

Instructions EU ETS Reporting Tool

First, you need to create an account in the European Commission Authentication Service (EU Login) and choose a registered second factor authentication of your choice (GSM/SMS authentication, token cram or the EU Login Mobile app).

Afterwards, you can follow the steps outlined below to log into the [EU ETS Reporting Tool](#):

Steps to login

Execute the following steps to log into the EU ETS Reporting Tool:

Step	Action
1	Go to the "EU ETS Reporting Tool" homepage: https://ets-reporting.ec.europa.eu
2	You are automatically redirected to EU Login. Login by entering: <ul style="list-style-type: none"> - Your e-mail address - Your EU Login password - A registered second factor authentication of your choice
3	After successful login, you are redirected back to the "EU ETS Reporting Tool" homepage.

You should already be appointed to at least one organisation. If this is not the case, please contact your local Competent Authority or the service desk (EU-ETS-Reporting-ServiceDesk@westpole.be).

After logging in to the EU ETS Reporting Tool for the first time, you will need to register the user by carrying out the steps outlined below:

For first time users, please continue on the "Steps to register" topic below.

Steps to register

Execute the following after having logged in to the EU ETS Reporting Tool in order to register your user for the first time:

Step	Action
1	A "You are not registered in the system" page displays your user details. Tick the checkboxes to agree with the "Terms and conditions" and the "Privacy statement".
2	Click Register .
3	You can now access to the ETS Reporting tool.

Session timeout

The EU ETS Reporting Tool has a timeout of 30 minutes. After an inactivity of this duration, you will be automatically disconnected from the application.

Once your account is activated, the administrator can manage additional users.

We have added the latest version of your monitoring plan into the digital tool. We kindly ask you to review this version and check if the plan is still up-to-date. If not, you can submit a new version of the monitoring plan executing the steps outlined below:

Edit a Monitoring Plan

Execute the following steps from the Monitoring Plan details page:

Step	Action
1	Click Edit (at the right bottom of the page).
2	Select a type from the Revision type drop down list box.
3	Fill in the Applicable date field if needed.
3	Click Save .

Upload a new version of the Monitoring Plan

Execute the following steps from the Monitoring Plan details page:

Step	Action
1	Click Upload a New Version .
2	Browse your computer and select the new file to upload.
3	The new version is successfully uploaded. You can see the revision number incrementing, under the "Monitoring Plan – Aviation file" area.

Every revision to an approved Monitoring Plan generates a new major version and restarts a new approval workflow. Every modification to the Monitoring Plan submitted for approval increases its minor version.

All the previous revisions of the Monitoring Plan remain accessible from the History.

Please consult [the EU ETS Reporting tool user manual](#) for further guidance on the usage of this tool. Here, you can also find the relevant workflows of the different compliance tasks. If you encounter any issues with registration, please contact us for assistance at aviation@emissieautoriteit.nl.