



NEPOOL GIS Certificate Transfers User Guide

This User Guide outlines the steps on how to transfer Certificates in NEPOOL GIS (GIS). GIS Certificates can only be transferred after Certificates are issued and during an opened trading period. NEPOOL GIS dates can be found by clicking on the following [link](#).

A. Certificate Transfer Options

In GIS, there are six different options for Certificate Transfers:

- Another Account Holder
- Retail SubAccount
- Reserve
- Banked
- Bulletin Board
- Back to Account

B. View Active Certificates

To view Active Certificates available for transfer in GIS, User takes the following steps:

1. In the Account Dashboard, User locates the Account Status module.
2. Under the Account Summary module, User clicks on a hyperlink under Account Activity as pictured below.

Account Summary				
MSS Data & Manual Generation Totals				
Supply MWh		Demand MWh		
Generation	0.000	Load	0	
Imports	0	Exports	0	
Account Activity				
Certificates		Obligations		
Transferable	154,627	Transferable	0	
Reserved	0	Transferred In	0	
On Bulletin Board	1	Transferred Out	0	
Banked	131	In Subaccounts	0	
In Subaccounts	0			
Account Totals				
Certificates		Obligations		
Certificate Total	154,759	Total Obligation	0	
Subaccounts Summary				
SubAccount ID	Subaccount	State	Obligations	Certificates
34616	My Unassigned Obligation		0	0

3. User views Certificate inventory in the specific page of the clicked hyperlink.

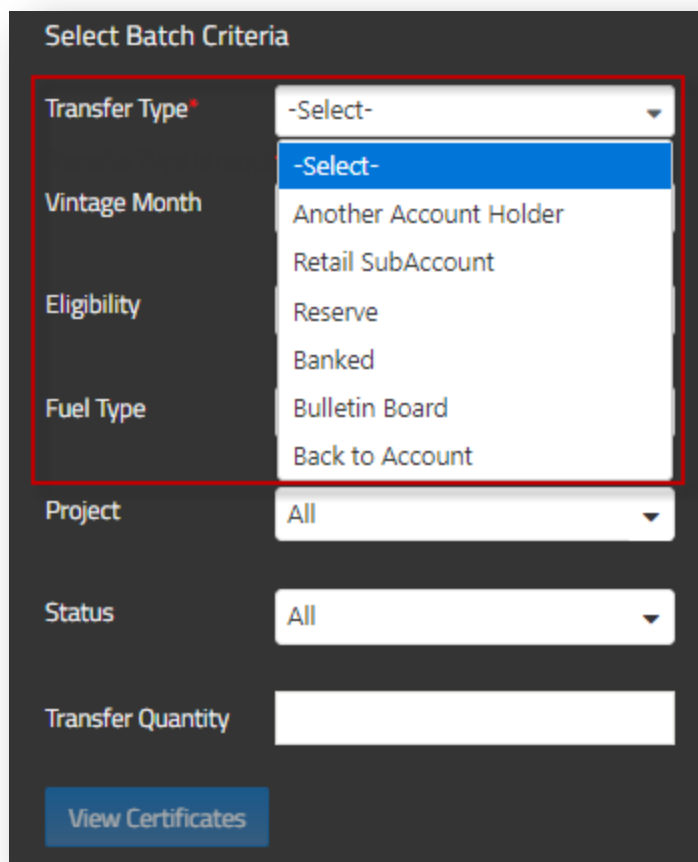
B. Transfer GIS Certificates

User initiates GIS Certificate Transfers via the new **Transfer** page in NEPOOL GIS. User can initiate up to 20,000 REC batch transfers at one time.

1. Log in to NEPOOL GIS.
2. In the Account Dashboard, User clicks on the **Transfer** option from the menu bar as shown below:



3. In the Select Batch Criteria section on the left pane, User selects one of the options from the Transfer Type drop-down. The dynamic Selection Criteria is driven off of the transfer type selection.



The image shows a 'Select Batch Criteria' form with several fields. The 'Transfer Type*' field is highlighted with a red box and has a dropdown menu open. The dropdown menu contains the following options: '-Select-', '-Select-', 'Another Account Holder', 'Retail SubAccount', 'Reserve', 'Banked', 'Bulletin Board', and 'Back to Account'. Other fields include 'Vintage Month', 'Eligibility', 'Fuel Type', 'Project', 'Status', and 'Transfer Quantity'. A 'View Certificates' button is located at the bottom of the form.

4. User enters data for any fields denoted with an asterisk. All fields not denoted with an asterisk are optional. Only available REC holdings options are displayed as options in the selection criteria.

Select Batch Criteria

Transfer Type*	Another Account Holder
Account Holder*	GIS Test Account
Vintage Month	All
Eligibility	All
Fuel Type	All
Project	All
Status	All
Transfer Quantity	

[View Certificates](#)

Note: In the Transfer Quantity field of the selection criteria, User can enter the total number of RECs to transfer without having to manually select the batch(es) in the right pane.

- Once all the options are selected, User clicks on the 'View Certificates' button to populate the requested data on the right pane.

Select Batch Criteria

Transfer Type*	Another Account Holder
Account Holder*	GIS Test Account
Vintage Month	All
Eligibility	All
Fuel Type	All
Project	All
Status	All
Transfer Quantity	

[View Certificates](#)

6. After clicking the 'View Certificates' button, the right pane populates the data result based on the options selected in the Select Batch Criteria.

Select Your Certificates

Select All Clear All

Quantity	Transfer Quant...	Vintage	Unit Name	Fuel Type	Status
10	<input type="text" value="0"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="0"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="0"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="0"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="0"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="0"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="0"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="0"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="0"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="0"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="0"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="0"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="0"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="0"/>	01/2017	Unit 107	Wind	Transferable

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0 Certificates Ready for Transfer

Up to 20,000 certificates should to be selected to execute a transfer

Transfer

Note: If Transfer Quantity was entered in the selection criteria, the Transfer Quantity column displays selected REC quantities for batches up to the quantity entered.

- In the Select Your Certificates section on the right pane, User either clicks 'Select All' button to select all the Certificates or enters in the specific quantity to transfer for each batch under the Transfer Quantity column.

Select Your Certificates

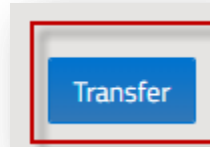
Quantity	Transfer Quant...	Vintage	Unit Name	Fuel Type	Status
10	<input type="text" value="10"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="10"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="10"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="10"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="10"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="10"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="10"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="10"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="10"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="10"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="10"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="10"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="10"/>	01/2017	Unit 107	Wind	Transferable
10	<input type="text" value="10"/>	01/2017	Unit 107	Wind	Transferable

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Note: Clicking the 'Select All' or 'Clear All' buttons only impacts the REC batches on the current page. User can select or clear additional batches from multiple pages on the right pane.

- User clicks the 'Transfer' button to execute Certificate transfer to the designated Transfer Type option.



Note: After initiating a Certificate transfer to another Account Holder, automated emails are sent to both Transferor and Transferee. The transferred Certificates are marked as “Pending” in the Transferor’s Outbox until the Transferee either accepts or rejects the Certificate transfer. If the Transferee rejects the Certificate transfer, the Certificates will be returned to the Transferor’s account. If the Transferee