



Information you need for Registration

- ⇒ Organisational Information
- ⇒ Changes since qualification
- ⇒ Contact Information
- ⇒ Half Hourly Meter (HHM) details
- ⇒ Electricity Supply
- ⇒ Payment Details

Entering the CRC Registry

The screenshot shows the CRC Energy Efficiency Scheme website. At the top, there are logos for Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). Below the logos is a banner image. On the left, there is a 'Home' button. The main heading is 'CRC Energy Efficiency Scheme'. Below this, there is a note: 'Required fields are marked with *'. A paragraph states: 'To access the CRC Registry you must have a Government Gateway account.' There are two sections: 'Existing Government Gateway Users' and 'New Users'. The 'Existing Government Gateway Users' section has a 'User ID' field with the value 'anonymous0' and a 'Password' field with masked characters. Below these fields is a 'Login' button. A blue arrow points from a callout box to the 'Login' button. The 'New Users' section has a 'Register New Account' link. A blue arrow points from another callout box to this link. On the right side, there is a 'Related Information' box with links for 'What's new' and 'Guidance'. The callout boxes are blue with white text and are connected to the website elements by blue lines and arrows.

Environment Agency

SEPA
Scottish Environment Protection Agency

NIEA
Northern Ireland Environment Agency

Banner image

Home

CRC Energy Efficiency Scheme

Required fields are marked with *

To access the CRC Registry you must have a Government Gateway account.

Existing Government Gateway Users

If you have previously enrolled with CRC use your Government Gateway ID and password here.

If you haven't enrolled with CRC but have an organisational level Government Gateway ID you may use this for primary and secondary contact logins.

User ID *

Password *

Login

Lost your login details? [Click here for help](#)

New Users

If you have not yet registered with Government Gateway, you will need to create a new account.

[Register New Account](#)

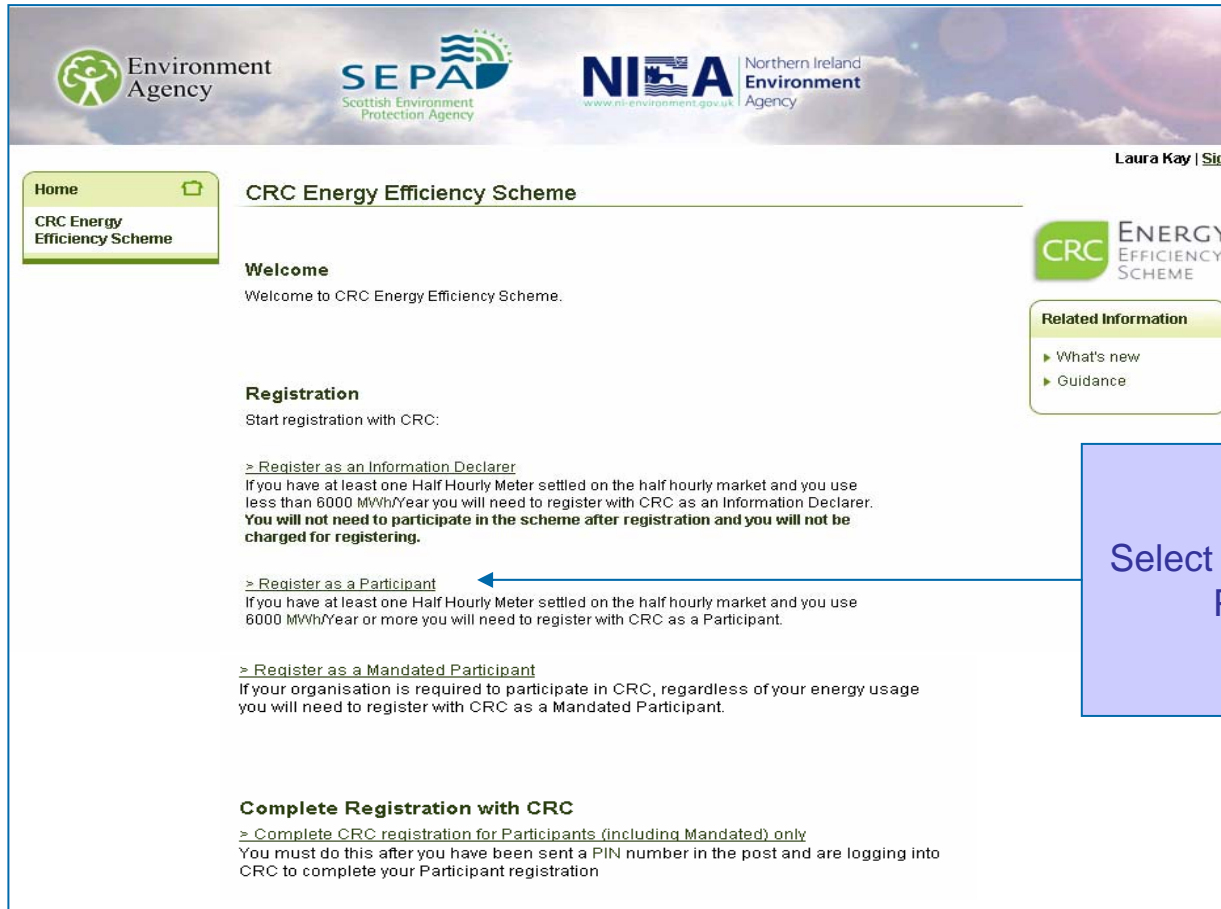
Related Information

- ▶ What's new
- ▶ Guidance

Already a Government Gateway account holder? Login here

New to Government Gateway and CRC? Login here

Select Registration Type



The screenshot shows the CRC Energy Efficiency Scheme website. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). The user is logged in as Laura Kay. A navigation menu on the left includes 'Home' and 'CRC Energy Efficiency Scheme'. The main content area is titled 'CRC Energy Efficiency Scheme' and contains a 'Welcome' message, a 'Registration' section with three options, and a 'Complete Registration with CRC' section. A blue box on the right highlights the 'Register as a Participant' option with an arrow pointing to it.

Environment Agency

SEPA
Scottish Environment Protection Agency

NIEA
Northern Ireland Environment Agency

Laura Kay | Sign

Home

CRC Energy Efficiency Scheme

CRC Energy Efficiency Scheme

Welcome
Welcome to CRC Energy Efficiency Scheme.

Registration
Start registration with CRC:

- > [Register as an Information Declarer](#)
If you have at least one Half Hourly Meter settled on the half hourly market and you use less than 6000 MWh/Year you will need to register with CRC as an Information Declarer. **You will not need to participate in the scheme after registration and you will not be charged for registering.**
- > [Register as a Participant](#) ←
If you have at least one Half Hourly Meter settled on the half hourly market and you use 6000 MWh/Year or more you will need to register with CRC as a Participant.
- > [Register as a Mandated Participant](#)
If your organisation is required to participate in CRC, regardless of your energy usage you will need to register with CRC as a Mandated Participant.

Complete Registration with CRC

- > [Complete CRC registration for Participants \(including Mandated\) only](#)
You must do this **after** you have been sent a PIN number in the post and are logging into CRC to complete your Participant registration

Related Information

- ▶ What's new
- ▶ Guidance

Select Registering as a Participant

Organisation Type



Laura Kay | Sign

- Home
- CRC Energy Efficiency Scheme
- Registration
- Find Party

Organisation Details

Required fields are marked with *

Organisation Type

Please enter the details of the Highest UK Parent for your organisation.

What type of Organisation? *

- Company, Limited partnership or Limited Liability Partnership
- Public Body
- Organisation of Individuals or Other

Cancel

Save

Next



Related Information

- ▶ What's new
- ▶ Guidance

Click on "Company, Limited Partnership or Limited Liability Partnerships"

Company Search

The screenshot displays the Environment Agency website's 'Company Search' page. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). The user 'Laura Kay' is logged in, with a 'Sign Out' link. A left-hand navigation menu includes 'Home', 'CRC Energy Efficiency Scheme', 'Registration', and 'Find Party'. The main content area is titled 'Organisation Details' and 'Company Search'. It contains a search form with two input fields: 'Companies House Number' (containing '06232576') and 'Company Name' (containing 'Acme Ltd'). Below the form are buttons for 'Cancel', 'Save', 'Previous', and 'Search'. A 'Related Information' box on the right lists 'What's new' and 'Guidance'. A blue callout box at the bottom right explains that users can search by either the Companies House Number or the Company Name.

You can search for your company using your Companies House Number or Company Name

Summary of Organisation Details

The screenshot displays the 'Organisation Details' page of the CRC Energy Efficiency Scheme registration process. The page header includes logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). A user profile for 'Laura Kay | Sign out' is visible in the top right. A left-hand navigation menu contains 'Home', 'CRC Energy Efficiency Scheme', and 'Registration'. The main content area is titled 'Organisation Details' and includes a note: 'Required fields are marked with *'. The 'Company Details' section contains the following fields: 'Company Registration Number' (03176906), 'Company Name' (MILLENNIUM STADIUM PLC), 'Trading Name (if applicable - this will appear in the league table)', 'Registered Office Address' (1 Methuen Park, CHIPPENHAM, SN14 0GB, United Kingdom), 'Country where UK Registered Office is located' (--- Please Select ---), and 'SIC Code' (092.61). Each of these fields has an 'Add / Change Address' or 'Change SIC Code' button below it. A 'Search Again' button is located at the bottom left. At the bottom center, there are four buttons: 'Cancel', 'Save', 'Previous', and 'Next'. A blue callout box on the right side of the page points to the 'Next' button with the text: 'Check the details are correct and click next to move on to the next part of registration'.

Check the details are correct and click next to move on to the next part of registration

Designated Changes since qualification

The screenshot shows the registration portal for the CRC Energy Efficiency Scheme. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). The user is logged in as Laura Kay. The main navigation menu includes Home, CRC Energy Efficiency Scheme, and Registration. The current page is 'Organisation Details', specifically 'Organisational Changes Since The Qualification Date'. A text box labeled 'Description' is highlighted with a blue arrow pointing to it. Below the text box are buttons for 'Cancel', 'Save', 'Previous', and 'Next'. On the right side, there is a 'Related Information' section with links for 'What's new' and 'Guidance'.

If your organisation has undergone a Designated Change since December 2008 you need to declare this. ***“Annex 2- How to register if there have been changes in your organisation during the qualification year and registration”*** of the Guidance Document ***“Registering as a CRC Participant”*** explains what information you need to provide in this box.

Primary and Secondary Contacts

CRC Energy Efficiency Scheme
Registration

Required fields are marked with *

Primary Contact

Title *

Forename *

Surname *

Position

Preferred Language

Organisation Name (if applicable)

Address *

[Add / Change Address](#)

Phone Number *

Mobile Number

Fax Number

Email *

Re-enter Email *

[Cancel](#) [Save](#) [Previous](#) [Next](#)

CRC ENERGY EFFICIENCY SCHEME

Related Information

- ▶ What's new
- ▶ Guidance

CRC Energy Efficiency Scheme
Registration

Required fields are marked with *

Secondary Contact

Title *

Forename *

Surname *

Position

Preferred Language

Organisation Name (if applicable)

Address *

[Add / Change Address](#)

Phone Number *

Mobile Number

Fax Number

Email *

Re-enter Email *

[Cancel](#) [Save](#) [Previous](#) [Next](#)

CRC ENERGY EFFICIENCY SCHEME

Related Information

- ▶ What's new
- ▶ Guidance

The CRC Registry will ask you to provide details of the people you wish to act as the Primary and Secondary Contacts

Half Hourly Meters (HHMs)

Home

CRC Energy Efficiency Scheme

Registration

Electricity Supply

Required fields are marked with *

Half Hourly Meters

The MPAN core can be located on your meter, it is the lower set of numbers. For Northern Ireland, all meter points are allocated a unique Meter Point Reference Number (MPRN).

Meter Registration Number *

Add

Results Page: | 1

Meter Registration Number	Meter Type	Error	Actions
1234567890123	MPAN	Invalid MPAN - Checksum is wrong	Remove

Remove All

If you have a large quantity of meters, you can upload a file of all half hourly meters. The system accepts text files containing one Meter Registration Number core per line. Please use a text file document like Notepad or TextEdit to upload the half hourly meters.

File * **Browse...**

Upload File

Cancel Save Previous Next



Related Information

- ▶ What's new
- ▶ Guidance

This is the screen where you will upload all Half Hourly Meters (HHMs) that your organisation was responsible for during the whole of 2008.

You can either add them to the system one by one or upload a text file of the data.

Energy Usage

The screenshot shows the 'Electricity Supply' registration page. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). A user 'L Kay' is logged in. A left-hand navigation menu includes 'Home', 'CRC Energy Efficiency Scheme', and 'Registration'. The main content area is titled 'Electricity Supply' and includes a note that required fields are marked with an asterisk. Under the heading 'Electricity Supplies', there is a paragraph of instructions and a bulleted list of meter types: Half-Hourly Meters (HHMs), Pseudo HHMs, and Automatic Meter Reading (AMR) meters. At the bottom, there is a form field for 'Total Electrical Supply (MWh/Year)*' with the value '8000' entered. Below the form are 'Cancel', 'Save', 'Previous', and 'Next' buttons. On the right side, there is a 'CRC ENERGY EFFICIENCY SCHEME' logo and a 'Related Information' box with links for 'What's new' and 'Guidance'. A blue callout box with an arrow pointing to the form field contains the text: 'You now need to put in your Total Electricity use for 2008. This can be estimated.'

Energy Usage

Environment Agency | SEPA Scottish Environment Protection Agency | NIEA Northern Ireland Environment Agency

Home | CRC Energy Efficiency Scheme | Registration

Electricity Supply

Required fields are marked with *

Excluded uses

Supplies for Excluded Uses *

- I have removed supplies for excluded uses from my qualification amount
- I have no supplies for excluded uses

CCAs

CCA Exemptions *

- I have no CCAs
- I expect to claim CCA exemptions when I submit my footprint report
- I am claiming CCA member exemption(s) as part of my registration
- I am claiming a general CCA exemption(s) as part of my registration
- I am claiming group CCA exemption(s) as part of my registration

Cancel Save Previous Next

Related Information

- ▶ What's new
- ▶ Guidance

Callout 1: You need to indicate whether you have any "excluded" supplies

Callout 2: You need to indicate whether you are claiming any "CCA Exemptions"

Invoice Contact

If you wish to select a different contact other than the nominated Primary and Secondary Contact you can do so here.

The screenshot shows the 'Application Contacts' page. At the top, there are logos for Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). A user profile 'L Kay | Sign Out' is visible in the top right. A left-hand navigation menu includes 'Home', 'CRC Energy Efficiency Scheme', and 'Registration'. The main content area is titled 'Application Contacts' and includes a note: 'Required fields are marked with *'. Below this is the 'Invoice Contact' section, which explains that information is needed for sending an Annual Subsistence Invoice. It offers a list of contacts: 'Mr Fred Smith [PRIMARY]' (selected), 'Mr Joe Bloggs [SECONDARY]', and 'Other'. At the bottom of this section are buttons for 'Cancel', 'Save', 'Previous', and 'Next'. On the right side, there is a 'CRC ENERGY EFFICIENCY SCHEME' logo and a 'Related Information' box with links for 'What's new' and 'Guidance'.

The screenshot shows the 'Subsistence Charge' page. It features the same logos and user profile as the previous page. The left-hand navigation menu is identical. The main content area is titled 'Subsistence Charge' and includes a 'Purchase Order Number' section. This section explains that CRC includes an annual subsistence charge and that a purchase order reference number is required. It states: 'You can change this number after registration if you need to.' Below this is a text input field containing 'PO 12345678' and a label 'Purchase Order Reference Number'. At the bottom are buttons for 'Cancel', 'Save', 'Previous', and 'Next'. On the right side, there is a 'CRC ENERGY EFFICIENCY SCHEME' logo and a 'Related Information' box with links for 'What's new' and 'Guidance'.

There is an option for you to provide a Purchase Order Reference Number if you wish

Significant Group Undertakings (SGUs)

Environment Agency

SEPA
Scottish Environment Protection Agency

NIEA
Northern Ireland Environment Agency
www.niea-environment.gov.uk

L Kay | Sign O

Home

CRC Energy Efficiency Scheme

Registration

Significant Group Undertakings (SGU)

Organisation Structure

Please provide the structure of your organisation's Significant Group Undertakings (SGU).
To add an SGU click on the green '+' sign to the right of the SGU's parent. Then click on 'Click to add a new SGU here'. If you wish to delete an SGU entered in error click on the 'dustbin'

If you have claimed a general CCA exemption you should have no SGUs.

MILLENNIUM STADIUM PLC +

MILLENNIUM STADIUM PLC [dustbin] +

Cancel Save Previous Next

Related Information

- ▶ What's new
- ▶ Guidance

ENERGY EFFICIENCY SCHEME

By clicking on the “+” please enter the details of all the SGUs of your organisation.

You will need to provide Organisation Details, Electricity Supply and CCA Exemptions for all SGUs

Primary Member Details

The screenshot shows the 'Primary Member' page. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). A user profile 'L Kay | Sign Out' is visible in the top right. On the left, a navigation menu includes 'Home', 'CRC Energy Efficiency Scheme', and 'Registration'. The main content area is titled 'Primary Member' and contains the following text: 'The primary member is the organisation that will be legally responsible for CRC compliance. Usually the primary member will be the top parent from your organisation structure, however, you can nominate any of your organisation's Significant Group Undertakings (SGU) or any other organisation as your primary member.' Below this, a warning states: 'Do not select an SGU that you later wish to disaggregate. If you wish to disaggregate an SGU that is also the Primary Member, you should choose "Other" on this page and record the details of the Primary Member again.' A dropdown menu for 'Primary Member' is currently set to 'MILLENNIUM STADIUM PLC'. At the bottom of the form are buttons for 'Cancel', 'Save', 'Previous', and 'Next'. On the right side, there is a 'CRC ENERGY EFFICIENCY SCHEME' logo and a 'Related Information' box with links for 'What's new' and 'Guidance'.

You now need to nominate a Primary Member for CRC. Usually this will be the UK parent company that you have already provided details for.

Alternatively you can nominate another member of your organisation.

Senior Officer Contact

The screenshot shows a web interface for the CRC Energy Efficiency Scheme. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). The user is logged in as 'L Kay' and can click 'Sign Out'. A left-hand navigation menu includes 'Home', 'CRC Energy Efficiency Scheme', and 'Registration'. The main content area is titled 'Contact Information' and includes a note: 'Required fields are marked with *'. Below this is the section 'Primary Member Senior Officer' with the instruction: 'If your Senior Officer is one of the Contacts which you have already provided you may select it from this list, otherwise select Other to add a new Contact'. The 'Senior Officer *' field has three radio button options: 'Mr Fred Smith [INVOICE, PRIMARY]', 'Mr Joe Bloggs [SECONDARY]', and 'Other'. At the bottom of the form are buttons for 'Cancel', 'Save', 'Previous', and 'Next'. A 'Related Information' box on the right contains links for 'What's new' and 'Guidance'. A blue callout box with an arrow pointing to the 'Other' radio button contains the text: 'You now need to provide details of a Senior Officer Contact. If this person is different to the nominated Primary or Secondary contact you will need to provide contact details for them.'

Summary of Registration

The screenshot shows the registration summary page for the CRC Energy Efficiency Scheme. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). The user is logged in as 'L Kay | Sign Out'. A navigation menu on the left includes 'Home', 'CRC Energy Efficiency Scheme', and 'Registration'. The main content area is titled 'Registration Details' and contains a 'Registration Preview' section. This section states that the application is almost ready for submission and provides a 'Download registration summary' button. Below this, there is a confirmation checkbox: 'I have checked the application summary and confirm the information is correct.*'. At the bottom of the form are buttons for 'Cancel', 'Save', 'Previous', and 'Next'. A blue callout box on the right points to the confirmation checkbox with the text: 'You can now view and download a summary of your registration. You need to declare that the information you have provided is correct before you can submit your registration.'

Registration Payment

The screenshot shows the top of the registration payment page. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). Below the logos is a navigation menu with 'Home', 'CRC Energy Efficiency Scheme', and 'Registration'. The main heading is 'Registration Payment'. A note states 'Required fields are marked with *'. The 'Payment' section shows 'Amount Due' as £950.00 and asks the user to 'Please select a method of payment.' Two options are provided: 'Credit Card / Debit Card' (unselected) and 'BACS / CHAPS' (selected). There are 'Cancel' and 'Next' buttons. On the right, there is a 'CRC ENERGY EFFICIENCY SCHEME' logo and a 'Related Information' box with links for 'What's new' and 'Guidance'. A user profile 'L Kay | Sign out' is visible in the top right corner.

This screenshot shows the 'BACS/CHAPS Payment' section of the registration page. The 'Amount Due' is £950.00. It provides the following details for the payment account:
All payments by BACS/CHAPS transfers must be made to the following account and using the unique reference code shown below:
Barclays Bank PLC, 15 Queen Square, Bristol, BS1 4NP
IBAN: GB96 BARC 2013 7446 46
SWIFTBIX: BARCGB22
Account Number: 20744646
Sort Code: 20-13-42
Your unique reference code to be used in your BACS/CHAPS transfer is CRCREG7380249
Please quote this code in your transfer. This will help us to verify that we have received your payment. These details will be included in your confirmation email.
At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

Registering for CRC costs £950. You can choose to pay this either by credit card or BACS/CHAPS

End of initial registration

Home

CRC Energy Efficiency Scheme

Registration

Registration application submitted

In order to complete the registration your primary or secondary contact must enrol for CRC and accept the information that has been submitted on behalf of your organisation.

Your Registration Number for this application is: **CRC0232536**

[Download a copy of your registration details](#)

What happens next:

We will validate the address details that you have provided for the primary and secondary contacts and send them a letter at that address.
We will validate the appointment of your nominated senior officer.
We will send information to the senior officer at the address you have provided so that the nominated contacts can be authorised by your senior officer.
Your nominated primary and secondary contacts must enrol for CRC.
The primary or secondary contact, once enrolled for CRC, must log into CRC and select "complete registration".

You can login at any time if you need to download these details again.

> [Go to Homepage](#)

Related Information

- ▶ What's new
- ▶ Guidance

This is the last screen for the initial part of registration. The EA will now validate the nominated Primary, Secondary and Senior Officer Contacts and undertake due diligence .



Next steps

- ➔ Validation
- ➔ Enrolment and Completion of Registration
- ➔ Disaggregation of Significant Group Undertakings

Entering the “Known Facts”

The screenshot shows the 'Enter Known Facts' page of the CRC Energy Efficiency Scheme. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). The page includes a navigation menu with 'Home' and 'CRC Energy Efficiency Scheme'. The main content area is titled 'Enter Known Facts' and contains a note that required fields are marked with an asterisk. The form fields are: 'Reference Number *' with the value 'CRC4888423', and 'PIN *' with the value '879999971'. There is a checkbox for 'I accept the terms and conditions *' which is checked. Below the form is an 'Enrol' button and a link for 'Terms and Conditions (Opens in new window)'. On the right side, there is a 'Related Information' box with links for 'What's new' and 'Guidance'.

Environment Agency

SEPA
Scottish Environment Protection Agency

NIEA
Northern Ireland Environment Agency
www.ni-environment.gov.uk

L Kay | Sign

Home

CRC Energy Efficiency Scheme

Enter Known Facts

Required fields are marked with *

Enter Known Facts

Please enter the details below which were provided on your enrolment invitation letter.

Reference Number *

PIN *

I accept the terms and conditions *

Enrol

[Terms and Conditions \(Opens in new window\)](#)

Related Information

- ▶ What's new
- ▶ Guidance

CRC ENERGY EFFICIENCY SCHEME

Your “Known Facts” comprise of:

- PIN– this is posted to the Senior Officer
- Reference Number – this is posted to the Primary and Secondary Contacts

You need both of these to enrol on the CRC Registry

Completion of Registration

Environment Agency

SEPA
Scottish Environment Protection Agency

NIEA
Northern Ireland Environment Agency

L Kay | Sign Out

Home

CRC Energy Efficiency Scheme

Declaration

Make Declaration

Registration Summary

Please review the registration information that you have provided. If it is incorrect then you may amend the information by contacting the Environment Agency and requesting your account be unlocked.

[Download registration summary](#)

I declare that the information provided on the registration is correct.

A person knowingly or recklessly making a statement which is false commits an offence under (CRC legislation). If you make a false or misleading statement we may prosecute you and if you are convicted you are

- liable to a fine
- and/or imprisonment

The person submitting this form must have the legal authority of the establishment or undertaking to sign on its behalf.

I agree

Submit

CRC ENERGY EFFICIENCY SCHEME

Related Information

- ▶ What's new
- ▶ Guidance

The first Contact to enter the CRC Registry will have to complete the registration process completing the declaration stating that the registration information provided is correct.