NEPOOL GIS Retirement User Guide

This User Guide outlines the steps on how to retire Certificates in NEPOOL GIS (GIS)and focuses on the following areas:

- Retire Certificates for RPS Compliance
- Retire Certificates for General Purposes

A. Retire Certificates for RPS Compliance

To retire Active Certificates for RPS Compliance, User takes the following steps:

Create a Compliance Sub-Account

To create a new Compliance Sub-Account, please take the following steps:

1. In the Account Dashboard, locate the **Account Status** module.
2. Under the **Account Status** module, click on the 'Create New Subaccount' hyperlink.

3. In the New Sub-Account page, enter data into the new Sub-Account fields.

New Sub-Account

Sub-account ID	0
Sub-account Name	CT
State	CT ▼
Attribute Laws Apply	☑
Serving LSE (optional)	(select one) ▼
Use in current Trading Period	☑
	Save Cancel

4. Click on the 'Save' button to create new Sub-Account.
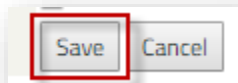
Assign Load Obligation

To assign Load Obligation, please take the following steps:

1. In the Account Dashboard, locate the **Account Status** module.
2. Under the **Account Status** module, click on the 'Assign Obligations' hyperlink.

Subaccounts Summary

| SubAccount ID	Subaccount	State	Obligations	Certificates
36547	Active CT	CT	0	0
36548	Active MA	MA	0	0
36549	Active ME	ME	0	0
36550	Active NH	NH	0	0
36551	Active RI	RI	0	0
36552	Active VT	VT	0	0

Create New Subaccount

View Subaccounts

Assign Obligations

3. In the Assign Obligations to Subaccounts page, enter the Obligation amount for each Subaccount.

Assign Obligations To Subaccounts

Load:	0
Exports:	0
Transferable Obligations:	0
Transferred In:	0
Transferred Out:	0
Allocated in Subaccount:	0
Total Obligation:	0

Subaccount:	State:	Obligations:
Active CT	CT	25
Active MA	MA	75
Active ME	ME	25
Active NH	NH	0
Active RI	RI	0
Active VT	VT	0

Save Cancel

Note: The Obligation assignment must equal the Total Obligation amount.

4. Click the 'Save' button to complete Load Obligation assignments.

Save Cancel
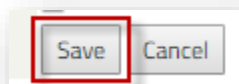
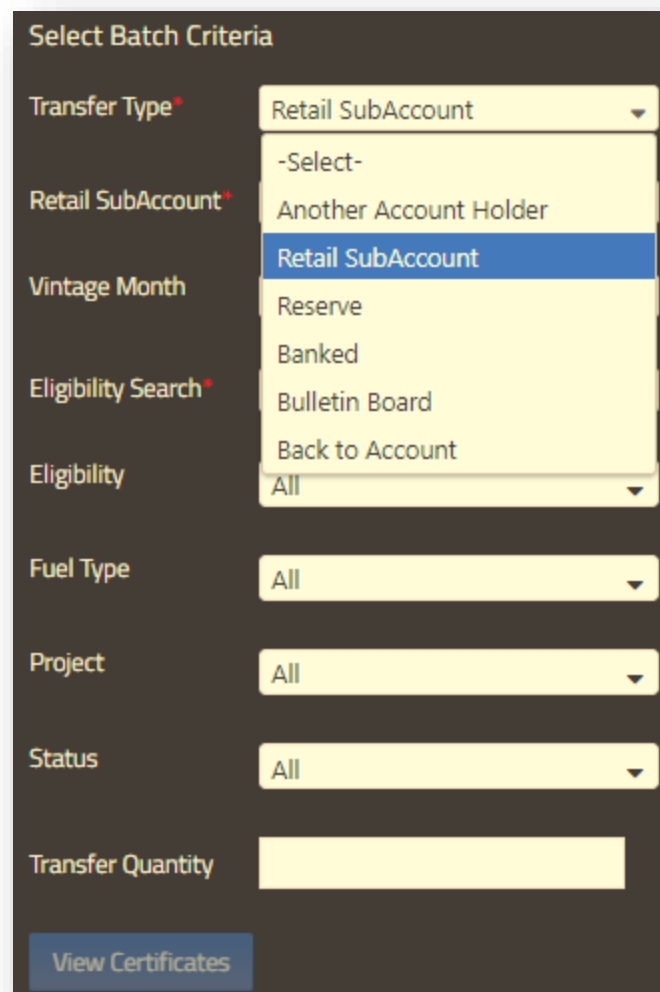**Transfer Certificates to a Retail Sub-Account for Compliance Purposes**

Users may transfer Certificates in and out of a Retail Sub-Account at any time during an active trading period. Certificates will permanently retire in the Sub Account at the end of an active trading period.

To initiate transfer of GIS Certificates to a Retail Sub-Account for compliance retirements, the User takes the following steps:

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 Retail SubAccount under the Transfer Type drop-down.

4. Under the Retail SubAccount drop-down in the Select Batch Criteria section, User selects the Retail SubAccount where the RECs will be retired.

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5. Under the Eligibility Search drop-down in the Select Batch Criteria section, User selects an eligibility search option.
   a. **Selected + Others** – Searches for certificate holdings that have all the selected and zero or more other eligibilities.
   b. **Selected Only** – Searches for certificate holdings that have only the selected eligibilities.
   c. **At Least One** – Searches for certificate holding that have at least one selected eligibility and zero or more other eligibilities

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6. Select additional batch criteria under the remaining optional fields Vintage Month, Eligibility, Fuel Type, Project, Status, and/or Add Transfer quantity.
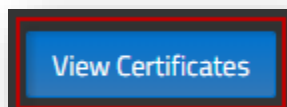
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Note: In the Transfer Quantity field of the selection criteria, User can enter the total number of RECs to transfer without having to manually select the batch(es) in the right pane.

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

8. 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	0	01/2017	Unit 107	Wind	Transferable
10	0	01/2017	Unit 107	Wind	Transferable
10	0	01/2017	Unit 107	Wind	Transferable
10	0	01/2017	Unit 107	Wind	Transferable
10	0	01/2017	Unit 107	Wind	Transferable
10	0	01/2017	Unit 107	Wind	Transferable
10	0	01/2017	Unit 107	Wind	Transferable
10	0	01/2017	Unit 107	Wind	Transferable
10	0	01/2017	Unit 107	Wind	Transferable
10	0	01/2017	Unit 107	Wind	Transferable
10	0	01/2017	Unit 107	Wind	Transferable
10	0	01/2017	Unit 107	Wind	Transferable

|◄ ◄ **1** 2 3 4 5 6 7 8 9 10 ... ► ►| 1 - 50 of 36148 items

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.

9. 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	10	01/2017	Unit 107	Wind	Transferable
10	10	01/2017	Unit 107	Wind	Transferable
10	10	01/2017	Unit 107	Wind	Transferable
10	10	01/2017	Unit 107	Wind	Transferable
10	10	01/2017	Unit 107	Wind	Transferable
10	10	01/2017	Unit 107	Wind	Transferable
10	10	01/2017	Unit 107	Wind	Transferable
10	10	01/2017	Unit 107	Wind	Transferable
10	10	01/2017	Unit 107	Wind	Transferable
10	10	01/2017	Unit 107	Wind	Transferable
10	10	01/2017	Unit 107	Wind	Transferable
10	10	01/2017	Unit 107	Wind	Transferable

|◄ ◄ **1** 2 3 4 5 6 7 8 9 10 ... ► ►| 1 - 50 of 36148 items

590 Certificates Ready for Transfer

[Transfer]

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.

10. User clicks the 'Transfer' button to execute Certificate transfer to the Retail SubAccount.
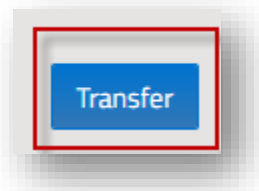
Transfer

11. A pop-up box will display to confirm that the RECs have been successfully transferred to the Retail SubAccount.

✓ You have successfully transferred 590 certificates into your retail subaccount   ✕
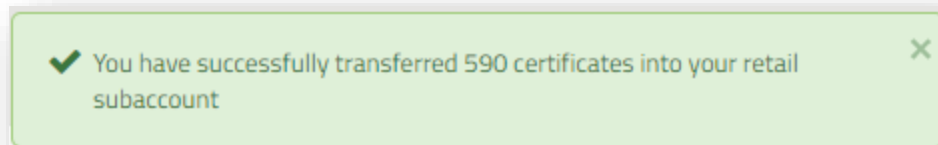
Note: Users may transfer Certificates in and out of a Retail Sub-Account at any time during an active trading period. Certificates will permanently retire in the Sub Account at the end of an active trading period.

B. Retire Certificates for General Purposes

Users may transfer Certificates in and out of a Reserve Sub-Account at any time during an active trading period. Certificates will permanently retire in the Reserve Sub-Account at the end of an active trading period.

To initiate transfer of GIS Certificates to a Reserve Sub-Account, the User takes the following steps:

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

Generation Information System | Home | Transfer | Reports | Registry Help

3. In the Select Batch Criteria section on the left pane, User selects Reserve Sub-Account under the Transfer Type drop-down.

4. Under the Eligibility Search drop-down in the Select Batch Criteria section, User selects an eligibility search option.
   d. **Selected + Others** – Searches for certificate holdings that have all the selected and zero or more other eligibilities.
   e. **Selected Only** – Searches for certificate holdings that have only the selected eligibilities.
   f. **At Least One** – Searches for certificate holding that have at least one selected eligibility and zero or more other eligibilities

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5. Select additional batch criteria under the remaining optional fields Vintage Month, Eligibility, Fuel Type, Project, Status, and/or Add Transfer quantity.

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.

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

7. 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 Q...	Vintage	Unit Name	Fuel Type	Status	NH Clas...	RI Existi...
10	0	06/2017	Unit 29	Wind	Subaccount	✖	✖
10	0	01/2017	Unit 84	Solar Photovoltaic	Subaccount	✔	✖
10	0	01/2017	Unit 84	Solar Photovoltaic	Subaccount	✔	✖
10	0	01/2017	Unit 84	Solar Photovoltaic	Subaccount	✔	✖
10	0	01/2017	Unit 84	Solar Photovoltaic	Subaccount	✔	✖
10	0	01/2017	Unit 84	Solar	Subaccount	✔	✖

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Additional Transfer Attributes

Transferee/Reason*   [   ]

Voluntary*   -Select-   ▾

Retirement State   -Select-   ▾

0 Certificates Ready for Transfer

Up to 20,000 certificates should to be selected and all required fields need to be filled out 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.

8. 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 Q...	Vintage	Unit Name	Fuel Type	Status	NH Clas...	RI Existi...
10	0	06/2017	Unit 29	Wind	Subaccount	✖	✖
10	0	01/2017	Unit 84	Solar Photovoltaic	Subaccount	✔	✖
10	0	01/2017	Unit 84	Solar Photovoltaic	Subaccount	✔	✖
10	0	01/2017	Unit 84	Solar Photovoltaic	Subaccount	✔	✖
10	0	01/2017	Unit 84	Solar Photovoltaic	Subaccount	✔	✖
10	0	01/2017	Unit 84	Solar	Subaccount	✔	✖

|◀ ◀ **1** 2 3 4 5 6 7 8 9 10 ... ▶ ▶| 1 - 50 of 28204 items

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.

9. In the Additional Transfer Attributes section, enter data in the available fields:
   a. Transferee/Reason – Reason for retirement
   b. Voluntary – Yes or No
   c. Retirement State (Optional)

Additional Transfer Attributes

Transferee/Reason*   Test Voluntary Retirement

Voluntary*   Yes

Retirement State   -Select-

10. User clicks the 'Transfer' button to execute Certificate transfer to the Reserve Sub-Account.

590 Certificates Ready for Transfer

Transfer

11. A pop-up box will display to confirm that the RECs have been successfully transferred to the Reserve Sub-Account.

✔ You have successfully put 590 certificates into your reserve ✕