

**M-RETS Retirement and Retail Sales Report Instruction
March 2011**

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

All certificates used for compliance should 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 (pg.3) 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 (pg. 11) 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

The screenshot shows the M-RETS web application interface. The top navigation bar includes the M-RETS logo and the text "Midwest Renewable Energy Tracking System". Below this, there are sections for "My Account", "Customize My Page", and "Mrets Test - BryanGower".

The main content area is divided into several sections:

- Registration:** Includes a link for "Change Profile".
- Public Reports:** Includes links for "M-RETS Generators", "M-RETS Account Holders", "M-RETS Certificate Activity Statistics" (with "Monthly" and "Annual" filters), "Bulletin Board", and "RRC Program".
- Account Management:** Includes a link for "Open Sub-Accounts".

The "Open Sub-Accounts" section contains a table with the following data:

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 for "Create New Sub-Account" and "View/Edit Sub-Accounts". A red arrow points from the "View/Edit Sub-Accounts" link to the "Edit Sub-Account" form on the right.

Step 1:

Rename the 'Default' retirement sub-account or create a new retirement sub-account. We suggest being as specific as possible (i.e. Minnesota 2008)

The "Edit Sub-Account" form is shown with the following fields:

- Sub-Account Type:** A dropdown menu set to "Retirement".
- Name/Alias: ***: A text input field containing "Minnesota 2008".
- Name/Alias2:**: An empty text input field.
- Open:** Radio buttons for "Yes" (selected) and "No".
- Status Reason:**: An empty text input field.
- Status Effective Date:**: An empty text input field.

At the bottom of the form, there are "Save" and "Cancel" buttons. A red arrow points from the "View/Edit Sub-Accounts" link in the previous screenshot to the "Name/Alias" field.

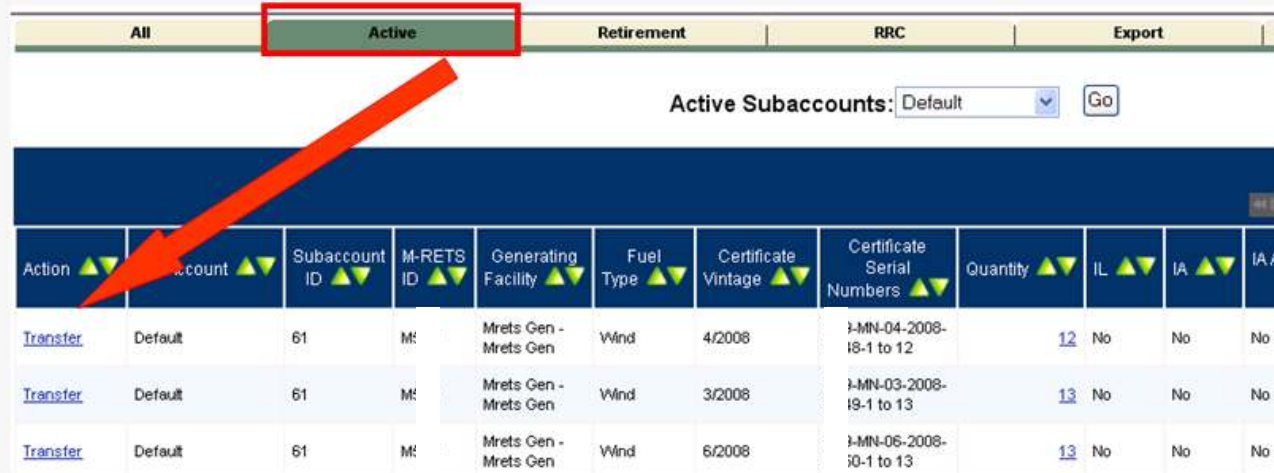
Account Status				
Account Summary				
Reporting Entity Data and Manual Generation Totals				
Generation MWh				
Generation	111			
Account Activity				
Certificates				
Active	111			
Retirement	0			
RRC	0			
Export	0			
Bulletin Board	0			
Account Totals				
Certificates				
Certificate Total	111			
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				

Step 2:

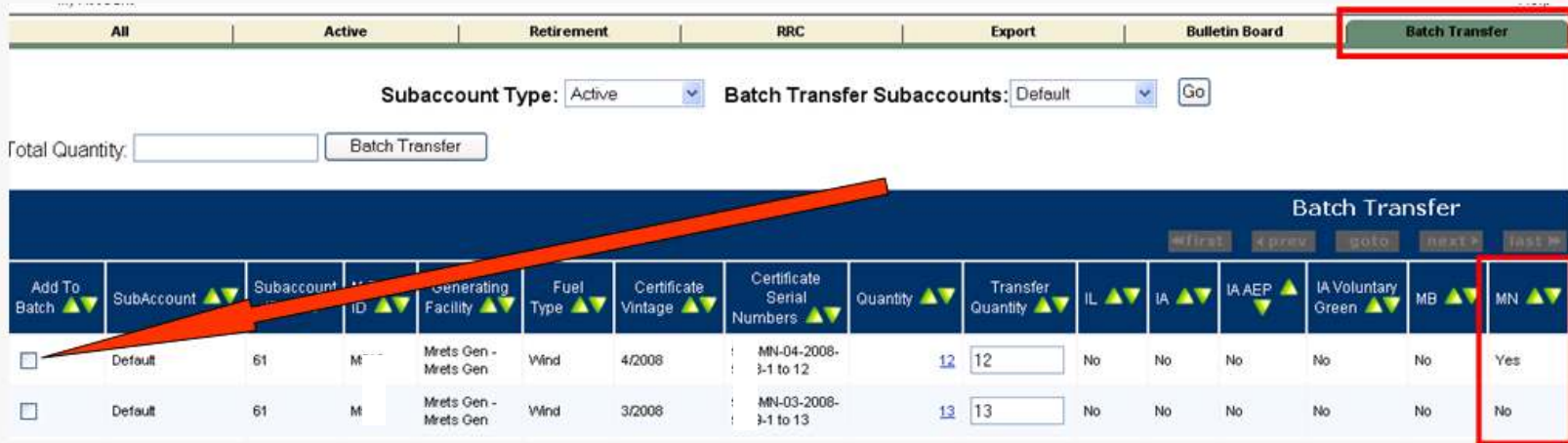
Access an active sub-account by selecting the hyperlinked quantity next to the sub-account name located within the 'Account Status' module

Step 3:

Select certificates to retire by either selecting the 'Transfer' hyperlink to the left of the desired batch or choose multiple batches under the 'Batch Transfer' tab



Action	Subaccount	Subaccount ID	M-RETS ID	Generating Facility	Fuel Type	Certificate Vintage	Certificate Serial Numbers	Quantity	IL	IA	IA AEP
Transfer	Default	61	M	Mrets Gen - Mrets Gen	Wind	4/2008	3-MN-04-2008-18-1 to 12	12	No	No	No
Transfer	Default	61	M	Mrets Gen - Mrets Gen	Wind	3/2008	3-MN-03-2008-19-1 to 13	13	No	No	No
Transfer	Default	61	M	Mrets Gen - Mrets Gen	Wind	6/2008	3-MN-06-2008-10-1 to 13	13	No	No	No



Add To Batch	SubAccount	Subaccount ID	M-RETS ID	Generating Facility	Fuel Type	Certificate Vintage	Certificate Serial Numbers	Quantity	Transfer Quantity	IL	IA	IA AEP	IA Voluntary Green	MB	MN
<input type="checkbox"/>	Default	61	M	Mrets Gen - Mrets Gen	Wind	4/2008	MN-04-2008-3-1 to 12	12	12	No	No	No	No	No	Yes
<input type="checkbox"/>	Default	61	M	Mrets Gen - Mrets Gen	Wind	3/2008	MN-03-2008-3-1 to 13	13	13	No	No	No	No	No	No

Transfer Certificates

Certificate Serial Numbers: 3-MN-04-2008-5048-1 to 12

Quantity: 12

Generating Facility: Mrets Gen - Mrets Gen

Fuel Type: Wind

Vintage: 4/2008

Illinois: No

Iowa: No

Iowa AEP: No

Iowa Voluntary Green: No

Manitoba: No

Minnesota: Yes

Minnesota CBED: No

Montana: No

North Dakota: No

South Dakota: No

Wisconsin RPS: No

Wisconsin RRC Eligible: No

Muni COTI Certification: No

Green-e Energy: No

Ecologo Certified: No

Hydro Certification: No

Transfer 12

certificates to:

Another Account Holder

Select an Account Holder

Step 4:

Review the quantity and eligibilities of the selected certificates in the Certificate Review Screen

Transfer 12 certificates to:

Another Account Holder
 Active

Select an Account Holder

Default

Select a retirement subaccount

Retirement Type	Retirement Details
<input type="checkbox"/> Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard:	State/Province: <input type="text" value="Select One"/> RPS Compliance Period: <input type="text" value="Select a year"/> Reason: <input type="text" value="Select a reason"/> Additional Details: <input type="text"/>
<input type="checkbox"/> Used by the Account Holder for a Municipal Renewable Portfolio Standard:	Reason: <input type="text" value="Select a reason"/> Compliance Period: <input type="text" value="Select a year"/> Reason: <input type="text" value="Select a reason"/> Additional Details: <input type="text"/>
<input type="checkbox"/> Used by the Account Holder for Other Regulatory Program:	Reason: <input type="text" value="Select a reason"/> Additional Details: <input type="text"/>
<input type="checkbox"/> Used by the Account Holder for a Utility Green Pricing Program:	Reason: <input type="text" value="Select a reason"/> Additional Details: <input type="text"/>
<input type="checkbox"/> Used by the Account Holder for a Green Electricity Product:	Reason: <input type="text" value="Select a reason"/> Additional Details: <input type="text"/>
<input type="checkbox"/> Used by the Account Holder for a REC-Only Product:	Reason: <input type="text" value="Select a reason"/> Additional Details: <input type="text"/>
<input type="checkbox"/> Used by the Account Holder for RRC Certificate and WI RPS Compliance Retirement:	Compliance Year: <input type="text" value="Select a year"/> Retirement Reason: <input type="text"/>
<input type="checkbox"/> Other:	Retirement Reason: <input type="text"/>

Retirement

Select an export subaccount

Compatible Tracking Systems: Account ID: *

Bulletin Board

Step 5: Select the 'Retirement' radio button

Step 6: Choose a Retirement sub-account in the dropdown field

Step 7: Choose the first 'Retirement Type': 'Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard'

Step 8: Select the State/Province* and RPS Compliance Period

Step 9: Select the submit button.

Step 10: Access the retirement sub-account located within the 'Account Status' module to ensure the certificates were retired properly.

Account Status

Account Summary

Reporting Entity Data and Manual Generation Totals

Generation M/Wh

Generation	111
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Account Activity

Certificates	
Active	99
Retirement	12
RRC	0
Export	0
Bulletin Board	0

All		Active		Retirement		RRC		Export		Bulletin Board		Batch Transfer												
Retirement Subaccounts:		Minnesota 2008		Retirement Type:		All Types		Go																
		Select one																						
		All Subaccount																						
		Minnesota 2008																						
Certificates in Subaccount																								
first prev go to next last																								
Action	SubAccount	Subaccount ID	Retirement Types	M-RETS ID	Generating Facility	Fuel Type	Certificate Vintage	Certificate Serial Numbers	Quantity	IL	IA	IA AEP	IA Voluntary Green	MB	MN	MN CBED	MT	ND	SD	WI RPS	WI RRC Eligible	Muni COTI Certification	Green-e Energy	Ecologo Certified
Transfer	Minnesota 2008	63	RPS		Mrets Gen - Mrets Gen	Wind	4/2008	-MN-04-2008-5048-1 to 12	12	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No
Total									12															
1 - 1 : 1																								

Step 11:

Select the 'My Sub-Accounts Certificates Disposition' report under the 'Account Holder Reports' module.



The screenshot shows a web application menu titled "Account Holder Reports" with a search icon and a close button. The menu contains the following items:

- [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 [Monthly](#) [Annual](#)
Production
- [RRC Status](#)

Step 12: Select the 'Retirement' tab on the top row.

Step 13: Select the desired retirement sub-account from the dropdown menu

Step 14: Print Report using the Printer Icon at the top right of the report.


All | Active | **Retirement** | RRC | Export | Bulletin Board | Batch Transfer

Retirement Subaccounts: Minnesota 2008 | Retirement Type: All Types Go

Select one
All Subaccount
Minnesota 2008

Certificates in Subaccount

first | prev | goto | next | last



Action	SubAccount	Subaccount ID	Retirement Types	M-RETS ID	Generating Facility	Fuel Type	Certificate Vintage	Certificate Serial Numbers	Quantity	IL	IA	IA AEP	IA Voluntary Green	MB	MN	MN CBED	MT	ND	SD	WI RPS	WI RRC Eligible	Muni COTI Certification	Green-e Energy	Ecologo Certified
Transfer	Minnesota 2008	63	RPS		Mrets Gen - Mrets Gen	Wind	4/2008	-MN-04-2008-5048-1 to 12	12	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No
Total									12															

1 - 1 : 1

General Instructions for Retail Sales Report

Reporting Retail Sales

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



Account Holder Reports [?] [X]

- [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 [Monthly](#) [Annual](#)
Production
- [RRC Status](#)

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

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:

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

Step 3: Select the Retirement Sub-Account

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

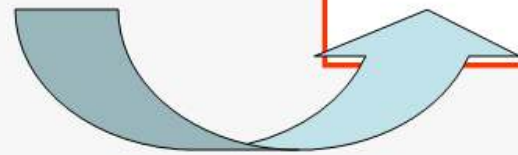
State	Sub-Account	Sub-Account Type	Electric Provider Name	MWH Sold at Retail
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Select State:

MN Retirement Annual Data

Retirement Sub-Account:

Total MWH Sold at Retail:

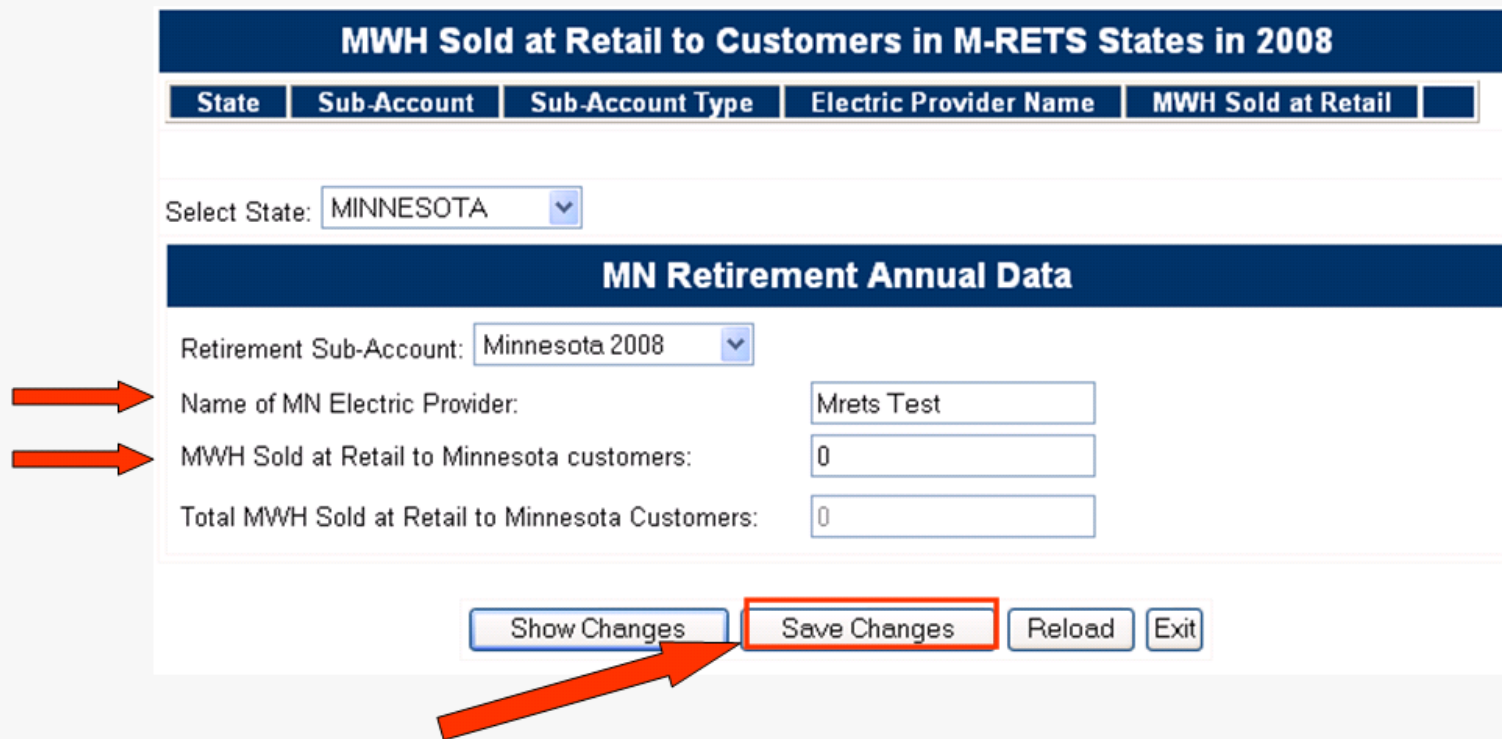


- Step 4: Enter the Name of the MN Electric Service Provider as reported in your State filing This field defaults to your company name
- Step 5: Enter the MWH Sold to Retail to Minnesota customers
- Step 6: Select the Save Changes button

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

Select State:

MN Retirement Annual Data	
Retirement Sub-Account:	<input type="text" value="Minnesota 2008"/>
Name of MN Electric Provider:	<input type="text" value="Mrets Test"/>
MWH Sold at Retail to Minnesota customers:	<input type="text" value="0"/>
Total MWH Sold at Retail to Minnesota Customers:	<input type="text" value="0"/>



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"/>

