



# Climate Change Agreement IT user guidance

Version 1.0 December 2012

LIT 7689

We are the Environment Agency. We protect and improve the environment and make it a better place for people and wildlife.

We operate at the place where environmental change has its greatest impact on people's lives. We reduce the risks to people and properties from flooding; make sure there is enough water for people and wildlife; protect and improve air, land and water quality and apply the environmental standards within which industry can operate.

Acting to reduce climate change and helping people and wildlife adapt to its consequences are at the heart of all that we do.

We cannot do this alone. We work closely with a wide range of partners including government, business, local authorities, other agencies, civil society groups and the communities we serve.

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# Executive summary

The climate change agreements (CCA) scheme is part of a package of UK government initiatives to reduce carbon dioxide (CO<sub>2</sub>) emissions while helping industry remain internationally competitive. This is achieved by offering a discount to the EU's Climate Change Levy (CCL), a tax added to an operator's electricity and fuel bills. In return, an operator entering into a voluntary CCA will have to achieve challenging energy efficiency targets set by the Department of Energy and Climate Change (DECC).

The Environment Agency is the administrator for the second phase of the CCA scheme for the next 10 years, the first phase having been run directly by DECC. We took on this role on 1 October 2012 with the new scheme starting on the 1 April 2013. The scheme is open to 54 industry sectors that are defined as having high-energy led processes within their day-to-day operations. As part of this new role, the Environment Agency will charge operators an annual fee for holding an agreement.

From 1 January 2013, we will operate an online IT Register that will allow the sectors and operators who hold an agreement to manage their accounts online. Once an operator has registered and received a CCA certificate, they are required to monitor and report their energy consumption against specified targets across five biennial target periods. The first period starts on 1 January 2013 and the final period will end on 31 December 2022.

## Using this guidance

The CCA register user guidance manual is intended to be read on-screen as it will contain a large number of hyperlinks to other sections within the guidance.

If you have followed a link to another point in the document and wish to return to your previous location, hold down the ALT key and then press the left arrow on your keyboard.

The first section of the guidance will show users how to complete login credentials and password resets. It will also show users how to navigate and view their details. The second section will cover the functions required of a sector manager/consultant manager within the register.

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# 1. User profiles

The register allows for a number of different levels of user with different levels of access depending on their role within the sector or consultant. Those roles are:

Category	Role	Acronym	Description
Administrator Environment Agency	Administrator Manager	AM	Responsible for the management of all users within the Administrator category and all key processes (for example applications, change requests, eligibility, milestone reporting, payments and auditing)
	Administrator User	AU	Responsible for all key processes (for example applications, change requests, eligibility, milestone reporting, payments and auditing)
	Technical Consultant	TC	Provide technical support in the operation of the CCA scheme (for example applications, change requests, eligibility, milestone reporting, payments and auditing)
Sector	Sector Association Manager	SM	Responsible for managing all users within their sector and submitting applications, change requests and milestone reports on behalf of the TU
	Sector Association User	SU	Responsible for submitting applications, change requests and milestone reports on behalf of the TU
Consultant	Consultant Manager	CM	Responsible for managing all users within their consultant and representing the SA
	Consultant	CU	Representing the SA

## User roles and capabilities applicable to customers.

The register will allow multiple users to be assigned to multiple sectors. For example in a case where a consultant manages a number of sectors, it would be the consultant manager for all of its sectors. It would then be able to appoint multiple users to each of those sectors and give those users access to multiple sectors where appropriate for its work.

## Sector or Consultant Manager (SM or CM)

Expected to be one individual for a sector and one for a consultant (only in instances where a consultant has been appointed by a sector to manage its sector on its behalf).

This role would have complete sector access to the register, being able to view and edit all target units and facilities within that sector as well as manage user roles for its staff who can also work on that sector.

## Sector or Consultant User (SU or CU)

This role would have complete sector access to the register, being able to view and edit all target units and facilities within that sector. It will not have access to create new users or edit existing users within the sector.

# 1.1. Login instructions

## First time login

You will be provided with an email which will contain your username and a temporary password and PIN number. This would either have been sent to you directly from the Environment Agency as a manager role or your manager would have created your role and invited you to join the register. Once received log in the CCA register <https://cca.environment-agency.gov.uk>

Note: Usernames and passwords are case sensitive.

Enter the following:

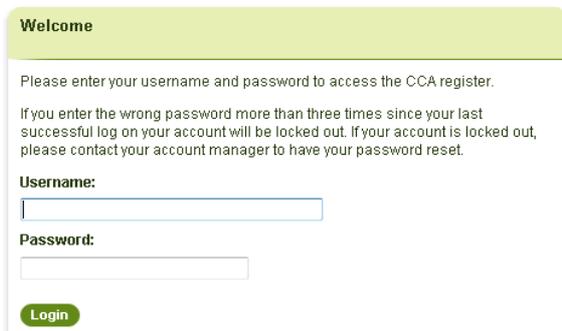
User name and temporary password – this will be given to you by email

Click 

Then enter the requested digits from your pin number and click 

You will be asked to read and accept the terms and conditions

You will be prompted to set your own password and pin number for future logins



**Welcome**

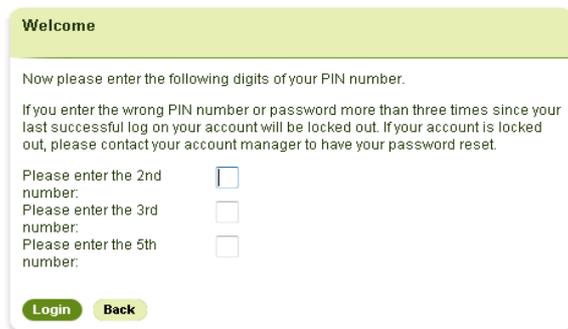
Please enter your username and password to access the CCA register.

If you enter the wrong password more than three times since your last successful log on your account will be locked out. If your account is locked out, please contact your account manager to have your password reset.

**Username:**

**Password:**





**Welcome**

Now please enter the following digits of your PIN number.

If you enter the wrong PIN number or password more than three times since your last successful log on your account will be locked out. If your account is locked out, please contact your account manager to have your password reset.

Please enter the 2nd number:

Please enter the 3rd number:

Please enter the 5th number:

After your first login has been complete, all future logins will require you to use your username, new password and new PIN number. Once you click login you will be directed straight to your home page.

## Home Page

The home page is what a user would always be directed to after logging into the register. From here you can do the following:

- Update user account details
- Change passwords
- View all alerts

### Welcome

Welcome to the CCA Register, the on-line portal for managing the administration of underlying agreements, target units and facilities under the Climate Change Agreements Scheme.

Use the links on this screen to navigate to a particular function in the CCA Register or select a sector or trade association from the list to see a list of tasks and alerts relating to the selected sector.

▶ [Update user account details](#)

▶ Change password

▶ View all alerts

The following link provides access to the CCA scheme guidance provided on the Environment Agency's website.

 [CCA Scheme Guidance](#)

On the right you will see a list of sectors to which you have been granted access. Click on the sectors hyperlink to take you to the task menu page.

### Sector / Trade Associations

A list of all sectors to which you have been granted access. Select one from the list in order to its view details.

- XXX - SUPPORT ←

## 1.2. Create/invite users

### Creating a sector or consultant user

(Note this option is only available to a sector manager or consultant manager)

The user creation option will allow a manager to create a new user for a person that has not previously been a user of the CCA Register (note that the email address cannot already have been used by another user). This user would be created to have access to one sector. Access to further sectors can be granted later if required. Once the user is created, they will be sent an email that contains their temporary log in details.



Step 1 - On your home page click your sector to take you to the task menu page. The manager then locates the task menu and selects 'Sector Users'.

Step 2 - From the sector users page the manager will select 'Create User'.

The create user screen is then displayed with a number of bland fields the manager will need to complete to create the user.

Step 3 - Enter the following into the blank fields:

- Username
- Role (sector user)
- Disabled check boxes - only use if you want to restrict the sector user access
- Complete contact details including correct email address.
- Click **Save**

Once you have saved your new user details the next screen will show the details of the new user. The new user will be emailed their username and a temporary password and PIN to log on the register themselves. They will have access to the manager has created them under. Once the user has logged onto the register for the first time they would then be able to be added to have access to more than one sector should this be required. To do this is know as the invite function (see next).

## Invite users (adding an existing user)

Sector or consultant users can be associated with multiple sectors, for example, where an individual works on behalf of more than one sector association. To represent this in the register you can associate a sector user, a sector manager or a consultant manager to another sector.

### Account Details

These are the current details for your user account.

A screenshot of a user account details page. The page has a light green header with the text 'User Details'. Below the header, there are several fields: 'Username: Colettewhiting1', 'Locked: No', 'Last Login: 06 Nov 2012', 'Invite Code: 85745085', and 'Allow Impersonation: No'. The 'Invite Code' field is circled in red. The page is titled 'Account Details' at the top left.

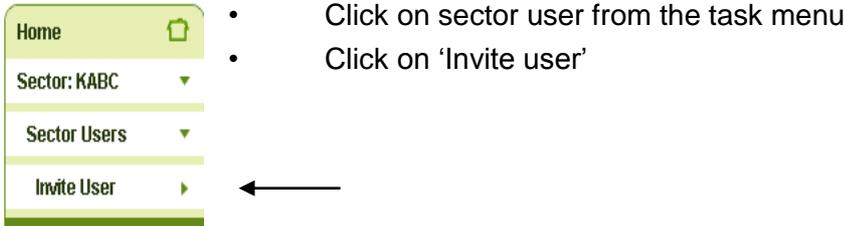
In order to do this you will need to obtain the invite code from the user you wish to add to a new sector. The user can locate their unique invite code in the 'update user account details' page.

The user should then give this invite code to their SM or the sector they wish to be included in. They will then be able to invite it to the sector(s) it needs to work on. The instructions for the SM are shown next.

## Steps needed for SM to invite an existing sector user

Step 1 - Logon to be directed to your welcome page

Step 2 - From here click your sector and follow the below steps:



Step 3 - Invite user page displayed.

- Enter sector user username
- Enter invite code supplied by the sector user
- Select role - 'sector user'
- Click **Submit**

Note: If you type the correct username but an incorrect code this error message will appear in red **"The user could not be invited with the supplied invite code"**.

If you type in an incorrect username but a correct code this error message will appear in red **"A user was not found with the specified username"**.

If the user is already added and you try to add again this message will appear in red **"The specified user is already associated with this sector"**.

## 1.3 Reset user password

### How to reset a user password

A SM/AM is able to reset a user's password if this has been forgotten by the user. Once a request is received from the user the SM/AM sends the user a new temporary password which they can change on first log-in.



Step 1 – Logon and click on the sector that the users details will be under. Then click on 'Sector Users'.

Step 2 - This will navigate you to a screen listing all the current sector users. Click on the username of the user you wish to update.

User	Email	Role	Last Login
JustinBrockSMADS	george.harper+SMADS@aeat.co.uk	Sector Manager	Never
Kevin.Morris@adsgroup.org.uk	CCA_ScrambledEmailAddress_00082@stwtld.co.uk	Sector Manager	Never
Lyndsey_SU1	ali.sajaad+LSU@environment-agency.gov.uk	Sector User	06 Nov 2012
Mari-ClaireRileySMADS	mari-claire.riley@environment-agency.gov.uk	Sector Manager	06 Nov 2012
RebecaCulshawSM	ali.sajaad+rasm@environment-agency.gov.uk	Sector Manager	06 Nov 2012
RebecaCulshawSU1	ali.sajaad+rasm1@environment-agency.gov.uk	Sector User	06 Nov 2012

Step 3 Click on 'Reset Password' on the left hand side menu



Step 4 - On the next page click **Reset password** and the user's password will be reset and they will receive an email confirmation and instructions.

Step 5 - The next screen will confirm that the password has been reset. Click **Continue** and this return you to the user details screen.

## 1.4 Unlock a user

### How to unlock a user

A SM/AM is able to unlock a user's account if the user has input an incorrect password or pin. Once a request is received from the user the SM/AM will need to access the register to unlock the relevant user.

Please note - you can only unlock accounts of users that have the same or lower permissions as yourself. E.g. a sector manager can unlock another sector manager or sector user but a sector user cannot unlock a sector manager. If you are still unable to unlock a user please contact the CCA help team.

Step 1 - On your home screen click on the sector that the user's details will be under. Then click on 'Sector Users'



Step 2 - This will navigate you to a screen listing all the current sector users. Click on the username of the user you wish to disable.

User	Email	Role	Last Login
JustinBrockSMADS	george.harper+SMADS@aeat.co.uk	Sector Manager	Never
Kevin.Morris@adsrroup.org.uk	CCA_ScrambledEmailAddress_00082@stfwtd.co.uk	Sector Manager	Never
Lyndsey_SU1	ali.sajaad+LSU@environment-agency.gov.uk	Sector User	06 Nov 2012
Mari-ClaireRileySMADS	mari-claire.riley@environment-agency.gov.uk	Sector Manager	06 Nov 2012
RebeccaCulshawSM	ali.sajaad+rscsm@environment-agency.gov.uk	Sector Manager	06 Nov 2012
RebeccaCulshawSU1	ali.sajaad+rscsu1@environment-agency.gov.uk	Sector User	06 Nov 2012

Step 3 - The screen will show all the current user details. It will show under 'Locked' if the user has been locked out.

**User Details**

**Username:**  
Rebecca SU

**Role:**  
Sector User

**Disabled (this sector only):**  
No

**Disabled (site wide):**  
No

**Locked:**  
Yes

**Last Login:**  
23 Nov 2012

Click on **Edit Details** at the bottom of the page to change of the details.

Step 4 - Click in the check box making the tick disappear to unlock the users account.

**Disabled (this sector only):**

**Disabled (site wide):**

**Locked**

Step 5 - Finally click **Save** at the bottom of the page or **Cancel** to abandon.

The screen will now show the details of the user and show that the user is now no onger locked out.

**User Details**

**Username:**  
Rebecca SU

**Role:**  
Sector User

**Disabled (this sector only):**  
No

**Disabled (site wide):**  
No

**Locked:**  
No

**Last Login:**  
23 Nov 2012

## 1.5 Disable/reactivate user account

### Disable a user's account

There may be instances where a user account has to be disabled - for example where a user has left the organisation they were previously representing. If the user later is required to be active on the register again then the user account can be reactivated.



Step 1 - On your home screen click on the sector that the users details will be under. Then click on 'Sector Users'

Step 2 - This will navigate you to a screen listing all the current sector users. Click on the username of the user you wish to disable.

User	Email	Role	Last Login
Justin Brock SMADS	george.harper+SMADS@aeat.co.uk	Sector Manager	Never
Kevin.Morris@adsagroup.org.uk	CCA_ScrambledEmailAddress_00082@sfwtld.co.uk	Sector Manager	Never
Lyndsey_SU1	ali.sajaad+LSU@environment-agency.gov.uk	Sector User	06 Nov 2012
Mari-Claire Riley SMADS	mari-claire.riley@environment-agency.gov.uk	Sector Manager	06 Nov 2012
Rebecca Culshaw SM	ali.sajaad+rasm@environment-agency.gov.uk	Sector Manager	06 Nov 2012
Rebecca Culshaw SU1	ali.sajaad+rasm1@environment-agency.gov.uk	Sector User	06 Nov 2012

Step 3 - The screen will show all the current user details. Click on **Edit Details** at the bottom of the page to change of the details.

Disabled (this sector only):



Disabled (site wide):



Step 4 - Click on the checked box to disable the user from a single sector or the entire CCA site.

Step 5 - Finally click **Save** at the bottom of the page or **Cancel** to abandon.

The screen will now show the details of the user and show that the user is now disabled for the single sector or the entire CCA site.

Disabled (this sector only):

Yes

Disabled (site wide):

No

## To reactivate a disabled a user's account

To reverse the process of disabling a user account, a manager is able to reactivate the account if necessary.



Step 1 - On your home screen click on the sector that the users details will be under. Then click on 'Sector Users'

Step 2 - This will navigate you to a screen listing all the current sector users. Click on the username of the user you wish to make active again.

User	Email	Role	Last Login
JustinBrockSMADS	george.harper+SMADS@aeat.co.uk	Sector Manager	Never
Kevin.Morris@adsrgroup.org.uk	CCA_ScrambledEmailAddress_00082@stwttd.co.uk	Sector Manager	Never
Lyndsey_SU1	all.sajaad+LSU@environment-agency.gov.uk	Sector User	06 Nov 2012
Mari-ClaireRileySMADS	mari-claire.riley@environment-agency.gov.uk	Sector Manager	06 Nov 2012
RebeccaCulshawSM	all.sajaad+rccsm@environment-agency.gov.uk	Sector Manager	06 Nov 2012
RebeccaCulshawSU1	all.sajaad+rccsu1@environment-agency.gov.uk	Sector User	06 Nov 2012

Step 3 - Click on **Edit Details** at the bottom of the page to change the details.

Step 4 - Click on the checked box (es), removing the tick(s) to reactivate the users account from a single sector or for the entire CCA site.

Disabled (this sector only):

Disabled (site wide):

Step 5 - Finally click **Save** at the bottom of the page or **Cancel** to abandon.

The screen will now show the details of the user and show that the user is not disabled for the single sector or the register.

Disabled (this sector only):

No

Disabled (site wide):

No

## 1.6 Sector navigation

Outside of user management roles, the manager and user functions have the same functionality when it comes to viewing and editing details within a sector they have been assigned to.

### View sector details

To view details of the sector to which the manager / user is assigned:

Step 1 - After logging on to the register, select the relevant sector on the right hand side from the list of all sectors you have been given access to.



Step 2 – From the navigation menu select the ‘Sector Details’ option.



Step 3 – This will take the user to a page which lists the sector details including:

- Sector/Trade Association name
- Consultant
- Sector Facilitator
- Legal Address
- Energy Intensive / EPR
- Sector Contact details: name, telephone / fax, email address and contact address

## View sub sector details

Some sectors contain sub sectors within them and the following instruction illustrates how these can be viewed.

Step 1 – Login and select your sector from your home screen



Step 2 – Select ‘Sub Sectors’ from the left hand side task menu

Step 3 – This will show you a list of all sub sectors. Click on the sub sector from the list to view the details.

### Sub-Sectors

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A list of the sub-sectors held in the CCA Register for this sector. Select a sub-sector from the list in order to view its details.

- Ceramics - Heavy clay
- Ceramics - Materials
- Ceramics - Refractories/Industrial Ceramics
- Ceramics - Whiteware

## Edit sector details

Managers and users are able to amend the sector details held within the register for their sector.

A Sector Manager is able to make changes to all sector details.

A Sector User is able to edit the Sector / Trade Association name and the Sector Contact Details: email address, name, title, job title, organisation, telephone and fax numbers.

Follow the steps below to edit the sector details.

Step 1 - Follow Steps 1 to 3 under the [View sector details](#) instruction.

The 'Sector Details' Screen at Step 3 contains the option to 'Edit Details' under 'Action'.

Step 2 – Click 

Step 3 – Make the relevant changes to the details. Note that boxes marked with a red asterisk must remain populated.

Step 4 – Click 'Save'  to update the details on the register. Alternatively, if the user does not want to save the changes then click the  button and no changes will be made on the register to the details.

Note: if saving changes to '**Sector Details**' and '**Save**' is selected the user will receive an error message stating that the details have not been saved if another user is attempting to update the same details at the same time.

## View target unit details

Managers and users are able to view the details on the system for the target units with the sector association(s) that they are assigned to.

Step 1 - After logging on to the register select the relevant sector on the right hand side from the list of all sector associations to which access is available.

**Welcome**

Welcome to the CCA Register, the on-line portal for managing the administration of underlying agreements, target units and facilities under the Climate Change Agreements Scheme.

Use the links on this screen to navigate to a particular function in the CCA Register or select a sector or trade association from the list to see a list of tasks and alerts relating to the selected sector.

- ▶ Update user account details
- ▶ Change password
- ▶ View all alerts

The following link provides access to the CCA scheme guidance provided on the Environment Agency's website.

[CCA Scheme Guidance](#)

**Sector / Trade Associations**

A list of all sectors to which you have been granted access. Select one from the list in order to view details.

- KABC - Kaolin and Ball Clay

Step 2 – From the navigation menu select the 'Target Units' option. This will display a list of all the target units within the sector.

Step 3 – Select a 'Target Unit' under the 'Target Unit ID' column. On the navigation menu select 'Target Unit Details' and the details will be displayed for this target unit.

Step 4 – 'Target Unit' details that are displayed:

- Sub-sector
- Operator
- Status
- Consultant
- Financial Independence
- Surplus
- Previous Target Unit ID
- Operator Address
- Administrative Contact: name, telephone / fax number, email and contact address.
- Responsible Person: name and email address

## Edit target unit details

Managers and users are able to amend the target unit details held within the register for the sector they are associated with.

Step 1 - Follow Steps 1 to 3 under the [View target unit details](#) instruction.

The 'Target Unit Details' Screen at Step 3 contains the option to 'Edit Details' under 'Action' near the end of the page.

Step 2 – Click **Edit Details**

Step 3 – Make the relevant changes to the details. Note that boxes marked with a red asterisk must remain populated.

A manager and a user are able to make changes to the following target unit details:

Consultant

Responsible person: email address, name and job title

Administrative contact details: email address, title, name, surname, job title, organisation name, telephone and fax number.

Administrative contract address

Changes to further target unit details (including 'Financial Independence') must be made through a Variation. Please see section 2 of this guide for further information under 'vary an underlying agreement'.

Step 4 – Once the details have been changed click **Save** under 'Actions' to update the details on the register. Alternatively, if the user does not want to save the changes then click the **Cancel** button and no changes will be saved.

Note: If saving changes to sector details and 'Save' is selected the user will receive an error message stating that the details have not been saved if another user is attempting to update the same details at the same time.

## View target unit targets

Managers and users are able to view the targets set for target units.

Step 1 – From the welcome screen select the relevant sector from the full list to which the user has access.



Step 2 – Within the sector menu, select 'Target Units'. This will display a screen listing the target units of the sector.

Step 3 – Select a target unit from the list by clicking on the relevant target unit ID.



Step 4 – Click on ‘Target Unit Targets’ option from the target unit menu.

Step 5 – Page will be displayed showing:

- Currency: target type, throughput unit, energy or carbon unit.
- Baseline Data (if available)

List of the targets for each target period: assumed throughput per unit, target MWh/per unit and target improvement

#### Target Unit Targets

Details of the target currency of this target unit and a list of the targets for each target period.

**Currency**

**Target Type:**  
Relative

**Throughput Unit:**  
Per Unit of Product

**Energy or Carbon Unit:**  
MWh

**Baseline Data**

Baseline data is not yet available.

**Targets**

Target Period	Assumed Throughput (Per Unit of Product)	Target (MWh/Per Unit of Product)	Target Improvement
2013 - 2014	39,448	4	0.0%
2015 - 2016	100	3	0.0%
2017 - 2018	100	2	0.0%
2019 - 2020	100	1	0.0%

## View facility details

Step 1 – Login and select your sector.

Step 2 – You need to find the target unit the facilities you wish the view, follow the below instructions:

- Click on ‘Target Units’ from the left hand task menu
- Click on the ‘Target Unit ID’ you wish to look at
- On the left hand side task menu select ‘Facilities’

Step 3 – The screen will now list all the facilities for your selected Target Unit. You may view the details of each Facility by clicking on the ‘Facility Code’ then on the left hand side task menu select ‘Facility Details’

The image shows a vertical navigation menu with the following items: Home (with a house icon), Sector: KABC (with a dropdown arrow), Target Units (with a dropdown arrow), Target Unit: KABC/T00001 (with a dropdown arrow), Facilities (with a dropdown arrow), Facility: KABC/F00001 (with a dropdown arrow), and Facility Details (with a right-pointing arrow). The 'Facility Details' item is highlighted in green, and a black arrow points to it from the right.

Step 4 – This will now show all the details for your selected facility.

## Edit facility details

Step 1 – Follow all 4 steps in the guidance for [View facility details](#)

Step 2 – Scroll down the bottom of the page and click on **Edit Details**

Step 3 – Then you will be able to amend/update the facility contact details and the facility contact address.

Step 4 - Finally click **Save** at the bottom of the page or **Cancel** to abandon.

Note: You will not be able to amend the facility site name, NAP ID, EUETS ID or the facility history. Please refer to the guidance on Variations in section 2 of this guide under 'vary an underlying agreement'.

## 2. User functions.

The register will allow sector managers/users and consultant managers/users to create a new facility application form, underlying agreement or a variation. This will be sent to the technical consultant and the administration manager for consideration. This section of the guidance will show you how to navigate and complete these processes. It also covers how to download PDF files; UnA's, list of facilities and Umbrella Agreements.

### Start an application for a new facility

Step 1 – SM will access the system and login and select your sector



Step 2 – Click 'Start an application for an underlying agreement' from the task menu

Step 3 – You will be taken to the application screen where you will need to complete the following details:

- Target unit details
- Financial independence
- History– this is an option to enter the previous Target Unit ID if appropriate. If the Target Unit has had several different Target Unit IDs, enter the most recent. Click on **Lookup Target Unit** for the Registry to search for the previous Target Unit ID. Note that the 'look up' facility will only find new scheme IDs. If the Target Unit had an identifier from the previous CCA scheme (before 2013) it should not be entered.

Previous target unit ID

Responsible person details, which will appear on the underlying agreement. This person must be authorised to provide assent.

Operator Address, this will appear on the underlying agreement

Administrative contact details, this person will be contacted for day to day queries from the CCA register either by email or post.

Step 4 – Finally click **Save** at the bottom of the page or **Cancel** to abandon.

Step 5 – Once submitted the application will show on the workflow tasks.

#### My Tasks

Select a task from the list in order to view details and complete that task. If there are more tasks than can be displayed on a single page, you can use the page navigation links in order to move through the pages and find the task you are looking for.

Days Left	Reference	Owner	Task
No deadline	KABC/T00005-APP-1	Test	Underlying Agreement Application: Submit Application Form

**First Page** **Previous Page** Page 1 of 1 **Next Page** **Last Page**

Navigate to Facilities included in this application and click on the hyperlink and then click **Create a New Facility**

Step 6 –Enter the facility details completing all mandatory fields marked with an astrex.

- Facility details - site name, NAP ID(s), EUETS ID(s)
- History - if an application has preiously been submitted for this facility or it was previously covered by an underlying agreement in the new CCA scheme (2013 onwards) enter the facility ID using the **Enter Previous Facility ID** button. From here the **Lookup Facility** can be used to search for the previous facility ID.
- Facility address
- Contact details
- Contact address

Step 7 – Select **Save** to continue the application or **Cancel** if the details are not to be saved. If submitted the current status of the application will show as 'In Progress'.

Step 8 – Further Facilities can be added to the Target Unit using the **Create a New Facility** button.

Step 9 – You will be taken back to the application screen and you will see the facility ID that you have just created, click on the hyperlink

#### Create a New Facility

The following table shows the new facilities that are to be included in the underlying agreement as part of this application. This is sometimes referred to as "bubbling". Click on the facility ID to access the facility eligibility details.

Facility ID	Site Name	Eligibility Submitted	Status
<a href="#">KABC/F00018</a>	CCA	No 	New



This will show that the application is in progress, your tasks will now be 'Complete application form' Click **Open Facility Eligibility Application Form**

You will now complete the FEF inputting the following:

- Related agreements- click the appropriate radio button
- Previous agreements- click the appropriate radio button
- ETS coverage- click the appropriate radio button
- Agreement type-select EPR or EI from the pull down, for EPR you will need to complete all the relevant fields.

You now have the option to print, save form, close form or next page.

Step 10 – Click 'next page' to take you to 'extent of facility', you will need to attach the the following documentation clicking **Attach** for each of the sections listed. Manufacturing process description

- Process Flow maps
- Annotated site plans
- Eligible process description

You can also retrieve or remove the documents before you proceed to the next page.

Step 11 - Click 'next page' to take you to 'application for the 70% rule' here you will need to

- Select which catgory of the rule you are applying under using the radio buttons.
- Provide exact percentage entering the details as a number between 0 and 1 as a decimal (for example 70.1% should be entered as 0.701).
- Attach evidence that supports your application, this will allow you to browse file to attach the correct document.

You can also retrieve or remove the documents before you proceed to the next page.

Step 12 – Read the declaration, before you submit you are able to validate the form, Clicking the **Validate** button below will check for missing information without submitting the form. Any incomplete fields will be marked in red.

Step 13 – Once the form has been validated click **Submit** you will then be informed that the form has now been submitted and you will need to click ‘OK’

This will take you to the application page and the status should now show ‘Current Status: Under Determination’

This is the end of the process for the SM and it will now be with the Technical Consultant for consideration.

## Vary an underlying agreement

Certain target unit and facility data held by the CCA Register can only be updated through the variation process. The sector is responsible for completing and submitting the variation application form in order to request a change to the data and the underlying agreement.



Step 1 - SM will access the system and login and select the relevant sector.

Step 2 – within the sector menu the SM selects the target unit option.



Step 3 – a list of all target units for the sector will be shown and the user selects the target unit for which the variation is to be made to by clicking on the ‘Target Unit ID’.

Target Unit ID	Operator	No. of Facilities	Status
<a href="#">KABC/T00001</a>	Sibelco UK	5	Approved By Administrator
<a href="#">KABC/T00002</a>	Imerys Minerals Ltd	5	Approved By Administrator
<a href="#">KABC/T00003</a>	Goorvean Ltd	1	Approved By Administrator
<a href="#">KABC/T00004</a>	Imerys Minerals Ltd	1	Refused
<a href="#">KABC/T00005</a>	Test	2	Approved By Administrator
<a href="#">KABC/T00006</a>	Rebeca	1	Approved By Administrator
<a href="#">KABC/T00007</a>	CWhiting	1	New



Step 4 – from the left hand menu select the ‘Applications and Change Requests’ option then click **Start Variation**

Step 5 – a screen will be shown with three options:

- To create a new facility into the target unit
- To exclude a current facility from the target unit
- Open variation form (to make any other changes within a variation)

The instructions to carry out each of these tasks will be shown separately.

## Variation: create new facility

Step 1 - In order to add a new facility into the target unit select the ‘Create a new facility’ button.

### Facilities Included with the Application

Each facility that is to be included with this application requires a facility eligibility application to be submitted and approved before it joins this target unit's underlying agreement.

For further information on new facilities and bubbling, please see the [CCA Guidance page of the EA website](#) (section 2 "Setting up a Climate Change Agreement" sets out the process for new entrants and section 3 "Managing your Climate Change Agreement" sets out the process for variations to an existing agreement).

Use the "Create a New Facility" button to create a new facility as part of this application. All new facilities should be created and their corresponding facility eligibility forms submitted before the underlying agreement application / variation form is submitted.

**Create a New Facility**

Step 2 – Enter the facility details completing all mandatory fields marked with an astrex.

- Facility details - site name, NAP ID(s), EUETS ID(s)
- History - if an application has previously been submitted for this facility or it was previously covered by an underlying agreement in the new CCA scheme (2013 onwards) enter the facility ID using the **Enter Previous Facility ID** button. From here the **Lookup Facility** can be used to search for the previous facility ID.
- Facility address
- Contact details
- Contact address

Step 3 – Select **Save** to continue the application or **Cancel** if the details are not to be saved. If submitted the current status of the application will show as ‘In Progress’.

Step 4 – Further Facilities can be added to the Target Unit using the **Create a New Facility** button.

Step 5 – You will be taken back to the application screen and you will see the facility ID that you have just created. ‘Eligibility Submitted’ will be shown as ‘No’. Click on the hyperlink of the new facility ID.

**Facilities Included with the Application**

Each facility that is to be included with this application requires a facility eligibility application to be submitted and approved before it joins this target unit's underlying agreement.

For further information on new facilities and bubbling, please see the [CCA Guidance page of the EA website](#) (section 2 "Setting up a Climate Change Agreement" sets out the process for new entrants and section 3 "Managing your Climate Change Agreement" sets out the process for variations to an existing agreement).

Use the "Create a New Facility" button to create a new facility as part of this application. All new facilities should be created and their corresponding facility eligibility forms submitted before the underlying agreement application / variation form is submitted.

**Create a New Facility**

The following table shows the new facilities that are to be included in the underlying agreement as part of this application. This is sometimes referred to as "bubbling". Click on the facility ID to access the facility eligibility details.

Facility ID	Site Name	Eligibility Submitted	Status
<a href="#">KABC/F00017</a>	Lindsey	No	New

Step 6 – This will show that the variation application is in progress. Click **Open Facility Eligibility Application Form**

You will now complete the FEF inputting the following;

- Related agreements- click the appropriate radio button
- Previous agreements- click the appropriate radio button
- ETS coverage- click the appropriate radio button
- Agreement type-select EPR or EI from the pull down, for EPR you will need to complete all the relevant fields.

You now have the option to print, save form, close form or next page.

Step 7 – Click ‘next page’ to take you to ‘extent of facility’, you will need to attach the following documentation clicking **Attach** for each of the sections listed. Manufacturing process description:

- Process Flow maps
- Annotated site plans
- Eligible process description

You can also retrieve or remove the documents before you proceed to the next page.

Step 8 - Click ‘next page’ to take you to ‘application for the 70% rule’ here you will need to:

- Select which category of the rule you are applying under using the radio buttons.
- Provide exact percentage entering the details as a number between 0 and 1 as a decimal (for example 70.1% should be entered as 0.701).
- Attach evidence that supports your application, this will allow you to browse file to attach the correct document.

You can also retrieve or remove the documents before you proceed to the next page.

Step 9 – Read the declaration, before you submit you are able to validate the form, Clicking the **Validate** button below will check for missing information without submitting the form. Any incomplete fields will be marked in red.

Step 10 – Once the form has been validated click **Submit** you will then be informed that the form has now been submitted and you will need to click ‘OK’

This will take you to the variation page. ‘Eligibility Submitted’ will now be shown as ‘Yes’.

Facility ID	Site Name	Eligibility Submitted	Status
<a href="#">KABC/F00017</a>	Lindsey	Yes	New

Step 11 – Click **Open Variation Form** lower down the page.

Step 12 – From the list select the changes that have been made to the target unit (multiple changes can be made within a single variation application). For the addition of a facility the 'Facility entry or exit (Bubbling or unubbling) box should be ticked.

#### Variation Actions

Please select all of the actions that are relevant to this change request from the list below:

- Operator name change
- Target unit address change.
- Facility name(s) change.
- Facility entry or exit (bubbling or unubbling)
- Changes to extent of eligible facility including 70% rule. 
- Target currency change
- Other.

Step 13 – revised baseline data needs to inserted:

- Throughput
- Baseline energy (kWh) for target facility
- Attach spreadsheet for the fuel split for the revised eligible facility baseline data
- Propose revised targets in table
- Enter a reason for the variation

Once completed submit by clicking 'Next Page'.

Step 14 – Clicking the **Validate** button below will check for missing information without submitting the form. Any incomplete fields will be marked in red.

Step 15 – Once the form has been validated click **Submit** you will then receive confirmation that the variation has been saved and closed. Select 'OK'.

This is the end of the process for the SM. The variation application will be shown with the current status as 'under determination' on the workflow list and it will now be with the Technical Consultant for consideration.

## Variation: exclude a current facility

Step 1 – follow steps 1 – 5 under the [vary an underlying agreement](#) section

Step 2 – in order to remove a current facility from the target unit select the 'Exclude Facilities' button.

#### Facilities Excluded from the Underlying Agreement

Use the "Exclude Facilities" button to select a facility (or facilities) to be excluded from the underlying agreement.

**Exclude Facilities** ←

Step 3 – a list of the facility IDs within the target unit will be shown. Select the facility to be removed by checking the box next to it. It is possible to remove more than one facility. Select **Save** to continue or **Cancel** if the details are not to be saved.

Step 4 – the user will be taken to the variation screen and the facility will be shown under ‘facilities excluded from the Underlying Agreement’.

#### Facilities Excluded from the Underlying Agreement

Use the "Exclude Facilities" button to select a facility (or facilities) to be excluded from the underlying agreement.

##### Exclude Facilities

The following table shows the facilities that are to be excluded from the underlying agreement as part of this application. This is sometimes referred to as "un-bubbling". For further information on facility exits and bubbling, please see the [CCA Guidance page of the EA website](#) (section3 "Managing your Climate Change Agreement" sets out the process for variations to an existing agreement).

Facility ID	Site Name	Eligibility
KABC/F00009	Newbridge	Eligible

Step 5 – click **Open Variation Form** on lower down the page to continue the variation.

Step 6 – from the list select the changes that have been made to the target unit (multiple changes can be made within a single variation application). For the addition of a facility the ‘Facility entry or exit (Bubbling or unbubbling) box should be ticked.

#### Variation Actions

Please select all of the actions that are relevant to this change request from the list below:

- Operator name change
- Target unit address change.
- Facility name(s) change.
- Facility entry or exit (bubbling or unbubbling)
- Changes to extent of eligible facility including 70% rule. 
- Target currency change
- Other.

Step 7 – revised baseline data needs to inserted:

- Throughput
- Baseline energy (kWh) for target facility
- Attach spreadsheet for the fuel split for the revised eligible facility baseline data
- Propose revised targets in table
- Enter a reason for the variation

Once completed submit by clicking ‘Next Page’.

Step 8 – Clicking the **Validate** button below will check for missing information without submitting the form. Any incomplete fields will be marked in red.

Step 9 – Once the form has been validated click **Submit** you will then receive confirmation that the variation has been saved and closed. Select ‘OK’.

This is the end of the process for the SM. The variation application will be shown with the current status as ‘under determination’ on the workflow list and it will now be with the Technical Consultant for consideration.

### Variation: make any other changes within a variation

Step 1 – Follow steps 1 – 5 under the [vary an underlying agreement](#) section

Step 2 – Scroll down and click on **Open Variation Form**

Step 3 – Multiple changes to a target unit can be requested in a single variation application. Select the variation actions by clicking in the check box.

### Variation Actions

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Please select all of the actions that are relevant to this change request from the list below:

- Operator name change
- Target unit address change.
- Facility name(s) change.
- Facility entry or exit (bubbling or unbubbling)
- Changes to extent of eligible facility including 70% rule. 
- Target currency change
- Other.

Step 4 – Complete the required information for each action, detailed below:

- Operator Name Change
- Enter new operator name
- Reason for variation (optional)
- Attach any supporting documents (optional)
- Target unit address change
  - Address line 1
  - Address line 2 (optional)
  - City
  - County (optional)
  - Postcode
  - Country
- Reason for variation (optional)
- Attach any supporting documents (optional)

#### Facility Name Change

You will see a list of all facilities for your target unit. Click on edit on the facility you wish to amend.

Enter the new site name and click

Reason for variation (optional)

Attach any supporting documents (optional)

Facility entry or exit (bubbling or unbubbling) and changes to extent of eligible facility including 70% rule.

Original baseline data– Throughput (Per unit of product)  
Baseline Energy (MWh) for target unit

Revised baseline data - Throughput (Per unit of product)  
Baseline Energy (MWh) for target unit

Attach a spreadsheet for the fuel split for the revised eligible facility baseline data

Click on edit for each target period and enter the new target (MWh) and baseline throughput (per unit of product) then click

- Reason for variation (optional)
- Attach any supporting documents (optional)

### Target currency change

Attach a spreadsheet containing information about the change of currency including: the new currency; the reason and justification for the change; updated baseline data including the fuel split.

- Reason for variation (optional)
- Attach any supporting documents (optional)
- Other
- Type in details of any other variation
- Reason for variation (optional)
- Attach any supporting documents (optional)

Step 5 – Once all relevant information has been filled in you have the option to:

- Print
- Save (and go back to complete at another time)
- Close form
- Next Page

Step 6 – Once you have selected 'next page' click  to make sure all information has been completed.

Step 7 – When the form has been validated click  then click 'OK'. The status will now show as under determination by the administrator.

This is the end of the process for the SM. The variation application will be shown with the current status as 'under determination' on the workflow list and it will now be with the Technical Consultant for consideration.

## 2.1. Voluntary Termination

### Sector Manager



Step 1 – From the navigation menu select the 'Target Units' option. This will display a list of all the target units within the sector.



Step 2 – Select a 'Target Unit' under the 'Target Unit ID' column. On the navigation menu select 'Applications and change requests' and the details will be displayed for this target unit.

Step 3 – Click on **Start Termination** then click on **Open Termination Form**

Step 4 – Enter the reason for a voluntary termination and attach any required documents then click **Next Page**

Step 5 – finally click **Submit** then click **OK**

## 2.2. View and download Documents.

### Download UmA (Umbrella Agreement)

Managers and users are able to view the Umbrella Agreement (UmA) in place for the sectors represented.

Please note – If you are using an alternative internet browser from Internet Explorer you may need to amend your internet options before downloading any PDF. For Example if you are using Firefox you will need to follow the below instructions before you are able to view documents:

- Open Firefox
- Select Firefox then Options
- Click on the 'Applications' tab
- Find 'Text Document'

Change to either 'Always Ask' or 'Save File'. 'Always Ask' will prompt the user to choose the program to open this type of download with every time. 'Save File' will automatically download the file without trying to open it. We suggest that the user selects 'Save File' and then they can click on the downloaded file and it will open in the correct program.

Step 1 – Logon and select your Sector on the home page.



Step 2 – On the left hand task menu click on 'Umbrella Agreement'

Step 3 – Click on 'Umbrella Agreement (PDF 680KB)'



Step 4 – On the pop up box either click ‘View’ to open and view the document or click ‘Save’ to save a copy for future reference. The file download pop up will appear.

## Download list of sector facilities

This file lists the ‘live’ facilities that are currently covered by the Sector Umbrella Agreement (UmA).

Step 1 – Follow steps 1 and 2 under the ‘Download UmA (Umbrella Agreement)’ guidance.

Step 2 – Click on ‘List of Facilities (PDF 680KB)’

Step 3 – As with the UmA download, on the pop up box either click ‘View’ to open and view the document or click ‘Save’ to save a copy for future reference.

## Download UnA (Underlying Agreement)

Sector managers and sector users are able to see the Underlying Agreement in place for target units within sectors that they are assigned to.

Step 1 – From the welcome screen select a sector from the full list of sectors available.



Step 2 – Click on ‘Target Units’ from the sector menu. This will display a list of the target units available to view which are associated with the sector.

Step 3 – Click on the target unit ID for the target unit which the Underlying Agreement is to be viewed.



Step 4 – Select the ‘Underlying Agreement’ option from the target unit menu.

Step 5 – The user will be taken to the Underlying Agreement screen where a list of Underlying Agreements relating to the chosen target unit including those that have been accepted by the target unit, withdrawn or cancelled.

To view a document click on the document name.

### Underlying Agreement

A list of underlying agreements relating to this target unit, including those that have been accepted by the target unit, withdrawn or cancelled. Information regarding how to manage an agreement can be found on the [CCA Guidance page of the EA website](#) (section 3 "Managing your Climate Change Agreement").

### Latest Approved and Accepted Underlying Agreement

The Underlying Agreement was generated by the administrator on 08 Nov 2012.

 [KABC-T00001\\_Underlying\\_Agreement\\_v1.pdf \(PDF 290KB\)](#) ←

Step 6 – The user will be presented with a pop-message which gives the option to open, save or cancel the viewing of the PDF document.



Open – this will open the PDF document of the underlying agreement in a separate window

Save – this gives the user the opportunity to save the document to their computer

Cancel – terminates the viewing of the document.

The guidance covers all functions that a user will need in their day to day tasks. If you are still experiencing difficulties navigating or amending any details on the register please contact us by email [cca-help@enquires-agency.gov.uk](mailto:cca-help@enquires-agency.gov.uk) quoting support in the subject. If it seems to be a technical fault It will be helpful to attach screen shots of the problem to be included in the email.

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