

**Instructions for M-RETS Allocation of RECs
into Multiple Subaccounts**

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Bryan Gower, NYSE Blue

Overview of the M-RETS Functionality to Transfer Certificates to Multiple Subaccounts

M-RETS was enhanced January 2012, modifying account transfer functionality to allow REC transfers to multiple active or retirement subaccounts based on percentages reported for designated subaccounts. From the certificate transfer screen, an account holder has the ability to input a percentage, to the nearest ten thousandth of a percent (e.g., 0.0023%) to multiple target Subaccounts. RECs from each selected batch will be transferred into each subaccount rounded down to the nearest whole number using the designated percentage.

The instructions and screenshots in this overview will guide the account holder through the transfer screens to execute a multi batch transfer to multiple subaccounts. Please refer to the Operating Procedures for general M-RETS procedures and account functionality. Specific questions pertaining to transferring certificates to multiple subaccounts or any other account questions can be directed to the M-RETS Administrator.

M-RETS Administrator
Bryan Gower
919-557-4751
MRETS@nyseblue.com

To initiate a transfer:

Step 1: Access the Certificates in Subaccount Screen

- 1a) Select the active certificate quantity Hyperlink under the Account Activity module
- 1b) Select the certificate quantity Hyperlink under the Open Sub-Accounts module
- 1c) Select the My Sub-Accounts Certificate Disposition report in the Account Holder Reports Module

The screenshot displays the 'Account Status' window with the following sections:

- Account Holder Reports:** A list of reports including 'My Sub-Accounts Certificates Disposition' (highlighted with callout 1c).
- Account Activity:** A table showing certificate activity with 'Active' certificates totaling 814,000 (highlighted with callout 1a).
- Open Sub-Accounts:** A table listing sub-accounts with 'Active' certificates totaling 814,000 (highlighted with callout 1b).

Category	Quantity
Active	814,000
Retirement	0
RRC	0
Bulletin Board	0

Sub-Account ID	Sub-Account Name	Type	Certificates
1603	Customer 1	Active	0
1604	Customer 2	Active	0
1605	Customer 3	Active	0
1600	Default	Active	814,000
1601	Default	Retirement	0
1602	Default	RRC	0

Step 2) Select the Batch(s) to be Transferred

- 2a) select the 'Batch Transfer' tab in the certificate subaccount
- 2b) Select the check box next to the batch of certificates to be transferred. *Note, the 'Advanced Filter' icon in the top left corner of the report is an efficient tool to select multiple batches on to one screen*
- 2c) Adjust the quantity of the selected batches if necessary
- 2d) Select the 'Batch Transfer' button

My Account

All Active Retirement RRC

Subaccount Type: Active Batch Transfer Subaccounts: All Subaccount Go

Total Quantity: 750000 Batch Transfer

Batch Transfer

<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	RRC Adjusted Quantity	IL	IA	IA AEP	IA Voluntary Green	MB
<input checked="" type="checkbox"/>	Default	1600	M740	Project - Project 2	Wind	Renewable	01/2012	01/2012	740-IA-01-2012-19228-1 to 740000	740,000	740,000	740,000.000	No	No	No	No	No
<input checked="" type="checkbox"/>	Default	1600	M483	test - test	Wind	Renewable	01/2012	01/2012	483-IA-01-2012-19227-1 to 74000	74,000	10000	4,447.400	No	No	No	No	No

1 - 2 : 2

Step 3) Select Active or Retirement Transfer Types

3a) Select **Active Multiple** to transfer RECs to active sub-accounts

3b) Select **Retirement Multiple** to transfer RECs to active sub-accounts. If retiring to multiple subaccounts, only one retirement reason can be applied to each subaccount.

Transfer Certificates																
Certificate Serial Numbers	Quantity	Transfer Quantity	Adjusted Quantity	Generating Facility	Fuel Type	Vintage	Illinois	Iowa	Iowa AEP	Iowa Voluntary Green	Manitoba	Minnesota	Minnesota CBED	Montana	Nort	
740-IA-01-2012-19228-1 to 740000	740000	740000	740000	Project - Project 2	Wind	1/2012	No	No	No	No	No	Yes	No	No	No	
483-IA-01-2012-19227-1 to 74000	74000	10000	601	test - test	Wind	1/2012	No	No	No	No	No	Yes	No	No	No	

Transfer certificates to:

Another Account Holder

Active

Active Multiple

3a

Sub-Account	Percent	Last %
Customer 1	<input type="text"/>	<input type="radio"/>
Customer 2	<input type="text"/>	<input type="radio"/>
Customer 3	<input type="text"/>	<input type="radio"/>
Default	<input type="text"/>	<input type="radio"/>

Retirement

Retirement Multiple

3b

Retirement Type*

Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard:

Retirement Details
 State/Province:
 RPS Compliance Period:

Step 4) Designate Percentage Allocation for Each Subaccount Destination

Note: Percentages do not need to equal 100%. RECs from each selected batch will be transferred into each subaccount rounded down to the nearest whole number using the designated percentage. If the Last % selection is used, the subaccount with the Last % designated will receive remainder of RECS left in the original subaccount(s).

Transfer certificates to:

Another Account Holder

Active

Active Multiple

Sub-Account	Percent	Last %
Customer 1	<input type="text" value="10"/>	<input type="radio"/>
Customer 2	<input type="text" value="25"/>	<input type="radio"/>
Customer 3	<input type="text" value="65"/>	<input type="radio"/>
Default	<input type="text"/>	<input type="radio"/>



Step 5) Submit the transfer and review the transfer summary

5a) If the transfer into each subaccount looks correct, press **Confirm** to initiate transfer

5b) If the transfer into each subaccount is not correct, press **Back** to reenter the percentages

Transfer Certificates																							
Certificate Serial Numbers	Quantity	Transfer Quantity	Customer 1	Customer 2	Customer 3	Generating Facility	Fuel Type	Vintage	Illinois	Iowa	Iowa AEP	Iowa Voluntary Green	Manitoba	Minnesota	Minnesota CBED	Montana	North Dakota	South Dakota	Ohio	Wisconsin RPS	Wisconsin RRC Eligible	Muni COTI Certification	Green Energy
740-IA-01-2012-19228-1 to 740000	740000	740000	74000	185000	481000	Project - Project 2	Wind	1/2012	No	No	No	No	No	Yes	No	No	No	No	No	Yes	Yes	No	No
483-IA-01-2012-19227-1 to 74000	10000	10000	1000	2500	6500	test - test	Wind	1/2012	No	No	No	No	No	Yes	No	No	No	No	No	Yes	Yes	No	No

Confirm Back

Sub Account: Customer 1
 Batch #1: 10% * 740,000 = 74,000
 Batch #2: 10% * 10,000 = 1,000

Sub Account: Customer 3
 Batch #1: 65% * 740,000 = 481,000
 Batch #2: 65% * 10,000 = 6,500

Sub Account: Customer 2
 Batch #1: 25% * 740,000 = 185,000
 Batch #2: 25% * 10,000 = 2,500

