

# CRC Energy Efficiency Scheme

## How to Trade Allowances

# Transfer of Allowances

- ➔ The CRC Team will need to enable your account to permit the transfer of allowances. We will need to confirm the identity of the individual carrying out the transfer, which may require proof of identity to be provided.
- ➔ If you wish to transfer allowances please email: [CRCAallowances@environment-agency.gov.uk](mailto:CRCAallowances@environment-agency.gov.uk)

# How To Trade Allowances – Contents

- ➔ One Time Passcode/Notice Board – slides 4 to 7
- ➔ How to Add a Buy Notice – slides 8 to 11
- ➔ How to Add a Sale Notice – slides 11 to 14
- ➔ How to Transfer Sold Allowances – slides 15 to 19

# Prior to Trading Allowances

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
- Phase 1

**Allowances**

Manage your allowances.

- Account Summary
- Notice Board
- Transfer Allowances

**Also in this section**

**Emissions Calculator**

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

ID check process 'Request Identity Check For One Time Passcodes' – This generates an e-mail requesting an Identity check. Select this option to start the process.

Once the request has been received, The CRC team will issue the details of the ID Check documentation required to the requester via e-mail.

Once this process has been completed you will be able to request a One Time Passcode through your CRC account.

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

# Activating your One Time Passcode

Home 

CRC Energy Efficiency Scheme

My Profile

**Activate Mobile Phone For One Time Passcodes**

## Activate Mobile Phone

### Request Activation Code

To activate your mobile phone to receive One Time Passcodes you will need an activation code. If you do not have your activation code you can request one with the following link. Note: requesting an activation code will cancel all existing activation codes and cause a new one to be reissued by post. The activation code is sent to the Senior Officer of the most recently registered phase.

[Request One Time Passcode Mobile Phone Activation Code](#)

### Register Mobile Phone Using Activation Code

Enter your mobile number (twice) and the activation code given to you by your Senior Officer then click Activate.

Activation Code

Mobile Number

Confirm Mobile Number

To complete the One Time Passcode process you will need to register your mobile phone using the “activation code” sent to your Senior Officer once your ID checks are completed

If you have successfully enrolled as an account representative using a digital certificate in phase 1 you will automatically be marked as having successfully undergone an ID check.

# How to Trade Allowances – Notice Board

The screenshot shows the 'CRC Energy Efficiency Scheme' user interface. On the left is a navigation menu with options: Home, CRC Energy Efficiency Scheme, My Profile, Contacts, Phase, Allowances, and Emissions Calculator. The main content area is divided into four panels: 'My Profile' (with sub-options like 'Appoint/Remove An Agent'), 'Contacts' (with 'Manage Contact List'), 'Phase' (with 'Phase 2' and 'Phase 1'), and 'Allowances' (with 'Account Summary', 'Notice Board', and 'Transfer Allowances'). Below these is an 'Also in this section' area with an 'Emissions Calculator' link.

To view allowances for sale or post a notice yourself, click on the 'Notice Board' option.

From this screen you can search for notices posted by other participants, add your own notice or amend an existing notice you have already posted.

The screenshot shows the 'Secondary Market - Trading Notice Board' search interface. It includes a search bar for trading notices, 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 area, there is a section for 'Secondary market trading notices' with a link to 'View, Add and Amend my existing notices'. At the bottom, there is a table header with columns: Date, Notice Type, Allowance Type, Quantity, Allowance Price, Valid for, and View. The table content shows 'There are no entries to display'.

**Please note:** The transfer of allowances is an agreement between account holders. Payment is made off system between the parties involved.

# How to Trade Allowances – Your Notices

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](#)

If you click 'View, add or amend existing notices' on the previous screen, you will see the notices posted here. You can also add a buy or sell notice, indicating that you want to either buy or sell allowances.

# Adding a Buy Notice



# How to Trade Allowances - Add A Buy Notice

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 \***

- Miss Laura Kay
- Mr Chris McNicol
- Mr Dorai Raj
- Ms Lucy Neville-Rolfe
- Ms Michelle Dawn

Cancel Next

From the list, assign a contact to appear on the Buy Notice.

# How to Trade Allowances - Add A Buy Notice

Home 

CRC Energy Efficiency Scheme

Allowances

Notice Board

View Account Notices

Add a Notice

## Advertise allowances on the secondary market

Required fields are marked with \*

### Allowance Details

Please provide details of the allowance you require

Allowance Type \*

Quantity \*

Maximum Price per allowance(£)


Valid from (Year) \*

Valid until (Year)

Additional Information

Enter the details of the allowances you wish to buy including quantity, maximum price you are willing to pay and the validity period required.

Once you have added the details of your notice you will be shown a preview. You have the option to cancel, go back to amend the details or submit the notice.

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 Buy

Allowance Type Fixed Price

Quantity 20

Unit Price £12.00

Valid for 2011/2012 - 2011/2012

Organisation

Contact Name Miss Laura Kay

Email L@ea.com

Phone Number 01 234 567890

Additional Information

# Adding a Sell Notice

# How to Trade Allowances – Add A Sell Notice

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 \***

- Miss Laura Kay
- Mr Chris McNicol
- Mr Dorai Raj
- Ms Lucy Neville-Rolfe
- Ms Michelle Dawn

Cancel Next

From the list, assign a contact to appear on the Sell Notice.

# How to Trade Allowances – Add A Sell Notice

The screenshot shows the 'Advertise Allowance Sale' form. On the left is a navigation menu with 'Home', 'CRC Energy Efficiency Scheme', 'Allowances', 'Notice Board', 'View Account Notices', and 'Add a Notice'. The main content area is titled 'Advertise Allowance Sale' and includes a sub-header 'Allowance Details' with the instruction 'Please provide details of the allowance you are selling'. The form contains several fields: 'Allowance Type' (Fixed Price), 'Quantity available' (50), 'Price/Unit (£)' (£15), 'Valid from (Year)' (2011/2012), and 'Valid until (Year)' (2011/2012). There is also a text area for 'Additional Information'. At the bottom are 'Cancel', 'Previous', and 'Next' buttons.

Enter the details of the allowances you wish to sell including quantity, the price per allowance and the validity period.

Once you have added the details of your notice you will be shown a preview. You have the option to cancel, go back to amend the details or submit the notice.

The screenshot shows the 'Preview of secondary market trading notice' form. It features the same navigation menu as the previous form. The main content area is titled 'Preview of secondary market trading notice' and includes a sub-header 'Notice Preview' with the instruction 'Below is a preview of how your notice will appear. If the details are correct, please click "Submit"'. The preview details are as follows:

Date	
Notice Type	Sale
Allowance Type	Fixed Price
Quantity	50
Unit Price	£15.00
Valid for	2011/2012 - 2011/2012
Organisation	
Contact Name	Miss Laura Kay
Email	L@ea.com
Phone Number	01234 567890
Additional Information	

At the bottom are 'Cancel', 'Previous', and 'Submit' buttons.

# How to Trade Allowances

The screenshot shows the 'Secondary Market - Trading Notice Board' interface. On the left is a navigation menu with 'Home', 'CRC Energy Efficiency Scheme', 'Allowances', and 'Notice Board'. The main area has a search prompt: 'Search for trading notices advertising for the purchase and sale of allowances'. Below this are several filters: 'Notices posted after' (calendar icon), 'Valid For' (dropdown), 'Notice Type' (dropdown), and 'Allowance Type' (dropdown). There is also a 'Maximum price per allowance (representing 1 tCO2)' field with 'Filter' and 'Clear' buttons. A section titled 'Secondary market trading notices' contains a link: 'View, Add and Amend my existing notices'. Below this is a table header with columns: Date, Notice Type, Allowance Type, Quantity, Allowance Price, Valid for, and View. The table content shows 'There are no entries to display'. A 'Close' button is at the bottom right.

These screen shots are an example of what your notice board summary will look like once notices have been added. Notices which you have created can be edited or removed.

The screenshot shows the 'My secondary market trading notices' interface. On the left is a navigation menu with 'Home', 'CRC Energy Efficiency Scheme', 'Allowances', 'Notice Board', and 'View Account Notices'. The main area has the title 'My secondary market trading notices' and a sub-header 'Below are the active notices on the trading notice board for this account.' Below this is a 'Results Page: | 1' and a table with columns: Date Added, Date Updated, Expiry Date, Notice Type, Allowance Type, Quantity, Unit Price, Valid For, and Action. The table contains two rows of data. Below the table are 'Add Buy Notice' and 'Add Sale Notice' buttons. A 'Close' button is at the bottom right.

Date Added	Date Updated	Expiry Date	Notice Type	Allowance Type	Quantity	Unit Price	Valid For	Action
18/01/2012	18/01/2012	17/02/2012	Buy	Fixed Price	20	£12.00	2011/2012 - 2011/2012	<a href="#">Edit</a> <a href="#">Remove</a>
18/01/2012	18/01/2012	17/02/2012	Sale	Fixed Price	50	£15.00	2011/2012 - 2011/2012	<a href="#">Edit</a> <a href="#">Remove</a>

# How To Transfer Sold Allowances to Another Participant

# Transferring Sold Allowances

**Please note:** You will only be able to transfer allowances if you have sufficient allowances in your CRC account and you have an activated One Time Passcode facility.

The screenshot shows the 'CRC Energy Efficiency Scheme' dashboard. On the left is a navigation menu with 'Home', 'CRC Energy Efficiency Scheme', 'My Profile', 'Contacts', 'Phase', 'Allowances', 'Emissions Calculator', and 'Transfer Allowances'. The main content area has four sections: 'My Profile', 'Contacts', 'Phase', and 'Allowances'. The 'Allowances' section contains a 'Transfer Allowances' link, which is highlighted by a blue arrow pointing to a callout box.

If you have sold allowances, click 'Transfer Allowances' to send them to the relevant participant.

Add the number of allowances you wish to transfer. Enter the recipient's CRC Registration Number and click 'Next'.

The screenshot shows the 'Enter Transfer Details' form. It includes a table with the following data:

Valid for period	Sale Window Category	Number of allowances held	Number to transfer
2011/2012 - 2011/2012	Buy to Comply	95	<input type="text"/>

Below the table, it states 'Total number of allowances held: 95'. There is a text input field for the 'Registration Number' and 'Cancel' and 'Next' buttons.



# Transferring Sold Allowances

Home

CRC Energy Efficiency Scheme

Allowances

Transfer Allowances

## Enter One Time Passcode

### Enter password

Enter your One Time Passcode that has been sent to your activated device.

One Time Passcode

Resend Pass word

Cancel Application Previous Next

Enter the One Time Passcode sent to your chosen mobile phone in this box and click next.

# Transferring Sold Allowances

Home

CRC Energy Efficiency Scheme

Allowances

Transfer Allowances

## Confirm Transfer Details

Quantity to Transfer 20

Recipient CRC7596297 - Invesco

I confirm that I wish to transfer these allowances to the recipient shown.

Cancel Previous Transfer

This is the summary screen of the transaction. Once you are happy with the transaction tick the declaration box followed by the 'Transfer' button. Once you have clicked the transfer button the allowances will appear in the recipient's account.

The Senior Officer and all enrolled contacts from both parties will receive an email confirming the transfer.

**Please note:** The transfer of allowances is an agreement between organisations. Payment is made off system between the parties involved.

# Transferring Sold Allowances

Home

CRC Energy Efficiency Scheme

Allowances

Transfer Allowances

## Transfer Complete

### Transfer Reference

The transfer is complete. Please make a note of the reference number for your records.

Transfer Reference 0303010737

Close

Once the transaction is complete you will be provided with a Transfer Reference number for your records.