



# How to manage ETS Reporters in the Emissions Trading Register

February 2019

If you are an ETS<sup>1</sup> Participant in non-forestry activities, you will need ETS Reporters to look after your annual reporting responsibilities, if any. ETS Reporters prepare and submit annual emission returns. This guide explains what ETS Reporters can and cannot do, their responsibilities, and shows how to set someone up as an ETS Reporter for an Account Holder.

## When you can appoint ETS Reporters

You can appoint ETS Reporters to look after your account in the Register if you have registered:

- as a non-forestry ETS Participant who must report on their greenhouse gas emissions or removals each year<sup>2</sup>

You will not be given the option to appoint an ETS Reporter if you have an account to:

- register forest land under the ETS (a forestry Participant)
- buy and sell emission units as a Trader
- claim an Industrial Allocation of emission units.

For more about different ways to participate in the ETS and about annual reporting obligations, please see our other guides under the *Instructions and Guidance* link on: [www.emissionsregister.govt.nz](http://www.emissionsregister.govt.nz)

## The role of the ETS Reporter

Participants in the ETS must submit an annual emissions return for the activities that they have registered in the ETS. This emissions return is due on 31 March each year. It involves telling us about your greenhouse gas activities (emissions or removals) for the previous calendar year and uploading this information into the Register. An ETS Reporter can help with this.

An ETS Reporter is someone who has been authorised to submit emission returns on the Account Holder's behalf. They prepare the emissions data that is entered in the Register. They also have the authority to approve and submit the annual return on behalf of the Account Holder.

ETS Reporters can also start some administrative tasks, such as changing contact details for the Account Holder (adding or removing Account Holder Users, other ETS Reporters) but any changes they make must be authorised by the Account Holder (via a signed, uploaded declaration<sup>3</sup>).

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<sup>1</sup> Emissions Trading Scheme (ETS)

<sup>2</sup> This includes sectors that must register by law, and sectors where ETS participation is optional. See the Climate Change Response Act 2002, schedules 3 and 4 for more details

<sup>3</sup> For more information about uploading signed Account Holder declarations into the Register, see our companion guide: *Uploading declarations into the Register*

ETS Reporters don't receive communications about resulting liabilities for or entitlements to emission units following the submission of the annual emissions return – this communication will go to the Account Operator and/or Account Holder User.

The other person that can submit an annual emissions return is the Account Holder User, so there must be at least one ETS Reporter or Account Holder User for every Participant's account in the Register (except for Account Holders that are forestry Participants only).

## Appoint someone you can trust

When an ETS Reporter is appointed, the Account Holder hands over the control for preparing and approving emission returns. So when choosing someone to act as an ETS Reporter, Account Holders should make sure that the person is:

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

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

## You can appoint ETS Reporters to full or split roles

There are two main ways to set up ETS Reporters in the Register:

- Full role: the whole responsibility for preparing and approving an emissions return is given to one person - the highest level of access for ETS Reporter. You can have one or more people in a full ETS Reporter role and they will all have the ability to prepare and approve the emissions return.
- Split role: the responsibility for the emissions return is shared between two people, at least. One person prepares the return (enters the information), and the other person to approve it.
  - Preparers can only prepare emission returns. Once their work is complete, an approver must login and approve the emissions return so that is submitted.
  - Approvers can prepare or approve emissions returns, but they can't do both for the same emissions return. This means that an Approver should not prepare a emissions return unless there is another Approver available to approve it.

So there are options for how you set this role up. You could assign two Approvers, or one preparer and one approver, and you can also have more people than this in these roles.

**Note:** when setting up ETS Reporters, 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 ETS Reporters, there is an opportunity to assign an additional ETS Reporter into a 'Viewer' role. This person will have read-only access to the same material as other ETS Reporters. A Viewer role can be added, but there must also be full- or split-role ETS Reporters assigned first.

## How to add or remove ETS Reporters for an account

**Note:** only an Account Holder User, Account Operator, Authorised Person or an existing ETS Reporter 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 ETS Reporter, read the section above “Appoint someone you can trust” and make sure the Account Holder is happy to hand over the control and responsibility for preparing and approving emission returns to this person.

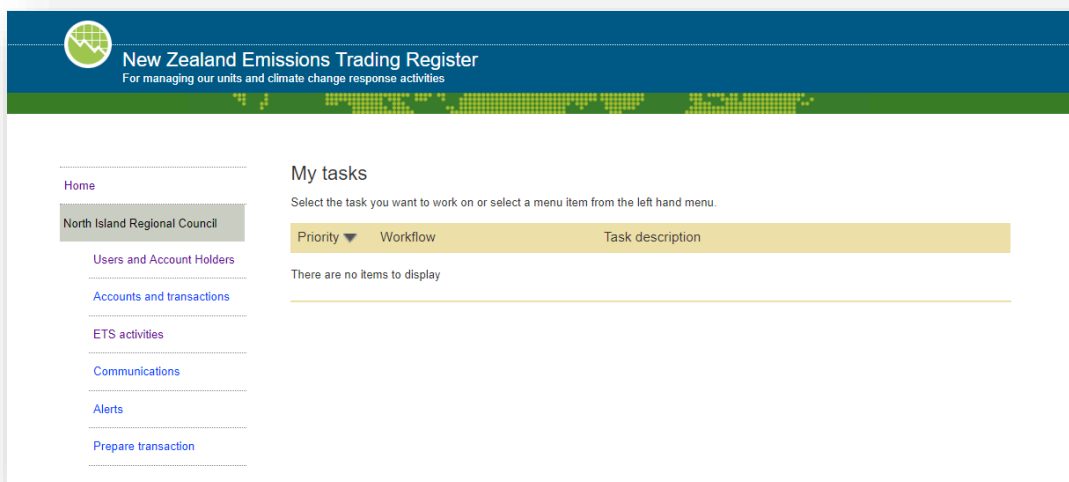
**Remember:** the Account Holder remains legally responsible for any actions (or lack of action) undertaken by an ETS Reporter on their behalf. If an ETS reporter fails to comply with the legal requirements for participating in the ETS and completing an annual emissions return, it may result in a fine – or even prosecution – for the Account Holder.

- Make sure the person you want to add understands their responsibilities to you as an ETS Reporter.
- 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](http://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”.

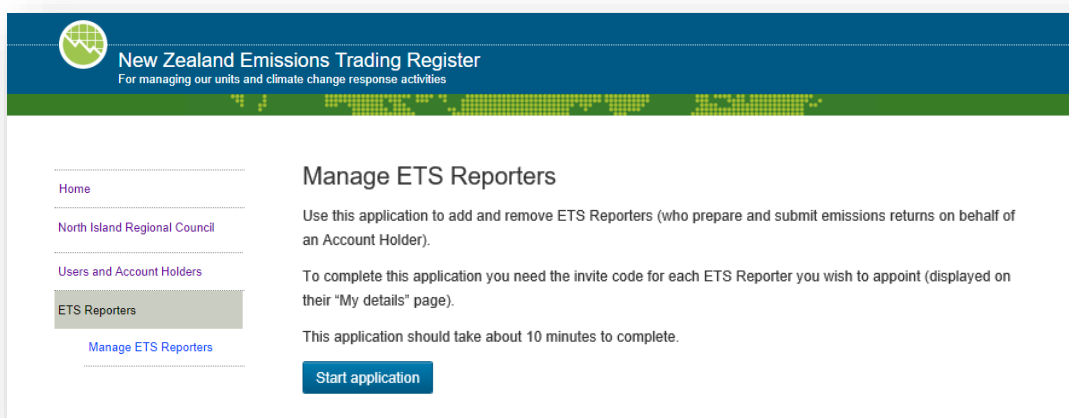
## Step-by-step - how to add or remove an ETS Reporter

### Step 1 Log in and start the process

- Log into the Register. If you manage more than one Account Holder, from your home page, click on the relevant Account Holder to be taken to the *My tasks* page. If not, you will be taken there automatically.



- Click on "Users and Account Holders" in the menu on the left of the screen, and the *Users and Account Holders* screen will appear (not shown).
- Then choose "ETS Reporters" from the left-hand menu and the *ETS Reporters* screen will appear (not shown).
- Then select "Manage ETS Reporters" from the left-hand menu, and the *Manage ETS Reporters* screen will appear (shown below). Click the blue "Start Application" button which is in the centre of the screen.



## Step 2 Add or remove ETS Reporters

- After you press the “Start Application” button, the form that allows you to manage ETS Reporters will open. The screen you will see first covers the Account Holder details (not shown). Click “Next” to go to the next page (screen below).

The screenshot shows the 'Manage ETS Reporters' page in the New Zealand Emissions Trading Register. The page has a blue header with the logo and text: 'New Zealand Emissions Trading Register For managing our units and climate change response activities'. Below the header, the page title is 'Manage ETS Reporters'. On the left, there is a navigation menu with 'Account Holder Details' (checked) and 'ETS Reporters' (selected). The main content area is titled 'ETS Reporters' and includes a 'Print Save Exit << Back Next >>' button set. A note states '\* indicates mandatory field'. Under 'Current ETS Reporters', there is a dropdown menu for 'Role type' set to 'Full'. Below this is a table with columns: 'First and middle name', 'Last name', 'Email address', 'Phone number', 'Mobile phone number country code', 'Mobile phone number', and 'Role'. One entry is shown: Tina Mahoney, NZETRTesting@epa.govt.nz, 25894561, Full, with a 'Delete' button. An 'Add ETS Reporter' button is below the table. A section for 'ETS Reporters - removal pending' has an empty table with the same columns. At the bottom right, there is another 'Print Save Exit << Back Next >>' button set.

### To remove ETS Reporters

- To remove an ETS Reporter, press the blue “Delete” button to the right of their name.
- Click “Next” and the “Submission” screen will appear.
- Go to Step 3 of this guide.

## To add ETS Reporters

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

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

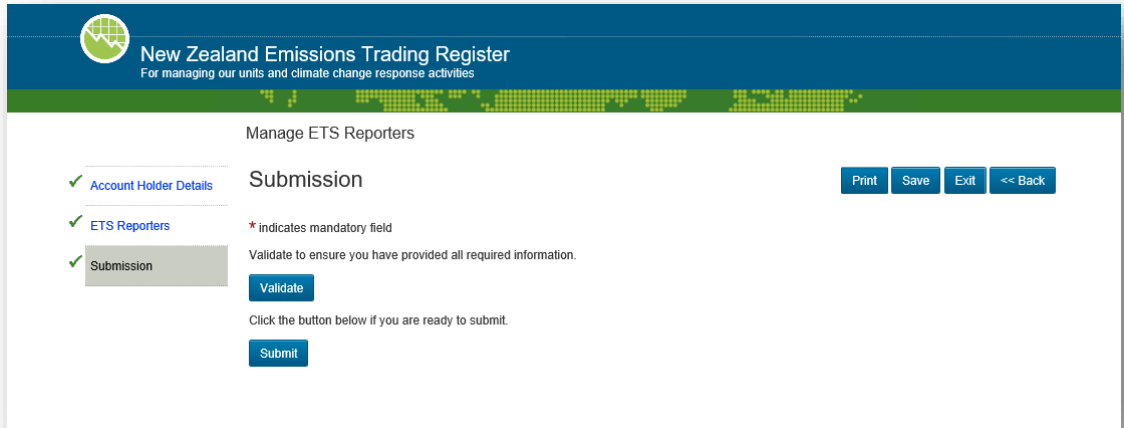
- To add ETS Reporters, select “Add ETS Reporter” (blue button shown in screen above). Another page called *Add ETS Reporters* will open (shown below).
- Select if you are adding yourself or someone else as an ETS Reporter.
- If you select “Me”, the form will fill in your details automatically. If you are adding someone else, you will need to enter their invite code (mentioned above). When you have entered the invite code (see section: ‘Before you begin’ to find 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 ETS Reporters in either full or split roles – you can’t have some of each.

The screenshot shows the 'Add ETS Reporters' form within the New Zealand Emissions Trading Register interface. The header includes the logo and text: 'New Zealand Emissions Trading Register For managing our units and climate change response activities'. The form title is 'Add ETS Reporters'. At the top right, there are three buttons: 'Add', 'Add & Close', and 'Close'. Below the title, there is a note: '\* Indicates mandatory field' and 'Use the Add button to add each ETS Reporter. Use the Add & Close button after entering the final ETS Reporter.' The form fields include: 'Add user:' with radio buttons for 'Me' and 'Someone else'; 'Invite code:' with a text input field and a help icon; a 'Find user' button; 'First and middle names:', 'Last name:', 'Email address:', 'Phone number:', 'Mobile phone number country code:', and 'Mobile phone number:' each with a corresponding text input field. At the bottom, there is a 'Set role' section with a 'Role:' dropdown menu. At the bottom right, there are three buttons: 'Add', 'Add & Close', and 'Close'.

- To add multiple ETS Reporters, click the blue ‘Add’ button and enter their details. Once you have finished, select “Add & Close”. This will return you to the *ETS Reporters* page where you can then click “Next”.
- Go to Step 3 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”.



The screenshot shows the 'Manage ETS Reporters' page in the New Zealand Emissions Trading Register. The page has a blue header with the logo and text: 'New Zealand Emissions Trading Register For managing our units and climate change response activities'. Below the header is a green bar with a world map. The main content area is white and titled 'Manage ETS Reporters'. On the left, there is a sidebar with three items: 'Account Holder Details', 'ETS Reporters', and 'Submission', each with a green checkmark. The 'Submission' item is highlighted with a grey background. To the right of the sidebar, the 'Submission' section is displayed. It includes a 'Print Save Exit << Back' button bar. Below this, there is a red asterisk indicating a mandatory field. The text reads: 'Validate to ensure you have provided all required information.' Below this text is a 'Validate' button. Further down, it says 'Click the button below if you are ready to submit.' followed by a 'Submit' button.

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

- You will be taken to the *Manage ETS Reporters* 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 ETS Reporters”).
- 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 ETS Reporters’ 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.
- We will confirm by email that the new ETS Reporter is established, once the declaration is reviewed. This email will be sent to all Register users for the new account and Account Holder.

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For more information, see our website: [www.epa.govt.nz/ETS](http://www.epa.govt.nz/ETS)