VERRA REGISTRY USER GUIDE VERRA

CONTENTS

VE	RRA RE	EGISTRY USER GUIDE	. 1	
CO	NTEN	тѕ	.2	
1	INTRODUCTION			
	1.1	Version	1	
	1.2	Language	1	
	1.3	Support and Hours of Operation	1	
2	ACCOUNT REGISTRATION			
	2.1	Introduction	2	
	2.2	Opening an Account	2	
3	SETTING UP LOGINS & SUB ACCOUNTS5			
	3.1	Opening and Editing Sub-Accounts	5	
	3.2	Managing Logins and Privileges	6	
4	INVOICING AND BALANCE MANAGEMENT9			
	4.1	My Invoices	9	
	4.2	Management Available Balances	9	
5	PROJECT CREATION AND PROCESSING			
	5.1	Introduction	1	
	5.2	Registering a New Project	1	
	5.3	Progressing an active project	4	
6	ISSUANCE			
	6.1	Requesting issuance	6	
7	CREI	DIT TRANSFER	18	
	7.1	Transferring Credits	8	
8	PETI	REMENTS	20	

	8.1	Retiring credits	20
9	PUBL	IC RECORDS	22
	9.1	Public record options	22



1 INTRODUCTION

The Verra Registry User Guide is a system functionality reference document. This guide contains topics that will be edited and expanded on an ongoing basis. If there are any questions about the content of this document or if you have questions not covered in this guide, contact the Verra Registry Administrator at registy@verra.org.

1.1 Version

This document will be updated from time-to-time and readers shall ensure that they are using the most current version of the document.

1.2 Language

The operating language of the Verra Registry is English.

1.3 Support and Hours of Operation

Registry support hours are from 8 AM to 6 PM EST. The Registry Administrator team can be contacted at registry@verra.org.

2 ACCOUNT REGISTRATION

2.1 Introduction

Any person or entity wanting to participate in the Verra Registry must establish an account. Registrants will provide basic account registration information, such as Account Holder name, address and contact information, to the Verra Registry Administrator via a secure webpage, and will need to agree to the Terms of Use. The Verra Registry Administrator will review the account application and may request more information before approving or rejecting the application.

An account will remain active until terminated. Termination can be initiated by the Account Holder by notifying the Verra Registry Administrator. Accounts can also be terminated if an Account Holder fails to pay the Verra Registry fees or is otherwise in default under the <u>Terms of Use</u>. The Terms of Use describe these issues, as well as additional important terms, and should be read and understood by anyone applying to be an Account Holder.

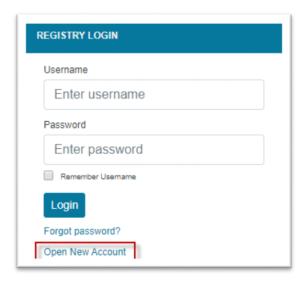
2.2 Opening an Account



Review the Verra Program Guides and Fee Schedules. This information is available on the Verra website at www.verra.org:

- VCS Program Guide
- VCS Program Fee Schedule
- Climate, Community & Biodiversity Standards
- CCB Program Fee Schedule
- SD VISta Program Guide
- SD VISta Program Fee Schedule
- California Offset Project Registry

- 2.2.1 Registry Account Types determine how an organization interacts in the registry.
 - General Account. This account type allows the Account Holder to register projects, issue credits, transfer or export credits to counterparties, received transfers of credits from counterparties and retire VCUs on its behalf. A General Account Holder can also retire credits on behalf of third parties.
 - <u>Project Proponent.</u> This account type allows the Account Holder to register projects, issue credits, transfer or export credits to counterparties and retire credits on its behalf. This account type cannot receive credit transfers nor hold or retire credits on behalf of Third Parties. This account type is recommended for most project developers. If, in addition to registering projects, an Account Holder also wishes to buy credits, a General Account is required.
 - Retail Aggregation. This account type allows the Account Holder to receive transfers of credits from counterparties and retire on behalf of third parties. Any credits transferred to the account have to be retired within a certain period after delivery to the account, the maximum hold period being established by the Registry Administrator. If the Account Holder does not retire VCUs within the prescribed timeline, the Registry Administrator will do so. A Retail Aggregator Account Holder cannot transfer credits to counterparties. This account type is recommended for organizations that buy credits to retire on behalf of third parties.
 - End User. This account type allows the Account Holder to receive transfers of credits from counterparties for immediate retirement only. Retirements can only be on behalf of the Account Holder. An End-User Account Holder cannot transfer or export credits to counterparties or hold Active credits in its account. This account type is recommended for organizations that buy credits to offset their emissions.
- 2.2.2 Go to https://registry.verra.org and select the "Open New Account" link just underneath the Login button. From this screen, select "Open New Account". A pop-up window will appear with a checklist describing the steps required to register for an account. Select the appropriate Account Type and click the "Continue Registration" button.

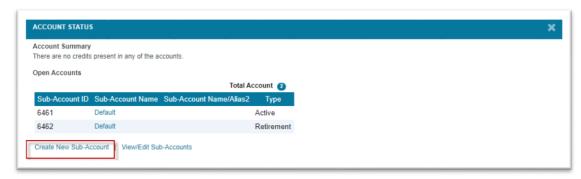


- 2.2.3 Read and agree to the Verra Registry <u>Terms of Use</u> (this is your next step after clicking "Continue Registration"). Acceptance of the Terms of Use must be indicated by reviewing all terms, checking each section, and lastly, agreeing to the Terms of Use by pressing the "I Agree" button.
- 2.2.4 Upon accepting the Terms of Use, the next screen shows the online New Account Application Form. You will need to complete all required fields that are noted by an asterisk (*). You must designate at least one person (but may designate two) who would receive e-mails regarding the status of invoices and payments. Upon completing the New Account Application form and clicking Submit, you will receive an email notification to confirm your account request. This confirmation must occur before the Registry Administrator is notified of your pending account.
- 2.2.5 The Registry Administrator reviews the new account application once submitted. All new accounts are subject to a "Know Your Customer" (KYC) review following the submittal of the registration form. The Registry Administrator will send the account applicant a list of documents that must be submitted for the Know Your Customer review. The review takes 2 to 5 working days to complete. Email notification of account approval will be sent to the designated Account Manager email address provided in the new account application form. Once approved, Account Holders may begin using all functions of the system available to their type of account.

3 SETTING UP LOGINS & SUB ACCOUNTS

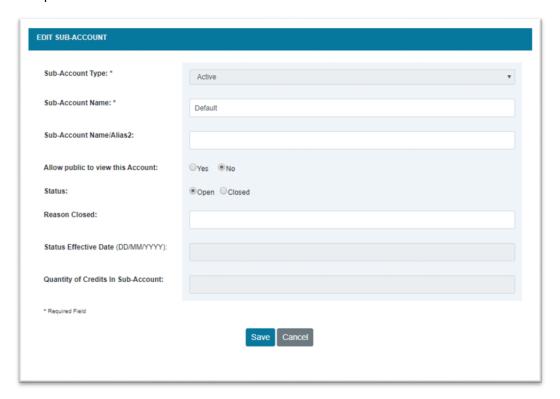
3.1 Opening and Editing Sub-Accounts

3.1.1 Default sub-accounts are automatically created based on the privileges of your account type. All account types except for the "Verifier" account type will receive one Active and one Retirement sub-account. Additional sub-accounts can be created from the "Create New Sub-Account" section of the Account Status module.



3.1.2 Select the sub-account type "Active" or "Retirement" and complete the required fields. Fields marked with an asterisk are required for completion. A sub-account account name must be unique.

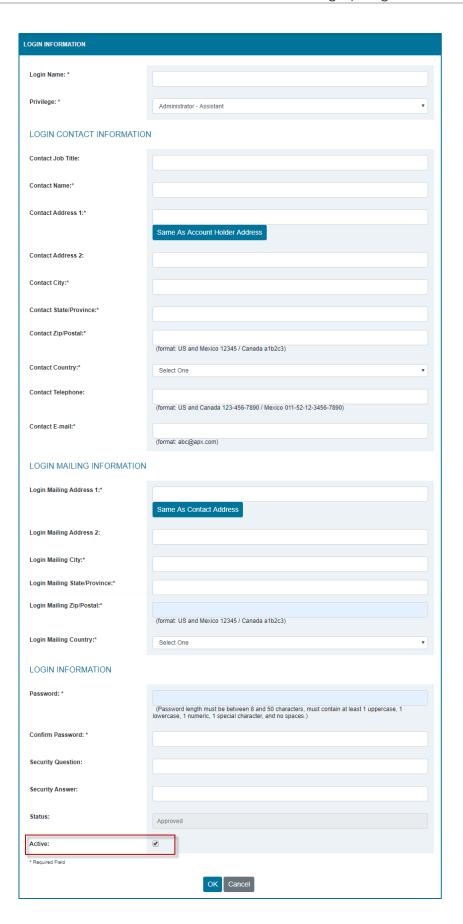
3.1.3 Sub-accounts can be edited by clicking the "Sub-Account Name" within the Open Account section of the Account Status module. Sub-account name and statuses are managed within the screen. Sub-accounts cannot be closed when there are credits in the account. Required fields are marked with an asterisk.

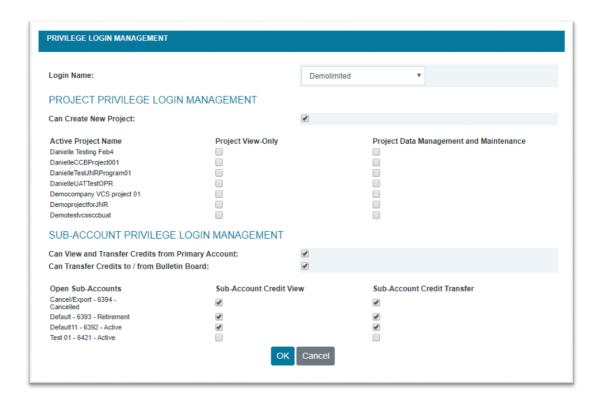


3.2 Managing Logins and Privileges

3.2.1 Additional logins can be created by the Account Manager through the Review/Edit/Add Logins screen in the Account Management module. Select the privilege for the login and complete the login form. Limited Access logins require the project and sub-account privileges to be defined. The login must be enabled as "active" to support registry access.







4 INVOICING AND BALANCE MANAGEMENT

4.1 My Invoices

4.1.1 Account and project invoices can be viewed using the "My Invoices" screen which is located in the Account Holder Reports Module. In the My Invoices screen, invoice information can be extracted, and Available Balances, Pending Balances, and Overdue Balances can be viewed.



4.1.2 Invoice distribution by email is managed by enabling or disabling the checkbox "Send PDF with invoice notification". Invoices can be downloaded from the My Invoices screen in PDF, Excel and CSV formats.

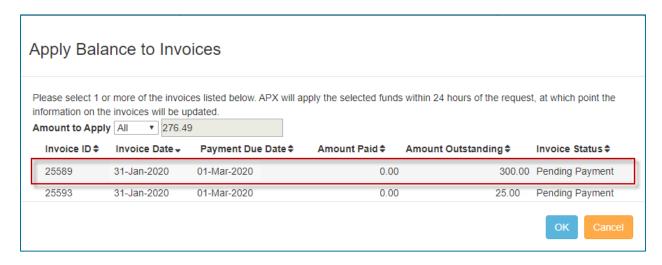


4.2 Management of Available Balances

4.2.1 An account may have a credit balance that can be used for invoice payments. The credit balance appears as an "Available Balance" in the My Invoice screen. Click the "Apply balance to invoice" link, to open the Apply Balance window.



4.2.2 In the Apply Balance window, invoices with outstanding balances are presented. When selecting an invoice and clicking "OK", the available balance can by fully or partially applied to the selected invoice. Note, applied balances require 24 hours to process during standard registry support hours; this excludes US weekends and holidays.



5 PROJECT CREATION AND PROCESSING

5.1 Introduction

This section will cover how to create a project in the Verra Registry, as well as how to progress the status of a project. To find rules and requirements, as well as templates for each individual project type, please see the below links:

- Verified Carbon Standard (VCS)
- Climate, Community & Biodiversity Standards (CCB)
- Sustainable Development Verified Impact Standard (SD VISta)
- Verra Offset Project Registry (OPR)

5.2 Registering a New Project

Account types of General Account and Project Proponent are eligible to register projects in the registry. New projects are registered in the Project Management module by clicking the respective project type link, which opens the project registration form. Required fields for project creation are represented with an asterisk.



Once you have clicked your respective project type you will see the below form:

		Ī
Project Proponent: *	I am the Proponent Single Multiple	
Project Proponent Name: *	Select Project Proponent ▼	
Project Name: *		
Project Description: *		

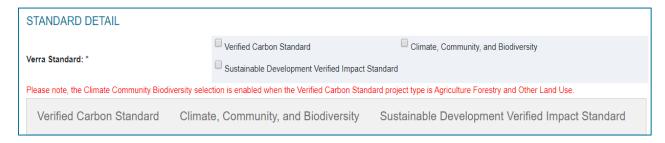
You will have three options to pick from for the Project Proponent:

- I am the Proponent Use this option if you are the Project Proponent and the Account Manager.
- Single Use this option if you are the Account Manager but using an independent Project
 Proponent (note: this will activate the "Project Proponent Name" drop down which provides
 you all of the eligible project proponents in the Verra Registry. If your Project Proponent
 does not already hold an account, they will need to create an account to be added to this
 database.
- Multiple Use this option if there are multiple project proponents.

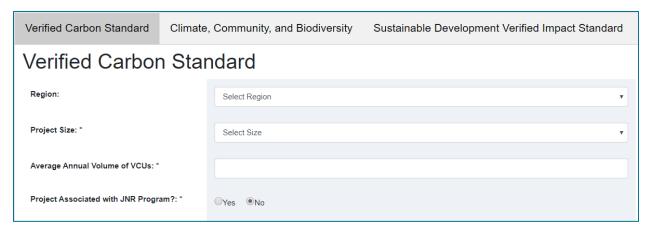
Enter in all relevant information, at minimum completing the fields marked with asterisks.

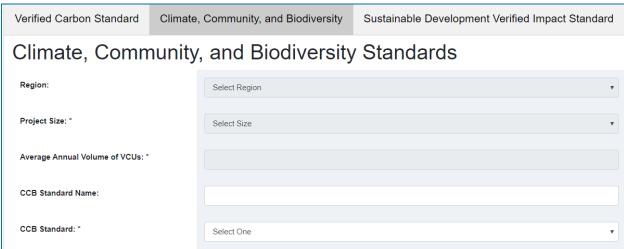
Note that double asterisks appear by the KML file requirement in the project location section. This is only required for certain project types. An option to upload the KML file will appear at the bottom of the project record if required. All information entered into the project record must be consistent with the documentation you intend to submit.

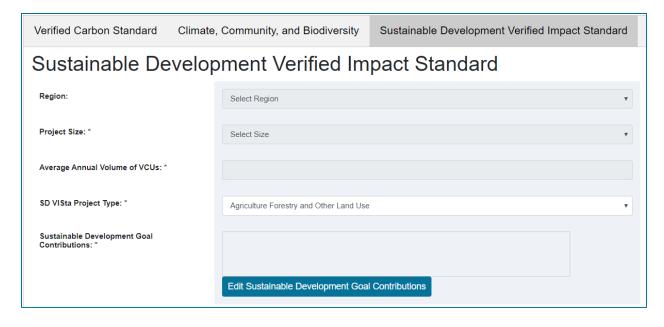
Once you reach "Standard Detail", you will be asked to select the Standard type your project is associated with, as seen below.



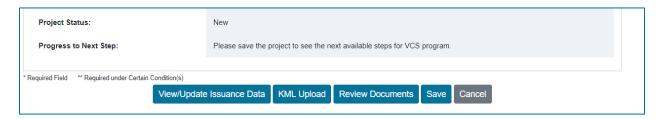
You may select multiple standards. For each standard selected you will need to complete the associated fields as seen below.







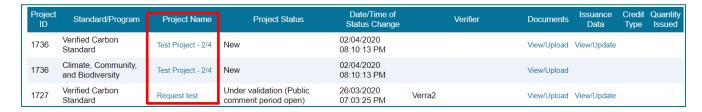
You will not be able to submit your project for initial review until you have completed all the required fields associated with each standard type that you have selected. Once you have completed the required fields you will see the below section.



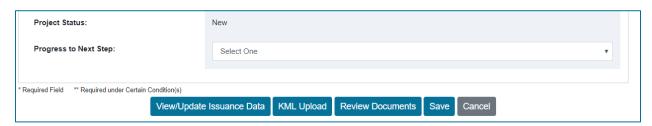
Click save for each Verra Standard section you have completed as an applicable standard. Though related, you will need to save progress under each standard separately.

5.3 Progressing an active project

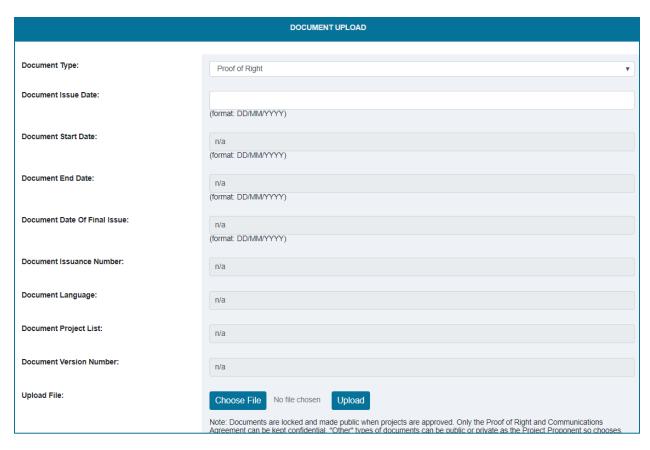
To progress an active project to the next step you will need to locate the project in the Project Management module. Click the desired project name and scroll to the bottom of the record.



Once you have located your project, click on the project's name to access the record and scroll to the bottom. At the bottom you will see the below.



To progress a project to a particular status, you will need to first ensure all documentation required for that status has been uploaded in the Review Document tab. To upload documents, click Review Documents and scroll down to Document Upload, select the Document type, Document Issue date and then click Choose file to locate the document on your computer. Once located, click "Upload" and the document will automatically save to your project record as seen below.



Once documents have been uploaded, click "Go to Project Registration" to return to the project record. Scroll back to the bottom of the project record and simply click the down arrow on "Progress to Next Step" and select the status you wish to progress to. This will trigger a notification for the Verra Registry team to review the project and hand the information over to the Program Team for further review.

Please note that if you are trying to progress a project that is participating under multiple standards at the same time, you will need to go into each standard section and make the necessary status updates for each. An example of this can be seen in the Project Management image above, whereby two separate entries with the same project ID and project name are shown, but under different standards.



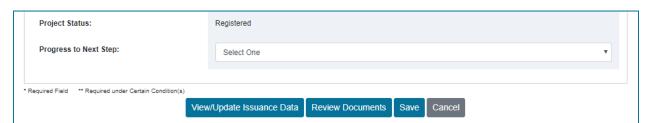
6 ISSUANCE

6.1 Requesting issuance

To request issuance, you must first find the project you would like to issue from in the Project Management module. Note that the project status must be of a status that is qualified for issuance. Proceed to click "View/update" in the Issuance Data column.



You may also click the Project Name and scroll to the bottom of the project record then click "View/Update Issuance Data".



If this is the first time issuing for a particular verification period, you will first need to create an emission record.



Otherwise, you will need to locate the emission record that you want to issue from in the Emission and Vintage records module.

If entering a new emission record, you will need to complete all required fields as noted by asterisks. The information for the emission record will be located in the project's verification report. Once you have completed all sections and confirmed the information is accurate, click Save. This will notify the Verra Registry Administrators to review the issuance record to verify the information entered is correct. You may at this time find your emission record in the emission and vintage

record module and add an issuance request by clicking "Add Issuance" next to the emission record you would like to issue from, as seen below.



Enter in all required information as noted by the asterisks. Note that "Quantity of Credits to be Deposited in Buffer Account" will only appear for AFOLU projects, and you are required to submit all the required buffer credits at the time of the first issuance of the project. Once the information is entered, click Save. This will notify the Verra Registry Administrator to review the request. Should the review be successful, the Registry Administrator will inform you that an invoice has been generated and will need to be paid before the credits are issued to your account.

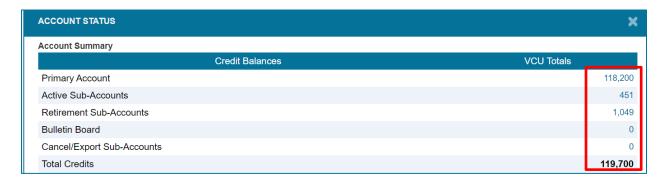
To access your invoices, return to your accounts home page and select "My Invoices" in the account holders reports then select the Invoice ID associated with your issuance request. A PDF will be created with instructions on how to pay the issuance fee. Once payment is received, the registry administrator will proceed with issuing your credits and you will be notified when the credits have been issued to your account.



7 CREDIT TRANSFER

7.1 Transferring Credits

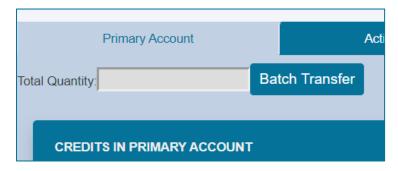
To conduct a credit transfer, log into the registry and select the account from which you would like to transfer credits. Select the VCU Totals in the account you would like to transfer credits from in the Account Status module.



Enter the amount that you would like to transfer in the transfer quantity section and then select "Add batch".



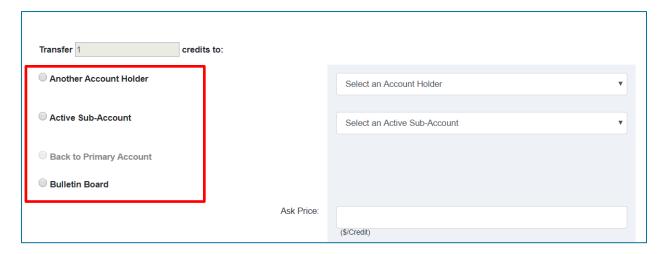
Navigate to the upper left-hand corner of the registry, verify the amount you would like to transfer and then select "Batch Transfer".



Fill out the transfer credit page. Select the account type you would like to transfer to. Your options are as follows:

- Another Account Holder This would be to transfer credits to another account holder. You
 must use the "Select an Account Holder" drop down and locate the Account Holder you
 want to transfer to. You will need to know the other accountholder's account ID.
- Active Sub-Account This would be to transfer to one of your own Sub-Accounts and you
 will need to use the "Select an Active Sub-Account" drop down to locate the Sub-Account
 you wish to transfer to.
- Back to Primary Account This would be used to transfer credits from a Sub-Account back to the primary Account. This can only be accessed through a Sub-Account.
- Bulletin Board This would post the credits to the public Bulletin Board allowing individuals to contact you in regard to the credits.
- Retirement Sub-Account Instructions for the Retirement Sub-Account can be found in the Retirement Sub-Account section below.

You will need to select the radio button next to the account you wish to transfer to and complete the aformentioned fields. Once completed, click Submit to process the credit transfer.



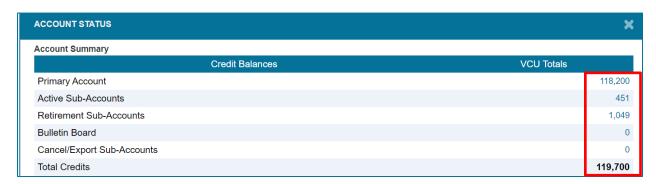
After submission, you can verify that the transfer has completed by looking at your Credit Transfer History in Account Holder reports.



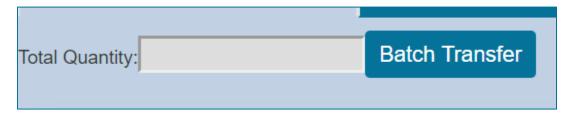
8 RETIREMENTS

8.1 Retiring credits

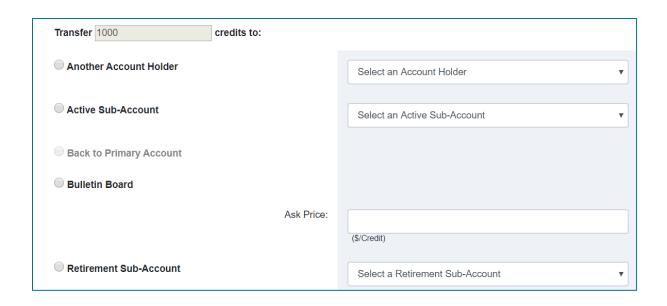
To retire credits, select the VCU Totals in the account you would like to retire credits from in the Account Status module.



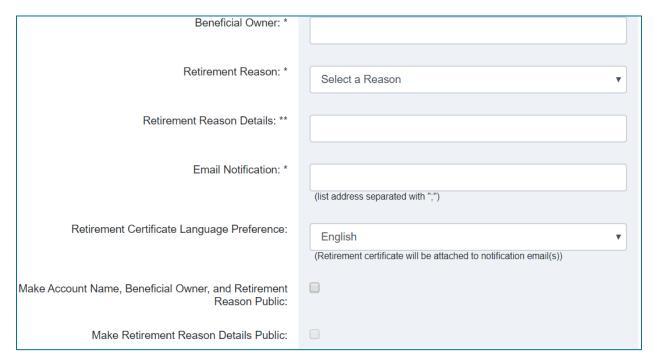
Enter the quantity you would like to retire in the transfer quantity tab and then select Add Batch. Once selected, click Batch Transfer at the top.



On the next screen, "Transfer Credits", select the Retirement Sub-Account option and complete all required fields as indicated by asterisks. One you have selected the Retirement Sub-Account radio button, select the adjacent Retirement Sub-Account you would like the credits to be stored.



The Beneficial Owner is the entity you are retiring the credits for. There can be multiple emails applied to the email notification by separating each individual email with a semicolon. Finally, there are two options regarding information you may make public if any. Check the boxes of information you want public and then hit submit.



9 PUBLIC RECORDS

9.1 Public record options

Public records can be found on the Verra Registry login portal. Scroll down from the login module and click on the standard you wish to run reports on.



Verified Carbon Standard

The VCS Program allows certified projects to turn their greenhouse gas (GHG) emission reductions and removals into tradable carbon credits. Since its launch in 2006, the VCS Program has grown into the world's largest voluntary GHG program. VCS projects include dozens of technologies and measures which result in GHG emission reductions and removals, including renewable energy, forest and welfand conservation and restoration, transport efficiency improvements, and many others.



Climate, Community & Biodiversity Standards

The CCB Program is the leading framework for assessing land management projects that create net positive benefits for climate change mitigation, for local communities and for bloodwarshy. The standards can be applied to all types of land management projects, including forest conservation and restoration, agroforestry, sustainable agriculture, and others. The CCB Program can be used in conjunction with a GHG crediting program, such as the VCB Program, and carbon credits can be labeled with the co-benefits certified under the CCB Program.



Sustainable Development Verified Impact Standard

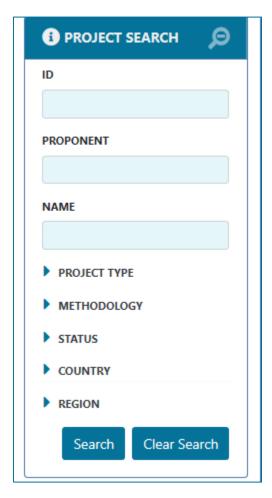
The SD VISta Program is a flexible framework that sets out rules and criteria for the design, implementation and assessment of projects that aim to deliver high-impact sustainable development benefits. SD VISta also allows projects to link their social and environmental impacts to the United Nations Sustainable Development Goals (SDGs). SD VISta enables donors and investors to identify support and help drive finance to activities that generate measurable sustainable development outcomes.



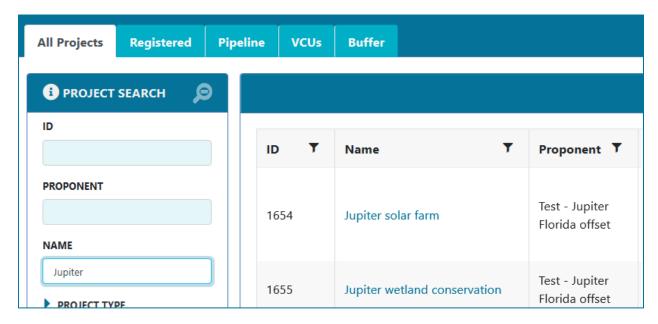
California Offset Project Registry

The Verra California OPR helps the California Air and Resources Board administer the Compliance Offset Program component of its cap-and-trade system. The OPR facilitates the listing and verification of GHG reduction projects that were developed using ARB Offset Protocols and that issue Registry Offset Credits (ROCs). Entities covered by California's cap-and-trade program can use compliance offset credits to satisfy a portion of their regulatory obligations.

Once you click on the standard, you can apply filters in the Project Search module.



You can select a hyperlinked project name to view public project information including project documents and the public comment period for the project, if available.



You can also view registry specific public reports within your registry account in "Public Reports".

