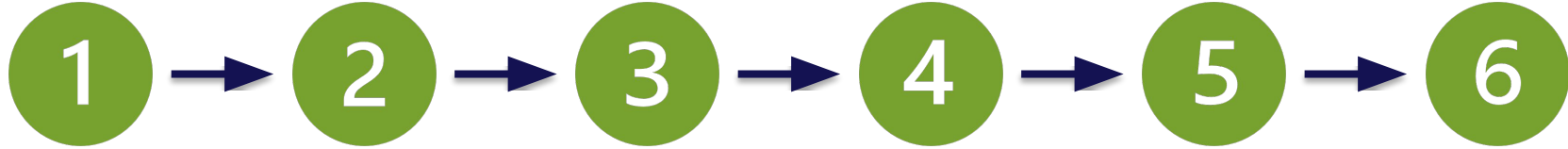


Sign-up Process Checklist for Sellers



Setup a New Zealand Emissions Trading Register Account -
You have one of these as a CarbonCrop client.

Download emsTradePoint Carbon Sellers [onboarding pack](#) from the website

Review Core Market Rules¹ and Carbon Market Rules². Then sign participant agreement.

Complete User Registration Form for each person for who you want access

Collate Bank information

- Bank account name & number
- GST number (if applicable)
- Copy of bank deposit slip/ screenshot that includes bank number and bank logo.

Send the following to [support desk](#)

Signed Participant Agreement

User registration form

Bank information

If you have any queries during this process please email the [support desk](#)

1. Core Market Rules - Terms under which emsTradePoint makes available and operates the Trading System for Participants to trade products.

2. Carbon Market Rules - Terms under which emsTradePoint operates the Trading System for Participants to trade in the physical sale and purchase of Carbon Units (specific product type).

User Registration Form - Quick Guide

CARBON USER REGISTRATION FORM



This form is for use by an emsTradePoint Participant to add, edit or remove a User under their company account.
Please complete and submit to the emsTradePoint Support Desk: supportdesk@emsTradePoint.co.nz

Date					Company Admin ¹	Trader ²	Receive Text Alerts
Company/Individual Name (Participant)							
Please delete as appropriate: Add / Edit / Remove User							
User Details (Add as many as required)							
First Name	Last Name	Email Address	Phone Number	Mobile Number	Company Admin ¹	Trader ²	Receive Text Alerts
					3	3	4
SIGNED for the Participant:		Signature of Authorised Representative (not User)					
5		5					
		Name					

- 1 Fill out Date and Participant fields
- 2 Fill out User details for each user you wish to add
- 3 Tick if you wish the user to be the company admin or trader.
- 4 Tick if you wish the user to receive text alerts for trading notifications.
- 5 Sign by User and Authorised Representative (See Participant Agreement)
- 6 Send to ems support desk as per Sign-up process

1. Company Admin - There can only be one Company Admin per organisation. They have the added ability to set trader limits on their users.
2. Trader - Ability to be able to list offers on emsTradePoint. A company admin can also be a Trader.

