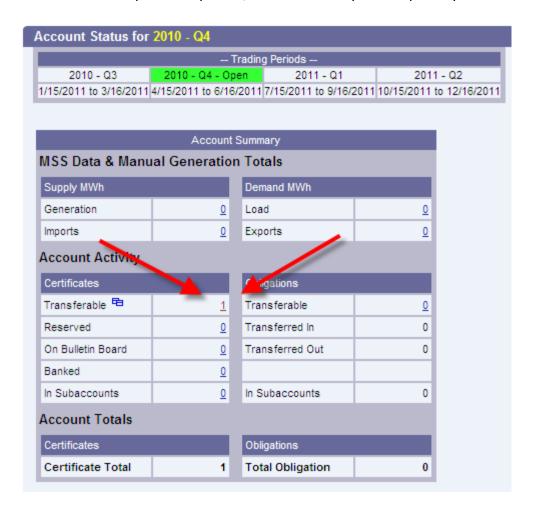
How to Transfer Eligible SRECs into the Solar Credit Clearinghouse Auction Account

- 1. After logging into your account www.nepoolgis.com, locate the Account Summary module
- 2. Under the Certificates section of the Account Summary module, click the actively linked quantity in the Transferable field to access your SRECs for transfer
 - a. If Banked from a previous quarter, click the actively linked quantity in the Banked field



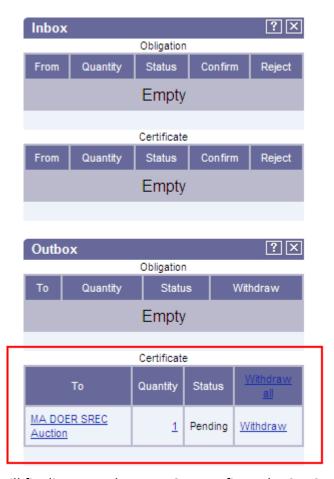
- 3. From the transferable certificate screen, locate the batch of SRECs to be transferred
 - a. The SRECs must be MA RPS Class I Renewable Generation Unit and MA Solar Carve-Out Unit eligible to be transferred to the MA DOER Auction account
- 4. Under the Action column, click the Transfer link next to the SREC batch to be transferred



5. From the certificate transfer screen, ensure the Another Account Holder radio button is selected



- 6. From the dropdown list to the right of the Another Account Holder radio button, select the MA DOER SREC Auction (Auction Account) selection
 - a. This option will be listed first at the top of the dropdown list
- 7. Click the Submit button at the bottom of the page
- 8. When returning back out to the main account holder page, the pending SREC transfer will be viewable from the Certificate Outbox
 - a. An automated email notification of the pending SREC transfer is sent to the MA DOER



9. The SREC transfer will finalize once the MA DOER confirms the SREC transfer from their account