

M-RETS will allow for smaller units that are below 1MW in capacity to register into DGG Groups. These groups are made up of customer-sited Distributed Generation Units. DGGs are treated as a single generator and certificates are issued on the entire combined generation for the group.

DGGs must meet the following criteria:

- Units in a DGG must be located in the same state or province.
- Share the same essential generator characteristics as defined in the M-RETS Operating Procedures Appendix B.
- Must not share the same meter.

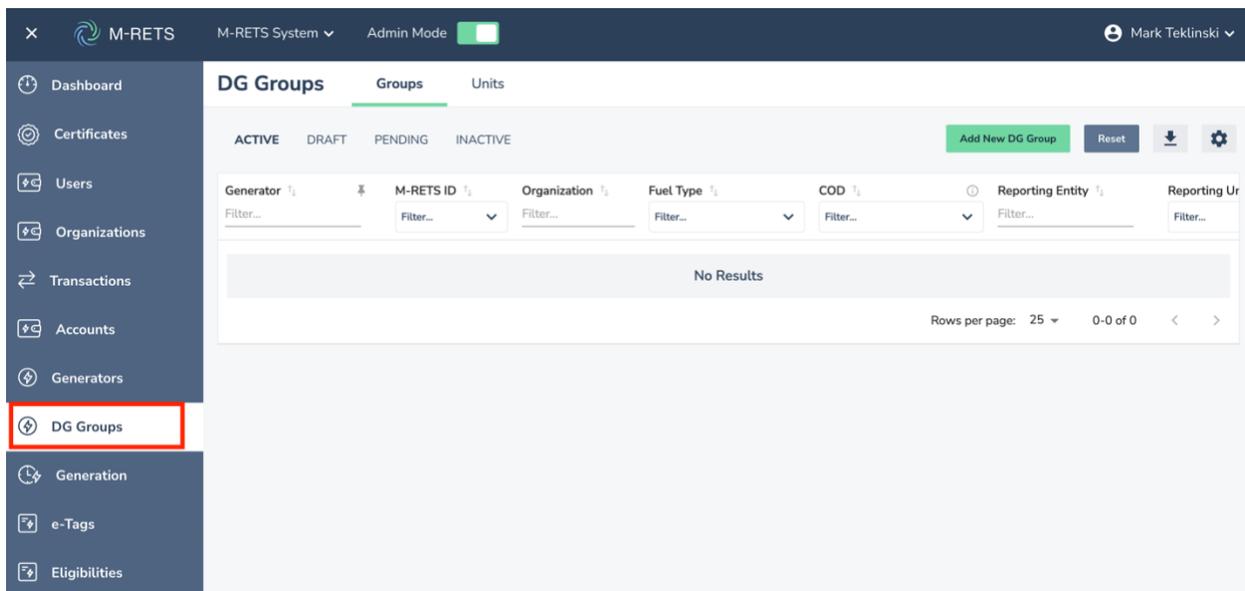
How to register a DGG?

DGG functionality must first be turned on for an M-RETS Organization. Please contact systemadmin@mrets.org to request use of this feature.

Once the feature has been enabled by the M-RETS Administrator, please follow the below steps to register a DGG.

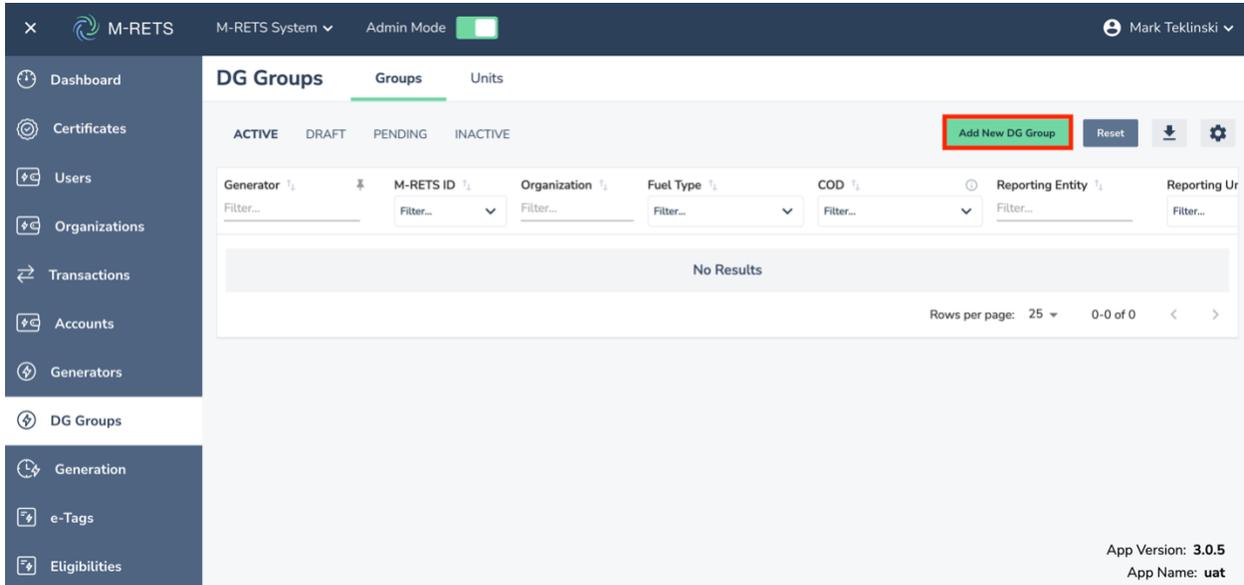
You first must create the overall group that will house the units that make up the group.

Step 1: Navigate to the "DG Groups" tab located on the left side of your dashboard.



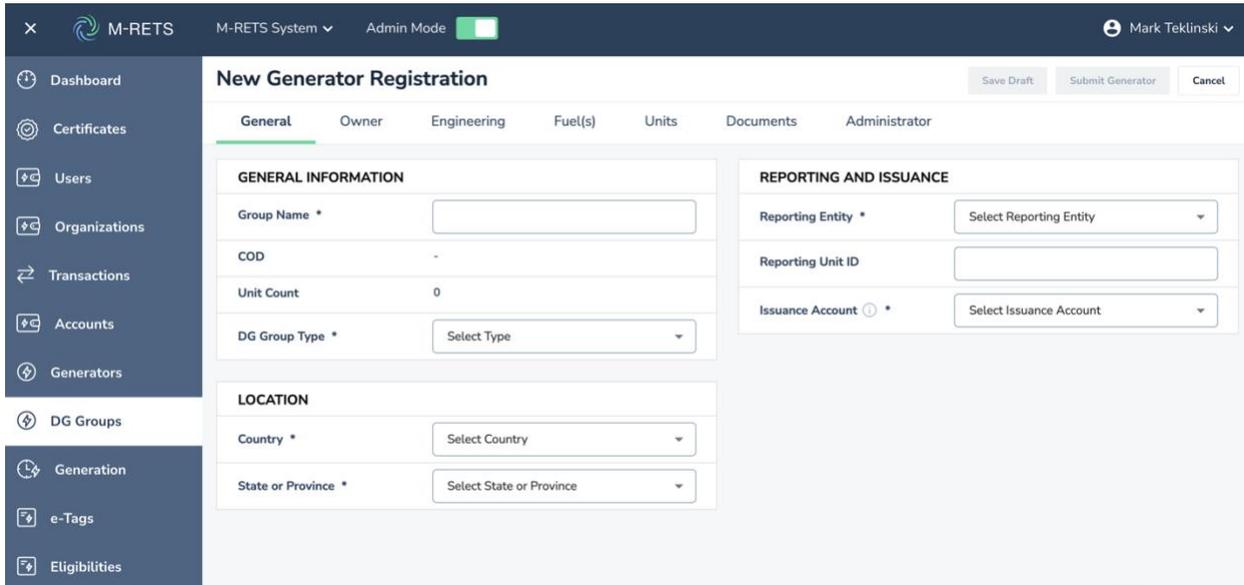
The screenshot shows the M-RETS dashboard interface. On the left sidebar, the 'DG Groups' menu item is highlighted with a red box. The main content area is titled 'DG Groups' and has tabs for 'Groups' and 'Units'. Below the tabs, there are filters for 'ACTIVE', 'DRAFT', 'PENDING', and 'INACTIVE'. A table with columns for Generator, M-RETS ID, Organization, Fuel Type, COD, Reporting Entity, and Reporting Unit is displayed. The table is currently empty, showing 'No Results'. The 'DG Groups' menu item is highlighted with a red box.

Step 2: From here click "Add New DG Group".



The screenshot shows the M-RETS user interface. The top navigation bar includes the M-RETS logo, 'M-RETS System', 'Admin Mode' (with a green toggle), and the user name 'Mark Teklinski'. The left sidebar contains navigation links for Dashboard, Certificates, Users, Organizations, Transactions, Accounts, Generators, DG Groups, Generation, e-Tags, and Eligibilities. The main content area is titled 'DG Groups' and has sub-tabs for 'Groups' and 'Units'. Below the sub-tabs are filters for 'ACTIVE', 'DRAFT', 'PENDING', and 'INACTIVE'. A red box highlights the 'Add New DG Group' button. Below the filters are dropdown menus for 'Generator', 'M-RETS ID', 'Organization', 'Fuel Type', 'COD', 'Reporting Entity', and 'Reporting Ur'. The table below shows 'No Results'. At the bottom right, it says 'App Version: 3.0.5' and 'App Name: uat'.

Step 3: You will then be required to fill in all the fields and tabs marked on this screen. The fields required are similar to that of registering a standalone generator in M-RETS.



The screenshot shows the 'New Generator Registration' form. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main content area is titled 'New Generator Registration' and has tabs for 'General', 'Owner', 'Engineering', 'Fuel(s)', 'Units', 'Documents', and 'Administrator'. The 'General' tab is selected. The form is divided into three sections: 'GENERAL INFORMATION', 'REPORTING AND ISSUANCE', and 'LOCATION'. The 'GENERAL INFORMATION' section has fields for 'Group Name *', 'COD' (with a '-' value), 'Unit Count' (with a '0' value), and 'DG Group Type *' (with a 'Select Type' dropdown). The 'REPORTING AND ISSUANCE' section has fields for 'Reporting Entity *' (with a 'Select Reporting Entity' dropdown), 'Reporting Unit ID' (with an empty text box), and 'Issuance Account ⓘ *' (with a 'Select Issuance Account' dropdown). The 'LOCATION' section has fields for 'Country *' (with a 'Select Country' dropdown) and 'State or Province *' (with a 'Select State or Province' dropdown). At the top right of the form, there are buttons for 'Save Draft', 'Submit Generator', and 'Cancel'.

General Tab

- Group name: M-RETS does not require any specific naming convention, DG groups can be named at the discretion of the organization registering them.
- DG Group Type: Groups can contain either residential, commercial or a mix of both distributed energy resource types.
- The reporting entity will be the organization reporting the generation for the group as well as the account certificates will be deposited to.

Owner Tab

Since DGG's are a group of distributed generators that are owned by different parties. The owner tab can display the organization that is registering the generator on behalf of the owner.

Engineering Tab

- Capacity Factor: The capacity will be the capacity factor for the entire group.

Units Tab

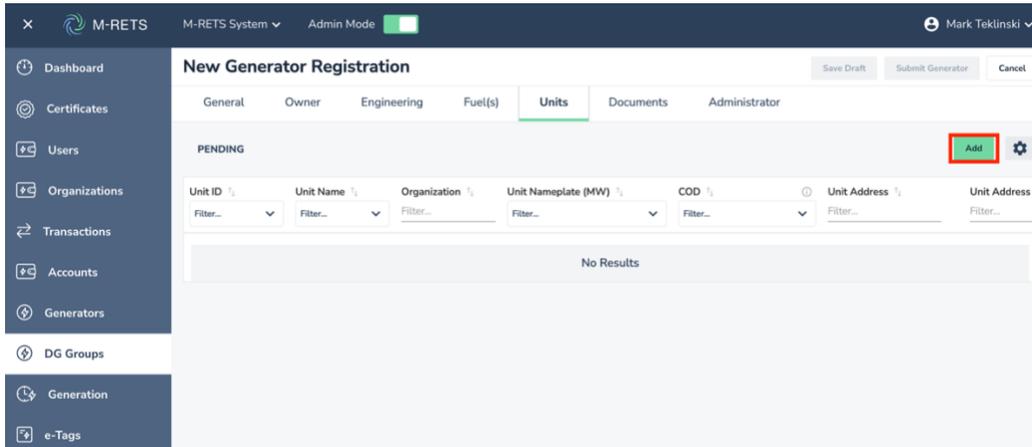
There are two ways to add units to a group either:

1. Via the interface (step 4a)
2. Via CSV file (step 4b)

Step 4a: The units tab is where you will enter the required information for each unit that makes up a group. Click "Add", you will then be taken to the Add Unit screen, fill in the required information and click save.

As you add units the table will populate with your entries.

Expansion Indicator: If the unit being registered is an addition to an already registered project, check yes for this field. If it is a standalone new DGG unit check no.



Add Unit
✕

Unit ID *	Unit Address 1 *
-	<input type="text"/>
Unit Name *	Unit Address 2
<input type="text"/>	<input type="text"/>
Unit Nameplate (MW) *	Unit Country *
<input type="text" value="0"/>	Select Country ▼
Unit Revenue Meter ID *	Unit State/Province *
<input type="text"/>	Select State ▼
Commenced Operation Date *	Unit City *
<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
Expansion Indicator *	Unit Zip/Postal Code *
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

Step 4b: CSV Upload of DGG Units

Units that make up a DGG can also be added to an existing DGG via a CSV. The CSV Unit [file](#) can be found under the "Registry Documents" section of the M-RETS Website. Once the csv is completed please email it to systemadmin@mrets.org and we will upload the file.

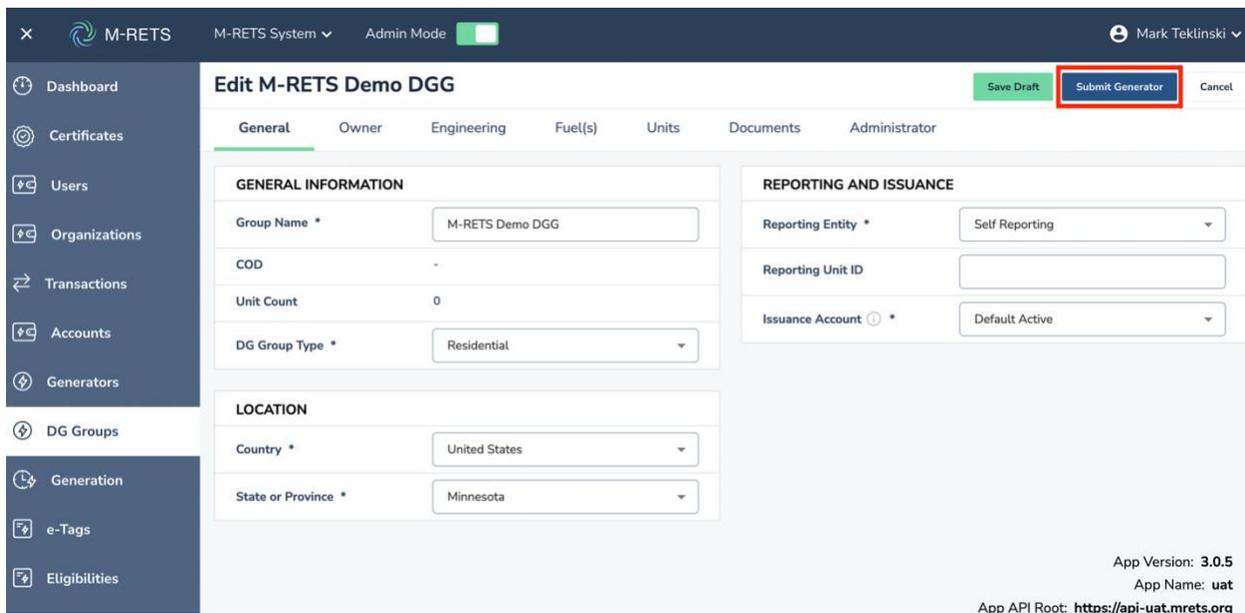
Documents Tab

Step 5: M-RETS will require that documents are submitted to verify each unit of a DGG, including but not limited to:

- Interconnection Agreement
- Engineering Documents
- Certificate of Completion
- Ownership documents

M-RETS will require that a Schedule A is completed for units that are not owned by the Organization that is registering the units. The M-RETS System Administrator may request additional documents as needed.

Step 6: Once all the required fields are entered, click "Save draft", once the generator is saved you can then navigate to the "drafts" tab of the DG Groups section, you can then click : "Submit Generator". The Group will then be placed in a pending state and the M-RETS Administrator will review the Generator.



Edit M-RETS Demo DGG Save Draft **Submit Generator** Cancel

GENERAL INFORMATION

Group Name *	M-RETS Demo DGG
COD	-
Unit Count	0
DG Group Type *	Residential

REPORTING AND ISSUANCE

Reporting Entity *	Self Reporting
Reporting Unit ID	
Issuance Account *	Default Active

LOCATION

Country *	United States
State or Province *	Minnesota

App Version: 3.0.5
App Name: uat
App API Root: <https://api-uat.mrets.org>