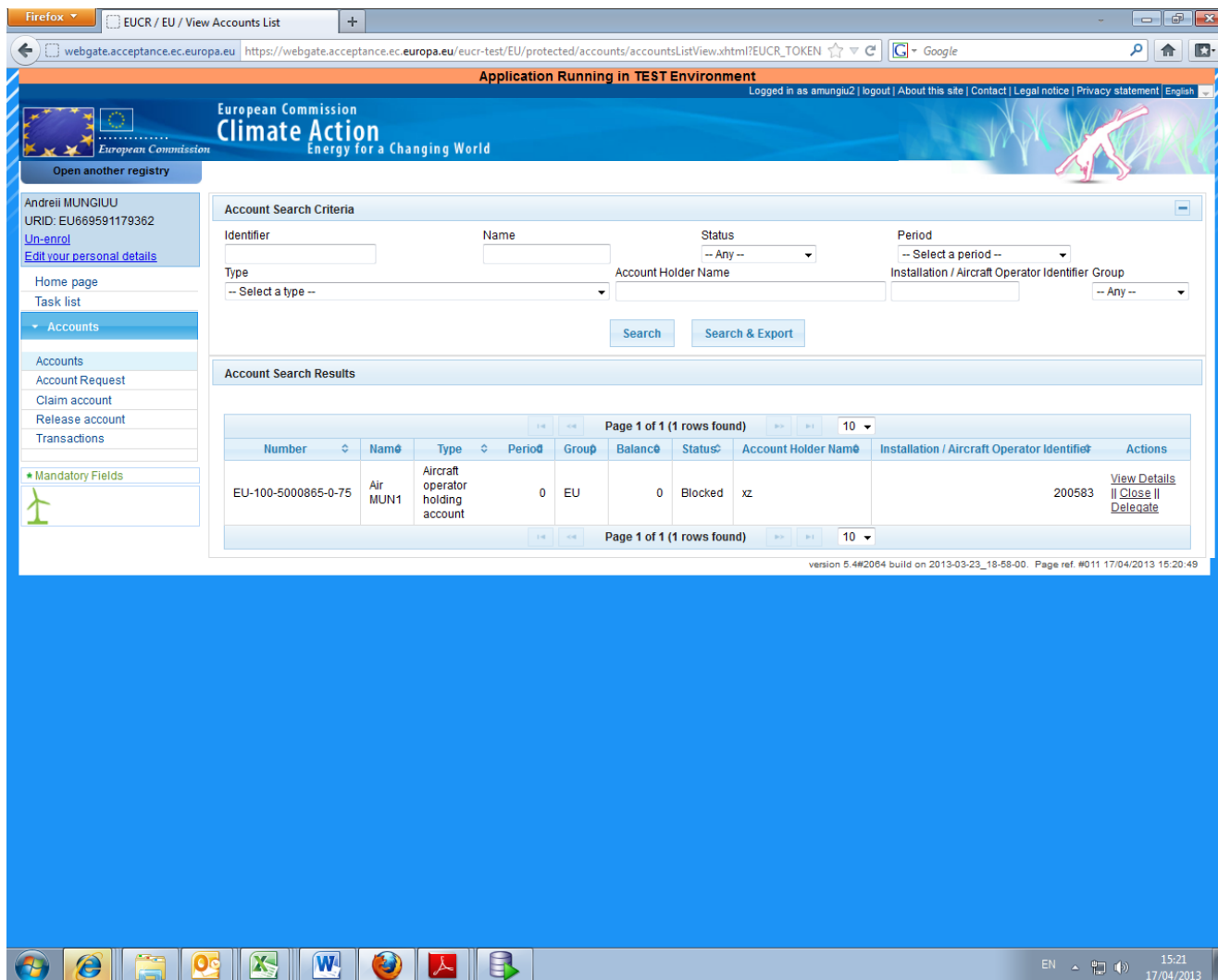


PLEASE NOTE: RETURNS CANNOT BE INITIATED FROM A BLOCKED ACCOUNT.
PLEASE ENSURE THAT YOUR ACCOUNT IS ACTIVE BEFORE PROCEEDING.

Add the Return Account to the Trusted Account List

Step 1: Find the transferring account (the relevant aircraft operator holding account) in the account list and choose "view details".



The screenshot displays the 'View Accounts List' interface in a Firefox browser. The page header includes the European Commission logo and 'Climate Action Energy for a Changing World'. The user is logged in as 'amungiu2'. The main content area is titled 'Account Search Criteria' and contains several search filters: Identifier, Name, Status (set to '-- Any --'), Period (set to '-- Select a period --'), Type (set to '-- Select a type --'), Account Holder Name, and Installation / Aircraft Operator Identifier Group (set to '-- Any --'). There are 'Search' and 'Search & Export' buttons. Below the search criteria is the 'Account Search Results' section, which shows a table with one row of results. The table has columns for Number, Name, Type, Period, Group, Balance, Status, Account Holder Name, Installation / Aircraft Operator Identifier, and Actions. The single result is for account number EU-100-5000865-0-75, named 'Air MUN1', with a balance of 0 and a status of 'Blocked'. The 'Actions' column for this row contains links for 'View Details', 'Close', and 'Delegate'. The page footer indicates 'version 5.4#2064 build on 2013-03-23_18-58-00. Page ref. #011 17/04/2013 15:20:49'.

Number	Name	Type	Period	Group	Balance	Status	Account Holder Name	Installation / Aircraft Operator Identifier	Actions
EU-100-5000865-0-75	Air MUN1	Aircraft operator holding account	0	EU	0	Blocked	xz	200583	View Details Close Delegate

Step 2: Choose the Trusted Account Tab and click "add"

Account Main | Holdings | Authorised Representatives | Additional Authorised Representatives | Aircraft Operator | Compliance

Verifier | **Trusted Accounts** | Account Statements

Holder's accounts

All the accounts of the account holder that owns the current one are trusted. You can find a list of these accounts in the table below.

Account	Account Name
EU-100-11720-0-19	Tiii 2
EU-100-11721-0-14	Tiii 3
EU-100-11722-0-9	Tiii 4
EU-100-11723-0-4	Tiii 5
EU-100-11740-0-16	Tii 6
EU-100-11741-0-11	Tiii 7
EU-100-11742-0-6	Tiii 8
EU-100-11743-0-98	Tiii 9
EU-100-11744-0-93	Tiii 6
EU-100-11745-0-88	OHA tiii 2

Other accounts

You can add more accounts to the trusted account list of the current account in the table below.

Account	Account Holder	Account Name	Comment	Status	Action
No record found					

Add

Version 5.2.5#2051 build on 2013-03-19_11-34-00. Page ref. #025 26/03/2013 11:23:10

Step 3: Add the account number for the return provided by the National Administrator (in section 5 of the letter) and click "save".

The screenshot shows a web browser window displaying the 'Add Trusted Account' form. The form is titled 'Add Trusted Account' and contains a text input field for 'Account number:' with the value '* EU - 100 - 41637 - 0 - 1'. Below this is a 'Comment:' field with the text 'This is my new Trusted Account'. There are 'Cancel' and 'Save' buttons. The 'Save' button is circled in yellow. The page header includes 'European Commission Climate Action Energy for a Changing World' and 'Application Running in Acceptance Environment'. The user is logged in as 'mungian'.

You will now have to sign the transaction and confirm with an SMS code received by mobile phone.

After being signed, the update of the trusted account list must be approved by an Additional Authorised Representative (AAR) if the account has an AAR appointed. If no AAR is appointed, then the update of the trusted account list must be approved by another Authorised Representative.


While waiting to be approved, the status of the trusted account is "APPROVAL PENDING".

Once approved by the AAR or Authorised Representative, the status will change to "TRUST DELAYED". The account will be added to your trusted account list upon the expiry of a 7 day delay from the point of approval.

The account will be added to your trusted account list after 7 business days.

Transactions
Export Government Accounts

[EU ETS](#)
[Kyoto Protocol](#)
[Administration](#)
[Mandatory Fields](#)



Filter results

Page 1 of 1 (4 rows found) 10

<input type="checkbox"/>	Name	Claimant	Description	From	Request ID	Start date	Due date	Status
<input checked="" type="checkbox"/>	Addition of account to Trusted Account List		Approval of addition of account EU-100-5000841-0-98 to Trusted Account List of account EU-100-5000865-0-75	EU669591179362	12126	17/04/2013 16:02:38		unclaimed
<input type="checkbox"/>	Administration Roles Update		Approval of administration roles update for Michel LEQUIM, identified by 'EU112558499278' and login 'rastapa'	EU702385374917	11910	05/04/2013 10:08:53		unclaimed
<input type="checkbox"/>	Send Enrolment Keys	Eduardo MARQUES	Send the enrolment keys to the users	EU454983159577	11409	14/01/2013 09:31:37		claimed
<input type="checkbox"/>	Send Enrolment Keys	Eduardo MARQUES	Send the enrolment keys to the users	EU981040349982	10717	13/09/2012 09:04:09		claimed

[Claim task](#) [Unclaim task](#) [Assign](#)

Detail: [Addition of account to Trusted Account List](#) [Comments](#)

From: EU669591179362
Request ID: 12126
Start date: 17/04/2013 16:02:38
Due date:
Status: unclaimed
Priority: medium
Assignee: Authorised Representative , National Administrator , SD Agent

Description:
Approval of addition of account EU-100-5000841-0-98 to Trusted Account List of account EU-100-5000865-0-75


Request: [12126](#)

version 5.4#2064 build on 2013-03-23_16-58-00. Page ref. #151 17/04/2013 16:06:59

[Download picture https://webgate.acceptance.ec.europa.eu/eucr-test/EU/javafx.faces.resource/images/cupertino_skin/ui-bg_glass_1C](#) Local intranet | Protected Mode: Off EN 16:07 17/04/2013

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[Export Government Accounts](#)

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[Administration](#)
[Mandatory Fields](#)



Filter results

Page 1 of 1 (4 rows found) 10

<input type="checkbox"/>	Name	Claimant	Description	From	Request ID	Start date	Due date	Status
<input checked="" type="checkbox"/>	Addition of account to Trusted Account List		Approval of addition of account EU-100-5000841-0-98 to Trusted Account List of account EU-100-5000865-0-75	EU669591179362	12126	17/04/2013 16:02:38		unclaimed
<input type="checkbox"/>	Administration Roles Update		Approval of administration roles update for Michel LEQUIM, identified by 'EU112558499278' and login 'rastapa'	EU702385374917	11910	05/04/2013 10:08:53		unclaimed
<input type="checkbox"/>	Send Enrolment Keys	Eduardo MARQUES	Send the enrolment keys to the users	EU454983159577	11409	14/01/2013 09:31:37		claimed
<input type="checkbox"/>	Send Enrolment Keys	Eduardo MARQUES	Send the enrolment keys to the users	EU981040349982	10717	13/09/2012 09:04:09		claimed

Detail: [Addition of account to Trusted Account List](#) **Comments**

From: EU669591179362

Request ID: 12126

Start date: 17/04/2013 16:02:38

Due date:

Status: unclaimed

Priority: medium

Assignee: Authorised Representative , National Administrator , SD Agent

Request: [12126](#)

version 5.4#2064 build on 2013-03-23_16-58-00. Page ref. #151 17/04/2013 16:06:59

Local intranet | Protected Mode: Off

EN 16:07 17/04/2013

EUCR / EU / Confirm addition of trusted account - Windows Internet Explorer
https://webgate.acceptance.ec.europa.eu/eucr-test/EU/protected/tasks/tasklist.xhtml 490 AUD in EUR

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Mandatory Fields

Confirm addition of trusted account

Confirm that you want to add the account with the reference below to the trusted account list of account : EU-100-5000865-0-75.

Number:
EU-100-5000841-0-98

Holder:
DENIS

Name:
SAT54-EU-AOHA

Comment:

Approve Reject

Local intranet | Protected Mode: Off 100%
EN 16:08 17/04/2013

EUCR / EU / Confirm addition of trusted account - Windows Internet Explorer
https://webgate.acceptance.ec.europa.eu/eucr-test/EU/protected/tasks/tasklist.xhtml 490 AUD in EUR

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- Account Request
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EU ETS
Kyoto Protocol
Administration
Mandatory Fields

Confirm addition of trusted account

Confirm that you want to add the account with the reference below to the trusted account list of account : EU-100-5000865-0-75.

Number:
EU-100-5000841-0-98

Holder:
DENIS

Name:
SAT54-EU-AOHA

Comment:

Confirmation

You are about to Approve the following request: 12126
Please confirm your choice after entering a comment.

Comment:
Approved

Confirm Cancel

Downloading picture https://webgate.acceptance.ec.europa.eu/eucr-test/EU/javafx.faces.resource/images/cupertino_skin/ui-bg_glass_1C

Local intranet | Protected Mode: Off 100%

EN 16:09 17/04/2013

Transfer

Once the addition to the trusted account list is active (status = "TRUSTED"), the transfer to this account may take place.

Step 4: Choose the "holdings" tab and click "propose a transaction".

The screenshot shows a web browser window displaying the EUCR (European Union Carbon Registry) interface. The page title is "Application Running in Acceptance Environment". The user is logged in as "mungian". The main header features the European Commission logo and the text "Climate Action Energy for a Changing World".

The left sidebar contains the user's name "Andrei MUNGIU" and URID "EU733502646225". Below this is a navigation menu with sections for "Accounts", "EU ETS", "Kyoto Protocol", and "Administration".

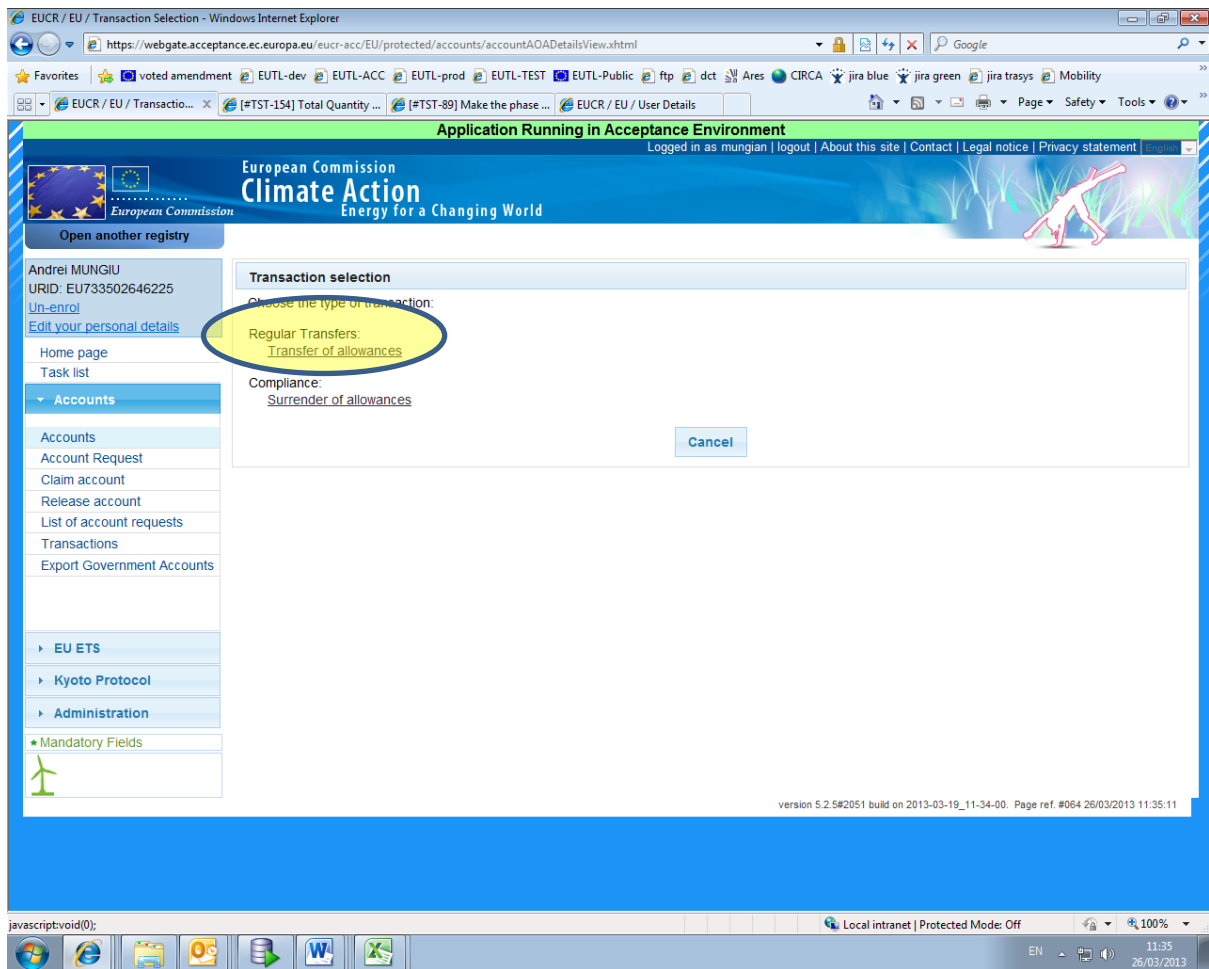
The main content area has several tabs: "Account Main", "Holdings", "Authorised Representatives", "Additional Authorised Representatives", "Aircraft Operator", and "Compliance". The "Holdings" tab is selected, showing a sub-tabbed view with "Trusted Accounts" and "Account Statements".

A table displays the holdings data:

Unit Type	Commitment Period	Project Number	Limit / Remaining	Balance	Reserved for transaction
Aviation allowance	2			330	20
CER	1		450 / 450	151	30
General allowance	2			1,005	0

Below the table is a "Propose a transaction" button. The page footer indicates "version 5.2.5#2051 build on 2013-03-19_11-34-00. Page ref. #025 17/04/2013 15:49:42".

Step 5: Click "transfer of allowances". **NOTE: Do NOT mistakenly click "surrender of allowances" in this step.**



Step 6: Choose "select from trusted accounts".

The screenshot shows a web browser window displaying the EUCR/ EU / Transfer application. The page title is "Application Running in Acceptance Environment". The user is logged in as "mungian". The page features the European Commission logo and the "Climate Action" banner with the slogan "Energy for a Changing World".

The main content area is titled "Transfer of allowances". It includes a form for "Acquiring account identification code" with a dropdown menu set to "EU", a text input field containing "100", a dropdown menu set to "0", and a "Select from trusted accounts" button. Below this is a "Due date" field with the value "20/01/2012" and a "Comment" text area.

A table titled "Units" is displayed, showing the following data:

Unit Type	Commitment Period	Available quantity	Quantity to transfer
Aviation allowance	2	310	35
General allowance	2	1,005	

At the bottom of the form are "Cancel" and "Next" buttons. The footer of the page indicates the version is 5.2.5#2051, built on 2013-03-19_11-34-00, with page ref. #066 17/04/2013 15:46:10.

Step 7: Choose the return account from the list. Click "select".

The screenshot shows a web browser window displaying the 'Transfer of Kyoto units' page. A modal window titled 'Trusted Accounts' is open, showing a table of accounts. The table has columns for Account, Account Holder, Account Name, Comment, and Action. The first row contains the account 'EU-100-11723-0-4' with holder 'Testilli 1' and name 'Tilli 5'. The 'Action' column for this row contains a 'Select' button. The modal window also shows navigation controls for the table, including 'Page 1 of 1 (1 rows found)' and a dropdown menu set to '10'.

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Transfer of Kyoto units

Andrei MUNGIU
URID: EU733502846225

Trusted Accounts

Account	Account Holder	Account Name	Comment	Action
EU-100-11723-0-4	Testilli 1	Tilli 5		Select

Unit Type: CER, Commitment Period: 1, Available quantity: 380, Quantity to transfer: [input], Project number: Any

Cancel Next

version 5.2.5#2051 build on 2013-03-19_11-34-00. Page ref. #067 17/04/2013 16:15:42

Step 8: Enter the number of aviation allowances to be returned (given in section 4 of the letter).

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Mandatory Fields

Transfer of allowances

Acquiring account identification code:
 EU - 100 - 11723 - 0 - 4 Select from trusted accounts

Due date: eg. 20/01/2012

Comment:

Units

Unit Type	Commitment Period	Available quantity	Quantity to transfer
Aviation allowance	2	4	3
General allowance	1	40	
Aviation allowance	1	40	
General allowance	2	50	

Cancel Next

version 5.2.5#2051 build on 2013-03-19_11-34-00. Page ref. #066 17/04/2013 16:17:26

https://webgate.acceptance.ec.europa.eu/eucr-acc/EU/protected/transfer/transfer.html

Local intranet | Protected Mode: Off

EN 16:17 17/04/2013

Step 9: Check the account number again and the amount to be returned. Click "confirm".

The screenshot shows a web application interface for the European Commission's Climate Action program. The main content area is titled "Transfer of allowances" and includes a form for "Acquiring account identification code" with fields for "EU", "100", "11723", "0", and "4". Below this is a "Due date" field set to "2010/12/12" and a "Comment" field. A "Transfer Confirmation" dialog box is overlaid on the form, containing the text "Confirm the transfer of the following unit quantities to the account EU-100-11723-0-4." and a table with the following data:

Unit type	Quantity to transfer
General allowance	14

The "Confirm" button in the dialog box is highlighted with a yellow circle. The background application shows a sidebar with user information for Andrei MUNGIU and a navigation menu with options like "Accounts", "EU ETS", and "Administration".

You will now have to sign the transaction and confirm with an SMS code received by mobile phone.

If there is an AAR on the account, the AAR on the account will need to approve this transaction. In this case, the AAR should look for an "Approve Transaction Request" for which the "start date" corresponds to the date/time in step 9.

Step 10: The AAR will need to find the transaction on the task list.

The screenshot shows a web application interface for "EUCR / EU / Task List". The page header includes the European Commission logo and the text "Climate Action Energy for a Changing World". The user is logged in as "mungian".

The main content area is titled "Task List" and contains a search and filter section with the following fields:

- Task name: [Dropdown]
- Request id: [Text input]
- Task status: [Dropdown]
- Start date eg. 20/01/2012: From [Text input] To [Text input]
- Due date eg. 20/01/2012: From [Text input] To [Text input]

Buttons for "Filter" and "Filter & Export" are located below the search fields.

The "Filter results" section shows a table with 5 rows found. The table columns are: Name, Claimant, Description, From, Request ID, Start date, Due date, and Status.

Name	Claimant	Description	From	Request ID	Start date	Due date	Status
Account Closure	Eduardo MARQUES	This task enables the national administrator to approve or reject the closure of an account.	EU382937744078	15836	26/03/2013 09:41:26	16/04/2013	claimed
Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	EU990348712835	15830	26/03/2013 09:32:50		unclaimed
Approve Transaction Request		The following Transaction needs approval prior to launch the Transaction workflow.	EU990348712835	15829	26/03/2013 09:31:19		unclaimed
Approve		The following Transaction needs			26/03/2013		

The bottom of the screenshot shows the Windows taskbar with the system clock displaying 11:40 on 26/03/2013.

Step 11: The AAR must "tick" the box next to the transaction and click "claim task".

The screenshot shows a web application interface for task management. The browser window displays the URL <https://webgate.acceptance.ec.europa.eu/eucr-acc/EU/protected/tasks/tasklist.html>. The page title is "EUCR / EU / Task List". The interface includes a navigation menu on the left with "Administration" and "Mandatory Fields". The main content area contains a table of tasks. One row, "Approve Transaction Request", is highlighted in yellow and has a blue circle around its checkbox, which is checked. Below the table, there are buttons for "Claim task", "Unclaim task", and "Assign". The "Claim task" button is also highlighted with a blue circle. The table data is as follows:

Task Name	Description	Request ID	Quantity	Created Date	Status
Approve Transaction Request	The following Transaction needs approval prior to launch the Transaction workflow.	EU990348712835	15830	26/03/2013 09:32:50	unclaimed
Approve Transaction Request	The following Transaction needs approval prior to launch the Transaction workflow.	EU990348712835	15829	26/03/2013 09:31:19	unclaimed
<input checked="" type="checkbox"/> Approve Transaction Request	The following Transaction needs approval prior to launch the Transaction workflow.	EU990348712835	15828	26/03/2013 09:29:47	unclaimed
Approve Transaction Request	The following Transaction needs approval prior to launch the Transaction workflow.	EU990348712835	15827	26/03/2013 09:28:15	unclaimed
Approve Transaction Request	The following Transaction needs approval prior to launch the Transaction workflow.	EU990348712835	15826	26/03/2013 09:26:43	unclaimed
Approve Emissions	Emissions have been entered and need approval.	EU867646860535	15714	21/03/2013 17:28:09	unclaimed
Approve Emissions	Emissions have been entered and need approval.	EU990348712835	15578	18/03/2013 15:07:15	claimed
Approve Emissions	Emissions have been entered and need approval.	EU990348712835	15577	18/03/2013 14:53:52	claimed
Approve Emissions	Emissions have been entered and need approval.	EU990348712835	15574	18/03/2013 13:57:18	claimed

Below the table, there are buttons for "Claim task", "Unclaim task", and "Assign". The "Claim task" button is highlighted with a blue circle. The interface also shows a "Details" section with "From:" and "Request ID:" fields.

Step 12: Now the AAR must again select the transaction and make it orange.

The screenshot shows a web browser window displaying a task list. The browser's address bar shows a URL from 'webgate.acceptance.ec.europa.eu'. The page title is 'Administration' and there is a 'Mandatory Fields' sidebar on the left. The main content is a table with the following data:

Task Type	Description	ID	Number	Date	Status
Approve Transaction Request	The following Transaction needs approval prior to launch the Transaction workflow.	EU990348712835	15830	26/03/2013 09:32:50	unclaimed
Approve Transaction Request	The following Transaction needs approval prior to launch the Transaction workflow.	EU990348712835	15829	26/03/2013 09:31:19	unclaimed
Approve Transaction Request	The following Transaction needs approval prior to launch the Transaction workflow.	EU990348712835	15828	26/03/2013 09:29:47	claimed
Approve Transaction Request	The following Transaction needs approval prior to launch the Transaction workflow.	EU990348712835	15827	26/03/2013 09:28:15	unclaimed
Approve Transaction Request	The following Transaction needs approval prior to launch the Transaction workflow.	EU990348712835	15826	26/03/2013 09:26:43	unclaimed
Approve Emissions	Emissions have been entered and need approval.	EU867646860535	15714	21/03/2013 17:28:09	unclaimed
Approve Emissions	Emissions have been entered and need approval.	EU990348712835	15578	18/03/2013 15:07:15	claimed
Approve Emissions	Emissions have been entered and need approval.	EU990348712835	15577	18/03/2013 14:53:52	claimed
Approve Emissions	Emissions have been entered and need approval.	EU990348712835	15574	18/03/2013 13:57:18	claimed

Below the table are buttons for 'Claim task', 'Unclaim task', and 'Assign'. A detail section for 'Approve Transaction Request' is visible, showing 'From: EU990348712835' and 'Request'.

Step 13: Click on the request ID

The screenshot shows a web browser window displaying a task list. The browser's address bar shows a URL from 'webgate.acceptance.ec.europa.eu'. The page contains a table of tasks with columns for checkboxes, task names, descriptions, request IDs, numbers, dates, and statuses. Below the table are buttons for 'Claim task', 'Unclaim task', and 'Assign'. A 'Detail' section for 'Approve Transaction Request' provides metadata such as 'From', 'Request ID', 'Start date', 'Due date', 'Status', 'Priority', and 'Assignee'. A yellow circle highlights the 'Request: 15828' field in the assignee information.

	Transaction workflow						
<input type="checkbox"/>	Approve Transaction Request	The following Transaction needs approval prior to launch the Transaction workflow.	EU990348712835	15827	26/03/2013 09:28:15		unclaimed
<input type="checkbox"/>	Approve Transaction Request	The following Transaction needs approval prior to launch the Transaction workflow.	EU990348712835	15826	26/03/2013 09:26:43		unclaimed
<input type="checkbox"/>	Approve Emissions	Emissions have been entered and need approval.	EU867646860535	15714	21/03/2013 17:28:09		unclaimed
<input type="checkbox"/>	Approve Emissions	Emissions have been entered and need approval.	EU990348712835	15578	18/03/2013 15:07:15	Eduardo MARQUES	claimed
<input type="checkbox"/>	Approve Emissions	Emissions have been entered and need approval.	EU990348712835	15577	18/03/2013 14:53:52	Eduardo MARQUES	claimed
<input type="checkbox"/>	Approve Emissions	Emissions have been entered and need approval.	EU990348712835	15574	18/03/2013 13:57:18	Eduardo MARQUES	claimed

Detail: Approve Transaction Request **Comments**

From: EU990348712835
 Request ID: 15828
 Start date: 26/03/2013 09:29:47
 Due date:
 Status: claimed
 Priority: medium
 Assignee: SD Agent, Additional Authorised Representative

Description:
 The following Transaction needs approval prior to launch the Transaction workflow.

Request: 15828

version 5.2.5#2051 build on 2013-03-19_11-34-00. Page ref. #151 26/03/2013 11:40:29

Local intranet | Protected Mode: Off 11:42 26/03/2013

Step 14: AAR should check details again (account number, amount to be returned). The AAR should also ensure that the units are Aviation Allowances only. If all is okay, then click "approve".

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Task list

Accounts

- Accounts
- Account Request
- Claim account
- Release account
- List of account requests
- Transactions
- Export Government Accounts

EU ETS

Kyoto Protocol

Administration

Mandatory Fields

Approve Transaction Request

Transaction ID:
EU779

Submission:
17/04/2013 16:36:38

Transaction type:
10-00 Internal Transfer

Transferring account:
EU-100-11221-0-89 (EU)
ETS Aircraft
ETS Holder 2

Acquiring account:
EU-100-10645-0-59 (EU)
Aircraft AIR Philippe
ETS Holder 2

Total quantity: 10

Unit type	Amount
Aviation Allowance	10

version 5.2.5#2051 build on 2013-03-19_11-34-00. Page ref. #152 17/04/2013 16:39:48

Step 15: Confirm the transaction.

The AAR will now have to sign the transaction and confirm with an SMS code received by mobile phone.

The screenshot shows a web browser window displaying the 'EUCR / EU / Request Details' page. The page header includes the European Commission logo and 'Climate Action Energy for a Changing World'. The user is logged in as 'mungian'. The main content area is titled 'Approve Transaction Request' and displays the following details:

- Transaction ID: EU779
- Submission: 17/04/2013 16:36:38
- Transaction type: 10-00 Internal Transfer
- Transferring account: EU-100-11221-0-89 (EU) ETS Aircraft ETS Holder 2
- Acquiring account: EU-100-10645-0-59 (EU) Aircraft AIR Philippe ETS Holder 2
- Total quantity: 10

A 'Confirmation' dialog box is overlaid on the page, containing the text: 'You are about to Approve the following request: 16236 Please confirm your choice after entering a comment.' Below this text is a 'Comment:' field and two buttons: 'Confirm' and 'Cancel'.

Unit type	Amount
Aviation Allowance	10

At the bottom of the main content area, there are 'Approve' and 'Reject' buttons. The page footer indicates 'version 5.2.5#2051 build on 2013-03-19_11-34-00. Page ref. #152 17/04/2013 16:39:48'.

Step 16: Take note of the time and date details given on this screen. Check your account on this date to make sure that the return has been completed.

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The transaction will be executed on 17/04/2013 17:41:29.

Approve Transaction Request

Transaction ID:
EU779

Submission:
17/04/2013 16:36:38

Transaction type:
10-00 Internal Transfer

Transferring account:
EU-100-11221-0-89 (EU)
ETS Aircraft
ETS Holder 2

Acquiring account:
EU-100-10645-0-59 (EU)
Aircraft AIR Philippe
ETS Holder 2

Total quantity: 10

Unit type	Amount
Aviation Allowance	10

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