



M-RETS Compliance Training



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Overview

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Overview of the Process for Retiring Certificates for State REO/RES/RPS

All certificates used for compliance must be retired into a retirement sub-account. A default retirement sub-account is provided to each account holder. New retirement sub-accounts can be created for each Compliance Year, State and Electric Service Provider. The name of the sub-account should be as specific as possible to clearly identify the retired certificates deposited within the retirement sub-account. For example, if you want to retire for Minnesota compliance, you should name the retirement sub-account 'Minnesota 2009'. Please see the step by step screenshots titled 'General Instructions for Certificate Retirement' below for further instruction.

After establishing retirement sub-accounts for the desired compliance year, Utilities and Electric Service Providers (ESP) can report their previous year's retail sales within the Retail Sales Report located in the Account Holder Reports module. This data is used for populating information into the compliance reports. The Retail Sales Report will allow the account holder to assign the load served for each ESP managed by the account holder into a sub-account. When the account holder submits the retail sales, a summary table will display all retail sales reported for each sub-account. This summary table allows the account holder to delete the entry in order to correct mistakes. Only one ESP can be assigned to each sub-account. Please see the step by step screenshots titled 'General Instructions for Retail Sales Report' below for further instruction.

Specific questions on compliance requirements can be directed to the state or provincial program administrators. A list of all program administrators can be located on the [M-RETS website](#)

For further assistance contact:

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General Instructions for Certificate Retirement

Create New Sub-accounts for Retirement

Sub-accounts can be accessed, edited and added from the **Account Status – Edit Sub-Account** module located on your Account Dashboard

Retirement and active sub-accounts can be added using the **Create New Subaccount** link at the bottom of the module

Retirement sub-account names should be as specific as possible (i.e. Minnesota 2008) Consult your state RPS or Voluntary program manager for further instructions

The screenshot displays the M-RETS (Midwest Renewable Energy Tracking System) interface. The top navigation bar includes the M-RETS logo and the user's name, 'My Account', 'Customize My Page', and 'Mrets Test - BryanGower'. The main content area is divided into several sections: 'Registration', 'Public Reports', 'Account Management', and 'Account Status'. The 'Account Status' section is expanded to show 'Account Summary', 'Reporting Entity Data and Manual Generation Totals', and 'Account Activity'. The 'Account Activity' section contains a table of sub-accounts.

Sub-Account ID	Sub-Account Name	Sub-Account Name/Alias2	Type	Certificates
61	Default		Active	111
62	Default		Export	0
63	Default		Retirement	0
64	Default		RRC	0

Below the table, there are links: 'Create New Sub-Account' and 'View/Edit Sub-Accounts'. A red box highlights the 'View/Edit Sub-Accounts' link, with an arrow pointing to the 'Edit Sub-Account' form. The form has the following fields:

- Sub-Account: Retirement (dropdown)
- Name/Alias: * Minnesota 2008 (text input)
- Name/Alias2: (text input)
- Open: Yes No (radio buttons)
- Status Reason: (text input)
- Status Effective Date: (text input)
- * Required Field (text)
- Save (button)
- Cancel (button)

General Instructions for Certificate Retirement Retirement Process

Account Status				
Account Summary				
Reporting Entity Data and Manual Generation Totals				
Generation MWh				
Generation	111			
Account Activity				
Certificates				
Active	111			
Retirement	0			
RRC	0			
Export	0			
Bulletin Board	0			
Account Totals				
Certificates				
Certificate Total	111			
Open Sub-Accounts				
				Total Sub-Account 4
Sub-Account ID	Sub-Account Name	Sub-Account Name/Alias2	Type	Certificates
61	Default		Active	111
62	Default		Export	0
63	Default		Retirement	0
64	Default		RRC	0
Create New Sub-Account				
View/Edit Sub-Accounts				

Retirement Process Step 1

Access an active Subaccount by selecting the hyperlinked quantity next to the sub-account name located within the **Account Status** module.

General Instructions for Certificate Retirement Retirement Process

The screenshot shows the 'Certificates in Active Subaccount' interface. At the top, there is a 'Total Quantity' field with the value '547' and a 'Batch Transfer' button. Below this is a navigation bar with 'Active' selected. A table lists certificates with columns for SubAccount, Subaccount ID, M-RETS ID, Generating Facility, Fuel Type, Certificate Type, Certificate Vintage, Generation Period, Certificate Serial Numbers, Quantity, and Transfer Quantity. The 'Transfer Quantity' column has input fields with values '347' and '200'. Callouts 1, 2, 3, and 4 highlight the 'Active' button, the checkmarks in the first column, the 'Transfer Quantity' input fields, and the 'Batch Transfer' button respectively.

<input checked="" type="checkbox"/>	SubAccount	Subaccount ID	M-RETS ID	Generating Facility	Fuel Type	Certificate Type	Certificate Vintage	Generation Period	Certificate Serial Numbers	Quantity	Transfer Quantity	IL Utility	IL ARES	IA	IA AEP	IA Volt Gre
<input checked="" type="checkbox"/>	Default	128	M1234	Wind Power, Wind Power,	Wind	Renewable	08/2011	08/2011	-ND-06-2011- 1348-4248 to 4383	1.3	347	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Default	128	M1234	Wind Power, Wind Power,	Wind	Renewable	08/2012	08/2012	-ND-08-2012-23281-317 to 3274	1.0	200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Retirement Process Step 2: Initiate Transfer

- 1) From the Active Certificate Disposition Report, designate the RECs to be Transferred
- 2) REC Batches are designated using the check boxes in the first column
- 3) Total Quantity is selected by default unless the adjusted in the Transfer Quantity Tab
- 4) Initiate Transfer using the Batch Transfer button at the top of the Screen

General Instructions for Certificate Retirement Retirement Process

Transfer Certificates																
Certificate Serial Numbers	Quantity	Transfer Quantity	Adjusted Quantity	Generating Facility	Fuel Type	Vintage	Illinois Utility	Illinois ARES	Iowa	Iowa AEP	Iowa Voluntary Green	Manitoba	Minnesota	Minnesota CBED	Montana	
467-ND-06-2011-16349-42490 to 43838	1349	347	347	Tatanka Wind Power, LLC - Tatanka Wind Power, LLC	Wind	8/2011	Yes	Yes	No	No	No	No	Yes	No	No	
467-ND-08-2012-23291-31717 to 32746	1030	200	200	Tatanka Wind Power, LLC - Tatanka Wind Power, LLC	Wind	8/2012	Yes	Yes	No	No	No	No	Yes	No	No	

2
Transfer certificates to:

Retirement Process Step 3: Review Batches Transfer

- 1) Review Quantity of RECs being transferred by batch in the **Transfer Quantity Column** at the top of the **Transfer Certificates** review screen
 - a) The **Transfer Certificates** review screen can be sorted (single column) by selecting the column name
- 2) Review Total RECS being transferred in the **Transfer [____] Certificates** total below the review screen

General Instructions for Certificate Retirement Retirement Process

Transfer certificates to:

Another Account Holder

Active

Active Multiple

Retirement Retirement Type*

Retirement Multiple

Designate Type of Retirement Step 4

- 1) Select retirement button at the bottom of the **Transfer Certificates** review screen
- 2) Choose a sub-account in the **Retirement Subaccount** dropdown

General Instructions for Certificate Retirement Retirement Process

Retirement Multiple Retirement Type*

3a	<input type="checkbox"/> Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard:	77 S
	<input type="checkbox"/> Used by the Account Holder for a Municipal Renewable Portfolio Standard:	RPS
	<input type="checkbox"/> Used by the Account Holder for Other Regulatory Program:	Rea
	<input type="checkbox"/> Used by the Account Holder for a Utility Green Pricing Program:	Addi
	<input type="checkbox"/> Used by the Account Holder for a Green Electricity Product:	Rea
	<input type="checkbox"/> Used by the Account Holder for a REC-Only Product:	Addi
3b	<input type="checkbox"/> Used by the Account Holder for RRC Certificate and WI RPS Compliance Retirement:	Con
	<input type="checkbox"/> Other:	Reti

Designate Type of Retirement Step 4 (cont.)

3. Choose Retirement Type

- a) State/Province other than WI should choose **Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard**
- b) WI Retirements should choose **Used by the Account Holder for RRC Certificate and WI RPS Compliance Retirement**

General Instructions for Certificate Retirement Retirement Process

The screenshot shows a web form for certificate retirement. At the top left, a dropdown menu is set to 'MN 2012'. Below it, a section titled 'Retirement Type*' contains several radio button options. The first option, 'Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard:', is selected and highlighted with a red box. To the right, a section titled 'Retirement Details' contains several fields. A red box labeled '4a' highlights the 'State/Province' dropdown (set to 'Select One') and the 'RPS Compliance Period' dropdown (set to 'Select a year'). Another red box labeled '4b' highlights the 'Compliance Year' dropdown (set to 'Select a year') and the 'Retirement Reason' text input field. Other fields include 'Reason' dropdowns and 'Additional Details' text inputs for each retirement type.

Designate Type of Retirement Step 4 (cont.)

4. Designate Retirement details for Retirement type

a) **State-Regulated Utility Renewable Portfolio Standard** retirement type will designate **State/Province** and **RPS Compliance Period**

b) **RRC Certificate and WI RPS Compliance** retirement type will designate **Compliance Year** and **Retirement Reason**

General Instructions for Certificate Retirement Retirement Process

Confirm Retirements Step 5

- 1) Access retirement sub-account located within the **Account Status** module.
- 2) Designate the retirement subaccount in the **Subaccount Filter** to view all retirements

The screenshot shows the 'Account Status' module with a red border. It contains the following data:

Account Status	
Account Summary	
Reporting Entity Data and Manual Generation Totals	
Generation MWh	
Generation	0
Account Activity	
Certificates	
Active	1,832
Retirement	547
RRC	0
Bulletin Board	0
Account Totals	
Certificates	
Certificate Total	2,379

Subaccounts: **All Subaccounts** Retirement Type: All Types

Show filter expressions builder

Certificates in Retirement Subaccount											
Action	SubAccount	Subaccount ID	State/Province	Compliance Period	Reason	Additional Details	M-RETS ID	Generating Facility	Fuel Type	Certificate Type	Certificate Vintage
Transfer	MN 2012	191	MN	2012			M467	Wind Power, LLC - Wind Power, LLC	Wind	Renewable	08/2011
Transfer	MN 2012	191	MN	2012			M467	Wind Power, LLC - Wind Power, LLC	Wind	Renewable	08/2012



WI RRC Retirements

- Retirements for the Wisconsin RPS must be completed with WI RRC's rather than RECs.
- April 15 is the deadline for Wisconsin Electric Providers to report their organization's WI RPS compliance
- RRC Conversions must be submitted using your **Certificates Eligible for RRC Conversion** report no later than April 13th
- Wisconsin Electric Providers must use the Retail Sales Report to report total retail sales for their company or Electric Providers they represent
 - If more than one Wisconsin Electric Provider is being reported, each Electric Provider should have their own RRC Subaccount. Contact the M-RETS Administrator to create additional RRC Subaccounts
- Wisconsin Electric Providers must use the Retail Sales Report to report which electricity derived from a renewable resource type

RRC Status Report

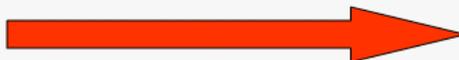
The **RRC Status Report** located in the Account Holder Reports Module summarizes the WI Electric Provider's RRC Activity in the account: the following table contains a description of all fields in the report:

Field	Description
Retail Sales for Selected Year:	Total Sales reported for this year from the Retail Sales Report
Average Sales for Previous 3 Years:	Sum of Total Retail Sales reported for previous 3 years / 3
Sum of Qualified Renewables:	SUM fuel type specific generation reported in the Retail Sales Report for this year (sum of all technologies for each RRC sub-account)
Total RRCs:	SUM of all Certificates in the RRC sub-account with Generation Time <= Selected year + all RRCs retired from these RRC sub-accounts for the selected year
Total RRCs Retired:	All RRCs retired from the RRC sub-account for the selected year.
RPS Requirement:	$[\text{Average Sales for Previous 3 Years}] * \text{Baseline RPS} / 100$
Baseline RPS:	Baseline defined by PSCW
This Year's RRC Surplus:	Total RRCs - RPS Requirement
Current RRC Status	Total RRCs - Total RRCs Retired
RRC Transfers from other Electric Providers	Quantity RRCs received from other Account Holders
RRC Transfers to other Electric Providers	Quantity RRCs transferred to other Account Holders
Retired Adjusted RRCs as a Percentage of Average Sales:	When $[\text{Average Sales for Previous 3 Years}] > 0$ Then $100.0 * \text{Retired Adjusted RRCs} / [\text{Average Sales for Previous 3 Years}]$ Else 0

General Instructions for Reporting Retail Sales

Reporting Retail Sales

Step 1: Select the 'Retail Sales Report' located in your Account Holder Reports



Account Holder Reports

- [My Event Log](#)
- [My Sub-Accounts Certificates Disposition](#)
- [My Recurring Transfers](#)
- [Certificate Transfer History](#)
- [My Account Holder Registration History](#)
- [My Generating Unit Registration History](#)
- [Generating Units By Status](#)
- [State/Provincial/Voluntary Program Admin Access Selection](#)
- [My Generation Activity Log](#)
- [Certificates Eligible for RRC Conversion](#)
- [Retail Sales Report](#)
- [My Generation Activity Report](#)
- [My Invoices](#)
- [State/Provincial/Voluntary Compliance Report](#)
- M-RETS Generator Production [Monthly](#) [Annual](#)
- [RRC Status](#)

General Instructions for Reporting Retail Sales

Step 2: Select the State in which you served retail load (Minnesota)

The screenshot displays a web application interface for reporting retail sales. It features two main sections, each with a table header and a form below it. The top section is titled "MWH Sold at Retail to Customers in M-RETS States in 2008" and includes a table with columns: State, Sub-Account, Sub-Account Type, Electric Provider Name, and MWH Sold at Retail. Below this table is a "Select State:" dropdown menu with a list of states including IOWA, ILLINOIS, MANITOBA, MINNESOTA (highlighted), MONTANA, NORTH DAKOTA, SOUTH DAKOTA, and WISCONSIN. A "Show Changes" button is visible next to the dropdown. The bottom section is titled "MN Retirement Annual Data" and includes a "Retirement Sub-Account:" dropdown menu with a list of sub-accounts including "Minnesota 2008" (highlighted). Below this is a "Total MWH Sold at Retail" input field with a value of "0". At the bottom of the form are buttons for "Show Changes", "Save Changes", "Reload", and "Exit". A red rectangular box highlights the "MN Retirement Annual Data" section. A large blue arrow points from the "Show Changes" button in the top section to the "MN Retirement Annual Data" section.

State	Sub-Account	Sub-Account Type	Electric Provider Name	MWH Sold at Retail
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Select State:

- Select State
- IOWA
- ILLINOIS
- MANITOBA
- MINNESOTA**
- MONTANA
- NORTH DAKOTA
- SOUTH DAKOTA
- WISCONSIN

changes

State	Sub-Account	Sub-Account Type	Electric Provider Name	MWH Sold at Retail
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Select State:

MN Retirement Annual Data	
Retirement Sub-Account:	<input type="text" value="Select Sub-Account"/>
Total MWH Sold at Retail	<input type="text" value="0"/>

Step 3: Select the Retirement Sub-Account

General Instructions for Reporting Retail Sales

MWH Sold at Retail to Customers in M-RETS States in 2012

State	Sub-Account	Sub-Account Type	Electric Provider Name	MWH Sold at Retail
Select State: WISCONSIN				

WI Non RRC Retirement Annual Data

Retirement Sub-Account:

Total MWH Sold at Retail to Wisconsin Customers:

WI RRC Annual Data

RRC Sub-Account:

Total MWH Sold at Retail to Wisconsin Customers:

Name of WI Electric Provider:

MWH Sold at Retail to Wisconsin customers:

Year of Sale:

WI Technology Data

Technology:	Wind	PV	Hydro	Biomass	Biogas	Geothermal
Annual MWh that were delivered to WI customers by	<input type="text"/>					

Note: WI RRC has a **WI RRC Annual Data** section at the bottom of the report where Annual Retail Sales and WI Sales by Technology can be reported for RRC sub-accounts

Ignore the **WI Non RRC Retirement** section unless directed by the WI Program Manager or M-RETS Administrator

General Instructions for Reporting Retail Sales

Step 4: Enter the Name of the MN Electric Service Provider as reported in your State filing This field defaults to your company name

Step 5: Enter the MWH Sold to Retail to Minnesota customers

Step 6: Select the Save Changes button

MWH Sold at Retail to Customers in M-RETS States in 2008

State	Sub-Account	Sub-Account Type	Electric Provider Name	MWH Sold at Retail
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Select State:

MN Retirement Annual Data

Retirement Sub-Account:

Name of MN Electric Provider:

MWH Sold at Retail to Minnesota customers:

Total MWH Sold at Retail to Minnesota Customers:

General Instructions for Reporting Retail Sales

Step 4: Enter the Name of the MN Electric Service Provider as reported in your State filing This field defaults to your company name

Step 5: Enter the MWH Sold to Retail to Minnesota customers

Step 6: Select the Save Changes button

MWH Sold at Retail to Customers in M-RETS States in 2008

State	Sub-Account	Sub-Account Type	Electric Provider Name	MWH Sold at Retail
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Select State:

MN Retirement Annual Data

Retirement Sub-Account:

Name of MN Electric Provider:

MWH Sold at Retail to Minnesota customers:

Total MWH Sold at Retail to Minnesota Customers:

General Instructions for Reporting Retail Sales

Step 7: Confirm that the reported Retail Sales, Electric Service Provider Name and Sub-account name is listed correctly in the review table.

Step 8: If you need to make changes, select the delete box to the right of the row

MWH Sold at Retail to Customers in M-RETS States in 2008					
State	Sub-Account	Sub-Account Type	Electric Provider Name	MWH Sold at Retail	
MN	Minnesota 2008	RET	Mrets Test	20000	<input type="checkbox"/>

Select State:

MN Retirement Annual Data	
Retirement Sub-Account:	<input type="text" value="Select Sub-Account"/>
Total MWH Sold at Retail to Minnesota Customers:	<input type="text" value="20000"/>





**Questions And Requests For Individual M-RETS Account
Demos Can Be Directed To:**

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