M-RETS

M-RETS Compliance Training

APX
Energy. Environment. Market Integrity.

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Overview

- Overview of the Process for Retiring Certificates for State REO/RES/RPS
- General Instructions for Certificate Retirement
  - Create New Sub-accounts for Retirement
  - Retirement Process
- Instructions for WI RRC Retirements
- General Instructions for reporting Retail Sales

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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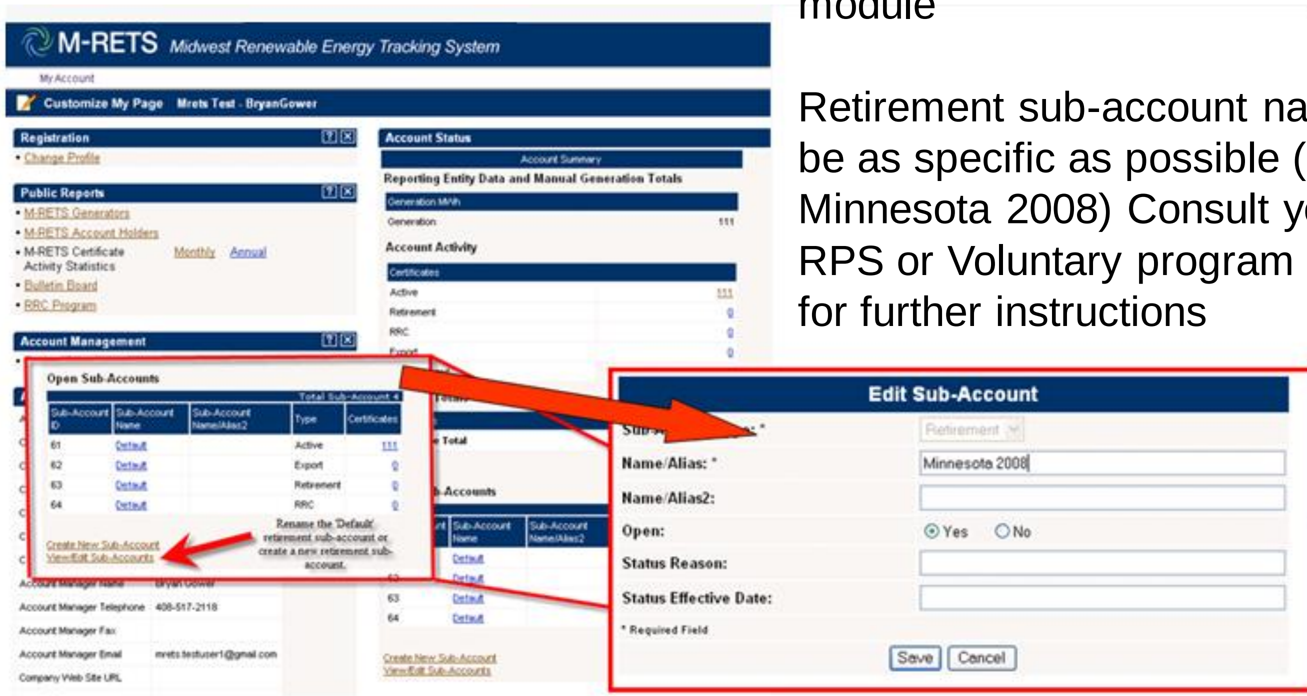
General Instructions for Certificate Retirement
Create New Sub-accounts for Retirement

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



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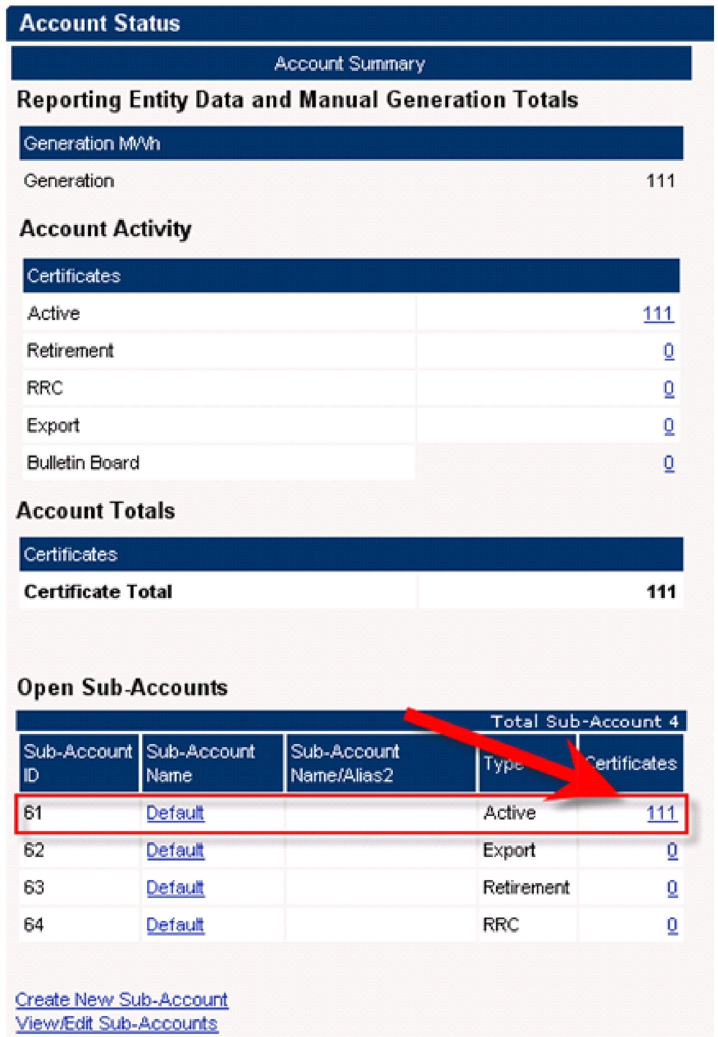
General Instructions for Certificate Retirement
Retirement Process



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.

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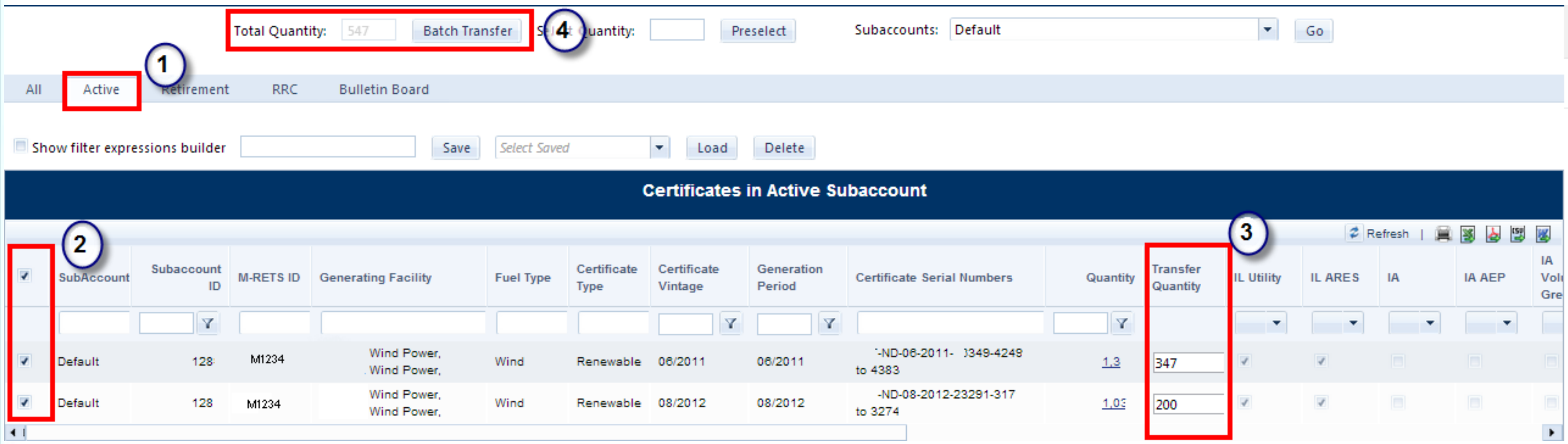
General Instructions for Certificate Retirement Retirement Process



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

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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-08-2011-16349-42490 to 43838	1349	347	347	Tatanka Wind Power, LLC - Tatanka Wind Power, LLC	Wind	6/2011	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

Transfer 547 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

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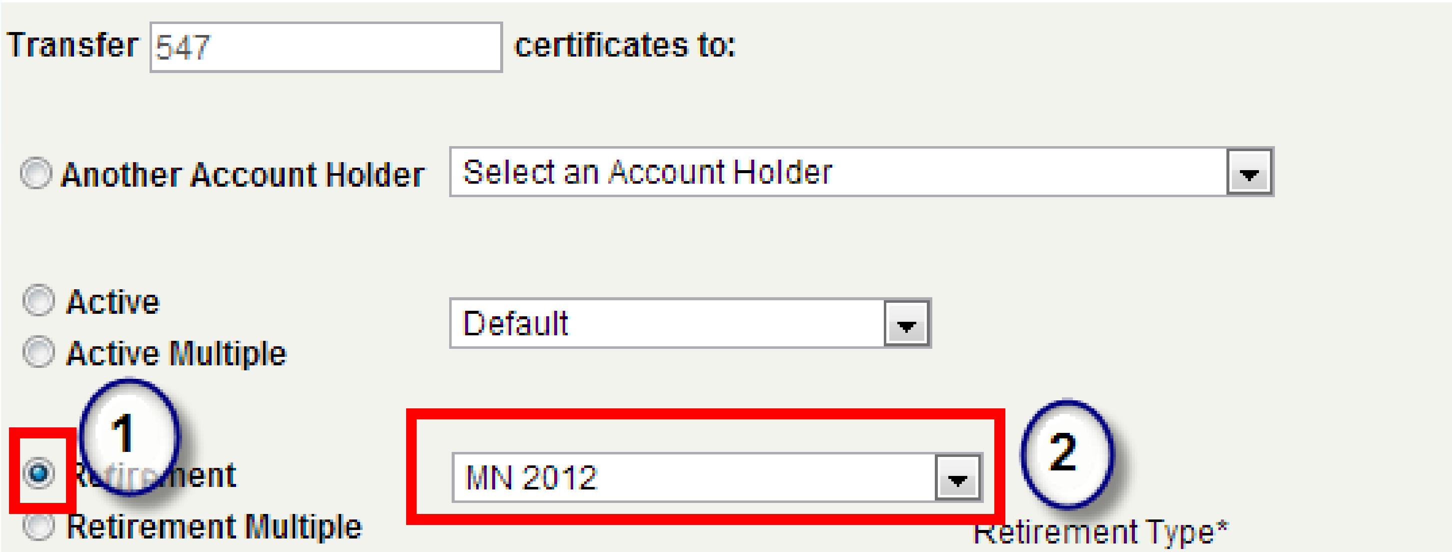
General Instructions for Certificate Retirement
Retirement Process



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

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

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**

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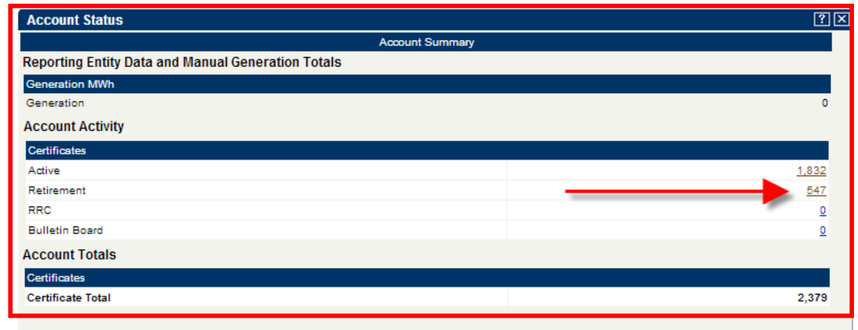
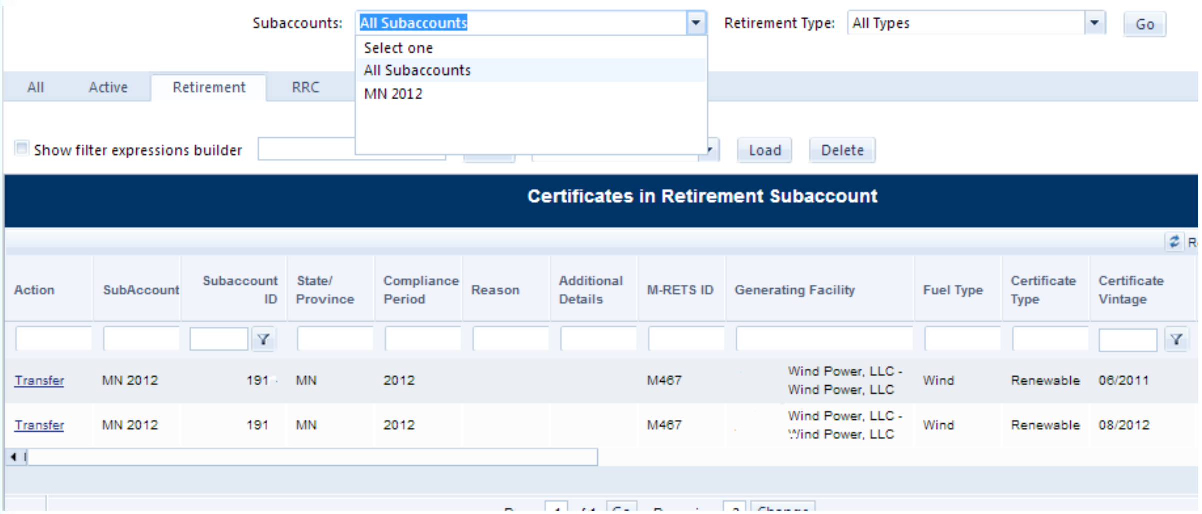
General Instructions for Certificate Retirement Retirement Process

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





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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

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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:	[**Average Sales for Previous 3 Years**]***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 [Average Sales for Previous 3 Years] > 0 Then 100.0***Retired Adjusted RRCs**/[**Average Sales for Previous 3 Years**] Else 0

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General Instructions for Reporting Retail Sales

Reporting Retail Sales

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

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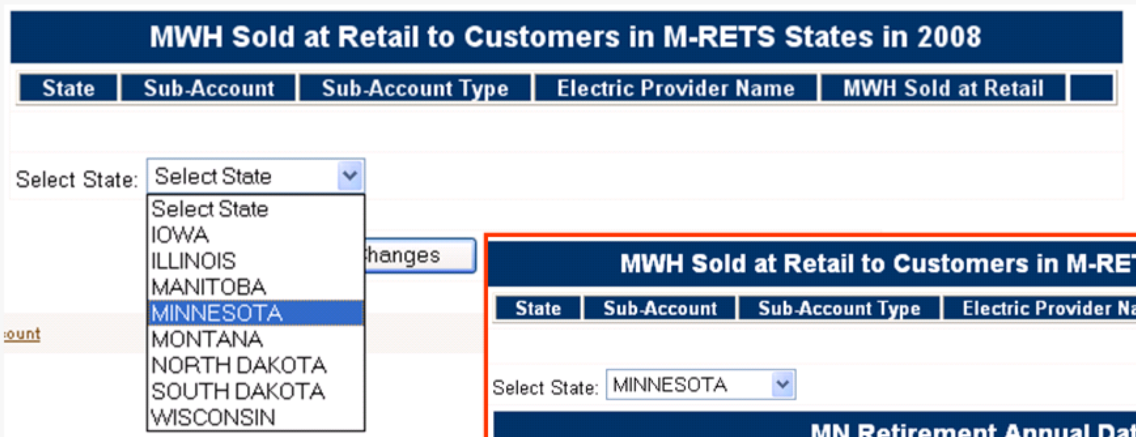
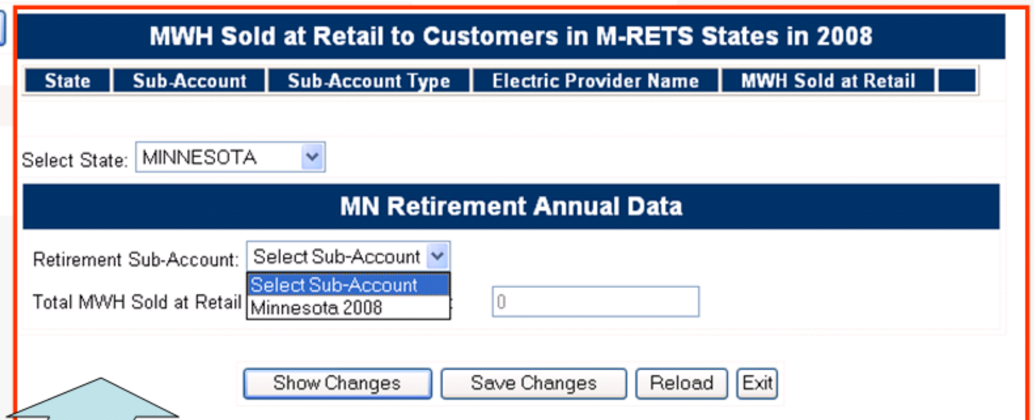
General Instructions for Reporting Retail Sales

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





Step 3: Select the Retirement Sub-Account

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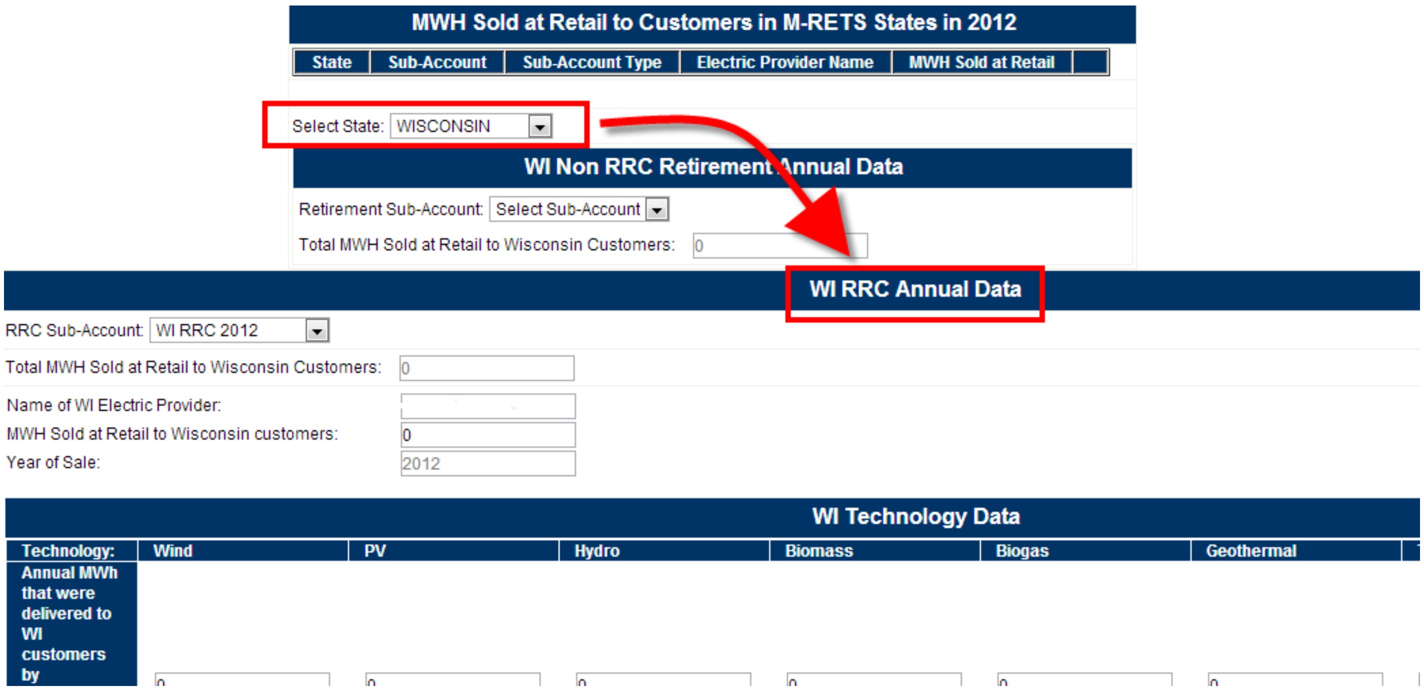
General Instructions for Reporting Retail Sales



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

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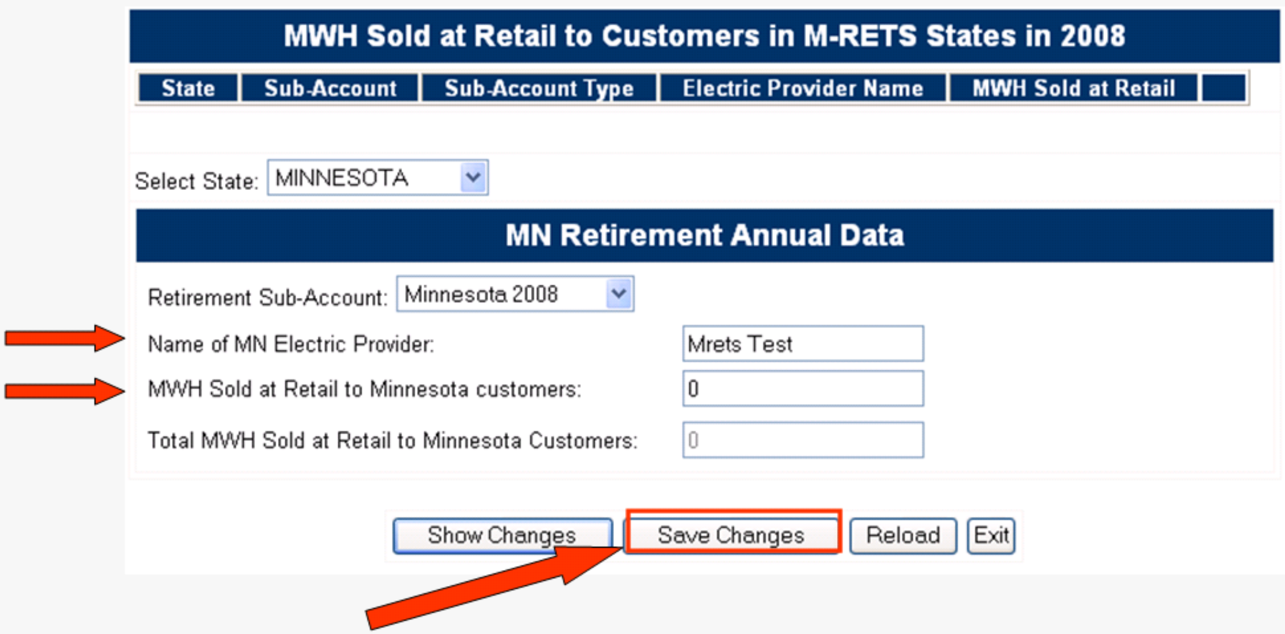
General Instructions for Reporting Retail Sales

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



General Instructions for Reporting Retail Sales

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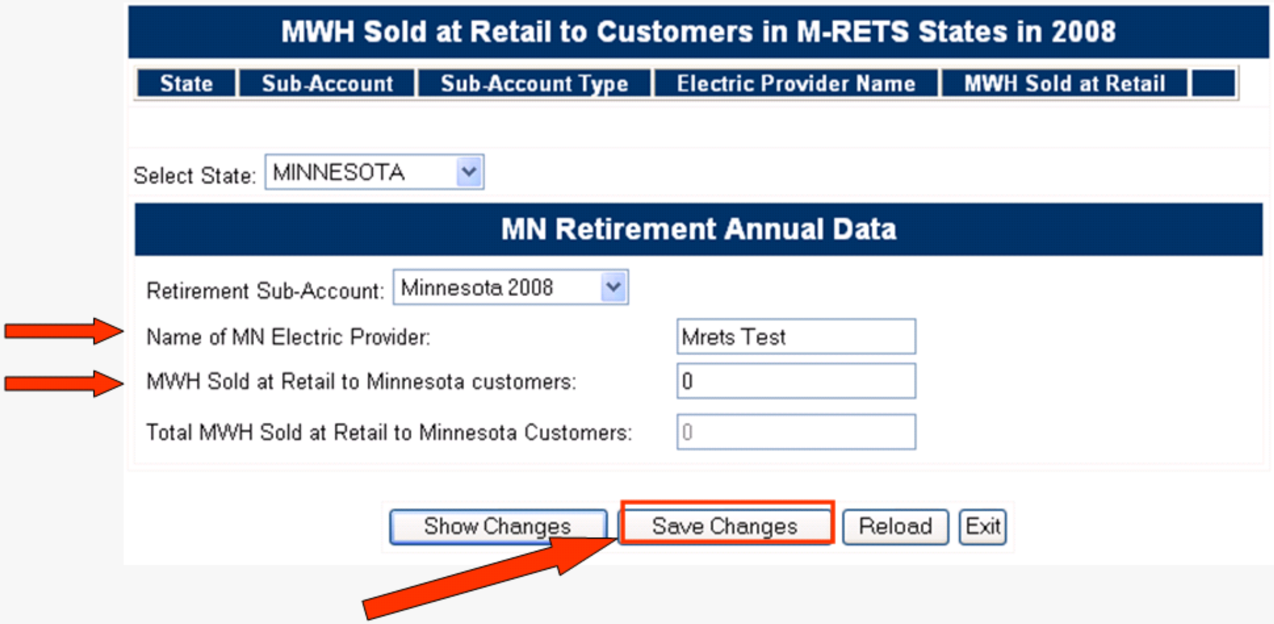

General Instructions for Reporting Retail Sales

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	☒

Select State: MINNESOTA

MN Retirement Annual Data

Retirement Sub-Account: Select Sub-Account

Total MWH Sold at Retail to Minnesota Customers: 20000

Show Changes | Save Changes | Reload | Exit

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

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