



Australian Government
Clean Energy Regulator

Safeguard Online Services user guide

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Contents

Contents	2
Safeguard Online Services user guide	3
Introduction.....	3
Creating an Online Services account	3
Logging into Online Services.....	3
Setting a default organisation	5
User permissions	5
Using the Dashboard	6
Viewing details of your Safeguard facility	6
Support	9



Safeguard Online Services user guide

Introduction

This guide will help you navigate the sections of [Online Services](#)¹ that relate to the Safeguard Mechanism.

The NGER [Online Services user guide](#)² provides more general guidance on using Online Services.

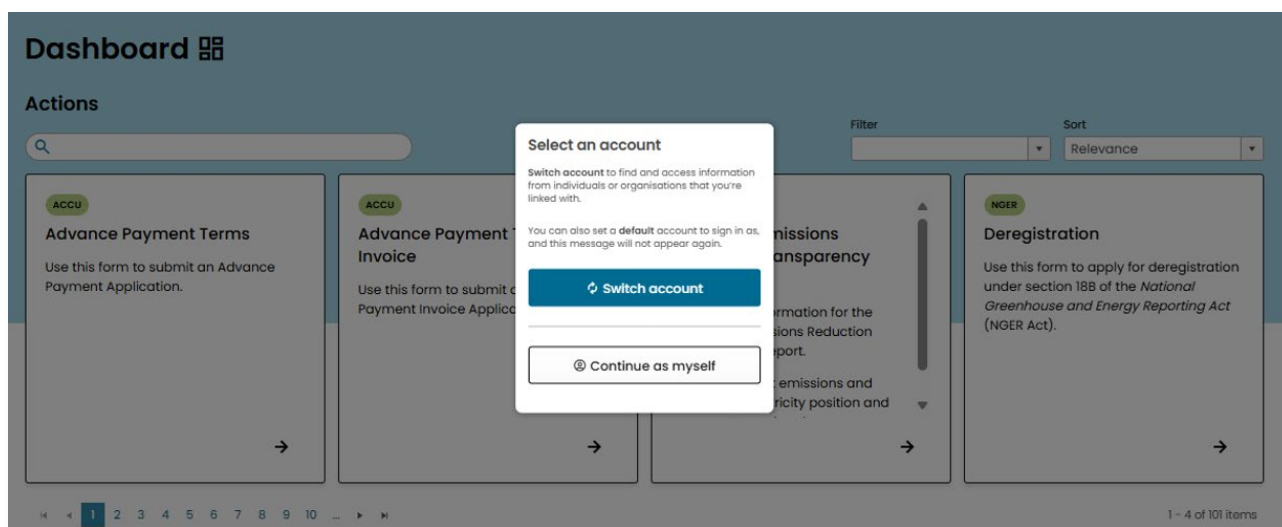
Creating an Online Services account

Select the 'sign-up now' link from the [Online Services login page](#)³ and follow the steps. To ensure secure login, Multi-Factor Authentication is enabled and requires an additional authentication method (email, text or phone call) after entering your username and password.

To use Online Services on behalf of an organisation (such as a Safeguard responsible emitter), your new account will need to be added to the organisation's account by another user with the appropriate permissions for the organisation.

Logging into Online Services

Logging into Online Services will open the Dashboard. If you're new to Online Services a pop-up box will appear asking if you want to 'Switch account' or 'Continue as myself'. To act on behalf of an organisation and access their NGER/EERS data, select 'Switch account' and select the organisation you wish to view, edit, or act on behalf of.



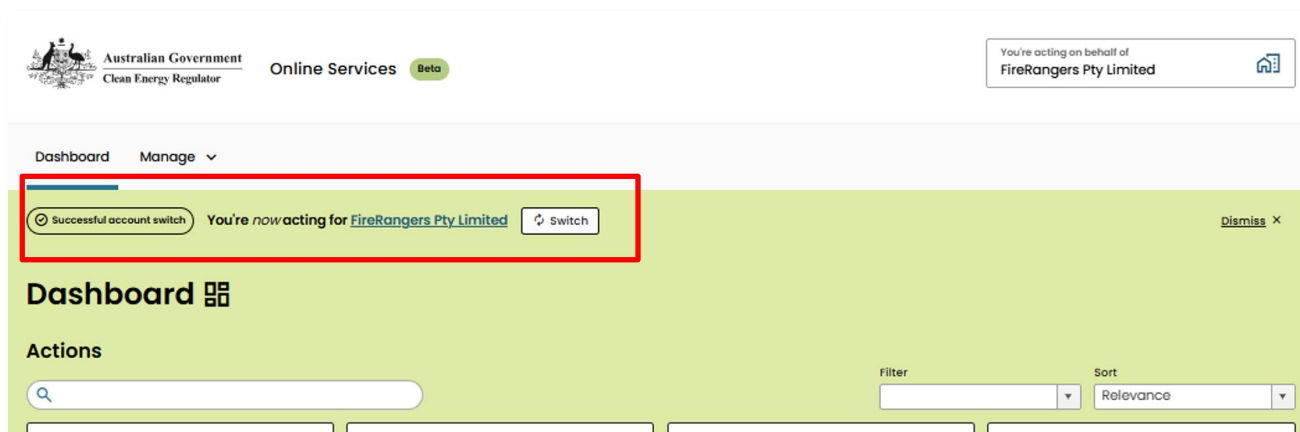
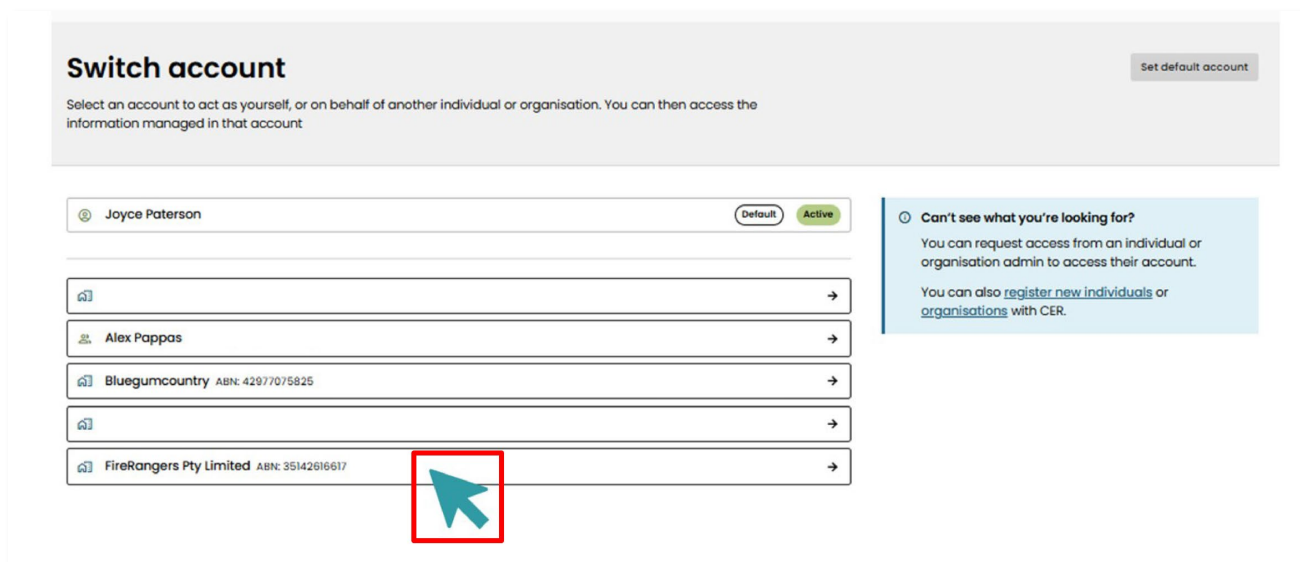
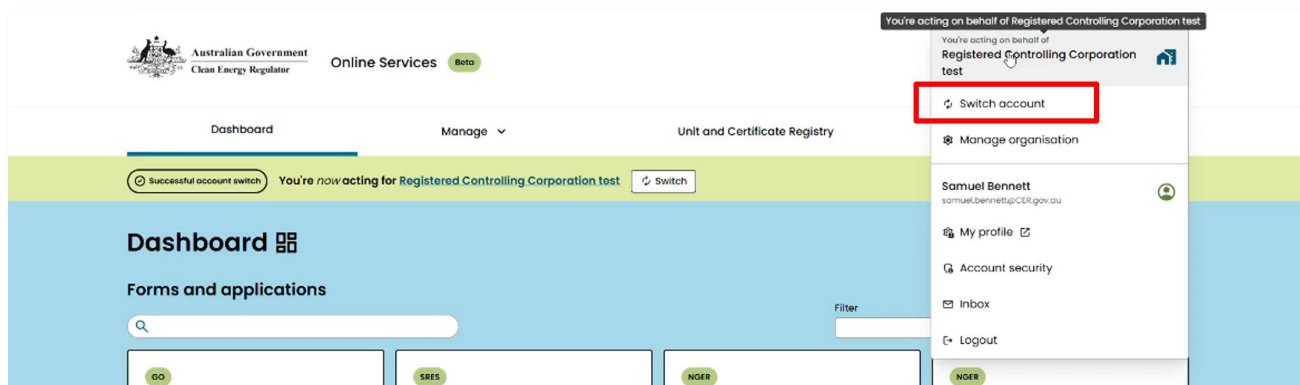
¹ <https://onlineservices.cer.gov.au/>

² https://cer.gov.au/document_page/nger-online-services-user-guide

³ <https://onlineservices.cer.gov.au/>



You can switch accounts using the white profile menu in the top right corner. Select 'Switch account' from the drop-down menu. A green pop-up alert will appear to confirm this change and the profile menu will read 'You're acting on behalf of [account name]'.

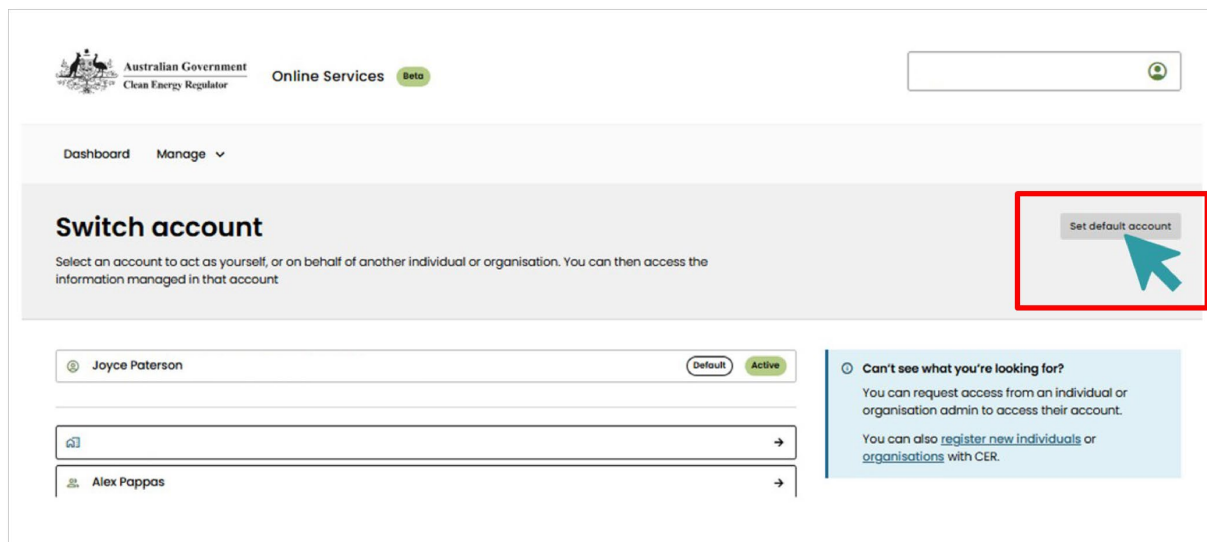




Setting a default organisation

Select one organisation to be your 'default account'. It will open automatically when you sign into Online Services.

Go to 'Switch account' from the white profile menu drop-down and select the grey 'Set default account' option at the top-right of the screen. A pop-up text box will ask you to select which account you wish to make your default. Once chosen, select 'Confirm'.



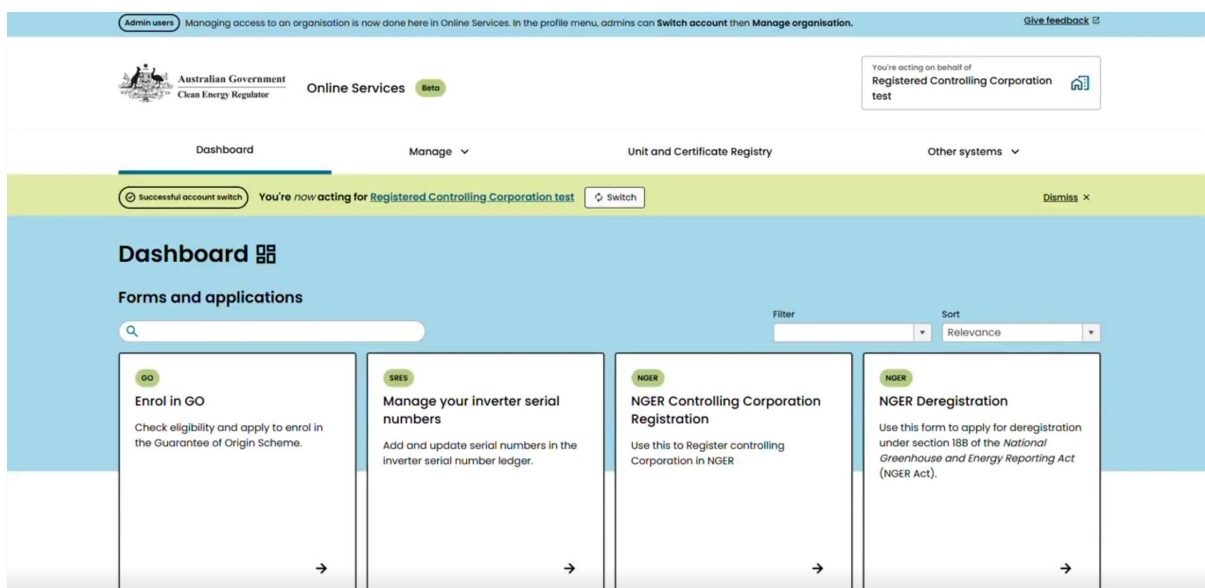
User permissions

Find more information about setting up user permissions and adding users to an organisation in the [National Greenhouse and Energy Reporting \(NGER\) Online Services user guide](https://cer.gov.au/document_page/nger-online-services-user-guide)⁴.

⁴ https://cer.gov.au/document_page/nger-online-services-user-guide



Using the Dashboard



Use the Dashboard to access:

- Other CER systems through the top navigation bar.
- Forms and Applications. Each tile in this section links to an application form you can fill in on behalf of the account you are currently signed into. You can browse through these tiles, filter by scheme or use the search bar to locate a specific form.
- Your Inbox, where system notifications and messages from the CER display underneath the tiles. These may include notifications about application forms, approvals or required actions.



- Submissions, which shows all draft and submitted applications at the bottom of the screen. Each entry includes a submission ID, description, scheme, status, and available actions, such as continuing a draft or viewing a submitted application.

Viewing details of your Safeguard facility

The Facility Overview page provides a detailed view of your facility's performance against its baseline. To access this page, select "Safeguard Facilities" under "Manage" and choose the relevant facility and reporting year.



Australian Government
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Online Services Beta

You're acting on behalf of
Responsible Emitter Limited

Dashboard Manage Unit and Certificate Registry Other systems

Successful account switch You're now ac

Home > Safeguard Facilities

Safeguard Facility

The Safeguard facilities page includes facilities for which a position statement has been submitted. The information shown is for the most recent financial year.

ACCU projects
NGER reports
Product GO profiles
Renewable electricity facilities
Safeguard facilities

Facilities

Safeguard facility

2023 - 2024

Baseline: 278,072

Net position: N/A

Net emissions: 278,072

Applications

Help

No Excess

On the Facility Overview page you can view or download the facility's position statement. This is our calculation of the facility's Safeguard-related data for the financial year, including:

- baseline
- covered emissions
- net emissions number
- Safeguard Mechanism Credit (SMC) eligibility
- key submission dates.

Home > Safeguard Facilities > Safeguard facility

Safeguard facility

View facility details and position statement

Financial year: 2023-2024

Facility Overview

Position statements

Schedules and history

Carbon units

Facility overview 2023-2024

View Position Statement

Facility details

Location: WA

Status: Existing

Baseline emissions number and covered emissions

Baseline emissions number		
278,072 tCO ₂ -e	Start date: 01 Jul 2023 Status: Current	End date: 30 Jun 2024 Calculated Date: 01 Sept 2025

Approved

Covered emissions		
300,000 tCO ₂ -e	Start date: 01 Jul 2023 Status: Current	End date: 30 Jun 2024 Submitted Date: 01 Sept 2025

Submitted



The Facility Overview also includes details of the production variables and emissions intensities used to calculate the facility’s baseline.

Determination and declaration applications

Emissions intensity determination

Approved

Start date

01 Jul 2023

Decision date

01 Sept 2025

Production variables

Production variable	Category	Emissions-intensity type	Emissions-intensity nu...	Production units
Tissue paper	Historical	Hybrid	0.6	tonnes

Production variable information

Help

Production variable	Emissions-intensit...	Annual emissions-...	Production variabl...	Production units	Baseline compone...
Tissue paper	Hybrid	0.5848	500,000	tonnes	292,400

Total production variable baseline component number

292,400

You can download a copy of the facility’s position statement from this page. This is particularly useful for internal audits, board reporting or Safeguard Mechanism Certificate issuance requests. To download, click “View Position Statement,” then “Generate Position Statement,” and “Download Position Statement” from the top-right corner.

Financial year

<< Close

2023-2024

Facility Overview

Position statements

Schedules and history

Carbon units

Facility overview

2023-2024

Facility details

Location: WA

Status: Existing

Baseline emissions number and covered emissions

Help

View Position Statement

Financial year

<< Close

2023-2024

Facility Overview

Position statements

Schedules and history

Carbon units

Position statements

2023-2024

Generate PDF

Statement version

2 - Current

Help

Position Status

No Excess

Help

Position statements

2023-2024

Download PDF



The calculation of attributable Australian Carbon Credit Units surrendered units and SMC entitlement is listed at the bottom of the Position Statement.

Net emissions

[Help](#)

Net emissions number

278,072

Calculation

Covered emissions	300,000
ACCUs issued	+ 0
ACCUs delivered	- 0
ACCUs and SMCs surrendered	- 21,928

Estimated Safeguard Mechanism Units (SMCs) entitlement

[Help](#)

Estimated SMCs entitlement

Not Eligible

SMC calculated value is 0 or less

Calculation

Baseline emissions number	278,072
Covered emissions	- 300,000
ACCUs issued	- 0

Support

Email: CER-Safeguardbaselines@cer.gov.au

Phone: 1300 553 542 within Australia

Web: www.cer.gov.au