VERRA REGISTRY USER GUIDE

CONTENTS

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.
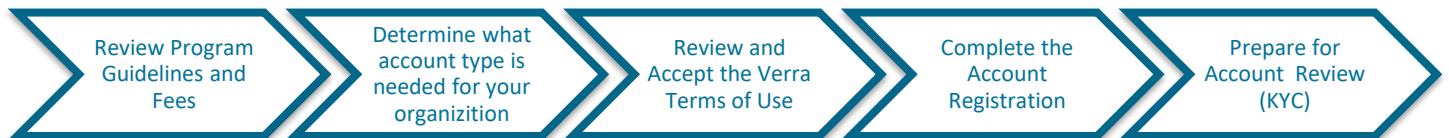
2 ACCOUNT REGISTRATION

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 Terms of Use. 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.
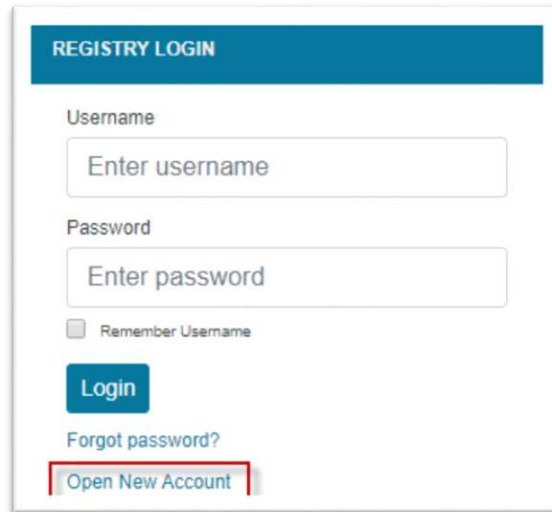
2.2   Opening an Account

Review Program Guidelines and Fees ▷ Determine what account type is needed for your organizition ▷ Review and Accept the Verra Terms of Use ▷ Complete the Account Registration ▷ Prepare for Account Review (KYC)

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.

- Project Proponent. 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.
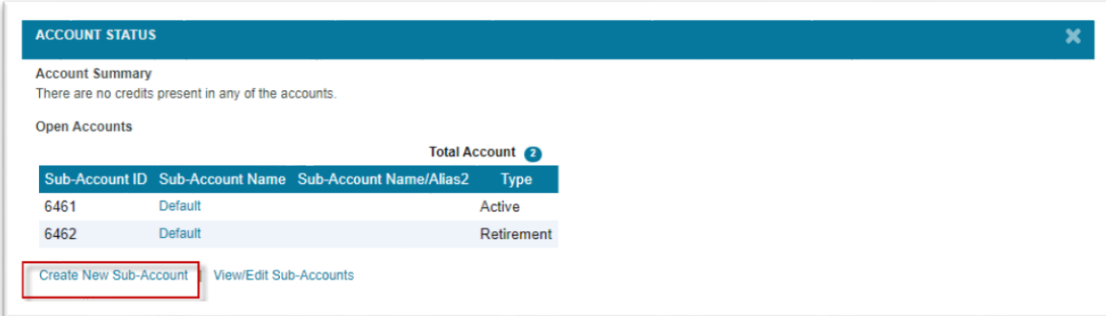
2.2.3   Read and agree to the Verra Registry <u>Terms of Use</u> (this is your next step after clicking
         "Continue Registration"). Acceptance of the Terms of Use must be indicated by reviewing
         all terms, checking each section, and lastly, agreeing to the Terms of Use by pressing the
         "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.

LOGIN INFORMATION

Login Name: *

Privilege: *   Administrator - Assistant ▾

LOGIN CONTACT INFORMATION

Contact Job Title:

Contact Name:*

Contact Address 1:*

Same As Account Holder Address

Contact Address 2:

Contact City:*

Contact State/Province:*

Contact Zip/Postal:*

(format: US and Mexico 12345 / Canada a1b2c3)

Contact Country:*   Select One ▾

Contact Telephone:

(format: US and Canada 123-456-7890 / Mexico 011-52-12-3456-7890)

Contact E-mail:*

(format: abc@apx.com)

LOGIN MAILING INFORMATION

Login Mailing Address 1:*

Same As Contact Address

Login Mailing Address 2:

Login Mailing City:*

Login Mailing State/Province:*

Login Mailing Zip/Postal:*

(format: US and Mexico 12345 / Canada a1b2c3)

Login Mailing Country:*   Select One ▾

LOGIN INFORMATION

Password: *

(Password length must be between 8 and 50 characters, must contain at least 1 uppercase, 1 lowercase, 1 numeric, 1 special character, and no spaces.)

Confirm Password: *

Security Question:

Security Answer:

Status: Approved

Active: ☑

* Required Field

OK   Cancel

PRIVILEGE LOGIN MANAGEMENT

Login Name:	Demolimited ▼

PROJECT PRIVILEGE LOGIN MANAGEMENT

Can Create New Project: ☑

Active Project Name	Project View-Only	Project Data Management and Maintenance
Danielle Testing Feb4	☐	☐
DanielleCCBProject001	☐	☐
DanielleTestJNRProgram01	☐	☐
DanielleUATTestOPR	☐	☐
Democompany VCS project 01	☐	☐
DemoprojectforJNR	☐	☐
Demotestvcssccbuat	☐	☐

SUB-ACCOUNT PRIVILEGE LOGIN MANAGEMENT

Can View and Transfer Credits from Primary Account: ☑

Can Transfer Credits to / from Bulletin Board: ☑

Open Sub-Accounts	Sub-Account Credit View	Sub-Account Credit Transfer
Cancel/Export - 6394 - Cancelled	☑	☑
Default - 6393 - Retirement	☑	☑
Default11 - 6392 - Active	☑	☑
Test 01 - 6421 - Active	☐	☐

OK   Cancel

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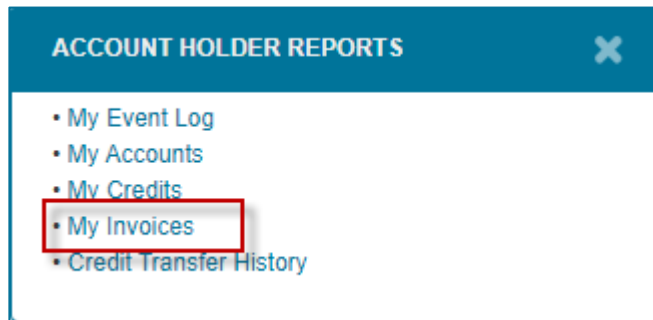
4.1.2 Invoice distribution by email is managed by enabling or disabling the checkbox "Send PDF with invoice notification". Invoices can be downloaded from the My Invoices screen in PDF, Excel and CSV formats.

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.

Apply Balance to Invoices

Please select 1 or more of the invoices listed below. APX will apply the selected funds within 24 hours of the request, at which point the information on the invoices will be updated.

Amount to Apply | All ▼ | 276.49

Invoice ID ⇕	Invoice Date ⬇	Payment Due Date ⇕	Amount Paid ⇕	Amount Outstanding ⇕	Invoice Status ⇕
25589	31-Jan-2020	01-Mar-2020	0.00	300.00	Pending Payment
25593	31-Jan-2020	01-Mar-2020	0.00	25.00	Pending Payment

OK   Cancel

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.

PROJECT MANAGEMENT										✖
									Total Assets ⓪	
Project ID	Standard/Program	Project Name	Project Status	Date/Time of Status Change	Verifier	Documents	Issuance Data	Credit Type	Quantity Issued	
				No Records!						

New VCS, CCB, SD VISta Project   New OPR Project

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

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.

| Verified Carbon Standard | Climate, Community, and Biodiversity | Sustainable Development Verified Impact Standard |

Verified Carbon Standard

Region: Select Region ▼

Project Size: * Select Size ▼

Average Annual Volume of VCUs: *

Project Associated with JNR Program?: * ○ Yes ● No

| Verified Carbon Standard | Climate, Community, and Biodiversity | Sustainable Development Verified Impact Standard |

Climate, Community, and Biodiversity Standards

Region: Select Region ▼

Project Size: * Select Size ▼

Average Annual Volume of VCUs: *

CCB Standard Name:

CCB Standard: * Select One ▼

| Verified Carbon Standard | Climate, Community, and Biodiversity | Sustainable Development Verified Impact Standard |

Sustainable Development Verified Impact Standard

Region: Select Region ▼

Project Size: * Select Size ▼

Average Annual Volume of VCUs: *

SD VISta Project Type: * Agriculture Forestry and Other Land Use ▼

Sustainable Development Goal Contributions: *

Edit Sustainable Development Goal Contributions

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.

Project Status:	New
Progress to Next Step:	Please save the project to see the next available steps for VCS program.

* Required Field   ** Required under Certain Condition(s)

[View/Update Issuance Data] [KML Upload] [Review Documents] [Save] [Cancel]

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.

Project ID	Standard/Program	Project Name	Project Status	Date/Time of Status Change	Verifier	Documents	Issuance Data	Credit Type	Quantity Issued
1736	Verified Carbon Standard	Test Project - 2/4	New	02/04/2020 08:10:13 PM		View/Upload	View/Update		
1736	Climate, Community, and Biodiversity	Test Project - 2/4	New	02/04/2020 08:10:13 PM		View/Upload			
1727	Verified Carbon Standard	Request test	Under validation (Public comment period open)	26/03/2020 07:03:25 PM	Verra2	View/Upload	View/Update		

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.

Project Status:	New
Progress to Next Step:	Select One ▾

* Required Field   ** Required under Certain Condition(s)

[View/Update Issuance Data] [KML Upload] [Review Documents] [Save] [Cancel]

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.
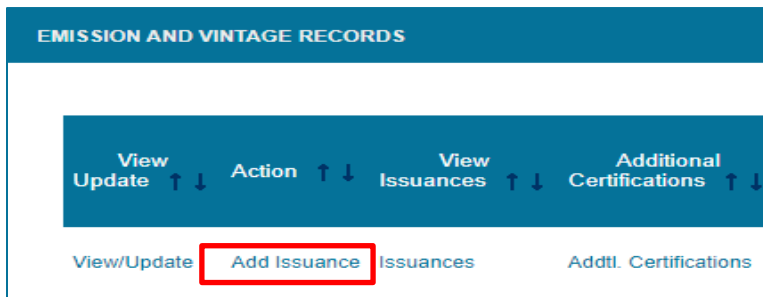
Enter in all required information as noted by the asterisks. Note that "Quantity of Credits to be Deposited in Buffer Account" will only appear for AFOLU projects, and you are required to submit all the required buffer credits at the time of the first issuance of the project. Once the information is 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.
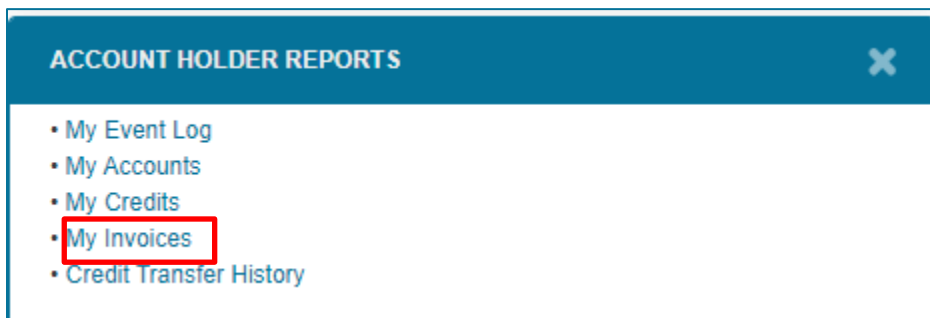
7 CREDIT TRANSFER

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.

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".