M-RETS Midwest Renewable Energy Tracking System

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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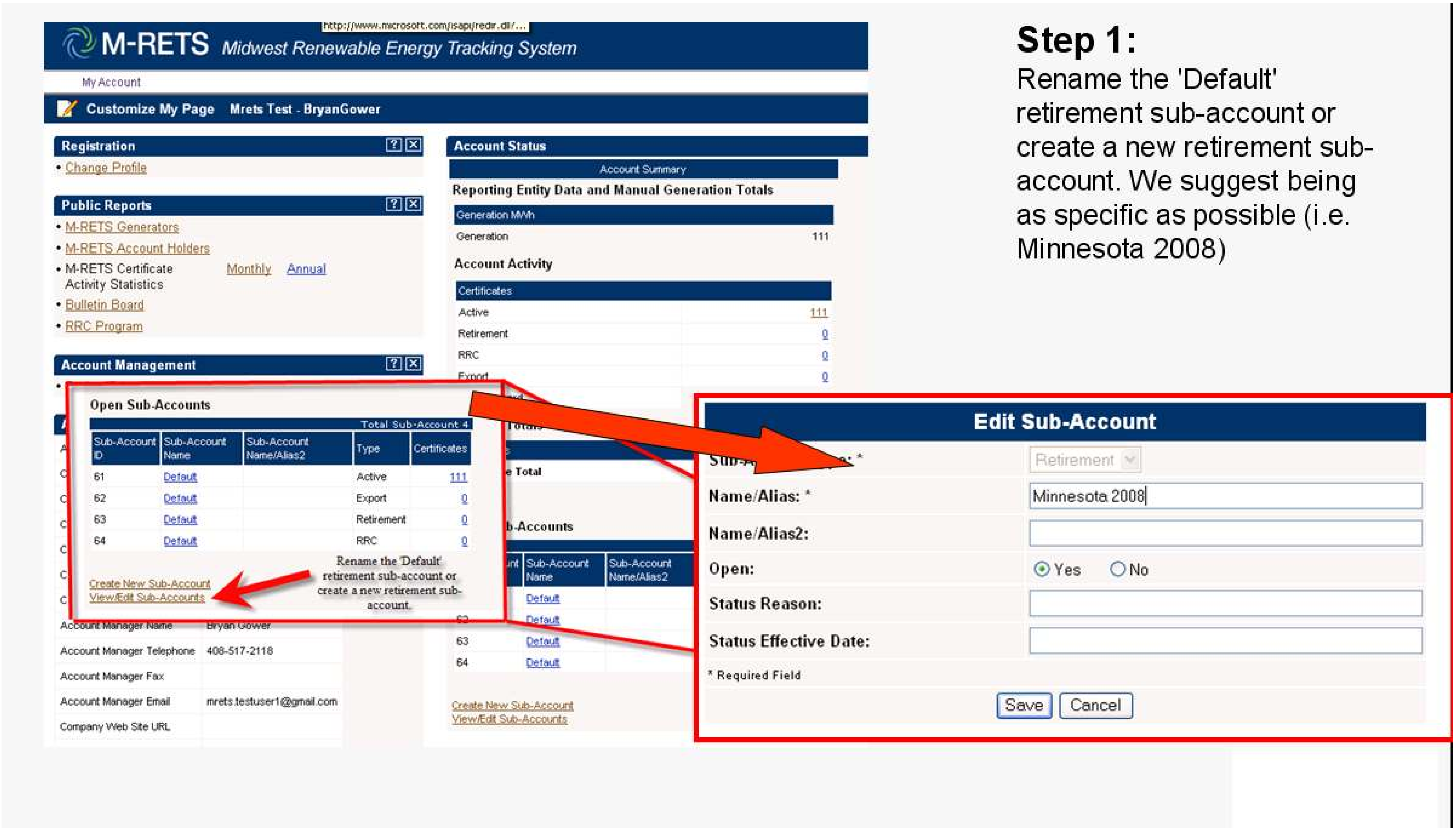
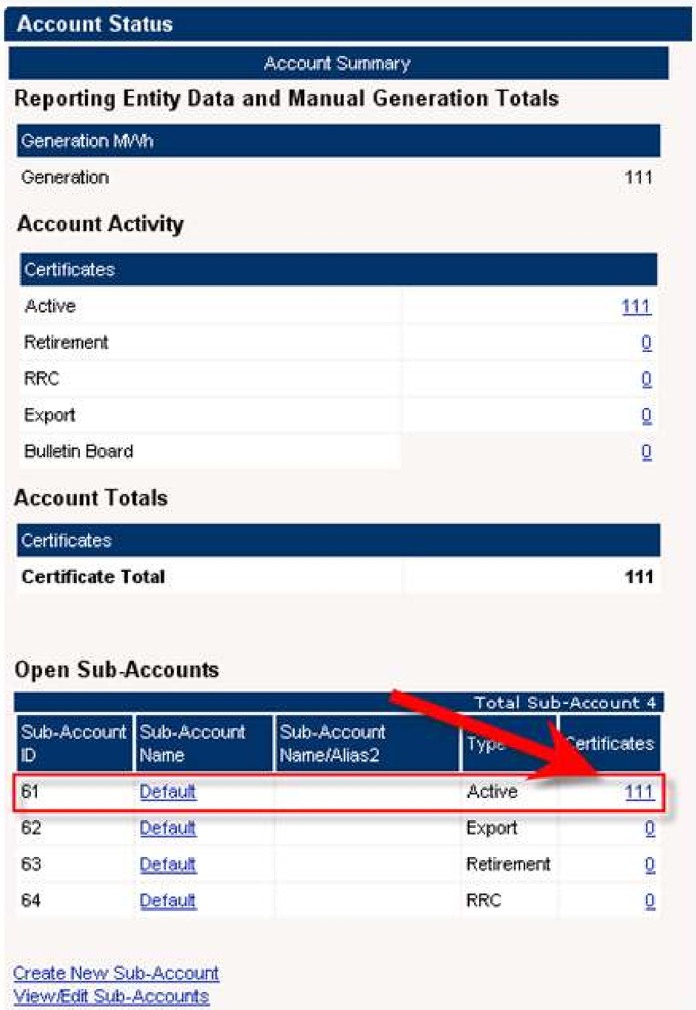
General Instructions for Certificate Retirement



Step 1:

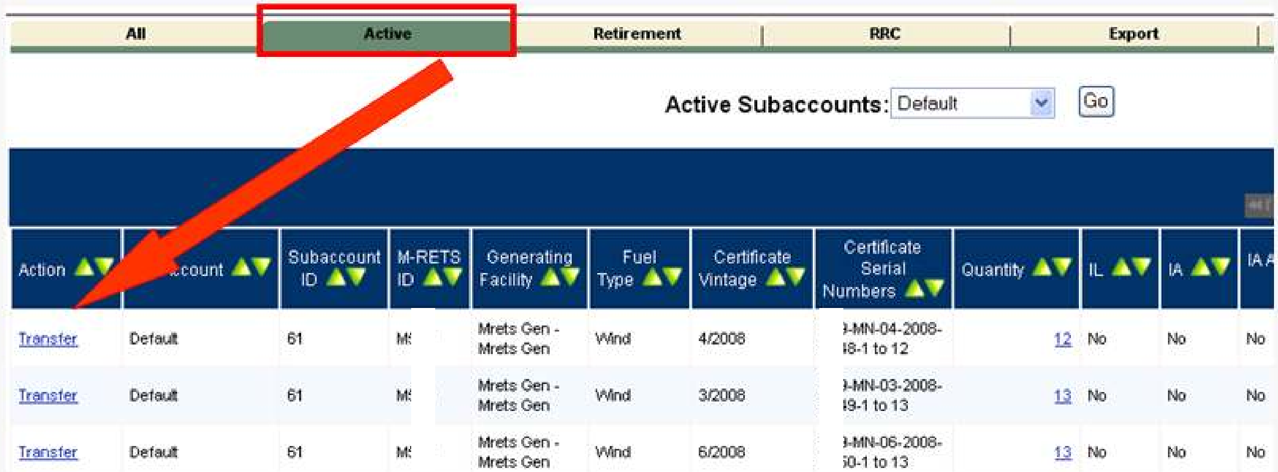
Rename the 'Default' retirement sub-account or create a new retirement sub-account. We suggest being as specific as possible (i.e. Minnesota 2008)

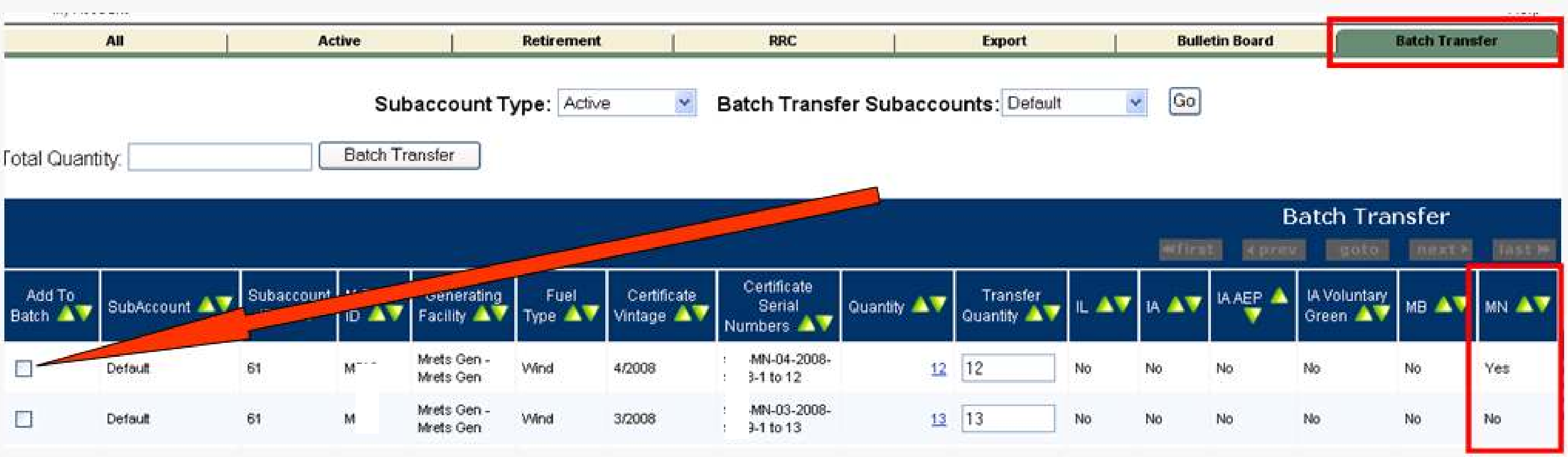


Step 2:

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





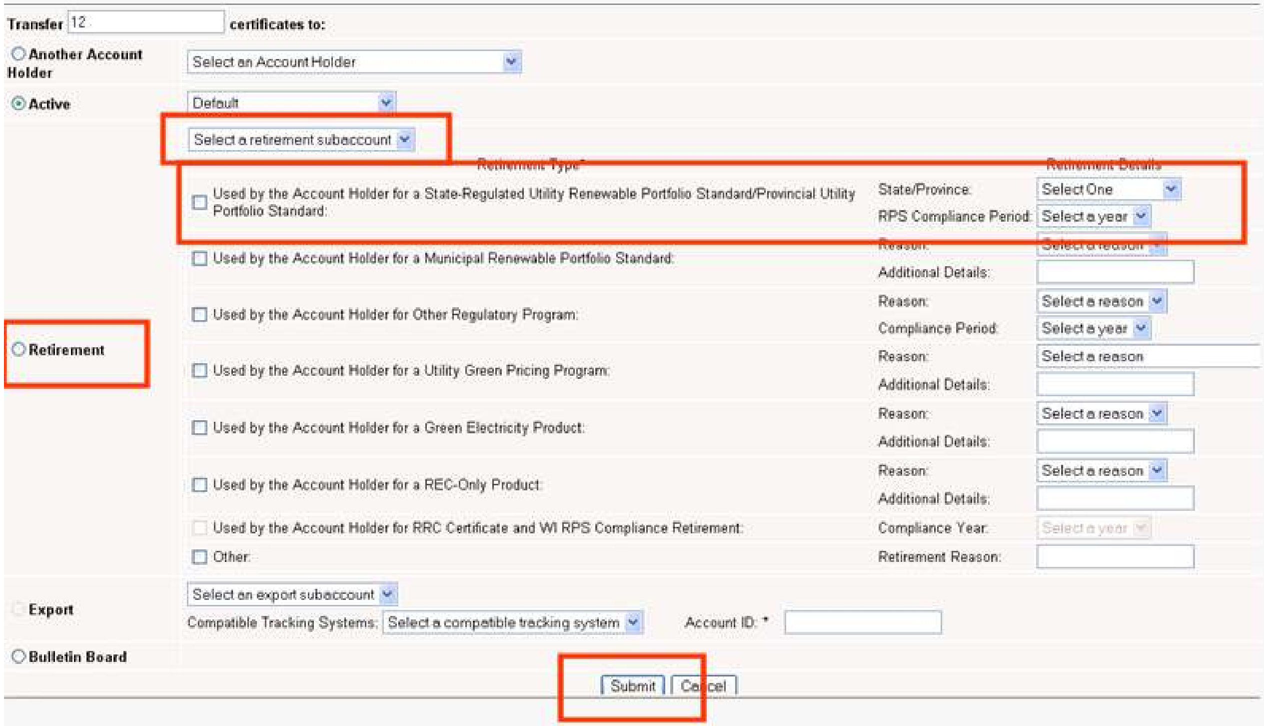
Transfer Certificates

Certificate Serial Numbers:	9-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 **ertificates to:**

○ **Another Account Holder** Select an Account Holder

Step 4:
Review the quantity and eligibilities of the selected certificates in the Certificate Review Screen



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 MWh	
Generation	111

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 (Select one / All Subaccount / Minnesota 2008) **Retirement Type:** All Types Go

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

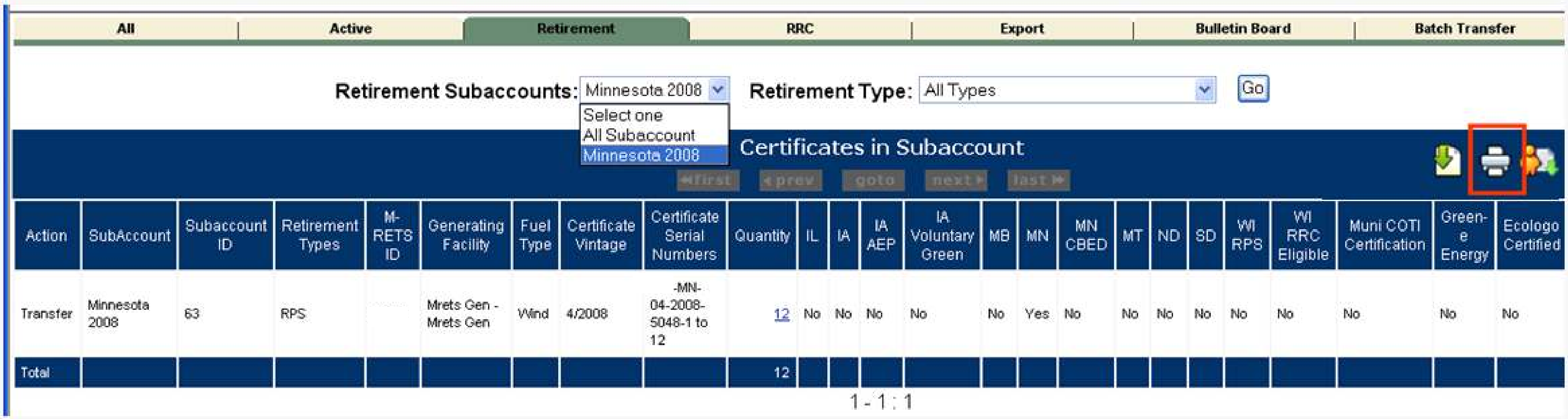
Step 11:

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

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.



General Instructions for Retail Sales Report

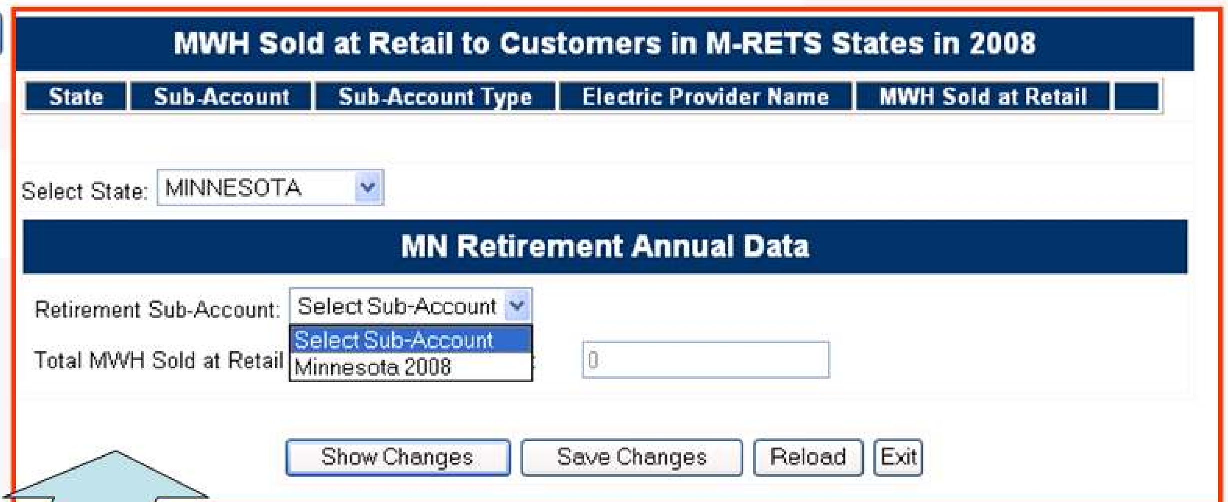
Reporting Retail Sales

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

Account Holder Reports

- 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

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

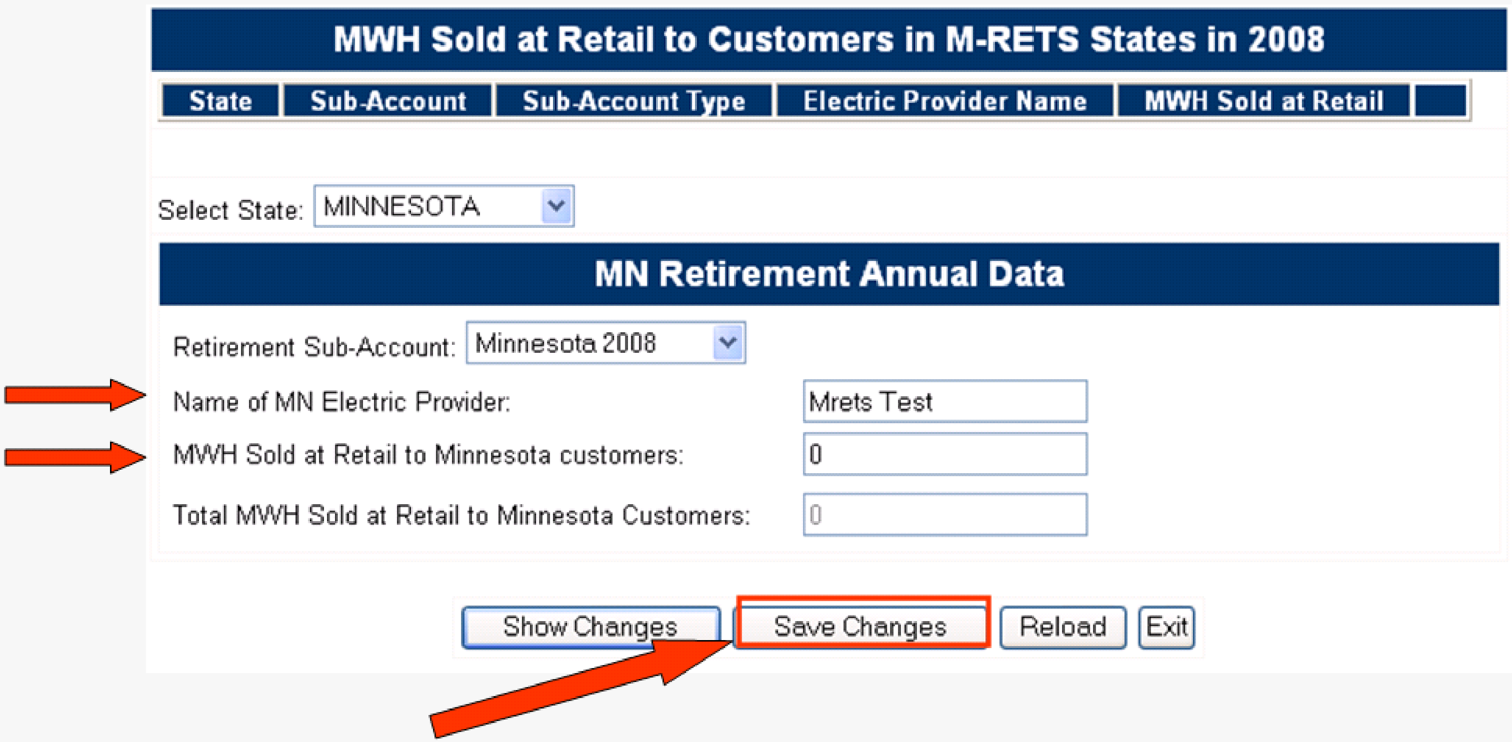


Step 3: Select the Retirement Sub-Account

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



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