# APX-APX User Guide

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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. 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).

STEP 2 – ONLINE REGISTRATION

Go to 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.
The available Account Types are:

- **General Account**

  This account type allows the Account Holder to registry projects, issue VCU, transfer or export VCU to counterparties, received transfers of VCU from counterparties and retired VCU 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 VCU 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 VCU on behalf of third parties. This account type is recommended for organizations that buy and sell VCU and organizations that develop projects and VCU.

- **Project Proponent**

  This account type allows the Account Holder to registry projects, issue VCU, transfer or export VCU to counterparties and retire VCU on its behalf. This account type cannot receive VCU transfer nor hold or retire VCU 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 VCU, 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 VCU 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 VCU to counterparties or hold Active VCU in its account. This account type is recommended for organizations that buy VCU to offset their emissions.

• Retail Aggregation

This account type allows the Account Holder to receive transfers of VCU from counterparties and retire on behalf of third parties. Any VCU 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 VCU 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 VCU to counterparties. This account type is recommended for organizations that buy VCU 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. All other parties wishing to use the APX VCS Registry must complete the following steps:

1. Select your account type from the menus 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.


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

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

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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.
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

**TERMS OF USE**

Last modified August 2011

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" (VCS) is the first international standard of its kind that was developed by APX.

I Agree: ☐


   (a) General Prohibition on Third Party Ownership. Except as otherwise permitted under Sections 6(b) or 6(c) below:

   (i) Account Holder will only hold or retire in its Accounts VCU's for which it is the sole holder of all legal title and all Beneficial Ownership Rights, and

   (b) Authorization for Administrator to Administer VCU's on Behalf of Third Parties. Account Holder may authorize Administrator to administer VCU's on its behalf (the "Authorized VCUs") for the following purposes:

   (i) Account Holder will only hold or retire in the Authorized VCUs for which it is the sole holder of all legal title and all Beneficial Ownership Rights, and

   (ii) Account Holder shall pay all fees to Administrator in connection with the Authorized VCUs in accordance with the Fee Schedule.

I Agree: ☐

8. Fees. 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 Registry Site 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.

I Agree: ☐

15. Disclaimer of Warranty.

   (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.

I Agree: ☐

16. Limitation of Liability. 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.
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:

<table>
<thead>
<tr>
<th>Account Status</th>
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<tbody>
<tr>
<td><strong>Account Balances</strong></td>
<td></td>
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<tr>
<td>VCUs</td>
<td>View/Transfer VCUs</td>
</tr>
<tr>
<td>Primary Account</td>
<td></td>
</tr>
<tr>
<td>Active Sub-Accounts</td>
<td></td>
</tr>
<tr>
<td>NAYCU Account</td>
<td></td>
</tr>
<tr>
<td>Retirement Sub-Accounts</td>
<td></td>
</tr>
<tr>
<td>Bulletin Board</td>
<td></td>
</tr>
<tr>
<td>Total VCUs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Open Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sub-Account ID</strong></td>
</tr>
<tr>
<td>4057</td>
</tr>
<tr>
<td>4058</td>
</tr>
</tbody>
</table>

Create New Sub-Account | View/Edit Sub-Account

New Logins:

<table>
<thead>
<tr>
<th>Account Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Review/Edit/Add Logins</td>
</tr>
</tbody>
</table>

Add New Login
Required fields are marked with a "*". Select the Privilege Type of either Admin or Limited Access. Once complete, select the “OK” button to create.
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
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)
a. **Latitude and Longitude**: You will notice two fields titled Latitude and Longitude. To find these coordinates, go to [http://itouchmap.com/latlong.html](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.
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)

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:

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.

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.
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.

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

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 VCU deposited in it from the Account Status module:

<table>
<thead>
<tr>
<th>Account Balances</th>
<th>View/Transfer VCUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Account</td>
<td>609,227</td>
</tr>
<tr>
<td>Active Sub-Accounts</td>
<td>67,825</td>
</tr>
<tr>
<td>NAVCU Account</td>
<td>0</td>
</tr>
<tr>
<td>Retirement Sub-Accounts</td>
<td>4,015,577</td>
</tr>
<tr>
<td>Bulletin Board</td>
<td>0</td>
</tr>
<tr>
<td>Total VCUs</td>
<td>4,692,629</td>
</tr>
</tbody>
</table>

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.

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.
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 VCU's that are pending transfer will be marked as “transfer pending” in the Account Holder’s Outbox. This will have
the effect of “freezing” the VCU so that they cannot be moved to another Sub account or another Account Holder.

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

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

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.
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:

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.
• **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 VCU’s retired in the sub-account.

• **Retired VCUs** – This report provides a comprehensive list of all VCU’s 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 VCU’s 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.

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<th>Account Holder Reports</th>
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<tbody>
<tr>
<td>• My Event Log</td>
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<tr>
<td>• My Accounts</td>
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<tr>
<td>• My VCUs</td>
</tr>
<tr>
<td>• My Invoices</td>
</tr>
<tr>
<td>• My VCUs Transfer History</td>
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<tr>
<td>• VCS Fee Schedule</td>
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</table>

• **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 VCU’s 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.