Ontario Clean Energy Credit Registry Program

User Guide

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1. Overview

The following topics are covered:

- Overview of M-RETS
- Overview of the Ontario Clean Energy Credit Registry Program
- Eligible Participants
- Organization Registration
- Overview of Multifactor Authentication (MFA)
- Fee Structure
- Generator Registration
- Generation Data
- Participating in the Ontario Program
- Credit Management
- Active Accounts
- Retirement Accounts
- Credit Transactions

2. Overview of M-RETS

M-RETS Inc. is a 501c4 non-profit that created and operates the M-RETS Tracking Platform, an industry-leading renewable resource tracking system that tracks and manages the activity of a diverse variety of environmental attributes and other energy commodities. M-RETS has been in operation since 2007 and tracks Renewable Energy Credits (REC), Clean Energy Credits (CEC), Alternative Energy Credits (AEC), and Renewable Thermal Credits (RTC) for any eligible generator located in North America. The M-RETS Renewable Energy Tracking Platform issues Clean Energy Credits (CECs) for the Ontario Clean Energy Credit Program for every MWh of clean energy generation.

M-RETS is committed to developing innovative data solutions for our stakeholders. Our data tracking tools help to accurately measure emissions reductions across the energy economy and facilitate renewable energy claims for Compliance and Voluntary markets. Our innovations have been developed in collaboration with key stakeholders and industry leaders across the world. We have implemented the ability to track beyond Environmental attributes through Alternative Energy Credits; beyond the monthly generation with the implementation of hourly Granular Credits; and beyond electric generation with the implementation of the Renewable Thermal Credit Tracking System. M-RETS is excited to partner with the IESO in the development of the Ontario Clean Energy Credit Registry Program to track Environmental Attributes associated with the generation and consumption of clean electricity within the province of Ontario!

The M-RETS Tracking Platform covers many programs across North America including Canada. Some innovations and features available in the M-RETS Platform will not be applicable to all users. Refer to Appendix E: Ontario Program Rules for guidance on the features available to Ontario Participants. Some of the Recent Innovations M-RETS has made available to our users include:

2.1 Innovation: Alternative Energy Credits

M-RETS has expanded to track Alternative Energy Credits for resources like Nuclear. Alternative Energy Credits allow fuel sources that are not considered renewable to be tracked and certified if they have environmental attributes the market or specific regulatory programs need to meet market demand or legal requirements. Ontario includes Nuclear as eligible for the Program. All Nuclear generation will issue Alternative Energy Credits which can be used for compliance with the Ontario program.

2.2 Innovation: Hourly Granular Credits

M-RETS has been actively implementing Hourly Data Tracking, Data Analytics, and Granular Credit tracking in multiple phases. The first phases involved completing the necessary steps to track hourly data, enabling Organizations to submit hourly claims with monthly vintage retirements, and providing data analytics with visualizations on data curves and on-peak vs off-peak data. All of these features are available in the M-RETS Tracking System prior to the launch of the Ontario Clean Energy Credit Registry.

By integrating hourly data, M-RETS is helping users ensure that each hour of their operations matches the actual renewable energy produced at that time. This level of accuracy is crucial when accounting for renewable energy use, making hourly generation data more reliable than traditional methods.

As consumers expand their carbon-free energy initiatives, greater access to data will allow organizations to make more informed decisions to lower their carbon emissions.

2.3 Innovation: Renewable Thermal Credit

The M-RETS Renewable Thermal Tracking System issues one Renewable Thermal Credit (RTC) for every dekatherm (Dth) of Renewable Thermal generation that represents environmental attributes associated with the production of that thermal energy sources such as Renewable Natural Gas, Green Hydrogen, ground source heat pumps, sewer/wastewater heat recovery, combined heat and power used for industrial processes and many more existing and developing renewable thermal technologies. An RTC can also include optional verified carbon intensity data and track full or partial carbon lifecycles.

RTCs are not associated with electric generation and are not tied to requirements under the Ontario Clean Energy Program. The RTC system tracks thermal and alternative fuel generation using a standalone subscription where projects can be registered and RTCs can be managed. Contact the M-RETS Administrator if your organization would like to explore alternative ways to decarbonize your portfolio through your renewable fuel and thermal generation production.

3. Ontario Clean Energy Credit Registry Program

The IESO, acting on instructions from the Province of Ontario, established a Program within the M-RETS Tracking System for its voluntary Clean Energy Credit Registry for the generation and consumption of clean electricity within the province of Ontario pursuant to the provisions of Part II.1 of the Electricity Act. In March of 2023, Ontario participants wishing to participate in the Ontario Program must register with the M-RETS Tracking System.

All Ontario Generators registered by the Owner or assigned to a Designated Responsible Party, may be registered in an M-RETS General Account Subscription. The IESO Ontario Clean Energy Credit Registry Program Administrator will invite all Ontario Participants to participate in the "Ontario Clean Energy Credit Registry Program". All Ontario participants must retire Credits into a Retirement Account that is linked to the Ontario Clean Energy Credit Registry Program.

The following sections will cover program requirements in more detail.

3.1 Eligible Participants

Ontario Participants must register in M-RETS with a General Account Subscription. There are 2 types of Participants in the Ontario program:

- Ontario Generator owners or their Designated Responsible Parties registered in M-RETS to sell the CECs to organizations with Ontario Load. This type of user is referred to as an Ontario Transferor
- Ontario participants who purchase or acquire Clean Energy Credits from the generator owners. This type of user is referred to as an Ontario Transferee.

All Participants must register an M-RETS General Account Subscription for their Organization and disclose in the registration that they are an Ontario program participant and whether they are retiring credits towards their load.

The M-RETS System Administrator will provide the IESO Program Administrator with the contact information for all Ontario Participants. Each Ontario Participant can expect to receive an invitation to participate in the "Ontario Clean Energy Credit Registry Program" within their M-RETS Dashboard after the Organization Registration is approved.

3.2 Organization Registration

Ontario Program Participants are required to register a General Account subscription.

General Account Subscription

This type of organization can

- o Register and maintain generators
- o Manage credits, which means they can hold, transfer, and retire credits
- o Participate in the Ontario Program
- o The General Subscription is charged an annual fee

3.3 Registration Process

The M-RETS Organization Registration process can be completed in several straightforward steps:

3.3.1 Registration Process: STEP 1 -- Initiate the online registration

o Initiate the registration by visiting the M-RETS application page. The URL address is <u>WWW.MRETS.ORG</u>

o Select the Login button

← → C 🔒 mrets.org			ピ ☆ 訳 30 0 0 % 9 13 5 0 * * = 1 1 () :
	@M-RETS	About M-RETS Products Resources	s Contact Us Get Started Login Q
	A new digital marketplace to trac M-RETS in partnership with Po Learn More	de RECs werledger @ M-RETS	werledger Powerledger
	We M-RETS is building	Come to M-RETS	S ed economy.
	_	~	~
	\square	\odot	$\overline{\mathbf{v}}$
	WHY M-RETS	HOW IT WORKS	WHO WE ARE
	We bring transformational digital infrastructure and We h data access to energy markets. e	elp generators and suppliers track renewable nergy and other environmental attributes.	We are environmental experts and data nerds who are passionate about our shared sustainable future.

o If you do not have a registered organization, select the signup link to fill out the Registration form.

← → C		Q 🖻 🖈 🗊 🕼 🛛 😁 🖧 🗟 🔝 💁 🖓 🚔 🖬 🗳
	M-RETS	
	Email Address	
	Password	
	Sign in Forgot password?	
	By logging into the M-RETS system you agree to the <u>Terms of Like</u> M-RETS now offers mutil-factor authentication (MFA). We strongly encourage all users to active MFA. Read more about this feature and how to activate it <u>hers</u> .	
	Don't have an organization subscription? Sign Up	
() Support	M-RETS Renewable Thermal	

o Select the type of renewable energy system you would like to work with. Participants in the Ontario Clean Energy Credit Registry shall register in the M-RETS Renewable Electricity System

← → C 🔹 app.mrets.org/register		
	M -RETS	
	Register your Organization Already Have an account? Sign In Organization already registered? Contact System Administrator Select the type of renewable energy you work with: Renewable Electricity Renewable Electricity	
	M-RETS © 2023 All rights reserved	

3.3.2 Registration Process: STEP 2: Complete the Online Registration Form

Organization Type:

- o Select the Organization type that best describes your organization
- o Complete the Name and email address fields for the account manager.
- o The 'Account Manager' name and e-mail needs to be a real individual;

o Sharing M-RETS logins is prohibited under the Operating Procedures and Terms of Use. M-RETS permits the organization to set up an unlimited number of users to access the account.

o The Ontario Clean Energy Credit Program permits the all Organizations except for the Program Administrator and Qualified Reporting Entities

For market participants with generating facilities under contract with the IESO, please reach out to the IESO at <u>contract.management@ieso.ca</u> to confirm ownership of the environmental attributes and eligibility to participate in the Ontario CEC program.

Administrator	ation atready registered? <u>Contact System</u>
13_	
Organization Account Contact Info Type Type	Billing Confirm Success! Contact Info
What type of organization are you registering	ng? *
O Renewable Energy Generator or	O Voluntary Market Participant
Marketer	O Invector-Owned Utility
Cooperative Guilty	Rubbin Internet Operations
U Qualified Reporting Entity (QRE)	Program Administrator/State or Provincial Regulator
O Other	
Yes O No If you intend to register as an Ontario Transferee or Distributor Account with respect to your cons Yes O No	e, do you have a customer account with the IESO sumption of electricity in Ontario?
First Name *	
Last Name *	
Email address *	
L	

.

Account Type

o Select the Subscription Level

o The Ontario Clean Energy Credit Registry Program requires Ontario Participants to register with a General Account subscription

M -RETS	🖉 м	
Register your Organiz Arredy Here an account? Scole 1 Organization already registere Administrator	Register your C	ization stered? <u>Contact System</u>
Corportation Account Contact Info Type Type Contact Info	Crigorization Account Contact Info Trore Type	- 6 Confirm Success!
Select the M-RETS account type you would like to setup*:	Select the M-RETS account type you would	
Generator Account	Generator Account	\$550 per year
General Account	General Account	\$2200 per year
O Market Administrator	O Market Administrator	No Fee
O Regulator	O Regulator	No Fee
O Independent Reporting Entity	O Independent Reporting Entity	No Fee
Back Continue	Back	

Contact Information

o Complete your Organization's contact information



Billing Contact Information

o Complete your Organization's Billing contact information



Confirm the registration information is accurate

o Select the acknowledgment that states:

"submitting this registration form will result in the establishment of an official registered subscription in M-RETS. I agree to pay the above registration fee within 30 days of receiving the invoice. If not paid in this time, I understand my subscription will be canceled."

3.3.3 Registration Process: Step 3: Administrator Review

The M-RETS System Administrator will review the registration and perform our Know-Your-Client (KYC) check before approving the registration. The Administrator review can take up to a week to complete. Review times can vary depending on the number of registrations in our pipeline. Please contact the M-RETS Administrator if you have questions about your pending registrations. The KYC check includes:

- o A review of incorporation documents
- o A Review of the Organization's website
- o A review of the Organization and Account Manager's LinkedIn profiles and;
- o A review of the Office of Foreign Assets Control (OFAC) Sanction List

If the MRETS System Administrator cannot verify the organization or is unsatisfied with the documentation publicly available, the Organization may be asked for additional information including, but not limited to:

o A Board Resolution or other appropriate authorization document stating that the applicant has been chosen to open an account with M-RETS and that the Account Manager listed on the application is duly appointed and authorized to accept the Terms of Use

	М-Р	RETS	
Register y Atrady Hour on account? En Atrady Hour on account? En Atraduction Compared in the Atrady Registered in the Atrady Enable in the Atrady	your Or gon b Organization of Correct livis c sm Smith itest.com	slready registere	ation © Context System → Second
Organization Topic Renew To Market Subscription Level Carent Subscription Fee 2200 Contact Information:	mable mal Generator arketer tral Account	illing Contact Inf	ormation:
Name: Jack Sm	Smith N	lame:	Jack Smith
Job Title: Manage	ager Pi	hone:	555-555-5555
Phone: 555-55	555-5555 Er	mail:	Jack@test.com
Address: 123 Am	Any Street A	ddress:	123 Any Street
Postal Code: 10000	00 Pe	ostal Code:	10000
City: Any Tox	Town Ci	lity:	Any Town
State/Province: ON	St	itate/Province:	ON
Country: Canada	ida Co	country:	Canada
Website	P	O Number	
Indexpected that a stability of an test stability of an test stability of the test stability of test s	t submitting this regist n official registered su ion fee within 30 days and my subscription v	stration form will ubscription in M- is of receiving the will be cancelled	result in the RTS. I garee to pay invoice. If not paid in

o A government-issued identification document with a photograph for the Account Manager (e.g., a Passport).

o Schedule C: Designation of Agency

The Account Manager will receive an email when the Organization Account has been approved.

4. Overview of Multifactor Authentication (MFA)

After an Organization subscription has been established, it is recommended that the account manager set up Multifactor Authentication (MFA). M-RETS provides security for Users and Organizations by providing Multi-Factor Authentication (MFA). This feature is available to all users. Multi-factor authentication (MFA) works by combining "something you know" (i.e., your credentials) with "something you have" (i.e., a time-based one-time password retrieved via a trusted mobile device) to gain access to a system.

MFA is an opt-in process for Organizations. The M-RETS MFA supports receiving the MFA key via SMS, authenticator app, email, or phone call. If you have any questions on setting up your MFA, please contact the M-RETS System Administrator.

Multi-factor authentication has rapidly become a security best practice, and we want to encourage all organizations and users to consider opting into its use. MFA protects against the risks associated with compromised passwords by adding a layer of security to system authentication. The reality is that employees do fall for phishing scams, and they do share passwords. If you're not using multi-factor authentication (MFA), your organization is wide open to attacks. A vast, if not one of the biggest, security threat today is the risk of compromised credentials.

Authy is a <u>two-factor authentication</u> service for mobile devices and computers. It is used as a smartphone application that pairs with your online accounts. Once connected, Authy sends an <u>SMS</u> message containing a 6-digit code to your <u>Android</u> or <u>iOS</u> device to access your online accounts.



Please note that sharing logins is prohibited under the M-RETS TOU. Sharing logins that are set up with MFA may result in being locked out of the account. The Account Manager should invite additional users to the Organization's account if multiple people need to access the account.

4.1 How to Turn On Multifactor Authentication (MFA)

Multifactor Authentication must be activated for the Organization by a User with Manage Organization Permissions. The Organization's Multifactor Authentication can be activated by selecting your name in the upper right corner. Select the Organization Info

× 🜔 M-RETS				🕒 Bryan Manager 🗸
Dashboard Certificates	You have issuance pending. Please update the multi-fuel allocation for M222 Your generation for M222228 failed the feasibility analysis.	236	VI VI	Profile Organization Info B Sign out
Transactions	View 2 Notifications			
Accounts	Welcome to M-RETS!			
Generators	We've improved our platform to better serve Renewable Energy Markets across Nor	th America.		
OG Groups				
C Generation	APIs	Documentation	Help	
Programs	Fully functional and stable API is now available.	Read our documentation for anything related to certificates, transactions, fuels, generators and more.	Head over to our help section if ye our new portal.	ou need tips on using
in Markets	Open APIs	Go to Documentation	🔀 Go to Help	
Reports	Need assistance? Head over to our help section or contact our support team to help	you get started.		
? Help				
Documentation				

The Security tab is where the Organization can enable the Multi-factor authentication (MFA) for all users that access the Organization.

× 🜔 M-RETS	Second Organization	
Dashboard	Second Organization Organization Info Bitting Info Users Api Keys Security	
Certificates		
	Edit Organization	
Accounts	ORGANIZATION INFORMATION	
Generators	Multi-factor Authentication Image: State of the	
OG Groups	C Enable. By default we ask for a verification code every 30 days to all users.	
Generation		
Programs	Save Cancel	
Markets		
Reports		
(?) Help		
Documentation		

Once the Organization has Enabled MFA for all users accessing the Organization's MRETS account, the User can login and set up their MFA from a pop up screen that will be displayed.



The user will be asked to enter a Token from the Authy App associated with the user's phone number. Tokens can also be provided via SMS Text message or phone call using the links provided in the popup.



4.2 Organization Management> Profile

M-RETS provides Users access to review their User Profile using the dropdown from their name located in the top right of the Dashboard. Select 'Profile' to Edit the User Profile information, set up User Multifactor Authentication and User Notification Preferences.

× 🔃 M-RETS				😝 Bryan Manager 🗸
Dashboard	You have issuance pending. Please update the multi-fuel allocation for M22	2236.	Vi	Profile Organization Info
O Certificates	Your generation for M222228 failed the feasibility analysis.		Vi	🔒 Sign out
	View 2 Notifications			
PC Accounts	Welcome to M-RETS!			
(🔄 Generators	We've improved our platform to better serve Renewable Energy Markets across Nor	th America.		
OG Groups				
Generation	APIs	Documentation	Help	
িন্স Programs	Fully functional and stable API is now available.	Read our documentation for anything related to certificates, transactions, fuels, generators and more.	Head over to our help section if yo our new portal.	ou need tips on using
Markets	🖸 Open APIs	Go to Documentation	🖸 Go to Help	
Reports	Need assistance? Head over to our help section or contact our support team to help	you get started.		
(?) Help				
Documentation				

All Users can edit their Profile contact information, MFA registration and Notification Preferences by selecting the Edit button. It is advisable for users to login and activate their notification preferences after first accessing their M-RETS Dashboard.

× 🔃 M-RETS	Second Organization		
Dashboard	Bryan Manager		
Ocertificates	NAME, EMAIL AND PHONE		Edit
\rightleftharpoons Transactions	Name	Bryan Manager	
🔄 Accounts	Email	bryan@test.com	
Senerators	Phone	555-555-5555	
⑦ DG Groups	SECURITY		Edit
C Generation	Multi-factor Authentication	no	
Programs	ORGANIZATION NOTIFICATIONS		
🕍 Markets	Transfers	no	
Reports	Issuances	no	
⑦ Help	Retirements	no	
Documentation			

4.3 Organization Management> Organization Info

M-RETS users with Manager Organization permissions can manage their Organizational Info, Billing Information, Users, add API Keys and set up their Security MFA settings from the Organizational Info. Select the Username to access the dropdown in the top right of the dashboard and Select Organization Info.

× 🖉 M-RETS	Second Organization			🕒 Bryan Manager 🗸
Dashboard	Second Organization Organizati	on Info Billing Info Users Api H	eys Security	Profile
Cartificator				Organization Info
(b) Certificates	Organization ID ffbf9342-2327-447c-9192-a4596c1368	22		Sign out
\rightleftharpoons Transactions	ORGANIZATION INFORMATION	Edit		
Accounts	Name	Second Organization		
Generators	Primary Contact	Mark Second REC		
(A) DC C	Address Line 1	555 25th Ave		
() DG Groups	Address Line 2			
C Generation	City	Minnesota		
িক Programs	State/Province	MN		
in Markets	Zip/Postal Code	56517		
	Country	United States		
Reports	Phone	233-555-5555		
(?) Help	Fax			
Documentation	Website			
	Email	Second_contact@gmail.Com		
	Can Register Distributed Generation Groups	Yes		
	Etag Indemnity Agreement	No		
	PSE Codes			

The Organizational Info tab displays all information from the Organization's registration. Users with Manager Organization permission can edit this information using the Edit button.

× 改 m-rets							🔒 Bryan Manager 🗸
Dashboard	Second Organization Organizat	ion Info Billing Info	Users	Api Keys	Security		
O Certificates	Organization ID ffbf9342-2327-447c-9192-a4596c136	322					
\rightleftharpoons Transactions	ORGANIZATION INFORMATION			Edit			
Accounts	Name	Second Organization					
Senerators	Primary Contact	Mark Second REC					
(4) DG Groups	Address Line 1	555 25th Ave					
	Address Line 2						
C Generation	City	Minnesota					
* Programs	State/Province	MN					
🗐 Markets	Zip/Postal Code	56517					
	Country	United States					
Reports	Phone	233-555-5555					
? Help	Fax						
Documentation	Website						
	Email	Second_contact@gmail.Com					
	Can Register Distributed Generation Groups	Yes					
	Etag Indemnity Agreement	No					
	PSE Codes						
	Etag Indemnity Agreement PSE Codes	No					

4.4 Organization Management> Billing

The Billing tab is where the Organization can view and edit the billing information for the account. It is important to keep the billing contact information up to date.

× 🖉 M-RETS									в	
Dashboard	Second Organization	Organization Info Billin	g Info Users	Api Keys	Security					
O Certificates	BILLING INFORMATION			Edit						
\rightleftharpoons Transactions	Subscription Type	General Account								
কিন্দ্র Accounts	Contact Name	Mark Second REC								
Supervision	PO Number									
Generators	Address Line 1	555 25th ave								
OG Groups	Address Line 2									
Cy Generation	City	Minnesota								
😽 Programs	State/Province	MN								
ha Markata	Zip/Postal Code	56517								
Markets	Country	United States								
Reports	Phone	233-555-5555								
Help	Email	second_contact@	gmail.com							
Documentation	INVOICES									
	Amounts under \$50 are not billed and will be ca	arned forward to the next month.								
										<u> </u>
	Period Start 🧄 🕕 Period En	nd †4 ① Date	Invoice ID	В	alance	Amount	Due Date	① Status	Notes	
					No Results					
								Rows per page:	25 👻 0-0 of 0	< >
@ H-I-	Fair									
() неф	Wabrita									
Documentation	Email	Cecond contact@	amail Com							
	Can Register Distributed Generatio	in Groups Yes	gmail.com							
	Etag Indemnity Agreement	No								
	PSF Codes	NO								
	, SE COUES									

Organizations with posted Invoices can review the invoice numbers and charges in the Invoices section. The transactions making up volumetric fees can be reviewed using a link associated with the invoice.

× 🜔 M-RETS	Second Organization			🕒 Bryan Manager 🗸
(T) Dashboard	Second Organization Organizat	ion Info Billing Info Users Api Key	eys Security	
Certificates	BILLING INFORMATION	Edit		
\rightleftharpoons Transactions	Subscription Type	General Account		
Accounts	Contact Name	Mark Second REC		
Generators	PO Number			
DG Groups	Address Line 1	555 25th ave		
©	City	Minnesota		
Generation	State/Province	MN		
Programs	Zip/Postal Code	56517		
渝 Markets	Country	United States		
Reports	Phone	233-555-5555		
(?) Help	Email	second_contact@gmail.com		
Documentation	INVOICES Amounts under \$50 are not billed and will be carried forward to	a the next month		
				±
	Period Start y	Date Date	Balance Amount Due Date () Status	Notes
			No Results	
			Rows per	page: 25 🕶 0-0 of 0 < >

4.5 Organization Management> Users

The Users tab is where the Organization can view all users invited to the account, invite new users and manage their preferences.

× 🔃 M-RETS	Second Organization									\rm Brya	n Manager 🗸
Dashboard	Second Organization	Organization Info	Billing Info	Users	Api Keys	Security					
O Certificates											Add New User
\rightleftharpoons Transactions	Name Email	Organization	Agent?	Tran	sactions	Accounts	Billing	Generators	Upload Generations	API	
Accounts	Bryan Manager bryan@te	st.com Manage	No	Mana	age	Manage	Manage	Manage	Yes	Manage	
(🔄 Generators	John Manager john@test	.com Manage	No	Mana	age	Manage	No	Manage	Yes	Manage	
🔄 DG Groups									Rows per page: 25 👻	1-2 of 2	< >
Generation											
ैं• Programs											
🚮 Markets											
🛍 Reports											
(?) Help											
Documentation											

To Invite new users, select the 'Add New User' button to send an email to a new user.

×	M-RETS	Second Organization										A Brva	an Manager 🗸
												0 = 1	
Θ	Dashboard	Second Organ	lization	Organization Info	Billing Info	Users	Api Keys	Security					
Ô	Certificates												Add New User
	Transactions	Name	Email	Organization	Agent?		Transactions	Accounts	Billing	Generators	Upload Generations	API	
¢©	Accounts	Bryan Manager	bryan@test.com	Manage	No		Manage	Manage	Manage	Manage	Yes	Manage	
\$	Generators	John Manager	john@test.com	Manage	No		Manage	Manage	No	Manage	Yes	Manage	
	DG Groups										Rows per page: 25 👻	1-2 of 2	< >
C¢	Generation												
°\$	Programs												
¥1	Markets												
Ē	Reports												
?	Help												
	Documentation												

Complete the New User's Name and Email information and appropriate permissions. The new User will receive an email to complete their profile and set up a password. A full description of the User Permissions can be found in the M-RETS Operating Procedures.

× 🖓 M-RETS	Second Organization							😫 Bryan Manager 🗸
Dashboard	Second Organization	Organization Info	Billing Info	Users	Api Keys	Security		
ⓒ Certificates	Add New User							
★C Accounts	NAME AND EMAIL							
(🔄 Generators	First Name *							
🛞 DG Groups	Last Name *							
Generation								
Programs	Email Address *							
🕍 Markets								
Reports	Email Address Confirmation *							
🕐 Help								
Documentation	PERMISSIONS							
	Organization None Read M	anage						
	Transactions None Read M 	anage						
	Accounts	anage						

4.6 Organization Management> API Keys

The API Keys Tab is where the Organization can create an Application Programming Interface Key to access their account via an API. Contact the M-RETS Administrator if you are interested in setting up API Access.

× 🖓 M-RETS										\varTheta Bryan		
Dashboard	Second Organization	Organization Info	Billing Info	Users	Api Keys	Security						
Certificates										-	ata	۵
→ Transactions	Token 1		Status †			Created Date 1						
Accounts						No Results						
Senerators								Rows per page:	25 🕶	0-0 of 0	<	>
OG Groups												
C Generation												
s Programs												
📶 Markets												
🛍 Reports												
(?) Help												
Documentation												

4.7 Organization Management> Security

The Security tab is where the Organization can edit its Multi-factor authentication (MFA) settings for the Organization.

5. Fee Structure

Ontario Clean Energy Credit Registry Program Participants will be subject to the following fees.

• Subscription Fees: Ontario Clean Energy Credit Registry Program Participants will be required to register a General Account subscription.

- Issuance Fee
- Voluntary Retirement Fee

All invoices will be emailed to the billing contact identified in the registration. Invoices will be issued once the billable activity reaches at least \$50 USD.

See <u>https://www.mrets.org/m-rets-fees/</u> for the most up-to-date fees above.

If a subscriber fails to pay their invoiced fees within ninety days (90) of issuance, M-RETS will close the Organization's access to the System. A User that wishes to reactivate an Organization that is closed due to failure to pay shall be required to pay the full Fee as well as an additional reactivation fee equal to 65% of the current Subscription Fee applicable to the closed Organization.

6. Generator Registration Fee Structure

6.1 Eligible Fuel Types

The Ontario Clean Energy Credit Registry Program only allows the generation Registrations with the following fuel sources:

- o Biofuel
- o Biogas
- o Biomass
- o Hydro
- o Nuclear
- o Solar
- o Wind

6.2 Required Documentation

As part of the Generator Registration Agreement, the User must attest that this Generator is not registered in any other registry. Generator Assets that are jointly owned must privately appoint a single Organization where the Generator will be registered.

To register the Generator Asset, the owner of the Generator Asset or the Responsible Party must submit the following:

i. A completed <u>Schedule A from the M-RETS Terms of Use outlining the Generator Owner's</u> <u>Designation of Responsible Party</u> is required if the Organization registering the Generator is not the Owner of the Generator. The Schedule A form can be found posted on M-RETS.org. Select the Registry Documents located under the Getting Started menu for a list of all M-RETS Documentation.



ii. Documentation to verify the registration information, including Location, Ownership, Nameplate Capacity Commercial Operation Date. The M-RETS Administrator may ask for additional documentation if the M-RETS System Administrator or IESO Ontario Clean Energy Credit Registry Program Administrator determines it is necessary. Typical documentation could include:

a. Utility Signed Interconnection Agreement

- b. Utility Certificate of Completion
- c. Provincial Air Permit
- d. Provincial Regulatory Order

iii. Documentation supporting the capacity factor calculation and annual output of a generator, (e.g., Engineering report prepared by a licensed professional engineer; solar design tool reports such as Aurora, HelioScope, PVsyst, PV Watts, etc.)

iv. Multi-fuel Generators must submit to M-RETS a report prepared by a licensed professional engineer containing documentation for measuring and verifying the quantities of each fuel type, the method of determining the net heat content and moisture content of each fuel source, and the heat rate of the Generator. M-RETS will share this documentation with state or provincial regulators upon request of the regulator.

v. Generator Assets with installed battery backups must provide documentation to illustrate that grid power used to charge the battery is not metered as generation from the clean Generating Asset.

6.3 Types of Generator Registrations

M-RETS facilitates several types of generator registrations. The Generators include:

- o Standard Generator registrations facilitate three variations:
- REC/CEC Generators
- Alternative Energy Credit Generators
- Aggregate Meter Groups
- o Distributed Generation Groups (DGG)

REC also known as CEC Generator registrations are used to register all renewable energy generator registrations with the Ontario program.

Alternative Energy Credit Generator registrations are used to register Nuclear generators with the Ontario program. An Alternative Energy Certificates Generator will be designated in the Fuel Tab of the Generator Registration screen.

6.4 Register a Generator

The Generator Asset registration process will include both mandatory and optional data entry. The M-RETS Administrator will verify all reported registration data prior to making a Generator Active.

Appendix A: Generator Static Data Fields lists the method of verification for each data field.

To begin a registration, select the Generators dashboard from the left menu. You will now see Active generators registered for your Organization. Select the Add New Generator button to begin a new registration.

×															\rm Bryar		
Ð	Dashboard	Generators	A	ctive	Drafts	Pending	Inactive	Awaiting	Review Valida	tion C	urves						
Ó	Certificates													Add New Generator	Reset	ŧ	۵
$\stackrel{>}{\leftarrow}$	Transactions	Generator 1	Ŧ	M-RETS ID		Organization 1	Meter ID 1		Aggregate Group		Fuel Type	COD 1	0	Reporting Entity 1	Reportir	ıg Unit Id	d t _L
\$€		Filter	_	Filter	~	Filter	Filter	~	Meter ID	~	Filter ¥	Filter	~	Filter	Fitter		
۲	Generators	Big Trees Biomass		M222236		Second Organization					Biomass - Sludge Waste, Biomass	02/01/2019		Second Organization			
	DC Crown	FPL Energy		M111112		Second Organization	605331					09/16/2003		Second Organization	111114		
ø	De eloups	MidWest Solar		M222228		Second Organization					Solar	02/01/2019		Second Organization			
٢	Generation	-												Paus par page 25 -	1-3 of 3	1	`,
*	Programs													nova per page. 20 1	1-000	`	·
ž	Markets																
Ę	Reports																
?	Help																
	Documentation																

Give your generator a name and click 'Save Draft'. You can change the name later in the process.

× 🖉 M-RETS				😝 Bryan Manager 🗸
Dashboard	New Generator Registration			Save Draft Submit Generator Cancel
© Certificates	General Owner Operator	Engineering Fuel(s) Documents		
\rightleftharpoons Transactions	GENERAL INFORMATION		REPORTING AND ISSUANCE	
Accounts	Facility Name *	Blocked Water Hydro	Reporting Entity *	Select Reporting Entity
Generators	Unit Name *		Reporting Unit ID	
Ø DG Groups	EIA Number 🕕		Issuance Account ① *	Select Issuance Account
Generation	Qualifying Facility?	🔿 Yes 💿 No		
Programs	LOCATION			
Markets	Country *	Select Country		
Reports	State or Province *	Select State or Province		
? Help	County or Municipality *			
Documentation	Facility Photo	Choose File No file chosen		

The generator is now in "Draft" status. You can continue to update your generator, however, make sure you save changes by selecting the 'Save Draft' button. Complete the six generator registration tabs. Fields that are required (indicated by an asterisk) but not applicable to a generator located in Canada can be designated as 'No' or filled in with 'NA'

- o General Tab
 - General Information: Facility and Unit Name Identification
 - Location: Country, Province, Municipality and Facility Photo
 - Reporting and Issuance: Reporting Entity and Issuance Account
 - All Ontario Generators should designate Self Reporting
 - The Reporting Unit ID can be left blank
 - Issuance Account: The Active Account all CECs from the Generator will be initially deposited

× 🖉 M-RETS	Second Organization				🕒 Bry	an Manager	٢v
Dashboard	Edit MidWest Solar				Save Chang	es Cano	el
Certificates	General Owner Operator	Engineering Fuel(s) Documents					
\overleftrightarrow Transactions	A Fields labeled with this icon will change this	generator's status to PENDING.					
Accounts	GENERAL INFORMATION			REPORTING AND ISSUANCE			
Generators	Facility Name *	MidWest Solar		Reporting Entity *	Self Reporting	• 🔺	
	Unit Name *	Primary Unit 1		Reporting Unit ID			
De Groups	EIA Number 🛈	N/A		Issuance Account ① *	Recs account	•	
C Generation	Qualifying Facility?	O Yes 💿 No	▲				
Programs							
📶 Markets	LOCATION						
Reports	Country *	United States					
(?) Help	State or Province *	Minnesota	• 🔺				
	County or Municipality *	Minneapolis					
Documentation	Facility Photo	Choose File No file chosen					

o Owner Tab

• General Ownership Information: Single Ownership facility designation. Selecting this may necessitate a Schedule A to be uploaded.

• Owner Contact Information: Name and address of the primary owner

• Ownership Type and Registration Rights: Type of Owner and Assignment of Registration Rights information details

× 🜔 M-RETS					😝 Bryan Manager
Dashboard	Edit Big Trees Biomass	3			Save Changes Cancel
O Certificates	General Owner C	Operator Engineering Fuel(s) Documents			
	Fields labeled with this icon will e	change this generator's status to PENDING.			
ৰুত্ৰ Accounts	GENERAL OWNERSHIP INFOR	RMATION		OWNER CONTACT INFORMATION	Pull Data from Location Section
(Generators	Single-owner facility? *	Yes O No	▲	Company Name *	MidWest Solar
		STRATION RIGHTS		Address *	123 Any Street
	Ownership Type(s) *			Address Line 2	
🖓 Generation		Electric Service Provider		Country •	United States
Programs		Federal Marketer/Power Administrator		State or Province *	Minnesota
📶 Markets		Independent Power Producer		City *	Minneapolis
Reports		Investor-Owned Utility		Zin/Postal Code *	
(?) Help		Irrigation District	▲	ziprosta code	64000
_		Municipal Utility		Phone	555-555-5555
Documentation		Privately Owned Distributed Generation		Email	bryan@test.com
		Rural Electric Cooperative		Wahaha	
		Tribal Organization		Example: https://website.com	
		Other			

o Operator Tab

• Facility Operator Information: Contact information of the onsite operator

× 🖉 M-RETS					e							
Dashboard	Edit Big Trees Bion	าลรร								Seve	Changes	Cancel
Certificates	General Owner	Operator	Engineering	Fuel(s)	Documents							
\overleftrightarrow Transactions	A Fields labeled with this ice	on will change this g	enerator's status to Pl	INDING.								
Accounts	FACILITY OPERATOR INI	FACILITY OPERATOR INFORMATION										
Generators	Job Title		Manager	Manager								
OG Groups	Name *		MidWest Sola	MidWest Solar								
Generation	Address *		123 Any Stree	123 Any Street								
Programs	Address Line 2											
Markets	Country *		United States	United States +								
Reports	State or Province *		Minnesota			•						
	City *		Minneapolis									
	Zip/Postal Code *		64000									
Documentation	Phone		555-555-555	5								
	Email		bryan@test.co	m								

o Engineering Tab

• Interconnection Information: Report the applicable Generator Classification, Balancing Authority and Interconnected Utility

• Note:

Generators not located in Ontario or if they are not directly connected to either the IESO-controlled grid or a distributor's distribution system (e.g., behind-the-meter generators, off grid generators, etc.) are not eligible to register.

Generators that register must have electricity that is delivered into the IESO-controlled grid or a distributor's distribution system (i.e., electricity intended for credit creation must not be consumed by on site loads or stations service load).

- Engineering -
- Commenced Operation Date: In-service date of Generator
- Nameplate Capacity (MW) in A/C*: The maximum rated output of a Generator

• Capacity Factor*: The ratio of the electrical energy produced by a Generating Unit for the period of time considered to the electrical energy that could have been produced at continuous full-power operation during the same period.

- Maximum Annual Energy*: Maximum annual output in MWH of the facility in 365 days
- Biomass Net Generation BTU/kWh: Only Required for Biomass Generators.
- Metering Information

• Aggregate Metering - Yes/No - Multiple units that do not share essential generating characteristics should be registered as separate Generators under one metering group. Contact the M-RETS Administrator if your Generator meets this metering description

Revenue Quality Meter designation

Meter ID

.

× 🖉 M-RETS	Second Organization			🕒 Bryan Manage							
Dashboard	Edit Big Trees Biomass					Save Changes	Cancel				
O Certificates	General Owner Operator	Engineering Fuel(s) Documents									
→ Transactions	Fields labeled with this icon will change this	generator's status to PENDING.									
Accounts	INTERCONNECTION INFORMATION		ENGINEERING								
() Generators	Generator Classification	Wholesale Generation	• 🔺	Commenced Operation Date *	02/01/2019	× 🖬					
	Balancing Authority	Select Balancing Authority	- 🔺	Nameplate Capacity 🕕 *	50.0	MW in A/C					
(a) DG Groups	Balancing Authority ID			Capacity Factor 🕕 *	100	%					
C Generation	Interconnected Utility	Select an Interconnected Utility		Maximum Annual Energy 🕕		MWh					
ট্∲ Programs	Interconnected Utility ID			(either Capacity Factor or Maximum Annual Energy is required)							
Markets				Biomass Net Generation * 10000							
Reports	METERING INFORMATION			Repower Date(s)	(+) Add Repower Date						
? Help	Aggregate Metering *	🔿 Yes 💿 No	▲		0						
Documentation	Is this a Revenue Quality Meter? * A Revenue Quality Meter May Not Be Required Depending on the Resource Type	🔿 Yes 💿 No									
	Meter ID										

- o Fuel(s) tab
- Fuel Type and Fuel Source Designation
- Eligibility Designation Designate the Ontario eligibility

Dashboard	Edit MidWest Solar								
O Certificates	General Owner Operator I	Engineering Fuel(s) Document	ts						
	A Fields labeled with this icon will change this gener	ator's status to PENDING.							
Accounts	Add New Fuel Type	Auld New Fuel Type							
Generators	SOLAR	SOLAR							
DG Groups	Fuel Type *	Type * Solar							
Generation	Fuel Source(s) *	Fuel Source(s) * Solar							
Programs	Label (optional)								
Markets	Program Eligibility		•						
Reports	You can select multiple program eligibilities. Disabled eligibilities are managed directly by the Program	Alternative Energy Certificate	i						
(?) Help	Administrator. Contact them directly for more information.	IL ABP							
Documentation		Illinois: Utility							
		lowa lowa: AEP							
		Iowa: Voluntary Green							
		Manitoba							
		Minnesota							
		Minnesota: SES Small Solar							
		Montana No-45 Doloto	•						

o Documents - Upload all documents supporting the Generator registration prior to submitting the Generator



Once you have filled in all of the information required (indicated by an asterisk), you will submit the generator registration to the System Administrator for approval. If you are not sure what a field is asking, please consult Appendix A of the M-RETS Operating Procedures or contact the M-RETS System Administrator.

The System Administrator will try and approve generators submitted with all the required information within seven days. If you need your generator approved sooner, please email systemadmin@mrets.org and communicate your deadline.

6.5 Submission and Review

Selecting the Submit Generator button will submit the generator to the M-RETS System Administrator for their review. PLEASE NOTE: Your generator must be submitted or it will not be accepted.

The M-RETS Administrator will then be notified of the New Asset Registration via email. Your generator will then be put into Pending mode until the System Administrator Approves the generator or asks for further information.

Please Note: By submitting a generator for approval, the user represents and warrants to M-RETS that all information for this generator shall be true, complete, and correct to the best of its knowledge, information and belief. Any changes after submission may result in a delay in the approval process.

× 🖉 M-RETS						😫 Bryan Manager 🗸
Dashboard	Edit Full Steam Hy	dro				Save Draft Submit Generator Cancel
Certificates	General Owner	Operator Engineering	Fuel(s) Documents			
	DOCUMENTS					Upload Document
কল Accounts	Document	Upload Date	ා Туре	Uploaded By	Notes	
Generators				No Results		
OG Groups						
Cy Generation						
िंग Programs						
Markets						
Reports						
? Help						
Documentation						

6.6 Generation Data

All Generation reported for the Ontario Program will be reported by the designated reporting entity in the generator's registration. The Ontario Clean Energy Credits Registry Program requires data Self Reported unless other wise permitted by the Ontario Program Administrator.

6.6.1 When Can Generation Data Be Reported?

To encourage timely reporting, M-RETS enabled automatic validations to generation uploads. Newly registered Generator Assets can report Generation back three (3) months from the date the Generator Asset is approved. The Ontario Clean Energy Credit Registry program will not permit generation prior to January 2023 to be reported from participating Generators.

All meter data must be submitted by the Transfer and Retirement Deadline which is six (6) months after the end of the calendar year in which a Credit was generated

6.6.2 What Data Can Be reported?

M-RETS will measure the output from each Generating Unit delivered into either the transmission or distribution grid. Credits do not reflect, nor does M-RETS measure losses occur on the bulk transmission or distribution systems after the metering. M-RETS will not create Credits for that portion of the generation used to supply station service. Therefore, generation data supplied to M-RETS must not reflect station service supplied from the Generator's side of the point of interconnection.

Credits from participating Generators shall be associated with electricity generated by a Generator Asset located in Ontario and directly connected to the IESO-Controlled Grid or a Distributor's Distribution System. Credits from participating generators shall not be associated with electricity consumed before being delivered into either IESO-Controlled Grid or a Distributor's Distribution System. All meter data submitted to the Ontario Program must be Self-Reported and must have originated from metering data that complies with Chapter 6 of the IESO's Market Rules and associated appendices or the Ontario Energy Board's Distribution System Code. Notwithstanding the foregoing, where revenue-grade meter data is not available, meter data may be submitted as permitted by the M-RETS Operating Procedures.

If the cumulative meter data is negative for any hour (i.e., the Generator Asset's electricity production is less than the electricity consumed) meter data must be recorded as zero MWh for such hour.

6.6.3 How Is Generation Data Reported?

Any User with Generation Upload permissions can submit generation in either MWh or kWh data into M-RETS. Each time M-RETS receives generation data for a Generator, the date and quantity of MWhs is posted to the Generation Log. Any fractional remainders (i.e., kWh) will not issue Credits but will roll over to the next month of generation. Once uploaded, data will be labeled with one of the following:

• Accepted: Applies to all generation less than 1 MWh reported to M-RETS. The System will add this data to the subsequent month of generation for issuance.

- Issued: Applies to all generation 1 MWh or greater and indicates the Credits are now active.
- Rejected: Applies all data Rejected by the Account Holder, QRE or Administrator. Data can be reloaded for Vintages in a Rejected Status

• Pending: Applies to all generation that 1) Generation that fails feasibility and therefore needs M-RETS approval; 2) generation waiting to receive a 'fuel type' allocation from a multi-fuel Generator; or 3) Generation subject to the 14-day Holding Period to issue Credits (to be implemented 2023; see Section 4.4.8: for more information on Holding Period Issuances). Pending Generation is not issued and therefore not represented by Active Credits.

6.6.4 Data Formatting

Generation data can be loaded using the CSV or User Interface.

Loading Data via CSV

Users must upload generation through the M-RETS portal. Data loaded by a file must be in a .csv or .txt file format. Excel or Notepad can be used to create a generation data file. Programs (e.g., Microsoft Excel) that add formatting may reformat date fields which will result in errors when loading the file. The data shall be in ASCII Text with data fields delimited by commas (Comma-Separated Value – CSV format). M-RETS supports two types of reporting. All Generation data is to be reported in UTC. The switch to daylight saving time does not affect UTC and is not adjusted to reflect changes either to or from Daylight Saving Time. Please note that all generation must be reported without gaps from previously reported data.

Monthly Generation Data Field Requirements

The monthly Generation Data file has six columns.



1. Generator ID: The M-RETS ID. Use just the number (e.g., M805 should be listed as 805).

2. Reporting Unit ID: The Reporting Unit ID. Use the M-RETS ID if your generator does not have a Reporting Unit ID.

3. Vintage: Month and year of generation, formatted at MM/YYYY for any month in the current Reporting Period. This must be 7 characters long or the upload will fail.

4. Start Date of the Month: Begin month-day-year of generation output period formatted as MM/DD/YYYY. This must be 10 characters long or the upload will fail.

5. End Date of the Month: End month-day-year of generation output period formatted as MM/DD/YYYY. This must be 10 characters long or the upload will fail

6. Total MWh: Total MWhs for the Reporting Month

Hourly Generation Data Field Requirements

The Hourly Generation Data file has 6 columns:

1. Generator ID: The M-RETS ID. Use just the number (e.g., M805 should be listed as 805).

2. Reporting Unit ID: The Reporting Unit ID. Use the M-RETS ID if your generator does not have a Reporting Unit ID

3. Date of Generation: The date the generation occurred formatted as MM/DD/YYYY

4. Hour of Generation (1-24). All hours for the total reporting period must be accounted for or the file will be rejected.

- 5. Total kWh for that specific hour
- 6. Peak: Optional column to identify On Peak (Yes) or Off Peak (No) data

The monthly generation will be uploaded in MWh. Hourly/minute data must be uploaded in kWh.

When the user is ready to load the file with generation data, navigate to the Generation tab and select the "Upload" button.

×	⊘ M-RETS	Main Organization 💊								😫 Alice Super 🗸
٢	Dashboard	Generation	Activity Log	Annual Produc	tion Pendin	g Uploads				
٩	Certificates	68,664 мwh							Upload	Reset 🏚 🛓
₹	Transactions	Project 🔿	M-RETS ID	Activity Date	Period Start	Period End	Posted MWh	Fuel Type 🔿	Status O Note	
=	Accounts	Filter V	Filter V	Filter V	Filter V	Filter V	Filter V	Filter V	Filter V Filter	
T\$	Projects	Strong Solar	M11115	07/13/2020	04/01/2020	04/30/2020	22066.47	Solar	Issued	
٩	Generation	Strong Wind	M11114	07/13/2020	04/01/2020	04/30/2020	30698.00	Wind	Issued	
F\$	Programs	My Wind generator active	M11111	01/04/2019	12/01/2018	12/30/2018	100.00	Wind,Solar,Solar	Issued	
lint	Reports	My Wind generator active	M11111	11/04/2018	11/01/2018	11/30/2018	50.00	Wind,Solar,Solar	Issued	
(?)	Help	My Wind generator active	M11111	10/04/2018	09/01/2018	09/30/2018	500.00	Wind,Solar,Solar	Issued	
0	Documentation	My Wind generator active	M11111	09/04/2018	08/01/2018	08/31/2018	100.00	Wind,Solar,Solar	Issued	
0	boeumentation	active My Wind generator	M11111	07/04/2017	12/01/2016	12/31/2016	1000.00	Wind,Solar,Solar	Issued	
		active	MIIII	077042017	11/01/2016	11/30/2016	6200.00	wind, Solar, Solar	15500	

Under "Select File for Upload", select 'Choose File' navigate to a local file on your computer and select it. You should see the file name change in the upload window.

SELECT FILE FOR UPLOAD									
Choose File No file chosen									
UPLOAD GRANULARITY									
 By Month O By Hour 									
 By Minute More about data templates 									
Cancel Upload									

Select your 'Upload Granularity'. By default, Monthly will be selected. Select the Upload button

The file will be uploaded and the generation will be verified. If your upload file contains multiple generators, you should see the following window.



Please note: This dialog box only confirms your file was uploaded correctly. A more detailed report of your file will be emailed to you. This report may contain detailed errors. The Generation Dashboard will provide status details on loaded generation data in the Activity Log tab, the status of Pending Data in the Pending Tab and the status of the loaded file in the Uploads tab.

Loading Data via the User Interface

Generation can also be reported from the User Interface using the Add New Entry button located in the Generation Dashboard

×									🖰 Ali	
٢	Dashboard	Generation	Activity Log	Annual Production	Pending	Uploads				
0	Certificates							Upload Allocations Add No	w Entry Reset	
\rightleftharpoons	Transactions	Generator 1	M-RETS ID	Aggregate Group	Organization †	Reporting Entity	Activity Date 🗸 💿 Period Start	O Period End O Posted MW	h t _a Fuel Type t _a	
\$¢	Accounts	Pritter	Pater	Filter ¥	Fate_	PRICE V	Fater V Fater	Pitter V Pitter	ratier	

The User Interface allows the Organization to select the Generator and report for a specific period.

× 🔃 M-RETS	Second Organization 🗸	e Alice Super ∨
Dashboard	Add Generation	
Certificates		
\rightleftharpoons Transactions	3	
♦C Accounts	Generation Data Add Fuel Splits Review	
Generators	GENERATOR *	
🛞 DG Groups	MaWest Solur (M22220)	
Generation	PERIOD Start Date * End Date *	
Programs	01/01/2023 X 🖬 01/31/2023 X 🖬	
📶 Markets	QUANTITY	
Reports	Quantity * Units * 100 Select a unit.	
⑦ Help	Select a unit Moch Knah	
Documentation	Back Next	

The User Interface will ask the user to designate Fuel Splits. If the Generator is a single fuel generator, the User will be required to enter 100%

× 🖓 M-RETS	Second Organization 🗸				e Alice Super 🗸
Dashboard	Add Generation				
© Certificates					
\rightleftharpoons Transactions		 Image: A start of the start of	2	3	
ৰি Accounts		Generation Data	Add Fuel Splits	Review	
Generators	ADD FUEL SPLITS				Allocation type Percentage Quantity
🛞 DG Groups	Fuel Source				Percentage
Cy Generation	Solar				100 96
°∳ Programs	TOTAL.				100 %
📶 Markets					
Reports			Back Next		
⑦ Help					
Documentation					

The final page of the Generation Reporting User Interface, allows the user to review the reported generation before submitting

× 🖓 M-RETS	Second Organization \checkmark		Alice Super
Dashboard	Add Generation		
Ocertificates			
\rightleftharpoons Transactions		Ø6	
♦C Accounts		Generation Data Add Fuel Splits Review	
Generators	Generator ID		
OG Groups	PERIOD	01/01/2023 to 01/31/2023	
Generation	QUANTITY	Quantity 100 Units Mwh	
🐳 Programs	Splits	Fuel Source	Percentage
🕍 Markets		Solar	100 %
🔛 Reports		TOTAL	100 %
⑦ Help			
Documentation		Back Make Changes Sine	

× 🖉 M-RETS	Second Organization \checkmark			Alice Super
Dashboard	Add Generation			
© Certificates				
\rightleftharpoons Transactions			00	
♦C Accounts				
Generators	Generator ID			
🔄 DG Groups	MZZZZZ8			
C Generation	QUANTITY	Quanti	By clicking Submit Lacknowledge that I have reported 100% of the selected	
िंग Programs	Splits	Fuel	Generator's generation.	
🕍 Markets		Solar	100	
Reports				
? Help				
Documentation			Buck Maler Changes Save	

7. Creating Credits

7.1 Validations> Capacity Factor Validation

All generation data submitted to M-RETS will undergo an automatic validation to verify that the reported data is feasible for the hours reported in the file. The feasibility validation will ensure there are no overlapping generation entries, and that there are no gaps in reported dates. Using the reported Capacity Factor and Nameplate Capacity, M-RETS will verify reported generation is within an acceptable threshold of 2%. The Capacity Factor is commonly defined as the ratio of the electrical energy produced by a Generating Unit for the period of time considered to the electrical energy that could have been produced at continuous full power operation during the same period. M-RETS will use the following formula to calculate the feasible generation for a reported period.

([Nameplate Capacity]*[Capacity Factor])* [Hours in the Reported Duration])*1.02

Reported vintages that fail M-RETS' Data Feasibility Validation will need to be validated by the System Administrator. If your data is fails the Capacity Factor Validation, it will be displayed on the Pending tab of the Generation Dashboard. The Status will be reflected as Pending: Capacity Feasibility

× 🔃 M-RETS	Second Organization \checkmark	Second Organization V e Ali												Alice St	uper 🗸
Dashboard	Generation	Activity Log	Annual Production	Pending	Upload	ds									
O Certificates	Generation in a pending stat	e may be resubmitted. Read	more about Generation in our	Operating Proce	edures.							I	Reset	±	٥
\rightleftharpoons Transactions	Generator 1	M-RETS ID 1	Aggregate Group	Organi	zation 1	Reporting Entity 1		Status †	Activity Date 🔱 🕕	Period Start 1	() P	eriod End 🛝	0	Posted N	fWh 1
Accounts	Filter	V Filter V	Reporting Unit ID	v Filter	~	Filter	~	Fitter V	Fitter V	Filter	~	filter	~	Filter	v
Generators	Primary Unit 1	M22228		Second	Organization	Second Organization	Г	Pending: Capacity Feasibility	02/17/2023 20:09	01/01/2023	0	1/31/2023		100	
	Primary Unit 1	M222228		Second	Organization	Second Organization		Pending: Capacity Feasibility	02/17/2023 00:16	05/01/2022	05	5/31/2022		150	
(a) DG Groups	Primary Unit 1	M22228		Second	Organization	Second Organization		Pending: Capacity Feasibility	02/17/2023 00:15	04/01/2022	04	4/30/2022		100	
Generation	Primary Unit 1	M22228		Second	Organization	Second Organization		Pending: Capacity Feasibility	02/17/2023 00:14	4 03/01/2022		03/31/2022		90	
ि Programs	Primary Unit 1	M22228		Second	Organization	Second Organization		Pending: Date Feasibility	02/17/2023 00:13	01/01/2022	0:	1/31/2022		50	
Markets										Rows	per page	: 25 🗸	1-5 of 5	<	>
Reports															
? Help															
Documentation															

The User should provide their meter readings or screenshots of their meter data acquisition system substantiating the reported data. The M-RETS System Administrator will approve the generation and make recommendations to update your Capacity Factor if there is enough data to do an analysis.

Using an average Capacity Factor for generators subject to seasonal variations (e.g., solar and wind) can result in a validation process that falsely accepts all reported generation in seasons of low generation and falsely rejects all reported generation in seasons of high generation. The M-RETS Administrator can review historic meter data to model monthly Capacity Factors. Using validated data to perform an analysis and calculate monthly Capacity Factors, the M-RETS Administrator can add a Validation Curve to make the capacity validation more accurate.

7.2 Validations> Date Validation

M-RETS will validate that the reported generation is within three months of it first being registered or not prior to January 2023. If reported generation is outside of the acceptable reporting period window, the data will be set to the Pending: Date Feasibility status

× 🜔 M-RETS	Second Organization \checkmark											0	Alice Sup	ber 🗸
Dashboard	Generation	Activity Log A	nnual Production	Pending	Upload	s								
O Certificates	Generation in a pending state m	ay be resubmitted. Read n	nore about Generation in our	Operating Proc	edures.							Reset	±	٥
\rightleftharpoons Transactions	Generator 14 🖡	M-RETS ID	Aggregate Group Reporting Unit ID	T ₁ Organ	ization †	Reporting Entity		Status 1	Activity Date ↓ ③	Period Start 1 ①	Period End 1		Posted MV	Vh 🖅
Accounts	Filter V	Filter V	Filter	Y Filter.		Filter	~	Filter V	Fitter V	Filter V	Filter	`	Filter	Ť
Senerators	Primary Unit 1	M222228		Secon	d Organization	Second Organization		Pending: Capacity Feasibility	02/17/2023 20:09	01/01/2023	01/31/2023		100	
(A) DC C	Primary Unit 1	M222228		Secon	d Organization	Second Organization		Pending: Capacity Feasibility	02/17/2023 00:16	05/01/2022	05/31/2022		150	
(v) DG Groups	Primary Unit 1	M222228		Secon	d Organization	Second Organization		Pending: Capacity Feasibility	02/17/2023 00:15	04/01/2022	04/30/2022		100	
Generation	Primary Unit 1	M222228		Secon	d Organization	Second Organization		Pending: Capacity Feasibility	02/17/2023 00:14	03/01/2022	03/31/2022		90	
Ed. Brograms	Primary Unit 1	M222228		Secon	d Organization	Second Organization		Pending: Date Feasibility	02/17/2023 00:13	01/01/2022	01/31/2022		50	
Programs				_	_		-							•
Markets										Rows per p	oage: 25 👻	1-5 of 5	<	>
Reports														
? Help														
Documentation														

Contact the M-RETS Administrator to review data in this status.

7.3 Validations> Multi-Fuel Generation: Fuel Splits

Generators with multiple fuel sources will be set to a Pending status until the user reviews the loaded generation and reports the fuel split.

Generation data will be used to issue credits when the data has been accepted.

There are two ways to access the multi-fuel issuance fuel split screen.

You can enter the interface to update fuel splits by selecting on Update Fuel Split in the Dashboard notice that is displayed when data for a multi-fuel generator is loaded and waiting for a fuel split.

× 🔃 M-RETS	Second Organization		😫 Bryan Manager 🗸
Dashboard	A You have issuance pending. Please update the multi-fuel all	ocation for M222236.	View Pending Generations
Certificates	A Your generation for M222228 failed the feasibility analysis.		View Pending Generations
\rightleftharpoons Transactions	View 2 Notifications		
Accounts	Welcome to M-RETS!		
Generators	We've improved our platform to better serve Renewable Energy Ma	rkets across North America.	
OG Groups			
Co Generation	APIs	Documentation	Help
Programs	Fully functional and stable API is now available.	Read our documentation for anything related to certificates, transactions, fuels, generators and more.	Head over to our help section if you need tips on using our new portal.
ini Markets	Open APIs	Go to Documentation	🔀 Go to Help
Reports	Need assistance? Head over to our help section or contact our supp	ort team to help you get started.	
(?) Help			
Documentation			

You can also access this interface from the Generation Dashboard and selecting the Pending tab.

× 🔃 M-RETS	Second Organization								e Br	yan Manager 🗸
Dashboard	Generation A	Activity Log A	nnual Production	ending Uploa	ds					
Certificates	Generation in a pending state ma	ay be resubmitted. Read r	nore about Generation in our Ope	rating Procedures.					Reset	± \$
\rightleftharpoons Transactions	Generator †	M-RETS ID 1	Aggregate Group	Organization 1	Reporting Entity	Status 1	Activity Date 🕁 🕡	Period Start †	Period End 1	Posted MWh
♦⊂ Accounts	Filter V	Filter V	Fitter V	Filter V	Filter V	Filter V	Filter V	Filter V	Filter V	Filter
Generators	Big Trees Biomass Main Unit 1	M222236		Second Organization	Second Organization	Pending: Waiting For Fuel Split	02/17/2023 22:53	01/01/2023	01/31/2023	100
A DC Crouns	Primary Unit 1	M222228		Second Organization	Second Organization	Pending: Capacity Feasibility	02/17/2023 20:09	01/01/2023	01/31/2023	100
De croups	Primary Unit 1	M222228		Second Organization	Second Organization	Pending: Capacity Feasibility	02/17/2023 00:16	05/01/2022	05/31/2022	150
C Generation	Primary Unit 1	M222228		Second Organization	Second Organization	Pending: Capacity Feasibility	02/17/2023 00:15	04/01/2022	04/30/2022	100
TA Programs	Primary Unit 1	M222228		Second Organization	Second Organization	Pending: Capacity Feasibility	02/17/2023 00:14	03/01/2022	03/31/2022	90
Programs	Primary Unit 1	M222228		Second Organization	Second Organization	Pending: Date Feasibility	02/17/2023 00:13	01/01/2022	01/31/2022	50
🕍 Markets		_								,
Reports								Rows per pag	ge: 25 ▾ 1-6 of 6	< >
? Help										
Documentation										

Scroll to the right of the report and select the Fuel Split button.

× 🖓 M-RETS								\rm Bryan M	
Dashboard	Generation Ad	tivity Log Ani	nual Production Pending	Uploads					
O Certificates	Generation in a pending state may	be resubmitted. Read mo	re about Generation in our Operating Pr	ocedures.				Reset 👲	•
\rightleftharpoons Transactions	Period End 1,	Posted MWh 1	Fuel Type 1	Fuel Sources 1	Notes 1				
♦€ Accounts	Filter V	Filter 🗸	Fitter 🗸	Filter V	Filter				
(*) Generators	01/31/2023	100	Biomass - Sludge Waste, Biomass	Biomass - Sludge Waste, Biomass		Reject		Fuel Split	
S DG Groups	01/31/2023	100	Solar	Solar		Reject			
Generation	04/30/2022	150	Solar	Solar	•	Reject			
Programs	03/31/2022	90	Solar	Solar		Reject			
	01/31/2022	50	Solar	Solar		Reject			
Markets							Rows per page: 25 👻	1-6 of 6 <	
Reports									
(?) Help									
Documentation									

From the popup window, review the reported generation and enter the percentage of each fuel source.

× 🖉 M-RETS	Second Organization				ļ			🕒 Bryan Manage	ar V
Dashboard	Generation		nnual Production	Pending Uploads					
Certificates								Resot 👲 1	¢
\rightleftharpoons Transactions			Fuel Type 1;	Fuel Sources	Notes 1				
♦⊂ Accounts	Fitter	Y Fitter Y			- Pitter				
() Generators		100	Multi-fuel issuance fu	el split		;	×	Fuel Split	
🛞 DG Groups		100	Date	Generator	ID	Account			
Ca Generation		150	02/17/2023	Big Trees Biomass Main Unit	1 M222236	-			
		90	Specify the fuel split for percentages entered.	or this generation below. Th	e certificate calculat	ion will based on			
l programs		50	Fuel Label	Fuel Source La	st Percentage	New Percentage			
ini Markets			Biomass - Sludge Waste	Biomass – Sludge Waste %		50 %			
Reports									
⑦ Help			Biomass	Biomass %		50 %			
Documentation				Grand	6 m m	Total: 1009	6		
				Cancer	Save	·			

Selecting Save will move the generation into an Accepted Status and then into an Issued Status when the credits are issued.

7.3.1 Issuance

Generation data loaded into M-RETS for single-fuel generators that do not fail the feasibility validation, will be used to issue credits immediately. The Generation data can be reviewed in the Generation Dashboard's Generation Log tab.

× 🖉 M-RETS	Second Organization													e	9 Bryan M	lanager 🗸
Dashboard	Generation	Activity Log A	nnual Production P	ending Uploa	ds											
Certificates									Upload	L	Upload Allocations	L	Add New Entry	Res	۰ <u>+</u>	•
\rightleftharpoons Transactions	Generator 1	M-RETS ID	Aggregate Group	Organization 1	Reporting Entity 1		Activity Date \downarrow	0	Period Start 1	0	Period End 1	0	Posted MWh 1		Fuel Type †	
< Accounts	Filter V	Filter V	Filter V	Filter V	Filter	×	Filter	~	Filter	~	Filter	*	Filter	~	Filter	
Generators	Big Trees Biomass Main Unit 1	M222236		Second Organization	Second Organization		02/17/2023 22:53		01/01/2023		01/31/2023		100		Biomass - Stu	idge Was
	Primary Unit 1	M222228		Second Organization	Second Organization		02/17/2023 20:09		01/01/2023		01/31/2023		100		Solar	
G ba aloups	Primary Unit 1	M222228		Second Organization	Second Organization		02/17/2023 00:49		11/01/2022		11/30/2022		90		Solar	
Cy Generation	Primary Unit 1	M222228		Second Organization	Second Organization		02/17/2023 00:49		10/01/2022		10/31/2022		101		Solar	
Programs	Primary Unit 1	M222228		Second Organization	Second Organization		02/17/2023 00:49		09/01/2022		09/30/2022		111		Solar	
	Primary Unit 1	M222228		Second Organization	Second Organization		02/17/2023 00:49		08/01/2022		08/31/2022		151		Solar	
🕍 Markets	Primary Unit 1	M222228		Second Organization	Second Organization		02/17/2023 00:49		07/01/2022		07/31/2022		130		Solar	
Reports	Primary Unit 1	M222228		Second Organization	Second Organization		02/17/2023 00:22		06/01/2022		06/30/2022		120		Solar	
	Primary Unit 1	M222228		Second Organization	Second Organization		02/17/2023 00:16		05/01/2022		05/31/2022		150		Solar	
? Help	Primary Unit 1	M222228		Second Organization	Second Organization		02/17/2023 00:15		04/01/2022		04/30/2022		100		Solar	
Documentation	Primary Unit 1	M222228		Second Organization	Second Organization		02/17/2023 00:14		03/01/2022		03/31/2022		90		Solar	
	Primary Unit 1	M222228		Second Organization	Second Organization		02/17/2023 00:14		02/01/2022		02/28/2022		60		Solar	
	Primary Unit 1	M222228		Second Organization	Second Organization		02/17/2023 00:13		01/01/2022		01/31/2022		50		Solar	
	Primary Unit 1	M222228		Second Organization	Second Organization		02/16/2023 03:37		12/01/2022		12/31/2022		100		Solar	
	My Hidro generator	M111112		Second Organization	Second Organization		07/20/2022 16:46		09/01/2018		09/30/2018		750			
	My Hidro generator	M111112		Second Organization	Second Organization		07/20/2022 16:46		10/01/2018		10/31/2018		10000			
	My Hidro generator	M111112		Second Organization	Second Organization		07/20/2022 16:46		08/01/2018		08/30/2018		600			
											Rows	per pa	ge: 25 🕶 1	-17 of	17 <	>

Issued Credits can be reviewed from the Credit Dashboard's Active Tab

× 🔃 M-RETS	Seco	ond Organiza	ition											\rm Bry	an Mani	ager 🗸
Dashboard	Ce	rtificate	s A	ctive	Retired	Mark	et									
Certificates	2	3,203 re	Cs									Transfer	Retire	Reset	±	٥
$\overrightarrow{\leftarrow}$ Transactions		Account ↑			Account ID 1		M-RETS ID 1	Organization 1	Generator 1	Fuel Type 1	Vintage 1	Generation	. 0	Generation	. 0	Locatic
♦C Accounts		Filter		~	Filter		Filter 🗸	Fitter 🗸	Filter 🗸	Filter	Fitter 🗸	Start Date	4	End Date	4	Filter
												Fiter	~	Fitter	~	
Generators		Recs account	t		2B2E97B6-A3E8		M111112	Second Organization	My Hidro generator	Hydroelectric Water	09/2018	09/01/2018		09/30/2018		ND
OG Groups		Recs account	t		2B2E97B6-A3E8		M111112	Second Organization	My Hidro generator	Hydroelectric Water	10/2018	10/01/2018		10/31/2018		ND
<u>_</u>		Recs account	t		2B2E97B6-A3E8		M222236	Second Organization	Big Trees Biomass Main Unit 1	Biomass	01/2023	01/01/2023		01/31/2023		MN
Co Generation		Recs account	t.		2B2E97B6-A3E8		M222236	Second Organization	Big Trees Biomass Main Unit 1	Biomass - Sludge Waste	01/2023	01/01/2023		01/31/2023		MN
* Programs		Recs account	t		2B2E97B6-A3E8		M222228	Second Organization	Primary Unit 1	Solar	02/2022	02/01/2022		02/28/2022		MN
		Recs account	,		2B2E97B6-A3E8		M111114	Second Organization	Agg Generator 2	Wind	04/2021					ND
📶 Markets		Recs account	t		2B2E97B6-A3E8		M111114	Second Organization	Agg Generator 2	Wind	08/2019					ND
Reports		Recs account	t		2B2E97B6-A3E8		M111112	Second Organization	My Hidro generator	Hydroelectric Water	08/2018	08/01/2018		08/30/2018		ND
A		Recs account	t		2B2E97B6-A3E8		M111114	Second Organization	Agg Generator 2	Wind	04/2021					ND
(?) Help		Recs account	t		2B2E97B6-A3E8		M222228	Second Organization	Primary Unit 1	Solar	07/2022	07/01/2022		07/31/2022		MN
Documentation		Recs account	t		2B2E97B6-A3E8		M222228	Second Organization	Primary Unit 1	Solar	08/2022	08/01/2022		08/31/2022		MN
		Recs account	t		2B2E97B6-A3E8		M222228	Second Organization	Primary Unit 1	Solar	09/2022	09/01/2022		09/30/2022		MN
		Recs account			2B2E97B6-A3E8		M222228	Second Organization	Primary Unit 1	Solar	10/2022	10/01/2022		10/31/2022		MN
		Recs account	,		28259786-4358		M222228	Second Ornanization	Primary Linit 1	Solar	11/2022	11/01/2022		11/30/2022		MN
		Necs account			20220700-8300		19222220	oecono organization	Time your 1	303	IDENCE	10002022		11150/2022		
												Rows per page:	25 🗸	1-14 of 14	<	>

8. Participating in the Ontario Program

The Program feature helps Program Administrators manage the complexity of their program's requirements and program participants more efficiently. The Program feature provides the ability to set up rulesets that prevent retirements of Credits outside the parameters sent to a specified Retirement Account. The Ontario Clean Energy Credit Registry Program Administrator will create a Program for the program year and send an invitation to each Ontario Participant registered in M-RETS. All participants will receive a notification inviting them to participate in the Program. Prior to becoming active Program participants, the invitee must accept the invitation.

8.1 Accepting an invitation to a Program

When the Ontario Clean Energy Credit Registry Program Administrator invites a participant to the annual program, a notification will be displayed in the Organization's M-RETS Dashboard. To accept the invitation, select the Answer button.

× 🖓 M-RETS	Second Organization		😫 Bryan Manager 🗸
Dashboard	Second Organization is invited to participate in Ontario CEC Registry Program 202	13	Answer
Certificates	A Your generation for M222228 failed the feasibility analysis.		View Pending Generations
\rightleftharpoons Transactions	View 1 Notification		
♦€ Accounts	Welcome to M-RETS!		
Generators	We've improved our platform to better serve Renewable Energy Markets across Nor	th America.	
OG Groups			
(Generation	APIs	Documentation	Help
🍜 Programs	Fully functional and stable API is now available.	Read our documentation for anything related to certificates, transactions, fuels, generators and more.	Head over to our help section if you need tips on using our new portal.
🕍 Markets	Open APIs	Go to Documentation	Go to Help
Reports	Need assistance? Head over to our help section or contact our support team to help	you get started.	
(?) Help			
Documentation			

Select the Accept button on the confirmation popup.

× 🖓 M-RETS	Second Organization				😑 David Gower 🗸
① Dashboard	Second Organization is invited to participate				
O Certificates	Welcome to M-RETS!				
\rightleftharpoons Transactions			merica.		
♦€ Accounts	QUICK LINKS				
(🖗) Generators	APIs		Documentation		Help
⑦ DG Groups	Fully functional and stable API is now avai		Read our documentation for anything related to certificates, transactions, fuels, generators and more.		Head over to our help section if you need tips on using our new portal.
Cy Generation			F3. Costs Decompositation		
ිම Programs	Need assistance? Head over to our help section	Join program: Onta 2023	rio CEC Registry Program		
📶 Markets		Program Administrator: Program Org	anization		
🔛 Reports			Reject Accept Cance	e.	
(?) Help					
Documentation					
					App Version: 3.0.11
					Ann ARI Rest, https://www.dome.wests.org

Once an Organization accepts an invitation to participate in a Program, the participating Organization must create a new Retirement Account and link the Account to the Program. Open the Accounts Dashboard and select the Add New Account button

× 🔃 M-RETS						Θ	
Dashboard	Accounts Active Cl	losed Retirement	Reserve Market				
Certificates						Add New Account Reset	± ¢
\rightleftarrows Transactions	Account 🛧	Organization 1	Account ID 1	Created Date 1	Generators Associated 1,	Quantity (RECs)	
Accounts	Filter	Filter V	Filter	Filter	✓ Filter_	Y fitter_	~
_	Recs account	Second Organization	2B2E97B6-A3E8	07/20/2022		10 23203	
Generators	Test Market Admin - Purchased	Second Organization	041EDCE1-5D66	07/20/2022		0 0	
💮 DG Groups						Rows per page: 25 👻 1-2 of 2	$\langle \rangle$
Generation							
🧑 Programs							
Markets							
🕍 Reports							
⑦ Help							
Documentation							

Select the Retirement Account type. Select the Program to associate with the Retirement Account and enter a name relevant to the Program. Select Save.



As Credits are retired into this Account, they will automatically appear on both the Program Administrator's and the participant's Program dashboard. This dashboard is tailored to only show relevant information for their Program.

× 🔃 M-RETS	Second Organization		e	David Gower 🗸
Dashboard	Ontario CEC Registry Program 2023	Summary RECs Genera	nerators	
Certificates	GENERAL INFORMATION		RULESET	
	Program Name	Ontario CEC Registry Program 2023	Vintage Range	
♦ Accounts	Year	2023	Eligibilities	
(a) Generators	Close Date	06/30/2024	Locations	
Generators	Voluntary or Compliance Program	Compliance	Fuel Types	
Ø DG Groups	Account Name Convention		Generators	
Generation	Retired RECs			
🖗 Programs	RETIRED			
📶 Markets		Biomass	10.00 MWh	
Reports		Total	10.00 MWh	
⑦ Help				
Documentation				

× 🖓 M-RETS	Second Organization 🕒 David Gove	er 🗸
Dashboard	Ontario CEC Registry Program 2023 Summary RECs Generators	
Ocertificates	Enc 1	•
	Account 1; # Account ID 1; Fuel Type 1; Vintage 1; () M-RETS ID 1; Generator 1; Retirement Type 1; Retirement Reason 1; Notes 1;	
Accounts	Fibr. V Fibr. </th <th></th>	
Generators	Ontario ECE 2023 EDEVEZI-ECOGE Biomass 01/2023 M222236 Big Trees Biomass Main Unit 1 Beneficial Ownership For Beneficial Owner Individual' My Organization	•
OG Groups	Rows per page: 25 👻 1-1 of 1 🤇	>
🔄 Generation		
Programs		
📶 Markets		
Reports		
Help		
Documentation		
_		
× (2 M-RETS	Second Organization	Gower
Dashboard	Ontario CEC Registry Program 2023 Summary RECs Generators	
Certificates	beat 👲	•
	Generator \\ # M-RETSID \\ Meter D \\ Aggregate Group Fuel Type \\ COD \\ O Reporting Entity \\ Reporting Entity \\ <t< th=""><th>te/Provinc</th></t<>	te/Provinc
Accounts		er
Generators	Big Titees Biomass Main Unit 1 M222236 - Biomass - Studge Waste, Biomass 02/01/2019 Second Organization MN	
Ø DG Groups	Rows per page, 25 + 1-1 of 1 <	>
🚱 Generation		
🕬 Programs		
📶 Markets		
Reports		
⑦ Help		

If a User attempts to retire Credits that do not match the predetermined criteria of the Program, the System blocks the retirement. This prevents the retirement of incorrect Credits.

9. Credit Management

The Ontario Clean Energy Credit Registry permits active credits to be transferred between Ontario Participants, into Active Accounts and into Retirement Accounts. Users can transfer Certificates to specific Accounts manually or automatically upon upload. Each Account has a unique identification number, like a banking system. Users may attach aliases to Accounts for ease of reference (e.g., by state, by product name, etc.). Ontario Clean Energy Credit Registry permits transfers if:

(i) the Transfer occurs by the Transfer and Retirement Deadline; (All transfers and retirements for a year must be completed by June 30th of the following year)

(ii) the Credit has been generated in the calendar year immediately prior to the applicable Transfer and Retirement Deadline;

(iii) the Credit is transferred to an Ontario Transferee; Transfers to Non Ontario Participants is not permitted

(iv) the Credit will be retired by, or on behalf of, such Ontario Transferee against electricity consumed by the Ontario Transferee in Ontario in the same calendar year in which the Credit was generated; and

(v) the Credit has not previously been transferred or retired.

For clarity, an Ontario Transferor shall not export a Credit from the Clean Energy Credit Registry. Certificates, M-RETS Certificates, associated with a Generator Asset located outside of Ontario may not constitute Credits for the Ontario Program and may not be imported into the Clean Energy Credit Registry.

Certificates are managed in M-RETS through Active and Retirement Accounts. A user can create an Active or Retirement Account from the Accounts Dashboard. Open the Accounts Dashboard and select the Add New Account button.

× 🖓 M-RETS	Second Organization								₿ Dar	rid Gov	ver v
Dashboard	Accounts Active 0	Closed Retirement	Reserve Market								
O Certificates							Add	New Account	teset	±	٠
\overleftrightarrow Transactions	Account 🛧	Organization 1	Account ID 1	Created Date 1	0	Generators Associated 1		Quantity (RECs)			
Accounts	Filter	Filter 🗸	Filter	Filter	~	Filter	~	Fitter			~
	Recs account	Second Organization	2B2E97B6-A3E8	07/20/2022			10	23203			
Generators	Test Market Admin - Purchased	Second Organization	041EDCE1-5D66	07/20/2022			0	0			
🔄 DG Groups							Rows per p	oage: 25 🕶 1	-2 of 2	<	>
Generation											
Programs											
🕍 Markets											
Reports											
⑦ Help											
Documentation											

Select the Account Type. The Ontario Clean Energy Credit Registry Program only permits the use of Active and Retirement Accounts for Ontario credits. Enter a name relevant to the Program. Select Save.



9.1 Active Accounts

An Organization can have one or more Active Account(s). An Active Account is the holding place for all active M-RETS Credits. The Active Account is like a cash checking Account. M-RETS Certificates in Active Accounts are liquid and an Organization can transfer, or retire the Credits. If the Account has a Generator Registration associated with it, the Active Account will be the first point of deposit for any M-RETS Credits created that are associated with the Generator Unit ID number. Active Accounts can be accessed and created from the Accounts Dashboard. Open the Accounts Dashboard and select the Active tab

× 🖉 M-RETS	Second Organization V							e A	lice Super	• •
Dashboard	Accounts Active	Closed Retirement	Reserve Market							
Certificates							d New Account	Reset	±	٥
\rightleftharpoons Transactions	Account 🛧	Organization 1	Account ID 1	Created Date 1	Ū	Generators Associated 14	Quantity (REC	s) †į		
Accounts	Filter	Filter 🗸	Filter	Filter	~	Filter 🗸	Filter			~
	Recs account	Second Organization	282E9786-A3E8	07/20/2022	10 23193					
Generators	Test Market Admin - Purchased	Second Organization	041EDCE1-5D66	07/20/2022	0 0					
OG Groups						Rows pe	page: 25 🗸	1-2 of 2	<	>
Cy Generation										
re>										
Markets										
Reports										
(?) Help										
Documentation										

9.2 Retirement Accounts

An Organization may establish multiple Retirement Accounts. Retirement accounts can be accessed and created from the Accounts Dashboard. Open the Accounts Dashboard and select the Retirement tab

× 🖓 M-RETS	Second Organization \checkmark							Θ,	Alice Sup	ier 🗸
Dashboard	Accounts Active	Closed Retirement	t Reserve Market							
Certificates							Add Ne	w Account Reset	Ŧ	٥
\rightleftharpoons Transactions	Account 1	Organization 1	Account ID 1	Created Date 1	0	Status †	Generators Associated 1	Quantity (RECs) 1		
Accounts	Filter	Filter 🗸	Filter	Filter	~	Filter 🗸	Filter 🗸	Filter		~
	Compliance Program 2022-2023	Second Organization	01A6D5D8-3BB1	02/17/2023		Open	1	120		
Generators	Ontario CEC 2023	Second Organization	EDE3FE2F-E0D6	03/01/2023		Open	0	10		
🔄 DG Groups	WA Ecology 2023	Second Organization	DF3594A6-80D7	12/16/2022		Open	0	110		
Generation							Rows per pag	e: 25 👻 1-3 of 3	<	>
Programs										
Markets										
ि Reports										
Help										
Documentation										

All Ontario Participants will be invited to the Ontario Program. A retirement Account must be linked to the program. Ontario participants are not permitted to manage retirement accounts that are not linked to the annual Ontario Program.

Once an Organization accepts an invitation to participate in a Program, the participating Organization must create a new Retirement Account and link the Account to the Program. Open the Accounts Dashboard and select the 'Add New Account' button

× 🜔 M-RETS						😫 Da	
Dashboard	Accounts Active C	losed Retirement	Reserve Market				
O Certificates						Add New Account Reset	± ¢
\rightleftharpoons Transactions	Account 1	Organization 1	Account ID 1	Created Date 1, (Generators Associated 1	Quantity (RECs)	
Accounts	Filter	Filter V	Filter	Filter V	Filter	► Filter	~
	Recs account	Second Organization	2B2E97B6-A3E8	07/20/2022		10 23203	
S Generators	Test Market Admin - Purchased	Second Organization	041EDCE1-5D66	07/20/2022		0 0	
(DG Groups						Rows per page: 25 👻 1-2 of 2	$\langle \rangle$
Generation							
Programs							
hill Markets							
Reports							
? Help							
Documentation							

Select the Retirement Account type. Select the Program to associate with the Retirement Account and enter a name relevant to the Program. Select Save.

× 🜔 M-RETS	Second Organization	😫 David Gower 🗸
Dashboard	New Account	
⊘ Certificates	GENERAL INFORMATION	
♦C Accounts	Account Type Program Retirement Q Center Program Name	
GeneratorsDG Groups	Name Ontario CEC 2023 Ontario CEC 2023 Ontario CEC 2023	
C Generation	Test Market Admin WA Ecology 2023	
্র্ন Programs		
ात बाह्य Reports		
 Help Documentation 		
	Sava Cancel	

As Credits are retired into this Account, they will automatically appear on both the Program Administrator's and the participant's Program dashboard. This dashboard is tailored to only show relevant information for their Program.

× 🖓 M-RETS	Second Organization					😫 David Gower 🗸
Dashboard	Ontario CEC Registry Program 202	3 Summary	RECs Generators			
Certificates	GENERAL INFORMATION			RULESET		
	Program Name	Ontario CEC Registr	y Program 2023	Vintage Range		
Accounts	Year	2023		Eligibilities		
(A) Constant	Close Date	06/30/2024		Locations		
(y) Generators	Voluntary or Compliance Program	Compliance		Fuel Types		
Ø DG Groups	Account Name Convention			Generators		
C Generation	Retired RECs					
Programs	RETIRED					
Markets			Biomass		10.00 MWh	
Reports			Total		10.00 MWh	
(?) Help						
Documentation						

× 🖓 M-RETS	Second Organization 🕒 David Gower	~
Dashboard	Ontario CEC Registry Program 2023 Summary RECs Generators	
O Certificates	Rest 👥	0
귿 Transactions	Account 1) 🕴 Account ID 1) Fuel Type 1) Vintage 1) () M-RETSID 1) Generator 1) Retirement Type 1) Retirement Reason 1) Notes 1)	
♦€ Accounts	Riter. V Filter. Filter.	
Generators	Organización O	•
⑦ DG Groups	Rows per page: 25 ♥ 1-1 of 1 <	,
🕞 Generation		
* Programs		
Markets		
Reports		
Help		
Documentation		



If a User attempts to retire Credits that do not match the predetermined criteria of the Program, the System blocks the retirement. This prevents the retirement of incorrect Credits.

A Retirement Account is a repository for M-RETS Certificates that the Organization wants to designate as retired for a Voluntary environmental claim, for a beneficial owner, or toward a Program. M-RETS Credits in a Retirement Account are no longer transferable to another party and serve as an electronic proof of retirement.

Once an M-RETS Credits is retired to a Retirement Account, those Certificates may not be transferred into any other Account, including another Retirement Account (i.e., if an Organization has multiple Retirement Accounts). The Retirement Account is effectively the last resting place for an M-RETS Credit.

An Ontario Transferee that accepts the Transfer of a Credit shall retire the Credit, by moving it to the Ontario Transferee's Ontario Program Retirement Account and selecting the Ontario Retirement Type and Voluntary retirement reason, by the Transfer and Retirement Deadline, against electricity consumed by the Ontario Transferee from the IESO-Controlled Grid or a Distributor's Distribution System within the same calendar year in which the Credit was generated.

An Ontario Transferor that does not Transfer a Credit shall retire the Credit, by moving it to the Ontario Transferor's Ontario Program Retirement Account and selecting the Ontario Retirement Type and Voluntary reason, by the Transfer and Retirement Deadline.

9.3 Credit Transactions

M-RETS Users may transfer Active Certificates to:

- Another Organization
- Another Active Account
- To a Retirement Account

9.4 Transferring Credits to Another Organization

Ontario Participants are not allowed to transfer or export Ontario credits outside of the Ontario Clean Energy Credit Registry. All Transfers must be sent to Ontario Transferees that will retire the credits to meet their Ontario Load. To initiate a transfer, select the credits from the Active tab on the Certificates Dashboard. Select the Transfer button located in the top Right of the report.

\times	🕐 M-RETS	Seco	ond Organization 🗸												θ	Alice Sup
٢	Dashboard	Cer	rtificates	Active	Retired	Market										
0	Certificates	5	O RECs									I	Transfer	Retire	Reset	± 1
⇒ ·	Transactions		_						1 rows are selected.							
\$C	Accounts		Account 个	¥	Account ID 1	M-R	ets id 👎	Organization 1	Generator †	Fuel Type 1	Vintage †	0	Generation Start Date	, [™]	Generation	_{τ,} ©
\$	Generators		Filter	~		Filte	r 💙	Filter V	Fitter V	Filter V	Filter	~	Filter	~	Filter	~
\$	DG Groups		Recs account		2B2E97B6-A3E8	M11:	1112	Second Organization	My Hidro generator	Hydroelectric Water	09/2018		09/01/2018		09/30/2018	
-			Recs account		2B2E97B6-A3E8	M11	1112	Second Organization	My Hidro generator	Hydroelectric Water	10/2018		10/01/2018		10/31/2018	
C\$	Generation		Recs account		2B2E97B6-A3E8	M223	2236	Second Organization	Big Trees Biomass Main Unit 1	Biomass - Sludge Waste	01/2023		01/01/2023		01/31/2023	
₽	Programs		Recs account		2B2E97B6-A3E8	M223	2236	Second Organization	Big Trees Biomass Main Unit 1	Biomass	01/2023		01/01/2023		01/31/2023	
			Recs account		2B2E97B6-A3E8	M223	2228	Second Organization	Primary Unit 1	Solar	02/2022		02/01/2022		02/28/2022	
	Markets		Recs account		2B2E97B6-A3E8	M11	1114	Second Organization	Agg Generator 2	Wind	04/2021					
1 A	Reports		Recs account		2B2E97B6-A3E8	M11:	1114	Second Organization	Agg Generator 2	Wind	08/2019					
0			Recs account		2B2E97B6-A3E8	M11:	1112	Second Organization	My Hidro generator	Hydroelectric Water	08/2018		08/01/2018		08/30/2018	
9	негр		Recs account		2B2E97B6-A3E8	M11	1114	Second Organization	Agg Generator 2	Wind	04/2021					
	Documentation		Recs account		2B2E97B6-A3E8	M223	2228	Second Organization	Primary Unit 1	Solar	07/2022		07/01/2022		07/31/2022	

Edit the desired quantity of credits to transfer and select the Next button

× 🔃 M-RETS	Second Organ	iization 🗸						e Alice Super 🗸
Dashboard	Transfer	RECs						View RECs
Certificates			0_			a	()	
\rightleftharpoons Transactions			RECs quantities	Select transfer	option Re	eview	Success!	
Accounts								
Generators	Input the amo	ount of RECs						TRANSFER OVERVIEW
OG Groups	Account	Generator	Fuel Type	Vintage (i) Location	Quantity (RECs)	Max Avaita	ble	Total active RECs
Generation	Recs account	Big Trees Biomass Main Unit 1	Biomass - Sludge Waste	01/2023 MN	10	50	🔁 Details	10
Programs								RECs will be transferred.
🕍 Markets								
Reports								
? Help								
Documentation								

Select how you would like to transfer the credits. There are three options available in the drop-down menu:

• To Active account – to transfer the credits to an internal Active Account

• To another M-RETS Organization – to transfer it to an Ontario Transferee. Note: Ontario Participants are not permitted by the Ontario Clean Energy Credit Registry Administrator to transfer Credits to a M-RETS accounts outside of Ontario.

• Out of M-RETS Platform (export) – Note: Exporting credits is not permitted by the Ontario Clean Energy Credit Registry Administrator

To complete the transfer to another Ontario participant, select the 'To Another M-RETS Organization' and look up and select the Ontario transferee you would like to transfer credits to. Select the Review button.

×	🖉 M-RETS						🕒 Alice Super 🗸
\oplus	Dashboard	Transfer RECs					View RECs
0	Certificates						
⋧	Transactions		RECs quantities	Select organization	Review	Success!	
¢©	Accounts						
\$	Generators	Input the amount of RECs to transfer					TRANSFER OVERVIEW
\$	DG Groups	I would like to transfer 10 active RECs	to another M-RETS organization	•			Total active RECs
C¢	Generation		to active accounts to another M-RETS organization out of M-RETS platform (export)				10
τφ	Programs	Select the organization you would like to	transfer to.				RECs will be transferred.
¥	Markets	Enter Organization Name Admin BEC Organization	Export Organization	(
۲. ۲	Reports				, riourty organization		
?	Help						
Ê	Documentation						
		Main Organization	O Market Admin Test				

Review the Transfer and select the Transfer button if the transfer details look correct.

× 🖓 M-RETS	Second Organization							😫 Alice Super 🥾
Dashboard	Transfer RECs	5						View RECs
Certificates			Ø			a		
\overleftrightarrow Transactions			RECs quantities	Select organization	1	Review	Success!	
গিল Accounts								
Generators	Transferring 10 active	re RECs from						TRANSFER OVERVIEW
⑦ DG Groups	Account G	Generator	Fuel Type	Vintage	Location	Quantity	R. Details	RECs will be immediately transferred to the organization listed at left.
Generation	Hets account D	ing mees biomass main onic 1	Diomass + Stouge waste	01/2023	PDV	10	E Detaits	You can <u>go back</u> to make changes to this transaction.
ा Programs	to this organization:							Back Transfer
📶 Markets	Main Organization							
Reports								
⑦ Help								
Documentation								

When the transfer is initiated, a confirmation screen will be displayed. This page will provide a link to download a Transaction Summary that can be sent to your Transferee or kept for your records. The confirmation screen will also have a link that redirects the user to view the Pending Transactions Dashboard.



After a User initiates a transfer to another Organization, the transferred Certificates enter a 'Pending' state. This effectively "freezes" the Certificates and the System will prevent the Transferor from making additional transfers of Certificates in Pending status.

To view the Pending Transactions, select the Pending tab from the Transactions Dashboard. The table lists all Pending Transactions for both the Transferor and Transferee.

× 🔃 M-RETS	Second Organization \checkmark														θ Αυ	ce Sup	ier 🗸
Dashboard	Transactions	Pending	History	y Recurring													
Certificates	1 Transactions														Reset	ŧ	٠
→ Transactions	Date Started ↓ 4	Source Org	anization	Destination Organiza	ntion	Transaction Type 1		Source Account		Fuel Sources 1	Fuel Type 1		M-RETS ID 1		Generator 1		Locati
♦Accounts	Filter	Fitter	~	Fitter	~	Fitter	*	Filter	~	Fliter 🗸	Filter	~	Filter	~	Filter	~	Filter.
(*) Generators	02/16/2023	Second Org	anization	Main Organization		External Transfer		Recs account		Solar	Solar		M222228		Primary Unit 1		MN
🔄 DG Groups												R	ows per page:	25 👻	1-1 of 1	<	>
C Generation																	
🕬 Programs																	
Markets																	
Reports																	
? Help																	
Documentation																	

Once the Transferee confirms the transfer from the far right of the Pending tab, both the Transferor and Transferee receive an email if their notifications are enabled. The Transferee may reject a transfer prior to acceptance. To Review a transfer, the Transferee should select the Review button from the Pending tab of the Transactions dashboard.

× 🜔 M-RETS									e Alic	
Dashboard	Transactions	Pending	History Recurring							
Certificates	2 Transactions								Reset	<u>¢</u>
	Location 1	Eligibility	Vintage 1	 Generation () 	Generation	Serial Numbers	Quantity (RECs)			
Accounts	Filter V	Filter	V Filter N	Fitter	End Date	Filter	Fitter	~		
Generators	ND		02/2020	02/01/2020	02/29/2020	111114-ND-02-2020-2CA1DE72-1 to 16362	-16362		Withdraw	•
IG Groups	MN	MN	12/2022			222228-MN-12-2022-71742CA1-1 to 100	+100	Review		
Generation								Rows per page: 25 👻	1-2 of 2	< >
Programs										
mil Markets										
Reports										
(?) Help										
Documentation										

If the transfer looks incorrect, from the Accept External Certificate Transfer screen select the Reject Transfer button to send the credits back to the Transferor. To Approve the Transfer, review the credits and select the Active account where the credits should be deposited.

×	🖉 M-RETS	Main Organization 🗸					Alice Super 🗸						
٢	Dashboard	Accept External Certificate Transfer											
Ø	Certificates	I would like to accept the	I would like to accept the transfer of 100 active RECs from Second Organization and deposit them in one active account										
₽	Transactions	Generator	Fuel Type	Vintage	O Location	Quantity (RECs)							
		Primary Unit 1	Solar	12/2022	MN	100	Ø Details						
89	Accounts												
۲	Generators	Select the account you v	vould like these RECs to be tr	ansferred to.									
۲	DG Groups	Q Enter Account Name	Q Enter Account Name TOTAL ACTIVE REC										
•		Another wind accord	100										
C\$	Generation	 Another wind accord 	ount 2				RECs will be transferred						
*	Programs	Another wind acco	unt 3				Review Transfer Belect Transfer Go Back						
hán	Markets		une o										
		O HQ GPP Jan 2022											
1	Reports	O My wind account											
?	Неір	O Recs account 2											
	Documentation	O Test Market Admir	O Test Market Admin - Purchased										

Select the Review Transfer button for the final review screen. Select the Accept Transfer button.

× 🖓 M-RETS	Main Organization 🗸					😫 Alice Super 🗸					
Dashboard	Accept External C	Accept External Certificate Transfer									
O Certificates	Accepting transfer of 100	Accepting transfer of 100 active RECs from Second Organization									
	Generator	Fuel Type	Vintage	① Location	Quantity (RECs)						
Accounts	Primary Unit 1	Solar	12/2022	MN	100	🛛 Details					
Generators	to this active account:										
🛞 DG Groups	Another wind account 1					Accept Transfer Go Back					
Generation						RECs will be immediately transferred to the account listed at left. You can go back to make changes to this transaction					
🛛 Programs											
旨 Markets											
🕍 Reports											
⑦ Help											
Documentation											

The Transferor may withdrawal any transfer before a Transferee confirms the transfer by selecting the Withdraw button from the far right of the Pending tab of the Transactions dashboard.

× 🔃 M-RETS	Second Organization \checkmark								e Alice S	iuper 🗸
Dashboard	Transactions	Pending	History Recurring							
O Certificates	1 Transactions								Reset	۵
	Location 1	Eligibility	Vintage 1	Generation ()	Generation (i)	Serial Numbers 1	Quantity (RECs)			
Accounts	Filter V	Fitter	Y Fitter Y	Start Date	End Date	Filter	Filter	~		
Senerators	MN	MN	12/2022	12/01/2022	12/31/2022	222228-MN-12-2022-71742CA1-1 to 100	-100		Withdraw	
S DG Groups	•							Rows per page: 25 👻	1-1 of 1 <	>
Generation										
[™] ∳ Programs										
📶 Markets										
Reports										
(?) Help										
Documentation										

9.5 Transferring Credits to a retirement account

M-RETS Credits in a Retirement Account are no longer transferable to another party and serve as an electronic proof of retirement. A Certificate toward Ontario Load must be retired into a Retirement account that has been linked to an Ontario Clean Energy Credit Registry Program.

Once an M-RETS Credits is retired to a Retirement Account, those credits may not be transferred into any other Account, including another Retirement Account (i.e., if an Organization has multiple Retirement Accounts). The Retirement Account is effectively the last resting place for an M-RETS Credit. To initiate a retirement, select the credits from the Active tab on the Certificates Dashboard. Select the Retire button located in the top Right of the report.

×	🖉 M-RETS	Seco	ond Organization \checkmark													Θ	Alice Sup
\oplus	Dashboard	Cer	rtificates	Active	Retired	Market											
Ø	Certificates	50	0 RECs										Ľ	Transfer	Retire	Reset	± 1
₽	Transactions		_							1 rows are selected.							
¢¢	Accounts		Account 🛧	*	Account ID	M-R	ETS ID 1	Organization	† ₁	Generator 1	Fuel Type	Vintage 1	0	Generation Start Date	, (i)	Generation End Date	₁. ©
\$	Generators		Filter	*		Fitte	M	Fitter	~	Filter 🗸	Filter V	Filter	*	Filter	~	Filter	~
\$	DG Groups		Recs account		2B2E97B6-A3E8	M11	1112	Second Organia	zation	My Hidro generator	Hydroelectric Water	09/2018		09/01/2018		09/30/2018	
_			Recs account		2B2E97B6-A3E8	M11	1112	Second Organia	zation	My Hidro generator	Hydroelectric Water	10/2018		10/01/2018		10/31/2018	
C\$	Generation		Recs account		2B2E97B6-A3E8	M22	2236	Second Organia	zation	Big Trees Biomass Main Unit 1	Biomass - Sludge Waste	01/2023		01/01/2023		01/31/2023	
- \$	Programs		Recs account		2B2E97B6-A3E8	M22	2236	Second Organia	zation	Big Trees Biomass Main Unit 1	Biomass	01/2023		01/01/2023		01/31/2023	
			Recs account		2B2E97B6-A3E8	M22	2228	Second Organia	zation	Primary Unit 1	Solar	02/2022		02/01/2022		02/28/2022	
	Markets		Recs account		2B2E97B6-A3E8	M11	1114	Second Organia	zation	Agg Generator 2	Wind	04/2021					
۲.	Reports		Recs account		2B2E97B6-A3E8	M11	1114	Second Organia	zation	Agg Generator 2	Wind	08/2019					
0			Recs account		2B2E97B6-A3E8	M11	1112	Second Organia	zation	My Hidro generator	Hydroelectric Water	08/2018		08/01/2018		08/30/2018	
0	netb		Recs account		2B2E97B6-A3E8	M11	1114	Second Organia	zation	Agg Generator 2	Wind	04/2021					
	Documentation		Recs account		2B2E97B6-A3E8	M22	2228	Second Organia	zation	Primary Unit 1	Solar	07/2022		07/01/2022		07/31/2022	

Edit the desired quantity of credits to transfer and select the Next button

× 🜔 M-RETS								⊖ Alice Super ∨
Dashboard	Transfer I	RECs						View RECs
O Certificates			0			3		
\rightleftharpoons Transactions			RECs quantities	Select transfer	option	Review	Success!	
Accounts								
Generators	Input the amo	unt of RECs				_		TRANSFER OVERVIEW
🚱 DG Groups	Account	Generator	Fuel Type	Vintage i Location	Quantity (RECs)	M	Max Available	Total active RECs
C Generation	Recs account	Big Trees Biomass Main Unit 1	Biomass - Sludge Waste	01/2023 MN	10	5	i0 🕑 Details	10
🛛 Programs								RECS WILl be transferred.
Markets								
Reports								
? Help								
Documentation								

Select the State Provincial Renewable Energy Requirement Retirement Type located under the Voluntary Retirements. Designate if the Retirement is towards Provincial Load or Not Provincial Load in the Reason drop-down. Designate the Province and Compliance Period. A Notes field is provided to indicate a specific purpose for the retirement that you would like tagged with the retired credits. Select the Next button.

× 🔃 M-RETS	Ranu general 🗸	😫 Sean Darling 🗸
Dashboard	Retire RECs	
O Certificates		
	RECs quantities Select retirement options Select accounts Review Success!	
Accounts	What is your reason for retiring these RECs? (select one)	
Generators	Voluntary	RETIRE OVERVIEW
C Generation	Туре	Total active RECs
Programs	State/Provincial Renewable Energy Requirem 💌	3
Reports	Reason State/Province Compliance Period	RECS will be transferred.
⑦ Help	Select a reason	
Documentation	Not State Province Load GHG Accounting	
	Compliance	

Select the Retirement account that is linked to the Ontario Clean Energy Credit Registry Program. Select Review

× 🔃 M-RETS	Ranu general ∽	😫 Sean Darling 🗸
Dashboard	Retire RECs	
O Certificates		
	RECs quantities Select retirement options Select accounts Review Success	
e Accounts		
Generators	Select the account(s) you would like to retire to.	RETIRE OVERVIEW
C Generation	Center Account Name Ontario CEC 2023	Total active RECs
🖅 Programs	С стана на	DEC: will be transferred
Reports		Back Review
⑦ Help		
Documentation		
Programs Reports Pelop Help Documentation		RECs will be transferred.

Review the Retirement and select Retire to submit the credits to the Retirement account and the Ontario Program Administrator.

× 🖉 M-RETS	Ranu general 🗸						😫 Sean Darling 🗸
① Dashboard	Retire RECs						
O Certificates					•		
		RECs quantities	Select retirement of	options Select accounts	Review	Success!	
Accounts							
Generators	Retiring 3 active RECs from						RETIRE OVERVIEW
C Generation	Account Generator	Fuel Type Hydrogen	Vintage 01/2023	ON	Quantity 3	P1 Details	RECs will be immediately transferred to the accounts listed at left.
🗐 Programs	Patirament reason:	, <u> </u>					You can <u>go back</u> to make changes to this transaction.
Reports	Chate /Den de del Desenvelue See						Back Retire
⑦ Help	State/Provincial Renewable Ene	rgy Requirement					
Documentation	Retirement reason details:						
	RETIREMENT REASON: State/P RETIRED TO: ON PERIOD: 2023 NOTES: GHG Accounting	rovince Load					
	To this retirement account:						
	Ontario CEC 2023						

When the retirement is complete, a confirmation screen will be displayed. This page will provide a link to download a Transaction Summary that can be sent to your customer or kept for your records. The confirmation screen will also have a link that redirects the User to view the Transaction History Dashboard.



10. Reports

The Ontario Clean Energy Credit Registry Program Administrator is entitled to the following reports and will make them publicly available:

- registered Ontario Transferors and Ontario Transferees;
- information respecting the number of Credits created in a calendar year from Ontario Transferees and Transferors;
- information respecting the transfer of Credits, including information respecting the Credits that are available for transfer and the total number of Credits transferred in a calendar year broken down by energy source from Ontario Transferees and Transferors
- information respecting the retirement of Credits from Ontario Transferees and Transferors
- any other information about the Ontario Clean Energy Credit Registry that is required to be published pursuant to the Ontario Electricity Act or Ontario Regulations.

11. Conclusion

This concludes the Ontario Clean Energy Credit Registry Program training. Please visit the <u>www.MRETS.org</u> for additional information about M-RETS, Documentation, Operating Procedures, Terms of Use and additional training documentation.

Please contact the M-RETS System Administrator with any questions about the use or features

Phone: (651) 900-7891

Email: SystemAdmin@mrets.org

Please contact the Ontario Clean Energy Credit Registry Program with any questions about the Ontario Program and Requirements:

Email: customer.relations@ieso.ca

Independent Electricity System Operator 1600-120 Adelaide Street West Toronto, Ontario M5H 1T1

Phone: 905.403.6900 Toll-free: 1.888.448.7777 E-mail: <u>customer.relations@ieso.ca</u>

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