

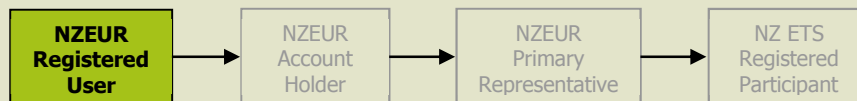
Guide to becoming a registered user

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This guide is for persons who wish to become a Registered User of the NZEUR

Only registered users:

- can apply to open an NZEUR Holding Account
- are entitled to be nominated as a Primary Representative to operate an NZEUR Holding Account.



Preconditions

You will need to use a computer with internet access to navigate to www.eur.govt.nz

Important notes

- Only a specific named individual can become a Registered User (for example, Mary Smith, but not Acme Trading Company Limited)
- Each Registered User will need an email account that is unique to them and not already being used by another Registered User
- Each Registered User must provide a New Zealand street address
- Becoming a Registered User does not mean that a Holding Account has automatically been opened; however, becoming a Registered User is a first step towards opening a Holding Account
- Becoming a Registered User is not the same as becoming registered as a participant in the New Zealand Emissions Trading Scheme (NZ ETS); however, it is the first step towards becoming a registered participant of the NZ ETS as all NZ ETS participants are required to have holding accounts
- If you intend to become a registered participant of the ETS there are some important considerations for you to take into account **before** opening a Holding Account or authorising Primary Representatives to operate the account (please see the NZEUR Guide to Opening a Holding Account).

Key terms

Registered User	A person who has been authorised by the NZEUR Registrar to use the NZEUR online system, including opening Holding Accounts.
Username	The unique name used by a Registered User to log on to the NZEUR (in conjunction with a unique password) in order to access a Holding Account.
Holding Account	A type of NZEUR account in which emission units are held. Emission units may be transferred into or out of Holding Accounts by Primary Representatives. The NZEUR Registrar may also transfer emission units into Holding Accounts. Each Holding Account has one Account Holder and must have at least one, and may have up to five, Primary Representatives.
Account Holder	The person or organisation who is the legal owner of the Holding Account and the emission units held in it. Account Holders remain legally responsible for their Holding Account and any actions of Primary Representatives authorised to operate the Holding Account. In some cases the Account Holder will consist of one person; in other cases the Account Holder may consist of more than one person.
Account Holder Declarations	The Climate Change (Unit Register) Regulations 2008 require an account holder to make declarations in order to open a Holding Account or appoint a primary representative. These declarations are contained in the Account Holder Declaration form which will be emailed to the Account Holder as part of the Holding Account application process.
Account Holder (Organisation) Type	The Account Holder (Organisation) Type identifies the nature of the Account Holder (for example, limited company, partnership, trust) which determines the nature of additional information that will need to be provided when opening a Holding Account. For example, if the Organisation Type is an unincorporated trust or partnership, the full legal names of each and every individual trustee or partner, and their contact details, will need to be provided to the NZEUR Registrar.
Primary Representative(s)	A person who has been authorised by the Account Holder to operate the Holding Account. Only an individual (for example, a natural person, not an incorporated body) who meets the qualifying criteria set out in the Climate Change (Unit Register) Regulations 2008, and is a Registered User of the NZEUR, will be approved as a Primary Representative. Account Holders who are individuals may nominate themselves to be the Primary Representative of their own Holding Account. Primary Representatives receive notices from the NZEUR Registrar relating to the Holding Account.
ETS Registered Participant	A person or organisation that has registered as either a mandatory or voluntary participant in the NZ ETS. All NZ ETS participants must have a Holding Account.



Common questions and answers

Why do I need to register as a user? The NZEUR is an important Government registry that must meet international security standards. Accordingly, access to the NZEUR, opening and using of its holding accounts, is controlled by the Registered User procedure.

Who can become a Registered User? Any named individual who applies to, and is approved by, the NZEUR Registrar.

How long will it take for my registration to be approved? Applications to be approved as a Registered User of the NZEUR will normally be processed within two business days.

Do I have to register online? Yes.

Will registering cost me anything? No.

Is my computer suitable to register online? Completing an online application via the NZEUR website to become a Registered User does not require high speed broadband or a computer with a high specification.

How will I know if my registration has been approved? You will receive an email advising you that your request to become a Registered User of the NZEUR has either been approved or declined.

Why would you decline my application to become a Registered User? The most common reason for declining applications to become a Registered User is that a New Zealand street address or a valid unique email address has not been provided.

Can I share my username and password? No. To maintain the security of the NZEUR you should not share your username or password as this could provide an unauthorised person with access to your Holding Account and the valuable emission units in it. Holding Accounts should be treated like a bank account and all usernames and passwords should be kept secure. If more than one person is to be authorised to operate a Holding Account, each of them should apply to become a Registered User in their own right, with their own username and password.

What do I do if I forget my username? Send a request to climatechange@epa.govt.nz from the Registered User's email account. The Registrar will advise you of your username.

What do I do if I forget my password? Click the [Forgot Password?](#) hyperlink on the NZEUR logon page and enter your username and email address. A temporary password will be sent to your email account for you to use the next time you log on to the NZEUR. You will then be asked to reset your password, which you should at all times keep confidential.


Is an NZEUR username different from a MAF igovt username? Yes, they are completely separate. The NZEUR username (and password) allows Primary Representatives access to NZEUR Holding Accounts. The MAF igovt username (and password) allows access to MAF's online ETS Participant registration process for the forestry sector.

Username rules

User names can be any combination of letters and numbers up to a maximum of 12 characters.

Password rules

- At least 8 characters
- Must contain at least one upper case character and at least one lower case character and at least one number or special character, such as @ \$ & %, for example, Saturday1 or Saturday@
- Must not contain offensive or prohibited words (including "password")
- Expire after 13 months and you will be prompted to provide a new password
- When changing passwords you cannot re-use an existing or previous password.

 **Please keep your username and password confidential to YOU only.** Do NOT share your username or password with anybody. Contact us immediately if you believe your username or password has been compromised.

Related guides ...

Guide to opening a holding account

www.eur.govt.nz



Guide to registering as a participant

www.eur.govt.nz



Guide to managing primary representatives

www.eur.govt.nz



Contact the NZEUR



info@nzeur.govt.nz

Freephone within New Zealand
0800 CLIMATE (254 628)

International callers
+64 3 962 6257

Facsimile
+64 4 978 3661

Private Bag 63002, Wellington 6140