

## NEPOOL GIS Forward Certificate Transfers User Guide

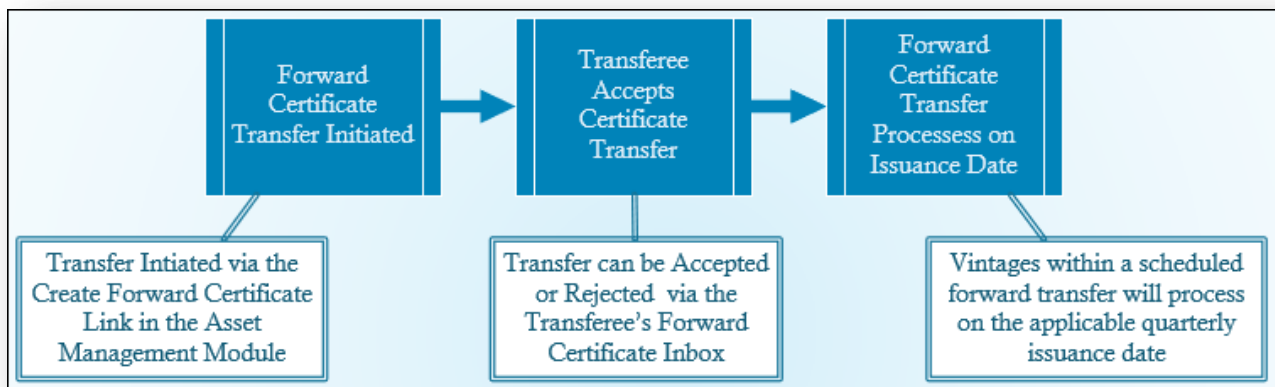
Once GIS projects are approved, Users can set-up Forward Certificate Transfers to automatically transfer issued RECs from their project(s) to their counterparty's GIS account when a Trading Period is opened.

This User Guide outlines the requirements and steps for how to establish and manage Forward Certificate Transfers in NEPOOL GIS (GIS) and focuses on the following areas:

- Forward Certificate Transfer Process
- Description of Forward Certificate Transfer fields
- Create a New Forward Certificate Transfer
- Approve/Reject a Forward Certificate Transfer Request
- Check the Status of a Forward Certificate Transfer
- Modify an existing Forward Certificate Transfer

### A. Forward Certificate Transfer Process

Below is the process flow of the Forward Certificate Transfer process:





## B. Description of Forward Certificate Transfer Fields

Below is the description of each of field in the Forward Certificate Transfer page:

**Forward Certificate Name/Alias:** Transferor assigned name for the scheduled forward certificate transfer viewable by both the transferee and transferor.

**Receiving Account Holder:** The account in which the certificates will be deposited, the transferee.

**Begin Vintage:** The first generation month and year to be transferred to the transferee.

**End Vintage:** The last generation month and year to be transferred to the transferee.

**Priority:** Each forward certificate transfers name can be assigned a priority, with "1" having top priority over all subsequent forward certificate transfers. In the event a forward certificate transfer with a higher priority transfers the full set of available certificates, any lower priority forward transfers will fail. By default the system applies a "0" priority, meaning no priority.

**All or Nothing:** Requires the full quantity of certificates to be available for transfer if the Monthly Fixed Amount method is used or forward certificate will fail. Example: 100 certificates entered in to the Monthly Fixed Amount field, 95 certificates available for transfer, the forward certificate transfer will fail.

**Partial Fill:** If the Monthly Fixed Amount method is used and full quantity of certificates is not available for transfer, the quantity available will be transferred. Example: 100 certificates entered in to the Monthly Fixed Amount field, 95 certificates available for transfer, 95 certificates will transfer.

**Note/Transferee:** Optional description of forward certificate terms to be entered by the transferor and viewable by both the transferor and transferee.

**Show Import Generators/Show My Generators:** This button can be used to toggle between viewing the transferor's approved generators or a list of approved import generators. By default the transferor's generators are displayed.

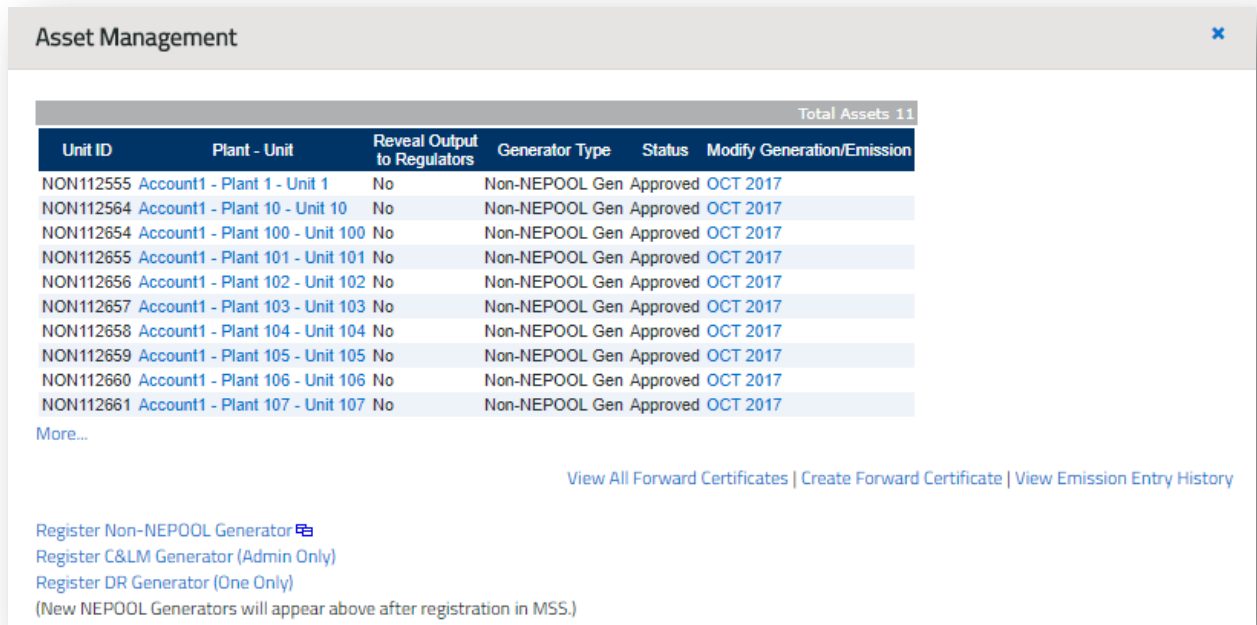
**Monthly Percentage:** A percentage applied to the monthly certificate output to be transferred.

**Monthly Fixed Amount:** A fixed monthly whole number value of certificates to be transferred. Selection of this box will block all capability to rescind, edit or change this Forward certificate: If selected, only the NEPOOL GIS administrator will have the ability to modify the schedule transfer, contingent on confirmation from both the transferor and transferee.

## C. Create a New Forward Certificate Transfer

Once projects are approved in GIS, Transferors can create Forward Certificate Transfers by taking the following steps:

1. In the Account Dashboard, locate the **Asset Management** module.



Unit ID	Plant - Unit	Reveal Output to Regulators	Generator Type	Status	Modify Generation/Emission
NON112555	Account1 - Plant 1 - Unit 1	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112564	Account1 - Plant 10 - Unit 10	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112654	Account1 - Plant 100 - Unit 100	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112655	Account1 - Plant 101 - Unit 101	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112656	Account1 - Plant 102 - Unit 102	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112657	Account1 - Plant 103 - Unit 103	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112658	Account1 - Plant 104 - Unit 104	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112659	Account1 - Plant 105 - Unit 105	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112660	Account1 - Plant 106 - Unit 106	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112661	Account1 - Plant 107 - Unit 107	No	Non-NEPOOL Gen	Approved	OCT 2017

More...

[View All Forward Certificates](#) | [Create Forward Certificate](#) | [View Emission Entry History](#)

[Register Non-NEPOOL Generator](#)  
[Register C&LM Generator \(Admin Only\)](#)  
[Register DR Generator \(One Only\)](#)  
 (New NEPOOL Generators will appear above after registration in MSS.)

2. Under the **Asset Management** module, click on the 'Create Forward Certificate' hyperlink as pictured below:


**Asset Management** x

Total Assets 11

Unit ID	Plant - Unit	Reveal Output to Regulators	Generator Type	Status	Modify Generation/Emission
NON112555	Account1 - Plant 1 - Unit 1	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112564	Account1 - Plant 10 - Unit 10	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112654	Account1 - Plant 100 - Unit 100	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112655	Account1 - Plant 101 - Unit 101	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112656	Account1 - Plant 102 - Unit 102	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112657	Account1 - Plant 103 - Unit 103	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112658	Account1 - Plant 104 - Unit 104	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112659	Account1 - Plant 105 - Unit 105	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112660	Account1 - Plant 106 - Unit 106	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112661	Account1 - Plant 107 - Unit 107	No	Non-NEPOOL Gen	Approved	OCT 2017

More...

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- In the New Forward Certificate Transfer screen, enter data into all required fields on the form denoted with an asterisk.

**New Forward Certificate Transfer**

Forward Certificate Name/Alias: \*

Receiving Account Holder: \*

Begin Vintage: \*

End Vintage: \*

Priority: \*

All or Nothing:  Check if Yes

Partial Fill:  Check if Yes

Note/Transferee

- Under the Generator's table, enter either the Monthly Percentage of Monthly Fixed Amount for each generator that is part of the Forward Certificate Transfer.

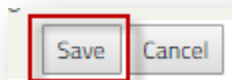
Unit ID	Plant - Unit	Fuel Type	Monthly Percentage	Monthly Fixed Amount
NON112555	Account1 - Plant 1 - Unit 1	Solar Photovoltaic	100	
NON112556	Account1 - Plant 2 - Unit 2	Solar Photovoltaic	100	
NON112557	Account1 - Plant 3 - Unit 3	Solar Photovoltaic		
NON112558	Account1 - Plant 4 - Unit 4	Solar Photovoltaic		
NON112559	Account1 - Plant 5 - Unit 5	Solar Photovoltaic		
NON112560	Account1 - Plant 6 - Unit 6	Wind		
NON112561	Account1 - Plant 7 - Unit 7	Wind		
NON112562	Account1 - Plant 8 - Unit 8	Wind		
NON112563	Account1 - Plant 9 - Unit 9	Wind		
NON112564	Account1 - Plant 10 - Unit 10	Wind		
NON112565	Account1 - Plant 11 - Unit 11	Coal		
NON112566	Account1 - Plant 12 - Unit 12	Coal		
NON112567	Account1 - Plant 13 - Unit 13	Nuclear		

Selection of this box will block all capability to rescind, edit or change this Forward Certificate .

- For Irrevocable Forward Certificate Transfers, check the checkbox “Selection of this box will block all capacity to rescind, edit or edit this Forward Certificate.”

Selection of this box will block all capability to rescind, edit or change this Forward Certificate .

- Click on the ‘Save’ button to create a new Forward Certificate Transfer.



**Note:** After a new Forward Certificate Transfer is created, the Forward Certificate Transfer will be in a ‘Pending’ status until the Transferee accepts/rejects the Forward Certificate Transfer. Both the Transferor and Transferee will receive an email notification regarding the Forward Certificate Transfer.

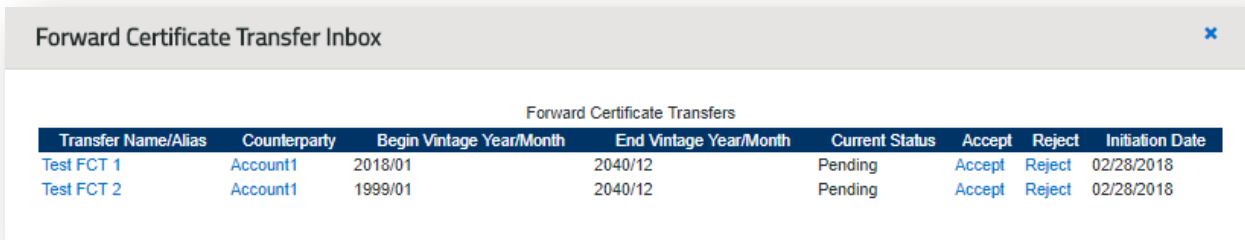
## D. Approve/Reject a Forward Certificate Transfer

Once the Forward Certificate transfer is initiated by the Transferor, the Transferee reviews the Forward Certificate Transfer Inbox module to review new Forward Certificate Transfer requests.

### Approve Forward Certificate Transfer

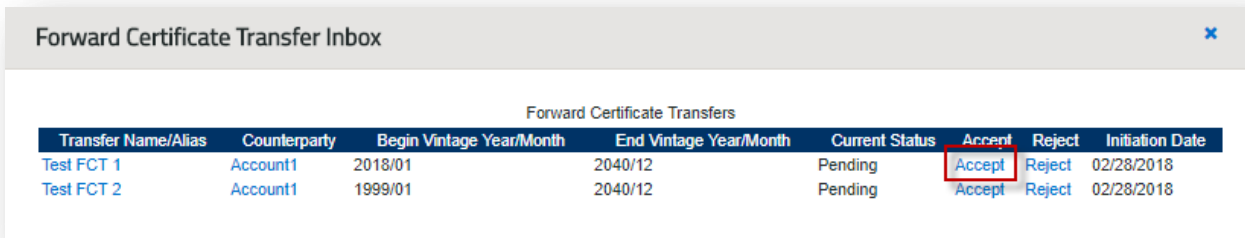
To approve a Forward Certificate Transfer, the Transferee takes the following steps:

1. In the Account Dashboard, locate the **Forward Certificate Transfer Inbox** Module.



Forward Certificate Transfers							
Transfer Name/Alias	Counterparty	Begin Vintage Year/Month	End Vintage Year/Month	Current Status	Accept	Reject	Initiation Date
Test FCT 1	Account1	2018/01	2040/12	Pending	Accept	Reject	02/28/2018
Test FCT 2	Account1	1999/01	2040/12	Pending	Accept	Reject	02/28/2018

2. Click the Accept hyperlink under the 'Accept' column to effectuate the Forward Certificate Transfer.



Forward Certificate Transfers							
Transfer Name/Alias	Counterparty	Begin Vintage Year/Month	End Vintage Year/Month	Current Status	Accept	Reject	Initiation Date
Test FCT 1	Account1	2018/01	2040/12	Pending	Accept	Reject	02/28/2018
Test FCT 2	Account1	1999/01	2040/12	Pending	Accept	Reject	02/28/2018

**Note:** Approved Forward Certificate Transfers will process on the appropriate certificate issuance date for the approved vintages. For example, January and February 2018 Forward Certificate Transfers will process on July 15, 2018.

3. Click the 'OK' button to confirm selection.

Are you sure you want to accept the forward transfer?

OK

Cancel

- Transferor and Transferee will be notified via email of the new status of the Forward Certificate Transfer.

### **Reject Forward Certificate Transfer**

To reject a Forward Certificate Transfer, the Transferee takes the following steps:

- In the Account Dashboard, locate the **Forward Certificate Transfer Inbox** Module.

Forward Certificate Transfers							
Transfer Name/Alias	Counterparty	Begin Vintage Year/Month	End Vintage Year/Month	Current Status	Accept	Reject	Initiation Date
Test FCT 1	Account1	2018/01	2040/12	Pending	Accept	Reject	02/28/2018
Test FCT 2	Account1	1999/01	2040/12	Pending	Accept	Reject	02/28/2018

- Under the Forward Certificate Transfers table, click the Reject hyperlink under the Reject column to decline the Forward Certificate Transfer.

Forward Certificate Transfers							
Transfer Name/Alias	Counterparty	Begin Vintage Year/Month	End Vintage Year/Month	Current Status	Accept	Reject	Initiation Date
Test FCT 1	Account1	2018/01	2040/12	Pending	Accept	Reject	02/28/2018
Test FCT 2	Account1	1999/01	2040/12	Pending	Accept	Reject	02/28/2018

- Click the 'OK' button to confirm selection.

Are you sure you want to reject the forward transfer?

OK

Cancel

4. Transferor and Transferee will be notified via email of the new status of the Forward Certificate Transfer.



## E. Check the Status a of Forward Certificate Transfer

The Transferor can view and check on the status of their Forward Certificate Transfers by taking the following steps:

1. In the Account Dashboard, locate the **Asset Management** Module.
2. Click the hyperlink View All Forward Certificates.


**Asset Management** ✕

Total Assets **11**

Unit ID	Plant - Unit	Reveal Output to Regulators	Generator Type	Status	Modify Generation/Emission
NON112555	Account1 - Plant 1 - Unit 1	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112564	Account1 - Plant 10 - Unit 10	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112654	Account1 - Plant 100 - Unit 100	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112655	Account1 - Plant 101 - Unit 101	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112656	Account1 - Plant 102 - Unit 102	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112657	Account1 - Plant 103 - Unit 103	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112658	Account1 - Plant 104 - Unit 104	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112659	Account1 - Plant 105 - Unit 105	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112660	Account1 - Plant 106 - Unit 106	No	Non-NEPOOL Gen	Approved	OCT 2017
NON112661	Account1 - Plant 107 - Unit 107	No	Non-NEPOOL Gen	Approved	OCT 2017

More...

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[Create Forward Certificate](#) | [View Emission Entry History](#)

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[Register DR Generator \(One Only\)](#)
  
 (New NEPOOL Generators will appear above after registration in MSS.)

3. Click on a tab at the top of table to navigate between specific Forward Certificate Transfer statuses.

Create New Forward Transfers

Approved | Pending | Completed | Rejected | Withdrawn | All

Forward Transfers																
Transfer Name/Alias	Priority	From Account Holder	Counterparty	Begin Vintage Year/Month	End Vintage Year/Month	Unit ID	Plant - Unit	Fuel Type	Monthly Percentage	Monthly Fixed Amount	Status	Process	Rescindable	Initation Date	Effective Date	Note
Test FCT 2	2	Account1	Account2	1999/01	2040/12	NON112560	Account1 - Plant 6 - Unit 6	Wind	100.00	0	Pending	All or Nothing	No	02/28/2018	02/28/2018	
Test FCT 2	2	Account1	Account2	1999/01	2040/12	NON112561	Account1 - Plant 7 - Unit 7	Wind	0.00	50	Pending	All or Nothing	No	02/28/2018	02/28/2018	
Test FCT 1	1	Account1	Account2	2018/01	2040/12	NON112555	Account1 - Plant 1 - Solar Photovoltaic Unit 1	Solar Photovoltaic	100.00	0	Pending	All or Nothing	Yes	02/28/2018	02/28/2018	
Test FCT 1	1	Account1	Account2	2018/01	2040/12	NON112556	Account1 - Plant 2 - Solar Photovoltaic Unit 2	Solar Photovoltaic	100.00	0	Pending	All or Nothing	Yes	02/28/2018	02/28/2018	

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- View Forward Certificate Transfer information on the Forward Transfers table or click on the hyperlink under the Transfer Name/Alias column to view Forward Certificate Transfer details.

Transfer Name/Alias ▲▼	Priority ▲▼	From Account Holder ▲▼	Counterparty ▲▼
<a href="#">Test FCT 2</a>	2	Account1	Account2
<a href="#">Test FCT 2</a>	2	Account1	Account2
<a href="#">Test FCT 1</a>	1	Account1	Account2
<a href="#">Test FCT 1</a>	1	Account1	Account2

## F. Modify a Forward Certificate Transfer

User can modify an existing Forward Certificate Transfer at any time only if the 'Rescindable' column is marked 'Yes'. If the 'Rescindable' column is marked 'No', Transferor must receive confirmation from Transferee to update the Forward Certificate Transfer and work with APX GIS Administrator to make the update.

Below are the steps to modify an existing Forward Certificate Transfer:

1. In the Account Dashboard, User locates the **Asset Management** Module.
2. Click the hyperlink View All Forward Certificates.

Asset Management
✕

Total Assets 11

Unit ID	Plant - Unit	Reveal Output to Regulators	Generator Type	Status	Modify Generation/Emission
NON112555	Account1 - Plant 1 - Unit 1	No	Non-NEPOOL Gen	Approved	<a href="#">OCT 2017</a>
NON112564	Account1 - Plant 10 - Unit 10	No	Non-NEPOOL Gen	Approved	<a href="#">OCT 2017</a>
NON112654	Account1 - Plant 100 - Unit 100	No	Non-NEPOOL Gen	Approved	<a href="#">OCT 2017</a>
NON112655	Account1 - Plant 101 - Unit 101	No	Non-NEPOOL Gen	Approved	<a href="#">OCT 2017</a>
NON112656	Account1 - Plant 102 - Unit 102	No	Non-NEPOOL Gen	Approved	<a href="#">OCT 2017</a>
NON112657	Account1 - Plant 103 - Unit 103	No	Non-NEPOOL Gen	Approved	<a href="#">OCT 2017</a>
NON112658	Account1 - Plant 104 - Unit 104	No	Non-NEPOOL Gen	Approved	<a href="#">OCT 2017</a>
NON112659	Account1 - Plant 105 - Unit 105	No	Non-NEPOOL Gen	Approved	<a href="#">OCT 2017</a>
NON112660	Account1 - Plant 106 - Unit 106	No	Non-NEPOOL Gen	Approved	<a href="#">OCT 2017</a>
NON112661	Account1 - Plant 107 - Unit 107	No	Non-NEPOOL Gen	Approved	<a href="#">OCT 2017</a>

More...

View All Forward Certificates
[Create Forward Certificate](#) | [View Emission Entry History](#)

[Register Non-NEPOOL Generator](#)

[Register C&LM Generator \(Admin Only\)](#)

[Register DR Generator \(One Only\)](#)

(New NEPOOL Generators will appear above after registration in MSS.)

3. Click on a tab at the top of table to navigate between specific Forward Certificate Transfers statuses.

Create New Forward Transfers

Approved Pending Completed Rejected Withdrawn All

Forward Transfers																
Transfer Name/Alias	Priority	From Account Holder	Counterparty	Begin Vintage Year/Month	End Vintage Year/Month	Unit ID	Plant - Unit	Fuel Type	Monthly Percentage	Monthly Fixed Amount	Status	Process	Rescindable	Initiation Date	Effective Date	Note
Test FCT 2	2	Account1	Account2	1999/01	2040/12	NON112560	Account1 - Plant 6 - Unit 6	Wind	100.00	0	Pending	All or Nothing	No	02/28/2018	02/28/2018	
Test FCT 2	2	Account1	Account2	1999/01	2040/12	NON112561	Account1 - Plant 7 - Unit 7	Wind	0.00	50	Pending	All or Nothing	No	02/28/2018	02/28/2018	
Test FCT 1	1	Account1	Account2	2018/01	2040/12	NON112555	Account1 - Plant 1 - Solar Unit 1	Photovoltaic	100.00	0	Pending	All or Nothing	Yes	02/28/2018	02/28/2018	
Test FCT 1	1	Account1	Account2	2018/01	2040/12	NON112556	Account1 - Plant 2 - Solar Unit 2	Photovoltaic	100.00	0	Pending	All or Nothing	Yes	02/28/2018	02/28/2018	

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4. Click on the hyperlink under the Transfer Name/Alias column to view Forward Certificate Transfer details.

Transfer Name/Alias	Priority	From Account Holder	Counterparty
<a href="#">Test FCT 2</a>	2	Account1	Account2
<a href="#">Test FCT 2</a>	2	Account1	Account2
<a href="#">Test FCT 1</a>	1	Account1	Account2
<a href="#">Test FCT 1</a>	1	Account1	Account2

- In the Edit Forward Certificate Transfer page, modify the details of the Forward Certificate Transfer.

Edit Forward Certificate Transfer

Forward Certificate Name/Alias: \*

Receiving Account Holder: \*

Begin Vintage: \*

End Vintage: \*

Priority: \*

All or Nothing:  Check if Yes

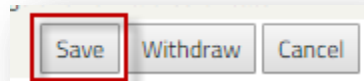
Partial Fill:  Check if Yes

Note/Transferee

Unit ID	Plant - Unit	Fuel Type	Monthly Percentage	Monthly Fixed Amount
NON112555	Account1 - Plant 1 - Unit 1	Solar Photovoltaic	<input type="text"/>	<input type="text"/>
NON112556	Account1 - Plant 2 - Unit 2	Solar Photovoltaic	<input type="text"/>	<input type="text"/>
NON112557	Account1 - Plant 3 - Unit 3	Solar Photovoltaic	<input type="text"/>	<input type="text"/>
NON112558	Account1 - Plant 4 - Unit 4	Solar Photovoltaic	<input type="text"/>	<input type="text"/>
NON112559	Account1 - Plant 5 - Unit 5	Solar Photovoltaic	<input type="text"/>	<input type="text"/>
NON112560	Account1 - Plant 6 - Unit 6	Wind	<input type="text" value="100"/>	<input type="text"/>
NON112561	Account1 - Plant 7 - Unit 7	Wind	<input type="text"/>	<input type="text" value="50"/>
NON112562	Account1 - Plant 8 - Unit 8	Wind	<input type="text"/>	<input type="text"/>
NON112563	Account1 - Plant 9 - Unit 9	Wind	<input type="text"/>	<input type="text"/>
NON112564	Account1 - Plant 10 - Unit 10	Wind	<input type="text"/>	<input type="text"/>
NON112565	Account1 - Plant 11 - Unit 11	Coal	<input type="text"/>	<input type="text"/>
NON112566	Account1 - Plant 12 - Unit 12	Coal	<input type="text"/>	<input type="text"/>
NON112567	Account1 - Plant 13 - Unit 13	Nuclear	<input type="text"/>	<input type="text"/>

Selection of this box will block all capability to rescind, edit or change this Forward Certificate .

- Click the 'Save' button to resubmit the Forward Certificate Transfer request.



**Note:** After an existing Forward Certificate Transfer is modified, the Forward Certificate Transfer will be in a 'Pending' status until the Transferee accepts/rejects the Forward Certificate Transfer. Both the Transferor and Transferee will receive an email notification regarding the Forward Certificate Transfer.

## G. Frequently Asked Questions

- Why don't I see my project in the dropdown when I am in the Create Forward Certificate Transfer screen?
  - Only approved projects will be displayed on the Create Forward Certificate Transfer screen. If your project is in a 'Pending' status or not registered in GIS, please work with the GIS Administrator to review and approve your project.
- What are some common reasons why a Forward Certificate Transfer would be rejected?
  - Incorrect Begin or End Vintages
  - Irrevocable Transfer not selected
  - Incorrect Quantity
- What GIS report will show me the history of my Forward Certificate Transfers?
  - My Forward Certificates
  - My Event Log
  - Inter-Account Transfer report.
- Why didn't the expected amount of RECS transfer when my Forward Certificate Transfer process?
  - Forward Certificate Transfer Priority conflicts
  - Insufficient REC quantity to transfer if 'All or Nothing' is selected.
- How do I modify an Irrevocable Forward Certificate Transfer?
  - The user will not be able to edit a Forward Certificate Transfer if Rescindable is set to 'No'.
  - Both Transferor and Transferee will need to confirm and approve the update and then reach out to the NEPOOL GIS to help facilitate the change.