

# Changes to Company and User Profiles

- Finding your Fgas Portal ID
- Adding or Deleting Users
- Changes to the Address
- Adding more Organizations

**Click on the tabs indicated by the red boxes and arrows.**

## MY ORGANISATIONS

Please select your organisation:

ORGANISATION NAME	STATUS	ACTION
NMORGANIZATION--9401 (VAT9401)	VALID	<b>ENTER</b>
TEST FGAS --14445 (has authorizations) (VAT14445)	VALID	ENTER
TEST FGAS--9914 (can receive delegations) (VAT9914)	VALID	ENTER

REGISTER NEW ORGANISATION

Log into the FGas Portal at  
<https://webgate.ec.europa.eu/ods2/>  
and enter the company profile you  
would like to make changes to.

**WELCOME USER2 USER2**

YOU ARE IDENTIFIED AS NMORGANIZATION--13870

Click on "PROFILE".

#### MESSAGE BOARD:

##### NOTICE OF DECLARATIONS FOR 2017 QUOTA

The dates of the declaration period for 2017 quota have been published in the official journal. Companies wishing to apply for import and production of HFCs should make a declaration in the HFC Registry in the period 1 April - 31 May 2016.

See: [http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:JOC\\_2016\\_026\\_R\\_0007](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:JOC_2016_026_R_0007)  
[2016-01-26]

##### UPDATE OF GUIDANCE FOR EQUIPMENT IMPORTERS

#### HELP:

- [Read the security notice](#) AND [privacy statement](#)

#### USEFUL LINKS:

- [New Fgas Regulation](#) No 517/2014
- List of [Incumbent Companies](#)
- New [Reporting Obligations](#) for companies
- DG Clima [F-gas website](#)
- [Guidance on Reporting and other issues](#)

Status  
**VALID**

## PROFILE OF NMORGANIZATION--9401 (ID : 9401)

**ORGANISATION DETAILS:**

<b>ORGANISATION NAME *</b> NMORGANIZATION--9401		<b>TELEPHONE *</b> ⓘ +321239401	<b>WEBSITE</b> http://www.x9401.com
<b>STREET *</b> str--7499	<b>NUMBER</b> 1	<b>POSTAL CODE *</b> cp7499	<b>CITY *</b> Bristol
<b>VAT NUMBER *</b> VAT9401		<b>COUNTRY *</b> United Kingdom	

ⓘ  
Check if your EU VAT number is valid or check with your Member State authority

## USERS:

FIRST NAME	LAST NAME	E-MAIL	ACTIONS
fname--3589	lname--3589	3589email@climaOds2010.yyy	
User1	User1	user1@mock.ec.europa.eu	

## QUESTIONS:

**BUSINESS SPECIFICATIONS:**

<b>ARE YOU A PRODUCER/IMPORTER OF HFCS *</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>ARE YOU AN EXPORTER OF HFCS *</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>ARE YOU A PRODUCER/IMPORTER/EXPORTER OF OTHER FLUORINATED GREENHOUSE GASES (NON-HFCS) LISTED IN ANNEX I OR II *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>ARE YOU AN UNDERTAKING USING FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II AS FEEDSTOCK *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>ARE YOU AN UNDERTAKING IN RECEIPT OF EXEMPTED HFCS *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>ARE YOU IMPORTING PRODUCTS AND EQUIPMENT CONTAINING FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>ARE YOU AN UNDERTAKING DESTROYING FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>ARE YOU A MANUFACTURER OF REFRIGERATION, AC AND HEATPUMP EQUIPMENT CONTAINING HFCS *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No

SHOW BUSINESS SPECIFICATIONS HISTORY

SHOW REGISTRATION HISTORY

**EDIT**

You can see the Fgas Portal ID of your undertaking here.

Click on EDIT at the bottom of the page and make changes to the organisation details, the users and the business specifications.

FIRST NAME	LAST NAME	E-MAIL	ACTIONS
fname--3589	lname--3589	3589email@climaOds2010.yyy	
User1	User1	user1@mock.ec.europa.eu	

## QUESTIONS:

### BUSINESS SPECIFICATIONS:

ARE YOU A PRODUCER/IMPORTER OF HFCS \*

☒ Yes ☐ No

ARE YOU A PRODUCER/IMPORTER/EXPORTER OF OTHER GREENHOUSE GASES (NON-HFCS) LISTED IN ANNEX I OF THE KIG USING FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II \*

☐ Yes ☒ No

ARE YOU AN UNDERTAKING IN RECEIPT OF EXEMPTED HFCs \*

☐ Yes ☒ No

ARE YOU AN UNDERTAKING DESTROYING FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II \*

☐ Yes ☒ No

ARE YOU A MANUFACTURER OF REFRIGERATION, AC AND HEATPUMP EQUIPMENT CONTAINING HFCS \*

☐ Yes ☒ No

### PLEASE CONFIRM

This action will require submitting an update. Do you want to update the organisation information?

YES

NO

SHOW BUSINESS SPECIFICATIONS HISTORY

Please contact [CLIMA-HFC-REGISTRY@ec.europa.eu](mailto:CLIMA-HFC-REGISTRY@ec.europa.eu) and provide proof for changes of name or VAT.



#### ORGANISATION DETAILS:

ORGANISATION NAME \*

NMORGANIZATION--9401

TELEPHONE \* 

+321238999

WEBSITE

http://www.x9401.com

STREET \*

str--7499

NUMBER

1

POSTAL CODE \*

cp7499

CITY \*

Bristol

COUNTRY \*

United Kingdom

VAT NUMBER \*

VAT9401



Check if your EU VAT number is valid or check with your Member State authority

You can change the address and phone number yourself.

#### USERS:

##### MANAGE ACCESS:

Add the name and e-mail of staff which need access to the organisation's account. Messages relating to the F-Gas Portal will be sent to all contact persons listed.

FIRST NAME

New Employee

LAST NAME

Miller

E-MAIL

miller@company.com

ADD

FIRST NAME

fname--3589

LAST NAME

lname--3589

E-MAIL

3589email@climaOds2010.yyy

ACTIONS



User1

User1

user1@mock.ec.europa.eu

Click on the trash can to delete users. You will not be able to delete the user that is currently logged in.

## BUSINESS SPECIFICATIONS:

Please answer the following questions.

ARE YOU A PRODUCER/IMPORTER OF HFCS \*

☒ Yes

☐ No

ARE YOU A PRODUCER/IMPORTER/EXPORTER OF OTHER FLUORINATED GREENHOUSE GASES (NON-HFCS) LISTED IN ANNEX I OR II \*

☐ Yes

☒ No

ARE YOU AN UNDERTAKING IN RECEIPT OF EXEMPTED HFCS \*

☐ Yes

☒ No

ARE YOU AN EXPORTER OF HFCS \*

☒ Yes

☐ No

ARE YOU AN UNDERTAKING USING FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II AS FEEDSTOCK \*

☐ Yes

☒ No

ARE YOU IMPORTING PRODUCTS AND EQUIPMENT CONTAINING FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II \*

☐ Yes

☒ No

ARE YOU A MANUFACTURER OF REFRIGERATION, AC AND HEATPUMP EQUIPMENT CONTAINING HFCS \*

☐ Yes

☒ No

You are also able to change your business specifications which will provide access the related sections in the Fgas Portal.

SHOW BUSINESS SPECIFICATIONS HISTORY

SHOW REGISTRATION HISTORY

UNDO

Click on "SAVE" at the bottom once all changes have been made.

SAVE

# CLIMATE ACTION

## F-Gas

European Commission > Climate Action > Policies > Fluorinated Gases > Portal

NMORGANIZATION--9401

HOME

PROFILE

HFC REGISTRY

REPORTING

THE FORM HAS BEEN SAVED

Status

VALID

Make sure this message appears.  
The profile is now updated.

## PROFILE OF NMORGANIZATION--9401 (ID : 9401)

### ORGANISATION TYPE:

☒ Company (undertaking)

☐ EU Customs authority

### ORGANISATION DETAILS:

ORGANISATION NAME \*

NMORGANIZATION--9401

TELEPHONE \* 

+321238999

WEBSITE

http://www.x9401.com

STREET \*

str--7499

NUMBER

1

POSTAL CODE \*

cp7499

CITY \*

Bristol

COUNTRY \*

United Kingdom

VAT NUMBER \*

VAT9401



Check if your EU VAT number is valid or check with your Member State authority





## CLIMATE ACTION

### F-Gas



**WELCOME USER1 USER1**

**MY ORGANISATIONS**

**REGISTER NEW ORGANISATION**

[LOGOUT](#)

European Commission > Climate Action > Policies > Fluorinated Gases > Portal

NMORGANIZATION--11729

[HOME](#)

[PROFILE](#)

[HFC REGISTRY](#)

[REPORTING](#)

**WELCOME USER1 USER1**

YOU ARE IDENTIFIED AS NMORGANIZATION

Hover over your username if you are representing more than one organization.

#### MESSAGE BOARD:

##### PROGRESS OF PHASE-DOWN

A short update on how the implementation of the phase-down is progressing based on 2015 company reporting data has been put on our website.

See here: [http://ec.europa.eu/clima/policies/f-gas/docs/phase-down\\_progress\\_en.pdf](http://ec.europa.eu/clima/policies/f-gas/docs/phase-down_progress_en.pdf)

[2016-11-17]

#### HELP:

- [Read the security notice](#) AND [privacy statement](#)

#### USEFUL LINKS:

- [New Fgas Regulation](#) No 517/2014
- List of [Incumbent Companies](#)
- New [Reporting Obligations](#) for companies
- DG Clima [F-gas website](#)
- [Guidance on Reporting and other issues](#)

# Thank You!

For questions or more  
information, please contact us  
at [CLIMA-HFC-  
REGISTRY@ec.europa.eu](mailto:CLIMA-HFC-REGISTRY@ec.europa.eu)

or visit the website  
[http://ec.europa.eu/clima/po  
licies/f-gas/](http://ec.europa.eu/clima/policies/f-gas/)