

How to complete a repayment of emission units

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We may have contacted you to ask for a repayment of emission units. A repayment of units involves two steps in the Emissions Trading Register: a preparation step and an approval step. This guide shows what you need to do.

Step 1 - prepare the repayment

Note: only certain people can complete this step. If you are the sole Account Operator Approver for the Account Holder, do not complete step 1; ask the Account Operator Preparer to complete this step. A full Account Operator and an Account Holder User can complete both steps.

- Log in to the Register and navigate to the Account Holder of the account from which you wish to repay the units. From the 'My tasks' screen, click 'Complete repayment' from the list of tasks in the centre of the screen.

The screenshot shows the 'My tasks' interface of the New Zealand Emissions Trading Register. The header includes the logo and the text 'New Zealand Emissions Trading Register For managing our units and climate change response activities'. On the left is a navigation menu with options like 'Home', 'Keep it Cool Limited', 'Users and Account Holders', 'Accounts and transactions', 'ETS activities', 'Communications', 'Alerts', and 'Prepare transaction'. The main content area is titled 'My tasks' and contains a table of tasks. The table has columns for 'Priority', 'Workflow', and 'Task description'. A task is listed with a 'Repayment instruction' workflow and '3 days remaining'. A blue link 'Complete repayment' is visible in the 'Task description' column, with an arrow pointing to it. Below the table are navigation controls: 'First Previous Page 1 of 1 Next Last'.

- The screen 'Repayment instruction' will appear (not shown). Click on 'Prepare transaction'.
- From the dropdown box, select 'Repayment'.
- Enter the number of units you need to repay. Don't worry, the system will not allow you to accidentally pay more units than this.
- Add a comment, if you wish.
- Click 'Submit'.

Step 2 - approve the repayment

The repayment of units must be approved in a separate step before it will take place. This section will guide you through the approval process.

Note: if step 1 was completed by an Account Operator Preparer, then step 2 must be completed by an Account Operator Approver or an Account Holder User. If a full Account Operator (not a split role, preparer or approver) completed step 1, they must complete step 2.

- Return to the 'My tasks' screen, select 'Approve transaction'. You may need to refresh the screen.

Priority	Workflow	Task description
	Repayment instruction 3 days remaining	Complete repayment
	Repayment transaction	Approve transaction

- A screen 'Repayment transaction' will appear. Double check the amount and type of emission units you are repaying is correct.

To approve the transfer of units

- Click 'Approve' if you agree with the units to be repaid. The repayment will now be completed.

To prevent the transfer of units at this time

- If you do not approve of the repayment, select 'Decline' and enter an explanatory comment. The repayment will need to be prepared again.

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