

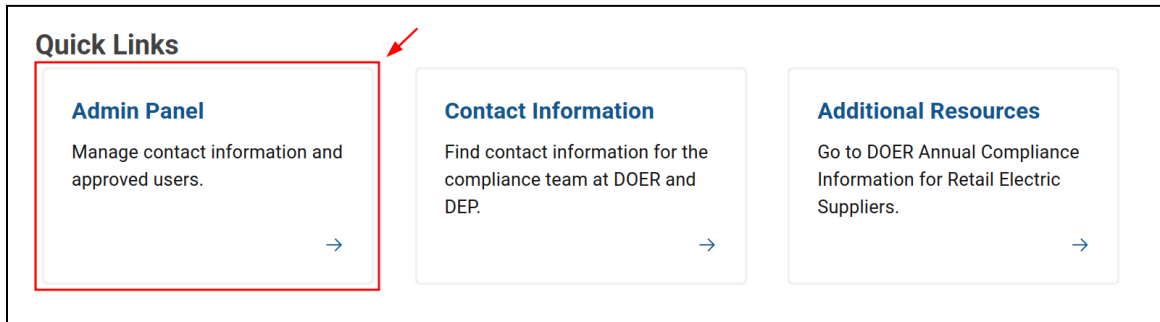
Compliance Portal User Guide

Last Updated: May 12, 2026

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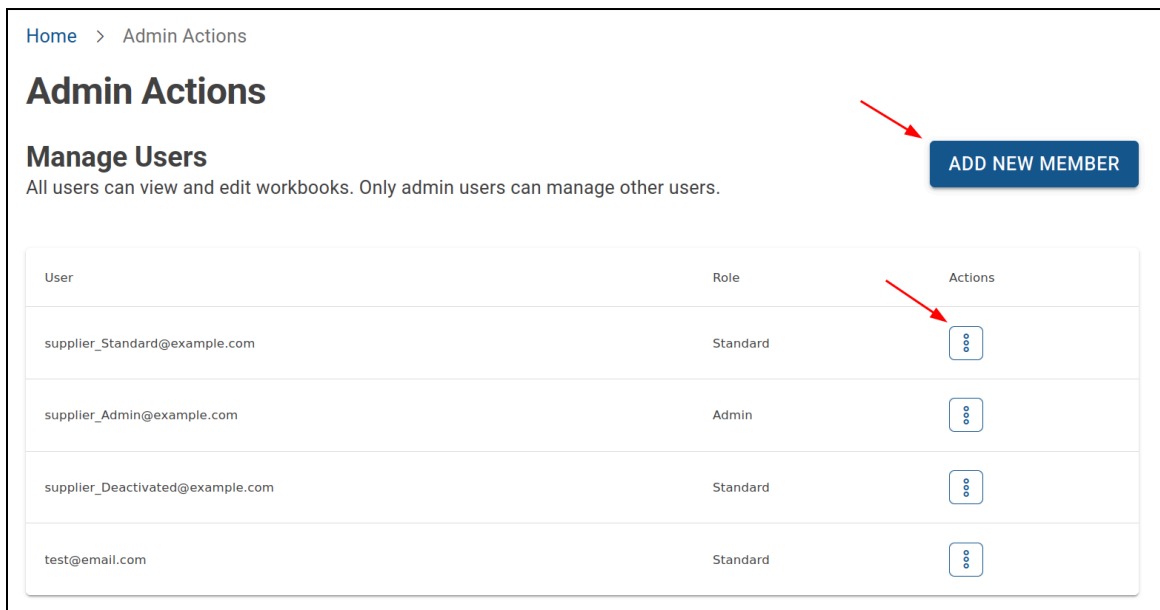
Managing Users

Users with the “Admin” role can manage other users via the Admin Panel. You can access the Admin page from the “Quick Links” section of your home page.



From the Admin page, you can add new users. Adding a new user will send them an email with instructions on how to access the portal.

From the Admin page, you can also update the roles of existing users. Standard and Admin users can both view and edit workbooks. Admin users can manage other users.




You can also deactivate and reactivate users. Deactivated users will not have access to the Compliance Portal.

Filling Out Your Workbook

You can access workbooks from your home page.


Notifications

 **The CY2025 Compliance Workbook is now available!**
Complete it now and submit it before July 01, 2026

[GO →](#)

Workbook Submissions

View your past workbook submissions.

Workbook	Status	Initial Submission Date	Last Submitted	Actions
CY2025 Workbook	Not Submitted			

Adding subaccounts

If you have more than one subaccount, use the “Add Subaccount” button on Tab 3. Prelim to add rows to your workbook.

1. Welcome 2. Filer Info **3. Prelim** 4. RPS I Exempt 5. SCO II Exempt 6. CPS Exempt 7. Errant 8. RPS I Non-SCO


Preliminary Load Obligation Information

Preliminary Information and Disposition of SRECs and SREC IIs

Information on this spreadsheet will be kept confidential by MA DOER, to the extent permitted by law. M.G.L. c. 25A, sec. 7.

This worksheet enables the Retail Electricity Supplier to enter only once in this Compliance Workbook its NEPOOL-GIS Retail Sub-Account(s) and/or Product Name(s), as well as the quantity of its Retail Load Obligation for each of them. The data in Table 1A will be copied automatically to other tables in this Compliance Workbook, as appropriate.

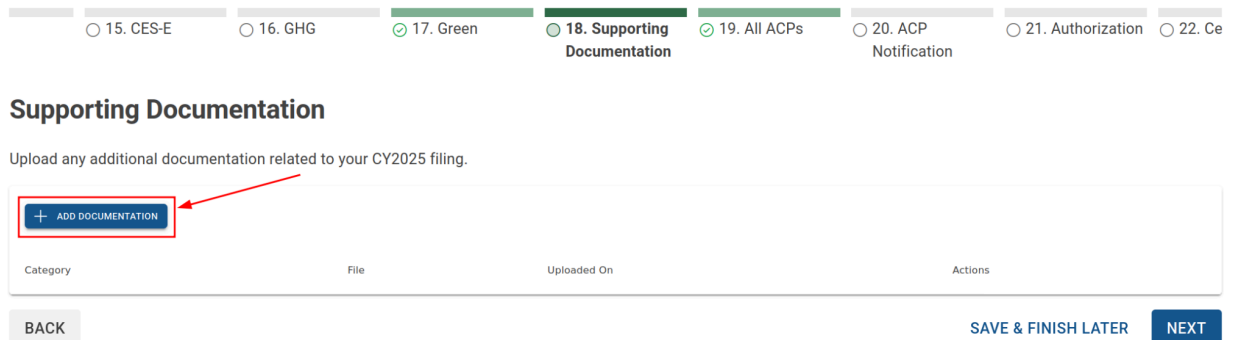
Table 1A: 2024 Retail Products and Load Obligations

NEPOOL GIS Sub-Account and/or Product Name	Total Electricity Supplied in CY2025 under all retail contracts (per 90-Day Resettlement figures from DOER) (MWh)	Actions
Example Subaccount	--	MWh 
Column Totals	0	

[+ ADD SUBACCOUNT](#)

Uploading supporting documents

Use the new workbook section (Tab 18: Supporting Documentation) to upload your GIS reports and any other supplementary documents. You will be prompted to upload all required documents before submitting your workbook, but you may continue to add additional documents after submission.



The screenshot shows a progress bar at the top with tabs: 15. CES-E, 16. GHG, 17. Green, 18. Supporting Documentation (active), 19. All ACPs, 20. ACP Notification, 21. Authorization, and 22. Ce. Below the progress bar is the heading "Supporting Documentation" and the instruction "Upload any additional documentation related to your CY2025 filing." A red box highlights a blue button labeled "+ ADD DOCUMENTATION" with a red arrow pointing to it. Below the button is a table with columns: Category, File, Uploaded On, and Actions. At the bottom are buttons for "BACK", "SAVE & FINISH LATER", and "NEXT".

Certifying your workbook

After all tabs of your workbook are complete, your Authorized Representative should log in to certify and submit the workbook. Only the Authorized Representative (listed in Tab 2. FilerInfo) can complete the certification section (Tab 22. Certification).

Uploading the ACP Receipt

After submitting your workbook, you will be prompted to upload your ACP Notification Receipt if applicable. You can download the “ACP Notification” template pdf from Tab 20 of your workbook.

After your ACP Notification has been signed and returned by MassCEC, you should upload it as a supporting document (Tab 18. Supporting Documentation).

Recertifying your workbook

After reviewing your submitted workbook, DOER staff may create a new version of your workbook with minor modifications or data corrections. If this happens, you will be prompted to review and recertify your workbook:

Notifications

Action Required: Recertify Workbook
DOER staff have made changes to your workbook. Please review changes and resubmit your workbook.

GO →

Workbook Submissions
View your past workbook submissions.

Workbook	Status	Initial Submission Date	Last Submitted	Actions
CY2025 Workbook	Needs Recertification	May 12, 2026	May 12, 2026	...

The workbook page will show you any comments left by DOER staff.

Home > CY2025 Workbook (ver. 1)

CY2025 Workbook (ver. 1) **Needs Recertification** [WORKBOOK HISTORY](#)

Action Required: Recertify Workbook
DOER staff have made changes to your workbook. Please review the changes and have your Authorized Representative recertify and resubmit your workbook.

Summary of Changes
Your reported load obligation did not match DOER records. I've updated your workbook to reflect the most recent numbers. DOER Team (John) on May 12, 2026

1. Welcome
2. Filer Info
3. Prelim
4. RPS I Exempt
5. SCO II Exempt
6. CPS Exempt
7. Errant
8. RPS I Non-SCO

After reviewing changes to your workbook, your Authorized Representative should log in to recertify and resubmit the workbook.

15. CES-E
16. GHG
17. Green
18. Supporting Documentation
19. All ACPs
20. ACP Notification
21. Authorization
22. Certification

Certification and Statement of Authorization

...

Signature
Authorized Representative Signature *

Example Signature Date *

BACK **SAVE & FINISH LATER** **RECERTIFY & SUBMIT**

Misc.

Viewing workbook history

You can navigate to the workbook history page via the action menu on your home page Workbooks table.

Workbook Submissions				
View your past workbook submissions.				
Workbook	Status	Initial Submission Date	Last Submitted	Actions
CY2025 Workbook	Needs Recertification	May 12, 2026	May 12, 2026	