



New Zealand Emissions Trading Register

For managing our units and climate change response activities

Managing your account in the New Zealand Emissions Trading Register

User Guide



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About this user guide

This guide will give you general information about getting set up and managing accounts in the Emissions Trading Register (the Register). You may also want to read the 'Getting Started' and 'Being a Participant' guides.

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Contact us

You can get more information through the Environmental Protection Authority website at www.epa.govt.nz, or by emailing us at info@emissionsregister.govt.nz.

You can also phone 0800 CLIMATE (0800 254 628) or +64 3 962 2708

Or send a letter to:

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Introduction

What is the New Zealand Emissions Trading Register?

The New Zealand Emissions Trading Scheme was created to help New Zealand reduce its greenhouse gas emissions to meet its obligations under the Kyoto Protocol. The scheme involves the use of New Zealand Units (known as “NZUs” or “units”) to encourage people to reduce their greenhouse gas emissions, and reward people who do things that capture greenhouse gasses.

The New Zealand Emissions Trading Register is the national registry for these emission units. The Register acts like a bank, but it holds emission units instead of money. Anyone who wants to own or trade emissions units in New Zealand must have an account in the Register. It holds all the emission units in New Zealand, including those owned by the Crown.

Reasons to register as a user

You should register as a user if you want to take any part in the Emissions Trading Scheme. This may be because you want to:

- open an account for yourself or your business
- do something on behalf of someone else.



If you have registered as a user previously, you do not need to do this again.

You do not need to register as a user if you are searching for public information.

How do I register?

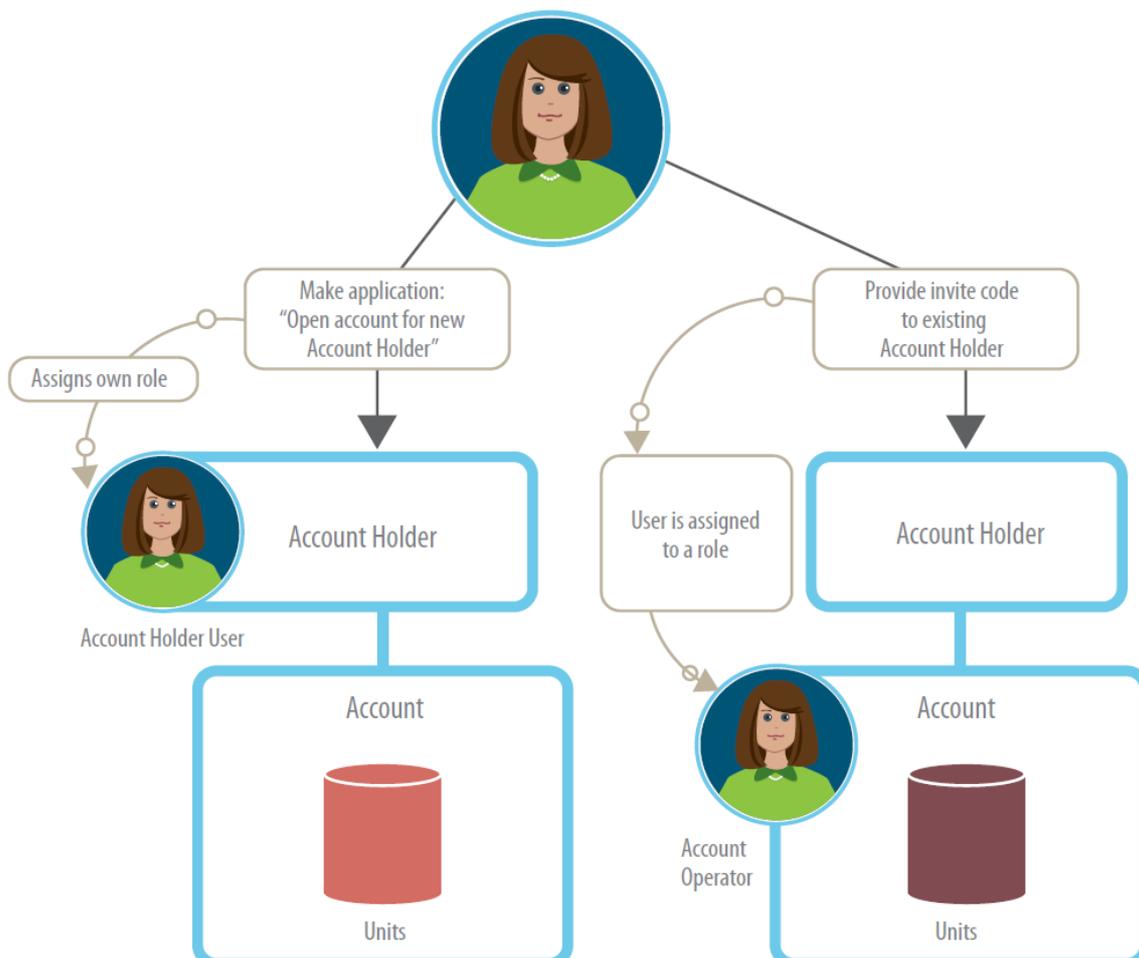
Register (all users)

1. Create a RealMe® account, or log in with your existing RealMe account. RealMe is a government service that lets you easily and securely prove your identity online. You can follow the link on the public front page of the Register to go to the RealMe website.
2. Once you have logged in with your RealMe login, you can follow the prompts to register as a user of the New Zealand Emissions Trading Register at www.emissionsregister.govt.nz.

What's next?

There are two paths you can take after you register as a user. You can

- open an account for yourself or your business
- get your invite code and be assigned to a role on behalf of someone else.



Open an account for a new Account Holder

To 'Open an account for a new Account Holder', select the link on your landing page in the Register.

Before you start, be prepared to provide:

- information about the Account Holder and account
- details about any activities you are registering as a Participant
- a name for your account, and
- name and invite code for anyone you want to appoint to a role.

If you want to assign roles to other people, make sure they have registered as a user. Each user needs to provide you with their unique invite code, found in 'My details'. This code lets you link them to your application.

You will complete these forms online; however, if any of the Account Holders are not online users of the Register, you will have to upload a signed copy of the declaration for them.



The participant name is the full legal name of the Account Holder/s. The two names must be the same. The Account Holder/s is responsible for signing the form.



Rona Pitt-Smith

[My details](#)

[Open account for new Account Holder](#)

Select this link to apply to set up a new Account Holder and open an account for them. An Account Holder is the legal entity that can operate multiple accounts.

[Guidance about the Register](#)

Account Holders

Select an Account Holder from the list below to start or continue tasks.

[Green Circle Limited](#) - 1 task

[Yellow Square Limited](#) - 1 task

Open an account for an existing Account Holder

To open an additional account for an existing Account Holder, navigate to that Account Holder, then go to 'Accounts and transactions' and select 'Open account' from the left-hand menu.

View Accounts and Account Holders

View Account Holder

If you are linked to only one Account Holder, you will be directed straight to 'My tasks' for this Account Holder when you log in. If you have roles for several different Account Holders, you should select the relevant Account Holder from the list at the right on your home page. Once you select an Account Holder, you can choose from the left-hand navigation:

- 'Users and Account Holders' lets you manage the roles for this Account Holder.
- 'Accounts and transactions' lets you view and manage your accounts.
- 'ETS activities' is where you can view emissions returns, and other activities, the Account Holder's ETS Reporters and other related information.
- 'Communications' to view copies of all letters sent by the Register.
- 'View reports' to see information about the Account Holder.
- 'Alerts' lets you know important things to view in the Register.

View your account

To view an account, navigate to the Account Holder, select 'Accounts and transactions' from the left-hand menu, then select the relevant account from the table.

The 'Account details' screen displays the account details, transaction history, any security interests, and account history. It also shows the details about the units held by this account, including a breakdown of the types of units, and unit blocks held.

You can use the left-hand menu in this section to view and manage Account Operators, prepare a transaction, view reports, and make an application to close the account.

<ul style="list-style-type: none"> Home Yellow Square Limited Accounts and transactions <li style="background-color: #e0e0e0; padding: 2px;">NZ-4104 Account Operators Security Interests Prepare transaction Reports Close account 	<h3>Account details</h3> <table border="0"> <tr> <td>Account name:</td> <td>RCL Account 1</td> </tr> <tr> <td>Account number:</td> <td>NZ-4104</td> </tr> <tr> <td>Account status:</td> <td>Active</td> </tr> <tr> <td>International account number:</td> <td>NZ-100-4104-0</td> </tr> <tr> <td>Account balance:</td> <td>0</td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Edit account name"/> </div> <hr/> <p>There are no unit details to display</p> <hr/> <h3>Transaction history</h3> <p>There are no transactions to display</p>	Account name:	RCL Account 1	Account number:	NZ-4104	Account status:	Active	International account number:	NZ-100-4104-0	Account balance:	0
Account name:	RCL Account 1										
Account number:	NZ-4104										
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Roles – who does what?

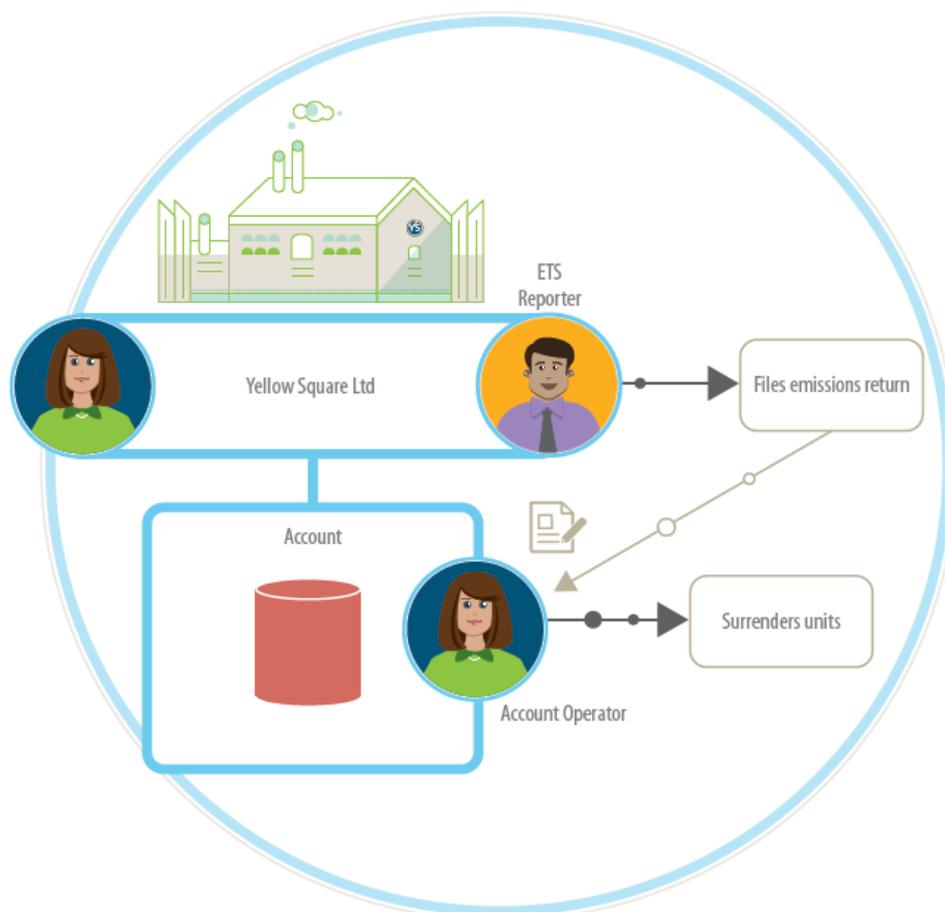
The Account Holder owns and is legally responsible for the accounts held. It may be one person, several people, or a business, trust, or other entity.

Account Holders may or may not be online users of the Register. They can choose to do everything themselves, or they can appoint other people to carry out some or all of their duties in the Register.

There are mandatory and optional roles in the Register.

Every account must have at least one **Account Operator**. This role operates the account and receives notices from the Register, and may prepare and approve transactions.

If the Account Holder is a Participant (i.e. registers an activity), they must also appoint an **ETS Reporter**. The ETS Reporter manages the Participant's activities and reports its emissions data.



If you appoint more than one person to these roles, you can choose whether to give them a full role or a split role:

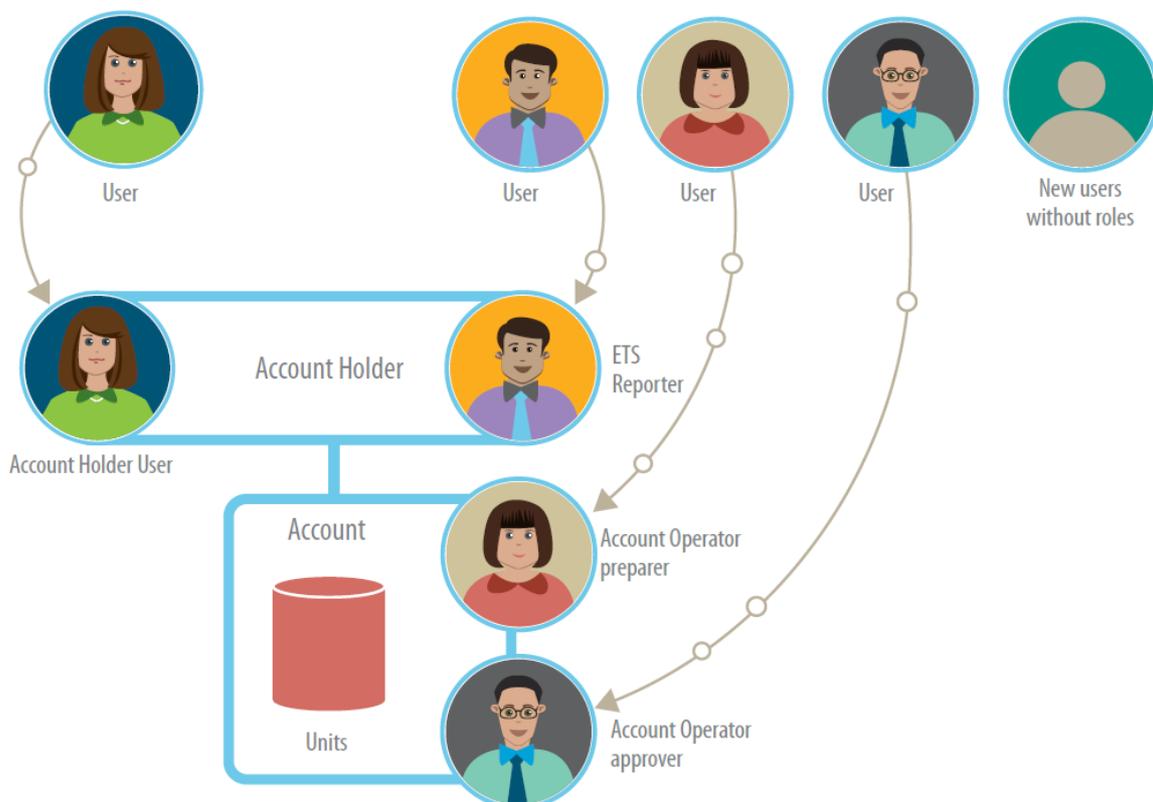
1. full role: one or more users who may prepare and approve emissions data and transactions alone,
2. split role: Preparers, who only prepare returns, and Approvers, who can prepare or approve.

Account Holders may appoint an **Authorised Person** to sign declarations on their behalf. This role is particularly useful for trusts, where otherwise all trustees would have to sign as the Account Holder.

Account Holders may also appoint a **Power of Attorney** to act with the full authority of the Account Holder. You must supply the relevant court order with any application to appoint a Power of Attorney.

Managing roles

Anyone who is going to fill an online role for your account must first register as a user.



This is because you will need each person's 'invite code' to assign them to a role. All users can find their unique invite code on their 'My details' page.

You can manage most roles in the 'Users and Account Holders' section, in the left-hand menu. The Account Operator role is managed within the individual account in the 'Account Operator' section.

Transactions

The Register acts like a bank, but it holds emission units instead of money. Account Holders can use the Register to give or receive units from others. The Register cannot be used to transfer monetary payments. You can read more about Participant obligations to receive or surrender units in the 'Being a Participant' guide.

Prepare transactions

The Account Operator role prepares and approves transactions.

To prepare a transaction, the Account Operator must:

1. Navigate to the Account Holder
2. Select 'Accounts and transactions'
3. Select the relevant account
4. Select 'Prepare transaction' in the left-hand menu.

Once you are in the 'Prepare transaction' screen, you must:

1. Select the transaction type
2. Enter the receiving account number
3. Select the units to transfer

Approve transactions

Once a transaction has been prepared, the Account Operator will be notified of an approval task pending. This can be accessed through the 'My tasks' page.

The Account Operator must:

1. Review the transaction details
2. Approve the transaction
3. Receive authorisation code (txt or email)
4. Enter the code and authorise the transaction.

Surrender transactions require approval (1+2) but not authorisation (3+4).

You can choose whether to receive authorisation codes through SMS (text) message or email. SMS message is the most secure method. If you use this method, your transactions will happen instantly.

You can select whether to receive codes by SMS by going to 'My details', then selecting 'Change details'. Transaction authorisation codes are valid for only 24 hours.



- If you authorise a transaction using an emailed code, and it is a transaction you prepared, the system will wait 24 hours before completing the transaction. This is to improve the security of transactions.
- Please be careful when making transactions. They are not subject to approval by the EPA, and we can't reverse them if you make a mistake.
- Authorisation codes can only be regenerated up to three times.
- Transactions which are not approved or authorised will expire after 10 days.
- If the user inputs an incorrect authorisation code three times, the transaction will be declined.

View transaction history

Your account's transaction history is available in the 'Account' screen. You can also export the day's transactions from this screen. You can access previous transactions and other reports by selecting 'Reports' from the left-hand menu.

Security interests

A security interest is when someone else, known as the Third Party Possessor, has a claim on some or all of the units held in your account. This is usually because you have taken out a loan.

The security interest usually sets a minimum balance of units that must remain in the account. If you try to make a transaction that would make your account balance drop below this minimum, you will need approval from the Third Party Possessor.

Reporting

Two kinds of reports can be found in the Register.

Users can find reports related to their own accounts and Account Holders in the reporting section of the left-hand menu under the relevant Account Holder.

The easiest way to access transaction reports is to navigate to the relevant Account Holder, select the account, and you can then view and export transaction details. You can also select reports from the left-hand menu to view available reports for your account/s.

On the public landing page of the Register (before you log in) there is a link to 'Public information and reports'. You can click here to search for publicly-available information such as all open accounts, or New Zealand climate change projects.

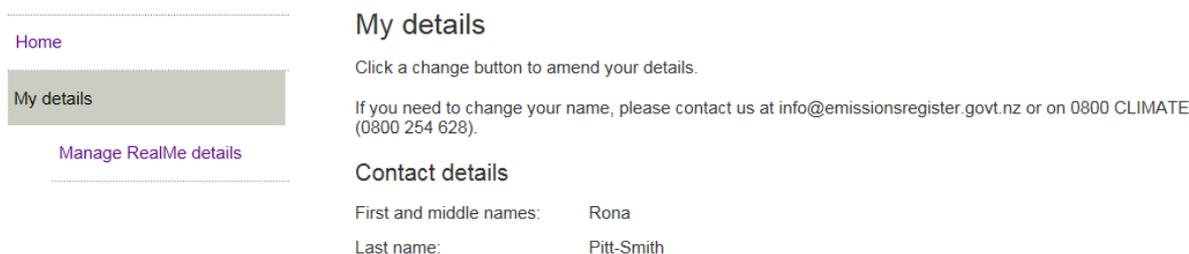
Notifications and communications

You can find the communications section in the left-hand menu for each Account Holder.

The EPA will send formal communications about activities and emission returns to the communications page. We'll send generic information about accounts and reminders by email or in our newsletters.

You should make sure your contact details are always up-to-date so you receive these essential updates and notifications. This is particularly important if you are an Account Operator on behalf of an Account Holder as you may need to provide them with updates about their accounts or the status of their surrender obligations for example.

If you need to update your contact details, make sure you do this both in the Register and with RealMe. These log-ins are separate, so updating your information in one will not update the other.



[Home](#)

My details

[Manage RealMe details](#)

My details

Click a change button to amend your details.

If you need to change your name, please contact us at info@emissionsregister.govt.nz or on 0800 CLIMATE (0800 254 628).

Contact details

First and middle names: Rona

Last name: Pitt-Smith