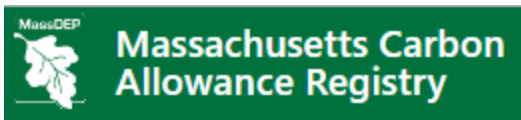


# Massachusetts Carbon Allowance Registry User Guide

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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. Administrated 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](mailto: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.



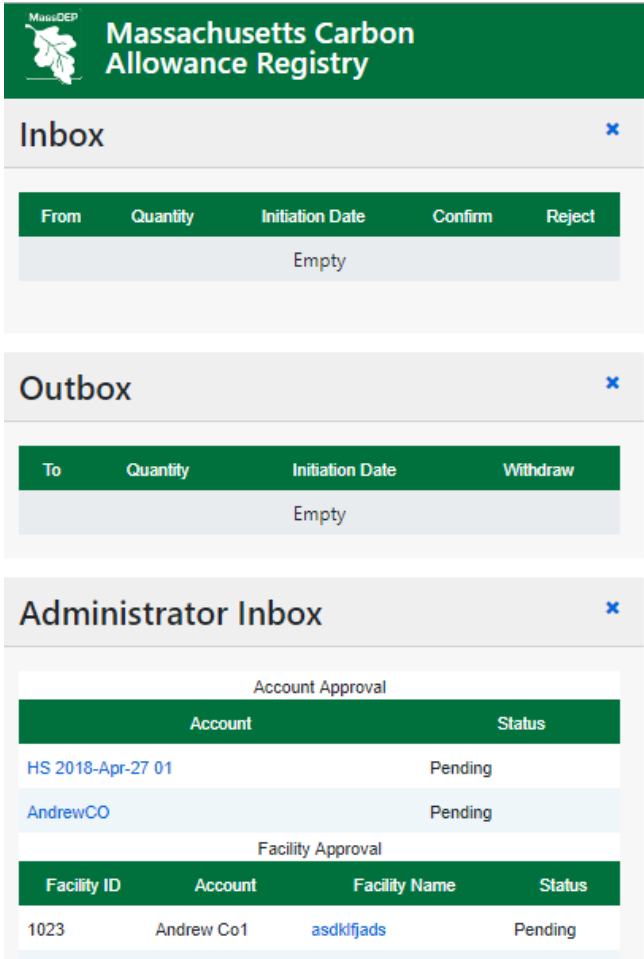
2. Users can access one of the following Registry options from the Menu Bar (moving left-to-right):
  - a. **Home (1)** – Returns User to their Dashboard screen
  - b. **Facilities (2)** – Provides User with the following options:
    - i. Facility Management
      1. Status of Facilities
    - ii. Allowance 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



**Massachusetts Carbon Allowance Registry**

**Inbox** ✕

From	Quantity	Initiation Date	Confirm	Reject
Empty				

**Outbox** ✕

To	Quantity	Initiation Date	Withdraw
Empty			

**Administrator Inbox** ✕

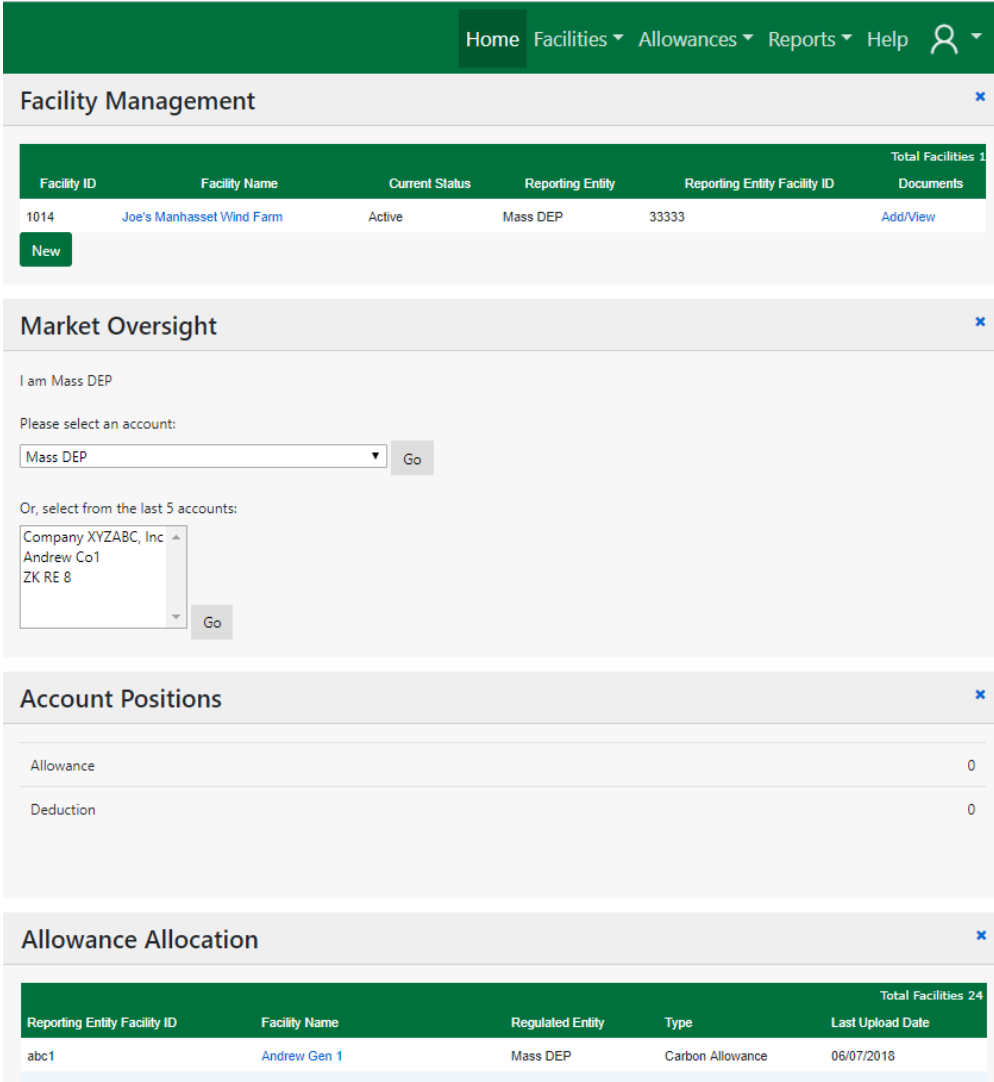
Account Approval

Account	Status
HS 2018-Apr-27 01	Pending
AndrewCO	Pending

Facility Approval

Facility ID	Account	Facility Name	Status
1023	Andrew Co1	asdklfjads	Pending

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



The screenshot shows the dashboard interface with a green navigation bar at the top containing links: Home, Facilities, Allowances, Reports, Help, and a user profile icon. Below the navigation bar, the dashboard is divided into four sections, each with a title bar and a close button (X).

### Facility Management

Total Facilities 1

Facility ID	Facility Name	Current Status	Reporting Entity	Reporting Entity Facility ID	Documents
1014	Joe's Manhasset Wind Farm	Active	Mass DEP	33333	<a href="#">Add/View</a>

[New](#)

### Market Oversight

I am Mass DEP

Please select an account:

Mass DEP

Or, select from the last 5 accounts:

Company XYZABC, Inc  
Andrew Co1  
ZK RE 8

### Account Positions

Allowance	0
Deduction	0

### Allowance Allocation

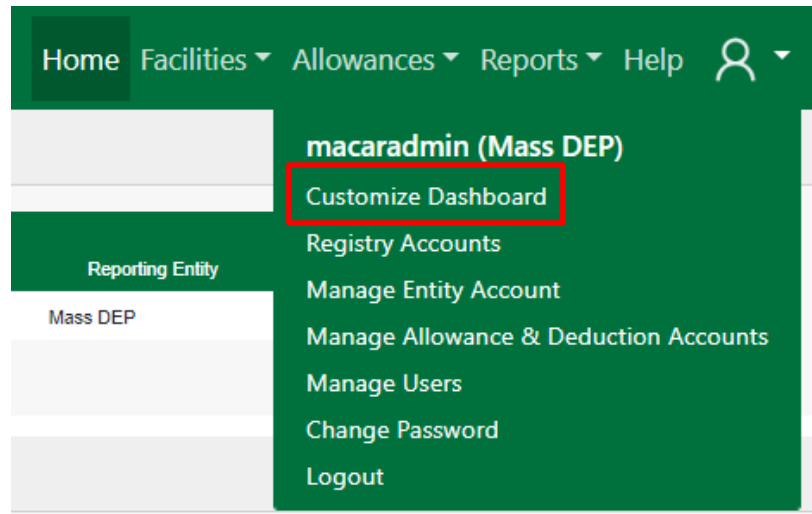
Total Facilities 24

Reporting Entity Facility ID	Facility Name	Regulated Entity	Type	Last Upload Date
abc1	Andrew Gen 1	Mass DEP	Carbon Allowance	06/07/2018
33333	Joe's Manhasset Wind Farm	Mass DEP	Carbon Allowance	

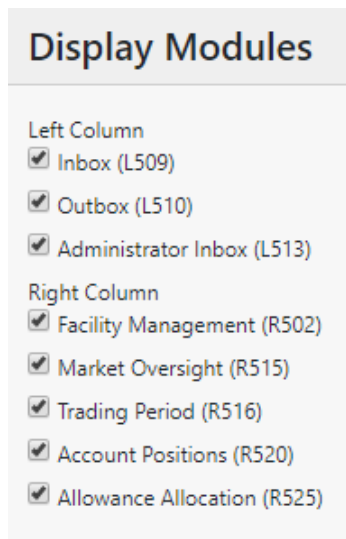
## B. Customize Dashboard

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.



## Module Order

Left Column

- Inbox
- Outbox
- Administrator Inbox

Right Column

- Trading Period
- Facility Management
- Market Oversight
- Account Positions
- Allowance Allocation

- Click the 'Save' button to save the changes to the Dashboard.

## Edit Modules

**Note:** Modules can only be reordered within the columns and cannot be moved from left to right or right to left.





### Regulated Entity Registration

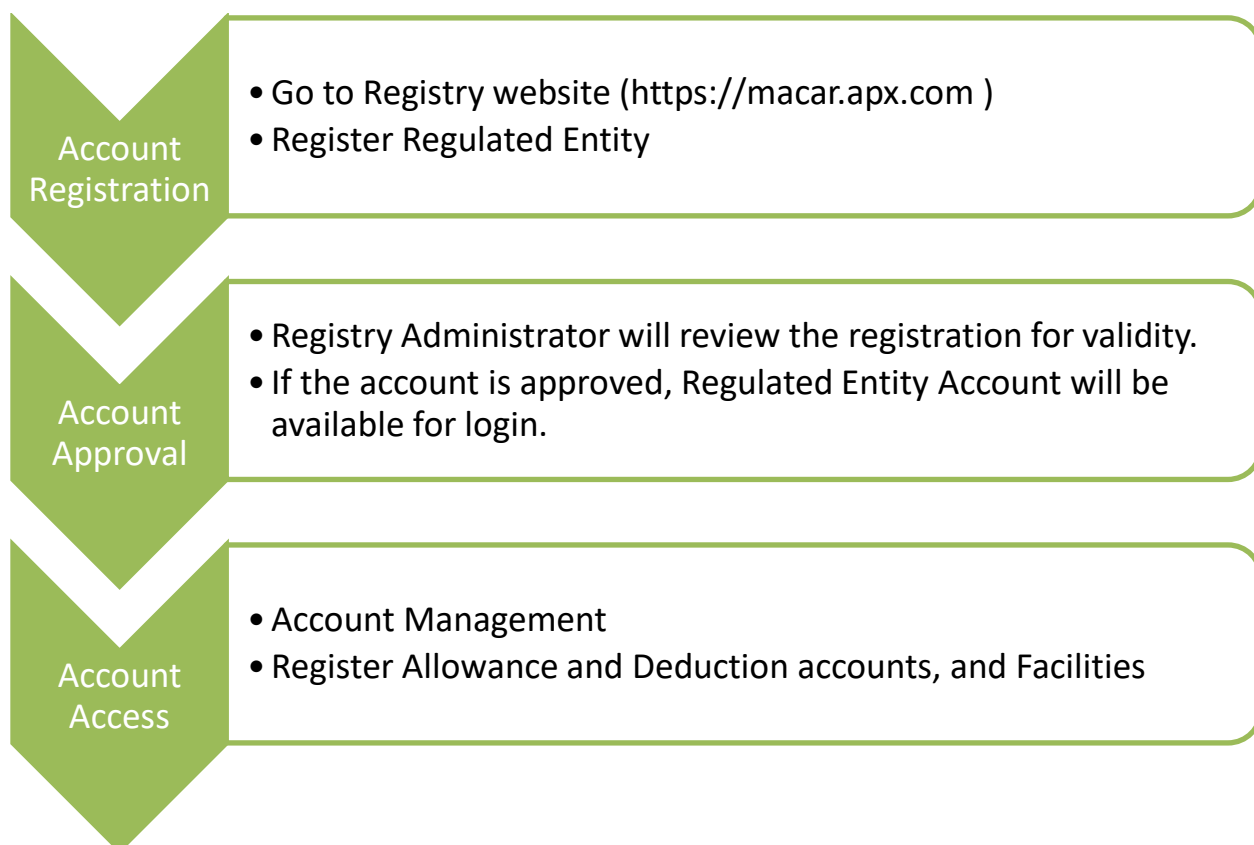
Regulated Entity Registration is the first step to participate in the Registry. Users must have an approved Regulated Entity in the Registry before registering Facilities and managing Allowances.

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:



#### 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**



## Massachusetts Carbon Allowance Registry

- 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:

Massachusetts Carbon Allowance Registry

### Login

Username

Enter username

Password

Enter password

☐ Remember Username

Login

[Forgot password?](#)

[Register for an Account](#)

3. The Designated Representative will be taken to an instructions screen. Select "Regulated Entity" from the "Regulated Entity Type" drop-down, and then select the "Continue Account Registration" button in the right hand side of the screen to continue.

## Regulated Entity Registration Instructions

Before you can fully access the Massachusetts Carbon Allowance Registry, you must complete the following steps:

1. Complete this account registration form.
2. Upon completing the New Account Application form and clicking SUBMIT, the Designated Representative for this account will receive an email notification to activate the account. This activation must occur before the Registry Administrator is notified of your pending account application.
3. The Registry Administrator will review the account application. If the account application is complete and approved, an email notification describing account approval will be sent to the email address provided for the Designated Representative in this new account registration form.
4. Approved accounts may begin using all the permissioned functions of the registry.

For all inquiries about the account registration process or about 310 CMR 7.74, including a contact email address for MassDEP climate staff, please consult MassDEP's web page [Electricity Generator Emissions Limits 310 CMR 7.74](#).

Entity Type: \*

Regulated Entity

Cancel

Continue Account Registration

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.

## Terms of Use

### Electronic Subscriber Agreement for Massachusetts Carbon Allowance Registry

I agree that my login name, password and additional security information for my account in the MA Carbon Allowance Registry (the Registry) will serve as my Electronic Signature Device and coupled with certain actions taken in the Registry is the equivalent of my handwritten signature on electronically submitted documents, forms, files, certifications and notices to the Registry.

I agree to protect my Electronic Signature Device from compromise and from use by any other party, including anyone who may be acting as my agent.

I agree to promptly report (within 24 hours after discovery) to MassDEP any evidence of loss, theft or other compromise of this Electronic Signature Device. If I receive any email indicating that my account in the Registry has been accessed for any purpose, or otherwise become aware of such access, and it was not accessed by myself or an authorized user, I will report the unauthorized access to MassDEP within 24 hours after discovery.

I agree to review and, if necessary, repudiate any electronic documents, forms, files, certifications or notices that may have been submitted to MassDEP after any loss, theft or compromise.

I agree to maintain an email account in the Registry at which I can receive notifications and other information related to the Registry and my account.

I agree to communicate to all authorized users that I have designated to transfer allowances that they must comply with this Electronic Subscriber Agreement, and that it is available to them for review in the Registry.

By clicking the Agree button below, I understand that I will be held as legally bound, obligated and responsible by using this Electronic Signature Device, including all terms listed above.

I agree: \*



First Name: \*

Johne

Last Name: \*

Smith

Title: \*

Senior VP of Operations

Cancel

Previous

Agree

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.

Regulated Entity Information

Regulated Entity Name: \*

Company XYZABC, Inc

Cancel

Previous

Next

- 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.

Designated Representative Information

Job Title:

Contact Name: \*

Address Line: \*

Address Line 2:

City: \*

Country: \*

United States of America ▼

Subdivision: \*

Select One ▼

Zip/Postal (format: US and Mexico 12345 / Canada a1b2c3): \*

Phone: \*

Email: \*

Login Name: \*

Password: \*

Confirm Password: \*

Security Questions: \*

Security Answers: \*

*I certify that I have personally examined the information that I am submitting and I am familiar with the information submitted and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.*  
*I certify I was selected as the designated representative, by an agreement binding on the owner and operator of the facility(ies).*  
*I certify that I have all the necessary authority to carry out my duties and responsibilities under 310 CMR 7.74 on behalf of the owner and operator of the facility(ies) and that the owner and operator shall be fully bound by my representations, action, inactions, or submissions.*

I certify: \*

☐

Cancel

Previous

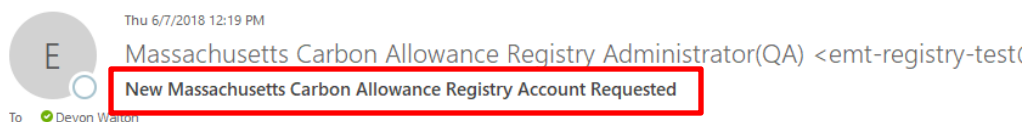
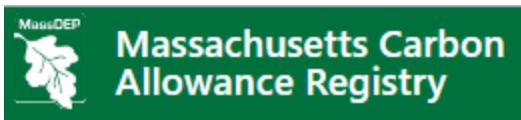
Submit Form

**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'



Congratulations, you have completed the first step of the Account Registration process.

The next step requires you take action to activate your account. Click on the following link in this e-mail and then login to the Massachusetts Carbon Allowance Registry using password that you set when registering the account. Once you have completed the login, you will have completed the Account Activation process.

<https://macar-mt-qa01.apx.com/mymodule/reg/actAcc.asp?loginid=148>

If an error message appears when you click on the link, or if your browser window does not function properly, copy the link, paste it into the address field of your browser window, and press Enter. Make sure you select the entire link.

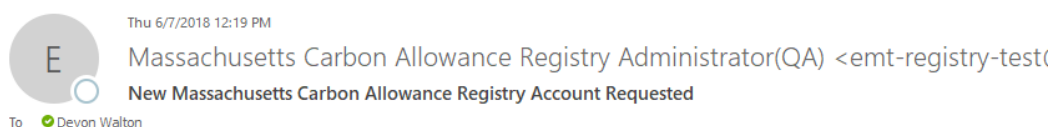
Once activated, you will need to wait for the Registry Administrator to approve your account prior to logging in. Account approval should take no longer than one week. You will receive an e-mail from the Registry Administrator confirming account approval or requesting more information.

**Massachusetts Carbon Allowance Registry Administrator**

For all inquiries about 310 CMR 7.74, including a contact email address for MassDEP climate staff, please consult Mass DEP's web page [Electricity Generator Emissions Limits 310 CMR 7.74](#).

For system-related issues, contact APX at [MA-Allowance@apx.com](mailto:MA-Allowance@apx.com) or 408-878-1844.

**2. Review the email and click on the hyperlink provided in the email.**



Congratulations, you have completed the first step of the Account Registration process.

The next step requires you take action to activate your account. Click on the following link in this e-mail and then login to the Massachusetts Carbon Allowance Registry using password that you set when registering the account. Once you have completed the login, you will have completed the Account Activation process.

<https://macar-mt-qa01.apx.com/mymodule/reg/actAcc.asp?loginid=148>

If an error message appears when you click on the link, or if your browser window does not function properly, copy the link, paste it into the address field of your browser window, and press Enter. Make sure you select the entire link.

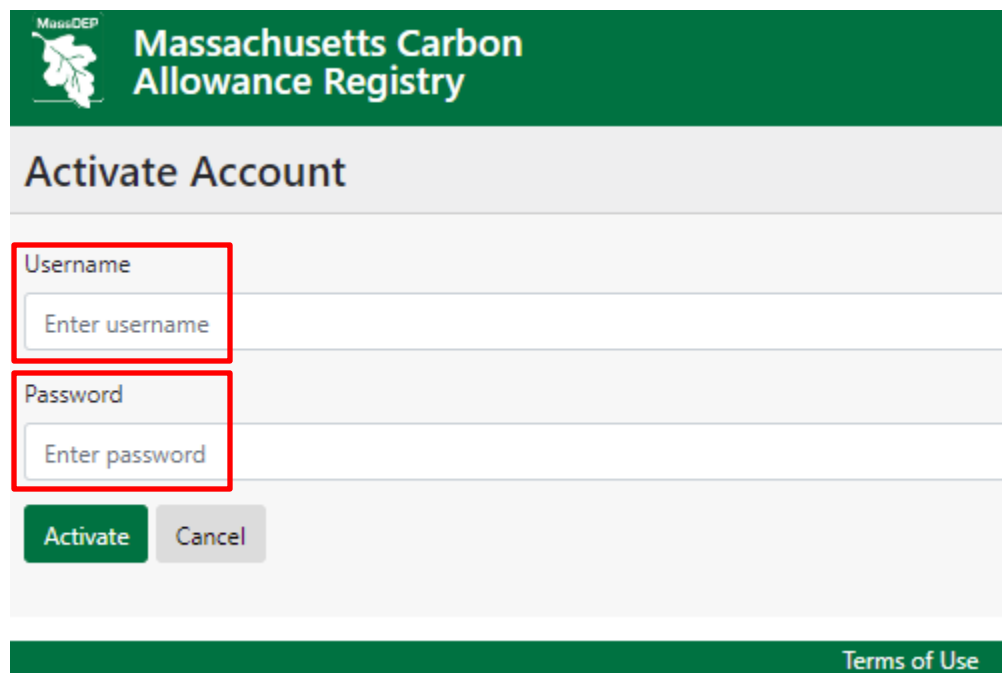
Once activated, you will need to wait for the Registry Administrator to approve your account prior to logging in. Account approval should take no longer than one week. You will receive an e-mail from the Registry Administrator confirming account approval or requesting more information.

**Massachusetts Carbon Allowance Registry Administrator**

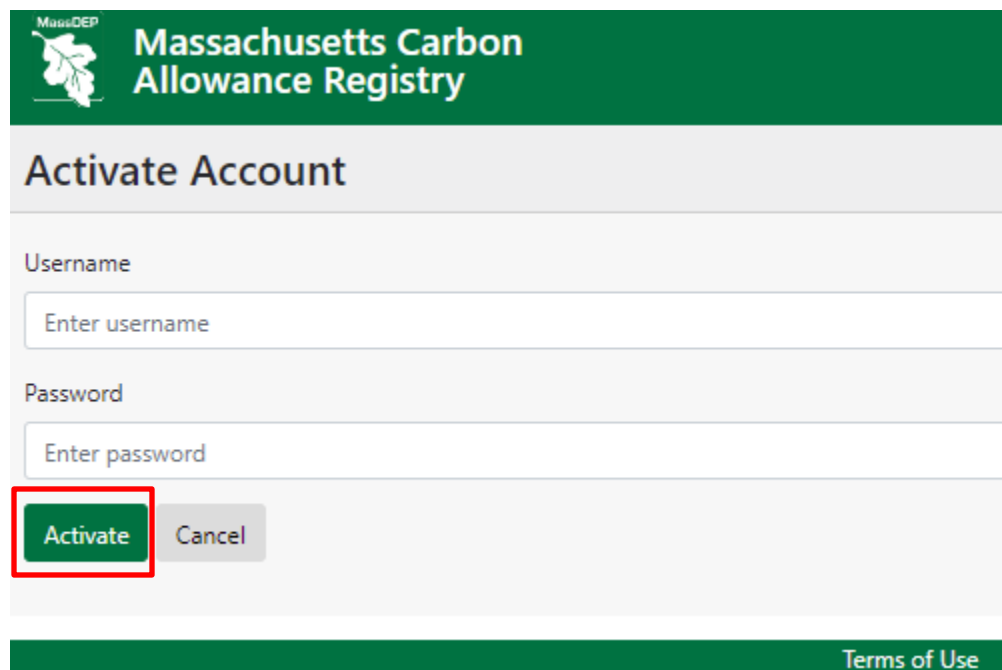
For all inquiries about 310 CMR 7.74, including a contact email address for MassDEP climate staff, please consult Mass DEP's web page [Electricity Generator Emissions Limits 310 CMR 7.74](#).

For system-related issues, contact APX at [MA-Allowance@apx.com](mailto:MA-Allowance@apx.com) or 408-878-1844.

**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.

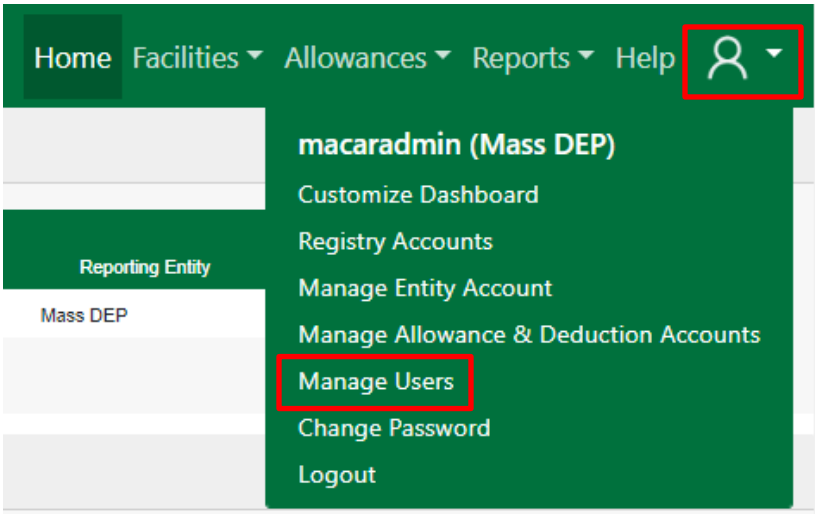
# Manage Regulated Entity Account Users

## 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.

Logins				
<div>Add New Login</div>				
Login Name	Email	Privilege Type	Active?	Privileges
dwalton	dwalton@apx.com	Designated Representative	<input checked="" type="checkbox"/>	Edit

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.





# Massachusetts Carbon Allowance Registry

## Login Information

### Basic Login Information

Login Name\*

Login Name is required

Privilege\*

### Login Contact Information

Job Title\*

Name\*

Address1\*

Address2

City\*

Country\*

Subdivision\*

Zip/Postal\*

Telephone\*

E-mail\*

E-mail is required

### Login Security Information

Password\*

Confirm Password\*

Security Question\*

Security Answer\*

(Password length must be greater than 8 and less than 50. Password must contain at least one upper-case value, 1 lower-case value, 1 numeric value)

### Administrator Area

Status\*

☐ \*

I certify I was selected as the designated representative, by an agreement binding on the owner and operator of the facility; and I certify that I have all the necessary duties and responsibilities under 310 CMR 7.74 on behalf of the owner and operator of the facility and that the owner and operator shall be fully bound by my submissions; and I certify any notice of transfer of allowances submitted by me as authorized to submit a notice of transfer of allowances deemed a notice of transfer of allowances submitted by me.

\*Required Field

By clicking Save, I am submitting this information to MassDEP

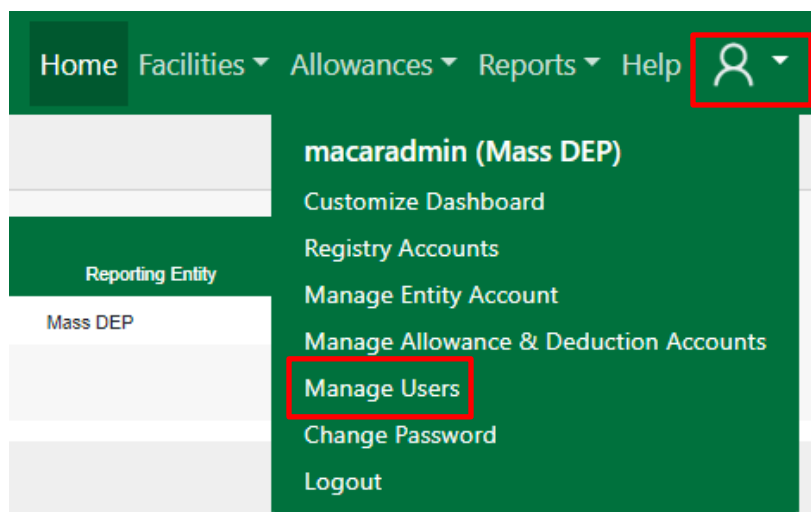
Save

Cancel

**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.

Logins				
<a href="#">Add New Login</a>				
Login Name	Email	Privilege Type	Active?	Privileges
<a href="#">dwalton</a>	dwalton@apx.com	Designated Representative	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
<a href="#">JohnSmith1</a>	test@companyxyz.com	Authorized User	<input checked="" type="checkbox"/>	<a href="#">Edit</a>

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

## Login Privileges

### Login Information

Login Name

JohnSmith1

Privilege

Authorized User

### Login Facility Privileges

Can create new facilities?

☐

Grant access to all facilities?\*

Individually Granted

Facility

Privilege

Natural Gas Plant 1\*

None

4. The second privilege that can be edited, is the “Login Account Privileges”. The options available are:
  - a. “Can create new Allowance and Deduction accounts?” – Available to the Registry Administrator Only.
  - 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

### Login Account Privileges

Can create Allowance and Deduction accounts? ☐

Grant access to to all Allowance and Deduction accounts?\*

Individually Granted

Account	Privilege
Natural Gas Plant 1 - Allowance*	None
Natural Gas Plant 1 - Deduction*	None

**Save** **Cancel**

- Once all selections have been made, confirm the certification language, and select the “Save” button at the bottom of the screen to complete.

☐ \*

I certify I was selected as the designated representative, by an agreement binding on the owner and operator of the facility; and I certify that I have all the necessary authority to carry out my duties and responsibilities under 310 CMR 7.74 on behalf of the owner and operator of the facility and that the owner and operator shall be fully bound by my representations, action, inactions, or submissions; and I certify any notice of transfer of allowances submitted by any person identified by me as authorized to submit a notice of transfer of allowances under 310 CMR 7.74 shall be deemed a notice of transfer of allowances submitted by me.

Required Field

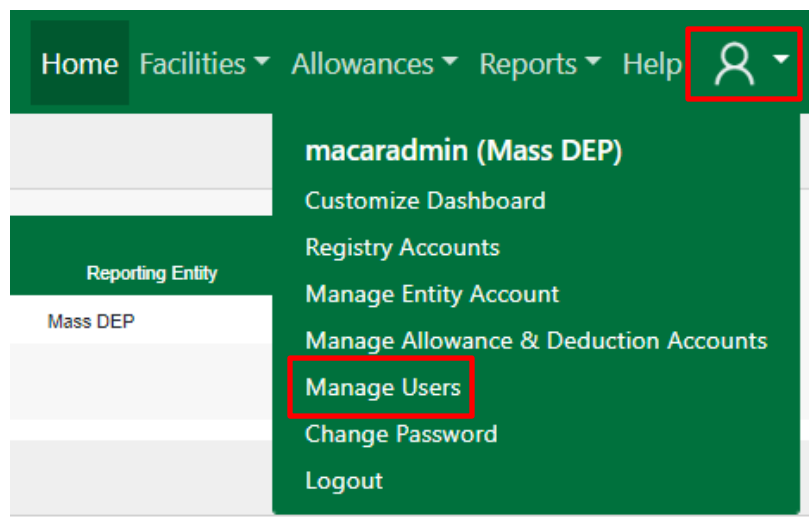
By clicking Save, I am submitting this information to MassDEP

**Save** **Cancel**

**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

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



- In the Login management screen, click the hyperlinked login name of the login you want to deactivate.

Add New Login				
Login Name	Email	Privilege Type	Active?	Privileges
<a href="#">dwalton</a>	dwalton@apx.com	Designated Representative	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
<a href="#">JohnSmith1</a>	test@companyxyz.com	Authorized User	<input checked="" type="checkbox"/>	<a href="#">Edit</a>

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

Administrator Area

Status\*

Inactive

Inactive

Active

I certify I was selected as the designated rep...

I certify I have all the necessary authority to carry out my...

By clicking Save, I am submitting this information to MassDEP

Save Cancel

- Check the certification box, and click the 'Save' button to deactivate login.

Administrator Area

Status\*
Inactive

☐

I certify I was selected as the designated representative, by an agreement binding on the owner and operator of the facility; and I certify that I have all the necessary authority to carry out my duties and responsibilities under 310 CMR 7.74 on behalf of the owner and operator of the facility and that the owner and operator shall be fully bound by my representations, action, inactions, submissions; and I certify any notice of transfer of allowances submitted by any person identified by me as authorized to submit a notice of transfer of allowances under 310 CMR 7.74 shall be deemed a notice of transfer of allowances submitted by me.

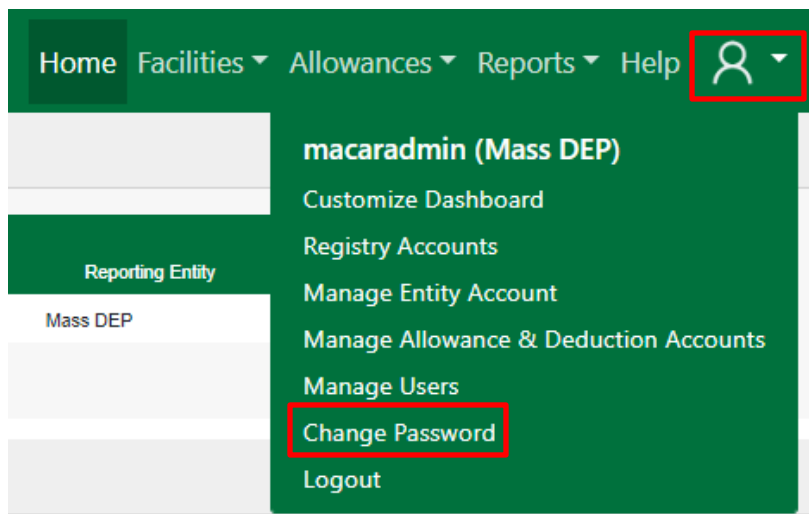
\*Required Field
By clicking Save, I am submitting this information to MassDEP

Save Cancel

## 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.



## Password Change

Login Name:

dwalton

Current Password:

New Password:

Reenter Password:

Change Cancel

[Help](#)

Password length must be greater than or equal to 8 characters and less than 50. Password must contain at least 1 upper-case and 1 lower-case value, 1 numeric value, 1 special character, and no spaces.)

- Click the 'Change' button to change the password for the Login Name.

## Password Change

Login Name:

dwalton

Current Password:

New Password:

Reenter Password:

Change Cancel

[Help](#)

Password length must be greater than or equal to 8 characters and less than 50. Password must contain at least 1 upper-case and 1 lower-case value, 1 numeric value, 1 special character, and no spaces.)

**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

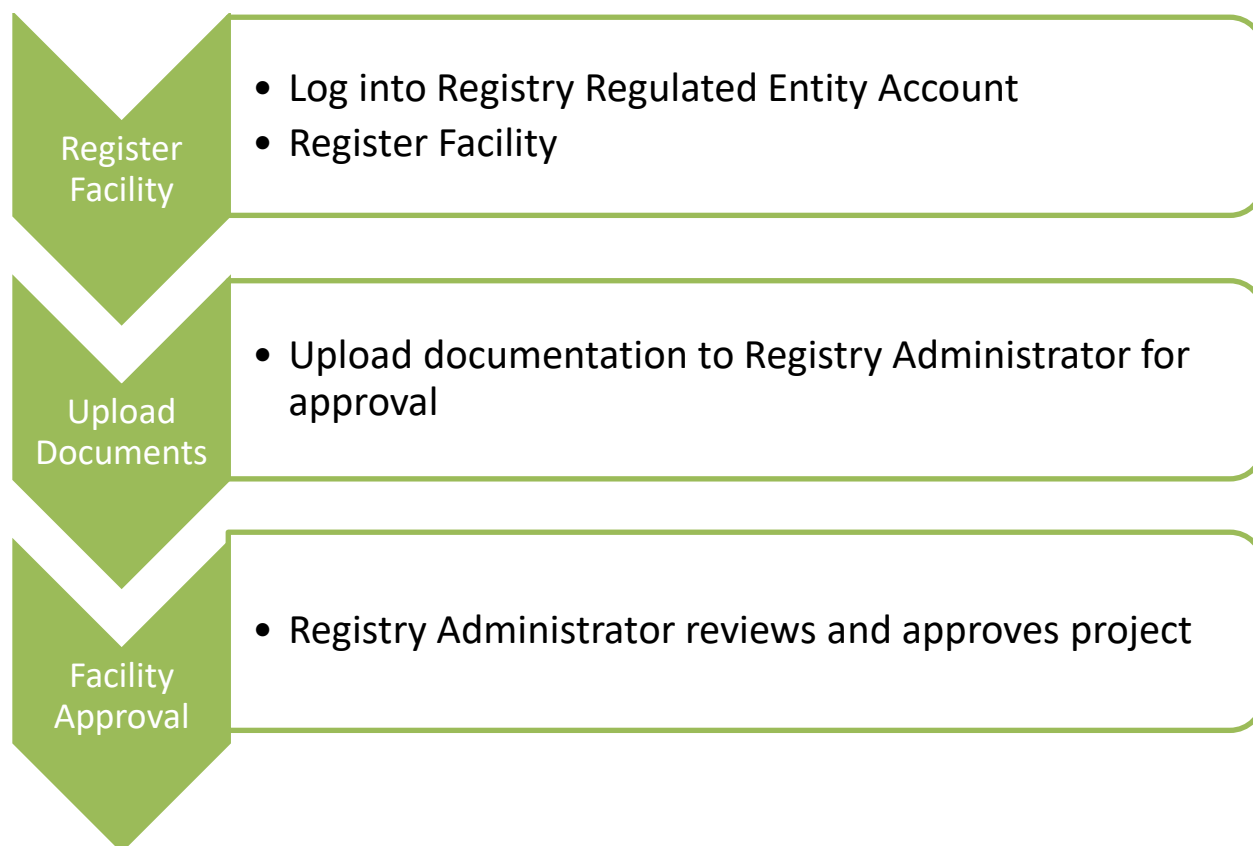
Users can only register Regulated Facilities (“Facility” or “Facilities”) only if they have an approved Registry Regulated Entity Account. Furthermore, only the Designated Representative login will be able to submit new Facility registration.

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:



### B. Registry Facility Types

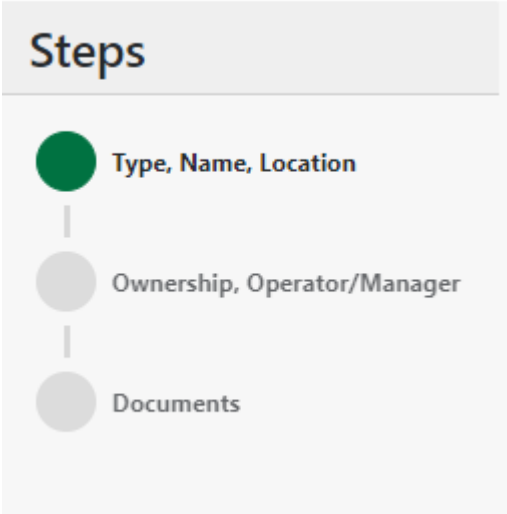
There is only a single Facility Type in the Registry:

- **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:

Facility Management

Facility ID	Facility Name	Current Status	Reporting Entity
1064	Natural Gas Plant 1	Active	Mass DEP

New

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.



Massachusetts Carbon Allowance Registry
Home
Facilities

## Facility Management

### Type, Name, Location

#### Type

Facility Type\*
Regulated Facility

#### Name and Location

Facility ID

Facility Name\*

Street Address1\*

Street Address2

City\*

Country\*

State\*

Zip/Postal\*

United States of America

Select

☐ \*

I certify I was selected as the designated representative, by an agreement binding on the owner and operator of the facility; and I certify that I have all the necessary authority to carry out my duties and responsibilities under 310 CMR 7.74 on behalf of the owner and operator of the facility and that the owner and operator shall be fully bound by my representations, action, inactions, or submissions.

\*Required Field

By clicking Save or Submit for Approval, I am submitting this information to MassDEP

Next Card →
Save
Cancel

**NOTE:** You can select the “Save” button to save entered data and return at a later time to finish the registration

- 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.

Next Card →
Save
Cancel

- 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.

## Facility Management

### Ownership, Operator/Manager

#### Ownership

Name - Owner/Operator\*

Additional Owner/Operators

☒

I certify I was selected as the designated representative, by an agreement binding on the owner and operator of the facility; and I certify that I have all the necessary authority to carry out my duties and responsibilities under 310 CMR 7.74 on behalf of the owner and operator of the facility and that the owner and operator shall be fully bound by my representations, action, inactions, or submissions.

\*Required Field

By clicking Save or Submit for Approval, I am submitting this information to MassDEP

Previous Card

Next Card

Save

Cancel

- 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.

Next Card

Save

Cancel

- The final page of Facility registration involves attaching Facility-specific documents to the Facility registration.

Facility Management

Documents

Documents

Document Type

Select

Choose File

Choose Files

No file chosen

Document Name	Document Type	Upload Date	Uploaded By	Action
No records available.				

☐

I certify I was selected as the designated representative, by an agreement binding on the owner and operator of the facility; and I certify that I have all the necessary authority to carry out my duties and responsibilities under 310 CMR 7.74 on behalf of the owner and operator of the facility and that the owner and operator shall be fully bound by my representations, action, inactions, or submissions.

\*Required Field

By clicking Save or Submit for Approval, I am submitting this information to MassDEP

Previous Card

Save

Submit for Approval

Cancel

On this screen, the Designated Representative will do the following:

- 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".

Documents

Document Type

Select

Choose File

Choose Files

No file chosen

Document Name	Document Type	Upload Date	Uploaded By	Action
No records available.				

Select

Certificate of Representation

Emissions Report

Compliance Report

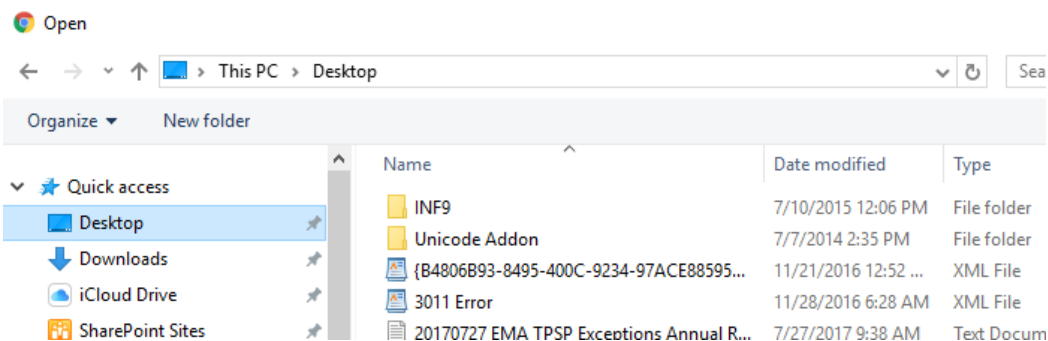
Other

- Select the "Choose Files" button to locate the document from a local file directory on the Designated Representative's computer.

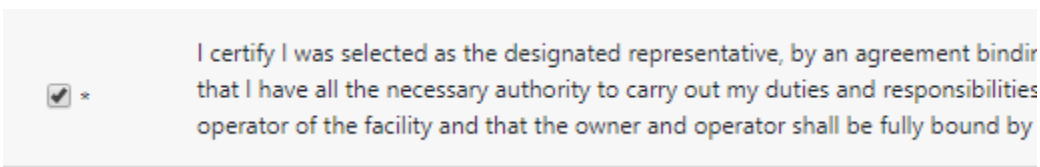
Choose File

Choose Files

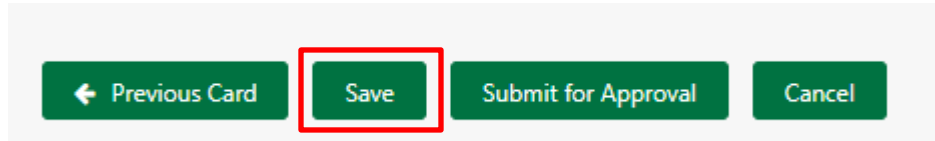
No file chosen



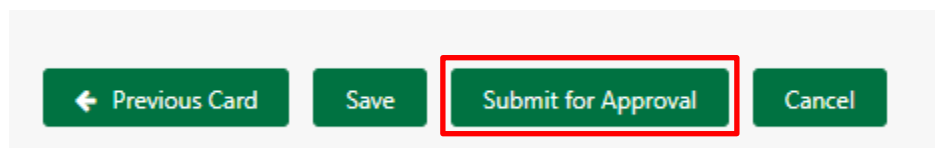
- c. Once the document is chosen, select “Open” from the Windows screen.
- d. Read and select the certification statement



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



- 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.



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 uploaded for a Facility and Vintage, the data goes into “Future Issuance” status. The Registry Administrator will update the status of the data to “Loaded” status at the appropriate time. 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 the data as “Future Issuance”. In either of the “Dispute” or “Future Issuance” statuses, 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 View text from the “Allowance Allocation” module on the dashboard

#### Allowance Allocation

Reporting Entity Facility ID	Facility Name	Regulated Entity	View Allowance Allocation	Type	Last Upload Date
1599	Facility B	Company 123	<a href="#">View</a>	Carbon Allowance	10/04/2022
15991	Facility A	Company 123	<a href="#">View</a>	Carbon Allowance	03/18/2021

1 - 2 : 2

[first](#)
[prev](#)
[goto](#)
[next](#)
[last](#)

2. The Allowance Allocation Review screen displays the following information:
  - a. Status Effective Date is the date the Allowance Data was uploaded in to the registry
  - b. Notes is an optional field that allows the Registry Administrator to tag notes to the Allowance Data
  - c. Vintage is the calendar year the Allowance Data represents
  - d. Status is the current status of the data, which describes if the data is awaiting issuance or have already been issued
  - e. UOM is the unit of measurement, which is always Allowances
  - f. Quantity Totals are Pending, Issued and Total, which describe the quantity of Allowances either awaiting issuance or that have already been issued
3. From the “Allowance Allocation Review” screen, select the hyperlinked “Status” for the Vintage under review to access the “Allowance Allocation Details” screen.

## Allowance Allocation Review

<b>Facility Name:</b>	<input type="text" value="Facility B"/>	<b>Reporting Entity:</b>	<input type="text" value="Mass DEP"/>
<b>Reporting Entity Facility ID:</b>	<input type="text" value="1599"/>	<b>Type:</b>	<input type="text" value="Carbon Allowance"/>
<b>Year:</b>	<input type="text" value="2022"/>		

Status	Effective Date	Notes	Vintage	Status	UOM	Pending	Issued	Total
	2022-04-05		2022	Issued	Allowances	0	1,000	1,000
	2022-08-26		2022	Loaded	Allowances	500	0	500
<b>Total</b>						500	1,000	1,500

- For the Designated Representative, to mark the data as “Disputed” select the “Dispute” button.

## Allowance Allocation Details

Facility Name	<input type="text" value="Facility B"/>
Type	<input type="text" value="Carbon Allowance"/>
Vintage	<input type="text" value="2022"/>
Allowances	<input type="text" value="500"/>
Notes	<input type="text"/>
Status	<input type="text" value="Loaded"/>

- (Registry Administrator only) - For the Registry Administrator, they have the additional option of setting the data as “Future Issuance” or to “Delete” to have new Allowance Data submitted

## Allowance Allocation Details

Facility Name	Facility B
Type	Carbon Allowance
Vintage	2022
Allowances	500
Notes	
Status	Loaded

Dispute

Future Issuance

Delete

Cancel

- In either step 3 or 4, 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 “Future Issuance”, 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.
- (Registry Administrator only) - To accept the “Disputed” or “Future Issuance” data, the Registry Administrator can return to the “Allowance Allocation Details” screen of the Facility, and mark the data as loaded.
- (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

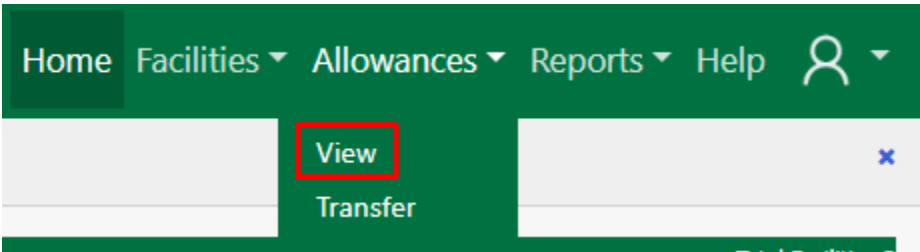
Account Positions

Allowance	40,000
Deduction	0

Allowance & Deduction Accounts

Name	Type	Quantity
Coal Plant 1 - Allowance	Allowance	15,000
Natural Gas Plant 1 - Allowance	Allowance	25,000
Natural Gas Plant 1 - Deduction	Deduction	0

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”



4. This will take the User to the “Account Positions” screen

MassDEP Massachusetts Carbon Allowance Registry Home Facilities ▾

Account Positions

Name ▲▼	Type ▲▼	Vintage ▲▼	Serial Number ▲▼	Quantity ▲▼
Coal Plant 1 - Allowance	Allowance	2018	MACAR-2018-30-1 to 15000	<a href="#">15,000</a>
Natural Gas Plant 1 - Allowance	Allowance	2018	MACAR-2018-29-1 to 15000	<a href="#">15,000</a>
Natural Gas Plant 1 - Allowance	Allowance	2017	MACAR-2017-28-1 to 10000	<a href="#">10,000</a>

1 - 3 : 3

«first x prev goto next» last»

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

MassDEP Massachusetts Carbon Allowance Registry Home Facilities ▾

Account Positions

Name ▲▼	Type ▲▼	Vintage ▲▼	Serial Number ▲▼	Quantity ▲▼
Coal Plant 1 - Allowance	Allowance	2018	MACAR-2018-30-1 to 15000	<a href="#">15,000</a>
Natural Gas Plant 1 - Allowance	Allowance	2018	MACAR-2018-29-1 to 15000	<a href="#">15,000</a>
Natural Gas Plant 1 - Allowance	Allowance	2017	MACAR-2017-28-1 to 10000	<a href="#">10,000</a>

1 - 3 : 3

«first x prev goto next» last»

6. The User is then displayed the “Allowance Data” screen:



## Massachusetts Carbon Allowance Registry



## Massachusetts Carbon Allowance Registry

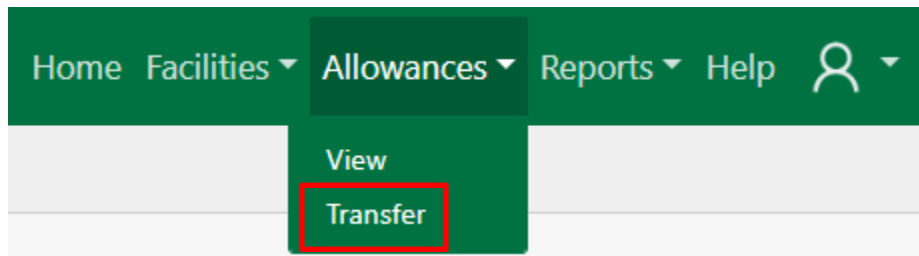
### Allowance Data

Vintage	2017
Serial Number	MACAR-2017-28-1 to 10000
Quantity	10000
Reporting Period Begin:	1/1/2017
Reporting Period End:	12/31/2017
Allowance Creation Date:	6/7/2018

### B. Transfer Allowances to another Regulated Entity

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.

## Transfer

### Select Criteria

Transfer Type\* Different Regulated Entity ▾

Receiving Entity\* TestEntityName ▾

Vintage All

Sending Account\* Select ▾

Transfer Quantity

[View Allowances](#)

### Select Your Allowances

[Select All](#) [Clear All](#)

Quantity	Transfer Quantity	Vintage	Account
----------	-------------------	---------	---------


No allowances found for the provided selection criteria. Please update the selection criteria and try again.

◀ ▶ ⏪ ⏩

**0 Allowances Ready for Transfer**

**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”.



**Massachusetts Carbon Allowance Registry**
[Home](#)
[Facilities](#)

### Transfer

#### Select Criteria

Transfer Type\*

Receiving Entity\*

Vintage

Sending Account\*

Transfer Quantity

View Allowances

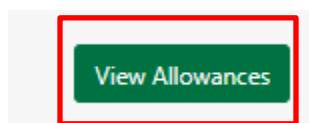
#### Select Your Allowances

Quantity	Transfer Quantity	Vintage
No allowances found for the provided selection criteria. Please update the selection criteri		

0 Allowances Ready for Transfer

**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.

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



- After clicking the 'View Allowances' button, the right pane populates the data result based on the options selected in the batch criteria.

### Select Criteria

Transfer Type\*  
Different Regulated Entity

Receiving Entity\*  
TestEntityName

Vintage  
2017 x 2018

Sending Account\*  
Natural Gas Plant 1 - Allowan

Transfer Quantity

View Allowances

### Select Your Allowances

Select All

Clear All

Page Size 50

Quantity	Transfer Quantity	Vintage	Account
10000	0	2017	Natural Gas Plant 1 - Allowance
15000	0	2018	Natural Gas Plant 1 - Allowance

1 - 2 of 2 items

**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.

- 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.

### Transfer

#### Select Criteria

Transfer Type\*  
Different Regulated Entity

Receiving Entity\*  
TestEntityName

Vintage  
2017 x 2018

Sending Account\*  
Natural Gas Plant 1 - Allowan

Transfer Quantity

View Allowances

#### Select Your Allowances

Select All

Clear All

Page Size 50

Quantity	Transfer Quantity	Vintage	Account
10000	500	2017	Natural Gas Plant 1 - Allowance
15000	5000	2018	Natural Gas Plant 1 - Allowance

1 - 2 of 2 items

**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.

- User then selects the following:
  - Intended Receiving Facility Account



## Massachusetts Carbon Allowance Registry

- 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.

### Additional Transfer Attributes

Intended Receiving Facility Account\*

AndrewGen1 - Allowance

Price Per Allowance

\$25.00

☒

I believe the price entered above is confidential business information or a trade secret.

Note

I confirm this transfer

By clicking Transfer below, I am submitting this Notice of Transfer to MassDEP

☒

I certify that I have personally examined the information that I am submitting and I am familiar with the information submitted and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

Signature\*

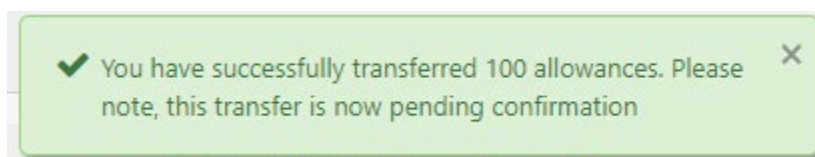
Devon Walton

By typing my name in the box, I am affixing my electronic signature to this Notice of Transfer.

### 5500 Allowances Ready for Transfer

Transfer

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





## Massachusetts Carbon Allowance Registry

**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				
From	Quantity	Initiation Date	Confirm	Reject
Company XYZABC, Inc	100	06/26/2018	Confirm	Reject
Company XYZABC, Inc	700	06/26/2018	Confirm	Reject
Confirm All   Reject All				

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

Transfer Details

From

To

Quantity

Submission Date

Intended Receiving Facility Account

Company XYZABC, Inc  
Andrew Co1  
700  
6/26/2018  
AndrewGen1 - Allowance

Vintage	Type	Serial Number	Quantity
2017	Carbon Allowance	MACAR-2017-28-801 to 1000	200
2018	Carbon Allowance	MACAR-2018-29-8001 to 8500	500

1

1 - 2 of 2 items

Confirm

Reject

Cancel

**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.





## Massachusetts Carbon Allowance Registry

Inbox ✕

From	Quantity	Initiation Date	Confirm	Reject
Company XYZABC, Inc	100	06/26/2018	Confirm	Reject
Company XYZABC, Inc	700	06/26/2018	Confirm	Reject
Confirm All	Reject All			

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

### Transfer Details

From	Company XYZABC, Inc
To	Andrew Co1
Quantity	700
Submission Date	6/26/2018
Intended Receiving Facility Account	AndrewGen1 - Allowance

Vintage	Type	Serial Number	Quantity
2017	Carbon Allowance	MACAR-2017-28-801 to 1000	200
2018	Carbon Allowance	MACAR-2018-29-8001 to 8500	500

1 - 2 of 2 items

Confirm Reject Cancel

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.

### Transfer Confirmation

From	Company XYZABC, Inc
Quantity	700
Allowance Account*	AndrewGen1 - Allowance

\* Required Field

By clicking Confirm, I am submitting this information to MassDEP

Confirm Cancel

- Click the 'Confirm' button to confirm transfer.

\* Required Field

By clicking Confirm, I am submitting this information to MassDEP

**Confirm** Cancel

- 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:

- In the Account Dashboard, locate the **Inbox** module.

Inbox					
From	Quantity	Initiation Date	Confirm	Reject	
Company XYZABC, Inc	100	06/26/2018	Confirm	Reject	
Company XYZABC, Inc	700	06/26/2018	Confirm	Reject	
Confirm All		Reject All			

**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.

- Under the **Inbox** module, click the hyperlinked number under the "Quantity" column to view the details of the incoming transfer.

### Transfer Details

From: Company XYZABC, Inc.  
 To: Andrew Co1  
 Quantity: 700  
 Submission Date: 6/26/2018  
 Intended Receiving Facility Account: AndrewGen1 - Allowance

Vintage	Type	Serial Number	Quantity
2017	Carbon Allowance	MACAR-2017-28-801 to 1000	200
2018	Carbon Allowance	MACAR-2018-29-8001 to 8500	500

« 1 »

1 - 2 of 2 items

Confirm Reject Cancel

- Select the 'Reject' button to reject the Allowance transfer or select the 'Cancel' button to return to the Dashboard

### Transfer Details

From: Company XYZABC, Inc.  
 To: Andrew Co1  
 Quantity: 700  
 Submission Date: 6/26/2018  
 Intended Receiving Facility Account: AndrewGen1 - Allowance

Vintage	Type	Serial Number	Quantity
2017	Carbon Allowance	MACAR-2017-28-801 to 1000	200
2018	Carbon Allowance	MACAR-2018-29-8001 to 8500	500

« 1 »

1 - 2 of 2 items

Confirm **Reject** Cancel

- 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

- 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

To	Quantity	Initiation Date	Withdraw
Andrew Co1	100	06/26/2018	Withdraw
Andrew Co1	700	06/26/2018	Withdraw
Withdraw All			

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

Transfer Details

From	Company XYZABC, Inc
To	Andrew Co1
Quantity	700
Submission Date	6/26/2018
Intended Receiving Facility Account	AndrewGen1 - Allowance

Vintage	Type	Serial Number	Quantity
2017	Carbon Allowance	MACAR-2017-28-801 to 1000	200
2018	Carbon Allowance	MACAR-2018-29-8001 to 8500	500

1

1 - 2 of 2 items

Withdraw

Cancel

**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.

Outbox			
To	Quantity	Initiation Date	Withdraw
Andrew Co1	100	06/26/2018	Withdraw
Andrew Co1	700	06/26/2018	Withdraw
Withdraw All			

3. Select the 'Withdraw' button to withdraw the Allowance transfer or select the 'Cancel' button to return to the Dashboard

#### Transfer Details

From Company XYZABC, Inc  
 To Andrew Co1  
 Quantity 700  
 Submission Date 6/26/2018  
 Intended Receiving Facility Account AndrewGen1 - Allowance

Vintage	Type	Serial Number	Quantity
2017	Carbon Allowance	MACAR-2017-28-801 to 1000	200
2018	Carbon Allowance	MACAR-2018-29-8001 to 8500	500

1 - 2 of 2 items

Withdraw

Cancel

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.

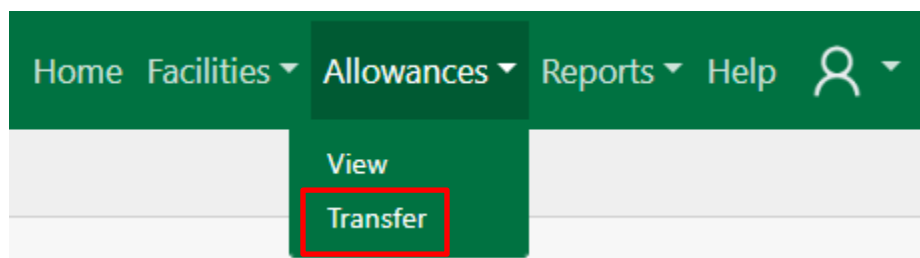
## Transfer to another Allowance account (Same Regulated Entity)

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.

### Transfer

#### Select Criteria

Transfer Type\*

Same Regulated Entity

Receiving Account\*

Coal Plant 1 - Allowance

Vintage

All

Sending Account\*

Select

Transfer Quantity

View Allowances

#### Select Your Allowances

Select All

Clear All

Quantity	Transfer Quantity	Vintage	Account
No allowances found for the provided selection criteria. Please update the selection criteria and try again.			

**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”.

## Transfer

### Select Criteria

Transfer Type\*  
Same Regulated Entity

Receiving Account\*  
Coal Plant 1 - Allowance

Vintage  
2017 x 2018 x

Sending Account\*  
Natural Gas Plant 1 - Allowan

Transfer Quantity

View Allowances

### Select Your Allowances

Select All Clear All

Page Size 50

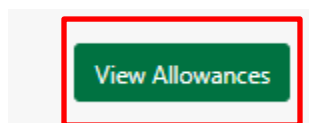
Quantity	Transfer Quantity	Vintage	Account
10000	0	2017	Natural Gas Plant 1 - Allowance
15000	0	2018	Natural Gas Plant 1 - Allowance

1 - 2 of 2

### Additional Transfer Attributes

**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.

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



- After clicking the 'View Allowances' button, the right pane populates the data result based on the options selected in the batch criteria.

## Transfer

### Select Criteria

Transfer Type\* Same Regulated Entity

Receiving Account\* Coal Plant 1 - Allowance

Vintage 2017 x 2018 x

Sending Account\* Natural Gas Plant 1 - Allowan

Transfer Quantity

[View Allowances](#)

### Select Your Allowances

[Select All](#)

[Clear All](#)

Page Size 50

Quantity	Transfer Quantity	Vintage	Account
10000	<input type="text" value="0"/>	2017	Natural Gas Plant 1 - Allowance
15000	<input type="text" value="0"/>	2018	Natural Gas Plant 1 - Allowance

1

1 - 2 of 2

### Additional Transfer Attributes

**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.

- 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.



## Transfer

### Select Criteria

Transfer Type\*  
Same Regulated Entity

Receiving Account\*  
Coal Plant 1 - Allowance

Vintage  
2017 X 2018 X

Sending Account\*  
Natural Gas Plant 1 - Allowan

Transfer Quantity

View Allowances

### Select Your Allowances

Select All

Clear All

Page Size 50

Quantity	Transfer Quantity	Vintage	Account
10000	5000	2017	Natural Gas Plant 1 - Allowance
15000	500	2018	Natural Gas Plant 1 - Allowance

1

1 - 2 of 2 items

**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.

- 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.



## Additional Transfer Attributes

Note

I confirm this transfer.

By clicking Transfer below, I am submitting this Notice of Transfer to MassDEP



I certify that I have personally examined the information that I am submitting and I am familiar with the information submitted and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

Signature\*

Devon Walton

By typing my name in the box, I am affixing my electronic signature to this Notice of Transfer.

## 5500 Allowances Ready for Transfer

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.

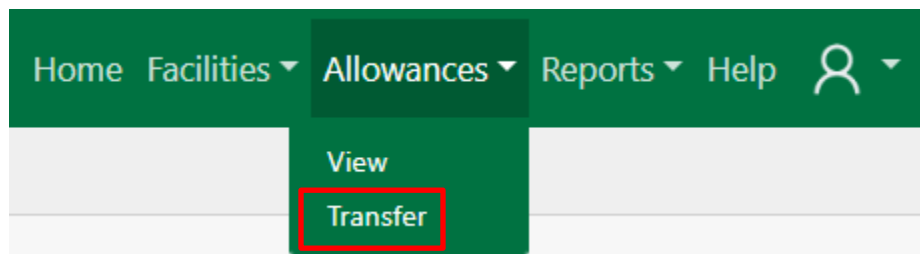
### A. Transfer to Deduction account for Compliance

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.

- In the Dashboard, User clicks on the **Allowance** option from the menu bar and selects “Transfer” as shown below:



- 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.

### Transfer

#### Select Criteria

Transfer Type\*

Deduction

Receiving Account\*

Natural Gas Plant 1 - Deductic

Vintage

All

Sending Account\*

Select

Transfer Quantity

View Allowances

#### Select Your Allowances

Select All

Clear All

Quantity	Transfer Quantity	Vintage	Account
No allowances found for the provided selection criteria. Please update the selection criteria and try again.			

0 - 0 of

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

## Transfer

### Select Criteria

Transfer Type\* Deduction

Receiving Account\* Natural Gas Plant 1 - Deductic

Vintage 2017 x 2018 x

Sending Account\* Natural Gas Plant 1 - Allowanc

Transfer Quantity

[View Allowances](#)

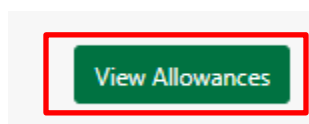
### Select Your Allowances

[Select All](#) [Clear All](#)

Quantity	Transfer Quantity	Vintage	Account
No allowances found for the provided selection criteria. Please update the selection criteria and try again.			

**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.

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



- After clicking the 'View Allowances' button, the right pane populates the data result based on the options selected in the Select Batch Criteria.

## Transfer

### Select Criteria

Transfer Type\* Deduction

Receiving Account\* Natural Gas Plant 1 - Deducti

Vintage 2017 X 2018 X

Sending Account\* Natural Gas Plant 1 - Allowan

Transfer Quantity

[View Allowances](#)

### Select Your Allowances

[Select All](#) [Clear All](#)

Page Size 50

Quantity	Transfer Quantity	Vintage	Account
10000	<input type="text" value="0"/>	2017	Natural Gas Plant 1 - Allowance
15000	<input type="text" value="0"/>	2018	Natural Gas Plant 1 - Allowance

1 - 2 of 2 items

**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.

- 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.

## Transfer

### Select Criteria

Transfer Type\* Deduction

Receiving Account\* Natural Gas Plant 1 - Deducti

Vintage 2017 X 2018 X

Sending Account\* Natural Gas Plant 1 - Allowan

Transfer Quantity

[View Allowances](#)

### Select Your Allowances

[Select All](#) [Clear All](#)

Page Size 50

Quantity	Transfer Quantity	Vintage	Account
10000	<input type="text" value="700"/>	2017	Natural Gas Plant 1 - Allowance
15000	<input type="text" value="8000"/>	2018	Natural Gas Plant 1 - Allowance

1 - 2 of 2 items



## Massachusetts Carbon Allowance Registry

**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.

### Additional Transfer Attributes

Deduction Reason\*

Limitation

Note

I confirm this deduction

By clicking Transfer below, I am submitting this Notice of Transfer to MassDEP



\*

certify that I have personally examined the information that I am submitting and I am familiar with the information submitted and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

Signature\*

Devon Walton

By typing my name in the box, I am affixing my electronic signature to this Notice of Transfer.

### 8700 Allowances Ready for Transfer

Transfer

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



You have successfully deducted 8700 allowances



**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.

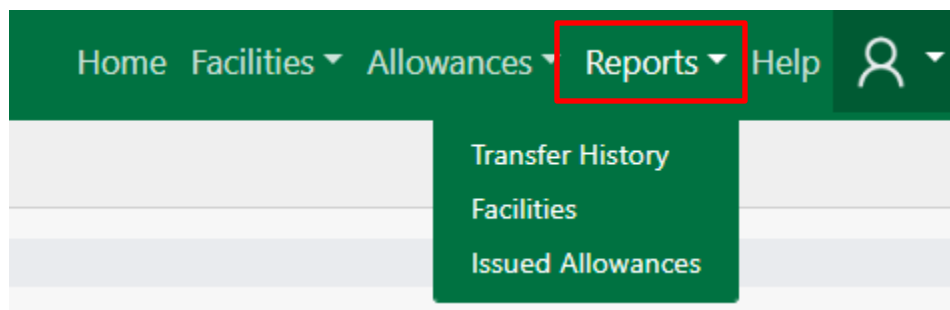
### A. Accessing Reports in the Registry

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. Users (Registry Administrator only)
4. Issued Allowances
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



- 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:

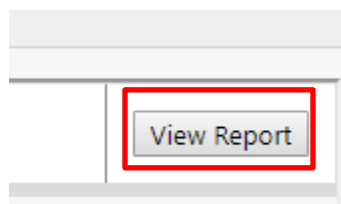
Report - Transfer History

Sending Account	All	Transfer Submission Date (From)	4/10/2018	Transfer Type	All	View Report
Receiving Account	All	Transfer Submission Date (To)	7/10/2018	Status	All	

Navigation: |< < 1 of 1 > >| Refresh 100% Download Print Find | Next

Sending Entity	Transfer Type	Transfer ID	Quantity	Submission Date	Sending Account	Login Name of Sender	Name of Sender
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- Once the menu selections are complete, view the report by selecting the “View Report” button



- Additional search and paging options are made available, including the ability to download into various formats, or print.

Report - Transfer History

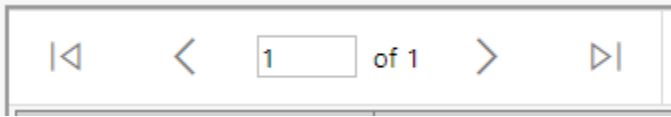
Sending Account	All	Transfer Submission Date (From)	4/10/2018	Transfer Type	All	View Report
Receiving Account	All	Transfer Submission Date (To)	7/10/2018	Status	All	

Navigation: |< < 1 of 1 > >| Refresh 100% Download Print Find | Next

Sending Entity	Transfer Type	Transfer ID	Quantity	Submission Date	Sending Account	Login Name of Sender	Name of Sender
----------------	---------------	-------------	----------	-----------------	-----------------	----------------------	----------------

The additional search tools are described below:

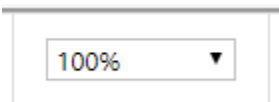




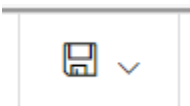
Allows the user to move forward or backward through reports with multiple pages of data



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



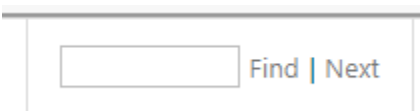
Allows the User to increase or decrease the view size



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



Allows the User to print the report to a local printer on the User's network



Allows the User to search for specific words within the report