

## CARBON TRADING PROCESS

### SELL CREDITS

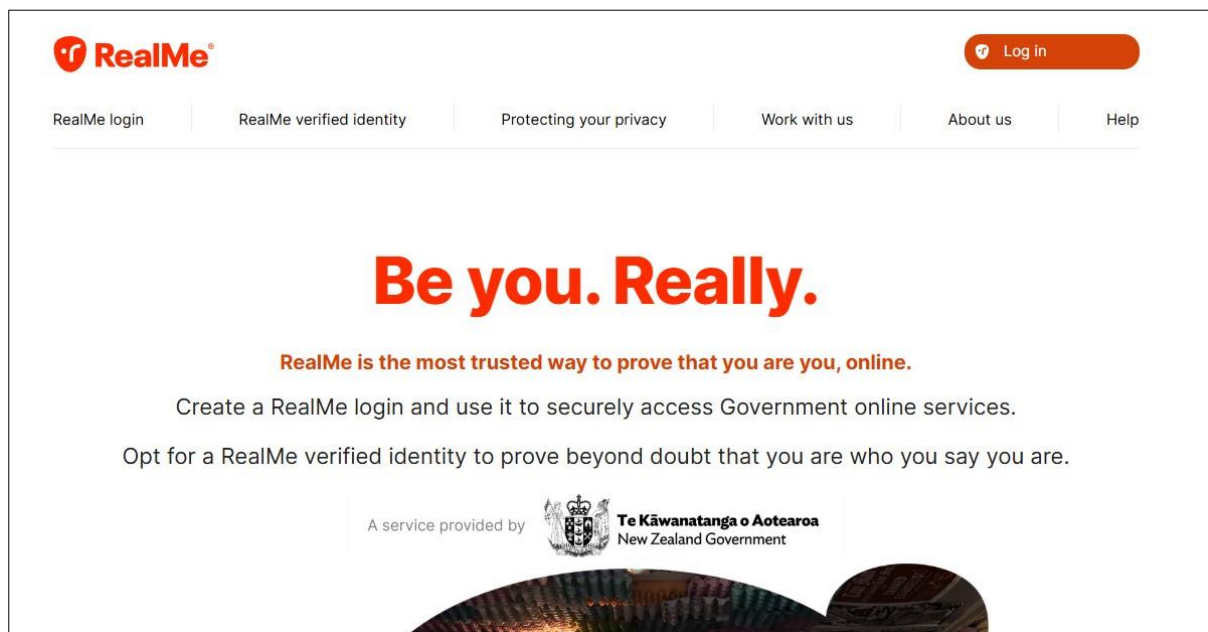
#### How to Transfer Credits to Carbon Equities' Carbon Escrow Account

**Date:** 13 May 2025

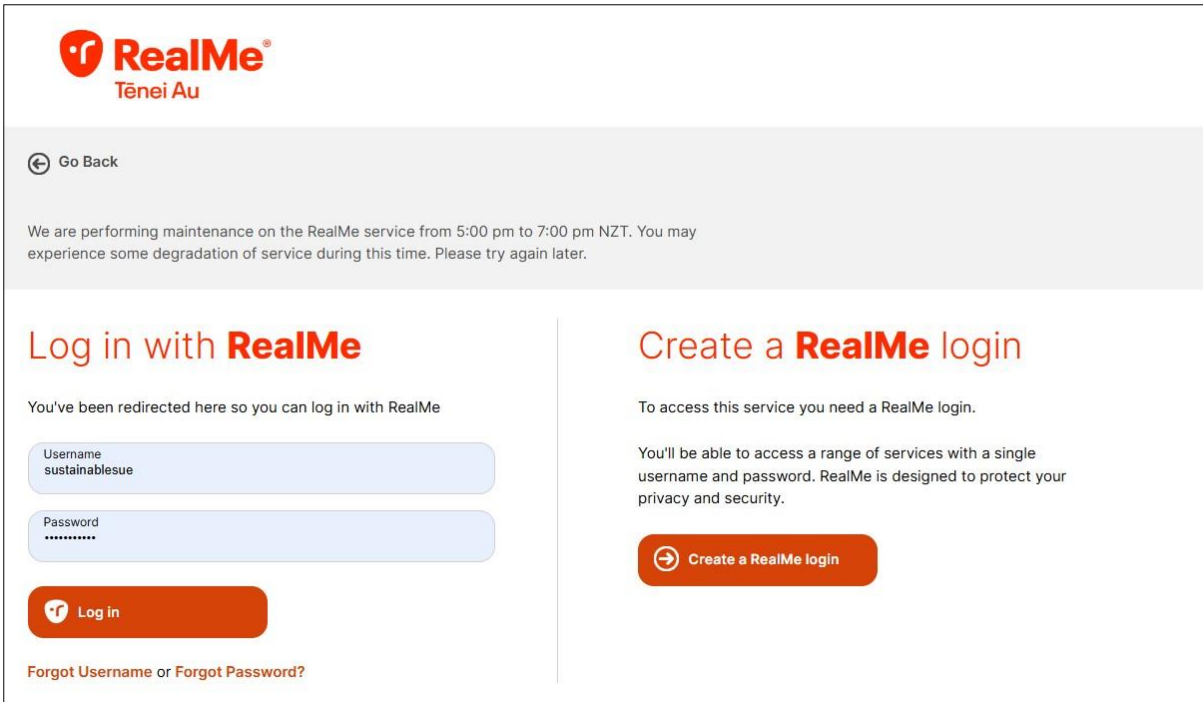
**File:** 17000.40

**STEP 1: LOG-IN to the NZ Emissions Trading Register using your RealMe® log-in**

[Click on this link.](#) This window will appear. Log in at red log-in button top right.



Now this window will appear. Log-in again at the red button left.



**RealMe®**  
Tēnei Au

← Go Back


We are performing maintenance on the RealMe service from 5:00 pm to 7:00 pm NZT. You may experience some degradation of service during this time. Please try again later.

### Log in with RealMe

You've been redirected here so you can log in with RealMe

Username  
sustainableusue

Password  
\*\*\*\*\*


 Log in

[Forgot Username or Forgot Password?](#)

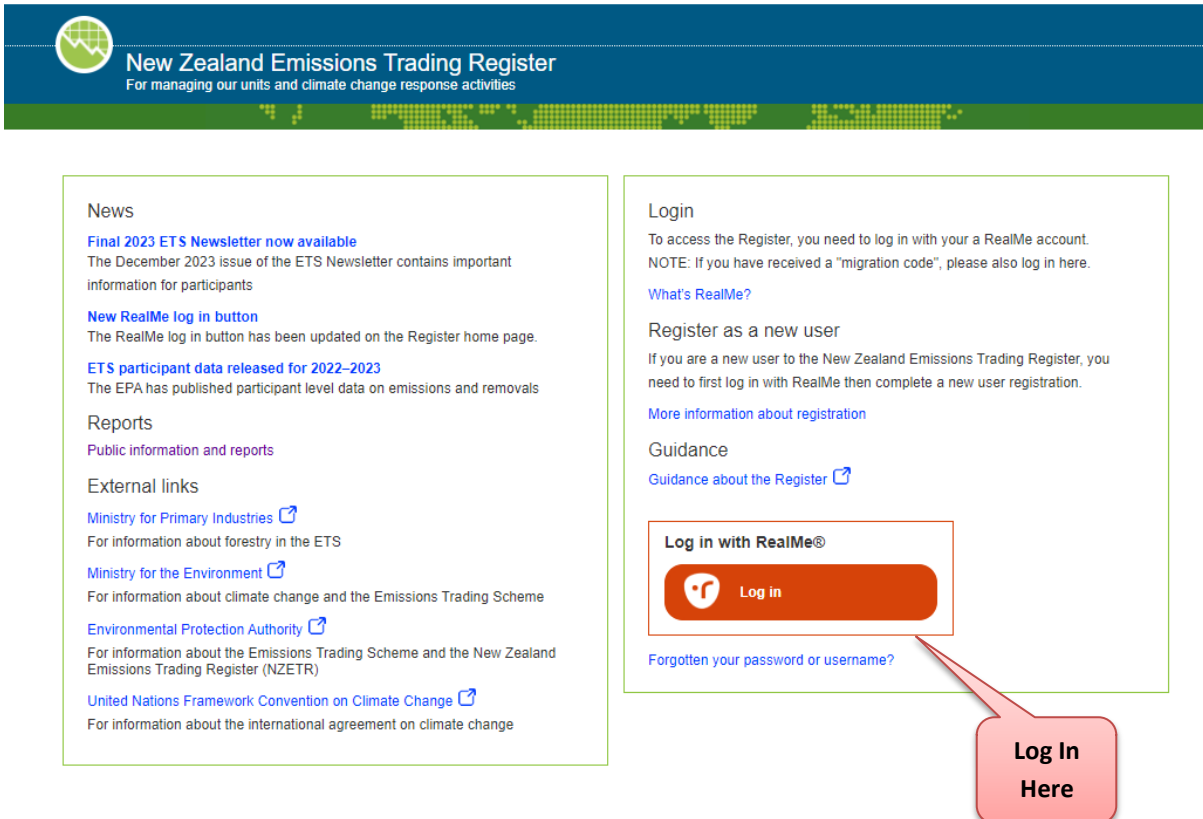
### Create a RealMe login


To access this service you need a RealMe login.

You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.

 Create a RealMe login

Next this window will appear:



 **New Zealand Emissions Trading Register**  
For managing our units and climate change response activities

#### News

[Final 2023 ETS Newsletter now available](#)  
The December 2023 issue of the ETS Newsletter contains important information for participants


[New RealMe log in button](#)  
The RealMe log in button has been updated on the Register home page.


[ETS participant data released for 2022-2023](#)  
The EPA has published participant level data on emissions and removals


#### Reports


[Public information and reports](#)

#### External links

[Ministry for Primary Industries](#)   
For information about forestry in the ETS

[Ministry for the Environment](#)   
For information about climate change and the Emissions Trading Scheme

[Environmental Protection Authority](#)   
For information about the Emissions Trading Scheme and the New Zealand Emissions Trading Register (NZETR)

[United Nations Framework Convention on Climate Change](#)   
For information about the international agreement on climate change

#### Login

To access the Register, you need to log in with your a RealMe account.  
NOTE: If you have received a "migration code", please also log in here.


[What's RealMe?](#)

#### Register as a new user


If you are a new user to the New Zealand Emissions Trading Register, you need to first log in with RealMe then complete a new user registration.

[More information about registration](#)

#### Guidance

[Guidance about the Register](#) 

**Log in with RealMe®**

 Log in

[Forgotten your password or username?](#)

**Log In Here**

**STEP 2: Your User Name and Account Holders list will appear. Click on the Account Holder name you want to use.** In this example we will transfer 20 credits from the Carbon Equities account (aka Your Account) into the GreenXperts account.

**New Zealand Emissions Trading Register**  
For managing our units and climate change response activities

**Susan Mary Harris**  
[My details](#)  
[Open account for new Account Holder](#)  
Select this link to apply to set up a new Account Holder and open an account for them. An Account Holder is the legal entity that can operate multiple accounts.  
[Guidance about the Register](#)

**YOUR User Name**

**Account Holders**  
Select an Account Holder from the list below to start or continue tasks.

[Carbon Equities New Zealand Limited](#)

[GreenXperts Limited](#)

45363 - In-progress account holder registration - 1 task

37061 - In-progress account holder registration - 1 task

39171 - In-progress account holder registration - 1 task

39172 - In-progress account holder registration - 1 task

40846 - In-progress account holder registration - 1 task

46426 - In-progress account holder registration - 1 task

**Account Holder (YOU)**  
**Click on your Account Holder name**

*This transaction list will be blank in your case if this is your first transaction*

**STEP 3: This window will appear - Check correct Account Holder, Click on Prepare Transaction**

**New Zealand Emissions Trading Register**  
For managing our units and climate change response activities

**Home**

**GreenXperts Limited**

[Users and Account Holders](#)

[Accounts and transactions](#)

[ETS activities](#)

[Communications](#)

[Reports](#)

[Alerts](#)

[Prepare transaction](#)

**My tasks**  
Select the task you want to work on or select a menu item from the left hand menu.

Priority ▼ Workflow Task description

There are 0 items to display

**This should be YOUR Account Holder name**

**Click on 'Prepare Transaction'**

Environmental Protection Authority  
Te Mana Rauhi Taiao

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Te Kāwanatanga o Aotearoa  
New Zealand Government

**STEP 4:** This window will appear. 'Transaction Type' click on down arrow to 'Domestic transfer'.

Select 'From account' and use YOUR account number NZ-XXXXX

Select 'To account' and type in Carbon Equities NZ's number NZ-13451

Check VERY CAREFULLY that you have the correct 'From account' and 'To account' numbers

Click 'Confirm'

The screenshot shows the 'Prepare transaction' page of the New Zealand Emissions Trading Register. The page has a blue header with the logo and text: 'New Zealand Emissions Trading Register For managing our units and climate change response activities'. On the left is a sidebar with links: 'Home', 'Carbon Equities New Zealand Li...', and 'Prepare transaction' (highlighted). The main content area is titled 'Prepare transaction' and includes a note: '\* indicates mandatory field'. It contains the following fields and instructions:

- 'Select the transaction type from the dropdown list:' followed by a dropdown menu showing 'Domestic transfer'.
- 'Select the account to transfer from:' followed by a dropdown menu showing 'NZ-13451'. A red callout box points to this field with the text: 'Your Account Number'.
- 'Enter the account number to transfer to, then select Confirm. To find an account number, search the Accounts report under Public information and reports on the Register homepage.'
- 'To account: \*' followed by a text input field containing 'NZ- 13451' and a blue 'Confirm' button. A red callout box points to the 'Confirm' button with the text: 'Click 'Confirm' once you are sure 'From' (YOU) and 'To' (CEQ)\_account numbers are correct'.
- Another red callout box points to the '13451' part of the 'To account' field with the text: 'CEQ Account Number 13451'.

The footer includes the Environmental Protection Authority logo and text, and a row of links: 'Contact us', 'Terms and conditions', 'Accessibility', 'Privacy', 'Copyright', 'Security'. On the right is the New Zealand Government logo and text.

**STEP 5:** This window will appear (an extension of the previous window). This is where you enter the number of credits to be transferred.

[Home](#)  
[Carbon Equities New Zealand Li...](#)  
[Prepare transaction](#)

### Prepare transaction

\* indicates mandatory field

Select the transaction type from the dropdown list:

Transaction type: \*

Select the account to transfer from:

From account: \*

Enter the account number to transfer to, then select Confirm. To find an account number, search the Accounts report under Public information and reports on the Register homepage.

To account: \*

To account: NZ-10452  
To Account Holder: GreenXperts Limited

### Unit details

Enter the quantity of each unit type to be transferred.  
To transfer specific serial blocks, select the View unit blocks button.

CP	Unit type	Unit balance	Available balance	Quantity	
-	NZU_FE	100	100	<input type="text" value="20"/>	<input type="button" value="View unit blocks"/> <input type="button" value="Clear"/>
Total				20	

First Previous Page  of 1 Next Last

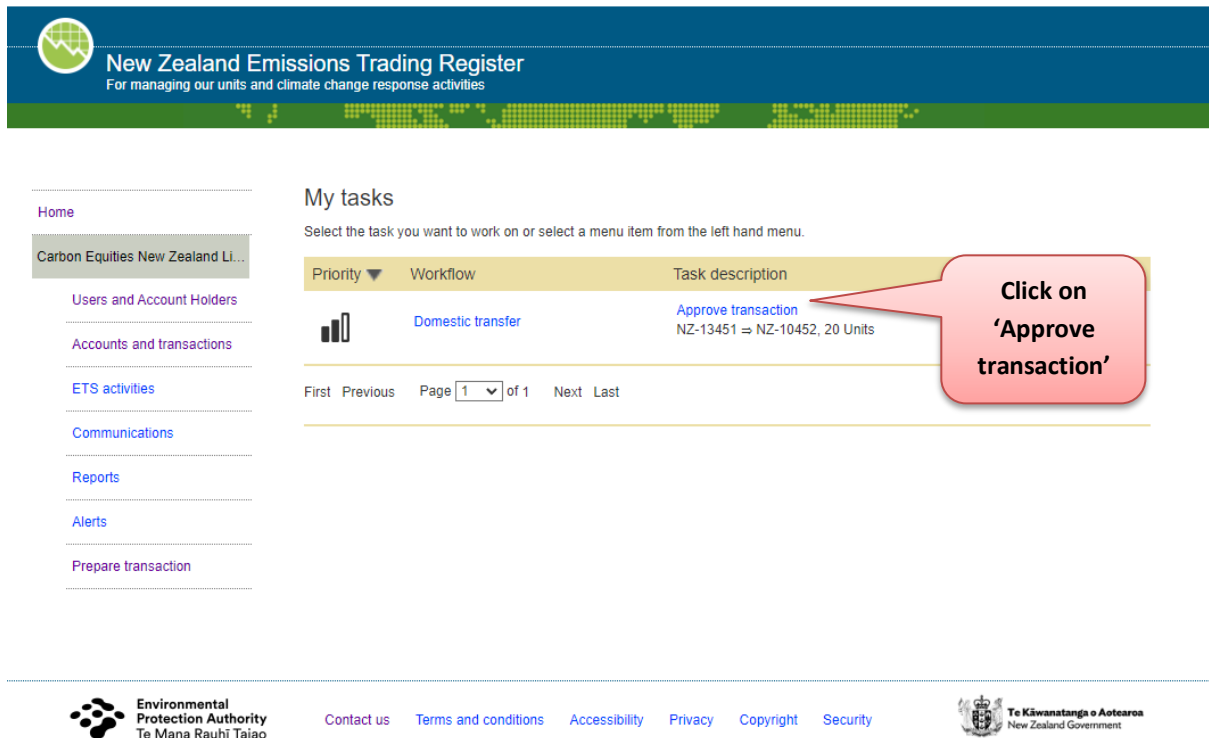
Comments:

Enter number of credits to transfer

Click 'Confirm' once you are sure the number of credits is correct

**STEP 6:** Next window shows the transaction is set up ready to 'Approve transaction'. Notice it shows you the 'From' and 'To' accounts and the number of credits to transfer.


**All OK? Click on 'Approve transaction'.**



The screenshot displays the 'New Zealand Emissions Trading Register' interface. The header includes the logo and the text 'New Zealand Emissions Trading Register' and 'For managing our units and climate change response activities'. The left sidebar contains a menu with items: Home, Carbon Equities New Zealand Li..., Users and Account Holders, Accounts and transactions, ETS activities, Communications, Reports, Alerts, and Prepare transaction. The main content area is titled 'My tasks' and includes a sub-header 'Select the task you want to work on or select a menu item from the left hand menu.' Below this is a table with columns: Priority, Workflow, and Task description. The table contains one row with a bar chart icon in the Priority column, 'Domestic transfer' in the Workflow column, and 'Approve transaction' in the Task description column. The Task description also includes 'NZ-13451 ⇒ NZ-10452, 20 Units'. A red callout box points to the 'Approve transaction' link with the text 'Click on 'Approve transaction''. Below the table is a pagination bar with links: First, Previous, Page 1 of 1, Next, Last.

**New Zealand Emissions Trading Register**  
For managing our units and climate change response activities

**My tasks**  
Select the task you want to work on or select a menu item from the left hand menu.

Priority ▼	Workflow	Task description
	Domestic transfer	<a href="#">Approve transaction</a> NZ-13451 ⇒ NZ-10452, 20 Units

First Previous Page 1 of 1 Next Last

**Click on 'Approve transaction'**

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**Te Kāwanatanga o Aotearoa**  
New Zealand Government

**STEP 7: Authorisation of Transaction.** This window shows you the Authorisation of Transaction step. Notice a Transaction Number has been created, the transaction details appear, and once you are sure all is correct, you click the 'Approve' button.

[Home](#)  
[Carbon Equities New Zealand Li...](#)  
[Accounts and transactions](#)  
 NZ-13451  
**DTR42044-13451-4**

### Domestic transfer

\* indicates mandatory field

I.D.: DTR42044-13451-4

Current status: Awaiting approval

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#### Transaction details

Transaction type: Domestic transfer

From account: NZ-13451

From Account Holder: Carbon Equities New Zealand Limited

To account: NZ-10452

To Account Holder: GreenXperts Limited

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#### Unit block details

Unit type	CP	Originating party	Start serial	End serial	Project ID	LULUCF ID	Quantity
NZU_FE	-	NZ	50029401874	50029401893			20
Total:							20

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#### Comments

Date	User	Comment
07 Feb 2024	Susan Mary Harris	Demo transfer

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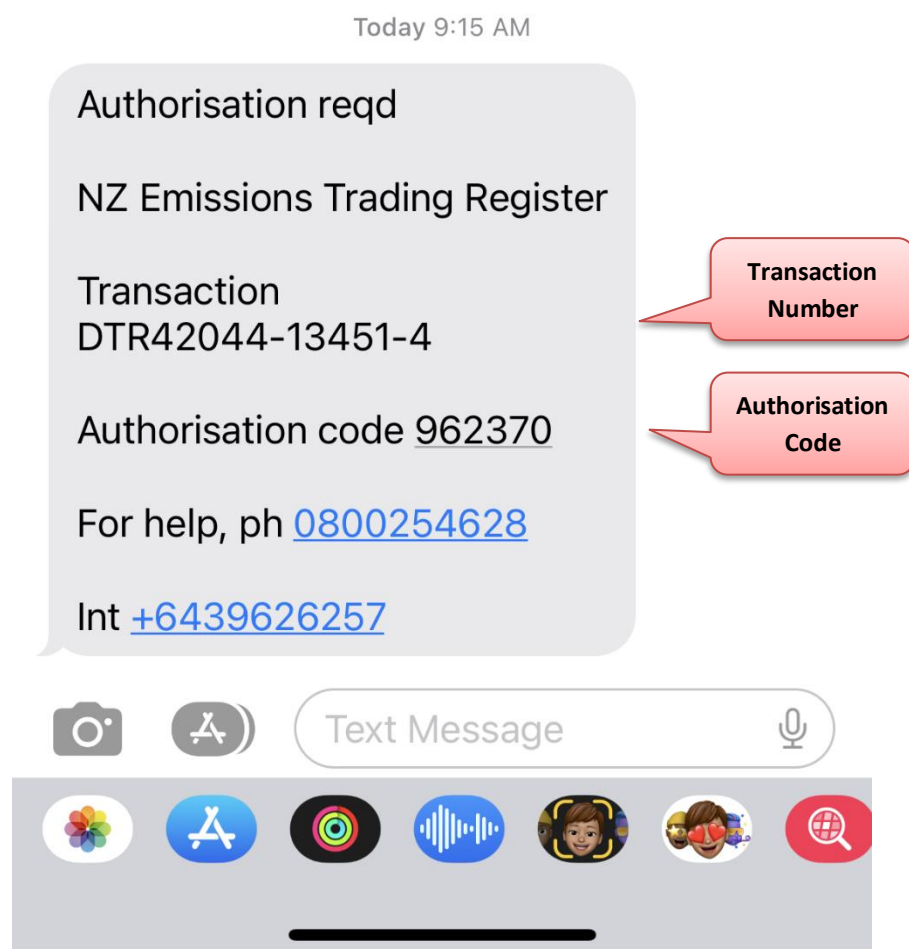
Task: Approve transaction

Transaction Number

Click on 'Approve'

Once the 'Approve' button is clicked, NZETR will send you an Authorisation Code by text or email, depending on how you have set it up.

**Here's the Authorisation Code for this demo transaction sent to Susan's mobile phone:**



**If you have any problems with the transaction, you can use the Transaction number (DTR42044-13451-4 in this case) as a reference when getting help from the EPA (phone: 0800 254 628, option 2)**



**STEP 8: Authorisation window. Enter the Transaction Authorisation Code – double-check everything again - then if all OK, click the ‘Authorise’ button.**

NZ-13451

DTR42044-13451-4

## Transaction details

Transaction type: Domestic transfer  
 From account: NZ-13451  
 From Account Holder: Carbon Equities New Zealand Limited  
 To account: NZ-10452  
 To Account Holder: GreenXperts Limited

**1. Check ‘From’ (YOU) and ‘To’ (CEQ) OK**

## Unit block details

Unit type	CP	Originating party	Start serial	End serial	Project ID	LULUCF ID	Quantity
NZU_FE	-	NZ	50029401874	50029401893			20

Total: 20

## Comments

Date	User	Comment
07 Feb 2024	Susan Mary Harris	Demo transfer

**2. Check Number of Credits to transfer correct**

## Task: Authorise transaction

Transaction authorisation code: 962370 
  

**4. Click ‘Authorise’**

**3. Enter Authorisation Code**

**STEP 9: Transfer complete window. This confirms the transaction is complete – the credits have been transferred from your account to the Carbon Equities’ escrow account.**

[Home](#)
[Carbon Equities New Zealand Li...](#)
[Accounts and transactions](#)
[NZ-13451](#)

DTR42044-13451-4

### Domestic transfer

\* indicates mandatory field

I.D.: DTR42044-13451-4

Current status: Completed

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#### Transaction details

Transaction type: Domestic transfer

From account: NZ-13451

From Account Holder: Carbon Equities New Zealand Limited

To account: NZ-10452

To Account Holder: GreenXperts Limited

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#### Unit block details

Unit type	CP	Originating party	Start serial	End serial	Project ID	LULUCF ID	Quantity
NZU_FE	-	NZ	50029401874	50029401893			20
Total:							20

---

#### Comments

Date	User	Comment
07 Feb 2024	Susan Mary Harris	Demo transfer

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#### History

07 Feb 2024 Workflow started by: Susan Mary Harris

Date	User	Description	Form	Attachments
07 Feb 2024	Susan Mary Harris	Authorisation code entered	N/A	
07 Feb 2024	Susan Mary Harris	Transaction approved	N/A	

## STEP 10: Confirmations by email – NZETR will send you email confirmations of the key steps.



## IT CAN TAKE UP TO 24 HOURS FOR THE CREDITS TO SHOW UP IN THE CARBON EQUITIES ACCOUNT.

Once they arrive, we will confirm by email that they have been received. Then we can sell them on your behalf.

Our Terms and Conditions of Carbon Trade are [here](#).

From 1 April 2024 we will be processing all trades through [Carbon Equities New Zealand Limited](#) as our dedicated carbon trading company.

[GreenXperts Limited](#) will remain as our carbon and sustainability consultant company. [Green Tick® Certification Limited](#) is our dedicated sustainability certification company.

We hope this summary is helpful. Any questions, please [Contact Us](#).

*Note: Carbon Equities New Zealand Limited accepts no responsibility or liability for the results of any transaction undertaken using this Guide. For official assistance, please refer to the EPA.*