

## Guidance for initial set-up on EU ETS Reporting for ETS2

The EU Commission (DG CLIMA) provides an online reporting tool (EU ETS Reporting (ERT)) for Operators, Regulated Entities, Verifiers and Competent Authorities to perform their tasks under the Monitoring and Reporting Regulation and meet their compliance obligations. These obligations include the submission and approval of the monitoring and reporting plan and the future submission of Annual Emission Reports.

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## Step 1: Register

Apply to the EPA (as National Competent Authority for ETS2) to be registered as a Regulated Entity and provide details of your Representative (This representative will have administrator rights for your organisation) by completing the Microsoft Form using the link or QR code below.

[Registration Form](#)

**OR**



The email address provided in the registration form **MUST** be the same one used for EU Login.

## Step 2: Set up your Organisation on the Reporting Tool

The EPA will use the online reporting tool EU ETS Reporting for the management of monitoring plans, and subsequently the submitting of annual emissions reports, verifier reports and improvement reports. This software provides a modern user interface, avoids duplication of data entry across reports, provides visibility of the status of documents in the workflow and transparency of data in a highly secure environment.

### **Set up your Regulated Entity representative with an EU Login (the entry gate for access to EU Commission Services and tools).**

If you already have an EU login for another purpose, it can be used to access ETS Reporting. If not, please follow the steps below. For initial set up of the organisation administrator, the email address must be the same as the email address provided upon registration with the EPA.

### Step 2.1: EU Login

- To use EU ETS Reporting you must be set up with 2 factor authentication on EU Login.
- Guidance for getting set up on EU Login is available here - [ecas.ec.europa.eu/cas/manuals/EU\\_Login\\_Tutorial.pdf](https://ecas.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf)
- For 2 factor authentication there are 3 options available (all are explained in the guidance document)
  - EU Login Mobile App PIN Code
  - EU Login Mobile App QR Code
  - Mobile Phone + SMS



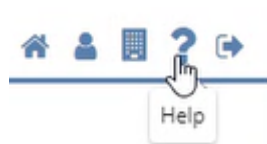
If you enter a code incorrectly while setting up, you may need to wait 24 hours before trying again.

## Step 2.2: Set up your organisation access permissions on EU ETS Reporting

The EPA will set up the advised representative as administrator for the organisation and an email confirming that will be issued from the system.

EU ETS Reporting is accessible via the following URL, which requires a 2-factor authentication with EU Login. <https://ets-reporting.ec.europa.eu/>

The online reporting tool has a built-in user manual which is accessible by clicking on the question mark icon in the top right corner:



Once you are added as an organisation administrator you can add other members of your organisation. It is your responsibility as administrator to decide who should have access. You must review the access rights at least annually to ensure that the Competent Authority has current contact details for your organisation when needed.

As administrator you can assign three different roles with different levels of access:

Role	Definition
<b>Viewer</b>	A viewer can see the organisation and its data but has read only access.
<b>User</b>	A user can edit and participate in the workflow but cannot do any organisation management action.
<b>Administrator</b>	An administrator has all existing rights, including management of the organisation.

### Step 3: Learning how to use the Reporting Tool

Regulated Entities, once set up on the system as above, will have access to two different environments of the Reporting Tool:

- **The Acceptance Environment** (***do not** enter company data here, please use generic sample text for training purposes only*)

An acceptance environment where you can access the reporting tool within the strict system security protocols can be accessed from the following URL:

<https://acc.ets-reporting.ec.europa.eu/eu-ets-reporting>

This environment is limited in terms of the amount of data you can enter, e.g. number of fuel streams

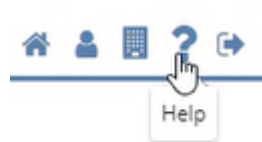
- **The Production Environment (Live)**

The production environment is the live tool where you will enter your company data. It is accessed using the following URL:

<https://ets-reporting.ec.europa.eu/eu-ets-reporting>

Be aware that you can save drafts of your documents on the live system prior to submitting. It is recommended to save regularly to avoid losing data by the system “timing out” during periods of inactivity.

In all environments a user manual can be accessed from within the reporting tool by clicking on the question mark symbol at the top right corner of the screen:



## Step 4: Submit a monitoring plan on EU ETS Reporting (by 31<sup>st</sup> August 2024)

Once you have access to your organisation on EU ETS Reporting (ERT), to save you time when you need to submit your monitoring plan to the EPA for approval, you should begin to fill in all the details of your Draft monitoring plan on EU ETS reporting.

Any updates to your monitoring plan will need to be done on [EU ETS Reporting](#).

A detailed workshop for the regulated entities was held on 21 May and outlines how to complete a Monitoring Plan. The slides and the recording can be accessed at the links below:

- [Ireland ETS2 outreach support workshop on Vimeo](#)
- [Pdf of workshop slides](#)

### **EPA Contact details**

Email: [ets2@epa.ie](mailto:ets2@epa.ie)

Website: [EU Emissions Trading System 2 \(ETS2\) | Environmental Protection Agency \(epa.ie\)](#)