Massachusetts Carbon Allowance Registry
User Guide

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The Massachusetts Carbon Allowance Registry issues and tracks allowances for electricity generating facilities located in the Commonwealth for purposes of satisfying 310 CMR 7.74: Reducing CO2 Emissions From Electricity Generating Facilities. Administered by MassDEP, the Massachusetts Carbon Allowance Registry (“Registry”) allows Designated Representatives to register their electricity generating facilities, have allowances issued or transferred into their account, and manage their allowance holding requirements as they pertain to 310 CMR 7.74. For additional information on the program in general, please visit the MassDEP’s web page at the following link – Electricity Generator Emissions Limits 310 CMR 7.74.

This Registry User Guide outlines the steps for how to:

- Navigate the Registry user interface
- Regulated Entity Market Oversight (Registry Administrator only)
- Register Accounts and Users
- Register Allowance and Deduction Accounts (Registry Administrator only)
- Register Electricity Generating Facilities
- Upload Allowance Data (Registry Administrator only)
- Issue Allowances (Registry Administrator only)
- Transfer Allowances
- Retire Allowances
- Access Reports

The following terms are used in the Registry User Guide:

- **Facility** means an electricity generating facility subject to 310 CMR 7.74. A report is available to all users and the public listing all Facilities and their owners and operators.
- **Designated Representative** means the person who is authorized by the owner and operator of an electricity generating facility to represent and legally bind the owner and operator in matters pertaining to 310 CMR 7.74. Please contact MassDEP directly at climate.strategies@state.ma.us if you need to change the designated representative for a facility.
- **Regulated Entity** means an owner or operator of a Facility. The name of the Regulated Entity is used to identify the transferee when allowances are transferred. If a facility has multiple owners and operators, this should be the “corporate parent,” not a local subsidiary or operator.
- **Regulated Entity Account** means the Registry account that is used to manage all Registry functions, including Facility information and persons authorized to transfer allowances. A single Regulated Entity Account can be used by a Designated Representative to manage multiple Facilities if they are owned by the same Regulated Entity. Regulated Entity Accounts also provide access to Allowance Accounts that hold allowances needed to comply with 310 CMR 7.74.
- **Allowance Account** means the allowance holding accounts established for each facility pursuant to 310 CMR 7.74.
Registry User Interface Navigation
This section outlines the steps for how to navigate the Registry User Interface and focuses on the following areas:

- Navigate the Menu Bar and Dashboard
- Customize Dashboard
- Manage Users
- Update Login Password

A. Navigate Menu Bar and Dashboard

Registry Menu Bar

1. In the Registry Dashboard, locate the Menu Bar on the top right of the Registry screen.

2. Users can access one of the following Registry options from the Menu Bar (moving left-to-right):
   a. **Home (1)** – Returns User to their Dashboard screen
   b. **Facilities (2)** – Provides User with the following options:
      i. Facility Management
      ii. Allowance Allocation
         1. History of data load for Allowance issuance
      iii. Pending Issuance (Registry Administrator only)
         1. Allowance data pending issuance, disputed or under review
   c. **Allowances (3)** – Provides User with the following options:
      i. View – View balances of available Allowances
      ii. Transfer – Transfer available Allowances
   d. **Reports (4)** – Provides User with the following options:
      i. Transfer History
      ii. Facilities
      iii. Issued Allowances
      iv. Users (Registry Administrator only)
      v. Allowance Holdings (Registry Administrator only)
      vi. Event Log (Registry Administrator only)
      vii. Security Events (Registry Administrator only)
      viii. TOU Agreement History (Registry Administrator only)
   e. **Help (5)** – Provides User with information on how to obtain help in using the Registry
   f. **Avatar (6)** – Provides the User with the following options:
      i. Customize Dashboard – Edit which modules should be visible on the Dashboard, and their location
      ii. Registry Accounts (Registry Administrator only)
      iii. Manage Entity Account
      iv. Manage Allowance & Deduction Accounts
v. Manage Users
vi. Change Password
vii. Logout

Registry Dashboard

In the Registry Dashboard, Users can access various modules to access specific management tools and reports. Additional detail will be provided about each module in the sections related to their function in purpose throughout this User Guide.

1. The left column displays the following modules:
   a. Inbox – for incoming transfers of Allowances
   b. Outbox – for outgoing transfers of Allowances
   c. Administrator Inbox (Registry Administrator only)
      i. Account Approval – for reviewing and approving new Regulated Entity Accounts
      ii. Facility Approval – for reviewing and approving new Facility registrations
2. The right column displays the following modules:
   a. Facility Management – for reviewing Facilities registered to a Regulated Entity, regardless of status
   b. Market Oversight (Registry Administrator only) – for system troubleshooting and helpdesk
   c. Account Positions – reviewing Allowance and Deduction account balances
      i. Allowance – active Allowance balances
      ii. Deduction – Allowance deductions
   d. Allowance Allocation – reviewing status of Allowance data load for Facilities

B. Customize Dashboard

The Registry Dashboard can be customized to move, add, or remove modules from a User’s Dashboard.

1. In the Dashboard, click on the ‘Avatar’ icon on the menu bar at the top right and click on the Customize Dashboard link.
2. In the Display Modules section of the screen, check or uncheck the modules that are displayed on the User's Dashboard.

3. In the Module Order section of the screen, User can reorder how modules are displayed in the Dashboard by clicking the arrows to reorder the modules.
4. Click the 'Save' button to save the changes to the Dashboard.

Note: Modules can only be reordered within the columns and cannot be moved from left to right or right to left.
Regulated Entity Registration
Regulated Entity Registration is the first step to participate in the Registry. Users must have an approved Regulated Entity in the Registry before registering Facilities and managing Allowances.

This section outlines the steps for how to register a new Regulated Entity and focuses on the following areas:

- Regulated Entity Registration Process Overview
- Register New Regulated Entity
- Activate Regulated Entity

A. Regulated Entity Registration Process Overview

Below is the Regulated Entity Account Registration process overview:

1. Go to Registry website (https://macar.apx.com)
2. Register Regulated Entity

Account Approval

- Registry Administrator will review the registration for validity.
- If the account is approved, Regulated Entity Account will be available for login.

Account Access

- Account Management
- Register Allowance and Deduction accounts, and Facilities

B. Regulated Entity Types

When registering a Regulated Entity, there is only a single option to choose from in the “Regulated Entity Type” drop-down:

- Regulated Entity
Ability to register and manage Electricity Generating Facilities
Ability to manage Allowance and Deduction accounts
Transfer Allowances
Deposit Allowances into Deduction accounts
Access reports on account activity

C. Register New Regulated Entity

Regulated Entity

To Register a new Regulated Entity, the Designated Representative takes the following steps:

1. Go to https://macar.apx.com
2. Under the Login button, click the ‘Register for an Account’ hyperlink as shown below:

3. The Designated Representative will be taken to an instructions screen. Select “Regulated Entity” from the “Regulated Entity Type” drop-down, and the select the “Continue Account Registration” button in the right hand side of the screen to continue.
4. The Designated Representative is then taken to the Terms of Use for the Registry. In order to progress from this screen, the Designated Representative must read and agree to the Terms. Acceptance of the Terms is affirmed by entering the name of title of the Designated Representative registering the account. Select the “Agree” button to continue.

5. The Designated Representative is then taken to the “Regulated Entity Information” screen where they will enter the name of the Regulated Entity being registered. This must be the name of the company that owns or operates the facility or facilities that the Designated Representative represents. If a facility has multiple owners and operators, this should be the “corporate parent,” not a local subsidiary or operator. Select the “Next” button once complete.
6. The final screen is the “Designated Representative Information” screen. This is where information about the Designated Representative required pursuant to 310 CMR 7.74(9)(d)2. is provided. Note: All fields must be completed. A login name is also created. The login name must include the Designated Representative’s last name and first name or initial(s). Once all fields are filled in, select the “I certify” check box certifying the three (3) statements listed on the screen, and lastly, select the “Submit Form” button to complete the online portion of the Regulated Entity registration.
Note: An account activation email will be sent to the email registered to the Designated Representative. Please see the next section for instructions on how to activate the new Registry Regulated Entity Account.

D. Activate Regulated Entity Account

After the Designated Representative registers a Regulated Entity Account, the User identified as the Designated Representative takes the following steps to activate their new Regulated Entity Account.

1. Check for an email with the subject ‘New Massachusetts Carbon Allowance Registry Account Requested’
2. Review the email and click on the hyperlink provided in the email.

3. In the Activate Account page, enter the account Login Name and Password for the new account.
4. Click the ‘Activate’ button to activate the account.

**Note:** The Registry Administrator will be notified after a Regulated Entity Account Registration has been activated. The Registry Administrator verifies the Regulated Entity Account registration and approves (or rejects) the Regulated Entity Account. The Designated Representative is unable to log into the Registry until their Regulated Entity Account has been approved. Once the account is approved, the Registry Administrator can then create Allowance and Deduction accounts for the new Regulated Entity Account.
Manage Regulated Entity Account Users

A. Manage Account Logins

The Designated Representative for a Registry account manages Logins for all users in their account. Users added by the Designated Representative can transfer allowances, but cannot make any changes to Regulated Entity or Facility information. The Designated Representative is the only one who can add new logins, edit existing logins, and deactivate logins from their account.

Add New Users

1. In the Account Dashboard, click on the ‘Avatar’ icon on the menu bar at the top right and click on the Manage Users option.

2. In the Logins screen, click the ‘Add New Login’ button.

3. In the Login Information screen, enter data into the fields on the form and designate the login privilege of “Authorized User”. This is where information about persons authorized to transfer allowances required pursuant to 310 CMR 7.74(9)(d)6.a. is provided.

4. Click the OK button to create a new Authorized User.
Note: New Authorized Users will be prompted to change the password after initial login after logging in with the password provided by the Designated Representative of the account.

### B. Edit Login Privilege

1. In the Account Dashboard, click on the ‘Avatar’ icon on the menu bar at the top right and click on the **Manage Users** option.

2. In the Login management screen, in the row with the login you would like to edit privileges for, click the hyperlinked “Edit” in the Privilege column.

3. The first privilege that can be edited, is the “Login Facility Privileges”. The options available are:
   a. “Can create new facilities?” – Available to the Designated Representative login only
   b. “Grant access to all facilities?” – Options for the type of access that can be granted are as follows:
      i. “View Only” – Selecting this provides read-only access to all registration information of facilities registered to the account, including read-only access to Allowance data and history.
      ii. “Individually Granted” – Selecting this allows the Designated Representative to individually select which registered facilities the login can have “View-Only” access to. If this option is chosen, the Designated Representative must then select from the drop-down next to each facility listed on this screen.
4. The second privilege that can be edited, is the “Login Account Privileges”. The options available are:
   b. “Grant access to all Allowance and Deduction accounts?” – Options for the type of access that can be granted are as follows:
      i. “Transfer Allowance” – Selecting this provides the ability to transfer allowances from/to all Allowance and Deduction accounts registered to the account.
      ii. “View-Only” – Selecting this provides read-only access to all of the Allowance and Deduction accounts registered to the account.
      iii. “Individually Granted” – Selecting this allows the Designated Representative to individually select which registered Allowance and/or Deduction accounts the login can have either “Transfer Allowance” or “View-Only” access to. If this option is chosen, the Designated Representative must then select from the drop-down next to each Allowance and/or Deduction account listed on this screen.
5. Once all selections have been made, confirm the certification language, and select the “Save” button at the bottom of the screen to complete.

NOTE: Once the above changes have been made, the login for whose privileges were updated may need to go to the “Customize Dashboard” screen to activate the modules they’ll need to access the functionality provided to them through these privilege changes.

C. Deactivate Account Logins

1. In the Account Dashboard, click on the ‘Avatar’ icon on the menu bar at the top right and click on the Manage Users option.
2. In the Login management screen, click the hyperlinked login name of the login you want to deactivate.

3. In the ‘Administrator Area’ of the Login Information screen, select the ‘Inactive’ option in the ‘Status’ drop-down.

4. Check the certification box, and click the ‘Save’ button to deactivate login.
D. Change Password

The User can change their login password from the Registry Account Dashboard.

1. In the Account Dashboard, click on the ‘Avatar’ icon on the menu bar at the top right and click on the ‘Change Password’ link.

2. In the Password Change screen, enter password in all the fields on the Password Change screen.
3. Click the 'Change' button to change the password for the Login Name.

**NOTE:** Changes to a user’s Login Name can only be done by the Registry Administrator. If this is required, please reach out to the Registry Administrator.
Registry Regulated Facility Registration

Users can only register Regulated Facilities ("Facility" or "Facilities") only if they have an approved Registry Regulated Entity Account. Furthermore, only the Designated Representative login will be able to submit new Facility registration.

This section outlines the steps for how to register a new Facility and focuses on the following areas:

- Registry Facility Registration Process Overview

A. Registry Facility Registration Process Overview

Below is the Registry Facility Registration process:

1. **Register Facility**
   - Log into Registry Regulated Entity Account
   - Register Facility

2. **Upload Documents**
   - Upload documentation to Registry Administrator for approval

3. **Facility Approval**
   - Registry Administrator reviews and approves project

B. Registry Facility Types

There is only a single Facility Type in the Registry:

- **Regulated Facility** - means a facility subject to 310 CMR 7.74.

C. Regulated Facility Registration Process
To register a new Regulated Facility, the Designated Representative will initiate the registration process. There is a progress bar on the right pane of the screen throughout the registration process that let’s you know how you are progressing through the registration process.

For the Designated Representative, there are three (3) steps. Each of those steps are outlined below.

1. In the Dashboard, locate Facility Management module.
2. Under the Facility Management module, click on the “New” button as pictured below:

3. In the Facility Management page, enter data into all fields denoted with an asterisk. The facility name must exactly match the name listed in 310 CMR 7.74(5)(b): Table B.
4. Complete the first page of Facility registration by reading and selecting the certification box. Click the 'Next Card' button to go to the next page.

5. In the second page of Facility registration, provide information on the owners and operators of the Facility as required pursuant to 310 CMR(9)(d)3.

**NOTE:** You can select the “Save” button to save entered data and return at a later time to finish the registration.
6. Click on the ‘Next Card’ button to move to the final page of Facility Registration. **Note**, if needed, you can select on the “Previous Card” button to return to the previous Facility registration page.

7. The final page of Facility registration involves attaching Facility-specific documents to the Facility registration.
On this screen, the Designated Representative will do the following:

a. Select from a list of Document types from the available drop-down. If you don’t find an explicit match, choose the option of “Other”.

b. Select the “Choose Files” button to locate the document from a local file directory on the Designated Representative’s computer.
c. Once the document is chosen, select “Open” from the Windows screen.
d. Read and select the certification statement

![Certification Statement]

I certify I was selected as the designated representative, by an agreement binding that I have all the necessary authority to carry out my duties and responsibilities operator of the facility and that the owner and operator shall be fully bound by

e. Complete the attachment process by selecting the “Save” button on the Registry screen.

![Attachment Process]

f. The only document that must be attached to register a facility is a signed certificate of representation that meets all requirements of 310 CMR 7.74(9).

8. Once document(s) have been saved to the Facility registration, select the “Submit for Approval” button.

![Submit for Approval]

9. The Facility Registration will now be sent to the Registry Administrator, and an email notification will be sent to the email address of the Designated Representative.

**Note:** A Facility ID will be created once the Facility registration is submitted. The Designated Representative can view the Facility ID by going back to the Facility Management module. Facilities will be in a ‘Pending’ status until the Registry Administrator reviews and approves the Facility registration.
Review Allowance Data by Facility

After Allowance Data is loaded for a Facility and Vintage, the data can be reviewed by both the Registry Administrator and the Designated Representative. At this point, the Designated Representative can elect to “Dispute” the data, or leave as is, and expect issuance at the next issuance event. As well, the Registry Administrator can also “Dispute” or mark as under “Admin Review”. In either of the “Dispute” or “Admin Review” status, the data will not contribute to Allowance Issuance at the next Issuance event. Only if the data is in a status of “Loaded” will Allowances be issued during the next issuance event.

A. Review Allowance Data by Facility

The following describes the steps for reviewing and disputing (or setting to Admin Review) as necessary.

1. Access the “Allowance Allocation Review” screen by selecting the hyperlinked name of the Facility from the “Allowance Allocation” module on the dashboard.

2. From the “Allowance Allocation Review” screen, select either the hyperlinked “Status” or “Total” for the Vintage under review to access the “Allowance Allocation Details” screen.

3. For the Designated Representative, to mark the data as “Disputed”, provide a Dispute Reason in the Dispute Reason field, and select the “Dispute” button.
4. (Registry Administrator only) - For the Registry Administrator, they have the additional option of setting the data as “Flag”, to mean that it is under “Admin Review”, or to “Delete” to have new Allowance Data submitted.

5. In either step 4 or 5, after the data has been marked, the status can be reviewed by returning to the “Allowance Allocation Review” screen. When Allowance data is marked as “Disputed” or “Admin
Review”, the Designated Representative of the Facility will be notified via email. In order to have the data approved or re-loaded, the Designated Representative should contact the Registry Administrator.

6. (Registry Administrator only) - To accept the Disputed or Flagged data, the Registry Administrator can return to the “Allowance Allocation Details” screen of the Facility, and “Accept” the data.

7. (Registry Administrator only) - The Allowance data will return to a status of “Loaded” and will be allowed to issue at the next Issuance event.
Registry Allowance Transfers to Another Regulated Entity

This section outlines the steps for how to transfer Allowances to another Regulated Entity in the Registry and focuses on the following areas:

- View Active Allowances
- Transfer Allowances to another Regulated Entity
- Accept an incoming Allowance Transfer
- Reject an Allowance Transfer
- Withdraw an Allowance Transfer

A. View Active Allowances

To view Active Allowances available for transfer, User takes the following steps:

1. In the Dashboard, User locates the **Account Positions** module.
2. Under the **Account Positions** module, User can view their Allowance and Deduction balances in aggregate, or by individual Allowance and Deduction accounts.

3. Additionally, they can view their Allowance inventory by Vintage by accessing a screen from the top Menu bar. From the Dashboard, select from the “Allowances”, and choose “View”.

![Account Positions Module](image)

![Allowance & Deduction Accounts](image)
4. This will take the User to the “Account Positions” screen

![Account Positions Screen]

5. Finally, the User can view the actual Allowances by selecting the hyperlinked quantity from the “Account Positions” screen.

![Account Positions Screen with Allowance Data Highlighted]

6. The User is then displayed the “Allowance Data” screen:
To initiate an Allowance Transfer to a Facility that has a different Designated Representative (another Regulated Entity Account), the User takes the following steps:

1. Log in to the Registry.
2. In the Dashboard, User clicks on the Allowances option from the menu bar, and selects “Transfer”, as shown below:

3. In the Select Criteria section on the left pane, from the Transfer Type drop-down, they will select the option named “Different Regulated Entity”. They will also select the Regulated Entity Name of their intended counterparty from the “Receiving Entity” drop-down. A list showing the Regulated Entity for all Facilities is available in the Facilities report under the Reports menu.
**Note:** A search box is displayed in the drop-down to allow users to type in the Receiving Entity, Regulated Entity Name from the drop-down to narrow down the list.

4. Select additional batch criteria under the remaining optional fields for “Vintage” (Year(s)), “Sending Account” (Allowance account), and/or “Transfer Quantity”.
Note: In the Transfer Quantity field of the selection criteria, User can enter the total number of Allowances to transfer without having to manually select the batch(es) in the right pane.

5. Once all the options are selected, User clicks on the ‘View Allowances’ button to populate the requested data on the right pane.

6. After clicking the ‘View Allowances’ button, the right pane populates the data result based on the options selected in the batch criteria.
Note: If Transfer Quantity was entered in the selection criteria, the Transfer Quantity column displays selected Allowance quantities for batches up to the quantity entered.

7. In the Select Your Allowances section on the right pane, User either clicks ‘Select All’ button to select all the Allowances or enters in the specific quantity to transfer for each batch under the Transfer Quantity column.

Note: Clicking the ‘Select All’ or ‘Clear All’ buttons only impacts the Allowance batches on the current page. User can select or clear additional batches from multiple pages on the right pane.

8. User then selects the following:
   a. Intended Receiving Facility Account
b. Price Per Allowance

c. Certification check-box on the Price entered

d. Any additional Notes that they would like associated with the transfer

e. Certification check-box and "signs" the transfer

f. Signature of the Designated Entity initiating the transfer

g. The transfer is then completed by selecting the 'Transfer' button to execute Allowance transfer.

9. A pop-up box will display to confirm that the Allowances have been successfully transferred to the Deduction account.
Note: After initiating an Allowance transfer to another Regulated Entity Account, automated emails are sent to both Transferor and Transferee. The transferred Allowances are marked as “Pending” in the Transferor’s Outbox until the Transferee either accepts or rejects the Allowance transfer. If the Transferee rejects the Allowance transfer, the Allowances will be returned to the Transferor’s account.

C. Accept Allowance Transfer

Once an Allowance transfer is initiated by the Transferor, the Transferee reviews the Inbox module to accept or reject the new Allowance Transfer requests.

To accept an Allowance Transfer, the Transferee takes the following steps:

1. In the Account Dashboard, locate the Inbox module.

![Inbox Module]

2. Under the Inbox module, click the hyperlinked number under the “Quantity” column to view the details of the incoming transfer.

![Transfer Details]

NOTE: From the Inbox, the User can confirm an individual transaction by selecting the “Confirm” hyperlink in the Confirm column in the row of the transfer that they want to confirm. Or if the User wants to accept all of the pending transfers in their Inbox, they can select the “Confirm All” hyperlink. Steps 4-7 follow if either of these options are chosen.
3. If everything looks in order, select the ‘Confirm’ button to accept the Allowance transfer or select the ‘Cancel’ button to return to the Dashboard.

4. Click the ‘OK’ button on the pop-up to confirm selection.

5. In the Transfer Confirmation screen, select the Allowance account where the accepted Allowances are to be deposited.
6. Click the ‘Confirm’ button to confirm transfer.

7. Transferor and Transferee will be notified via email of the confirmed Allowance Transfer.

D. Reject Allowance Transfer

Once an Allowance transfer is initiated by the Transferor, the Transferee reviews the Inbox module to accept or reject the new Allowance Transfer requests.

To reject an Allowance Transfer, the Transferee takes the following steps:

1. In the Account Dashboard, locate the Inbox module.

   ![Inbox Table]

   **NOTE:** From the Inbox, the User can reject an individual transaction by selecting the “Reject” hyperlink in the Reject column in the row of the transfer that they want to reject. Or if the User wants to reject all of the pending transfers in their Inbox, they can select the “Reject All” hyperlink. Steps 3-5 follow if either of these options are chosen.

2. Under the Inbox module, click the hyperlinked number under the “Quantity” column to view the details of the incoming transfer.
3. Select the ‘Reject’ button to reject the Allowance transfer or select the ‘Cancel’ button to return to the Dashboard.

4. Click the ‘OK’ button to confirm selection.

   Are you sure you want to reject?

   By clicking OK, I am submitting this information to MassDEP.

   [OK] [Cancel]

5. The rejected Allowances will be returned to the Transferor. The Transferor and Transferee will be notified via email of the rejected Allowance Transfer.

E. Withdraw Allowance Transfer
Once an Allowance transfer is initiated by the Transferor, the Transferor can withdraw the transferred Allowances only if the Allowances are still in ‘Pending’ status. Below are the steps to withdraw an Allowance transfer.

1. In the Account Dashboard, locate the **Outbox** module.

   ![Outbox Module](image)

   **Outbox**

<table>
<thead>
<tr>
<th>To</th>
<th>Quantity</th>
<th>Initiation Date</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Co1</td>
<td>100</td>
<td>06/26/2018</td>
<td>Withdraw</td>
</tr>
<tr>
<td>Andrew Co1</td>
<td>700</td>
<td>06/26/2018</td>
<td>Withdraw</td>
</tr>
</tbody>
</table>

   **NOTE:** From the Outbox, the User can withdraw an individual transaction by selecting the “Withdraw” hyperlink in the ‘Withdraw’ column in the row of the transfer that they want to withdraw. Or, if the User wants to withdraw all of the pending transfers in their Outbox, they can select the “Withdraw All” hyperlink. Steps 4-5 follow if either of these options are chosen.

2. Under the **Outbox** module, click the hyperlinked number under the “Quantity” column to view the details of the outgoing transfer.

   ![Transfer Details](image)

   **Transfer Details**

<table>
<thead>
<tr>
<th>Vintage</th>
<th>Type</th>
<th>Serial Number</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Carbon Allowance</td>
<td>MACAR-2017-28-801 to 1000</td>
<td>200</td>
</tr>
<tr>
<td>2018</td>
<td>Carbon Allowance</td>
<td>MACAR-2018-29-8001 to 8500</td>
<td>500</td>
</tr>
</tbody>
</table>

   **NOTE:** From the Outbox, the User can withdraw an individual transaction by selecting the “Withdraw” hyperlink in the ‘Withdraw’ column in the row of the transfer that they want to withdraw. Or, if the User wants to withdraw all of the pending transfers in their Outbox, they can select the “Withdraw All” hyperlink. Steps 4-5 follow if either of these options are chosen.
3. Select the ‘Withdraw’ button to withdraw the Allowance transfer or select the ‘Cancel’ button to return to the Dashboard.

4. Click the ‘OK’ button on the pop-up screen to confirm the withdraw selection.

5. The withdrawn Allowances will be returned to the Transferor's Registry account. The Transferor and Transferee will be notified via email of the withdrawn Allowance Transfer.

Transfer to another Allowance account (Same Regulated Entity)

This section outlines the steps for how to transfer Allowances to another Allowance Account in your own Regulated Entity account:

A. Transfer Allowances to another Allowance account (Same Regulated Entity)
To initiate a Registry Allowance Transfer to another Allowance Account in your own Regulated Entity Account, the User takes the following steps:

1. Log in to the Registry.
2. In the Dashboard, User clicks on the **Allowances** option from the menu bar, and selects “Transfer”, as shown below:

3. In the Select Criteria section on the left pane, from the Transfer Type drop-down, they will select the option named “Same Regulated Entity”. Next, they will select the receiving Allowance account name from the “Receiving Account” drop-down.

   **Note:** A search box is displayed in the drop-down to allow users to type in the Allowance Account name from the drop-down to narrow down the Allowance Account list.

4. Select additional batch criteria under the remaining optional fields for “Vintage” (Year(s)), “Sending Account” (Allowance account), and/or “Transfer Quantity”.

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**Massachusetts Carbon Allowance Registry**

To initiate a Registry Allowance Transfer to another Allowance Account in your own Regulated Entity Account, the User takes the following steps:

1. Log in to the Registry.
2. In the Dashboard, User clicks on the **Allowances** option from the menu bar, and selects “Transfer”, as shown below:

3. In the Select Criteria section on the left pane, from the Transfer Type drop-down, they will select the option named “Same Regulated Entity”. Next, they will select the receiving Allowance account name from the “Receiving Account” drop-down.

   **Note:** A search box is displayed in the drop-down to allow users to type in the Allowance Account name from the drop-down to narrow down the Allowance Account list.

4. Select additional batch criteria under the remaining optional fields for “Vintage” (Year(s)), “Sending Account” (Allowance account), and/or “Transfer Quantity”.

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**Massachusetts Carbon Allowance Registry User Guide**
Note: In the Transfer Quantity field of the selection criteria, User can enter the total number of Allowances to transfer without having to manually select the batch(es) in the right pane.

5. Once all the options are selected, User clicks on the ‘View Allowances’ button to populate the requested data on the right pane.

6. After clicking the ‘View Allowances’ button, the right pane populates the data result based on the options selected in the batch criteria.
Note: If Transfer Quantity was entered in the selection criteria, the Transfer Quantity column displays selected Allowance quantities for batches up to the quantity entered.

7. In the Select Your Allowances section on the right pane, User either clicks ‘Select All’ button to select all the Allowances or enters in the specific quantity to transfer for each batch under the Transfer Quantity column.
Note: Clicking the ‘Select All’ or ‘Clear All’ buttons only impacts the Allowance batches on the current page. User can select or clear additional batches from multiple pages on the right pane.

8. User then adds any Notes that they would like associated with the transfer, selects the certification check-box and “signs” the transfer. The transfer is then completed by selecting the ‘Transfer’ button to execute Allowance transfer.
Transfer to Deduction account

This section outlines the steps for how to retire Allowances in the Registry and focuses on the following areas:

- Retire Allowances for Compliance

Do not transfer allowances to a deduction account unless specifically directed to do so by MassDEP.

A. Transfer to Deduction account for Compliance

To deduct Allowances for Compliance, User takes the following steps:

Users may transfer Allowances into a Deduction account at any time. Once transferred, Allowances will be permanently deposited in the Deduction account, and can only be reversed by the Registry Administrator. To initiate transfer of Allowances to a Deduction account for compliance reasons, the User takes the following steps:

1. Log in to Registry.
2. In the Dashboard, User clicks on the **Allowance** option from the menu bar and selects “Transfer” as shown below:

   ![Dashboard with Transfer highlighted]

3. In the Select Batch Criteria section on the left pane, User selects “Deduction” under the “Transfer Type” drop-down, and the Deduction account where the Allowances will be deposited from the “Receiving Account” drop-down.

   ![Select Criteria with Deduction highlighted]

4. Select additional batch criteria under the remaining optional fields “Vintage” (Year(s)), “From Account” (Allowance account), and/or Transfer Quantity.
Note: In the Transfer Quantity field of the selection criteria, User can enter the total number of Allowances to transfer without having to manually select the batch(es) in the right pane.

5. Once all the options are selected, User clicks on the ‘View Allowances’ button to populate the requested data on the right pane.

6. After clicking the ‘View Allowances' button, the right pane populates the data result based on the options selected in the Select Batch Criteria.
Note: If Transfer Quantity was entered in the selection criteria, the Transfer Quantity column displays selected Allowance quantities for batches up to the quantity entered.

7. In the Select Your Allowances section on the right pane, User either clicks ‘Select All’ button to select all the Allowances or enters in the specific quantity to transfer for each batch under the Transfer Quantity column.
**Note:** Clicking the ‘Select All’ or ‘Clear All’ buttons only impacts the Allowance batches on the current page. User can select or clear additional batches from multiple pages on the right pane.

8. User selects the “Deduction Reason” from the drop-down and enters any additional details as necessary in the “Notes” field, they will check the certify check box and provide a signature. To complete, they will then select the ‘Transfer’ button to execute the Allowance transfer to the Deduction account.

9. A pop-up box will display to confirm that the Allowances have been successfully transferred to the Deduction account.

**Note:** Users may transfer Allowances into a Deduction account at any time, however, once Allowances have been deposited into a Deduction account, the action is considered permanent and can only be reversed by the Registry Administrator.
10. An email notification will be sent to the Designated Representative as a receipt to the Deduction transfer.

March Lock-Out

A. March Lock-Out

During the month of March, each year, transfer functionality will be limited for all Regulated Entities. During this time, only the Registry Administrator will be able to initiate transfers, and those transfers will be limited to Allowances in their account. For Regulated Entities, while they will not be able to initiate any transfers, they will still have complete access to their Inbox and Outbox for accepting or rejecting anything pending during this time.

Accessing Reports in the Registry

This section outlines the steps for how to access the Reporting functionality in the Registry.

A. Accessing Reports in the Registry

Reports are made available and updated in real-time. All Users will have access to the reports. The reports that are available are as follows:

1. Transfer History
2. Facilities (Publicly viewable)
3. Issued Allowances
4. Users (Registry Administrator only)
5. Allowance Holdings (Registry Administrator only)
6. Event Log (Registry Administrator only)
7. Security Events (Registry Administrator only)
8. TOU History (Registry Administrator only)

Reports can be accessed by doing the following:

1. Go to the Account Dashboard, and select “Reports” from the top menu
2. For some reports, there will be a menu bar at the top of the screen where the User can select from various criteria to filter the results returned when the report is run.

An example of “Sending Account” and “Receiving Account”, as found in the Transfer History Report, is provided below:

3. Once the menu selections are complete, view the report by selecting the “View Report” button

4. Additional search and paging options are made available, including the ability to download into various formats, or print.
The additional search tools are described below:

1. Allows the user to move forward or backward through reports with multiple pages of data

2. Allows the User to refresh the report if new data or activity was expected in the data set

3. Allows the User to increase or decrease the view size

4. Allows the User to download the report into Excel, PDF or CSV (comma delimited) format

5. Allows the User to print the report to a local printer on the User’s network

6. Allows the User to search for specific words within the report