

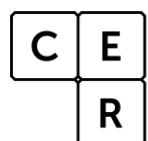
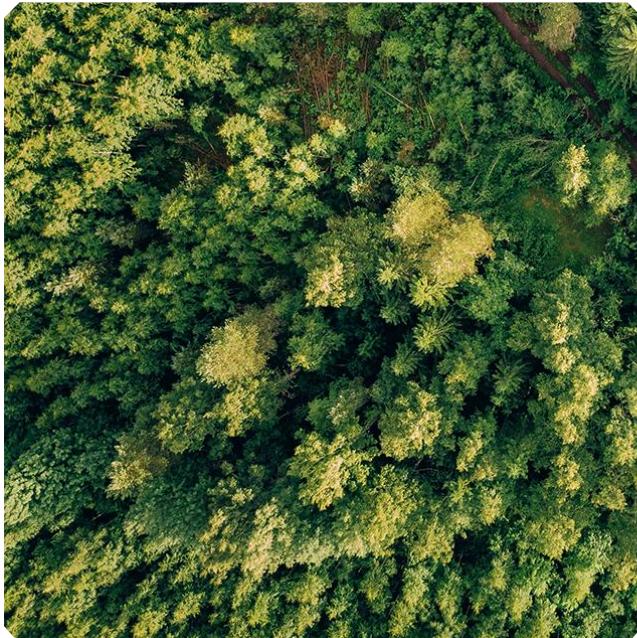


Online Services

user guide

REGO access and
permissions

V1 January 2026



Guarantee
of Origin





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Version history

Version	Change description	Date published
v0.1	First publication	13/01/2026

Disclaimer

This user guide is intended to provide general information about using Online Services and changing access and permissions for Renewable Electricity Guarantee of Origin (REGO) participants.

To the extent permitted by law, neither the Clean Energy Regulator nor the Commonwealth of Australia accepts responsibility or liability for any direct, incidental or consequential loss or damage resulting from the use of this user guide.

The information presented in this user guide is not a substitute for legal, business or financial advice. Users should seek independent advice before taking any action or decision on the basis of the information provided in this document.

The Clean Energy Regulator and the Commonwealth of Australia may, at their discretion, vary or modify this user guide without notice.



Description of access in Online Services

Online Services is the portal our participants use to interact with different schemes, including the Renewable Electricity Guarantee of Origin (REGO).

As an individual user, you can sign up to Online Services using your personal or business email address.

Once you're a user, you can apply to become a registered person in the Guarantee of Origin (GO) Scheme. **Registered person** refers to a legal person (an individual or organisation) that acts in the REGO by registering facilities or creating or transferring REGO certificates.

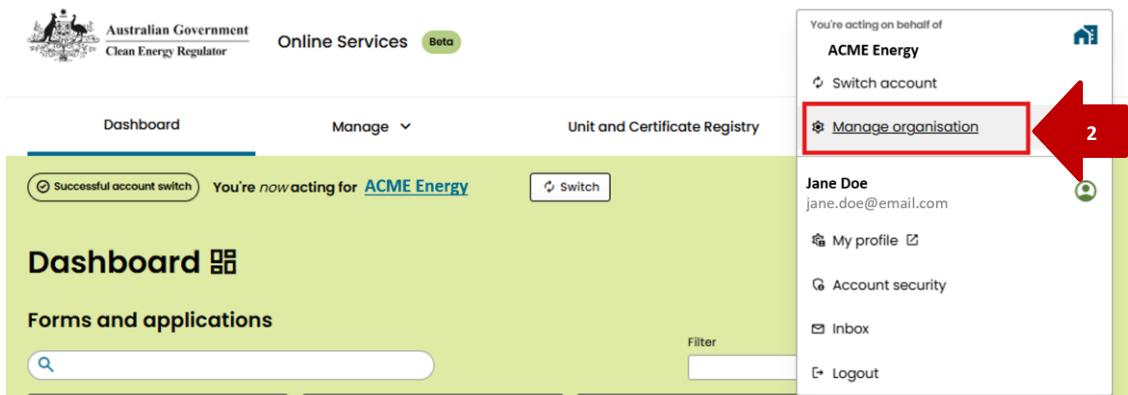
The registered person account can have multiple users associated with it. This means that multiple individuals that work for the organisation or act on behalf of an individual can access that registered person account.

This user guide is a step-by-step guide on how to add and manage users in a registered person account and give them the right permissions in Online Services.

If your registered person account is for an individual instead of an organisation, you can follow the steps in this document. Instead of clicking the **Manage organisation** buttons, you can instead click the **Manage individual** buttons.

How to update registered person details

1. Go to [Online Services](#) and sign in. Ensure that you are acting on behalf of the registered person account, and not as an individual user by [switching your account](#).
2. From the dropdown menu by your username, click the **Manage organisation** or **Manage individual** button.



3. On the **Manage account** page, you can see details of the registered person including the name, account type, business identifier number (ABN, ACN, or IBN) and address.

To edit any of these details, click the **Edit details** button.



Australian Government
Clean Energy Regulator

Online Services

You're acting on behalf of
ACME Energy

Home Manage your resources Unit and Certificate Registry

You're acting for ACME Energy Switch

Home > ACME Energy

ACME Energy

View, update and manage this account and its users

In this section

- Manage account
- Manage users
- Activity history

Manage account

An account admin can update account details

Legal name ACME Energy	Trading name ACME Energy
Account type Private Company	ABN 67
Street address 123 Place Street, State	Postal address 123 Place Street, State

3.

4. On the **Edit account** details page, you can update the street and postal address for the organisation.

Once these details are correct, click **Update**.

Australian Government
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ACME Energy

View, update and manage this account and its users

In this section

- Manage account
- Manage users
- Activity history

Edit account details

Account name *
To update legal and trading names, you must resubmit a [Register an organisation form](#).

Legal name *
ACME Energy

Trading name *
ACME Energy

ABN *
67

Street address *
Country
 Australia
 Other
Address
123 Place Street, State

Postal address *
Country
 Australia
 Other
Address
123 Place Street, State

4



How to edit contacts

1. Sign in to [Online Services](#). Ensure that you are acting on behalf of the registered person account, and not as an individual user.
2. In the dropdown menu from your username, click the **Manage organisation** or **Manage individual** button.

The screenshot shows the Australian Government Clean Energy Regulator Online Services dashboard. At the top, it says 'You're acting on behalf of ACME Energy'. In the user dropdown menu, the 'Manage organisation' option is highlighted with a red box and a red arrow labeled '2' pointing to it. Other options in the menu include 'Switch account', 'My profile', 'Account security', 'Inbox', and 'Logout'.

3. On the Manage account page, you can see a list of the contact users for any schemes that the registered person is a participant in.

To edit these contact details, click the **Edit contacts** button.

The screenshot shows the 'Manage account' page for ACME Energy. On the left, a sidebar shows 'Manage account' is selected. The main area is titled 'Manage account' and shows account details: Legal name (ACME Energy), Trading name (ACME Energy), Account type (Private Company), ABN (67), Street address (123 Place Street, State), and Postal address (123 Place Street, State). Below this is a 'Contact persons' section. A red box highlights the 'Edit contacts' button, and a red arrow labeled '3.' points to it. The 'Contact persons' section shows a list with 'Jane Doe' and a note 'No contact person nominated'. There are buttons for 'Primary contact' and 'ACCU contact'.

4. On the **Edit contacts** page, you can select a new primary contact person from the dropdown menu for the registered person. If you wish to select a user that is not in the dropdown list, you can add users by clicking **Add a user** (see [How to add users to a registered person account](#)).

Once these details are correct, click **Update**.



You're acting for **ACME Energy** [Switch](#)

[Home](#) > **ACME Energy**

ACME Energy

View, update and manage this account and its users

In this section

- Manage account
- Manage users
- Activity history

Edit contacts

Select contact persons for this account. To add someone else, go to [Add a user](#).

Primary contact * [Help](#)

This should be an individual who can best answer any questions from CER relating to this organisation or individual

Jane Doe

ACCU contact * [Help](#)

This should be an individual who can best answer specific scheme related questions from CER

Jane Doe

ACCU contact * [Help](#)

Missing contact

ANREU contact * [Help](#)

Jane Doe

[Cancel](#) [Update](#)

How to add users to a registered person account

1. For the additional user to complete:

To sign up as a user in Online Services, go to the [Online Services portal](#) and click **Sign up now**. Once you have signed up with this email, the user can be added to the registered person account.

A new place to access your CER account and services. [Find out more about Online Services](#)

Email

Password

[Reset password](#)

[Log in](#)

Don't have an account? [Sign up now](#)



2. For a user already in the registered person account to complete:

Go to [Online Services](#) and sign in as a user under the registered person account. In the dropdown menu from your username, click the **Manage organisation** or **Manage individual** button.

The screenshot shows the Online Services dashboard for ACME Energy. At the top, there's a header with the Australian Government Clean Energy Regulator logo, the text 'Online Services Beta', and a 'Switch account' link. Below the header, the dashboard has sections for 'Dashboard', 'Manage', and 'Unit and Certificate Registry'. A message 'Successful account switch' and 'You're now acting for ACME Energy' is displayed. On the right, a user profile for 'Jane Doe' is shown with links for 'My profile', 'Account security', 'Inbox', and 'Logout'. A red box highlights the 'Manage organisation' button in the user dropdown menu, and a red arrow labeled '2' points to it.

3. On the menu at the left side of the Manage account page, click the **Manage users button.**

The screenshot shows the 'Manage account' page for ACME Energy. The left sidebar has a 'Manage account' section with 'Manage users' highlighted by a red box. A red arrow labeled '3' points to this box. The main content area is titled 'Manage account' and shows account details for ACME Energy, including legal name, trading name, account type, ABN, street address, and postal address. There's also an 'Edit details' link.

4. The Manage users page displays all users that have access to the registered person account. Click **Add user.**

The screenshot shows the 'Manage users' page for ACME Energy. The left sidebar has a 'Manage account' section with 'Manage users' highlighted by a red box. The main content area is titled 'Manage users' and shows a table with a single user entry for 'Jane Doe'. A red arrow labeled '4' points to the '+ Add user' button in the top right corner of the table.

5. Type in the email address of the user you wish to add to the registered person account.



Select the type of relationship the user has to the registered person. If the user is not an agent, consultant, or employee, you will have to **check the box** to sign a declaration acknowledging you must take further action to properly notify us.

Once the details are correct, click **Add user**.

ACME Energy
View, update and manage this account and its users

In this section

- Manage account
- Manage users
- Activity history

Add a user

You can only add users who already have an Online Services account. If they don't have one yet, they'll need to sign up before you can add them to **ACME Energy**

Email *
John.doe@email.com

Relationship to ACME Energy
Public Officer

I acknowledge that by adding an officeholder of a company, I must [update ASIC](#). Adding an officeholder may impact the organisation's fit and proper status with the Clean Energy Regulator, which requires me to [notify CER](#).

By checking this box, I sign and make this declaration

5a **5b**

Add user

If an error message appears that says, '**There doesn't seem to be a CER account associated with this email address**', make sure the user has signed up to Online Services as in step 3.1.

If an error message appears that says, '**This user is already associated with this account**', this user already has access to the registered person account. You can update the user's permissions or delete them from this account by following the next process, [How to manage users and user permissions](#).

6. The additional user will remain as **Invited** until they accept the invitation to access the account.

Online Services

Home Manage your resources Unit and Certificate Registry

You're acting for **ACME Energy** [Switch](#)

ACME Energy
View, update and manage this account and its users

In this section

- Manage account
- Manage users**
- Activity history

Manage users

Select a user to update their permissions or remove them from this account

Name	Relationship	Key attributes	Actions
Jane Doe	Executive officer, Director	Admin Primary contact	Leave
John Doe	Employee	Invited	Remove

6

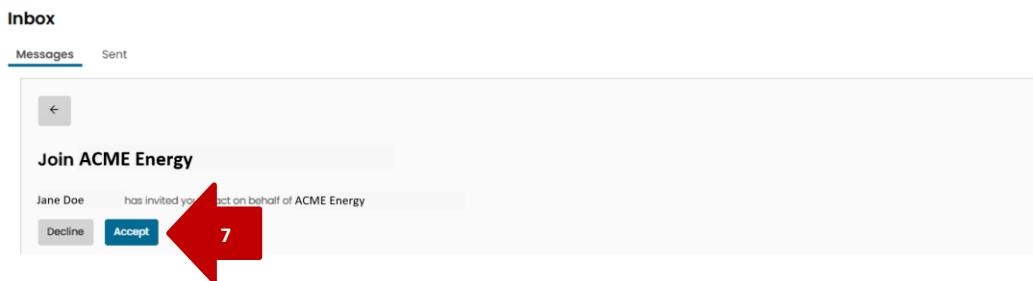
7. For the additional user to complete:



Sign in to [Online Services](#) and scroll down on the home page to check your inbox. There will be a message inviting you to act on behalf of the registered person account.

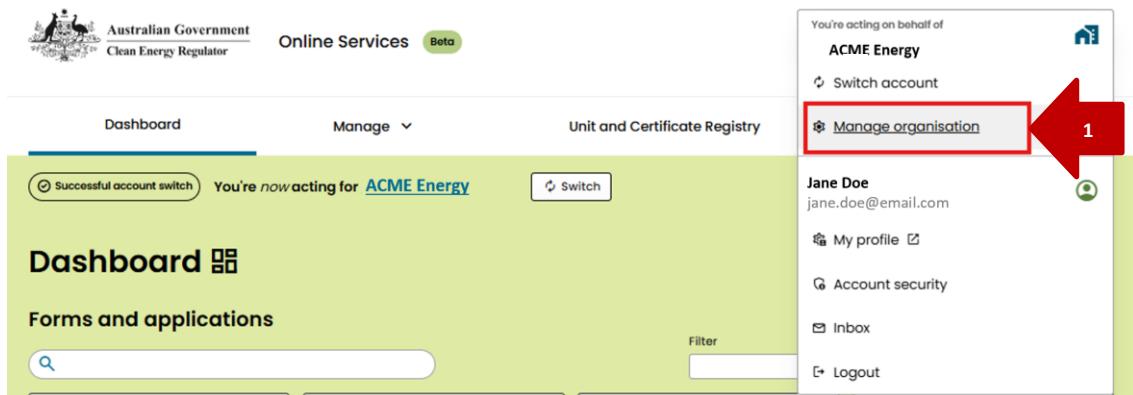
Open the message and click **Accept**.

You will now be able to [switch account](#) and act on behalf of the organisation.

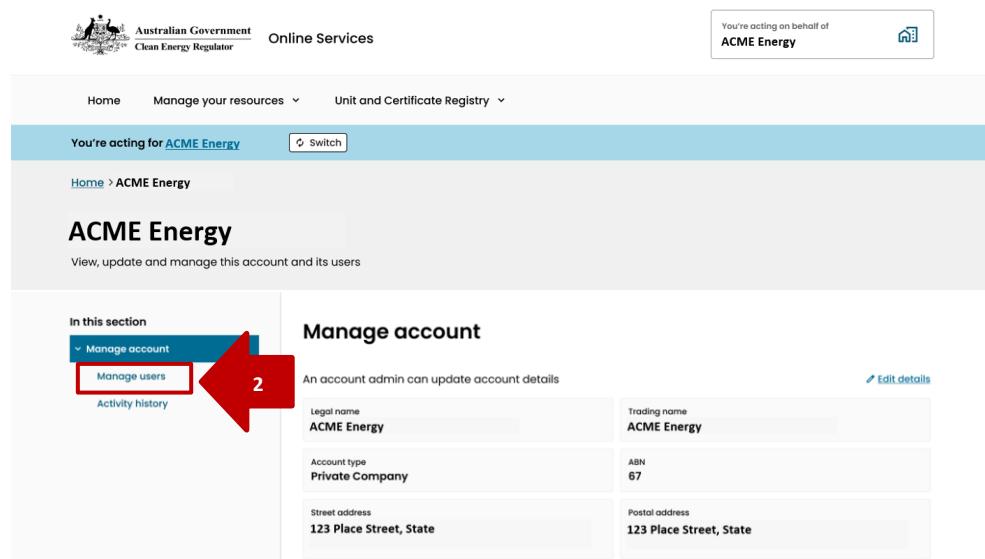


How to manage users and user permissions

1. Go to [Online Services](#) and sign in as a user in the registered person account. In the dropdown menu from your username, click the **Manage organisation** or **Manage individual** button.



2. On the menu at the left side of the Manage account page, click the **Manage users** button.





3. The Manage users page displays all users that have access to the registered person account. Each user has a specific relationship to the registered person. They can be an admin user and they can be a contact for a specific scheme. There is also one primary contact who will be contacted by default.

If you wish to remove a user from the registered person account, you can click the **Remove** button next to their name.

If you wish to update their permissions, you can click their **name**.

You're acting on behalf of
ACME Energy

Home Manage your resources Unit and Certificate Registry

You're acting for ACME Energy Switch

Home > ACME Energy

ACME Energy

View, update and manage this account and its users

In this section

- Manage account
- Manage users**
- Activity history

Manage users

Select a user to update their permissions or remove them from this account

Name	Relationship	Key attributes	Actions
Jane Doe	Executive officer, Director	Admin Primary contact	Leave
John Doe	Employee	Invited	Remove

4. After clicking their name, click on the **REGO** tab to edit permissions specific to viewing and managing REGO facility and certificate applications. Click on the **checkboxes** to edit the user's permissions.

Jane Doe

Active Primary contact

General REGO CR ACCU & NRM NGER Forms Other CER Systems

View permissions for yourself

Facilities

View all Edit all Declare and submit all

ACME Solar Facility
RF-25-RNG046641266

View
 Edit
 Declare and submit

ACME Battery Facility
RF-25-LNJ249021190

View
 Edit
 Declare and submit

Save to apply changes and notify **Jane Doe** of updated permissions.

Go back Update



You can choose to let the user view, edit or submit forms for all facilities within an organisation (4b), or only selected facilities (4c).

- To allow a user to create and register REGO certificates, you must also ensure they have permission to access the relevant Unit and Certificate Registry holding account. Edit these permissions in the **UCR** tab.

Jane Doe

Active jane.doe@email.com

General REGO PGO **UCR** NGER Forms Other CER Systems

5

REGO holding accounts

ACME REGO Account
AU-3521

ACME REGO Account 2
AU-3521

ACME REGO Account 3
AU-3521

View all Retire all Transfer all Manage or correct all certificates

View
 Retire
 Transfer
 Manage or correct certificates

View
 Retire
 Transfer
 Manage or correct certificates

View
 Retire
 Transfer
 Manage or correct certificates

Help

- You can also change the user's relationship to the registered person account by choosing a different option from the **drop-down menu** (6a), when on the **General tab**.

Once you are happy with the checked permissions and relationship, click **Update** (6b).



In this section [« Close](#)

Manage account [Manage users](#)

Jane Doe

Active jane.doe@email.com

General NGER Forms ACCU & NRM UCR

Add, edit or revoke permissions for this user [Select All](#) [Deselect All](#)

Admin

Edit account details Manage users

Basic

View all users View user permissions

User details

Relationship to ACME Energy [Help](#)

Agent [x](#)

Save to apply changes and notify **Jane Doe** of updated permissions.

[Go back](#) [Remove user](#) [Update](#)

6a 
6b 