



## APX-VCS User Guide

1	Introduction.....	2
2	Account Registration.....	2
2.1	Introduction.....	2
2.2	How do I register a APX-VCS Account? .....	2
2.3	Invoices and Fees.....	10
3	Project Registration.....	10
3.1	How do I register a Project? .....	10
4	VCU Issuance Reporting.....	14
4.1	How is Issuance requested in the APX-VCS Registry? .....	14
4.2	How do I know my VCUs have been issued?.....	16
5	Transfers.....	16
5.1	Transfers of VCUs to the Sub-account of another Account Holder .....	16
5.2	Export of VCUs to another Account Holder in the VCSA registry network ....	21
5.3	Transfer the VCUs to another of the Account Holder’s own Sub-accounts ....	22
6	Reports.....	22
6.1	Public Reports .....	22
6.2	Account Holder Reports.....	24



## **1 Introduction**

The APX-VCS User Guide is a system functionality reference document. This guide contains expanded FAQ 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 VCS Administrator at [VCS@apx.com](mailto:VCS@apx.com). The instructions covered in this guide are not legally binding. In the event of ambiguity, the VCS Operating Procedures and Terms of Use supersede this document.

## **2 Account Registration**

### **2.1 Introduction**

Any person or entity wanting to participate in the APX-VCS registry must establish an Account. Registrants will provide basic account registration information, such as Account Holder name, address and contact information, to the VCS Administrator via a secure web-page on the APX-VCS website and agree to the Terms of Use. The VCS Administrator will review the Account application and may request more information before, in its sole discretion, approving or rejecting the application. An Account will remain active until terminated. Termination can be initiated by the Account Holder by notifying the VCS Administrator. Accounts can also be terminated if an Account Holder fails to pay the APX-VCS 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 How do I register an APX-VCS Account?**

#### **STEP 1 – REVIEW VCS OPERATING DOCUMENTS**

You should first review the APX-VCS Operating Documents including the **Terms of Use**, **Fee Schedule** and **Operating Procedures**. The documents are on the [Documents page](#) on the APX-VCS website ([www.vcsregistry.com](http://www.vcsregistry.com)).

#### **STEP 2 – ONLINE REGISTRATION**

Go to [www.vcsregistry.com](http://www.vcsregistry.com) and select the “**Register**” link just underneath the Sign In button. From this screen, select “[Registry Here](#).” 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.



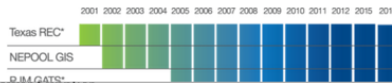
## APX VCS Registry

The APX VCS Registry is a trusted and secure platform for issuing, tracking and retiring Verified Carbon Units (VCUs). The Registry supports the VCS Association's objectives to provide credibility to the voluntary markets, as well as to enhance business, consumer, and government confidence. The APX VCS Registry allows project developers to initiate the project registration process, upload documents and request issuance of VCUs through our online portal. Once VCUs are issued, they can be transferred immediately to any APX VCS Registry Account Holder or to another VCS-accredited registry.

- In 2017, over 70% of the 165 VCSA pipeline projects register with the APX VCS Registry
- Today the APX VCS Registry is the preferred choice by project developers with nearly 900 projects registered (60% of all VCs projects)
- APX is also the preferred registry by offset buyers and now has more than 800 account holders
- APX VCS Registry is the only VCS registry linked to CBL Markets, connecting buyers and sellers around the world to facilitate the secure and seamless trading of environmental commodities

## APX – The Pioneer in Environmental Market Infrastructure

APX has unparalleled experience in providing proven and trusted infrastructure services for the environmental markets.



- < APX VCS Registry
- For Buyers
- What are VCUs?
- Open an Account
- Register a Project
- Public Reports
- < NAR



## Registry Login

devonapx

Password

**SIGN IN**

**Register**



The available Account Types are:

- General Account

This account type allows the Account Holder to registry projects, issue VCUs, transfer or export VCUs to counterparties, received transfers of VCUs from counterparties and retired VCUs on its behalf. If approved according to the Retail Aggregator Exception (Section 6(b) of the Terms of Use) a General Account Holder can also retire VCUs on behalf of third parties. If approved to hold an Omnibus Account (Section 6(c) of the Terms of Use) a General Account Holder can hold VCUs on behalf of third parties. This account type is recommended for organizations that buy and sell VCUs and organizations that develop projects and VCUs.

- Project Proponent

This account type allows the Account Holder to registry projects, issue VCUs, transfer or export VCUs to counterparties and retire VCUs on its behalf. This account type cannot receive VCU transfer nor hold or retire VCUs on behalf of Third Parties. This account type is recommended for most project developers. If in addition to registry projects an Account Holder also buys VCUs, a General Account is required.



- Project Verifier

To receive a Verifier/Validator account in the APX VCS Registry, a prospective Verifier/Validator Account Holder must contact the VCS Administrator. The VCS Administrator will complete the online registration for the Verifier/Validator, checking the VCS Verifiers/Validators report on the VCS Project Database website. Within the APX VCS Registry, Verifiers/Validators will review and verify the accuracy of project data and documents. Additionally, Verifiers and Validators will have the ability to upload project documents. Verifier and Validator account types are limited to viewing and working in project records as assigned by Project Proponents.

- End User

This account type allows the Account Holder to receive transfers of VCUs 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 VCUs to counterparties or hold Active VCUs in its account. This account type is recommended for organizations that buy VCUs to offset their emissions.

- Retail Aggregation

This account type allows the Account Holder to receive transfers of VCUs from counterparties and retire on behalf of third parties. Any VCUs 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 VCS Administrator. If the Account Holder does not retire VCUs within the prescribed timeline, the VCS Administrator will do so. To open this account type, the applicant must be approved for the Retail Aggregation Exception (Section 6(b) of the Terms of Use). A Retail Aggregator Account Holder cannot transfer or export VCUs to counterparties. This account type is recommended for organizations that buy VCUs to retire these on behalf of third parties.



**NOTE:** Accredited verifiers wishing to obtain an account should contact the APX VCS Registry Administrator via phone or email: +1 (408) 899-3342; [vcs@apx.com](mailto:vcs@apx.com). All other parties wishing to use the APX VCS Registry must complete the following steps:

1. Select your account type from the menu below: Project Proponent or General Account (See above note if you are a Verifier).
2. Read and agree to the Online APX VCS Registry Terms of Use (This is your next step after clicking "Continue Registration" below).
3. Upon accepting the Terms of Use, the next screen shows the online New Account Application Form and this will need to be filled out for all required fields at a minimum.
4. Upon completing the New Account Application form and clicking SUBMIT, the Account Manager will receive an Email notification to activate the account. This activation must occur before the APX VCS Registry Administrator is notified of your pending account.
5. The APX VCS Registry Administrator will review the account application. If the account application is complete and approved, an email notification describing account approval will be sent to the designated Account Manager Email address provided in the New Account Application form. If materials are incomplete or additional information is required, the APX VCS Registry Administrator will notify the Account Manager.
6. Approved accounts may begin using all functions of the system available to their User Type.
7. General Accounts will be billed for the Annual Account Subscription Fees when the account is approved. Once the invoice is created, the APX VCS Registry sends the Account Manager an Email notification with the invoice and payment details. The Invoice is also made available online via the "My Invoices" report within the APX VCS Registry for downloading and printing. Invoices must be paid in 30 days. Failure to pay will result in account inactivation. Note: Account Holders who are Verifiers and Project Proponents will NOT owe Annual Account Subscription Fees.
8. Become familiar with the APX VCS Registry Operating Procedures available at <http://www.vcsregistry.com>.

If you have any questions about the registration process, please contact the APX VCS Registry Administrator at  
Phone: +1 (408) 899-3342  
Email: [vcs@apx.com](mailto:vcs@apx.com)

To continue with the registration process, select an account type and press the Continue Registration button.

➡

### STEP 3 – ACCEPT THE TERMS OF USE

Read and agree to the APX-VCS Terms of Use (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.

**APX VCS Registry - Terms of Use**

Please review the Terms of Use below. Checkmarks next to each section are required and indicate "I agree" to each section of the Terms of Use. Once all sections have been check marked, please fill out the first and last name as well as job title. Once the form is filled out the I Agree button will become enabled. Clicking I Agree will take you to the next step of the Account Registration process. Clicking Cancel will take you back to the home page. [Download the Complete Terms of Use](#)

I Agree: <input type="checkbox"/>	<p align="center"><b>APX VCS Registry</b></p> <p align="center"><b>TERMS OF USE</b></p> <p align="center"><b>Last modified August 2011</b></p> <p>The following are the Terms of Use for the APX VCS Registry (the "Registry"), operated and administered by APX, Inc., an APX company ("Administrator"). The "Verified Carbon Standard"</p>
I Agree: <input type="checkbox"/>	<p><b>6. Ownership of VCU; Action with Respect to VCUs on Behalf of Third Parties.</b></p> <p>(a) General Prohibition on Third Party Ownership. Except as otherwise permitted under Sections 6(b) or 6(c) below:</p> <p>(i) Account Holder will only hold or retire in its Accounts VCUs for which it is the sole holder of all legal title and all Beneficial Ownership Rights, and</p>
I Agree: <input type="checkbox"/>	<p><b>8. Fees.</b> Account Holder agrees to pay all fees (collectively referred to herein as the "Fees") that Administrator may charge for use of the Registry from time-to-time. The Fees are included in the Registry Fee Schedule (the "Fee Schedule") posted on the <a href="#">Registry Site</a> by Administrator. Account Holder acknowledges that it has received and reviewed the Fee Schedule. Administrator may, upon forty-five (45) days' notice to Account Holder and in its sole discretion, increase or decrease any or all of the Fees at any time. In no event shall any portion of the Fees be prorated or refunded to Account Holder upon termination of the Terms of Use or of any Account or Sub-account.</p>
I Agree: <input type="checkbox"/>	<p><b>15. Disclaimer of Warranty.</b></p> <p>(a) The data contained in the Registry has been gathered by Administrator from sources believed by it to be reliable, including but not limited to Verifiers, Project Proponents, and Account Holder and Account Holder's Representatives. However, Administrator does not warrant that the information in the Registry is correct, complete, current or accurate, nor does Administrator warrant that the Software will be error free or bug free. Administrator has no obligation to audit, validate or otherwise verify any information contained in the Registry.</p>
I Agree: <input type="checkbox"/>	<p><b>16. Limitation of Liability.</b> ACCOUNT HOLDER ASSUMES FULL RESPONSIBILITY AND RISK OF LOSS RESULTING FROM ITS USE OF THE REGISTRY AND THE REGISTRY SITE. ADMINISTRATOR'S SOLE LIABILITY FOR THE REGISTRY, SERVICE DISRUPTION, PERFORMANCE OR NONPERFORMANCE BY ADMINISTRATOR OR IN ANY WAY RELATED TO THESE TERMS OF USE, REGARDLESS OF WHETHER THE CLAIM FOR DAMAGES IS BASED IN CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE, IS LIMITED, TO THE EXTENT PERMITTED BY LAW, TO AN AGGREGATE AMOUNT EQUAL TO THE GREATER OF (X) THE FEES PAID BY ACCOUNT HOLDER HEREUNDER DURING THE CALENDAR YEAR</p>



I Agree: <input type="checkbox"/>	<p><b>17. Logins, Passwords and Registry IDs.</b> Account Holder agrees to assume sole responsibility for the security of any logins, passwords and Registry IDs issued by Administrator to Account Holder and its Users for accessing the Registry. Account Holder agrees to immediately notify Administrator of any suspected unauthorized use of Account Holder's login(s), password(s), Registry ID(s) or Account or any other suspected breach of security.</p> <p><b>18. Maintenance.</b> Account Holder understands that any project not registered within the Registry within a year from the time such project is listed therein shall be deactivated in the Registry,</p>
<p><b>I have read the APX VCS Registry Terms of Use and have the authority to bind my organization.</b></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p><input type="button" value="I Agree"/> <input type="button" value="Cancel"/></p>	

#### STEP 4 – COMPLETE ACCOUNT APPLICATION

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 APX-VCS invoices and payments. *Note: It will be possible for the public to view the Organization Contact information you provide when your Account is approved by the VCS Administrator.*

Upon completing the New Account Application form and clicking **Submit**, you will receive an Email notification to validate/activate your registration. This activation must occur before the VCS Administrator is notified of your pending Account.

#### STEP 5 – ACCOUNT REVIEW

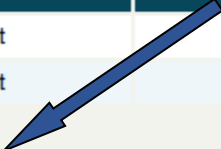
The VCS Administrator will review the Account application is complete and approved, email notification of Account approval will be sent to the designated Account Manager Email address provided in the New Account Application form. If materials are incomplete or additional information is required, the VCS Administrator will notify the Account Manager. Approved Account Holders may begin using all functions of the system available to their type of Account.

#### STEP 6 – CREATE SUB-ACCOUNT(S) & ADDITIONAL LOGINS

Upon Account approval, 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 “Open Accounts” section of the “Account Status” module, and additional Logins can be added by accessing the “Account Management” module.

New Sub-accounts:

Account Status			
<b>Account Balances</b>			
VCUs	<a href="#">View/Transfer VCUs</a>		
Primary Account			
Active Sub-Accounts			
NAVCU Account			
Retirement Sub-Accounts			
Bulletin Board			
Total VCUs			
<b>Open Accounts</b>			
Sub-Account ID	Sub-Account Name	Sub-Account Name/Alias2	Sub-Account Typ
4057	Default		Active
4058	Default		Retirement
<a href="#">Create New Sub-Account</a>   <a href="#">View/Edit Sub-Account</a>			





New Logins:

**Account Management** ✕

- [Review/Edit/Add Logins](#)

[Add New Login](#)

Login Name	Email	Privilege Description
------------	-------	-----------------------





Required fields are marked with a “\*.” Select the Privilege Type of either Admin or Limited Access. Once complete, select the “OK” button to create.

Login Information	
Login Name: *	<input type="text"/>
Privilege: *	Project Proponent - Limited Access
Login Contact Information	
Contact Job Title:	<input type="text"/>
Contact Name:*	<input type="text"/>
Contact Address1:*	<input type="text" value="Same As Account Holder Address"/>
Contact Address2:	<input type="text"/>
Contact City:*	<input type="text"/>
Contact State/Province:*	<input type="text"/>
Contact Zip/Postal:*	<input type="text"/> (format: US and Mexico 12345 / Canada a1b2c3)
Contact Country:*	Select One
Contact Telephone:	<input type="text"/> (format: US and Canada 123-456-7890 / Mexico 011-52-12-3456-7890)
Contact E-mail:*	<input type="text"/> (format: abc@apx.com)
Login Mailing Information	
Login Mailing Address1:*	<input type="text" value="Same As Contact Address"/>
Login Mailing Address2:	<input type="text"/>
Login Mailing City:*	<input type="text"/>
Login Mailing State/Province:*	<input type="text"/>
Login Mailing Zip/Postal:*	<input type="text"/> (format: US and Mexico 12345 / Canada a1b2c3)
Login Mailing Country:*	Select One
Login Information	
Password: *	<input type="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: *	<input type="password"/>
Security Question:	<input type="text"/>
Security Answer:	<input type="text"/>
Status:	Approved
Active:	<input checked="" type="checkbox"/>
* Required Field	
OK	

## 2.3 Invoices and Fees

Account Invoices can be viewed using the “**My Invoices**” Report located in the Account Holder Reports Module.

The APX-VCS Registry will invoice Account Holders for the fee types depending on the user of the registry. A list of fee types, rates and definitions can be found by accessing the “**VCS Fee Schedule**” Report located in the Account Holder Reports Module.




## 3 Project Registration

### 3.1 How do I register a Project?

To ensure that double-counting does not occur, all VCSA eligible projects being registered in the APX-VCS Registry must have 100% of their VCUs tracked in the APX-VCS Registry. The VCS administrator will verify if a Project or an associated contract for its offsets was registered in another tracking system at one point (including CDM). The APX-VCS Administrator will be notified of this during the registration process. The Account Holder should be prepared to provide documentation to prove the Project (and, if applicable, its associated contracts) have been removed from the previous tracking system and demonstrate that it is no longer participating in that registry’s program or other carbon Standard.

To register a Project, the Project Proponent must:

- Have all Project documents as defined by the VCSA for the type and methodology of the project being registered
- Have an approved General or Project Proponent Account type in the APX-VCS Registry
- Submit a completed on-line registration form containing information related to the characteristics of the Project

Project Management											Total
Registry ID	Project Database ID	Project Name	Project Status	Time Date of status change	Next Step	VCSA Registration Review Levy Fee	Verifier	Documents	VCU Issuance Data	VCU	
No Records!											
<a href="#">Create New Project Record</a> 											

1. After logging in, locate the “Project Management” module and Click on “Register New Project Record” link as displayed above. This will bring up Page 1 of a 2-page registration process. (see screenshot of Page 1 below)

Project Setup	
Project Database Project ID:	<input type="text"/>
Project Proponent: *	Select One ▾
Project Proponent Name: *	<input type="text"/> <small>Note: If multiple project proponents, type "MULTIPLE PROJECT PROPONENTS" here.</small>
Project Name: *	<input type="text"/>
Project Description: *	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <small>(You may enter up to 1000 characters. 1000 characters left.)</small>
VCS Version: *	Select One ▾
VCU Class: *	VCU ▾
GHG Origination Program: *	Select One ▾
Non-VCS Program Project ID: **	<input type="text"/>
Primary Project Type: *	Select One ▾
Additional Project Types:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <input type="button" value="Edit Additional Project Types"/>
Project Size: *	Select One ▾
Average Annual Volume of VCUs: *	<input type="text"/>
Methodology: *	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <input type="button" value="Edit Methodology"/>

Crediting Period: *	<input type="text"/> (Years)
Project Start Date: *	<input type="text"/> (format: DD/MM/YYYY)
Additional Project Certification(s):	<input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 14064-2 <input type="checkbox"/> FSC <input type="checkbox"/> SA 8000
Additional Issuance Certification(s):	<input type="text"/>
<b>Project Location</b>	
Project Website:	<input type="text"/> (format: www.apx.com)
Project Site City/Region: *	<input type="text"/>
Project Country: *	UNITED STATES
Project Site State/Province: *	Select One
Project Location Format:	<input checked="" type="radio"/> Geodetic Point (Decimal Degrees) <input type="radio"/> Geodetic Point (Degrees Minutes Seconds) <input type="radio"/> Geodetic Area (Boundary data in .kml format)
Project Latitude (Decimal Degrees): *	<input type="text"/> (format: [+]-j000.000000) <input type="button" value="Convert to Degree Minute Second"/>
Project Longitude (Decimal Degrees): *	<input type="text"/> (format: [+]-j000.000000) <input type="button" value="Convert to Degree Minute Second"/>
Project Latitude (Degrees Minutes Seconds): *	<input type="text"/> <input type="text"/> <input type="text"/> (format: [+]-ddd mm ss.ssss) <input type="button" value="Convert to Decimal"/>
Project Longitude (Degrees Minutes Seconds): *	<input type="text"/> <input type="text"/> <input type="text"/> (format: [+]-ddd mm ss.ssss) <input type="button" value="Convert to Decimal"/>
Project Area (Boundary data in .kml format): *	<input type="text"/>

- a. **Latitude and Longitude:** You will notice two fields titled Latitude and Longitude. To find these coordinates, go to <http://itouchmap.com/latlong.html> type in the facilities address and over the map you will see the Latitude and Longitude coordinates appear. Please make sure to enter the entire numbers that appear.

Project Mailing Address: *	<input type="text"/>
Project Mailing Address 2:	<input type="text"/>
Project Mailing City: *	<input type="text"/>
Project Mailing Country: *	UNITED STATES
Project Mailing State: *	Select One
Project Mailing Zip/Postal Code: *	<input type="text"/> (format: US and Mexico 12345 / Canada a1b2c3)
Project Contact Name: *	<input type="text"/>
Project Contact Phone: *	<input type="text"/>
Project Contact E-mail: *	<input type="text"/> (format: abc@apx.com)
Other Project Participants:	<input type="text"/>
<b>Project Validation</b>	
Project Validator:	Select One
Project Status:	New
Project Next Step:	Project Proponent to Submit Project Data and Documents
Email Links:	<a href="#">Send Email To Registry Administrator</a>
* Required Field ** Required in Certain Condition	
<input type="button" value="Save"/> <input type="button" value="Save and View Documents"/> <input type="button" value="Submit Project Under Development"/> <input type="button" value="Submit Project Under Validation"/>	
<input type="button" value="Submit for Validation"/> <input type="button" value="Submit as Verified"/> <input type="button" value="Upload .Kml File"/> <input type="button" value="Cancel"/>	
<a href="#">Privacy Policy</a>	

- b. Click “Save” to Save the New Project Setup thus far or to continue with the Setup Process at a later time.
- c. Click “Save and View Documents” if you wish to continue to the next state of the project registration process. (See Document Upload screenshot below)

---

[Go to Project Registration](#) | 
 [View/Update Issuance Data](#) | 
 [Submit Project Under Development](#) | 
 [Submit Project Under Validation](#) | 
 [Submit for Validation](#) | 
 [Submit as Verified](#)

Project Documents															
Registry ID:	VCSR1272														
Project Name:	<a href="#">Test Project for User Guide</a>														
Verifier:															
Project Latitude (Decimal Degrees):	34.000000														
Project Longitude (Decimal Degrees):	43.000000														
Project Latitude (Degrees Minutes Seconds):	34°0'0.0000"														
Project Longitude (Degrees Minutes Seconds):	43°0'0.0000"														
Document Upload															
Commercially Sensitive:	No <input type="checkbox"/>														
Document Type:	Proof of Right <input type="text"/>														
Document Issue Date:	<input type="text"/> (format: DD/MM/YYYY)														
Document Start Date:	n/a (format: DD/MM/YYYY)														
Document End Date:	n/a (format: DD/MM/YYYY)														
Document Date Of Final Issue:	n/a (format: DD/MM/YYYY)														
Document Issuance Number:	n/a														
Document Language:	n/a														
Document Project List:	n/a														
Document Version Number:	n/a														
Upload File:	<input type="button" value="Browse..."/> No file selected.											<input type="button" value="Upload"/>			
Note: Documents are locked and made public when projects are approved. Only the Proof of Right and Communications Agreement can be kept confidential. *Other* types of documents can be public or private as the Project Proponent so chooses.															
Document	Document Type	Upload Date	Uploaded by	Status	Issue Date	Start Date	End Date	Date Of Final Issue	Issuance Number	Language	Project List	Version Number	Commercially Sensitive	Viewable by Public	Edit
No Records!															

#01 any.com

- d. Select the type of document to be uploaded by selecting from the “Document Type” drop-down. You can also select to mark the document as Commercially Sensitive, and thus restricting it’s publishing on the APX-VCS Registry and VCS Project Database’s public view. Depending on the type of document selected in the drop-down, the other fields on this form will be made available for completion.
- e. Once you have the information entered, you can then select the physical document to be uploaded by selecting the “Browse” button and identifying the document in your files. Once identified, select the “Upload” button.
- f. Once you have completed uploading all documents for the project, you can complete the process by selecting which VCS registration stage your project is being submitted for. (See Page 3 screenshot below)

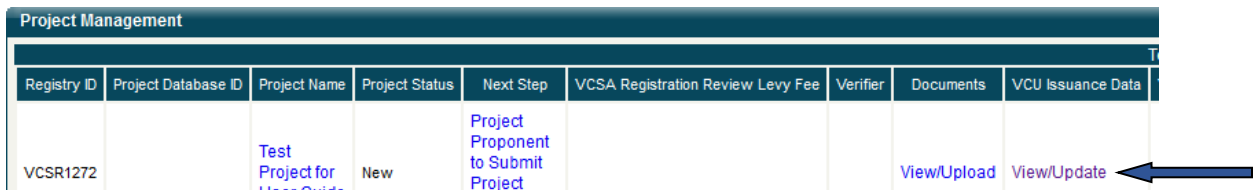
- g. If you are not ready to formally submit the project for review by the VCS Administrator, you can always select “Go to Project Registration”, save the record, and return at a later time to complete.
  - h. If you are submitting for review, once doing so, you will receive an email confirmation about your submittal, and the VCS Administrator will be notified as well that your project has been submitted and is ready to be reviewed.
2. The VCS Administrator will review the data provided and either approve or send an email to the Account Manager with issues to be clarified. Once your project is approved an email notification will be sent to the Account Manager.

## 4 VCU Issuance Reporting

### 4.1 How is Issuance requested in the APX-VCS Registry?

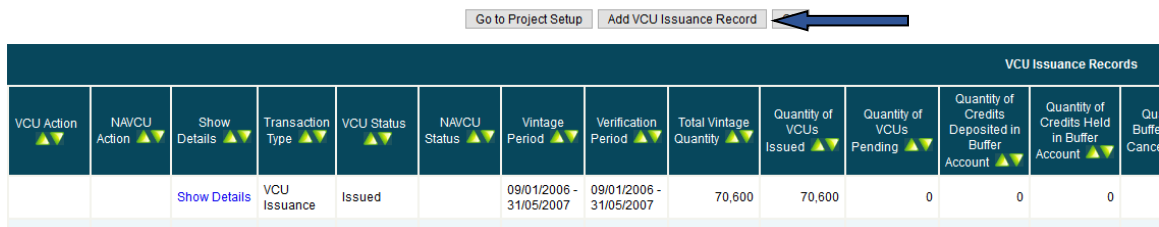
If your project has submitted as Verified, and the VCS Administrator has approved your registration and documents as complete, you can request VCU issuance for the verified emissions reductions identified in your Verification and Monitoring reports. You will use the “VCU Issuance Record Entry Screen” to submit an issuance request.

You can access the VCU Issuance Record Entry Screen by selecting the “View/Update” link in the “VCU Issuance Data” column of your “Project Management” Module. Screenshots provided below:



Registry ID	Project Database ID	Project Name	Project Status	Next Step	VCSA Registration Review Levy Fee	Verifier	Documents	VCU Issuance Data
VCSR1272		Test Project for User Guide	New	Project Proponent to Submit Project			View/Upload	View/Update

The next screen displayed will show you any previous issuance requests that were made, pending, and finalized. From here, select the “Add VCU Issuance Record” button to access the VCU Issuance Record Entry Screen.



VCU Action	NAV/VCU Action	Show Details	Transaction Type	VCU Status	NAV/VCU Status	Vintage Period	Verification Period	Total Vintage Quantity	Quantity of VCUs Issued	Quantity of VCUs Pending	Quantity of Credits Deposited in Buffer Account	Quantity of Credits Held in Buffer Account	Qu Buffer Canc
		Show Details	VCU Issuance	Issued		09/01/2006 - 31/05/2007	09/01/2006 - 31/05/2007	70,600	70,600	0	0	0	

The VCU Issuance Record Entry screen will display, allowing you to enter in the emissions reduction details specific to this Verification period and issuance event.

VCU Issuance Record Entry	
Project Proponent Account ID:	360
Registry Project ID - Name:	VCS1272 - Test Project for User Guide
Project Database ID:	
Primary Project Type:	Energy industries (renewable/non-renewable sources)
GHG Origination Program:	Verified Carbon Standard
Type of Transaction:	<input checked="" type="radio"/> VCU Issuance
Verification Period Start: *	<input type="text"/> (format: DD/MM/YYYY)
Verification Period End: *	<input type="text"/> (format: DD/MM/YYYY)
Vintage Period Start: *	<input type="text"/> (format: DD/MM/YYYY)
Vintage Period End: *	<input type="text"/> (format: DD/MM/YYYY)
CO2e Baseline Emissions: *	<input type="text"/> (Metric Tons)
CO2e Actual Emissions: *	<input type="text"/> (Metric Tons)
Instrument Type: *	<input checked="" type="radio"/> VCU
Quantity to Issue: *	<input type="text"/> (Metric Tons)
Total Vintage Quantity: *	<input type="text"/> (Metric Tons) Indicate quantity for the vintage requested for issuance
Total Verification Quantity: *	<input type="text"/> (Metric Tons) Indicate quantity for the verification requested for issuance
Project Verifier: *	Select One <input type="text"/>
Additional Issuance Certification Dates: **	<input type="text"/> <input type="button" value="Additional Issuance Certification Dates"/>
Additional Project Certification(s):	<input type="text"/>
* Required Field    ** Required if additional issuance certifications are selected	
<input type="button" value="Save"/> <input type="button" value="Make No Changes"/>	

Using the information from the project’s Verification and Monitoring Reports, complete all of the fields marked with a “\*.” Select the “Save” button once complete. At this time, you will receive an email confirmation that your issuance request has been submitted, and as well, the VCS Administrator will be notified to review the request. Also, you will receive invoices for any issuance fees or levies associated with the request. Please note that issuance will not be completed until all invoices associated with the issuance request are paid in full.



## 4.2 How do I know my VCUs have been issued?

- 1) You will have received an email notification notifying you that your VCUs have been issued
- 2) Access the Project’s “VCU Issuance Records” report and look for the “VCU Status” of “Issued” for the Vintage and Verification Period requested

Project Management									
Registry ID	Project Database ID	Project Name	Project Status	Next Step	VCSA Registration Review Levy Fee	Verifier	Documents	VCU Issuance Data	
VCSR1272		Test Project for User Guide	New	Project Proponent to Submit Project			View/Upload	View/Update	

VCU Issuance Records													
VCU Action	NAVCU Action	Show Details	Transaction Type	VCU Status	NAVCU Status	Vintage Period	Verification Period	Total Vintage Quantity	Quantity of VCUs Issued	Quantity of VCUs Pending	Quantity of Credits Deposited in Buffer Account	Quantity of Credits Held in Buffer Account	Quantity of Buffer Credits Canceled
			VCU Issuance	Issued		09/01/2006 - 31/05/2007	09/01/2006 - 31/05/2007	70,600	70,600	0	0	0	0

- 3) Locate your issued VCUs in your Primary Sub-Account in the Account Status Module of your Account’s Dashboard

Account Status	
Account Balances	
VCUs	View/Transfer VCUs
Primary Account	1,093,819
Active Sub-Accounts	784,654
NAVCU Account	0
Retirement Sub-Accounts	3,732,988
Bulletin Board	0
<b>Total VCUs</b>	<b>5,611,461</b>

## 5 Transfers

There are three ways to withdraw or remove VCUs from Active Sub-accounts:

- (a) Transfer the VCUs to the Sub-account of another Account Holder.
- (b) Export the VCUs to another Account Holder in the VCS registry network
- (c) Transfer the VCUs to another of the Account Holder’s Sub-accounts (Active, Retirement, or Bulletin Board Sub-account).

### 5.1 Transfers of VCUs to the Sub-account of another Account Holder

Project Proponent and General Account Holders may transfer Active VCUs to other Account Holders. VCUs will be specified by their Serial Numbers. To



begin the transfer process, access the Primary or one of the Active Sub-accounts that has VCUs deposited in it from the Account Status module:

Account Status	
Account Balances	
VCUs	View/Transfer VCUs
Primary Account	609,227
Active Sub-Accounts	67,825
NAVCU Account	0
Retirement Sub-Accounts	4,015,577
Bulletin Board	0
Total VCUs	4,692,629

Locate the batch, or batches of VCUs that you would like to transfer, and select the “Add Batch” check box. You can also edit the quantities from each batch to be transferred in the “Transfer Quantity” column.

Active Sub-Accounts:

Project Type	Additional Certification(s)	fType	Vintage	VCU Serial Numbers	Quantity of VCUs	Other Attributes here	Transfer Quantity	Add Batch
Energy industries (renewable/non-renewable sources)		PRO	01/01/2008-30/06/2008	1670-69333941-69335979-VCU-009-APX-IN-1-249-01012008-30062008-0	2,039	1	<input type="text" value="2039"/>	<input type="checkbox"/>
Energy demand		PRO	01/01/2010-31/12/2010	1462-62006039-62006288-VCU-008-CDC-KH-3-181-01012010-31122010-0	250	1	<input type="text" value="250"/>	<input type="checkbox"/>

Once you have the VCU block(s) selected, select the “Batch Transfer” button at the top of the screen. This will take you to the “Transfer VCUs” screen.

Transfer VCUs						
Project ID	Project Name	Project Type	Vintage	VCU Serial Numbers	Quantity of VCUs	Transfer Quantity
VCSR135	Bundled Wind Power Project in Tamilnadu, India, Co-ordinated by Tamilnadu Spinning Mills Association(TASMA-II)	Energy industries (renewable/non-renewable sources)	01/01/2008-30/06/2008	1670-69333941-69335979-VCU-009-APX-IN-1-249-01012008-30062008-0	2039	2039

Transfer **2039** VCUs to:

**Another APX Registry Account Holder**

**An Account in a different registry**

External Recipient Account ID: \*

**Active Sub-Account**

**Back to Account**

**Bulletin Board**

Ask Price:  (\$/VCU)

**Retirement Sub-Account**

Beneficial Owner: \*  (200 characters limit)

Retirement Reason: \*

Retirement Reason Details: \*\*  (1000 characters limit)

Email Notification: \*  (list address separated with ";")

Retirement Certificate Language Preference:  (Retirement certificate will be attached to notification email(s))

Make Account Name, Beneficial Owner, and Retirement Reason Public:

Make Retirement Reason Details Public:

\* Required if the associated radio button is selected    \*\* Required in Certain Condition

Select the radio button for “Another APX Registry Account Holder,” and then select from the pull-down list of Active Account Holders. Complete the request by selecting the “Submit” button at the bottom of the screen. You will be prompted to re-confirm the request before it is formally submitted. At this point, an email notification will be sent to your counterparty alerting them that a transfer has been initiated to them, and requires their approval. You will also receive an email notification with details of the pending transfer.

Now that the transfer has been initiated, the VCUs that are pending transfer will be marked as “transfer pending” in the Account Holder’s Outbox. This will have



the effect of “freezing” the VCUs so that they cannot be moved to another Sub account or another Account Holder.

Outbox				
VCUs				
To	External Account ID	Quantity of VCUs	Status	Withdraw All
<a href="#">33 Forest Capital</a>		<a href="#">2,039</a>	Pending	<a href="#">Withdraw</a>

The transfer recipient can review the VCU transfer details from the Account Holder’s Inbox by selecting the hyperlinked quantity.

Inbox					
VCUs					
From	External Account ID	Quantity of VCUs	Status	Confirm All	Reject All
<a href="#">NYSE Environmental Services, Inc.</a>		<a href="#">2,039</a>	Pending	<a href="#">Confirm</a>	<a href="#">Reject</a>



All information about the certificate will be displayed on the VCU Details Report, including the ability to access the Project’s documentation.

**VCU Details Report**

**VCU Information**

Verification Period: 01/04/2006-31/12/2008  
 Vintage Period: 01/01/2008-30/06/2008  
 Origination Program: **Verified Carbon Standard**  
 Additional Certification(s): NA  
 VCU Serial Numbers: 1670-69333941-69335979-VCU-009-APX-IN-1-249-01012008-30062008-0  
 Quantity of VCUs: 2039  
 Status of VCUs: **Active**  
 Status Effective Date: 11 Jan 2018 15:25:52 GMT

**Originating Project Details**

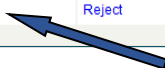
Primary Project Type: **Energy industries (renewable/non-renewable sources)**  
 Additional Project Types: NA  
 Project ID: 135  
 Project Name: **Bundled Wind Power Project in Tamilnadu, India, Co-ordinated by Tamilnadu Spinning Mills Association(TASMA-II)**  
 Project State: **Tamilnadu**  
 Project Country: **INDIA (IN)**  
 Project Verifier: **Tuev Nord Cert GmbH (Tuev Nord)**  
 Project Documentation: [View](#)



[Back](#)



The recipient can either CONFIRM or REJECT the transfer at this point. If rejected, the Certificates will be deposited back into the originating transferor’s Sub-account. If confirmed, the transfer recipient must designate the Sub-account to which the Certificates are to be delivered.

Inbox					
VCUs					
From	External Account ID	Quantity of VCUs	Status	Confirm All	Reject All
<a href="#">NYSE Environmental Services, Inc.</a>		<a href="#">2,039</a>	Pending	<a href="#">Confirm</a>	<a href="#">Reject</a>



Select a Account	
From:	NYSE Environmental Services, Inc.
Quantity:	2039
Deposit Into [Account Name - Sub-Account ID - Account Type]: *	Select One <input type="button" value="v"/> 
* Required Field ** Required in Certain Condition	
<input type="button" value="Accept"/> <input type="button" value="Cancel"/> 	

As soon as the recipient has confirmed or rejected the transfer, the APX-VCS Registry will send an electronic notification to the transferor indicating the action taken. The transferor may cancel any transfer before such transfer has been confirmed by the recipient by withdrawing the transfer from the Account Holder's Outbox in the registry. If the transfer is withdrawn, the APX-VCS Registry will notify the recipient of the action.

## 5.2 Export of VCUs to another Account Holder in the VCSA registry network

Follow the same steps as in 5.1, except when you get the “Transfer VCUs” screen, select the option of “An Account in a different registry”. To complete this request, you will also select which registry to send to from the “external registry” pull-down, and enter the “External Recipient Account ID”. You will need to retrieve the External Recipient Account ID from your counterparty in the importing registry:

Transfer VCUs						
Project ID	Project Name	Project Type	Vintage	VCU Serial Numbers	Quantity of VCUs	Transfer Quantity
VCSR135	Bundled Wind Power Project in Tamilnadu, India, Co-ordinated by Tamilnadu Spinning Mills Association(TASMA-II)	Energy industries (renewable/non-renewable sources)	01/01/2008-30/06/2008	1670-69333941-69335979-VCU-009-APX-IN-1-249-01012008-30062008-0	2039	2039

Transfer **2039** VCUs to:

Another APX Registry Account Holder

**An Account in a different registry**

External Recipient Account ID: \*

Active Sub-Account

Back to Account

Bulletin Board

Ask Price:  (\$/VCU)

Retirement Sub-Account

Beneficial Owner: \*  (200 characters limit)

Retirement Reason: \*

Retirement Reason Details: \*\*  (1000 characters limit)

Email Notification: \*  (list address separated with ",")

Retirement Certificate Language Preference:  (Retirement certificate will be attached to notification email(s))

Make Account Name, Beneficial Owner, and Retirement Reason Public:

Make Retirement Reason Details Public:

\* Required if the associated radio button is selected    \*\* Required in Certain Condition

Once you have the above completed, select the “Submit” button. At this point, the APX-VCS Registry will initiate the inter-registry transfer. Once your counterparty has confirmed, the VCUs will be removed from your Outbox.



### **5.3 Transfer the VCUs to another of the Account Holder’s own Sub-accounts**

Follow the same steps as in 5.1, except when you get the “Transfer VCUs” screen, select the option of either:

1. “Active Sub-Account” to transfer the VCUs to another of your Sub-accounts.
2. “Back to Account” to transfer the VCUs from the Bulletin Board back to your Primary Account
3. “Bulletin Board” to transfer the VCUs to be posted on the APX-VCS Bulletin Board
4. “Retirement Sub-Account” to transfer the VCUs for retirement and remove them from Active status. When requesting for a retirement transaction, you are required to identify the Retirement Sub-account, the Beneficial Owner, the Retirement Reason, Retirement Reason Details, and optionally, if the retirement notification should be emailed to anyone. You also have additional options to have a Retirement Certificate issued in either English or Spanish, select whether to make your Account Name, the Beneficial Owner and Retirement Reason public, or make the Retirement Reason Details public.

Once you have either of the above completed, select the “Submit” button.

**NOTE: Once a VCU has been retired, it cannot be reversed.**

## **6 Reports**

### **6.1 Public Reports**

Public reports will be accessible to anybody via the public page on the APX-VCS Registry website. Public reports are carefully designed to ensure the confidentiality of Account Holder data per the Terms of Use. See the Terms of Use for more information regarding confidentiality.



[Home](#)


**Login**

Login

Password

Remember Login Name

[Forget password?](#)

 [Register Here](#)

**Bulletin Board**

riID	Quantity VCUs
2216	4149
2212	6731
634	17309
628	24070
627	15822
<a href="#">More...</a>	

- Public Reports**
- [Account Holders](#)
  - [Projects](#)
  - [Issued VCUs](#)
  - [VCU Serial Number Lookup](#)
  - [Public Sub-Accounts](#)
  - [Retired VCUs](#)
  - [VCS Buffer Account Balance](#)
  - [Bulletin Board](#)

- **Account Holders** - This report contains a listing of all Account Holders with some limited contact information.
- **Projects** - This report contains a list of all projects that have requested registration and have been approved for listing in the public report. This report also provides access to project documents and information about the Project Proponent.
- **Issued VCUs** - This report provides a comprehensive list of all VCUs issued in the APX-VCS Registry.
- **VCU Serial Number Lookup** – This report provides the public user with the ability to look-up specific VCUs by serial number to obtain information as to the status of the VCUs; Active or Retired.



- **Public Sub-Accounts** - This report provides a list of all Retirement Sub-Accounts that the Account Holder has marked for public view, and provides the amount of VCUs retired in the sub-account.
- **Retired VCUs** – This report provides a comprehensive list of all VCUs retired in the APX-VCS Registry.
- **VCS Buffer Account Balance** – This report provides a list of the buffer account balance for all projects subject to buffer in the APX-VCS Registry
- **Bulletin Board** - Shows VCUs which are posted by Account Holders as being available for purchase.

## 6.2 Account Holder Reports

Account Holder reports for a specific Account will only be accessible to the Account Holder, their designated agents and the VCS Administrator. Account Holders, including all of the Users for an Account, can view up-to-date data in these reports at any time.



- **My Event Log** - This report lists all of the events that have taken place in the Account.
- **My Accounts** - This report provides a summarized listing of all sub-accounts associated with the account, including quantity of VCUs in each.
- **My VCUs** - This report provides a view of all VCU holdings, both active and retired.
- **My Invoices** - This view provides all active and previous invoices for an account
- **My VCUs Transfer History** This report provides complete transfer history for an account. This report includes both intra and inter account transaction history.
- **VCS Fee Schedule** - This report provides a list of all registry fees.



