New Zealand Emissions Trading Scheme
Administered by the Environmental Protection Authority

New Zealand Government

How to manage Account Operators in the Emissions Trading Register

February 2019

If you hold an account in the Emissions Trading Register (the Register), or are planning to open one, you will be given an option to choose one or more people as Account Operators. This guide explains what this role involves and shows the steps for setting up and maintaining Account Operators in the Register.

When to appoint Account Operators

When the Account Holder[1] and their account is set up in the Register, we will ask about who is going to look after the account. You can either choose:

- a person who is a member of the Account Holder group (this role is called an 'Account Holder User'), or
- someone else, such as a consultant or a company administrator – an 'Account Operator'.

You must choose at least one Account Holder user or one Account Operator to look after the Account Holder and their account. You can choose more than one person for these roles, and you can also choose to have both Account Holder Users and Account Operators.

The role of the Account Operator

An Account Operator is a person who is authorised to look after an Account Holder and their account. This means they can complete the two tasks below independently and without supervision from the Account Holder:

- manage the Account Holder's emission units: transactions, surrenders or repayments of emission units
- complete applications for Industrial Allocations of emission units[2]

Account Operators can also start the administration for these four tasks. These must be approved by the Account Holder before they can be implemented in the Register:

- keep the Account Holder details up to date
- add or remove people or organisations to and from the Account Holder group
- add or remove Account Holder Users and other roles, such as Account Operators, ETS Reporters[3]
- add any greenhouse gas activities for the Account Holder

[1] An Account Holder in the Register can be made up of one or more people, one or more organisations, or a mixture of people and organisations. For more about Account Holders, see our companion guide: *Who can be an Account Holder in the Emissions Trading Register*

[2] Industrial Allocations are emission units granted to eligible NZ-based organisations to help them remain competitive overseas.

[3] For more about the different types of roles for looking after Account Holders and accounts in the register, see our guide: *Roles in the Emissions Trading Register: which one are you?*

These changes are approved by uploading a signed Account Holder declaration. This is a legal requirement. The Account Operator can upload the signed declarations to the Register but they cannot sign this declaration on behalf of the Account Holder unless they are an account holder.

Account Operators also receive emails and other correspondence related to the Account Holder, the account, the Register and the Emissions Trading Scheme (ETS), including timely and important information about rules, changes to our system and relevant deadlines.

Appoint someone you can trust

When an Account Operator is appointed, the Account Holder is allowing this person to manage parts of the account without supervision. So when choosing someone to act as an Account Operator, you should make sure that the person is:

- trustworthy
- knowledgeable about the legal requirements for the ETS and the Register, and
- able to complete obligations for the account as they arise, and with care.

The Account Operator could be someone within your organisation with appropriate knowledge, or an external person with experience in the ETS, such as a consultant.

Remember: the Account Holder remains legally responsible for any actions (or lack of action) undertaken by an Account Operator on their behalf. If an Account Operator fails to meet the legal requirements for participating in the ETS, it may result in a fine – or even prosecution – for the Account Holder.

You can appoint Account Operators to full or split roles

There are two main ways to set up an Account Operator in the Register:

- Full role: the whole responsibility for a task is given to one person - the highest level of access for an Account Operator. You can have one or more people in a full role.
- Split role: the responsibility for some transactional tasks involving emission units is shared between two or more people (transactions, surrenders and repayments). An Account Operator Preparer would start one of these tasks (enters the information), and an Account Operator Approver would approve it.

So there are a few options for how you set up split Account Operator roles. You could assign two Approvers, or one Preparer and one Approver, and you can also have more.

Note: when setting up Account Operators, you must choose whether to have full or split roles – you cannot have both types for the same Account Holder.

Note: once you have set up your Account Operators, there is an opportunity to assign an additional Account Operators into a 'Viewer' role. This person will have read-only access to the same material as other Account operators. A Viewer role can be added, but you must assign full- or split-role Account Operators assigned first.

How to add or remove Account Operators for an Account

Note: only an Account Holder User, Authorised Person or an existing Account Operator can carry out this task, and all changes must be approved by the people and/or organisations that are the Account Holder.

Before you begin

- [ ] If you are adding a new Account operator, read the section above "Appoint someone you can trust" and make sure the Account Holder is happy to hand over the responsibility to this person.

    Remember: the Account Holder remains legally responsible for any actions (or lack of action) undertaken by an Account Operator on their behalf. If an Account Operator fails to meet the legal requirements for participating in the ETS, it may result in a fine – or even prosecution – for the Account Holder.

- [ ] Make sure the person you want to add understands their responsibilities as an Account Operator.

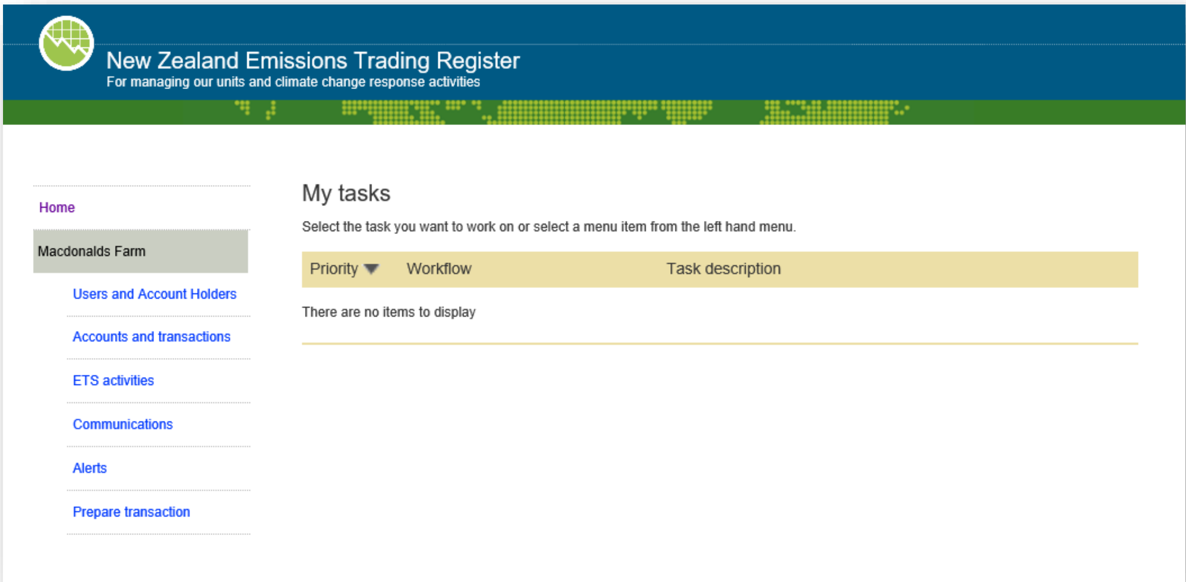
- [ ] Make sure the person you want to add is signed up as a user of the Register. If not, they will need to register at www.emissionsregister.govt.nz, using their New Zealand Government RealMe login details.

- [ ] They will need to give you their 8-digit 'invite code'. They can find this code by logging into the Register, going to "My Details" and scrolling down to "System Details".

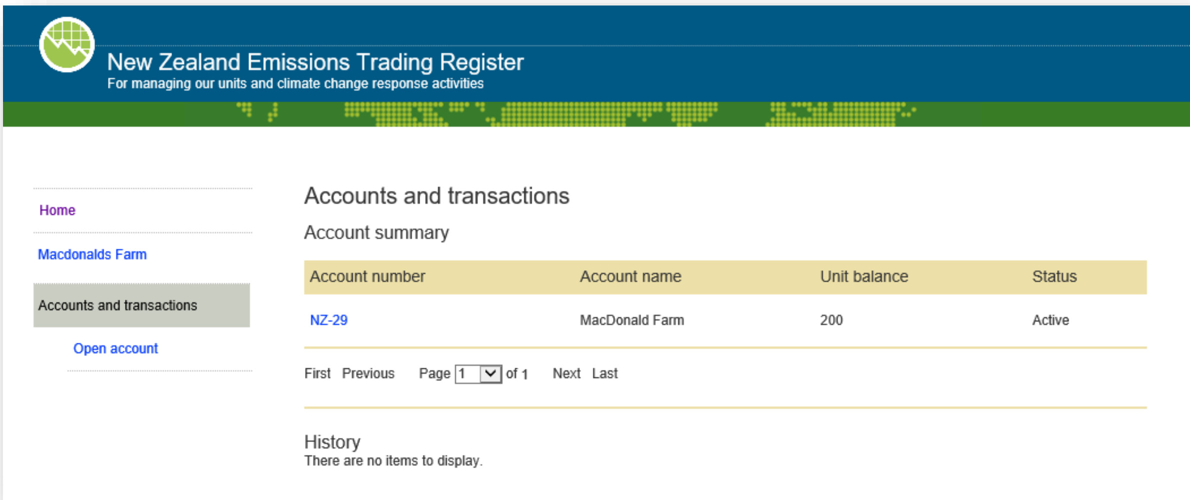
Step-by-step: How to add or remove an Account Operator

Step 1 Log in and start the process

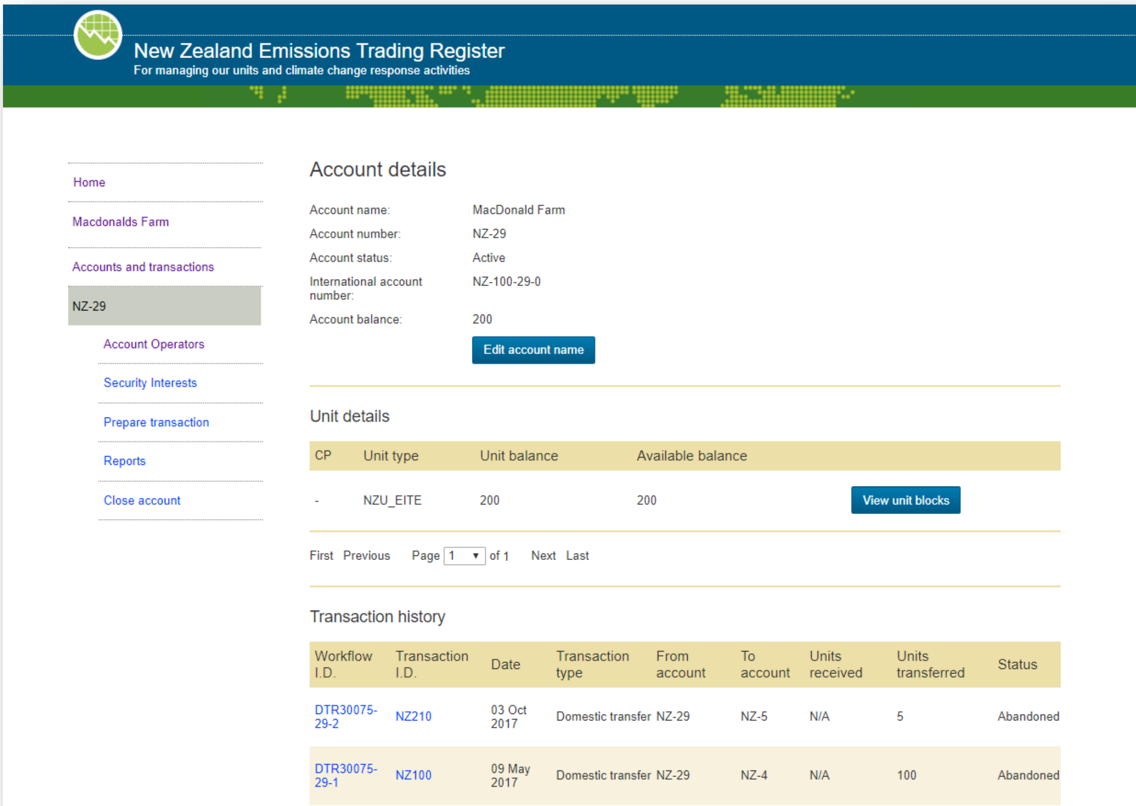
- Log into the Register to be taken to the *My tasks* page (as below). If you manage more than one Account Holder, from your home page, click on the relevant Account Holder to be taken to this page.



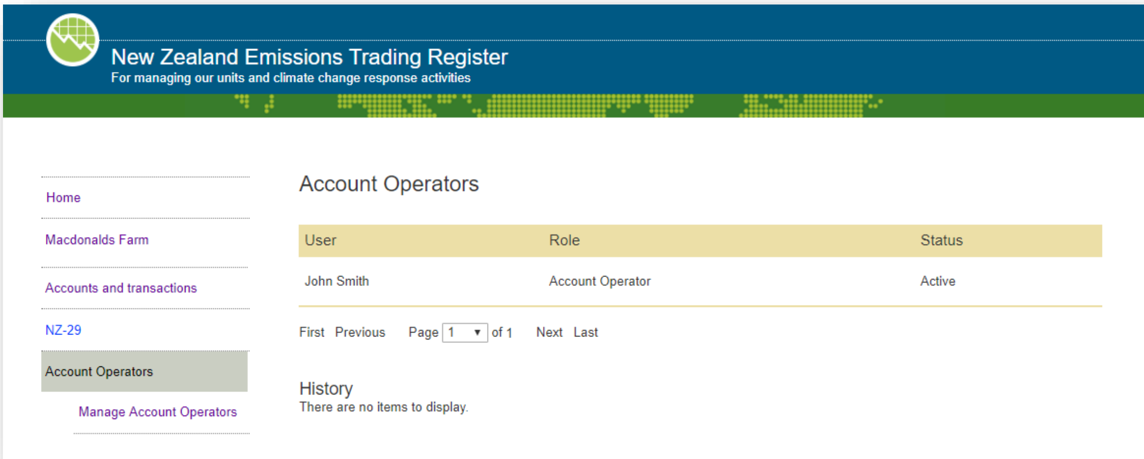
- Click on “Accounts and transactions” in the menu on the left of the screen, and the *Accounts and transactions* screen will appear. Click on the account number from the list in the centre of the screen.



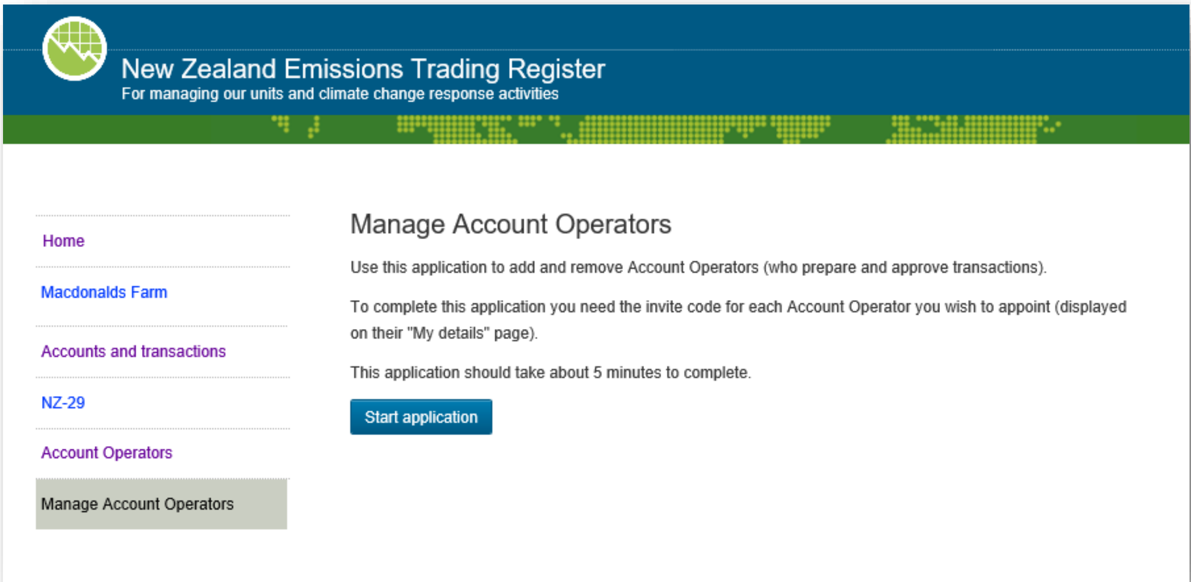
- The *Account details* screen will appear. Next, select 'Account Operators' from the left-hand menu.



- The *Account Operators* screen will appear. Click on 'Manage Account Operators' in the left-hand menu.

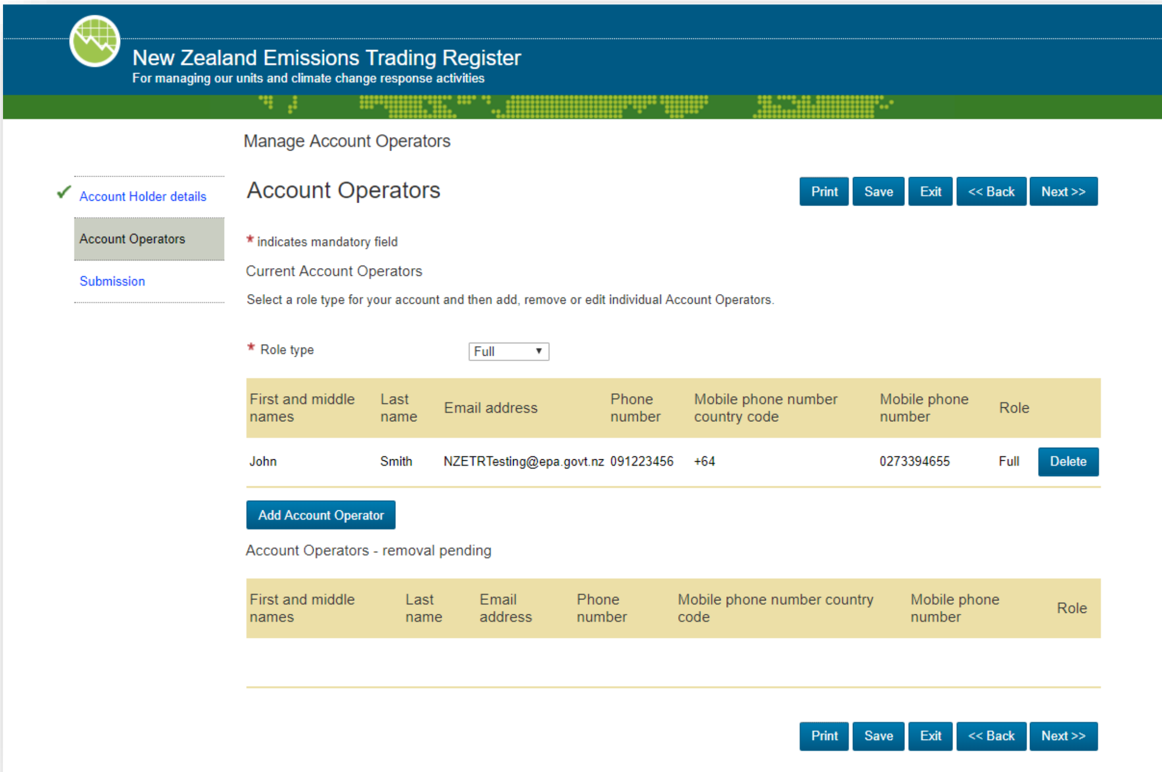


- After you press the "Start Application" button, the form that allows you to manage Account Operators will open. The *Manage Account Operators* screen will appear. Click the 'Start application' button which appears in the centre of the screen (as below).



Step 2 Add or remove Account Operators

- The form that allows you to manage Account Operators will open (not shown). The first page of the form covers the Account Holder details, read through these details to confirm you are making changes to the correct account. (If you see anything that needs to be changed for the Account Holder, make a not of this, you will need to do this separately.) Click “Next”.
- The next screen shows the details of the existing Account Operators already in the Register (shown below).



To remove Account Operators

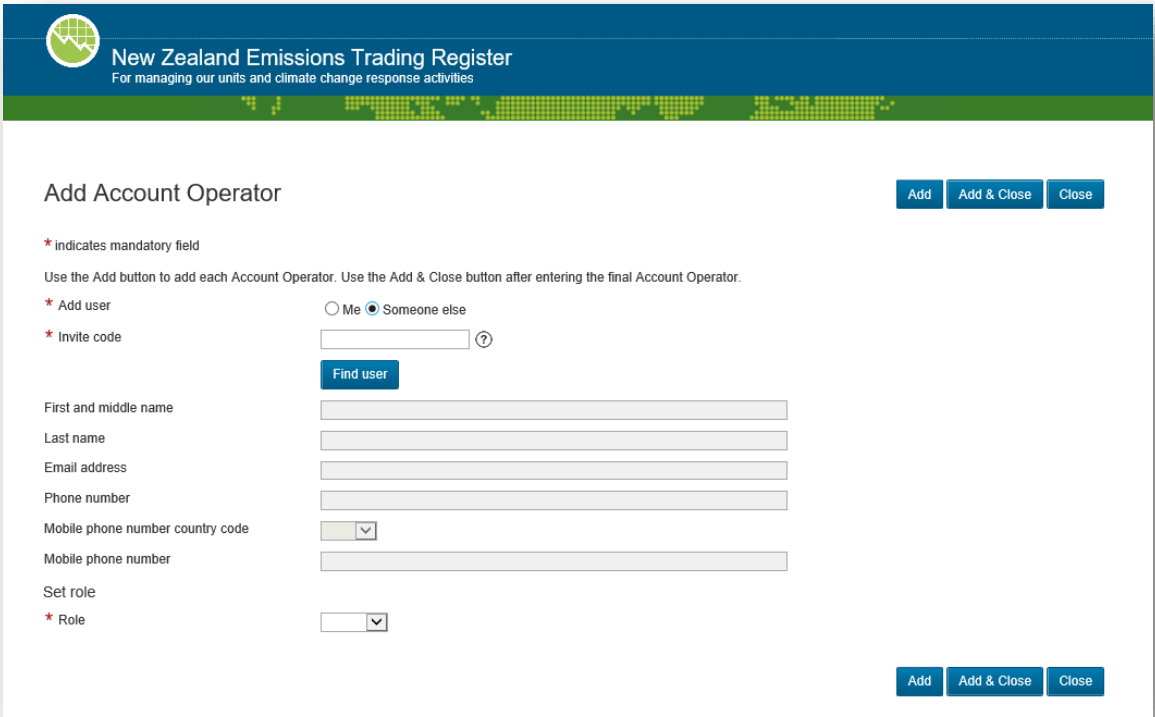
- To remove an Account Operator, press the blue “Delete” button to the right of their name.
- A confirmation message will appear ‘Are you sure you want to delete this row?’ Click ‘Yes’ or ‘No’.
- Click “Next” and the *Submission* screen will appear.
- Go to Step 3 of this guide.

To add Account Operators

Note: The role type (full or split) for the existing Account Operators is shown at the top of the screen. If you already have full-role Account Operators, and want to add or change to split-role Account Operators (or *vice versa*), you must first delete all Account Operators from the account. You cannot assign both full- and split-role Account Operators for the same Account Holder.

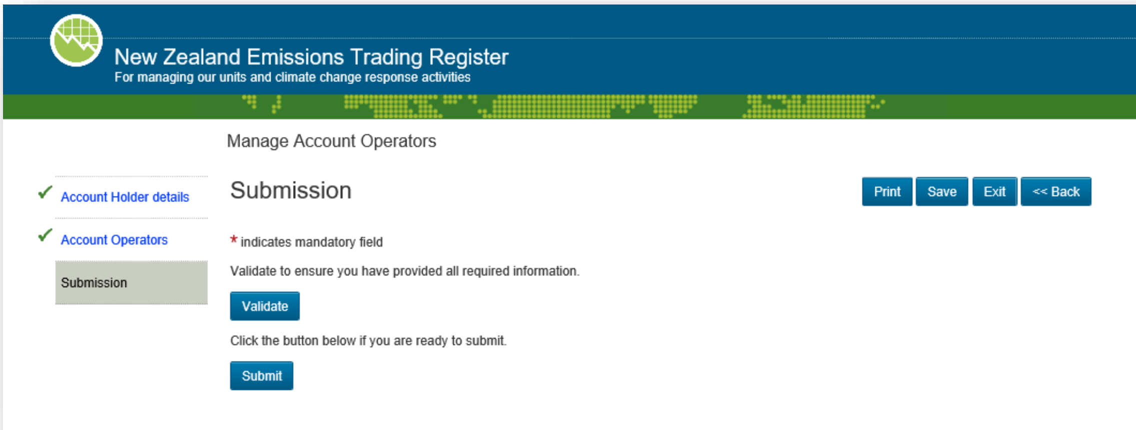
If you delete existing Account Operators to reassign them from a full to split role (or vice versa), you will need their invite code.

- To add Account Operators, select “Add Account Operator” (blue button shown in screen above). Another page will open (shown below).
- Select if you are adding yourself or someone else as an Account Operator.
- If you select “Me”, the form will fill in your details automatically. If you are adding someone else, you will need to enter their invite code (see section above: Before you begin for details about where to find this code). When you have entered the invite code, click “Find User” and check that the details displayed are correct.
- Finally, select their role type (full, split or viewer). Remember that you can have Account Operators in either full or split roles – you can’t have some of each.
- To add multiple Account Operators, click the blue ‘Add’ button and enter their details. Once you have finished, select “Add & Close”. This will return you to the ‘Add Account Operator’ page where you can then click “Next”.
- Go to next section of this guide.



Step 3 Submit and upload a declaration

- You will be taken to the *Submission* page (see below).
- Click "Submit". If there are any errors or missing information, the system will tell you now. If not, you will see a message saying "Form Completed". Click "Ok".



Note: you must now upload a declaration before we can process your application to remove or add Account Operators. It must be signed by all parties that make up the Account Holder.

- You will be taken to the *Manage Account Operators* page, where link to the Account Holder Declaration will be generated; this can take up to five minutes. (If you have logged off for any reason, you can find this page again through the *My tasks* page, click on the task "Manage Account Operators".
- Download the Account Holder declaration. Ensure all parties in the Account Holder sign the declaration, scan it and upload it.
- Once you have completed this, the status on the 'Manage Account Operators' task should change to "EPA Review".

For help uploading declarations: see our companion guide *Uploading Account Holder Declaration*

Our review and confirmation that the details are updated

- Once you upload your signed declaration, we will check the form. We have to do this by law.
- Generally you will receive an email after a few days to say that the new Account Operator is established, once the declaration form is reviewed. This email will be sent to all Register users for the new account and Account Holder.

Disclaimer: All reasonable effort has been made to ensure that the information provided in this publication is accurate, up to date, and otherwise adequate in all respects. Nevertheless, this information is made available strictly on the basis that the Environmental Protection Authority disclaims any and all responsibility for any inaccuracy, error, omission, lateness, deficiency or flaw in, or in relation to, the information; and fully excludes any and all liability of any kind to any person or entity that chooses to rely upon the information.

For more information

Administered by the EPA | Environmental Protection Authority Te Mana Rauhī Taiao

Email us:

General enquiries: info@emissionsregister.govt.nz
ETS participants: emissionstrading@epa.govt.nz
Industrial allocations: etsallocations@epa.govt.nz

Call us:

Freephone (within New Zealand): 0800 CLIMATE (0800 254 628)
Phone from overseas: +64 3 962 2708

For a link to related guides, see: www.emissionsregister.govt.nz
For more information, see our website: www.epa.govt.nz/ETS