TIGRs User Guide

1   Introduction

The TIGRs 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 TIGRs Administrator at tigrsadmin@apx.com. The instructions covered in this guide are not legally binding. In the event of ambiguity, the TIGRs Standard and Procedures and Terms of Use supersede this document.

2   Account Registration

2.1   Introduction

Any person or entity wanting to participate in TIGRs must establish an Account. Registrants will provide basic account registration information, such as Account Holder name, address and contact information, to the TIGRs Administrator through a secure web-page on the TIGRs website and agree to the Terms of Use. The TIGRs 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 TIGRs Administrator. Accounts can also be terminated if an Account Holder fails to pay the TIGRs 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 a TIGRs Account?

STEP 1 – REVIEW TIGRs OPERATING DOCUMENTS

You should first review the TIGRs Operating Documents including the **Terms of Use**, **Fee Schedule** and **Standard and Procedures**. The documents are on the **Documents page** on the **TIGRs website**.

STEP 2 – ONLINE REGISTRATION

Go to the **TIGRs How to Register page** and select the **"Register"** link. 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.

How to Register

Now Open for Registration

The following information will guide you through the steps necessary to create an account or submit a renewable energy asset for validation in the TIGRs Registry. Email the Registry Administrator to assist you throughout the registration process.

REGISTER

The available User Types are:

⟩ Asset Owner Account

This type of Account can register Renewable Energy Assets and have TIGRs issued to it for power produced by such Renewable Energy Assets. An Asset Owner Account can hold, transfer (only outgoing transfers), withdraw and Retire TIGRs. An Asset Owner Account cannot receive transfers from other parties.

⟩ General Account

This Account type allows the Account Holder to register Renewable Energy Assets, have TIGRsˢᴹ issued to its Account, transfer TIGRs to counterparties, receive transfers of TIGRs from counterparties and Retire TIGRs on its own behalf. If approved under the Aggregator Exception, a General Account Holder can also Retire TIGRs on behalf of Beneficial Owners. This Account type is recommended for organizations that buy and sell TIGRs and organizations that develop projects and buy TIGRs.

⟩ Retail Aggregator Account
   o This Account type allows the Account Holder to receive transfers of TIGRs from counterparties and Retire these on behalf of third parties. They can also register and maintain Renewable Energy Assets and have TIGRs issued in their Account. In order to open this Account type, the applicant must be approved for the Aggregator Exception. Any TIGRs 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 Administrator. If the Account Holder does not Retire TIGRs within the prescribed timeline, the Administrator will do so. A Retail Aggregator Account Holder **cannot** transfer TIGRs to counterparties.

⟩ Retirement Account
   o This Account type allows the Account Holder to receive transfers of TIGRs from counterparties for immediate Retirement only. **Retirements**

can only be on behalf of the Account Holder. A Retirement Account Holder **cannot** transfer TIGRs to counterparties or hold Active TIGRs in its Account. Retirement Accounts may be approved to register Assets for TIGR issuance and immediate retirement. This Account type is recommended for organizations that buy TIGRs for their own sustainability goals such as utilizing 100% renewable energy or to offset their Scope 2 emissions per the Greenhouse Gas Protocol.

- Program Administrator
  - This type of Account is provided to administrators of compliance and voluntary programs that utilize the Registry and/or have eligibilities noted for certain TIGRs. It will allow Program Administrators to review eligibilities and compliance reports. Asset details will only be displayed in a Program Administrator Account if the Account Holder registering that Asset has listed it as eligible according to the specific program/certification.

- Qualified Reporting Entity Account
  - An Account Holder with a QRE Account is assigned to a Renewable Energy Asset and is responsible for verifying generation information from that Renewable Energy Asset. The Registry tracks the specific types of Renewable Energy Assets for which QREs are approved to provide services, ensuring that they are suitably qualified and accredited. The QRE Account cannot hold TIGRs.

- Registry Administrator Account
  - This type of Account is provided to the Administrator and allows full access to all Registry functionalities.

STEP 3 – ACCEPT THE TERMS OF USE

Read and agree to the TIGRs 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.

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 TIGRs 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 TIGRs 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 TIGRs Administrator is notified of your pending Account.

STEP 5 – ACCOUNT REVIEW

The TIGRs Administrator will review the Account application. If the Account application is complete and approved, an 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 TIGRs 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 Asset Owner Accounts, General Accounts, Retail Aggregator Accounts and Retirement Accounts will receive one Active and Retirement Sub-account. Additional Sub-accounts can be created and Logins added to an Account.

2.3   **How do I check my invoice?**
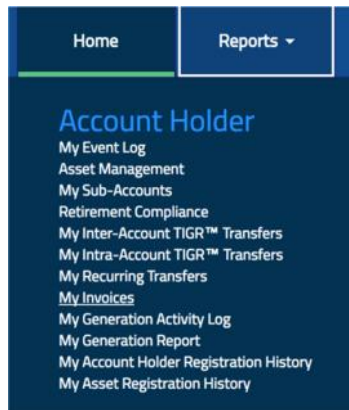
Account Invoices can be viewed using the My Invoices Report located in the Account Holder Reports section.

TIGRs bills Account Holders for six (6) fee types. All fees are USD:
- **Account Registration Fee**
- **Account Subscription Fee**
- **Asset Subscription Fee**
- **TIGRs Issuance Fee**
- **TIGRs Transfer Fee**
- **TIGRs Retirement Fee**

2.3.1   Account Registration Fee
Fees will be charged upon account approval. See the rates below.
- Asset Owners: Waived
- General: $750
- Retail Aggregator: $500
- Retirement Account: $250

2.3.2 Annual Account Subscription Fee

Fees will be charged upon account approval and upon the anniversary account approval. See the rates below.

- Asset Owners: Waived
- General: $1,000
- Retail Aggregator: $1,000
- Retirement Account: $250

2.3.3 Asset Subscription Fee

Fee will be charged upon asset approval and upon the anniversary of asset approval. If assets are aggregated, fees are based on aggregated size. See the rates below.

- Micro (below 250 kW): $150
- Small (250 kW – 1 MW): $600
- Medium (1 MW – 10 MW): $1,100
- Large (10 MW and above): $2,100

2.3.4 TIGRs Issuance Fee

$0.05 fee will be charged per TIGRs credit issued. The issuance fee is charged to the account holder in which the issuing asset resides.

2.3.5 TIGRs Transfer Fee

$0.01 fee will be charged per TIGRs credit transferred between TIGRs account holders. The transfer fee is charged to the account holder receiving the TIGRs credit.

2.3.6 TIGRs Issuance

$0.02 fee will be charged per TIGRs credit retired within a TIGRs account. The retirement fee is charged to the account in which the TIGRs credits are retired.

3 Asset Registration

3.1 How do I register an Asset?

To ensure that double-counting does not occur, assets being registered in TIGRs must have 100% of their output tracked by TIGRs. If an asset was registered in another tracking system at one point, the TIGRs Administrator should be notified of this during the registration process and the Account Holder should be prepared to provide documentation to prove the asset has been removed from the previous tracking system.

To register an asset, the owner or the agent must:
) Have an approved Account in TIGRs
) Submit a completed on-line registration form containing information related to the characteristics of the asset
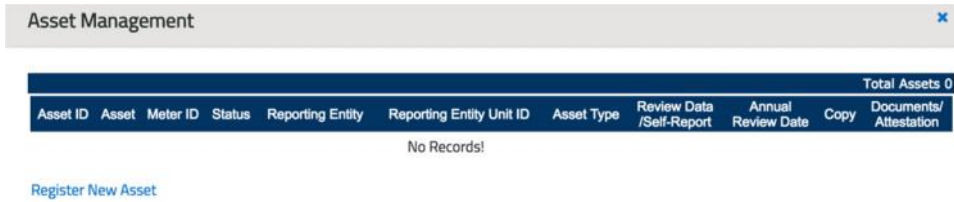
1. Go to https://tigrsregistry.apx.com and login using your login credentials.
2. Once logged in, find the "Asset Management" module and click on "Register New Asset" link which will bring up Page 1 of a 3-page registration process. (see screenshot of Page 1 below)

a. **Latitude and Longitude:** You will notice two fields titled Latitude and Longitude. In order 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.

b. Click "Save" to Save the asset registration thus far or to continue with the Setup Process at a later time.

c. Click "Next" if you wish to continue to the next page of the project registration. (See Page 2 screenshot below)

d. Click "Save" to Save the asset registration thus far or to continue with the Setup Process at a later time.

e. Click "Next" if you wish to continue to the last page of the project registration. (See Page 3 screenshot below)

f. Click "Save" to Save the New Project Setup thus far or to continue with the Setup Process at a later time.

g. Click "Submit for Approval" if you are done filling out the asset registration and are ready for the TIGRs Administrator to begin their review.

3. The TIGRs 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.

Definitions

Plant Name: This is the name of the facility that is being registered in the TIGRs registry.

Unit Name: This name can be used to further specify individual units within the facility.

Power Grid Interconnected: This is the entity to which the asset has an interconnection agreement.

Nameplate Capacity: The maximum rated output of a generator, prime mover or other Electric power production equipment under specific conditions designated by the manufacturer in MW.

Capacity Factor: The maximum percent of output energy production for a given month.

Maximum Annual Energy: Maximum output of a facility in MWh for a year.

Reporting Entity: Refers to the Entity in charge of reporting the facilities metering data.

Reporting Entity ID: The Reporting Entity ID is the ID number for the facility that the Reporting Entity will provide to a project owner.

⌡ Submit any required documentation and/or affidavits proving eligibility for issuance of Certificates using the Document / Attestation upload screen.

| | | | | | | | Total Assets 8 | | | |
Asset ID	Asset	Meter ID	Status	Reporting Entity	Reporting Entity Unit ID	Asset Type	Review Data /Self-Report	Annual Review Date	Copy	Documents/ Attestation
AGG1003	Phase 2						SEP2016	08/24/2017	Copy	View/Update
AGG1004	Phase 3						MAY2017	08/24/2017	Copy	View/Update

3.2 **What is the oldest metering data that can be used to create a TIGR credit?**

TIGRs will permit Generation data for new projects to be back loaded two years.

3.3 **How does an asset get certified?**

In order to for an asset to be approved in TIGRs, the account holder must demonstrate the asset is:

- o Real and grid connected

- o The account holder is authorized to register the asset and issue the TIGRs credits

o The asset attributes are not tracked in another registry or program

o Adhere to country specific requirements

The account holder will provide interconnection documentation, certificate of commissioning, power purchase agreements, attestations and other relevant documentation to demonstrate the requirements above.

4 Data Reporting

4.1 Who is qualified to serve a Qualified Reporting Entity?

A QRE is a Balancing Authority, Grid Operator, an Electric Power Supplier, Asset Aggregator, Meter Readers and other Independent Third Parties. They provide production data to TIGRs for the asset at least monthly. Each QRE adheres to the following guidelines:

1. A QRE must register for a Qualified Reporting Entity account in the Registry. The Administrator will review and validate all information submitted along with the party's application.

2. Reported data should be at a sufficiently detailed level as to identify the amount of renewable energy generated by Asset.

3. Reported data should be inherently reliable and fully auditable.

4. Reported data must follow the requirements set forth in Sections 3 and 4 below.

5. Reported generation data should be financial settlement quality data from revenue quality meters, which would include ANSI-C12.

6. A Qualified Reporting Entity should submit data to the Registry on the basis agreed upon between the QRE and the Account Holder that has designated it as the Qualified Reporting Entity for its Asset(s).

7. If serving as the QRE for an Aggregated Asset, the party must be able to report the generation activity of Generating Units having the same Essential Generating Characteristics as described in Section 6.3 and Appendix C of the TIGRs Standard and Procedures.

8. A Qualified Reporting Entity must be independent, with no ownership, control or other affiliation with the Assets for which it is reporting.

    a. If an entity seeking designation as a Qualified Reporting Entity also functions as its own balancing authority and owns Assets, or is subject to a renewable portfolio standard and is Retiring TIGRs, it should be able to demonstrate that the entity or group within the proposed QRE or its affiliates that is responsible for reporting is independent from the entity or group within the proposed QRE or its affiliates engaged in marketing functions or TIGR Retirement. The standards set forth under the FERC's Independent Functioning and No Conduit Rules are representative of the manner in which a QRE can demonstrate the necessary independence.[1] If no equivalent rules are available in the QRE's jurisdiction, the

Administrator shall establish what standards should be used in evaluating the proposed QRE's registration. This separation should be specific to making the reporting entity or group independent from the marketing/Retiring entity or group.

9. Qualified Reporting Entities will upon request provide the Administrator with regular internal and external audit and verification reports that may include but are not limited to the use of:

    a. Parallel meters;

    b. Internal meter data validation

    c. Regular meter calibration (based on the size of the Generating Unit);

    d. Meter calibration tools calibrated against national or international standards;

    e. Integrity validation of meter data systems, which includes an analyst validation check and historical comparison;

    f. Internal audit processes;

    g. Third party consultants on energy procurement activities; and

    h. Balancing authority annual audits.

4.2 **How can data be reported into TIGRs?**

There are 2 ways a data can be uploaded into TIGRs:
1. Meter Data Loading Module
2. Self Reporting Interface.

The Meter Data Loading Module is the primary method for loading data into TIGRs. This option allows the QRE to upload a Meter Data file in .csv format into their Account's Meter Data Loading Module. Only assets that have elected the QRE to serve as the Reporting Entity will display in the Meter Data Loading Module's list of projects.

Reporting Entity Unit ID	Asset ID	Asset	Account Holder	Country	Subdivision	Last Upload Date
01	GEN1005					9/27/2017 7:00:04 AM
234	GEN1007					9/27/2017 7:06:13 AM
504A	GEN1010					8/24/2016 9:54:21 PM
03	GEN1012					8/26/2016 1:04:05 PM
04	GEN1015					
05	AGG1016					

This functionality is available to all Qualified Reporting Entities and self reporters.

The following example shows a conforming input file.

ASSETID,UNITID,VINTAGE,FROM,TO,TOTALMWH

1,2,01/2001,01/01/2001,01/31/2001,100

The fields are as described in the following table:

Field Name	Data Type	Description
ASSETID	Integer	Unique identifier for an Asset which is assigned by the Registry upon Asset registration approval.
UNITID	Integer	Unique identifier for the unit assigned by its Control Area or Qualified Reporting Entity.
VINTAGE	Character (7)	Month and year of generation, formatted as MM/YYYY for a given month in the current Reporting Period.
BEGINDATE	Character (10)	Beginning month-day-year of Reporting Period formatted at MM/DD/YYYY
ENDDATE	Character (10)	Ending month-day-year of Reporting Period formatted at MM/DD/YYYY
TOTALMWH	Float	Total MWhs for the Vintage (reporting month) within the Reporting Period

Only QREs (or optionally the Administrator) have the ability to load a Generation Extract File. This is done by logging into the QRE's account and uploading through the Meter Data Loading module.

A current-period Generation Extract File can be loaded as many times as needed so long as the QRE follows the following rules:

Rule 1: Reloading data when the existing data is already "Account Holder Accepted"	**After an Account Holder has explicitly accepted the posted generation data, if a file of the same, or different, data is reloaded, the Registry will reject the data and notify the QRE that data for this Asset has already been accepted. The status of the existing data will not change. To override this rule, see Rule 4 below.**
Rule 2: Reloading data when the existing data is "TIGRs Accepted" or "Account Holder Disputed	Reloading the data file will overwrite any data that was previously loaded for that Asset and set the new data status to "TIGRs Accepted".
Rule 3: Reloading data when the existing data is "TIGRs Admin Accepted" or "TIGRs Admin Disputed"	If a data file with the same, or different, data is reloaded, the Registry will reject the data and notify the QRE that it cannot be accepted due to status of the existing data. The status of the existing data will not change. To override this rule, see Rule 4 below.
Rule 4: File reloaded by the Administrator	The reloaded data will overwrite all previously loaded data for this Asset regardless of its current status.

The Self Reporting Interface can be accessed by selecting the hyperlink available in the Review Data/Self Report column of the Asset Management module.

Asset Management

Asset ID	Asset	Meter ID	Status	Reporting Entity	Reporting Entity Unit ID	Asset Type	Review Data /Self-Report	Annual Review Date	Copy	Documents/ Attestation
AGG1003						AGG	SEP2016	08/24/2017	Copy	View/Update
AGG1004						AGG	MAY2017	08/24/2017	Copy	View/Update
AGG1037						AGG	Self Report	01/01/2017	Copy	View/Update

Total Assets 8

Reporting Entity Unit: ＿＿＿＿＿＿＿   Reporting Entity Unit ID: ＿＿＿＿＿＿＿

Year: 2016   Asset ID - Name: ＿＿＿＿＿＿＿

Period Data Status	Vintage	MWh	Begin	End	Adjustment Current (MWh)	Adjustment New Status	Adjustment New (MWh)	Feasibility
TIGRs Issued	2016		1/1/2016	1/31/2016	0.00	N/A	0.00	Pass
TIGRs Issued	2016		2/1/2016	2/29/2016	0.00	N/A	0.00	Pass
TIGRs Issued	2016		3/1/2016	3/31/2016	0.00	N/A	0.00	Pass
TIGRs Issued	2016		4/1/2016	4/30/2016	0.00	N/A	0.00	Pass
System Accepted	2016	100	5/1/2016	5/31/2016	0.00	N/A	0.00	Pass
System Accepted	2016	100	6/1/2016	6/30/2016	0.00	N/A	0.00	Pass
System Accepted	2016	100	7/1/2016	7/31/2016	0.00	N/A	0.00	Pass
System Accepted	2016	100	8/1/2016	8/31/2016	0.00	N/A	0.00	Pass
System Accepted	2016	100	9/1/2016	9/30/2016	0.00	N/A	0.00	Pass

Add New Output

OK

Self-Reporting/Asset Output Data Accept-Dispute

Asset ID - Name: ＿＿＿＿＿＿＿

Vintage: 2016

◉ MWh: 150

◯ kWh: ＿＿＿＿＿＿＿

Reporting Period Begin: * 10/2016 (format: MM/YYYY)

Reporting Period End: * 10/2016 (format: MM/YYYY)

% Split

AGG1003 - Fuel Type Solar Photovoltaics: 100

Dispute Reason: ＿＿＿＿＿＿＿

Submit   Cancel

After generation data has been reported for a project, the data will be set to 'TIGRs Accepted' if it is ready to be approved by the Account Holder or 'System Pending' after failing the Engineering Feasibility test. The Account Holder will be notified when data has been loaded and is ready to be approved. The Account Holder must login to their data review screen and approve the data before their certificates will be issued.

4.3 How do I Approve Data?

1) Access the Project's Month/Year link in the Data Review/Self Report column located in the Asset Management module.
2) Select the status for the month of generation waiting to be approved in the Data Review Screen.
3) Enter your Project's fuel allocation and accept the data.

Once Data is approved by the Account Holder or 14 days after the generation was reported, the Certificates will be issued into the account.

4.4 How do I clear data that has failed the Engineering Feasibility?

All generation data received by TIGRs will undergo an automatic data validity check to ensure that erroneous and technically infeasible data is not entered into TIGRs and used to issue Certificates. The data validity check will compare reported energy production to an engineering estimate of maximum potential production, calculated as a function of technology type, associated maximum capacity factor, Nameplate Capacity, Fuel Type and time period since the previous cumulative meter reading was entered. If data entered exceeds an estimate of technically feasible generation, the TIGRs Administrator will require the Account Holder to submit either settlement reports or meter readings to verify the reported generation.

Feasibility Calculation

5 Transfers

There are two ways to withdraw or remove Certificates from Active Sub-accounts:

(a) Transfer the Certificates to the Sub-account of another Account Holder.

(b) Transfer the Certificates to another of the Account Holder's own Subaccounts (Active and Retirement).

5.1 Manual Transfers

Once logged in to the account, the account holder will click the hyperlinked Active quantity within the Account Activity section.

From the next screen, select the TIGRs credits to be transferred using the checkboxes. Click the Batch Transfer button.

The Account Holder will select the recipient from a pull-down list of Account Holders.

After the transfer has been initiated, the Certificates that are pending transfer will be marked as "transfer pending" in the Account Holder's Outbox. This will have the effect of "freezing" the Certificates so that they cannot be moved to another Sub account or to another Account Holder.

Outbox

	To	Quantity	Status	Initiation Date	Withdraw
☐	APX	6 Pending		01/15/2018	Withdraw
☐	APX	999 Pending		01/15/2018	Withdraw
☐	APX	7 Pending		01/15/2018	Withdraw

Withdraw Selected

After the transfer has been initiated, TIGRs will send an electronic notification of the request to transfer Certificates to the proposed recipient. The transfer recipient can review the Certificate transfer details from the Account Holder's Inbox by selecting the hyperlinked quantity.

Inbox

	From	To	Quantity	Status	Initiation Date	Accept	Reject
☐			6	Pending	01/15/2018	Accept	Reject
☐			999	Pending	01/15/2018	Accept	Reject
☐			7	Pending	01/15/2018	Accept	Reject

Accept Selected | Reject Selected

All information about the certificate will be displayed on the Certificate Info Screen

TIGR™ Data:
Registry ID:
Asset Type: Renewable Energy Generator
Asset Name:
Primary Facility Name:
TIGR™ Vintage: 3/2016
Fuel Type/Energy Source: Biomass Combustion - Wood Waste
TIGR™ Serial Numbers: TIGR-1013-US-MA-03-2016-249-2 to 1000
Quantity of TIGRs: 999
Meter Data From: 03/01/2016
Meter Data To: 03/31/2016
TIGR Creation Date: 09/19/2016
Asset Documents/Attestations: View

Static Asset Data:
Subdivision: Massachusetts
Country: United States of America
Power Grid Interconnection: Not Currently Supported
Utility to which Facility is interconnected: Customer-Sited Distributed Generation
Commenced Operation Date: 01/01/2014
Nameplate Capacity: 1,253.00000
Reporting Entity Type: Independent Meter Verifier
Reporting Entity Contact Company or Organization name:
Repowered Indicator (Y/N): No
Repowered Amount: NA
Repower date (required if Repowered Indicator = Y): NA

ELIGIBILITY FOR VOLUNTARY PROGRAMS:

The recipient must confirm or reject the transfer within fourteen (14) calendar days of when it was requested by the transferor. 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, TIGRs 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 TIGRs. If the transfer is withdrawn, TIGRs will notify the recipient of the action.

5.2   Forward Certificate Transfers

To create a Forward Transfer:

1. Select the Create New Forward Transfers link located in the Recurring Transfer module of your Dashboard.

2. Fill out the Forward Transfer Form

⟩ **Forward TIGR Name/Alias:** Enter a name for the Transfer
⟩ **Asset:** Designate asset to source the certificates from.
⟩ **Type of Forward Transfer:** Designate the radio button for the appropriate type of transfer: Intra Account Transfers (Active Subaccount, Retirement Subaccount), or Inter Account transfers (Another Account Holder)
⟩ **Account Holder:** For transfers to another Account Holder, select the Account Holder the Certificates will be transferred to.
⟩ **Percent or Fixed:** Designate one of the following:
  o A fixed number of Forward Certificates to be transferred each month, or
  o the percentage of Certificates that will be transferred each month (you likely need to select 100%)
⟩ **Begin and End Vintage:** The first vintage (month/year) that the Forward Certificate Transfer will be executed for and the end vintage representing the last transfer in the Forward Certificate Transfer transaction; *Please note that Forward Transfers will not transfer certificates for vintages that have already been issued.* (If you have a 20 year contract you can set up your Forward transfer from 10/2016 – 10/2036)

⟩ **Priority:** Enter the priority of the Forward Certificate Transfer relative to any other Forward Certificate Transfers, if applicable. Leaving the Priority as the defaulted 0, NCRETS will assign the Priority in the order in which the Forward Transfer was received.

⟩ **All or Nothing:** Selecting the All or Nothing radio button will only transfer certificates when all the designated certificates are available to be transferred. For Example, if I designate 100 certificates to transfer each month, but I only generate 99 MWh, the Forward Transfer will not process.

⟩ **Partial Fill:** Selecting Partial Fill will transfer the certificates that are available, even if there is not enough to fulfill the Forward Transfer. For Example, if I designate 100 certificates to transfer each month, but I only generate 99 MWh, the Forward Transfer will process 99 certificates.

3. When an Inter Account Forward Certificate Transfer is initially requested, the Forward Certificate Transfer will be in a pending status until the Transferee accepts or rejects the terms of the Forward Certificate Transfer.

6   Retirement

6.1   How do I Retire TIGRs Credits?

Retirement of TIGRs credits is an action taken within TIGRs to permanently remove a Certificate from circulation. Retirement may be initiated only by the Account Holder for Certificates in his/her own Sub-accounts. Retirement is effectuated by transferring Certificates into a Retirement Sub-account.

A Retirement Sub-account is used as a repository for Certificates that the Account Holder wants to designate as retired. There are two ways that Certificates are deposited in a Retirement Sub-account:

(a) Within an Account, Certificates can be transferred from an Active Subaccount to a Retirement Subaccount.

(b) An Account Holder can setup a forward transfer to automatically transfer issued Certificates in to a Retirement Sub-account

An Account Holder choosing to retire a Certificate or a block of Certificates will use the transfer screen to identify the quantity of Certificates to Retire and the reason for Retirement.

The Account Holder must select the Retirement Sub-account to which the Certificates will be deposited.

The Retirement Subaccount will show the Serial Numbers of the Certificates Retired, the date of Retirement and the reason for Retirement. In addition, there will be a mechanism to view the Project characteristics and Certificate fields associated with the Retired Certificates. *Once Certificates are Retired, they cannot be moved or transferred out of the Retirement Sub-account to any other Sub-Account or Account Holder.*

TIGRs validations ensure that Certificates deposited in a Retirement Subaccount are no longer transferable to another party or another Subaccount. TIGRs reports allow Account Holders to show evidence of the Retirement.

7   Reports

7.1   **Public Reports**

Public reports will be accessible to anybody via the public page on the TIGRs website. It is expected that additional public reports will be added to meet future needs of Account Holders using TIGRs. 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.
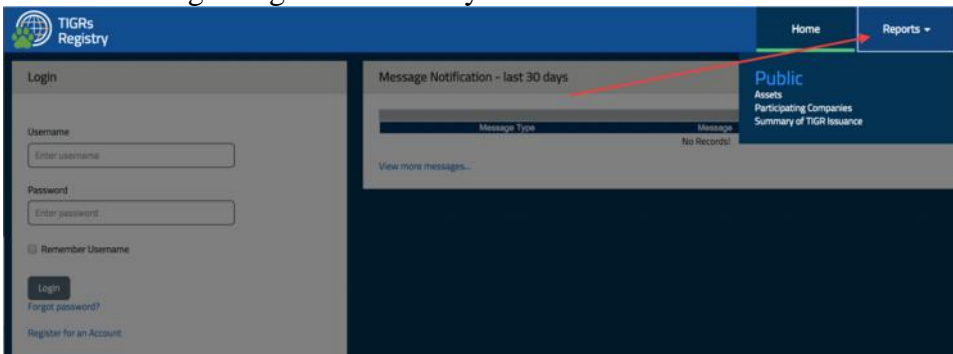
⎰ **Assets –** This report contains a list of current assets by fuel source with owner information
⎰ **Participating Companies -** This report contains a listing of all Account Holders with some limited contact information.
⎰ **Summary of TIGR Issuance -** This report contains a summary of TIGRs issuance by vintage, country and fuel type.

7.2   Account Holder Reports

Account Holder reports for a specific Account will only be accessible to the Account Holder, their designated agents and the TIGRs Administrator. Account Holders, including all of the Users for an Account, can view uptodate data in these reports at any time.
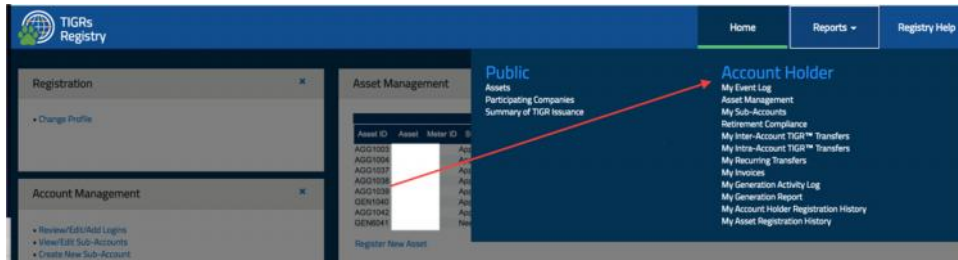
- **My Event Log -** This report lists all of the events that have taken place in the Account.
- **Asset Management -** This provides a summary of the assets currently registered in the account.
- **My Sub-Accounts -** This provides a list of Certificates held in the Account's Sub-accounts and allows the Account Holder to filter data by specific Active or Retirement Sub-accounts.
- **Retirement Compliance** – This provides a list of Certificates held the Account's retirement Sub-accounts.
- **My Inter-Account TIGRs Transfers -** This report provides a comprehensive list of Certificate transfers between other Account Holders in TIGRs.
- **My Intra-Account TIGRs Transfers -** This report provides a comprehensive list of Certificate transfers between sub-accounts within the account.
- **My Recurring Transfers -** This includes transfer details related to Forward Transfers only.
- **My Invoices -** This report lists all TIGRs invoices that have been issued to the Account Holder including the amount and payment status. The report also includes payment information.
- **My Generation Activity Log** – This report provides a log of all generation data loaded into TIGRs for all of the Account Holder's assets, It includes both self-reported data and each file uploaded by a QRE.
- **My Generation Report -** This report shows a summary of the data loaded by vintage for each facility.
- **My Account Holder Registration History -** This report provides a list of all the changes to the Account Holder registration data.
- **My Asset Registration History -** This report provides a list of all the assets that have been registered in TIGRs and includes the date of registration, the TIGRs ID and a link to the Project registration screens.