System Training

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Webex Training Session
December 7, 2017

Introductions

- ## Ben Gerber, Executive Director

- ## Rosie Hoyem, Program Manager

M-RETS

System Logistics

- You will receive an email at noon CST on 12/13 with login instructions
- If you notice any issues in your new account please contact the system administrator immediately.
- We plan to update the Operating Procedures to reflect the changes made in January 2018.
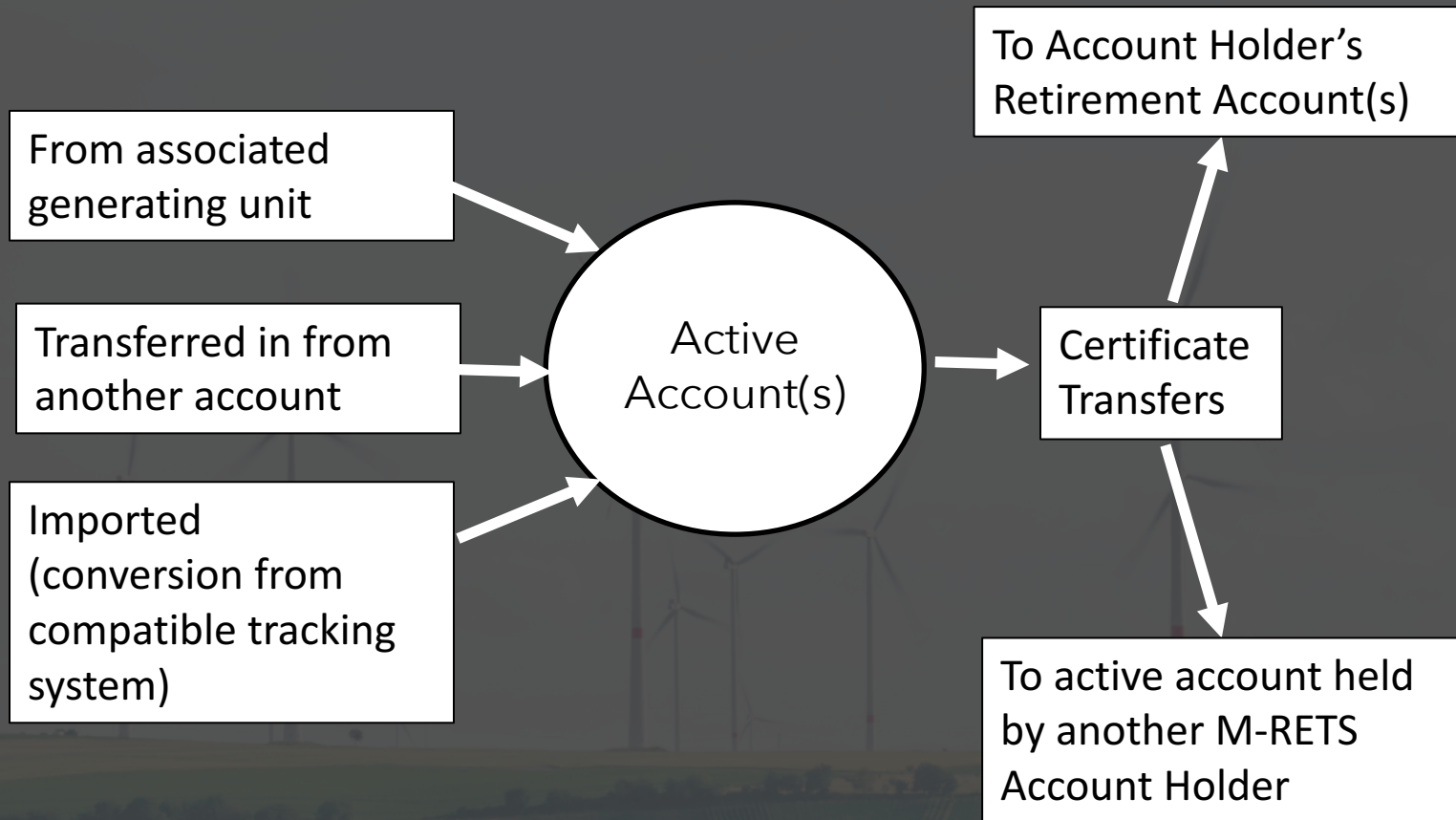
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FAMILIAR PROCESS

- Almost all processes will be the same, including timelines, deposit of generation into account associated with generator, data format, and certificates are issued in whole numbers only

- A few changes – No account holder review period as RECs are automatically issued

- MISO – M-RETS will still use 55-day settlement period data

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IMPORTANT CHANGES

- Forward transfers and standing orders will not be available at the launch

- Once generation is uploaded manually, it cannot be changed. You will need to dispute the generation and the system admin will correct the error if deemed appropriate

- The system will no longer have accounts and sub accounts. Everything will be labeled as an account, and your former sub accounts are now accounts in the system (*more on this later*)

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Flow of M-RETS Certificates

From associated generating unit

Transferred in from another account

Imported (conversion from compatible tracking system)

Active Account(s)

Certificate Transfers

To Account Holder's Retirement Account(s)

To active account held by another M-RETS Account Holder

* Everything is an "Account" and we no longer use "subaccounts" but they are functionally the same thing

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GENERATION

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Monthly Certificate Timeline

Last Day of Generation Month	First Date Available to Report Data to M-RETS and Verification	First Date Available to Report Adjustments (where T2 is the day the generation was created)	Last Date Available to Report Generation and Adjustments	Creation Date
T1	T1+1 days	T2+1 days	≥ T1- 2 months ≤ T1+ 730 days	T2

Data Reporting

Reporting Entity:

- (1) the control area operator, interconnecting utility, scheduling coordinator, or an independent third-party meter reader and is not affiliated with the owner of the generator for which the entity is reporting;
- (2) the control area operator or interconnecting utility and that is affiliated with the generator owner, but having sufficient segregation of duties such that the person performing the Qualified Reporting Entity duties does not have access to transfer or retire Certificates created for that generator or
- (3) Self reported for projects that are under 150 kw

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Data Approval

- All Current Period Data will be loaded within 62 days after the generation month ends.

- Project data that is not loaded by the 62 day reporting period will need to be loaded as an adjustment between 76 days and 2 years past the end of the generation month.

- MISO provides data to M-RETS projects from the 55 day settlement period (S55). S55 data will be loaded by the M-RETS Administrator between 59 and 62 days past the end of the generation month.

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Certificate Issuance

- The M-RETS Administrator will issue one electronic Certificate for each MWh of energy that is generated by those generation units that are registered with M-RETS. Certificates will be issued based on the number of whole MWhs on the Generation Activity Log on the day of Certificate creation. (M-RETS Operating Procedure 10.1).

- As soon as the generation data is received by the M-RETS Administrator and a data validity check is performed, the data will be posted on the generator's "Generation Activity Log". The generation posting will be marked "M-RETS Accepted" on the Generation Activity Log. Once the generation is accepted, it will automatically post to the account (it is no longer required to accept the generation).

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Engineering Feasibility Failure

- If data entered exceeds an estimate of technically feasible generation, M-RETS Administrator will be notified and the generation will be posted to the Generation Activity Log with a status "M-RETS Pending" until resolution is reached.

- Projects that have data that fails the M-RETS Engineering Feasibility Calculation will be reviewed by the M-RETS Administrator to confirm the Capacity Factor, Maximum Annual Energy and Nameplate Capacity is registered correctly. The M-RETS Administrator will recommend adjustments to the project registration if needed. The M-RETS Account Holder should forward the meter readings to the M-RETS Administrator to verify the reported generation.

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QRE Data Reporting

- M-RETS Projects that are associated with a QRE Account in the Project Registration and QRE Assigned Reporting Entity ID.   Data will be reported to M-RETS using the same CSV format as the previous system

- The QRE account holder should locate the Meter Data Loading module to upload the CSV file. To locate the desired generation output file, the reporting entity selects the Meter Data Loading module's "Browse" button to display a pop-up screen where the user can locate the desired file on computer or network drives. After selecting a file, the user selects the "Upload Now" button to upload the file.

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Data Upload– Some things will change

Data Reloading Rule	Description
Rule 1, reloading data when the existing data is already "Account Holder Accepted"	After an Account Holder has explicitly accepted the posted output data, if a file of the same, or different, data is reloaded, M-RETS will reject the data and notify the reporting entity that data for this unit has already been accepted. The status of the existing data will not change. To override this rule, see rule 4 below.
Rule 2, reloading data when the existing data is "M-RETS Accepted" or "Account Holder Disputed"	Reloading the data file will overwrite any data that was previously loaded for that unit and set the new data status to "M-RETS Accepted".
Rule 3, reloading data when the existing data is "M-RETS Administrator Accepted", "M-RETS Administrator Disputed", or "M-RETS Admin Adjusted"	If a file of the same, or different, data is reloaded, M-RETS will reject the data and notify the reporting entity that this unit's data is either "M-RETS Admin Accepted", "M-RETS Admin Disputed", or "M-RETS Admin Adjusted" and therefore cannot be accepted. The status of the currently posted data will not change. To override this rule, see rule 4 below.
Rule 4, data file reloaded by the M-RETS Administrator	The reloaded data will overwrite all previously loaded data for this unit regardless of its current status

- Once data is entered, to correct an error you will need to change through the dispute process.
- If you prefer the previous method, we will take feedback and possibly look at other methods
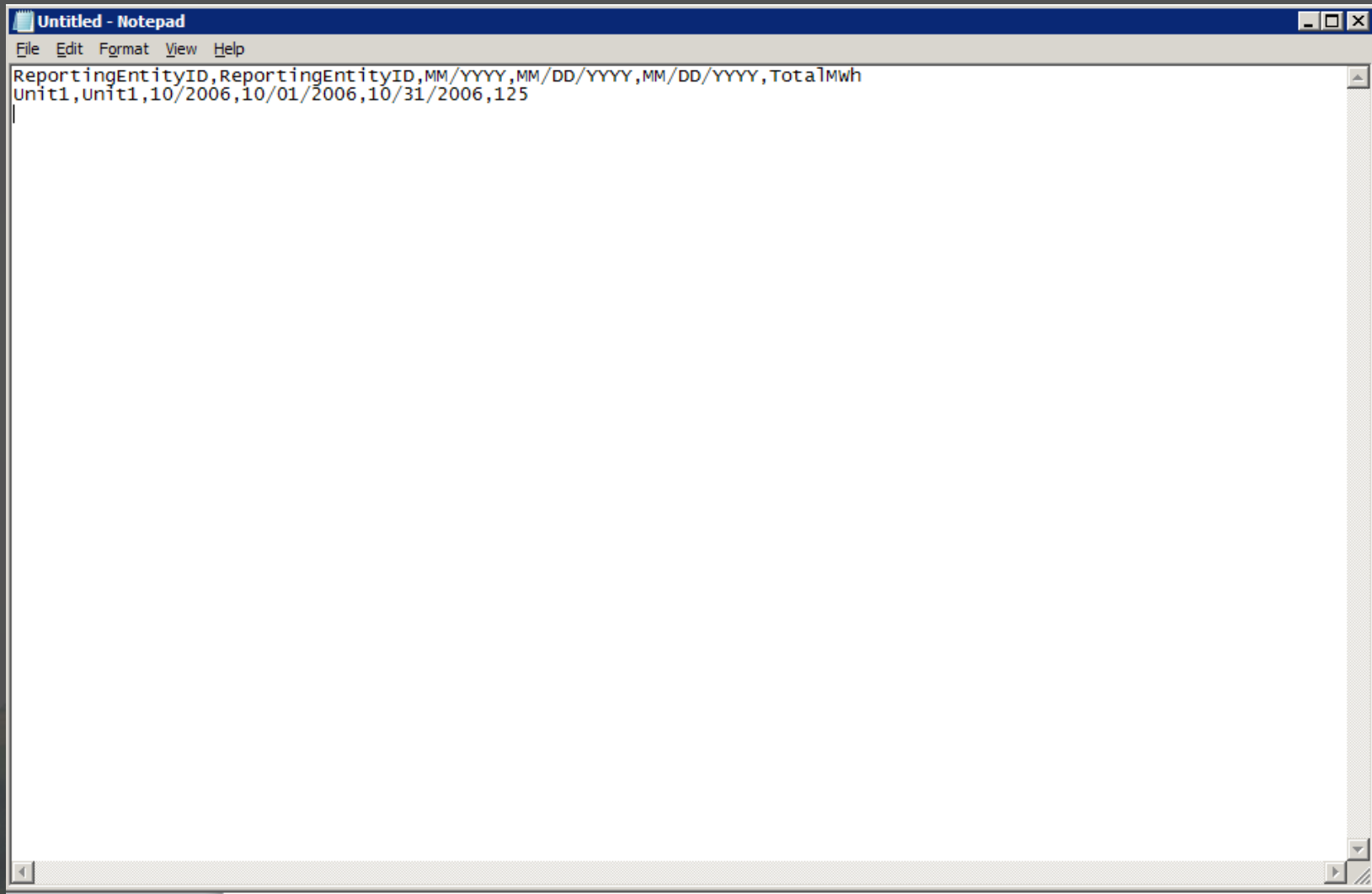
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Acceptable Data

- The data must be electronically collected by a meter data acquisition system, such as a MV-90 system, or pulse accumulator readings collected by the control area's Energy Management System, and verified through a control area checkout/energy accounting or settlements process which occurs monthly.

- The preferred source for the data is a meter data acquisition system. If the control area does not have an electronic source for collecting revenue meter data, then manual meter reads will be accepted. Manual meter reads must be performed by a QRE.

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File Format

- The CSV File can be created in EXCEL or Notepad. Programs (like Excel) that add formatting may reformat date fields which will result in errors when loading the file. Errors can be forwarded to the M-RETS Administrator with a screenshot and a copy of the file if assistance is needed in troubleshooting errors. The data shall be in ASCII Text with data fields delimited by commas (Comma-Separated Value – CSV or TXT format).
- The Generation file has the following general structure:

<column1Name>,<column2Name>,…
<column1Value>,<column2Value>,…

- If the Column Name(s) and Value(s) do not conform with the above specification, the application will indicate a fatal error and the file will not be loaded.

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Sample File


```
Untitled - Notepad
File   Edit   Format   View   Help

ReportingEntityID,ReportingEntityID,MM/YYYY,MM/DD/YYYY,MM/DD/YYYY,TotalMwh
Unit1,Unit1,10/2006,10/01/2006,10/31/2006,125
```

Import/Export

Import/Export

- Automated import/export **<u>will not</u>** be live until after 1/1/2018

- If you must import/export before that time it will be a manual process

- Parties still must arrange privately for the transfer

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Export

- Account holder must contact the system administrator and tell them the batch of certificates they want to export from an active subaccount

- The Account Holder must identify the compatible tracking system, account name, and account ID of the receiving party. The M-RETS System Admin will then contact the compatible tracking system to initiate the transfer

- Once complete the certificates will be moved to the M-RETS Administrator's Export Subaccount

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Import

- The administrator of the transferor's tracking system will communicate the intent to export RECs into the M-RETS system with the M-RETS Administrator.

- The M-RETS Administrator will then notify the M-RETS Account Holder of the transfer, and ask them to accept or reject the transfer.

- If the Account Holder accepts the transfer, the conversion of Certificates will ensue.

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User Roles

User Roles

Role Name	Organization Management	Certificate Transactions	Account Access	Project Management	Generation Upload
Account Holder - Admin	Manage	Manage	Manage	Manage	Read
Account Holder - Supervisor	Read	Manage	Mange	Manage	Read
Account Holder - View Only	Read	Read	Read	Read	Read
Administrator - Assistant	Read	Manage	Manage	Manage	Read
Reporting Entity - Admin	Manage	Manage	Manage	Manage	Manage
Reporting Entity	None	none	none	none	Manage
State/Provincial/Voluntary Program - Admin	Manage	Read	Read	Read	Read
State/Provincial/Voluntary Program	Read	Read	Read	Read	Read

- User Roles will transfer with the system, however, we will no longer use the same names for the roles

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User Roles

Old System	New System
Old System	**New System**
Account	Organization
↓	↓
Subaccount	Accounts

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User Roles

Planet Express Power Company

Organization Info | Billing Info | **Users**

Add New User

Name	Email Address	Organization Management	Certifcate Transactions	Account Access	Project Management	Project Access	
Bess Griffin	bgriffin@pep.com	Yes	Yes	All	Yes	All	Org Manager
Jane Francis	jfrancis@pep.com	Yes	Yes	All	Yes	All	
Fiona Hanson	fhanson@pep.com	No	Yes	All	Yes	Select projects	
Philip Randolph	prandolph@pep.com	No	Yes	Select accounts	No	None	
Ian Michaels	imichaels@pep.com	No	No	None	Yes	All	

Transition Information

- If you submitted a new project that was not yet approved in the old system, we should have the data, however, feel free to confirm with Rosie.

- If you have RECs that were issued but not accepted they should show up as active since the new system does not require approval.

- In the new system if your generation fails feasibility the user will receive a notification. The user can dispute or fix the file and reload.

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