
This publication was withdrawn on 19 April 2023

The CRC Energy Efficiency Scheme has closed.

See the [closure information for participants](#).

Enrolling onto your account and “My Account” user guide

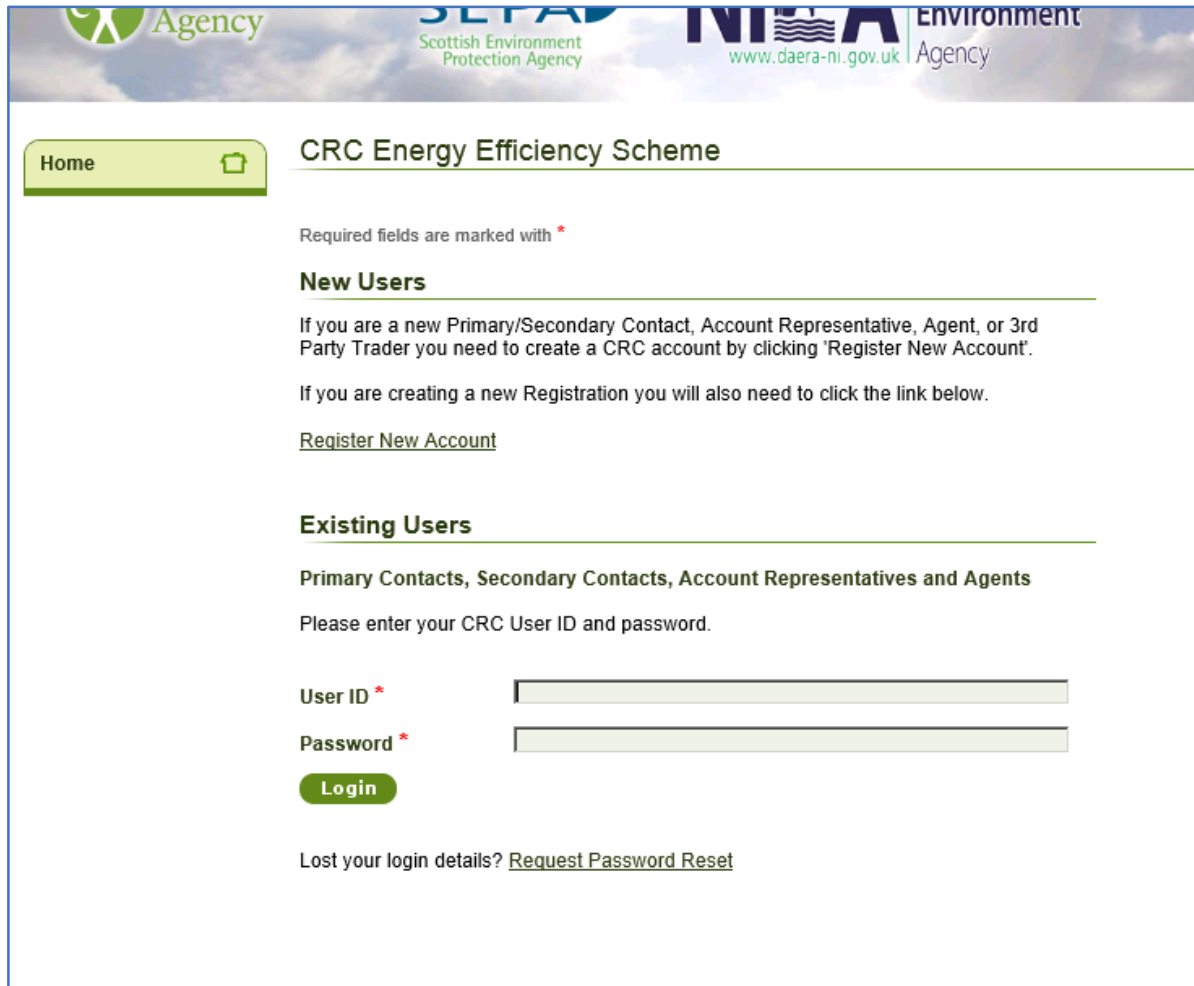
By Laura Kay

Senior Technical Officer – Energy Efficiency

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Register New Account



The screenshot shows the top navigation bar with logos for the Agency, Scottish Environment Protection Agency (SEPA), and the Northern Ireland Environment Agency (NIEA). Below the navigation bar is a 'Home' button with a house icon. The main heading is 'CRC Energy Efficiency Scheme'. A note states 'Required fields are marked with *'. There are two sections: 'New Users' and 'Existing Users'. The 'New Users' section explains that primary/secondary contacts, account representatives, agents, or 3rd party traders need to create a CRC account by clicking 'Register New Account'. It also notes that new registrations require clicking a link below, which is the 'Register New Account' link. The 'Existing Users' section is for primary contacts, secondary contacts, account representatives, and agents, and asks them to enter their CRC User ID and password. There are input fields for 'User ID *' and 'Password *', and a 'Login' button. A link for 'Lost your login details? Request Password Reset' is also present.

Agency

SEPA
Scottish Environment
Protection Agency

NIEA
www.daera-ni.gov.uk | Environment
Agency

Home

CRC Energy Efficiency Scheme

Required fields are marked with *

New Users

If you are a new Primary/Secondary Contact, Account Representative, Agent, or 3rd Party Trader you need to create a CRC account by clicking 'Register New Account'.

If you are creating a new Registration you will also need to click the link below.

[Register New Account](#)

Existing Users

Primary Contacts, Secondary Contacts, Account Representatives and Agents

Please enter your CRC User ID and password.

User ID *

Password *

[Login](#)

Lost your login details? [Request Password Reset](#)

If you are a new user to the account then click on the Register New Account link.

OR

If you already have an account but have never used this to enrol onto your CRC registry account log in as an Existing user.

Register New Account

Agency

SEPA Scottish Environment Protection Agency

NIA Environment Agency
www.daera-ni.gov.uk

Home

Account Setup

Required fields are marked with *

Your Details

Full Name *

Email *

Password

The password must

- be between 8 and 12 characters (letters and numbers only)
- contain at least one number (0-9)
- contain at least one letter (A-Z or a-z)
- not be, or contain the word password

Password *

Confirm Password *

Cancel Application Previous Next

Enter your name and email address
and create a password

Register New Account

Agency Scottish Environment Protection Agency NIA Environment Agency www.daera-ni.gov.uk

Home

Account Details

Your CRC account

Your new CRC account ID is: 9ky369c

You must make a note of this CRC account ID as you will need it every time you log in to our Online Services, along with your password.

If you wish to print this information for your records, please use the print facility on your web browser.

You have successfully created your CRC account. You must now log in to continue the CRC registration or enrolment process.

[Cancel Application](#) [Next](#)

Please ensure you make an accurate note of your new CRC account ID and then store this somewhere secure.

Agency Scottish Environment Protection Agency NIA Environment Agency www.daera-ni.gov.uk

Home

CRC Energy Efficiency Scheme

Required fields are marked with *

New Users

If you are a new Primary/Secondary Contact, Account Representative, Agent, or 3rd Party Trader you need to create a CRC account by clicking 'Register New Account'.

If you are creating a new Registration you will also need to click the link below.

[Register New Account](#)

Existing Users

Primary Contacts, Secondary Contacts, Account Representatives and Agents

Please enter your CRC User ID and password.

User ID *

Password *

[Login](#)

Lost your login details? [Request Password Reset](#)

To enrol you will need to log in using your new user name and password

Enrolling onto Your CRC Account

The screenshot shows the 'CRC Energy Efficiency Scheme' website. The navigation menu includes 'Home', 'CRC Energy Efficiency Scheme', and 'Registration'. The main content area is titled 'Registration' and contains instructions for starting registration with CRC. It includes three options: 'Register as a Participant', 'Register as a Mandated Participant', and 'Apply for a 3rd Party Trading Account'. At the bottom, there is a section for 'Complete Registration with CRC' with a link to 'Use my Known Facts letters to complete enrolment'.

Your Senior Officer will receive your PIN letter to forward on to you as part of the validation of contacts process.

The reference number is your CRC Participant account number.

Once you have logged in click on the option "Use my known facts..."
When entering your known facts and PIN please ensure the "CRC" is entered in upper case.

The screenshot shows the 'Enrolment' page of the CRC Energy Efficiency Scheme website. It includes a navigation menu with 'Home' and 'Enrolment'. The main content area is titled 'Enrolment' and contains instructions for enrolling. It lists required fields: 'Reference Number' and 'PIN'. There are input boxes for these fields. Below the input boxes, there is an 'Enrol' button and a link to 'Admin Rules (Opens in new window)'. An arrow points from the 'Use my Known Facts letters to complete enrolment' link in the registration page to the 'Reference Number' input box.

Homepage

Environment Agency | SEPA Scottish Environment Protection Agency | NIA Environment Agency | Natural Resources Wales

Laura K

CRC Energy Efficiency Scheme

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

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

Allowances

Manage your allowances.

- Account Summary
- Notice Board
- Transfer Allowances
- Order Allowances

Also in this section

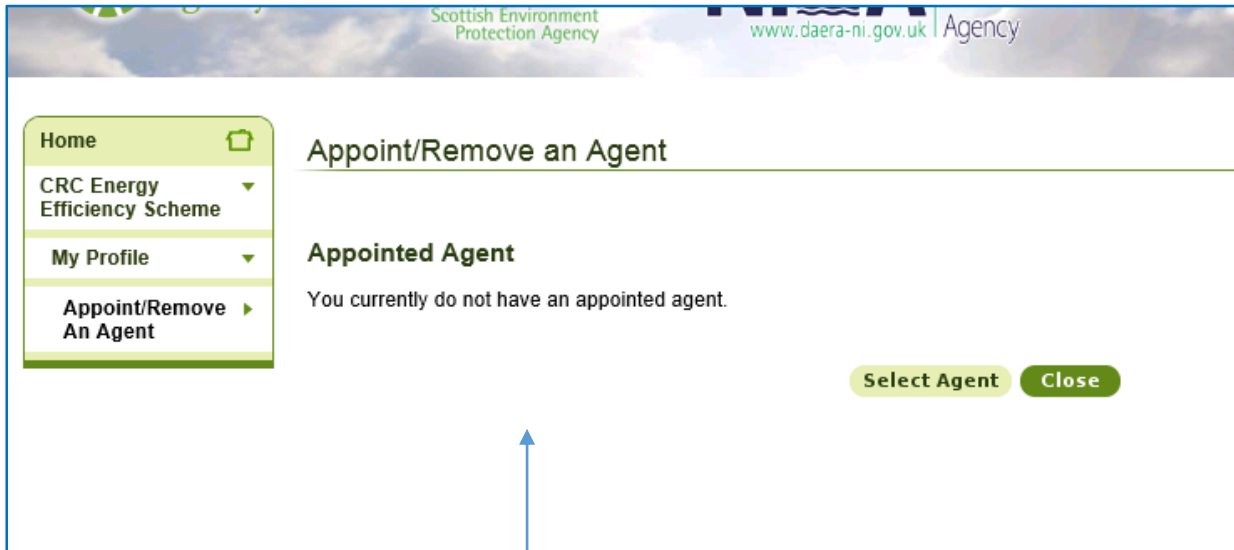
Emissions Calculator

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

Once you have logged in this is the page you will see if the account is locked. If you are also a named contact in Phase 1 they will see a Phase 1 option in the Phase menu section.

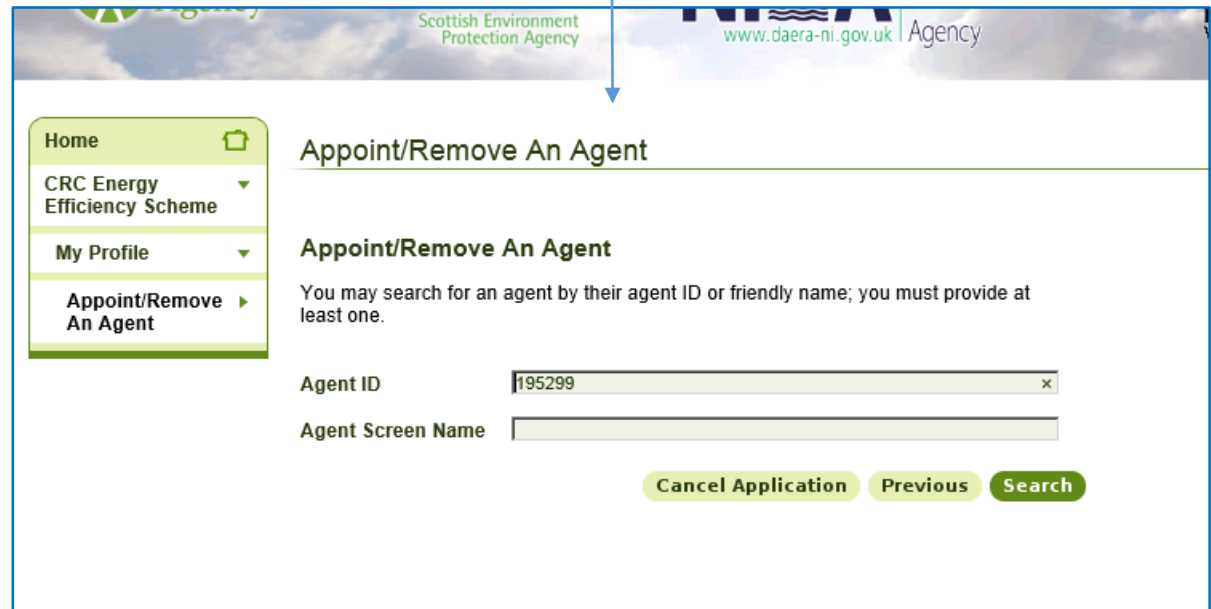
If your account is unlocked please contact the CRC team for the screen shot guide for this process.

Appointing an Agent



If you do not have an agent appointed this screen will show, if they do have an Agent it will be listed on this screen.

To select an Agent you will need to enter either the Agent ID or the Agent screen name to find them on the CRC Registry. Your Agent should be able to provide you with these.



Appointing an Agent

Here you need to select whether you want to give the Agent authority to transfer allowances to other Participants. **This is not required to surrender allowances**

Click on the Agent ID number to select the Agent you would like to appoint.

The screenshot shows the 'Select An Agent' page. The header includes 'Protection Agency' and 'www.daera-ni.gov.uk | Agency'. A left-hand navigation menu contains 'Home', 'CRC Energy Efficiency Scheme', 'My Profile', and 'Appoint/Remove An Agent'. The main content area is titled 'Select An Agent' and shows a table of agents. The table has two columns: 'Agent ID' and 'Agent Screen Name'. One agent is listed with ID '195299' and screen name 'Laura (DO NOT SELECT)'. Below the table are 'Cancel Application' and 'Previous' buttons. A blue arrow points from the 'Appoint/Remove An Agent' menu item to the '195299' ID in the table.

Agent ID	Agent Screen Name
195299	Laura (DO NOT SELECT)

The screenshot shows the 'Confirm Appoint Agent' page. The header includes 'Scottish Environment Protection Agency' and 'www.daera-ni.gov.uk | Agency'. A left-hand navigation menu contains 'Home', 'CRC Energy Efficiency Scheme', 'My Profile', and 'Appoint/Remove An Agent'. The main content area is titled 'Confirm Appoint Agent' and includes a note: 'Required fields are marked with *'. Under 'Agent Details', it says 'Confirm the selected Agent is correct.' There are two input fields: 'Agent ID' with the value '195299' and 'Agent Screen Name' with the value 'Laura (DO NOT SELECT)'. Below these is a question: 'Do you grant the selected Agent permission to transfer allowances from your account on your behalf? *' with radio buttons for 'No' and 'Yes' (selected). At the bottom are 'Cancel Application', 'Previous', and 'Next' buttons. A blue arrow points from the 'Appoint/Remove An Agent' menu item to the 'Agent ID' input field.

Agent ID:

Agent Screen Name:

Do you grant the selected Agent permission to transfer allowances from your account on your behalf? *

No
 Yes

Appointing an Agent

The screenshot shows the top navigation bar with the Agency logo, Scottish Environment Protection Agency, and the URL www.daera-ni.gov.uk. A left-hand menu contains 'Home', 'CRC Energy Efficiency Scheme', 'My Profile', and 'Appoint/Remove An Agent'. The main content area is titled 'Identity Check Required' and contains the sub-heading 'Request Identity Check'. Below this, a message states: 'To complete this action you must pass an identity check to be able to use One Time Passcodes.' At the bottom right of the main content area are two buttons: 'Cancel' and 'Request Check'.

If the contact appointing the Agent opts to give them permission to transfer allowances, they will need a One Time Passcode (OTP) to provide this authority. If you do have an OTP you will need to enter the code sent to you via text message.

You will also need to re enter your username and password before the Agent is appointed.
Please Note: the Agent is linked to your access to the account. If you are removed as a contact the Agents' access will be revoked.

The screenshot shows the top navigation bar with the Agency logo, Scottish Environment Protection Agency, the URL www.daera-ni.gov.uk, and logos for 'Environment Agency' and 'Natural Resources Wales'. The left-hand menu is the same as in the previous screenshot. The main content area is titled 'Confirm Appoint Agent' and contains the sub-heading 'Enter Password'. A note says 'Required fields are marked with *'. Below this, a message states: 'For security reasons please re-enter your User ID and password'. There are two input fields: 'User ID *' and 'Password *'. At the bottom right of the main content area are three buttons: 'Cancel Application', 'Previous', and 'Next'.

Requesting a One Time Passcode

Scottish Environment Protection Agency
www.daera-ni.gov.uk

Home
CRC Energy Efficiency Scheme
My Profile
Request Identity Check For One Time Passcodes

Request Identity Check For One Time Passcodes

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.

Click on the link below to go to our Identity Check web site.

[Request Identity Check](#)

Cancel

To apply for a One Time Passcode click on the Request Identity Check... link in the My Profile section on the homepage.

Then click on the link at the bottom of the page and this will direct you to an email to send to CRCHelp. From this email a member of the team will be in touch.

Managing Contacts

The screenshot shows the top navigation bar with logos for the Agency, SEPA (Scottish Environment Protection Agency), NIA (Natural Resources Wales), and Environment Agency. Below the navigation bar is a breadcrumb trail: "Environment Agency - Home".

The main content area is titled "Contacts" and includes the following text: "Manage the contacts for your registration. If you are a participant then can can assign the roles for each phase you are registered in by selecting the appropriate phase."

On the left side, there is a sidebar menu with the following items:

- Home
- CRC Energy Efficiency Scheme
- Contacts
 - Manage Contact List

The "Manage Contact List" section is highlighted and contains the text: "This enables you to edit existing contacts, remove existing contacts and add new contacts".

In this section you can add, remove and edit contact details but you cannot assign people to roles. To do this you will need to go into the Registration menu and Assign Contact Roles (see slide 10).

Managing Contacts – Adding a Contact

Home

CRC Energy Efficiency Scheme

Contacts

Manage Contact List

Manage Contact List

You can edit or remove contacts by clicking on the appropriate link. You can not change the identity of a contact by simply editing their name. To do this you must add a new contact and remove the previous one. The ability to edit an existing contact exists for circumstances where an individual changes specific details of their profile (e.g. their name or e-mail address).

Contact	Actions
Mr Neil Burgess Yew Tree Farm, Broad Lane, Grappenhall, WARRINGTON, WA4 3HT neil.burgess@environment-agency.gov.uk	Edit Remove
Mrs Lorraine Duckers Ricahrd Fairclough House, Wash Lane, Warrington, WA4 1HT, England lorraine.duckers@environment-agency.gov.uk	Edit Remove
Mr Mark Fishwick Lutra House, Walton Summit, Bamber Bridge, PRESTON, PR5 8BX mark.fishwick1@environment-agency.gov.uk	Edit Remove
Mr Mark Fishwick Lutra House, Seedlee Road, Walton Summit, Preston, Lancashire, PR5 4GB, England mark.fishwick@environment-agency.gov.uk	Edit Remove
Mr Neil Guthrie Lutra House, Walton Summit, Bamber Bridge, PRESTON, PR5 8BX neil.guthrie@environment-agency.gov.uk	Edit Remove
Mr Neil Guthrie (Remove) Lutra House, Walton Summit, Bamber Bridge, PRESTON, PR5 8BX neil.guthrie1@environment-agency.gov.uk	Edit Remove
Miss Laura Kay 30, Wash Lane, WARRINGTON, WA4 1HT laura.kay@environment-agency.gov.uk	Edit Remove

From the list you can edit contact details (but do not use this to replace contacts). At the bottom of this list this is an option to add a new contact.

Home

CRC Energy Efficiency Scheme

Contacts

Manage Contact List

Change

Application Contacts

Required fields are marked with *

Edit Contact

Title *

Forename *

Surname *

Position

Preferred Language

Organisation Name (if applicable)

Address *

[Add / Change Address](#)

Phone Number *

Mobile Number

Fax Number

Email *


Re-enter Email *

[Cancel](#) [OK](#)

Account Summary

These are the Account Summary screens. On these you can see what allowances you currently hold and for which years they are valid for. The Account Activity screen shows when you have obtained and surrendered allowances.

Environment Agency - Home

Home 

CRC Energy Efficiency Scheme

Allowances

Account Summary

Account Summary

Allowance Holdings

Valid for period	Sale Window Category	Number of allowances held
2015/2016 - 2018/2019	Buy to Comply	8
2016/2017 - 2018/2019	Forward Purchase	1
Phase 1	Buy to Comply	1
Phase 1	Buy to Comply	1
Phase 1	Buy to Comply	1

Total number of allowances held: 12


Outstanding Allowance Orders

Order reference	Valid for period	Number of allowances ordered	Payment Due By	Status
AOR7578747537	2015/2016 - 2018/2019	1		Placed
AOR6883869893	2015/2016 - 2018/2019	1		Placed
AOR8431401111	2015/2016 - 2018/2019	1		Placed
AOR8703256400	2015/2016 - 2018/2019	1		Placed

Options

[View Account Activity](#)
View allowance purchase, transfer and surrender activity

Protection Agency www.daera-ni.gov.uk | Agency Wales

Home 

CRC Energy Efficiency Scheme

Allowances

Account Summary

Account Activity

Account Activity

Account Activity

This table lists all the allowance purchase, transfer and surrender activity for this account.

Results Page: | 1 | 2 | 3 | [Next](#) | [Last](#)

Date	Description	Transfer Reference	Allowances In	Allowances Out
31/10/2016	Surrender	8337136277		1
26/10/2016	Surrender	0774587519		1
26/10/2016	Purchase	4194049349	10	
20/10/2016	Transfer to CRC7655025	4190134547		1
02/09/2016	Purchase	2855129006	1	
01/04/2016	Purchase	1560294900	1	
03/11/2014	Purchase	2548205974	1	
02/06/2014	Purchase	0230997498	1	
30/05/2014	Surrender	2125316276		1
06/06/2013	Transfer to CRC7655025	1194559648		2

[Close](#)

Phase Menu Screen

The screenshot displays the 'Phase 2' menu screen. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), NIEA (Northern Ireland Environment Agency), and Cymru Natural Resources Wales. On the left, a vertical navigation menu includes 'Home', 'CRC Energy Efficiency Scheme', 'Phase', and 'Phase 2'. Under 'Phase 2', there are two main sections: 'Registration' and 'Compliance Obligations'. The 'Registration' section lists actions like 'Assign Contact Roles', 'Inform Of Designated Change', 'Change Primary Member/Compliance Account Holder', and 'Change Parent and/or Participant Equivalent (s) details'. The 'Compliance Obligations' section lists 'Submit Annual Report', 'Surrender Allowances', and 'Commitment Statements'. A blue arrow points from a text box on the right to the 'Compliance Obligations' section.

To complete actions specific to a phase, in the main menu screen select which phase you would like to complete actions for. Here you will find this menu page.

Separate user guides are available for how to submit an Annual Report and how to surrender allowances.

Commitment Statement

The screenshot shows the 'Commitment Statements' overview page. At the top, there are logos for the Agency, Scottish Environment Protection Agency (SEPA), NIA Environment Agency (www.daera-ni.gov.uk), and Natural Resource Wales. A left-hand navigation menu includes 'Home', 'CRC Energy Efficiency Scheme', 'Phase', 'Phase 2', 'Compliance Obligations', and 'Commitment Statements'. The main content area is titled 'Commitment Statements' and contains a text block explaining that commitment statements are only available for years where an annual report has been submitted and allowances have been surrendered. Below this is a table with three columns: 'Commitment Year', 'Remaining Commitment (tonnes of CO2)', and 'Remaining Allowances'. The table lists three years: 2014/2015, 2015/2016, and 2016/2017. A 'Close' button is located at the bottom right of the page.

Commitment Year	Remaining Commitment (tonnes of CO2)	Remaining Allowances
2014/2015	602	0
2015/2016	739	0
2016/2017	110942	0

The Commitment Statement shows you if you have an outstanding balance of allowances (middle column) or if you have over surrendered allowances (right hand column).
If you click on the commitment year it will give you an overview of your commitment, what you have surrendered and what balance is outstanding.

The screenshot shows the 'Commitment Statement' overview page for the 2015/2016 commitment year. It features the same navigation menu as the overview page. The main content area is titled 'Commitment Statement' and includes an 'Overview' section with the following data:

Commitment Year	2015/2016
Annual Report Commitment	139
Commitment Carried Forward	602
Total Commitment	741
Allowances Surrendered	2
Remaining Commitment	739

Below the overview is a 'Surrender History' table:

Date	Quantity
26/10/2016	1
31/10/2016	1

The 'Remaining Commitment' section contains a text block stating: 'You have a Remaining Commitment of 739 tonnes CO2. You must surrender 739 allowances by 31/10/2016 to meet your Total Commitment for Commitment Year 2015/2016.' A link for 'Surrender Allowances' is provided below. A 'Close' button is at the bottom right.

Registration Menu Screen

The screenshot shows the 'Registration' menu screen for a user named Laura Kay (CRC1447). The page is titled 'Registration' and includes the sub-header 'Manage your registration.' The main content area is divided into six menu items, each with a description and a right-pointing arrow:

- Assign Contact Roles**: This enables you assign contacts to roles for the phase
- Inform Of Designated Change**: Inform the regulator of a designated change this includes Machinery of Government Change
- Change Primary Member/Compliance Account Holder**: Change your Primary Member/Compliance Account Holder
- Change Parent and/or Participant Equivalent(s) details**: Change details of Parent and/or Participant Equivalent(s)
- Grant Permission to Disaggregate**: Grant Permission for a Participant Equivalent to Disaggregate
- Download Registration Summary**: Download a copy of your registration summary

Below the main menu items is a section titled 'Also in this section' which contains the last two items: 'Grant Permission to Disaggregate' and 'Download Registration Summary'. On the left side, there is a navigation menu with 'Registration' selected. On the right side, there is a 'Related Information' section with a 'Guidance' link. The top of the page shows the Environment Agency logo and the user's name.

This is the full Registration menu page showing all options available.

Assigning Contacts to Roles

Agency Scottish Environment Protection Agency NIWA Environment Agency Natural Resource Wales

Home
CRC Energy Efficiency Scheme
Phase
Phase 2
Registration
Assign Contact Roles

Assign Contact Roles

Key Contacts

Please select the key contacts for your organisation

Primary	Mr Sam Stewart (samuel.stewart@environment-agency.gov.uk)
Secondary	Miss Laura Kay (laura.kay@environment-agency.gov.uk)
Invoice	Mr Steve Smith (steve.smith@environment-agency.gov.uk)
Senior Officer	Mr Neil Guthrie (neil.guthrie@environment-agency.gov.uk)
First Account Representative	Mr Quentin Somerville (neilburge@hotmail.com)
Second Account Representative	Mr Mark Fishwick (mark.fishwick@environment-agency.gov.uk)
Third Account Representative	Mrs Lorraine Duckers (lorraine.duckers@environment-agency.gov.uk)

Cancel Next

On this screen you can assign contacts to roles on your CRC Registry account. Once you have made the changes and clicked next you will be provided with a summary of what changes you have made.

Submitting A Designated Change

Agency Scottish Environment Protection Agency www.daera-ni.gov.uk Environment Agency Res Wa

Home

CRC Energy Efficiency Scheme ▾

Phase ▾

Phase 2 ▾

Registration ▾

Inform Of Designated Change ▶

Designated Change

Organisational Changes are large changes in your organisation. In the Private Sector and for Public Bodies this is known as a Designated Change. For Central Government Departments this is known as a Machinery of Government Change.

Prior to informing us of an organisational change please read the relevant guidance which you can link to from the guidance link at the right hand side of this page.

Type of change

Buy
Select this option if you are purchasing an PE or an entire participant from another body.

Sell
Select this option if you are selling one or more of your PE(s) or an entire participant organisation to another body.

Merge
Select this option if you are undergoing a merger.

Restructure
Select this option if you are restructuring the hierarchy of your PE(s) within your participant group.

[Guidance](#)

On this screen you can notify the CRC team that a Designated Change has occurred within your organisation.

Submitting A Designated Change - Buy

If you are purchased a Participant Equivalent you will need to submit a Designated Change Buy. You will need to provide the details of the sellers organisation along with further details of the purchase and the transaction date.

The screenshot shows the 'Designated Change' form for a 'Buy' transaction. The left sidebar contains a navigation menu with 'Home', 'CRC Energy Efficiency Scheme', 'Phase', 'Phase 2', 'Registration', and 'Inform Of Designated Change'. The main content area is titled 'Designated Change' and includes a note: 'Required fields are marked with *'. Below this is the 'Details of the selling organisation' section, which asks for details about the selling organisation. It contains input fields for 'CRC Registration Number', 'Name *', and 'Address *', each with an 'Add / Change Address' button. The 'Seller Contact' section follows, asking for details of a specific contact from the selling organisation. It includes input fields for 'Name', 'Address', 'Phone', and 'Email Address', with an 'Add / Change Address' button for the address field. At the bottom, there are buttons for 'Cancel Application', 'Previous', and 'Next'.

The screenshot shows the 'Designated Change' form for a 'Buy' transaction, focusing on the 'Description of purchase' section. The left sidebar is identical to the previous screenshot. The main content area is titled 'Designated Change' and includes a note: 'Required fields are marked with *'. Below this is the 'Description of purchase' section, which provides instructions: 'Please provide details of the purchase that you are making. This should include the name of the participant and/or PE(s) that you are purchasing and any other relevant information. The date of sale/purchase is important (i.e. the date that the organisation/PE that has been sold passed to the buying organisation). The responsibility for reporting CRC emissions and surrender of allowances for the compliance year in which a change occurs sits with the owner at the end of the compliance year (31 March), even if they have owned it for only a part of the year. The purchaser must obtain information relating to emissions for the period before the sale took effect from the selling organisation. It is up to the parties concerned to transfer any allowances between themselves as part of the sale arrangements. Different rules apply to machinery of government changes. Please refer to the on our web pages.' Below this is the 'Purchase details *' section, which has a large empty text area. At the bottom, there is a 'Date of purchase *' field with a date picker set to '21/04/2017'. At the very bottom, there are buttons for 'Cancel Application', 'Previous', and 'Next'.

Submitting A Designated Change - Sell

Agency

SEPA
Scottish Environment
Protection Agency

NIA
www.daera-ni.gov.uk | Environment
Agency

Natural
Resource
Wales

Home

CRC Energy Efficiency Scheme

Phase

Phase 2

Registration

Inform Of Designated Change

Designated Change

Participant or PE(s) being sold

Please select the PE(s) that are being sold to the other organisation. If you are selling your entire participant organisation you should select the highest parent and all PE(s).

Test Participant 11

TEST* PARTICIPANT 02

Select All Select None

Cancel Application Previous Next

If you are selling a Participant Equivalent you will need to submit a Designated Change sell. You will need to select which Participant Equivalent(s) have been sold. The sale of a non Participant Equivalent is not classed as a Designated Change.

Submitting A Designated Change - Sell

For a Designated Change Sell you will need to provide the details of the purchasing organisation along with further details of the purchase and the transaction date.

Agency Scottish Environment Protection Agency NIA Environment www.daera-ni.gov.uk Agency

Home
CRC Energy Efficiency Scheme
Phase
Phase 2
Registration
Inform Of Designated Change

Designated Change

Required fields are marked with *

About the Purchasing organisation

Please provide the following details about the purchasing organisation.

CRC Registration Number: CRC1234567

Name: LK Ltd

Address: 69 Wash Lane WARRINGTON WA4 1HT United Kingdom
[Add / Change Address](#)

Purchasing Contact

If you are dealing with a specific contact from the purchasing organisation please provide their details below.

Name: Laura

Address: 69 Wash Lane WARRINGTON WA4 1HT United Kingdom
[Add / Change Address](#)

Phone:

Email Address:

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

Agency Scottish Environment Protection Agency NIA Environment www.daera-ni.gov.uk Agency Natural Resources Wales

Home
CRC Energy Efficiency Scheme
Phase
Phase 2
Registration
Inform Of Designated Change

Designated Change

Required fields are marked with *

Description of sale

Please provide information about the sale. This should include the name of the participant and/or PE(s) and any other relevant information.

Sale details *

Date of sale * 21/04/2017

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

Changing Primary Member/Compliance Account Holder

Agency SEPA Environment
Scottish Environment Protection Agency www.daera-ni.gov.uk Agency

Home
CRC Energy Efficiency Scheme
Phase
Phase 2
Registration
Change Primary Member/Compliance Account Holder

Select Primary Member/Compliance Account Holder

Select Primary Member/Compliance Account Holder

If you are acting on behalf of an overseas company who doesn't have any UK entities or wish to appoint an entity which does not appear in the list below then you should select 'other' on this screen and enter the company details. Please select your Primary Member/Compliance Account Holder from the list provided. Once you have changed your Primary Member/Compliance Account Holder you can view the change in your Registration Summary.

Primary Member/Compliance Account Holder

-- None Selected --
Test Participant 11
TEST* PARTICIPANT 02
Other...

Your senior officer always needs to be someone who exercises management control over your primary member. When you change your primary member, you will need to consider whether you also need to change your senior officer. If your new primary member is a company, the new senior officer should be a director. If it is a partnership, it should be a partner of the partnership. If it is an LLP, it should be a member of the LLP.

The senior officer plays an important role in approving the appointment of primary and secondary contacts and account representatives. When you change your primary member, we will therefore not allow you to appoint or remove any contacts, representatives or agents until a new senior officer has been chosen and we have confirmed his or her identity.

If your current senior officer exercises management control over both the old primary member and the new one of course, he or she does not need to be changed. We communicate with you on this matter as part of our checks.

Cancel Next

To change your Primary Member/Compliance Account Holder to another Participant Equivalent you can select them from the drop down list. If you would like to appoint another organisation select the other option and then enter the relevant details.

Changing Primary Member/Compliance Account Holder

Home

CRC Energy Efficiency Scheme

Phase

Phase 2

Registration

Change Primary Member/Compliance Account Holder

Senior Officer Contact

Required fields are marked with *

Senior Officer Contact

Please select an existing contact or select Other to add a new contact.

If your Senior Officer is one of the Contacts which you have already provided you may select it from this list, otherwise select Other to add a new Contact

For private companies this should be a *Director registered at Companies House*. For public sector organisations *Chief Executive or equivalent*. For other types of organisations this means a person of equivalent seniority eg *for partnerships, a partner*.

Please note: The email address of the senior officer will be used as the email address for the compliance account holder

Senior Officer Contact *


- Mr Sam Stewart (Primary)
- Miss Laura Kay (Secondary)
- Mr Steve Smith (Invoice)
- Mr Neil Guthrie ()
- Mr Quentin Somerville (First Account Representative)
- Mr Mark Fishwick (Second Account Representative)
- Mrs Lorraine Duckers (Third Account Representative)
- Other

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

Once you have selected a new Primary Member/Compliance Account Holder you will need to ensure that the appointed Senior Officer holds a suitable position of director or equivalent within that organisation. If this is not the case you will need to appoint a new suitable Senior Officer.

Changing Primary Member/Compliance Account Holder

Agency Scottish Environment Protection Agency www.daera-ni.gov.uk Environment Agency Natural Resources Wales

Home 

CRC Energy Efficiency Scheme

Phase

Phase 2

Registration

Change Primary Member/Compliance Account Holder

Change Primary Member/Compliance Account Holder confirmation

Please confirm that the details are correct.

Original Primary Member/Compliance Account Holder details:

Company Name TEST* PARTICIPANT 02

Company Address Lutra House, Walton Summit, Bamber Bridge, PRESTON, PR5 8BX

New Primary Member/Compliance Account Holder details:

Company Name Test Participant 11

Company Address Richard Fairclough House, Knutsford Road, Latchford, Warrington, Cheshire, WA4 1HT, England

Senior Officer Mr Neil Guthrie

[Cancel Application](#) [Next](#)

Once you have finalised your changes the system will provide a summary page of the changes that have been made.

Changing Parent or P.E. Details

Agency Scottish Environment Protection Agency NIA Environment www.daera-ni.gov.uk Agency Nat Resc Walk

Home

CRC Energy Efficiency Scheme

Phase

Phase 2

Registration

Change Parent and/or Participant Equivalent(s) details

Change Parent/Participant Equivalent(s) details

Organisation Structure

Please select the Parent, Participant Equivalent to change details.

Test Participant 11

TEST* PARTICIPANT 02

Cancel

To amend the details of a Participant Equivalent click on the company name and this will take you to the screen to the right. Once you have made the relevant changes click next to save.

Home

CRC Energy Efficiency Scheme

Phase

Phase 2

Registration

Change Parent and/or Participant Equivalent(s) details

Organisation Details

Required fields are marked with *

Company Details

Please check the details carefully before proceeding.

Company Registration Number * TEST0002

Company Name * TEST* PARTICIPANT 02

(for information regarding valid company names refer to the [government legislation website](#), this link opens a new window)

Trading Name (if applicable this will be used in the league table)

Registered/Principal Office Address * Lutra House
Walton Summit
Bamber Bridge
PRESTON
PR5 8BX

Add / Change Address

Country where UK Registered Office is located * England

Please tell us your principal place of activity * Lutra House
Walton Summit
Bamber Bridge
PRESTON
PR5 8BX

Add / Change Address

SIC Code * 0.84.240

Add/Change SIC Code

Cancel Application Previous Next

Permission to Disaggregate

The screenshot shows a web application interface with a header containing logos for 'Agency', 'Scottish Environment Protection Agency', 'NIAA Environment Agency', and 'Natural Resources Wales'. A left-hand navigation menu includes 'Home', 'CRC Energy Efficiency Scheme', 'Phase', 'Phase 2', 'Registration', and 'Grant Permission to Disaggregate'. The main content area is titled 'Grant Permission for Participant Equivalents to Disaggregate' and contains the following text:

Please identify any Participant Equivalents you wish to authorise for disaggregation.

To select a participant use the 'Check box' to mark as authorised. If there is no check box against a PE this means that they can't disaggregate (this may be because the PE is not eligible or the PE is the compliance account holder). If the PE is the compliance account holder and you want to disaggregate it, you must first go back and nominate a different compliance account holder before ticking the PE for disaggregation.

If any are not marked as authorised then they will remain as part of the parent's registration.

Below this text is a table with one row:

Test Participant 11	
TEST* PARTICIPANT 02	<input type="checkbox"/>

At the bottom of the form are two buttons: 'Cancel Application' and 'Next'.

All Participant Equivalents that can be disaggregated will have a tick box next to them. You can't disaggregate the Highest UK Parent or the Compliance Account Holder.

Notice Board

The screenshot shows the 'Secondary Market - Trading Notice Board' interface. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), NIA (www.daera-ni.gov.uk), and Cymru Natural Resources Wales. A left-hand navigation menu includes 'Home', 'CRC Energy Efficiency Scheme', 'Allowances', and 'Notice Board'. The main content area is titled 'Secondary Market - Trading Notice Board' and contains a search section for trading notices. This section includes a date picker for 'Notices posted after', three dropdown menus for 'Valid For', 'Notice Type', and 'Allowance Type', and a text input for 'Maximum price per allowance (representing 1 tCO2)'. There are 'Filter' and 'Clear' buttons below the search criteria. Below the search section, there is a heading 'Secondary market trading notices' and a button 'View, Add and Amend my existing notices'. The results section shows 'Results Page: | 1' and a table with columns: Date, Notice Type, Allowance Type, Quantity, Allowance Price, Valid for, and View. The table currently displays the message 'There are no entries to display'. A 'Close' button is located at the bottom right of the table area.

CRC Participants can advertise on the Notice Board if they have surplus allowances to sell or if they are looking to buy allowances.

Click on the View, Add and Amend... Tab to create a new advert or amend an existing one.

Notice Board

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](#)

Once you have clicked the View, Add and Amend... button you will be presented with the option to either add a buy or sell notice.

Notice Board

Agency Scottish Environment Protection Agency NIWA Environment Agency Natural Resources Wales

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 *

- Mr Neil Guthrie (Remove)
- Miss Laura Kay
- Mr Mark Fishwick
- Mr Mark Fishwick
- Mr Martyn Taylor
- Mr Neil Burgess
- Mr Neil Guthrie
- Mr Quentin Somerville
- Mr Sam Stewart
- Mr Steve Smith
- Mrs Lorraine Duckers
- Ms Paula Shepherd

Cancel Next

Enter the relevant contact and advert details.

Agency Scottish Environment Protection Agency NIWA Environment Agency Natural Resources Wales

Home

CRC Energy Efficiency Scheme

Allowances

Notice Board

View Account Notices

Add a Notice

Advertise Allowance Sale

Required fields are marked with *

Please provide details of the allowance you are selling

Allowance Type *

Quantity available *

Price/Unit (£) *

Valid from *

Valid until *

Additional Information

Cancel Previous Next

Notice Board

The screenshot displays the 'Notice Board' section of a web application. At the top, there are logos for 'Agency', 'SEPA Scottish Environment Protection Agency', and 'NIA Environment Agency' with the website 'www.daera-ni.gov.uk'. A navigation menu on the left includes 'Home', 'CRC Energy Efficiency Scheme', 'Allowances', 'Notice Board', 'View Account Notices', and 'Add a Notice'. The main content area is titled 'Preview of secondary market trading notice' and contains a 'Notice Preview' section. Below this, a text prompt reads: 'Below is a preview of how your notice will appear. If the details are correct, please click "Submit"'. A list of notice details follows, including Date, Notice Type (Sale), Allowance Type (Fixed Price), Quantity (200), Unit Price (£17.00), Valid for (2015/2016 - 2018/2019), Organisation, Contact Name (Miss Laura Kay), Email (laura.kay@environment-agency.gov.uk), and Phone Number (07909 854177). At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Submit'.

Agency

SEPA
Scottish Environment
Protection Agency

NIA Environment
Agency
www.daera-ni.gov.uk

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	200
Unit Price	£17.00
Valid for	2015/2016 - 2018/2019
Organisation	
Contact Name	Miss Laura Kay
Email	laura.kay@environment-agency.gov.uk
Phone Number	07909 854177
Additional Information	

Cancel Previous Submit

Once you have entered the details of your advert you can review it prior to submitting it to the Notice Board

Emissions Calculator

You can use the Emissions calculator to work out how many allowances you need. Please note that future years will not show the correct emissions factor as Defra confirm these annually.

The screenshot shows the 'Select Phase' step of the Emissions Calculator. The page header includes logos for Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). A left-hand navigation menu contains 'Home', 'CRC Energy Efficiency Scheme', and 'Emissions Calculator'. The main content area is titled 'Select Phase' and includes a note: 'Required fields are marked with *'. Below this, it says 'Select phase' and 'Select the applicable phase. Note that emissions factors are subject to change at any time.' A dropdown menu for 'Phase *' is set to '2'. At the bottom are 'Cancel Application' and 'Next' buttons.

Select the relevant Phase and then reporting year to access the correct Emissions Calculator

The screenshot shows the 'Select Annual Reporting Year' step of the Emissions Calculator. The page header and navigation menu are identical to the previous screen. The main content area is titled 'Emissions Calculator' and includes the same note about required fields. It says 'Select Annual Reporting Year' and 'Annual Reporting Year *'. A dropdown menu for 'Annual Reporting Year *' is set to '-- Please Select --'. At the bottom are 'Cancel Application', 'Previous', and 'Next' buttons.

Emissions Calculator

The screenshot shows the 'Emissions Calculator' page. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), NIEA (Northern Ireland Environment Agency), and Cymru Natura Resources Wales. A navigation menu on the left includes 'Home', 'CRC Energy Efficiency Scheme', and 'Emissions Calculator'. The main content area has a title 'Emissions Calculator' and a brief explanation: 'You can enter values to calculate your carbon dioxide emissions. We calculate this value using the following formula: supply * emission factor * 0.001. For estimates, an extra 10% is automatically added.' Below this is a 'Download' button and a note: 'Click the Download button below to download a file containing the values you have entered into the calculator (this file can, for example be loaded into Microsoft Excel and is in CSV format). Note that emissions factors are subject to change at any time.'

Energy Source (Not Covered by CCA or EU ETS)	Emission Factor (tonnes/kg)	Consumption	Measurement Units	Calculated Emissions (tonnes of CO2)
Electricity	0.44662	<input type="text" value="0"/>	kWh	0
Electricity (estimate)	0.44662	<input type="text" value="0"/>	kWh	0
Gas	0.183645	<input type="text" value="0"/>	kWh	0
Gas (estimate)	0.183645	<input type="text" value="0"/>	kWh	0
On-site generated electricity	0.40957	<input type="text" value="0"/>	kWh	0
On-site generated electricity (estimate)	0.40957	<input type="text" value="0"/>	kWh	0
Total Emissions (tonnes of CO2)				0

At the bottom of the table are three buttons: 'Cancel', 'Previous', and 'Download'.

The Emissions Calculator covers all fuel types that can be entered into the Annual Report