



Australian Government
Clean Energy Regulator

CLEAN
ENERGY
REGULATOR

Transcript: An introduction to the Emissions and Energy Reporting System video

[Slide 1] Welcome to the 2019 to 2020 National Greenhouse and Energy Reporting training video series. This series is delivered by the Clean Energy Regulator, and aims to help you report under the *National Greenhouse and Energy Reporting Act 2007*, also known as the NGER Act.

This video will introduce the Emissions and Energy Reporting System, also known as EERS.

[Slide 2] There is a range of terms used in this video that have a specific meaning, including Clean Energy Regulator, NGER, NGER Act and EERS. To learn what each of these means, please refer to the video 'Introduction to the Clean Energy Regulator and NGER', from the NGER training video series, available by following the links at the end of this video.

[Slide 3] You can access EERS through the Client Portal. EERS allows reporters to login and submit emissions and energy reports to meet their reporting obligations under the NGER Act. The Client Portal is a secure entry point to EERS, and it also allows access to online forms, systems and other information for schemes administered by the Clean Energy Regulator.

[Slide 4] During registration, NGER reporters will have nominated an Executive Officer and an NGER Contact Officer role within EERS. Once the NGER contact officer has logged into EERS, they can create additional users themselves within the client portal.

EERS can be accessed by signing in through the Client Portal at portal.cleanenergyregulator.gov.au. To login, you will need the email address you registered with and your password.

[Slide 5] Another way you can access the Client Portal is by visiting www.cleanenergyregulator.gov.au. On this page, select the 'Our systems – logins and guidance' icon on the far right of the top menu bar.

[Slide 6] From the 'Our systems – logins and guidance' page, there are two options for getting to the login page. Click the login button under either the Emissions and Energy Reporting System heading, or the Client Portal heading.

[Slide 7] Enter your email address and password, and then click on the 'Sign in' button.

[Slide 8] If you have been given access to EERS, you will see a link beneath the 'systems' menu once you have logged in to the Client Portal. By clicking on that link, you will be taken to your EERS workspace. If you cannot access EERS, contact us using the contact details provided at the end of this video.

[Slide 9] Your EERS workspace features an area on the left of the page where relevant announcements will be displayed. These announcements may relate to scheduled maintenance or other important events.

To access the reporting sections of EERS, click on the button for the reporting period you wish to enter data for. In this example the 2019-2020 reporting period is selected.

[Slide 10] The EERS home screen displays the details for each of the entities in your corporate structure in a vertical menu on the left.

At the top of your corporate structure, you will find your main reporting entity. For Section 19 reporters, this will be your controlling corporation. For section 22G reporters, this will be the company that has been issued with a Reporting Transfer Certificate. This company might also be a controlling corporation. For Section 22X reporters, this will be the group member of a controlling corporation's group that has agreed to take on that controlling corporation's reporting obligations.

Click on the expand link to the right of the corporate structure menu heading to reveal all entities in your corporate structure. These entities will include group members and facilities.

[Slide 11] To see details for a particular entity, select that entity in the corporate structure by clicking on it. Selecting an entity will bring up its emissions and energy data in the tables on the right of your screen.

With the controlling corporation selected under 'Corporate Structure', click on the 'Edit Reporting Entity Information' button on the top right of the screen. This will open a screen where you can view or edit other details relating to the controlling corporation.

[Slide 12] These other details include the name of the entity, the ABN, the head office address, and the postal address.

[Slide 13] The Executive Officer and Contact Officer details are displayed at the bottom of the 'Reporting Entity Details' page.

If you wish to change a field that has been greyed out, please contact us using the details supplied at the end of this presentation.

[Slide 14] This video is from the 2019 to 2020 NGER training video series. This series aims to help you in your obligations to report under the NGER Act. To access these videos, visit our website at www.cleanenergyregulator.gov.au. After accessing the Our systems – logins and guidance tab, click Learn more under the Emissions and Energy Reporting System subheading, then on the sidebar, navigate to Tools to assist you, then Training videos.

These videos are supplemented by written guidance documents, also available on the Clean Energy Regulator website. After accessing the National Greenhouse and Energy Reporting tab, click on Forms and resources, then on Guides and factsheets in the sidebar. These documents give more technical or specialised insight into a wide range of specific topics around reporting under NGER and using EERS.

Our website also includes calculators to support reporters, available on our website through the National Greenhouse and Energy Reporting tab under Forms and Resources. These calculators help reporters produce accurate NGER reports, and include those for assessing corporate reporting obligations, estimating uncertainty in emissions, and estimating emissions from solid waste and wastewater operations.

[Slide 15] For more information, please contact us by calling 1300 553 542, emailing us at reporting@cer.gov.au, or visiting our website at www.cleanenergyregulator.gov.au.



[Slide 16] This video has been developed by the Clean Energy Regulator to assist persons to comply with their reporting obligations under the NGER Act for the 2019 to 2020 reporting period. This video should be viewed in conjunction with the NGER Act and supporting Regulations and Determination.

Changes to legislation may affect the information in this video.

The examples used in this video are for illustrative purposes only, this video is not intended to provide legal advice. If persons have concerns or questions about the application of legislation in their particular circumstances, they should seek professional advice.

End of transcript