



Australian Government  
Clean Energy Regulator

AUSTRALIAN  
NATIONAL REGISTRY  
OF EMISSIONS UNITS

# Managing units in the Australian national registry of emissions units

## User guide

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# About this guide

## Purpose

This guide provides information to assist clients to use the Australian national registry of emissions units (ANREU) to:

- manage Australian carbon credit units earned under the Emissions Reduction Fund, and
- manage their emissions units, including performing transactions.

This guide outlines general information, step-by-step instructions and screen shots of how to use the ANREU, and should be read in conjunction with information available on the [Clean Energy Regulator website](#).

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**Note: this guide does not address the following**

- transfer of liability between entities using Obligation Transfer Numbers (OTNs) or Liability Transfer Certificates (LTCs), or
- National Greenhouse and Energy Reporting (NGER) scheme requirements.

For more information on these programs, please see the [Clean Energy Regulator website](#).

## 1. Introduction

The Clean Energy Regulator has developed this guide to support clients to manage their emission unit holdings and to meet their obligations under the Emissions Reduction Fund (ERF) through the Australian national registry of emissions units (ANREU).

Clients can use ANREU to:

- receive Australian carbon credit units (ACCUs) through the Emissions Reduction Fund
- transfer units, including international units between accounts, and
- manage their account profile, for example checking unit balances, transaction history and historical unit position statements under the CPM.

### 1.1 The Clean Energy Regulator

The Clean Energy Regulator is responsible for managing the Emissions Reduction Fund which includes the operation of ANREU.

### 1.2 ANREU accounts

Under the Emissions Reduction Fund, opening an ANREU account is necessary for individuals or organisations that:

- wish or need to hold (own) or transact (transfer, cancel, relinquish) emissions units in Australia or internationally, or
- wish to receive ACCUs as a participant in the Emissions Reduction Fund.

## 2. What is an emissions unit?

Emission units are often referred to as carbon credits, allowances, or offset credits. An emission unit represents one metric tonne of carbon dioxide itself, or the equivalent of any other greenhouse gas (carbon dioxide equivalent—CO<sub>2</sub>-e).

There are many different unit types. A variety of emission units are traded in voluntary and compliance schemes throughout the world.

The ANREU currently facilitates the management of the following emissions units:

- AAUs—Assigned Amount Units,
- CERs—Certified Emission Reduction Units,
- tCERs—Temporary Certified Emission Reduction Units,
- ICERs—Long term Certified Emission Reduction Units,
- RMUs—Removal Units,
- ERUs—Emission Reduction Units,
- (K)ACCUs—Kyoto equivalent Australian carbon credit unit
- NKACCUs—Non Kyoto equivalent Australian carbon credit unit

## 3. Opening an ANREU account

### 3.1 Account holders

To open an Australian national registry of emissions units (ANREU) account, applicants must complete an application form and supply relevant proof of identity documentation. On receipt of an application, assurance procedures are carried out and if the applicant is determined to be a 'fit and proper person' having regard to legislative criteria, an account in ANREU will be created for them. Account applicants are also required to provide proof of identity documentation for all nominated authorised representatives who will be given ANREU user credentials (authorised representatives perform transactions in ANREU accounts).

A list of the documentation required and step by step instructions for [opening an ANREU account](#) can be found on the Clean Energy Regulator website.

### 3.2 Closing an ANREU account

To voluntarily close an ANREU account please contact the Clean Energy Regulator at [registry-contact@cleanenergyregulator.gov.au](mailto:registry-contact@cleanenergyregulator.gov.au)

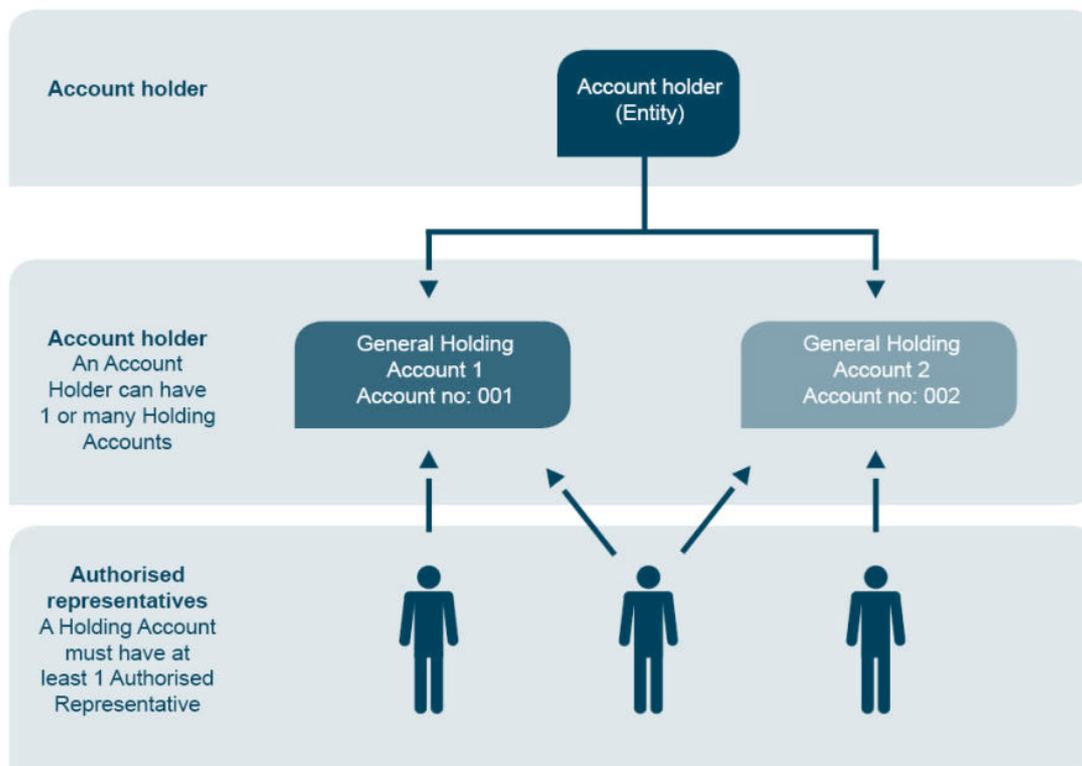
Please note that all units must be transferred from an account before the account can be closed.

## 4. What does an ANREU account look like?

An ANREU account contains three main components—which when created within the system establish the relationships between the legal entity, users (authorised representatives) and holding accounts. These components are:

- an account holder
  - » The account holder is the legal entity who owns or holds the account.
- holding accounts
  - » These are associated with the account holder. An account holder can have many holding accounts. Each holding account requires its own each unique number and name.
- authorised representatives
  - » Authorised representatives are the individuals who access the holding accounts on behalf of the account holder.

The following diagram represents this relationship:



## 5. Authorised representatives

An authorised representative is an individual nominated by an account holder applicant, or an existing account holder, to operate that entity's ANREU account. Authorised representatives have the ability to perform all unit management functions, including transferring eligible units from the holder's account to other ANREU accounts or, if applicable, internationally.

All ANREU accounts require at least one authorised representative. If additional authorised representatives are nominated, one authorised representative must be nominated as a 'primary' representative. The main role of the primary representative is to be the first point of contact for the Clean Energy Regulator for any administrative matters relating to the account.

As part of the anti-fraud and security measures for ANREU, the Clean Energy Regulator recommends that account holders have at least two authorised representatives for their account, and that one authorised representative initiates and the other approves any transaction that requires transferring eligible units from your account to another account (both within the ANREU and internationally).

The recommended process involves an initiator commencing a transaction, which generates an email containing a transaction PIN to all approvers for that account. The transaction can only be completed by having an approver enter the PIN number relevant to that transaction. The PIN applies only to that transaction and is only sent once.

This two-step process provides added security to account holders, as it assists in mitigating risks associated with the misuse or loss of user system access credentials.

Where no secondary authorised representative is nominated the primary authorised representative will perform both the initiate and approve actions.

It is up to the account holder to determine as they see fit how best to delegate responsibility amongst their authorised representatives. For instance, each representative can be assigned as both an approver and initiator of transactions, or as either an approver or an initiator with the account holder's internal procedures setting out how the arrangements should be applied.

In order to add a new authorised representative to your account, you will need to complete a form to vary an authorised representative for an ANREU account which is available on the opening an ANREU account page.

## 6. Managing your password

All authorised representatives are provided with a unique user-identification (user name) and password by the Clean Energy Regulator. These must be entered when accessing ANREU.

All ANREU passwords expire and must be renewed every 90 days—note the 90 days is from the date of creation, not the date of last use.

Passwords can be reset by an authorised representative using the 'my profile' function within the ANREU, or if you have forgotten your password, then a function is available from the ANREU home page. Please ensure that your new password is at least 9 characters in length, with at least one lower-case character, at least one upper-case character and at least one number. Your new password must be something you have not used previously.

Please note that the manual reset and forgotten password functions only apply if the password has not reached the expiry date.

If your password has expired (exceeded the 90 day limit) you will need to contact the Clean Energy Regulator to have the password reset. Assistance in resetting passwords is available by emailing [registry-contact@cleanenergyregulator.gov.au](mailto:registry-contact@cleanenergyregulator.gov.au). Please provide the following information:

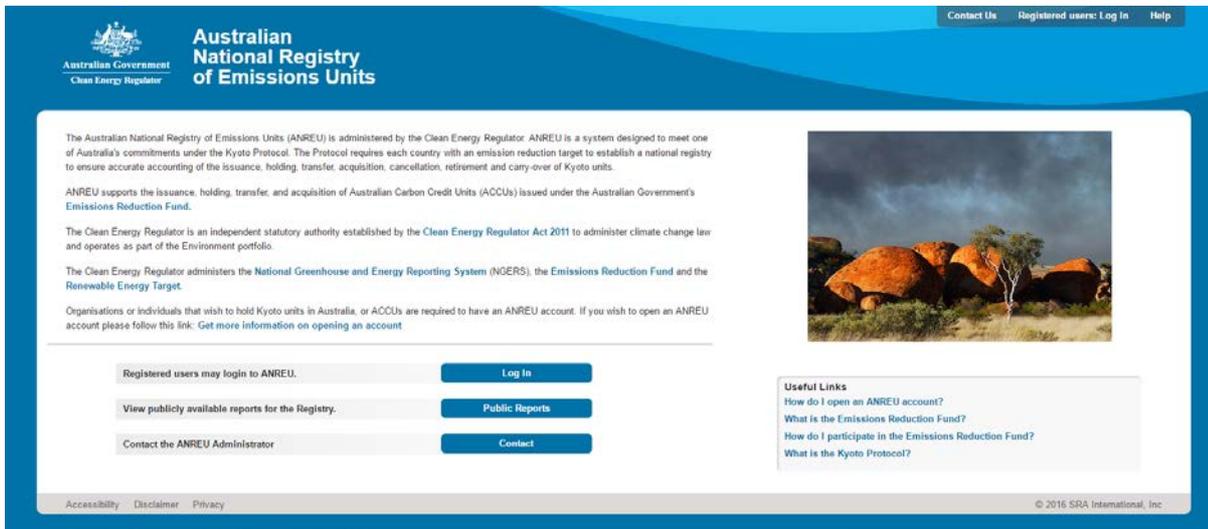
- your full name
- your ANREU user name
- your contact telephone number, and
- your mailing address.

# 7. Logging in to ANREU

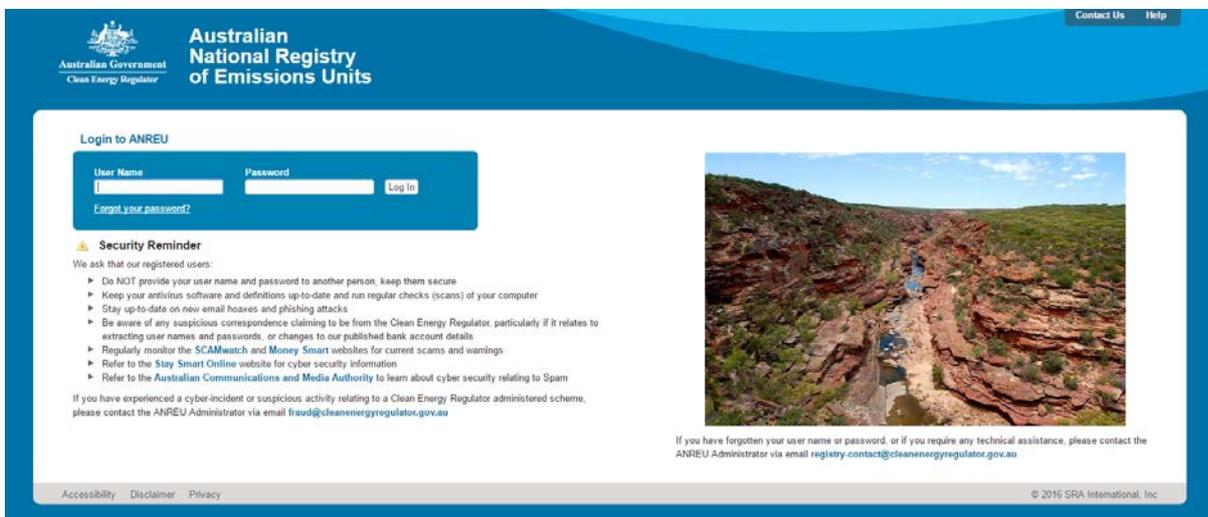
## 7.1 Logging in to ANREU

The first time you [log in to ANREU](#) with your user name and temporary password you will be asked to reset your password and set security questions.

For security purposes, you will be automatically logged out of ANREU after a period of inactivity.



After selecting the log in button the following screen will be displayed. You will be required to enter your user name and password at this point. If your user name or password is invalid an error message will be displayed at the top of the screen.

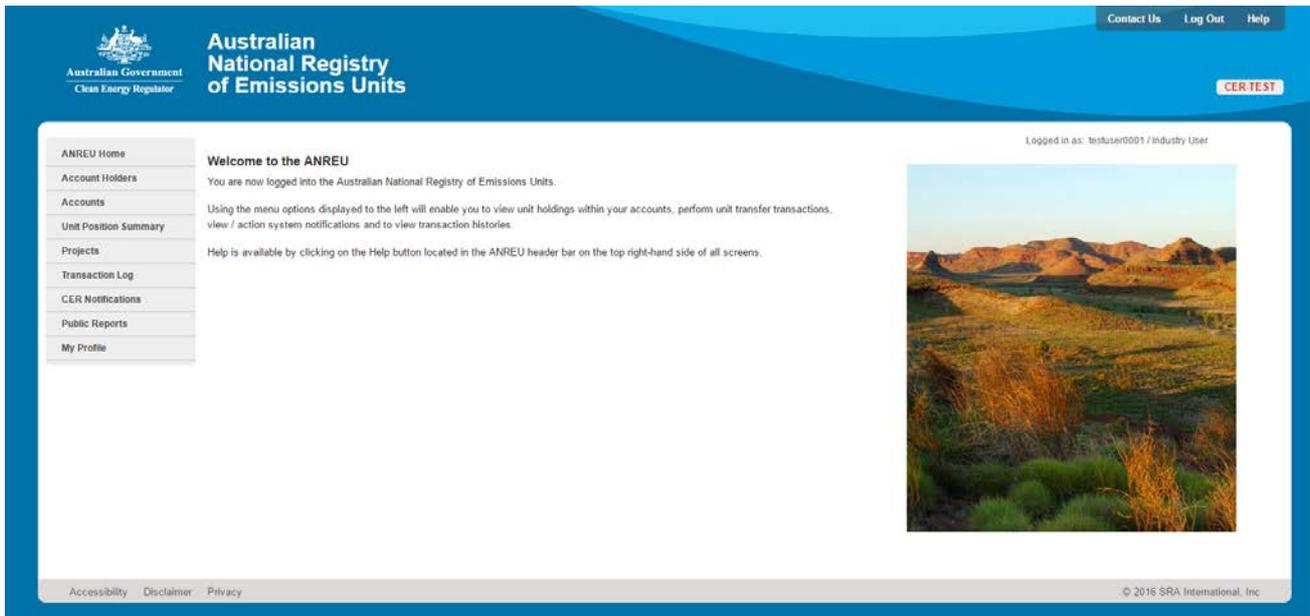


After entering your user name and password you will be presented with the ANREU home page.

## 7.2 ANREU home page

Important announcements about the operation and availability of ANREU may appear when you log in the ANREU home page.

The home page of ANREU is displayed below.



The main menu for ANREU is displayed on the left hand side. These items provide access to all the available functions.

Menu item	Description
<b>ANREU home</b>	Clicking the <b>ANREU home</b> button will return you to the ANREU home screen— from anywhere in the ANREU application
<b>Account holders</b>	Clicking the <b>account holders</b> button will take you to a screen which shows which account holders you are authorised to represent. You can access the accounts of these account holders from this screen.
<b>Accounts</b>	Clicking the <b>accounts</b> button will take you to a screen which shows all the accounts you are an authorised representative for. You can access individual accounts from this screen. The account holdings summary report can be extracted from this screen.
<b>Unit position summary</b>	Clicking the <b>unit position summary</b> will allow you to view your historical liability position if the account for which you are an authorised representative had a liability under the former carbon pricing mechanism.
<b>Projects</b>	Clicking the <b>projects</b> tab allows you to view any Emissions Reduction Fund projects if you are an authorised representative for the related account.
<b>Transaction log</b>	Clicking the <b>transaction log</b> button will take you to a screen which shows all the transactions in the accounts for which you are an authorised representative. You can view details of each individual transaction from this screen.
<b>CER notifications</b>	Clicking the <b>CER notifications</b> tab displays all relevant Clean Energy Regulator notifications. To view the full details of a given notification and perform transactions in response to the notification, please click the view details link with the associated notification. By default, only pending notifications are shown. To see other notifications, please use the provided filter criteria.

<b>Public reports</b>	Clicking the <b>public reports</b> button will take you to the public reports page of ANREU.
<b>My profile</b>	Clicking on <b>my profile</b> will take you to a screen which shows all your current details and the accounts for which you are the authorised representative. You can also change your password from the my profile screen.

### 7.3 Accounts page

The following diagram illustrates the main view account screen. This screen enables you to:

- view your current holdings of emission units
- view the account details
- initiate transactions for that account, and
- view who the authorised representatives are for that account.

The screenshot shows the ANREU 'View Account' page for a 'Test Account'. The page includes a main menu on the left, account details, a table of account holdings, a transaction bar, an account holdings summary, and a list of authorized representatives. Red callout boxes point to the following elements:

- Main menu:** Located on the left side of the page.
- Account holder information:** A box highlighting the account details section, including Account Number (AU-2885), Account Name (Test Account), Account Status (Open), and Account Type (Holding Account (100)).
- Account emission unit holdings:** A box highlighting the table of account holdings, which lists Party, Type, CP, ERF Project ID, NGER Facility ID, NGER Facility Name, Kyoto Project #, YrStart, Expiry, Serial Range, and Quantity.
- Transaction bar:** A box highlighting the transaction bar with options for Internal (Domestic) Transfer, External (International) Transfer, and Other Transactions.
- Total quantities of Emission Units in Account:** A box highlighting the 'Account Holdings Summary' table, which shows the total quantity of emission units for each type (KACCU, NKACCU) and a total of 200.
- Authorised representatives for the account:** A box highlighting the 'Account Representatives' table, which lists the Name, Initiator, Approver, and E-mail Address for the authorized representative.

## 8. Performing transactions

A key function of ANREU is to enable an authorised representative to perform specific transactions on units held within accounts. The transactions available are:

Transaction	Description
<b>Internal (domestic) transfer</b>	This transaction allows you to transfer eligible units from your account to another account within the ANREU. To perform this function you will need to know the acquiring account number or name.
<b>External (international) transfer</b>	This transaction allows you to transfer eligible units from your account to an account held in another country who is a party to the Kyoto Protocol. Please note that only eligible Kyoto Protocol units can be transferred internationally. This transaction requires validation by the UNFCCC.
<b>Other transactions (drop down box)</b> <ul style="list-style-type: none"><li>• <b>voluntary cancellation</b></li></ul>	Select <b>voluntary cancellation</b> from the drop down list and click the other button which appears under the account holdings grid to transfer units held by the account to the appropriate voluntary cancellation account. Kyoto units will be sent to the Kyoto voluntary cancellation account (requires ITL validation), and ACCUs will be transferred to the Australian voluntary cancellation account. This functionality is available to account representatives with initiator permissions. Once this transaction has been approved by the ITL, it cannot be undone.

To commence a transaction:

1. after logging in, select the accounts function from the left hand menu
2. select the account you wish to perform the transactions from
3. select the appropriate transaction from the available options on the transaction bar

### 8.1 Performing an internal (domestic) transfer

The transfer of units between accounts can be initiated by an authorised representative with initiator permission, and completed by an authorised representative with permission to approve the transaction. For this transaction to occur, units must be available for transfer from the source account.

The step-by-step instructions and system screen shots for a unit transfer transaction are outlined below.

#### 8.1.1 Log in to ANREU and navigate to accounts

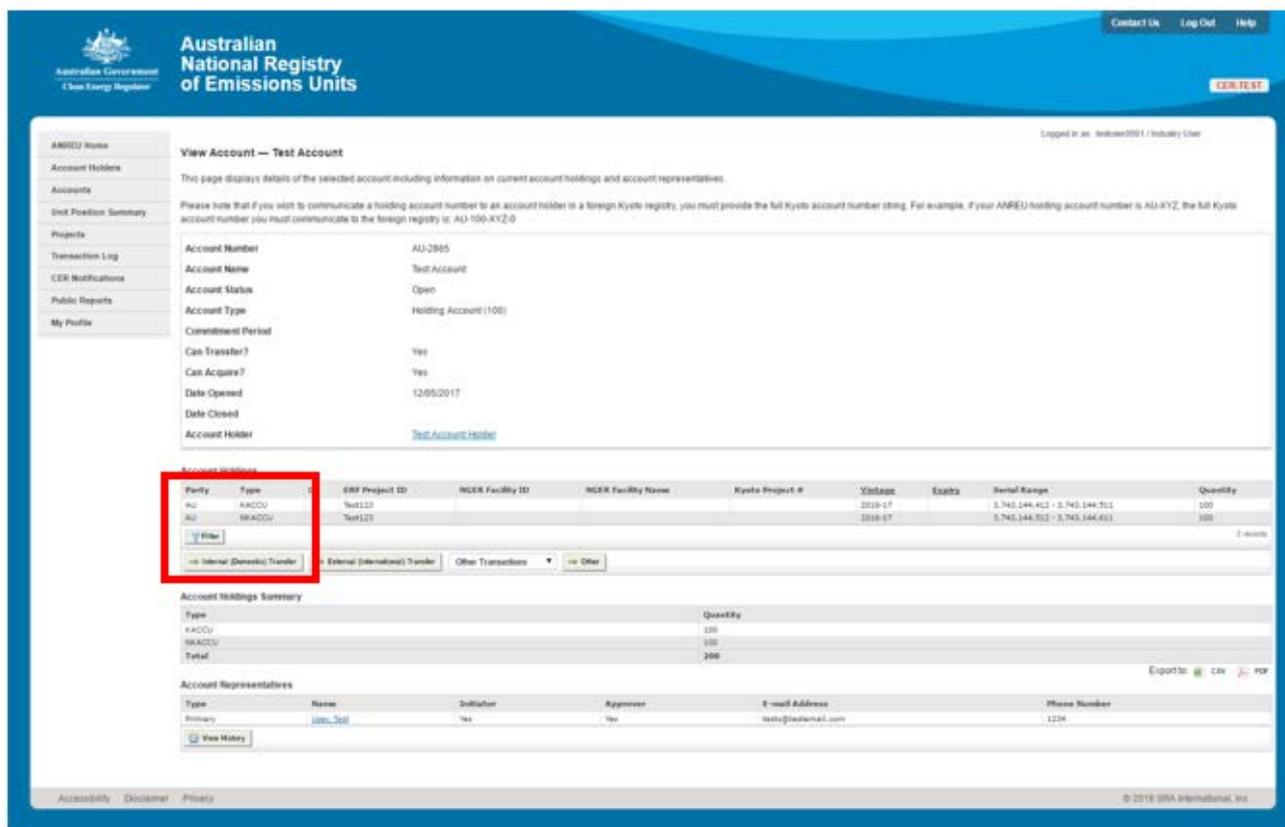
After logging in to [ANREU](#), the authorised representative should use the welcome page to navigate to the different parts of ANREU. To access their accounts **select accounts**.

#### 8.1.2 Select the account from which to transfer units

The accounts page lists the accounts to which the account representative has authorised access. If the authorised representative has access to multiple accounts, they must select the required account from the list. On selecting the account, the **view account** screen is displayed.

### 8.1.3 Select units for internal transfer (domestic)

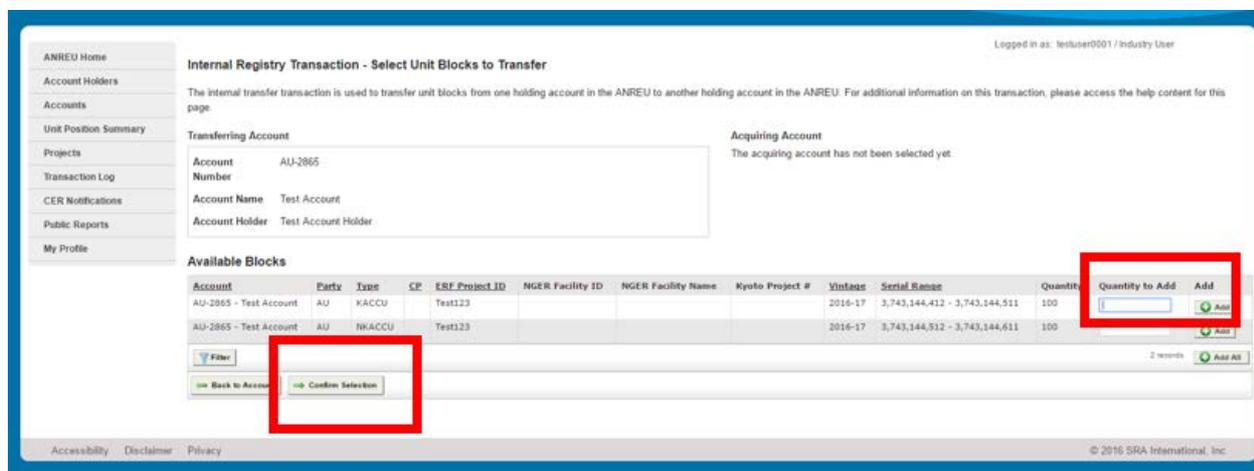
The transfer transaction is initiated from the account view page, which displays summary information about the selected account and unit holdings. The authorised representative commences the transfer of units from this account by **selecting the internal (domestic) transfer** button.



### 8.1.4 Select unit blocks to transfer

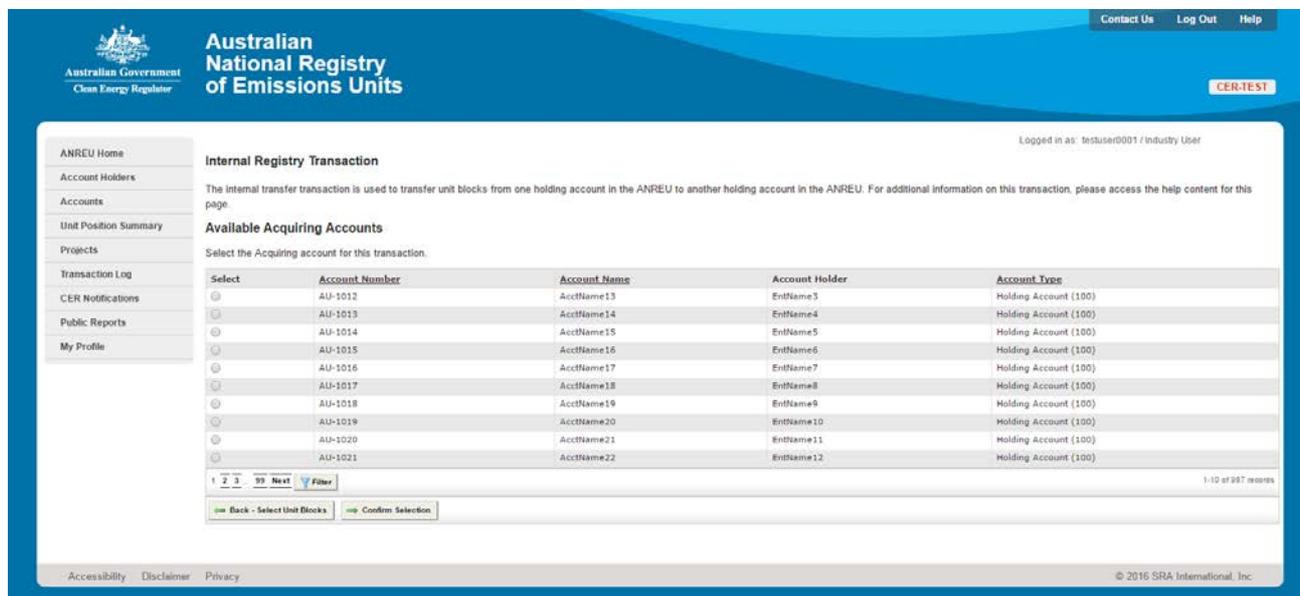
The next page allows the authorised representative to select the units for transfer. The authorised representative may select units from multiple blocks.

The authorised representative must select the units for transfer and enter the number of units to be transferred in that row by **selecting the add** button. The units will be transferred to the cart. The authorised representative must **select confirm selection** for the transaction to proceed.



### 8.1.5 Select receiving account for transfer of units

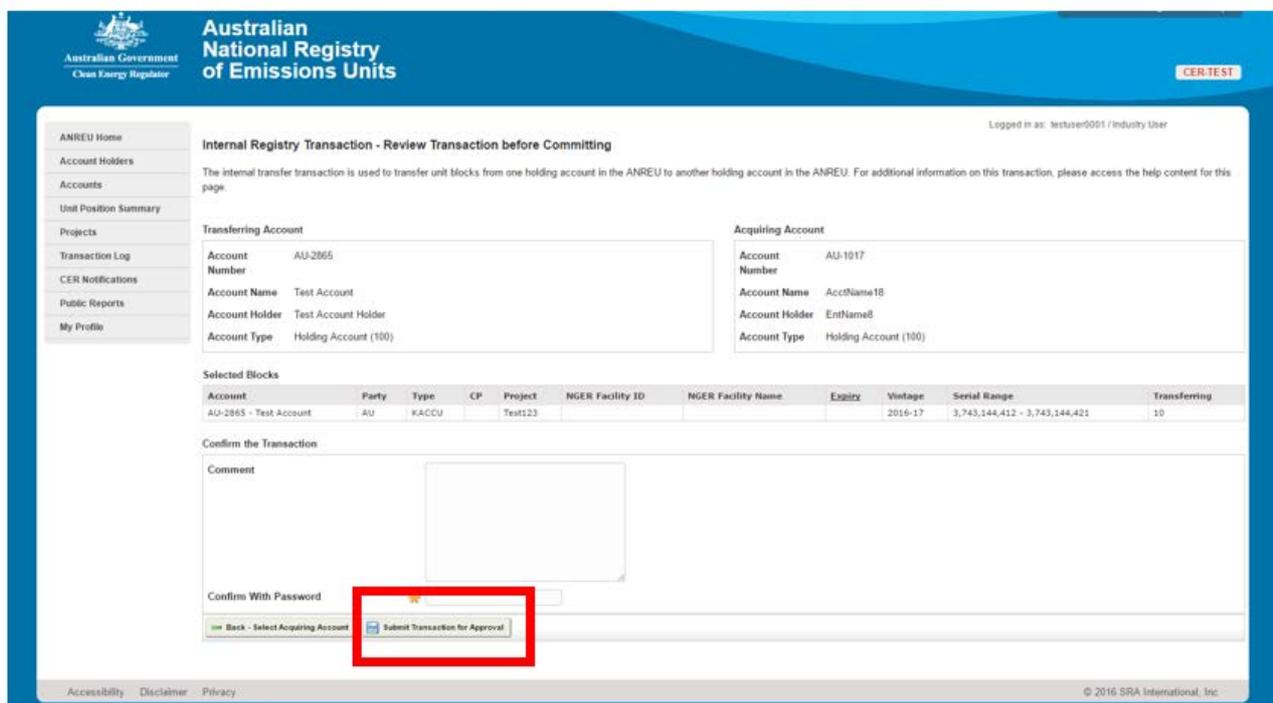
The next page shows the existing accounts into which units can be transferred. The authorised representative must identify the account to which units are to be transferred by selecting the associated check box and then **select confirm selection** to proceed with the transaction.



### 8.1.6 Review and submit the transfer transaction for approval

The next page shows a summary of the transfer transaction to be submitted including the **from** (transferring) and **to** (acquiring) accounts.

The authorised representative must **select submit transaction for approval** for the transaction to proceed.



### 8.1.7 Notification of PIN for approval of transaction

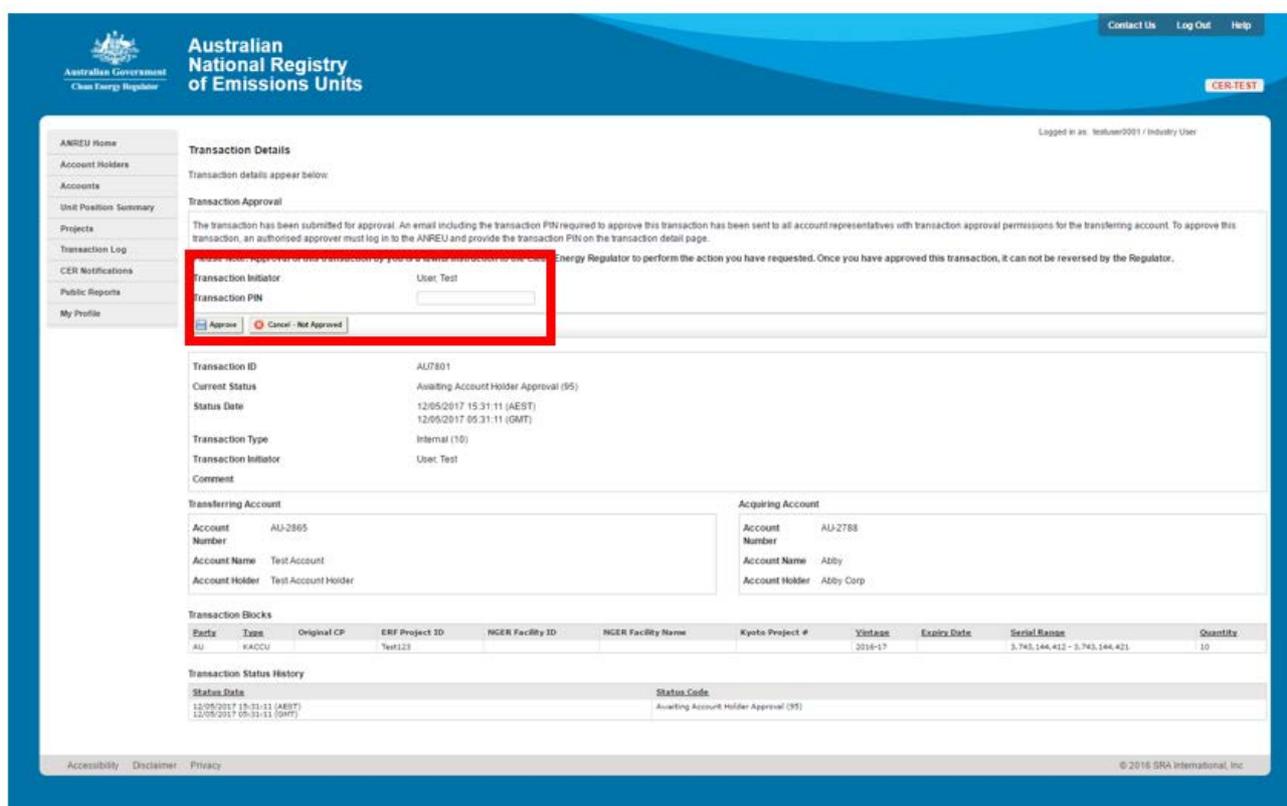
Once the transaction is submitted for approval, a message will appear at the top of the **transaction details** page with instructions on how to access the PIN via email notification.

All approvers listed for the account will receive an email notification of the proposed unit transfer, requesting their approval of the transaction. This email contains a PIN that must be entered by the approver for the transaction to proceed.

### 8.1.8 Approval of transaction

The approver logs on to the ANREU and **selects transaction log** from the left hand side menu. When the transfer transaction is selected, summary details of the transaction are displayed.

The approver must enter the correct transaction PIN provided and **select approve** or **cancel—not approved** in order to proceed with or cancel the transaction.



**Note:**

For a transfer to occur, units must be available for transfer from the source account. A transfer of units can be cancelled at any point until it is approved or declined by the account's authorised approver. Once approved, the transfer transaction in the ANREU cannot be reversed.

## 8.2 Performing an external (international) transfer

The process for performing an external (international) transfer follows the same model as for an internal (domestic) transfer. The differences are:

- Only specific types of units can be transferred internationally—when selecting this transaction only the valid unit types eligible for international transfer will be displayed.
- You will be required to enter the acquiring account in a specific format that complies with the Kyoto Protocol unit transfer data standards (see below).
- The transaction is sent via a secure communications channel to the identified national registry through the UNFCCC International Transaction Log (ITL). The ITL validates the units and the acquiring account information prior to allowing the transaction to proceed.

**Note:**

The Kyoto account identifier **must be** in the following format [CA-100-1010-0]

- registry identifier: 2-character country code
- account type: 3 digits
- account identifier: numeric, up to 15 digits
- applicable commitment period: 1 digit (all holding accounts should be 0)

Each part of the account identifier should be separated with a dash (-). Do not include leading zeros. The owner of the acquiring account would be in the best position to advise of these details.

## 8.3 Transferring units to perform a delivery under a carbon abatement contract

The transfer of units to make a delivery under a carbon abatement contract can be initiated by an authorised representative with initiator permission, and completed by an authorised representative with permission to approve the transaction. For this transaction to occur, units must be available for transfer from the source account.

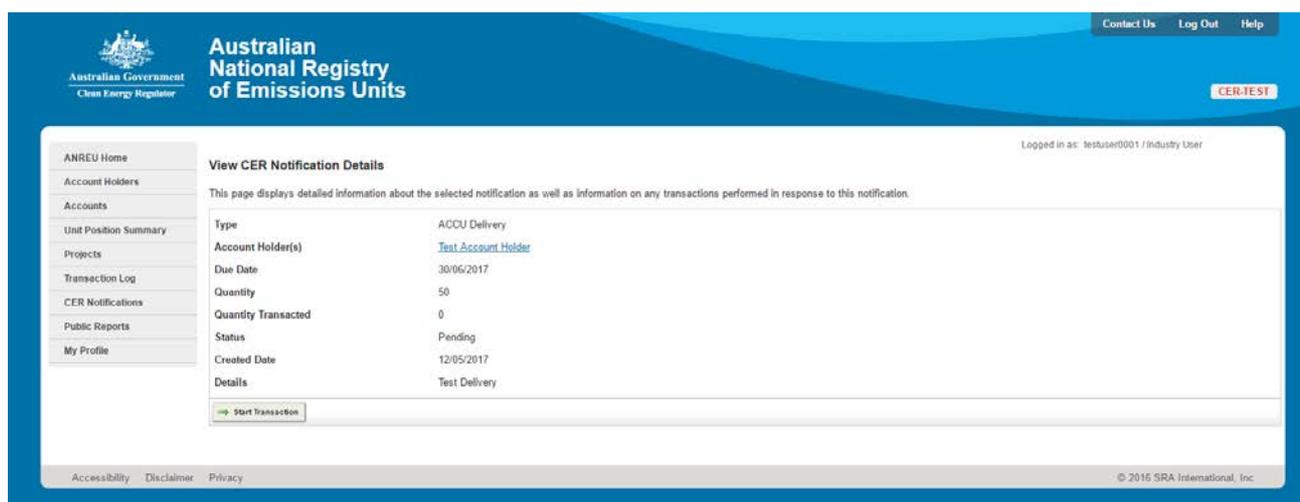
The step-by-step instructions and system screen shots for a unit transfer delivery transaction are outlined below.

### 8.3.1 Log in to ANREU

After logging in to [ANREU](#), pending delivery notifications will be displayed on the **welcome to the ANREU** page. Alternatively, pending delivery notifications can be viewed by **selecting the CER notifications** tab from the left hand menu. If the authorised representative has access to multiple accounts, multiple notifications will be displayed.

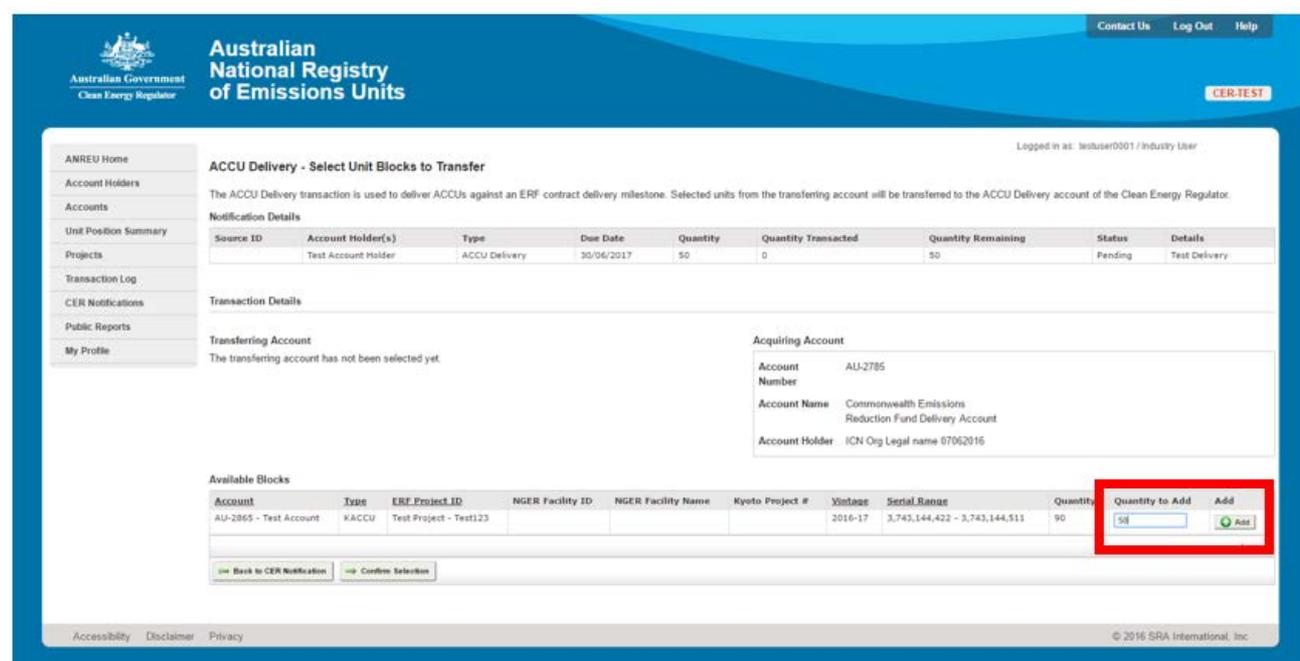
### 8.3.2 Select the delivery notification to action

Select the **view details** tab to display the details of the notification.



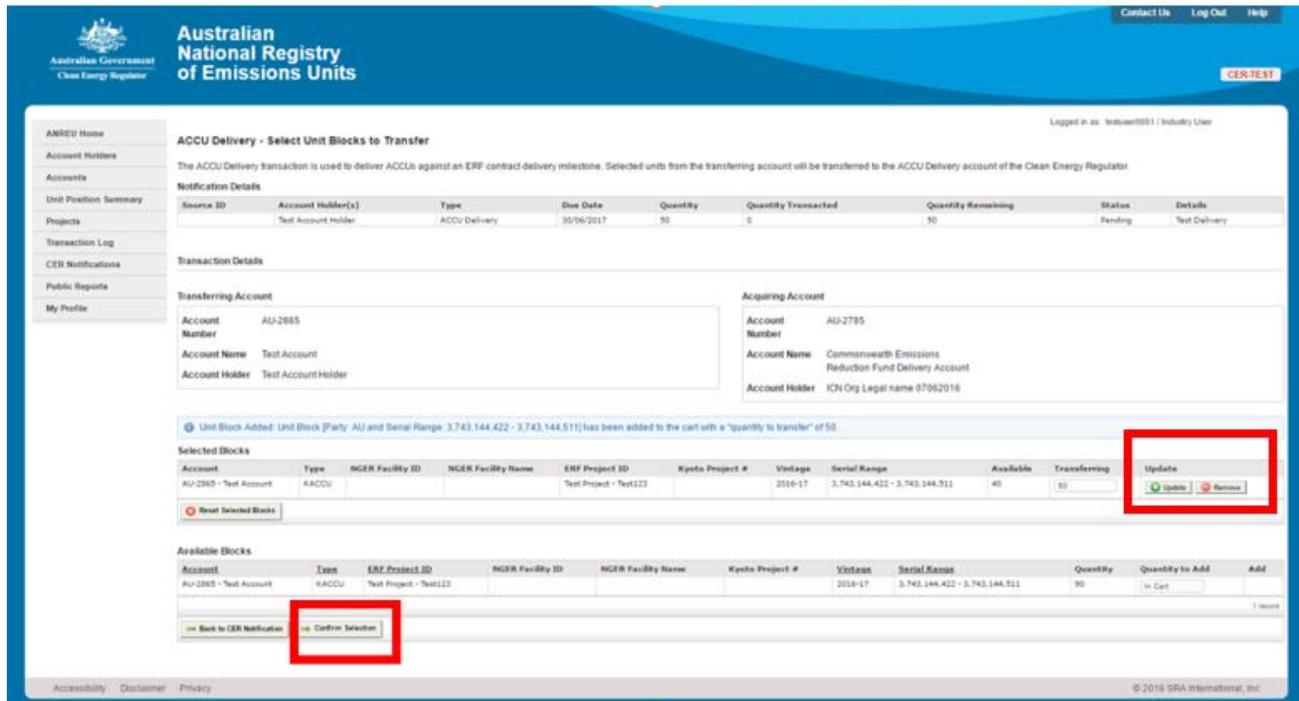
### 8.3.3 Select units for transfer (delivery)

The delivery transfer transaction can be initiated by **selecting start transaction** and selecting the unit blocks to transfer from the account by placing them in the **quantity to add** box and then **select the add** button.



### 8.3.4 Review and submit the transfer transaction for approval

You may review the number of units you are transferring or confirm your selection by **selecting the confirm selection** button.



### 8.3.5 Update or confirm selection for transfer (delivery)

You may update the number of units you are transferring or confirm your selection by **selecting the confirm selection** button.

### 8.3.6 Notification of PIN for approval of delivery transaction

Once the delivery transaction is submitted for approval to the account's authorised approver, a message will appear at the top of the **transaction details page** with instructions on how to access the PIN via email notification.

All approvers listed for the account will receive an email notification of the proposed unit transfer, requesting their approval of the transaction. This email contains a PIN that must be entered by the approver for the transaction to proceed.

### 8.3.7 Approval of transaction

The approver logs on to the ANREU and **selects transaction log** from the left hand side menu. When the delivery transfer transaction is selected, summary details of the transaction are displayed.

The approver must enter the correct transaction PIN provided and **select approve** or **cancel—not approved** in order to proceed with or cancel the transaction.

### 8.3.8 Viewing completed transactions

Login to ANREU using your user ID and password. If an ANREU announcement is present on login to the ANREU home page you will need to confirm that you have viewed it before progressing.

**Select the CER notifications** from the left hand menu. **Select the filter** button. **Select complete** as the status, and **select apply filters**. The notifications which have a status of completed will be displayed.

This data can be exported to excel by **selecting the export to excel** button. To view an individual notification **select the view details** hyperlink button.

## 8.4 Transferring units to perform a relinquishment transaction

The transfer of units to perform a relinquishment transaction can be initiated by an authorised representative with initiator permission, and completed by an authorised representative with permission to approve the transaction. For this transaction to occur, units must be available for transfer from the source account.

The step-by-step instructions and system screen shots for a unit relinquishment transaction are outlined below.

### 8.4.1 Log in to ANREU

After logging in to [ANREU](#), pending relinquishment notifications will be displayed on the **welcome to the ANREU page**. Alternatively, pending delivery notifications can be viewed by **selecting the CER notifications** tab from the left hand menu. If the authorised representative has access to multiple accounts, multiple notifications will be displayed.

### 8.4.2 Select the relinquishment notification to action

Select the **view details** tab to display the details of the notification.

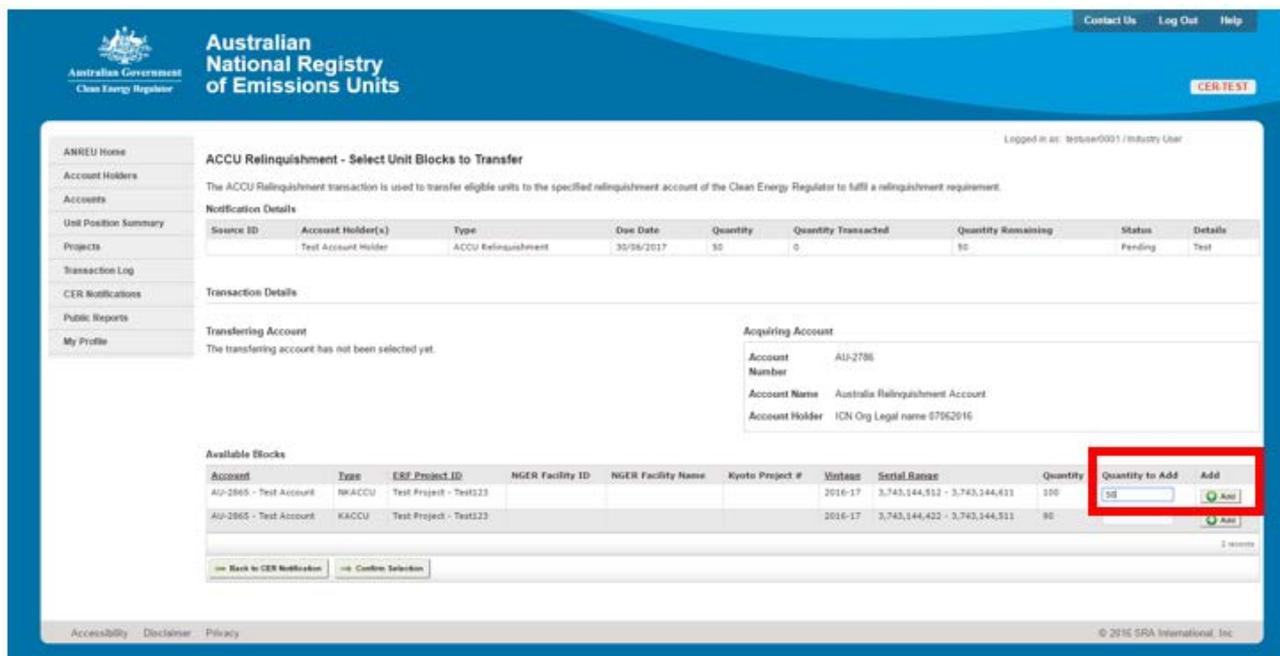
The screenshot displays the ANREU web interface. At the top, the Australian Government Clean Energy Regulator logo is on the left, and navigation links for 'Contact Us', 'Log Out', and 'Help' are on the right. A 'CER-TEST' badge is visible in the top right corner. The main content area is titled 'View CER Notification Details' and includes a sub-header 'View CER Notification Details' and a descriptive paragraph: 'This page displays detailed information about the selected notification as well as information on any transactions performed in response to this notification.' Below this is a table with the following data:

Type	ACCU Relinquishment
Account Holder(s)	<a href="#">Test Account Holder</a>
Due Date	30/06/2017
Quantity	50
Quantity Transacted	0
Status	Pending
Created Date	12/05/2017
Details	Test

At the bottom of the table, there is a button labeled 'Start Transaction'. The footer of the page contains links for 'Accessibility', 'Disclaimer', and 'Privacy', and a copyright notice: '© 2016 SRA International, Inc'.

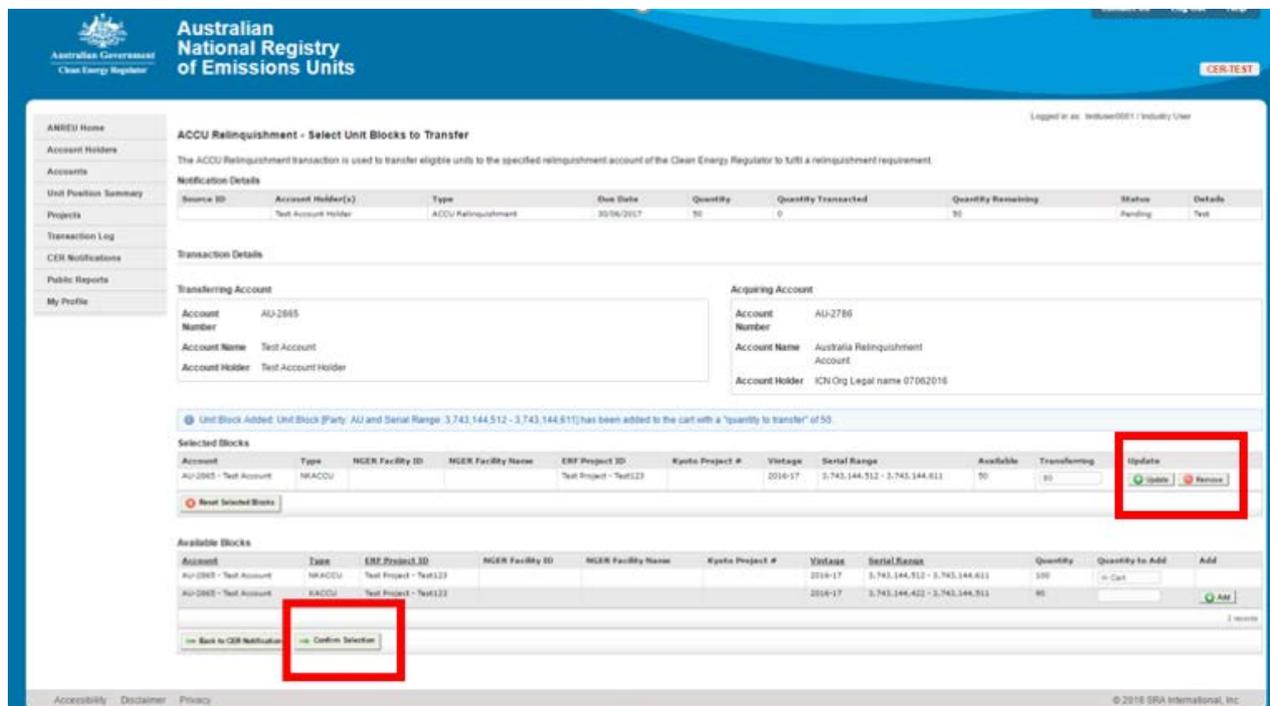
### 8.4.3 Select units for transfer (relinquishment)

The relinquishment transfer transaction can be initiated by **selecting start transaction** and **selecting the unit blocks** to transfer from the account by placing them in the **quantity to add** box and then **select the add** button.



### 8.4.4 Review and submit the relinquishment transaction for approval

You may update the number of units you are transferring or confirm your selection by **selecting the confirm selection** button.



#### 8.4.5 Notification of PIN for approval of relinquishment transaction

Once the relinquishment transaction is submitted for approval to the account's authorised approver, a message will appear at the top of the **transaction details page** with instructions on how to access the PIN via email notification.

All approvers listed for the account will receive an email notification of the proposed unit transfer, requesting their approval of the transaction. This email contains a PIN that must be entered by the approver for the transaction to proceed.

#### 8.4.6 Approval of transaction

The approver logs on to the ANREU and **selects transaction log** from the left hand side menu. When the relinquishment transfer transaction is selected, summary details of the transaction are displayed.

The approver must enter the correct transaction PIN provided and **select approve** or **cancel—not approved** in order to proceed with or cancel the transaction.

#### 8.4.7 Viewing completed relinquishment transactions

Login to ANREU using your user ID and password. If an ANREU announcement is present on login to the ANREU home page you will need to confirm that you have viewed it before progressing.

**Select the CER notifications** from the left hand menu. **Select the filter** button. **Select complete** as the status, and **select apply filters**. The notifications which have a status of completed will be displayed.

This data can be exported to excel by **selecting the export to excel** button. To view an individual notification **select the view details** hyperlink button.

### 8.5 Performing a voluntary cancellation transaction

Voluntary cancellation involves the transfer of unit blocks from a holding account to the relevant voluntary cancellation account for the Kyoto Protocol. Once units have been voluntarily cancelled, they are removed from circulation and are not eligible to be used towards meeting Australia's targets under the Kyoto protocol.

Voluntary cancellation transactions are initiated from the account detail page of the account that intends to voluntarily cancel units, and may be initiated by any authorised representative with initiator permissions. If the transaction involves Kyoto units (AAU, RMU, ERU, CER, tCER, or ICER), the transaction will be submitted to the ITL for validation and the acquiring account will be the Kyoto voluntary cancellation account. If the units involved are ACCUs, there will be no ITL validation and the acquiring account will be the Australian voluntary cancellation account.

#### 8.5.1 Initiating a voluntary cancellation

After logging in **select the accounts** button. You will navigate to a page that displays all the accounts of which you are a representative. **Select an account** from which you would like to cancel units by clicking the account number. This will bring you to the view account page, which has all the information on your account holdings. To initiate the voluntary cancellation process, **select voluntary cancellation** from the drop down list and **click the other** transaction button at the bottom of the account holding table that contains a summary of the units held in the account.

#### 8.5.2 Selecting unit blocks

Upon initiating the voluntary cancellation transaction, you will be navigated to a page that displays the unit blocks available to be cancelled. To find the unit block that you would like to use for the transaction, you can

either browse using the **next** button or use the **filter function**. Once you have found the unit block you wish to cancel, **enter the quantity** of units you want to cancel **in the quantity to add field** then **click the add** button to add the units to be transferred to your cart.

A confirmation message for the addition of the units selected will appear on the screen with the selected block(s) indicated, and a selected block(s) grid will appear showing the units that are in your cart.

If you add a Kyoto unit block to your cart the available block grid will be filtered such that only Kyoto unit blocks can be selected. Similarly, if you first add ACCUs to your cart, the available block grid will be filtered such that only other ACCU blocks can be selected. In both cases, if you clear the units held in your cart, all eligible units will be available for selection. This is because a single voluntary cancellation transaction can include only Kyoto units (in which case the transaction requires ITL validation), or only ACCUs (in which case the transaction does not require ITL validation).

To update the quantity of units in a single block, change the number of units in the transferring field of that line item and **click the update** button. To remove the units of a single block from the transaction, **click the remove** button for that line item. To reset the entire transaction, click the **reset selected blocks** button.

To continue the cancellation process, **click the confirm selection process**. If required data is missing, an alert message will appear.

If you would like to cancel the transaction process, you can either **click the back** button at the bottom of the page or navigate to another page.

### 8.5.3 Confirmation of voluntary cancellation

There is no need to select an acquiring account for this transaction. The system determines the correct acquiring account based on the applicable commitment period of the units selected, and the transaction type being performed.

If you would like to modify the unit blocks or the number of units for cancellation, you can **click the back-select unit blocks** button at the bottom of the page and you will be taken back. If you would like to cancel the process, you can simply navigate to another page.

To proceed with the transaction, you will be required to enter your password. You will have the opportunity to add a comment in the comment field. If the transaction is being undertaken to correct data reported in a previous year, **click the relevant check box**. Enter your password in the **confirm with password field**, then **click the submit transaction for approval** button. If required data is missing or erroneous data has been entered, an alert message will appear with details describing the error.

Once submitted, the transaction will be proposed. If the transaction involves Kyoto units, it will be sent to the ITL for validation. If the transaction involves ACCUs, it should be completed shortly after successful submission.

## 9. Project information

Projects registered under the Emissions Reduction Fund that have previously received units can be viewed in the ANREU. As an authorised representative you are able to view the projects details for the accounts you represent.

The step-by-step instructions are outlined below.

## 9.1 Log in to ANREU and navigate to projects

After logging in to [ANREU](#), the authorised representative should use the **welcome page** to navigate to the different parts of ANREU. Access the project information by **selecting projects**.

## 9.2 Select the project

The projects tab will display all associated projects, you can **select the relevant project ID** to view project details and details of units issued to the project.

# 10. Reports within ANREU

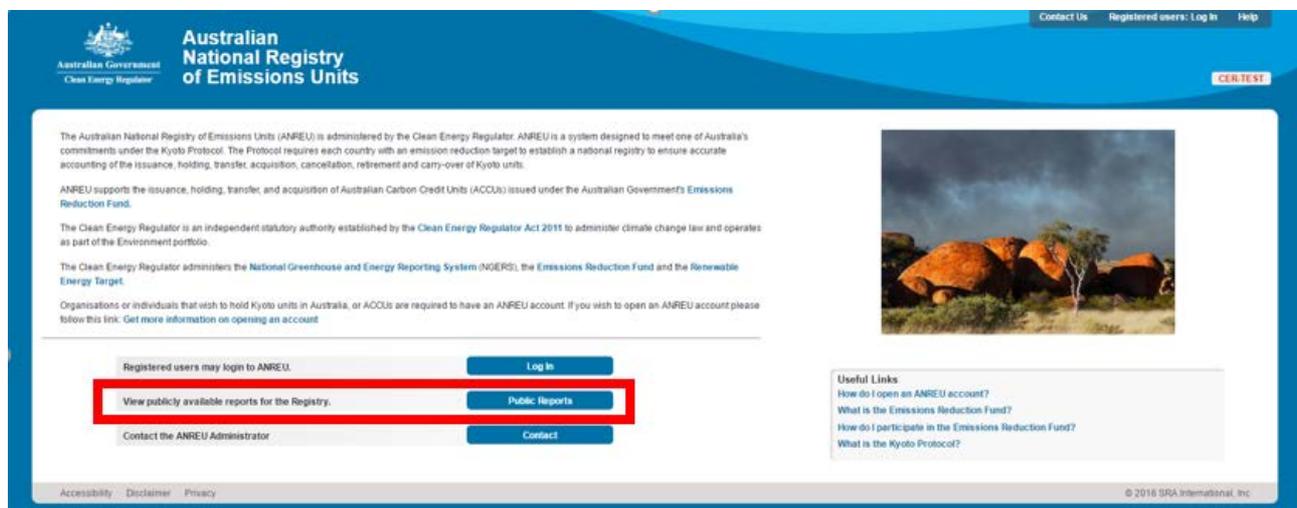
There are a number of reports within ANREU that can be downloaded by authorised representatives, as well as a range of public reports that are available to the general public.

## 10.1 Public reports

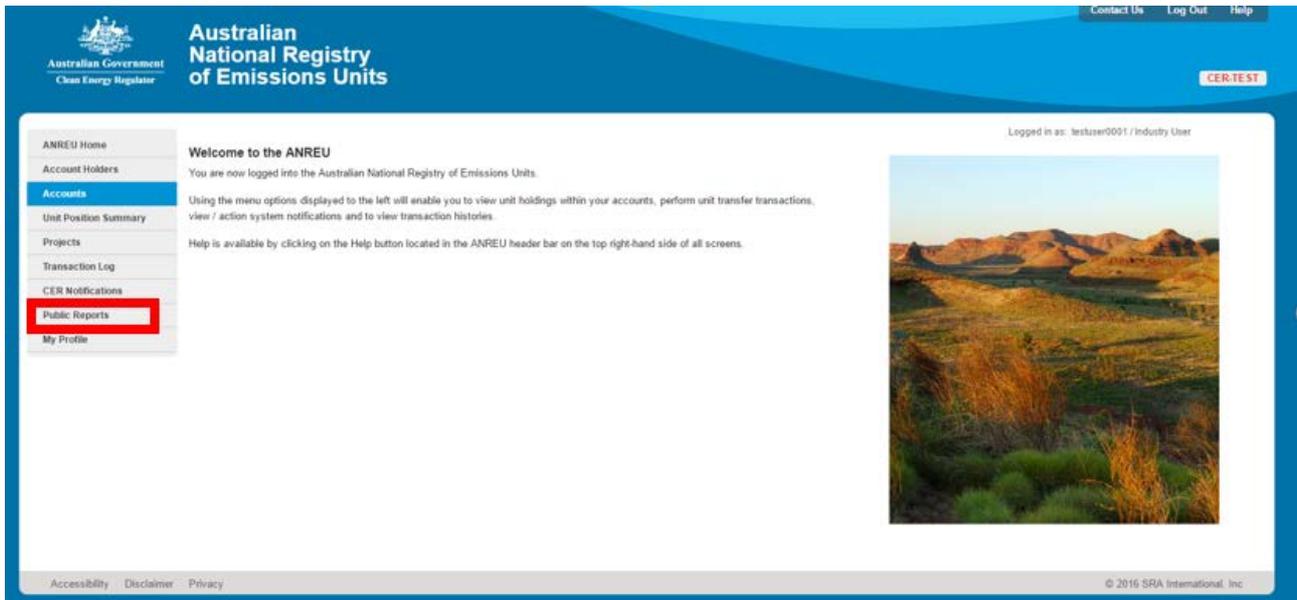
As part of Australia's commitment to the Kyoto Protocol it is a requirement that a number of public reports be made available. The requirement for these reports can be found in the Kyoto Protocol decision, specifically decision 13 *Modalities for the accounting of assigned amounts under Article 7, paragraph 4, of the Kyoto Protocol* (paragraphs 44 – 48).

Access to the public reports can be found via:

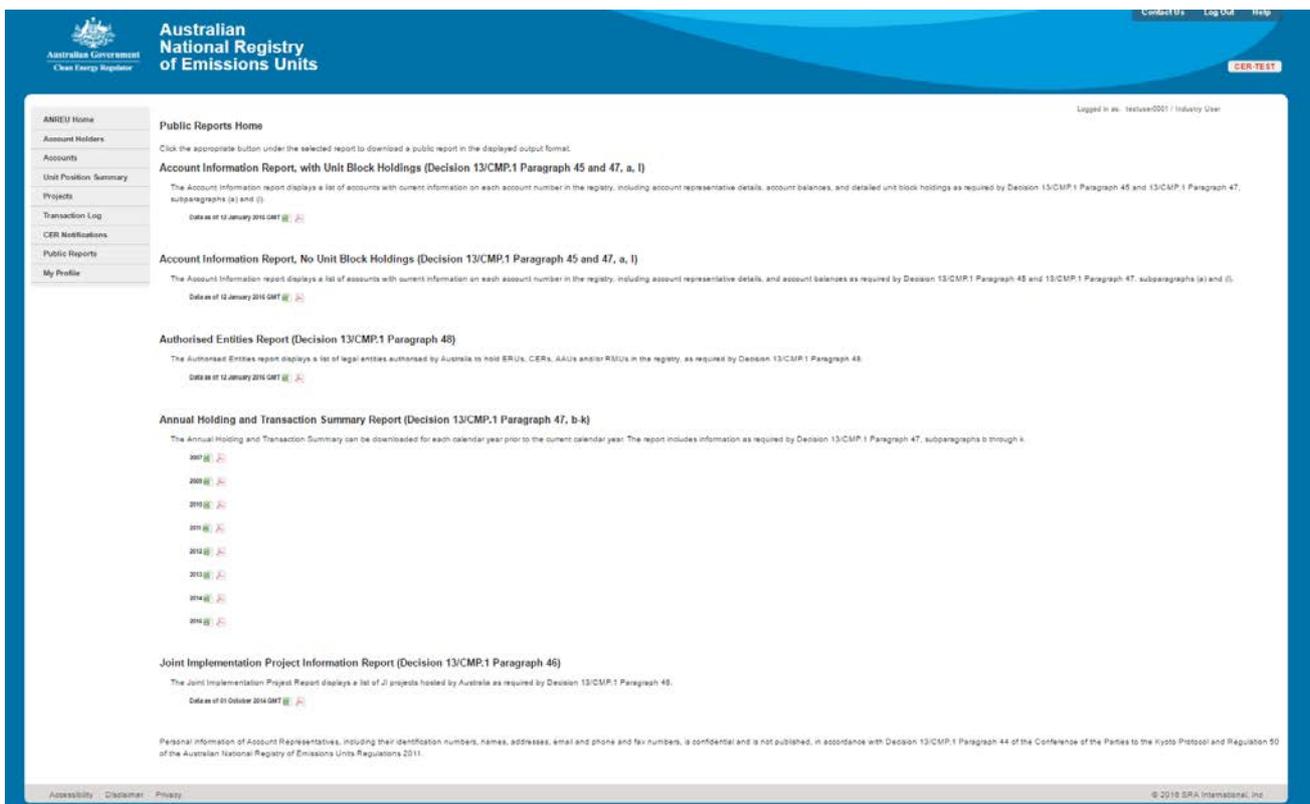
- the ANREU landing page, access from here does not require a user name or password to be entered, and
- by selecting the public reports option (if you have logged on) on the ANREU main menu.



The screenshot shows the ANREU website interface. At the top left is the Australian Government logo and the text 'Australian National Registry of Emissions Units'. The main content area contains several paragraphs of text describing the ANREU system and its role. A red box highlights the 'View publicly available reports for the Registry.' link and the 'Public Reports' button. To the right, there is a 'Useful Links' section with links to 'How do I open an ANREU account?', 'What is the Emissions Reduction Fund?', 'How do I participate in the Emissions Reduction Fund?', and 'What is the Kyoto Protocol?'. The footer contains 'Accessibility', 'Disclaimer', 'Privacy', and '© 2016 SRA International, Inc.'



After accessing the public reports the following screen will be displayed. You are able to select what report you require in either PDF or Excel formats. Clicking on the PDF or Excel symbol will commence the download of that report.



**Note:**

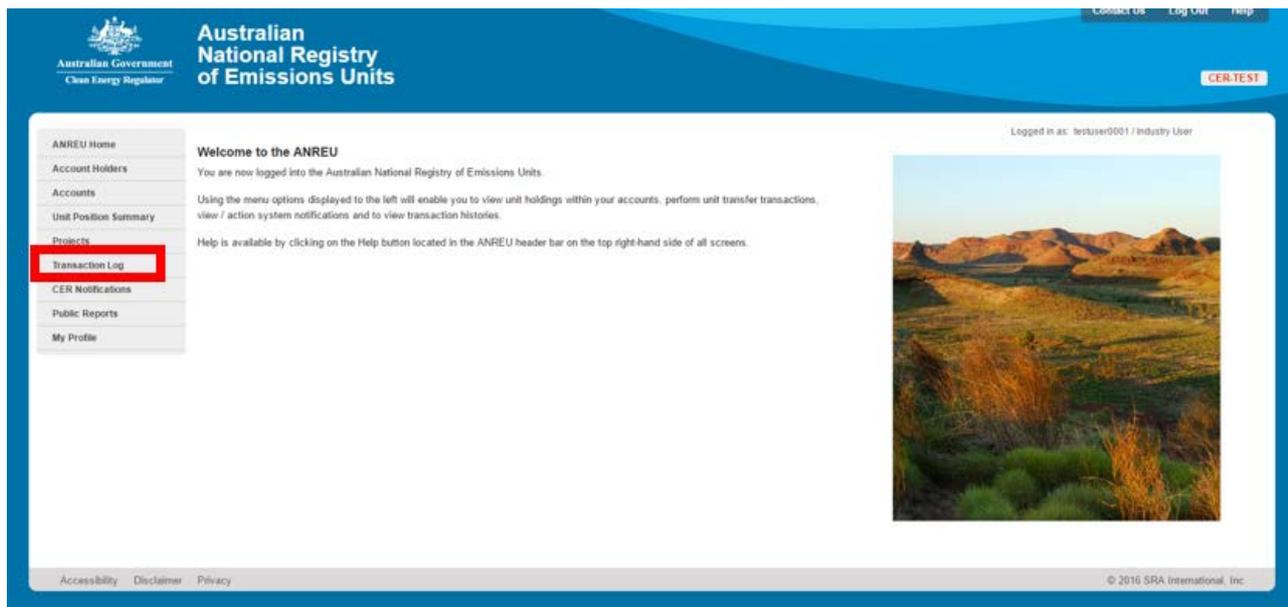
These public reports are required to ensure compliance with Kyoto Protocol, and as such the information contained in these reports relate to holdings of international units. These reports do not display information of holdings of Australian carbon credit units issued or held as part of the Emissions Reduction Fund.

## 10.2 Account transaction reports

To assist account holders and authorised representatives to manage their accounts an authorised representative is able to download a copy of the transaction log for a specific account. In addition to the information that is displayed as part of the general transaction screen the downloaded report contains quantity information of units contained within each transaction.

These reports are available in PDF or .CSV file formats.

To access the report you will need to be logged on to ANREU and access is via the transaction log menu item.



## 10.3 Individual account holding units reports

To assist account holders and authorised representatives to manage their accounts an authorised representative is able to download a copy of the current emission unit holdings for a specific account.

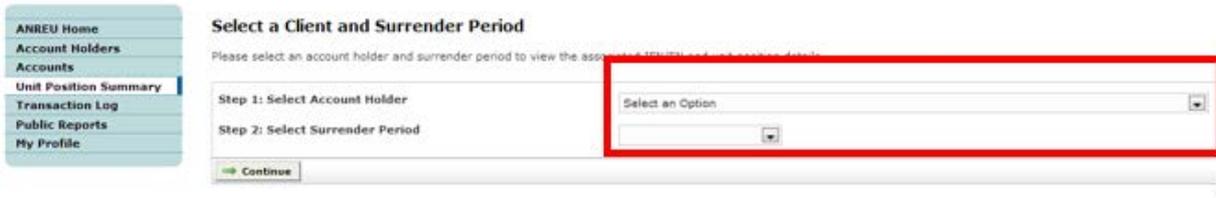
These reports are available in PDF or .CSV file formats.

To access the report you will need to be logged on to ANREU and access is via the accounts menu item.

# 11. Historical unit position statement

As an authorised representative you are able to view your historical liability position if the account for which you are an authorised representative had a liability under the carbon pricing mechanism.

Access to the unit position statement is via a menu item on the main menu located at the left hand side of the ANREU screen.



After selecting this menu option you will be required to **select the account holder** for which the liability refers to. If you are an authorised representative for more than one account holder the list will display all those account holders you are associated with. ANREU will only display those account holders for whom you are an authorised representative for and you will not be able to see unit position statements for other ANREU account holders.

You will also be required to select the surrender period you wish to view.

After selecting the account holder and the surrender period the unit position statement will be displayed for that account holder/period.

**EN/EN and Unit Position Detail**

This page displays the current unit position data related to the selected client and surrender period.

Surrender Period	2013-14 INTERIM	<a href="#">Select a Different Surrender Period</a>
Client Name	A Ongoing Issuance	
Client Reference Number	992854417	
Landfill?	No	
Period Status	Open	
True-up Complete?	No	

**Summary Unit Position**

	Credit	Debit
Interim Emissions Number:		Not Available
Units surrendered against this period:	0	
Units pending surrender against this period:	0	
Total Credits:	0	
Projected Net Unit Position*:		0

\*Projected net unit position may include transactions that require further action on your behalf to avoid shortfall. Consult the detailed unit position statement for further detail on any pending transactions.

[Detailed Unit Position Statement](#) (opens in new window)

**Related Transactions**

The grid below displays surrender transactions and fixed price purchase transactions against the selected surrender period.

Transaction ID	Transaction Type	Transferring Account	Acquiring Account	Status Date	Current Status	Unit Quantity
0 records						

The statement displayed is a summary for the period. If you require further information then a detailed unit position statement is available. To view the detailed statement **click the detailed unit position statement** text.

The Australian National Registry of Emissions Units

Logged in as: Bradley / Industry User [Log Out](#) [Help](#)

**AWS Test**

**Legal Disclaimer**

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**Unit Position Statement: Financial Year 2013-14 - Surrender period ending 30 December**

Completed Surrender	Credit	Debit
Total Interim Emissions Number (A):		Not Available
CU's surrendered against this period (B):	0	
ACCU's surrendered against this period (C):	0	
ACCU's taken to be surrendered in the next following eligible period (D):	0	
<b>Total Units Surrendered for the current period (B+C+D):</b>	<b>0</b>	
Net position as of 26/11/2013 14:20:12 (AEST) (B+C+D-A):		0 (negative value indicates shortfall)
<b>Pending Surrender</b>		
CU's pending surrender against this period (E):	0	
ACCU's pending surrender against this period (F):	0	
ACCU's pending surrender; to be taken to be surrendered in the next following eligible period (G):	0	
<b>Total Units Pending Surrender for the current period (E+F+G)*:</b>	<b>0</b>	
<b>Projected net position (including pending transactions) (B+C+D+E+F+G-A):</b>		0 (negative value indicates shortfall)

\*The projected net unit position includes details for any pending transactions. Common causes for a pending transaction include any transaction which has been initiated in ANREU but not yet approved, and any purchase and surrender transaction where funds have not yet been reconciled in the Commonwealth bank account. Therefore, you may still be required to undertake further action to complete these pending transactions and avoid a shortfall.

[Close Window](#)

To exit the **detailed unit position statement** screen **select the close window** option.

## 12. Further assistance

Further assistance may be obtained in the following ways:

[The Clean Energy Regulator website](#)

**Clean Energy Regulator**  
**GPO Box 621**  
**Canberra**  
**ACT 2601**

To provide feedback or obtain further assistance or support, contact ANREU:

**Phone:** 1300 553 542

**Email ANREU at:** [registry-contact@cleanenergyregulator.gov.au](mailto:registry-contact@cleanenergyregulator.gov.au)

Opening hours: Monday to Friday from 9:00am to 5:00pm Australian Eastern Standard Time (AEST) and Australian Eastern Daylight Savings Time (AEDST).

The account representative can [log on to ANREU](#) online.