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## **This publication is withdrawn**

The content is no longer current. The CRC Energy Efficiency Scheme was closed following the 2018-2019 compliance year and outstanding activities are now complete.

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# CRC Energy Efficiency Scheme

## How to Trade Allowances

# Transfer of Allowances

- ➔ The CRC Team will need to enable your account to permit the transfer of allowances. We will need to confirm the identity of the individual carrying out the transfer, which may require proof of identity to be provided.
- ➔ If you wish to transfer allowances please email: [CRCHELP@environment-agency.gov.uk](mailto:CRCHELP@environment-agency.gov.uk)

# How To Trade Allowances – Contents

- ➔ [Account Summary Screen/Notice Board – slides 4 to 6](#)
- ➔ [How to Add a Buy Notice – slides 7 to 10](#)
- ➔ [How to Add a Sale Notice – slides 11 to 15](#)
- ➔ [How to Transfer Sold Allowances – slides 16 to 20](#)

# Prior to Trading Allowances

Home

CRC Energy Efficiency Scheme

- ▶ My Profile
- ▶ Contacts
- ▶ Phase
- ▶ Allowances
- ▶ Emissions Calculator

### CRC Energy Efficiency Scheme

#### My Profile

View or modify your profile

- ▶ Appoint/Remove An Agent
- ▶ Request Identity Check For One Time Passcodes
- ▶ Request Activation Code For One Time Passcodes
- ▶ Activate Mobile Phone For One Time Passcodes

More...

#### Contacts

Manage the contacts for your registration. If you are a participant then you can assign the roles for each phase you are registered in by selecting the appropriate phase.

- ▶ Manage Contact List

#### Phase

Manage your involvement in a CRC Phase.

- ▶ Phase 2
- ▶ Phase 1

#### Allowances

Manage your allowances.

- ▶ Account Summary
- ▶ Notice Board
- ▶ Transfer Allowances

#### Also in this section

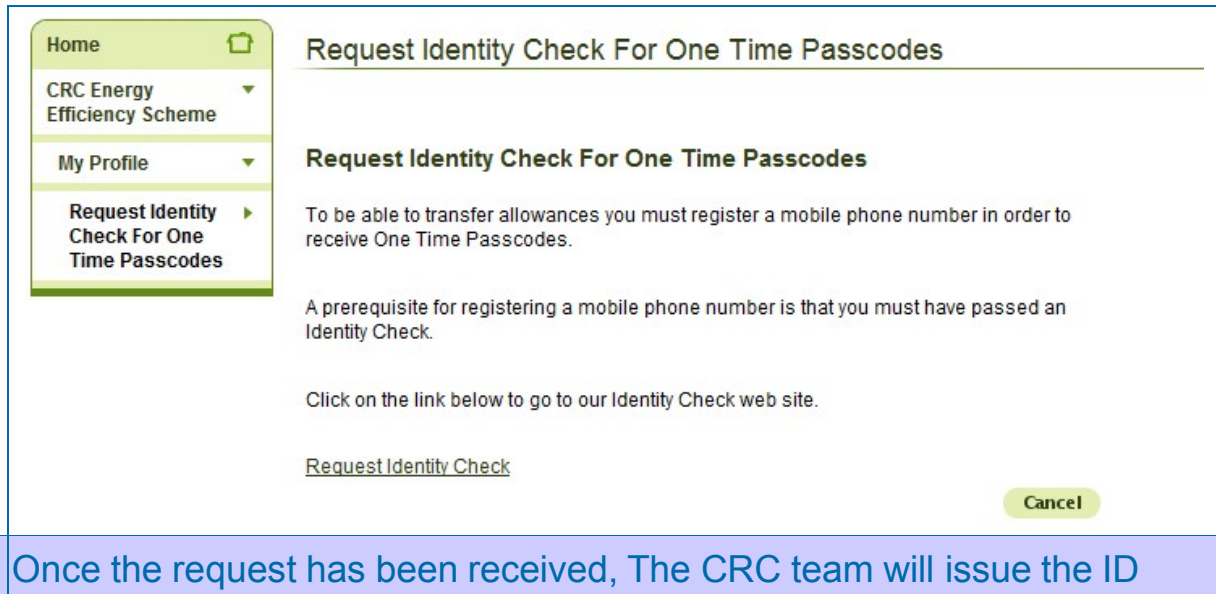
##### Emissions Calculator

Use the emissions calculator to work out your carbon dioxide emissions.

Prior to trading allowances, the CRC team will need to carry out an ID check before issuing you with the required One Time Passcode

ID check process 'Request Identity Check For One Time Passcodes' – This generates an e-mail requesting an Identity check. Select this option to start the process.

# Request Identity Check for One Time Passcode




The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes 'Home', 'CRC Energy Efficiency Scheme', 'My Profile', and 'Request Identity Check For One Time Passcodes'. The main content area is titled 'Request Identity Check For One Time Passcodes' and contains the following text: 'To be able to transfer allowances you must register a mobile phone number in order to receive One Time Passcodes.', 'A prerequisite for registering a mobile phone number is that you must have passed an Identity Check.', and 'Click on the link below to go to our Identity Check web site.' Below this text is a link labeled 'Request Identity Check' and a 'Cancel' button.

Once the request has been received, The CRC team will issue the ID Check documentation to the requester via e-mail. If you have successfully enrolled as an account representative using a digital certificate in phase 1 you will automatically be marked as having successfully undergone an ID check when the OTP functionality goes live.

Once this process has been completed you will be able to request a One Time Passcode through your CRC account.

# Activating your One Time Passcode

Home 

CRC Energy Efficiency Scheme ▾

My Profile ▾

**Activate Mobile Phone For One Time Passcodes** ▶

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## Activate Mobile Phone

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### Request Activation Code

To activate your mobile phone to receive One Time Passcodes you will need an activation code. If you do not have your activation code you can request one with the following link. Note: requesting an activation code will cancel all existing activation codes and cause a new one to be reissued by post. The activation code is sent to the Senior Officer of the most recently registered phase.

[Request One Time Passcode Mobile Phone Activation Code](#)

### Register Mobile Phone Using Activation Code

Enter your mobile number (twice) and the activation code given to you by your Senior Officer then click Activate.

Activation Code

Mobile Number

Confirm Mobile Number

To complete the One Time Passcode process you will need to register your mobile phone using the “activation code” sent to your Senior Officer once your ID checks are completed

# How to Trade Allowances

The screenshot displays the user interface for the CRC Energy Efficiency Scheme. On the left is a navigation menu with the following items: Home, CRC Energy Efficiency Scheme, My Profile, Contacts, Phase, Allowances, Emissions Calculator, and a sub-menu for Emissions Calculator. The main content area is titled "CRC Energy Efficiency Scheme" and contains several sections:

- My Profile:** View or modify your profile. Includes options for Appoint/Remove An Agent, Request Identity Check For One Time Passcodes, Request Activation Code For One Time Passcodes, and Activate Mobile Phone For One Time Passcodes. A "More..." link is also present.
- Contacts:** Manage the contacts for your registration. If you are a participant then you can assign the roles for each phase you are registered in by selecting the appropriate phase. Includes a "Manage Contact List" option.
- Phase:** Manage your involvement in a CRC Phase. Includes options for Phase 2 and Phase 1.
- Allowances:** Manage your allowances. Includes options for Account Summary, Notice Board, and Transfer Allowances. A blue arrow points from a text box to the "Notice Board" option.

At the bottom of the main content area, there is a section titled "Also in this section" which includes the "Emissions Calculator" option, described as a tool to work out carbon dioxide emissions.

To view allowances for sale or post a notice yourself, click on the 'Notice Board' option.



# How to Trade Allowances – Notice Board

Home

CRC Energy Efficiency Scheme

Allowances

Notice Board

## Secondary Market - Trading Notice Board

Search for trading notices advertising for the purchase and sale of allowances

Notices posted after

Valid For

Notice Type

Allowance Type

Maximum price per allowance (representing 1 tCO<sub>2</sub>)

[Filter](#) [Clear](#)

### Secondary market trading notices

[View, Add and Amend my existing notices](#)

Results Page: | 1

Date	Notice Type	Allowance Type	Quantity	Allowance Price	Valid for	View
There are no entries to display						

[Close](#)

From this screen you can search for notices posted by other participants, add your own notice or amend an existing notice you have already posted.

**Please note:** The transfer of allowances is an agreement between account holders. Payment is made off system between the parties involved.

# How to Trade Allowances – Your Notices

Home

CRC Energy Efficiency Scheme

Allowances

Notice Board

View Account Notices

## My secondary market trading notices

Below are the active notices on the trading notice board for this account.

Results Page: | 1


Date Added	Date Updated	Expiry Date	Notice Type	Allowance Type	Quantity	Unit Price	Valid For	Action
There are no entries to display								

[Add Buy Notice](#) [Add Sale Notice](#) [Close](#)

If you click 'View, add or amend existing notices' on the previous screen, you will see the notices posted here. You can also add a buy or sell notice, indicating that you want to either buy or sell allowances.

# Adding a Buy Notice

# How to Trade Allowances - Add A Buy Notice

Home 

CRC Energy Efficiency Scheme

Allowances

Notice Board

View Account Notices

Add a Notice

## Contact for secondary market trading

Required fields are marked with \*

If your notice contact is one of the contacts that you have already provided you can select it from this list.

If you need to add a different contact please use 'Manage Contacts' and then return to the notice board.


**Notice contact \***

- Miss Laura Kay
- Mr Chris McNicol
- Mr Dorai Raj
- Ms Lucy Neville-Rolfe
- Ms Michelle Dawn

Cancel Next

From the list, assign a contact to appear on the Buy Notice.

# How to Trade Allowances - Add A Buy Notice

Home 

CRC Energy Efficiency Scheme

Allowances

Notice Board

View Account Notices

Add a Notice

## Advertise allowances on the secondary market

Required fields are marked with \*

### Allowance Details

Please provide details of the allowance you require

Allowance Type \*

Quantity \*

Maximum Price per allowance(£)


Valid from (Year) \*

Valid until (Year)

Additional Information

[Cancel](#) [Previous](#) [Next](#)

Enter the details of the allowances you wish to buy including quantity, maximum price you are willing to pay and the validity period required.

Home 

CRC Energy Efficiency Scheme

Allowances

Notice Board

View Account Notices

Add a Notice

## Advertise allowances on the secondary market

Required fields are marked with \*

### Allowance Details

Please provide details of the allowance you require

Allowance Type \*

Quantity \*

Maximum Price per allowance(£)

Valid from (Year) \*

Valid until (Year)

Additional Information

[Cancel](#) [Previous](#) [Next](#)

# How to Trade Allowances - Add A Buy Notice

Home

CRC Energy Efficiency Scheme

Allowances

Notice Board

View Account Notices

Add a Notice

## Preview of secondary market trading notice

### Notice Preview

Below is a preview of how your notice will appear. If the details are correct, please click "Submit"

Date

Notice Type	Buy
Allowance Type	Fixed Price
Quantity	20
Unit Price	£12.00
Valid for	2011/2012 - 2011/2012
Organisation	
Contact Name	Miss Laura Kay
Email	L@ea.com
Phone Number	01234 567890
Additional Information	

Cancel Previous Submit

Once you have added the details of your notice you will be shown a preview. You have the option to cancel, go back to amend the details or submit the notice.

# Adding a Sell Notice

# How to Trade Allowances – Add A Sell Notice

Home

CRC Energy Efficiency Scheme

Allowances

Notice Board

View Account Notices

Add a Notice

## Contact for secondary market trading

Required fields are marked with \*

If your notice contact is one of the contacts that you have already provided you can select it from this list.

[If you need to add a different contact please use "Manage Contacts" and then return to the notice board.](#)

**Notice contact \***


- Miss Laura Kay
- Mr Chris McNicol
- Mr Dorai Raj
- Ms Lucy Neville-Rolfe
- Ms Michelle Dawn

Cancel Next

From the list, assign a contact to appear on the Sell Notice.



# How to Trade Allowances – Add A Sell Notice

Home 

CRC Energy Efficiency Scheme

Allowances

Notice Board

View Account Notices

Add a Notice

### Advertise Allowance Sale

Required fields are marked with \*

#### Allowance Details

Please provide details of the allowance you are selling

Allowance Type \*

Quantity available \*


Price/Unit (£) \*

Valid from (Year) \*

Valid until (Year)

Additional Information

[Cancel](#) [Previous](#) [Next](#)

Home 

CRC Energy Efficiency Scheme

Allowances

Notice Board

View Account Notices

Add a Notice

### Advertise Allowance Sale

Required fields are marked with \*

#### Allowance Details

Please provide details of the allowance you are selling

Allowance Type \*

Quantity available \*

Price/Unit (£) \*

Valid from (Year) \*

Valid until (Year)

Additional Information

[Cancel](#) [Previous](#) [Next](#)

Enter the details of the allowances you wish to sell including quantity, maximum price you are willing to pay and the validity period.

# How to Trade Allowances – Add A Sell Notice

Home

CRC Energy Efficiency Scheme

Allowances

Notice Board

View Account Notices

Add a Notice

## Preview of secondary market trading notice

### Notice Preview

Below is a preview of how your notice will appear. If the details are correct, please click "Submit"

Date

Notice Type	Sale
Allowance Type	Fixed Price
Quantity	50
Unit Price	£15.00
Valid for	2011/2012 - 2011/2012
Organisation	
Contact Name	Miss Laura Kay
Email	L@ea.com
Phone Number	01234 567890
Additional Information	

[Cancel](#) [Previous](#) [Submit](#)

Once you have added the details of your notice you will be shown a preview. You have the option to cancel, go back to amend the details or submit the notice.

# How to Trade Allowances

The screenshot shows the 'Secondary Market - Trading Notice Board' interface. On the left is a navigation menu with 'Home', 'CRC Energy Efficiency Scheme', 'Allowances', and 'Notice Board'. The main area contains search filters: 'Notices posted after' (calendar), 'Valid For', 'Notice Type', and 'Allowance Type' (all dropdowns), and 'Maximum price per allowance (representing 1 tCO2)' (text input). There are 'Filter' and 'Clear' buttons. Below the filters, it says 'Secondary market trading notices' and 'View, Add and Amend my existing notices'. A 'Results Page | 1' indicator is present. A table header is visible with columns: Date, Notice Type, Allowance Type, Quantity, Allowance Price, Valid for, and View. The table content is empty, showing 'There are no entries to display'. A 'Close' button is at the bottom right.

These screen shots are an example of what your notice board summary will look like once some notices have been added. Notices which you have created can be edited or removed.

The screenshot shows the 'My secondary market trading notices' interface. On the left is a navigation menu with 'Home', 'CRC Energy Efficiency Scheme', 'Allowances', 'Notice Board', and 'View Account Notices'. The main area contains the title 'My secondary market trading notices' and the text 'Below are the active notices on the trading notice board for this account.' and 'Results Page: | 1'. A table displays the following data:

Date Added	Date Updated	Expiry Date	Notice Type	Allowance Type	Quantity	Unit Price	Valid For	Action
18/01/2012	18/01/2012	17/02/2012	Buy	Fixed Price	20	£12.00	2011/2012 - 2011/2012	<a href="#">Edit</a> <a href="#">Remove</a>
18/01/2012	18/01/2012	17/02/2012	Sale	Fixed Price	50	£15.00	2011/2012 - 2011/2012	<a href="#">Edit</a> <a href="#">Remove</a>

Below the table are buttons for 'Add Buy Notice' and 'Add Sale Notice'. A 'Close' button is at the bottom right.

# How To Transfer Sold Allowances to Another Participant

# Transferring Sold Allowances

**Please note:** You will only be able to transfer allowances if you have sufficient allowances in your CRC account.

The screenshot displays the user interface for the CRC Energy Efficiency Scheme. On the left is a navigation menu with 'Home' at the top, followed by 'CRC Energy Efficiency Scheme' and its sub-items: 'My Profile', 'Contacts', 'Phase', 'Allowances', 'Emissions Calculator', and 'Emissions Calculator'. The main content area is titled 'CRC Energy Efficiency Scheme' and contains four primary sections: 'My Profile', 'Contacts', 'Phase', and 'Allowances'. The 'Allowances' section is highlighted with a blue arrow pointing to the 'Transfer Allowances' link. Below these sections is an 'Also in this section' area featuring the 'Emissions Calculator'.

**Home**

- CRC Energy Efficiency Scheme
  - My Profile
  - Contacts
  - Phase
  - Allowances
  - Emissions Calculator
  - Emissions Calculator

**CRC Energy Efficiency Scheme**

**My Profile**

View or modify your profile

- Appoint/Remove An Agent
- Request Identity Check For One Time Passcodes
- Request Activation Code For One Time Passcodes
- Activate Mobile Phone For One Time Passcodes

More...

**Contacts**

Manage the contacts for your registration. If you are a participant then can assign the roles for each phase you are registered in by selecting the appropriate phase.

- Manage Contact List

**Phase**

Manage your involvement in a CRC Phase.

- Phase 2
- Phase 1

**Allowances**

Manage your allowances.

- Account Summary
- Notice Board
- Transfer Allowances

**Also in this section**

**Emissions Calculator**

Use the emissions calculator to work out your carbon dioxide emissions.

If you have sold allowances, click 'Transfer Allowances' to send them to the relevant participant.

# Transferring Sold Allowances

Home

CRC Energy Efficiency Scheme

Allowances

Transfer Allowances

## Enter Transfer Details

Required fields are marked with \*

### Enter Transfer Details

Enter the number of allowances you wish to transfer.

Valid for period	Sale Window Category	Number of allowances held	Number to transfer
2011/2012 - 2011/2012	Buy to Comply	95	<input type="text"/>

Total number of allowances held: 95

Enter the Registration Number of the recipient of the transfer. This is in the form CRCnnnnnn where n is a numeric digit 0-9.

Registration Number \*

Add the number of allowances you wish to transfer. Enter the recipient's CRC Registration Number and click 'Next'.

# Transferring Sold Allowances

Home

CRC Energy Efficiency Scheme

Allowances

Transfer Allowances

## Confirm Transfer Details

Quantity to Transfer 20

Recipient CRC7596297 - Invesco

I confirm that I wish to transfer these allowances to the recipient shown.

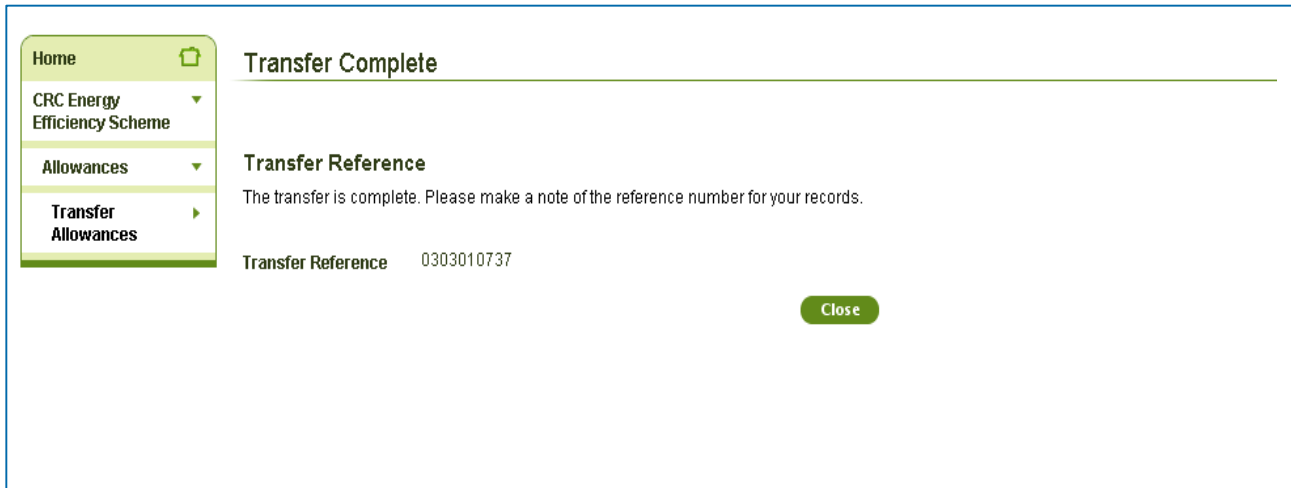
Cancel Previous Transfer

This is the summary screen of the transaction. Once you are happy with the transaction tick the declaration box followed by the 'Transfer' button. Once you have clicked the transfer button the allowances will appear in the recipient's account.

The Senior Officer and all enrolled contacts from both parties will receive an email confirming the transfer.

**Please note:** The transfer of allowances is an agreement between organisations. Payment is made off system between the parties involved.

# Transferring Sold Allowances



The screenshot displays a web application interface. On the left is a navigation menu with the following items: 'Home' (with a house icon), 'CRC Energy Efficiency Scheme' (with a dropdown arrow), 'Allowances' (with a dropdown arrow), and 'Transfer Allowances' (with a right-pointing arrow). The main content area is titled 'Transfer Complete' and contains a sub-section 'Transfer Reference' with the text: 'The transfer is complete. Please make a note of the reference number for your records.' Below this text, the 'Transfer Reference' is listed as '0303010737'. A green 'Close' button is positioned at the bottom center of the main content area.

Once the transaction is complete you will be provided with a Transfer Reference number for your records.