access to the accounts in the Union Registry. The procedure for this case is described further below.

Instructions for Case I:

Follow the steps in Chapter 3 of this document.

> The first time you log in to the Union Registry after changing your mobile device (and generating a new MUDI), the system will prompt you to log in using the mobile device previously registered or change to the "new" mobile device. Click *"Change device"* and then click *"Confirm"* to confirm and complete the change. This change must first be approved by a National Administrator. Only after that you can log in to the Union Registry again.

Instructions for Case II and III:

1. Please install the EU Login app on your mobile device. The app is available free of charge from the Apple App Store or Google Play. Please note that a lock screen must be set up on your mobile device for successful installation and use of the app. For unlocking the device, you have to enter a PIN, use a fingerprint or facial recognition.

> **Important:**
> Depending on the operating system of your mobile device access rights are requested, e. g. access to the camera or the receipt of messages, when the app is launched for the first time. Agree to these permissions, as the app must receive messages and have access to the camera to scan the QR code. **You cannot log in without these permissions!**

2. Please open the EU Login page https://webgate.ec.europa.eu/cas/login in a newly opened browser, enter your email address and your password. Select either *"EU Login app with QR code"* for Case II or *"Mobile phone + SMS"* for Case III in the checkbox for the authentication procedure and log in according to the selected procedure. Please notice: logging in without one of the two authentication methods requires you to log in again in the next step.

3. You will find a menu with various actions relating to your account on the top right next to your name on the following page. Select *"My Account"*, then *"Manage my mobile devices"* on the next page, then *"Add a mobile device"*. Enter a name for your mobile device where you have installed the EU Login app. Specify a four-digit PIN that you can easily remember and confirm this step with *"Submit"*.

4. Open the EU Login app on your mobile device. First, you need to *"Initialise"* the app or select *"Scan QR code"*. Scan the QR code and enter the PIN previously specified on your mobile device.

5. You may receive a notification on your mobile device (some Android devices) which you should confirm.

> Pay attention to the small EU Login icon in the status bar of your mobile device. For confirmation pull down the status bar and tap on the notification.
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6. If your mobile device has biometric sensors (fingerprint or facial recognition), you can set up biometric verification for the EU Login. To do this, please follow the instructions in the EU Login app.

7. Log out. To do this, select *"Logout"* in the menu on the top right next to your name. To complete the setup of the EU Login app, log in to the Union Registry (see Chapter 4).

> **i**
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> The first time you log in to the Union Registry after changing your mobile device (and generating a new MUDI), the system will prompt you to log in using the mobile device previously registered or change to the new mobile device. Click *"Change device"* and then click *"Confirm"* to confirm and complete the change. This change must first be approved by a National Administrator. Only after that you can log in to the Union Registry again.

Instructions for Case IV:

1. Please open the EU Login page https://webgate.ec.europa.eu/cas/login in a newly opened browser, enter your email address and your password. Select *"Password"* in the checkbox for the authentication procedure and click *"Log in"*.

2. You will find a menu with various actions relating to your account on the top right next to your name on the following page. Select *"My Account"*, then *"STOP – Delete all my devices and my eID (PANIC)"* on the following page, then a warning will appear which you should confirm by clicking *"Delete"*.

3. The message *"All your devices and eIDs have been deleted."* is displayed and you have been logged out from the EU Login page.

4. Repeat the steps 1 to 6 in Chapter 3 of this document. Attention: To do so, select *"Password"* in the checkbox for the authentication procedure in step 1 Chapter 3.

5. In addition, your mobile phone number must be recorded as a fallback solution. Select *"My Account"* on the top right next to your name, subsequently *"Manage my mobile phone numbers"*, then *"Add mobile phone number"*. Enter your mobile phone number including country code (e. g. **"+49"** for Germany) and confirm it by clicking *"Add"*.

6. After a short time, you will receive an SMS message with an 8-digit code (2 x 4 characters), which you should enter in the relevant fields. Confirm by clicking *"Complete"*.

7. Finish the reinitialisation by proceeding with step 7 in Chapter 3 of this document.

8. Afterwards please contact DEHSt and state that you have pressed the PANIC button. For a renewed access to the accounts in the Union Registry, an enrolment key will be sent by letter by DEHSt after having identified the person.

6   Deletion of mobile devices no longer required in the EU Login account

Deleting mobile devices that are no longer needed should only be done after adding a new mobile device, if possible.

1. Please open the EU Login page https://webgate.ec.europa.eu/cas/login in a newly opened browser, enter your email address and your password. Select either *"EU Login app with QR code"* if you have already recorded a new mobile device, or *"Mobile phone + SMS"* if you have access to the mobile phone number recorded in the EU Login account in the checkbox for the authentication procedure and log in according to the selected procedure. Please notice: logging in without one of the two authentication methods requires you to log in again in the next step.

2. You will find a menu with various actions relating to your account on the top right next to your name on the following page. Select *"My Account"*, then *"Manage my mobile devices"* on the next page, then *"Delete mobile device"*.

3. A message will be displayed *"Warning! You are about to delete mobile device XXX. Completing this action will cause you to lose all your user rights in some applications."* Confirm with *"Submit"* if you want to delete the mobile device XXX.

4. If the deletion is successful, the message *"The device has been deleted"* will be displayed.

If you want to delete a mobile device and you have not yet added a new mobile device and you also do not have access to the recorded mobile phone number, a mobile device can only be deleted using the *"PANIC"* button. This will delete all mobile devices and phone numbers recorded and disconnect the link to the Union Registry. After pressing the PANIC button, please contact DEHSt to set up the link to the Union Registry again. The instructions on how to use the PANIC button can be found in Chapter 5, Case IV of this document.