

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

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

Account Status for 2010 - Q4

-- Trading Periods --


2010 - Q3	2010 - Q4 - Open	2011 - Q1	2011 - Q2
1/15/2011 to 3/16/2011	4/15/2011 to 6/16/2011	7/15/2011 to 9/16/2011	10/15/2011 to 12/16/2011

Account Summary

MSS Data & Manual Generation Totals


Supply MWh		Demand MWh	
Generation	0	Load	0
Imports	0	Exports	0

Account Activity

Certificates		Obligations	
Transferable 	1	Transferable	0
Reserved	0	Transferred In	0
On Bulletin Board	0	Transferred Out	0
Banked	0		
In Subaccounts	0	In Subaccounts	0

Account Totals

Certificates		Obligations	
Certificate Total	1	Total Obligation	0



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

Transferable Certificate													
Action	Unit ID	Unit Name	State	Fuel Type	Month of Generation	Certificate Serial Numbers	Quantity	Class	CT	CEO	MA RPS Class I Renewable Generation Unit	MA Solar Carve-Out Unit	
Transfer			MA	Solar Photovoltaic	2010/11	292448 - 1 to 1	1	No	No	No	No	Yes	Yes
Total							1						

Must be "Yes"

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

Transfer certificates to:

Another Account Holder
 Sub Account
 Reserve
 Banked
 Bulletin Board

MA DOER SREC Auction(Auction Account)

Transferee: Voluntary: Retirement State:

Warning: Leaving this page while a certificate transfer is in process may result in the transfer not completing correctly.

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

Inbox [?] [X]

Obligation

From	Quantity	Status	Confirm	Reject
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Empty

Certificate

From	Quantity	Status	Confirm	Reject
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Empty

Outbox [?] [X]

Obligation

To	Quantity	Status	Withdraw
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Empty

Certificate

To	Quantity	Status	Withdraw all
MA DOER SREC Auction	1	Pending	Withdraw

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