# Annex E

## Registry Operation

**Open an account in the registry**

To open an account you have to access the Gold Standard Registry Login Screen:

1.      Go to Gold Standard APX and click on the link Registry Login.
2.      This will open the Gold Standard Registry login screen. Click on the hyperlink **Not a Member? Register Here** (highlighted in the screenshot below)
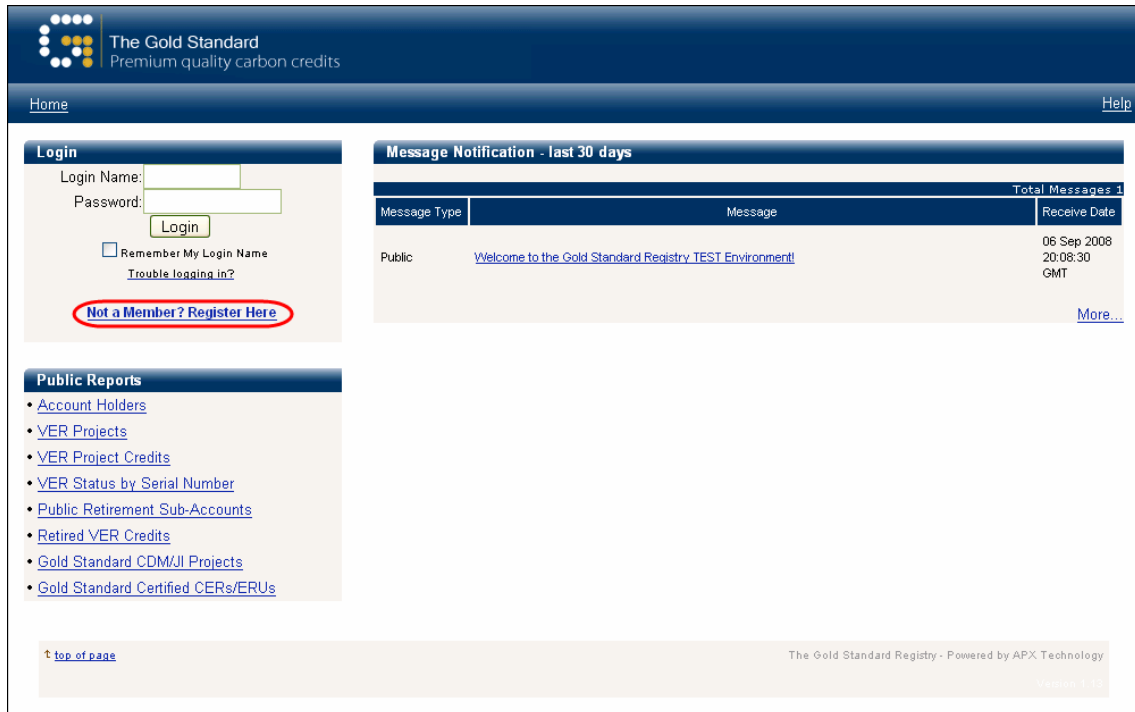


**Figure-1**

3.      A checklist pop-up will appear describing the steps required to register for an account. Select the Account Type you wish to apply for and click the **Continue Registration** button.
4.      Complete the **New Account Application** form shown below and press the **Submit for Approval** button.
        NOTE: As Project Developers or DOEs it does not make sense to make an account private since your company name will be listed on the project documents that are made publicly available.
        NOTE: When completing the New Account Application, you will have to identify the person who will be acting as the account manager and create the account manager's login by assigning the account manager's login ID and password.  The account manager is the person who will receive all email communication from the Registry and who is responsible for both keeping account information up-to-date and creating additional logins to the Registry account. The Help system will provide the account manager with all the information needed to create new logins.

**Figure-2**

5.   An "Activation" email will be sent to the Account Manager email address entered into the **New Account Application** form. Follow the instructions on the email to activate your new account. This will trigger a notification to the Registry Administrator that a new account application has been submitted.

6.   Review and sign the Terms of Use document. Then send it to the Gold Standard following the instructions on the checklist pop-up. Once the Terms of Use is received, the Gold Standard will review the submitted account application.

7.   You will receive an email when your account is approved. All registry functionality available to your Account Type will be accessible.

**Create a project record /Upload Stakeholder Consultation**

To create a new project record, it is recommended that you follow the guidelines provided in the Registry's help system.  To access the help system guidelines, login into the registry and click on the **Help** link that is located in the upper-right of the screen, as highlighted in the screen shot below

**Figure-3**

Once the help screen opens, you will be provided with specific help information about the Registry's screens functions. Click on the **Frequently Asked Questions** link in the help screen table of contents (as highlighted in the screenshot below) and then click on the **How do I Register/Create a New Offset Project?** link. The help screen that appears will guide you through the project registration process.
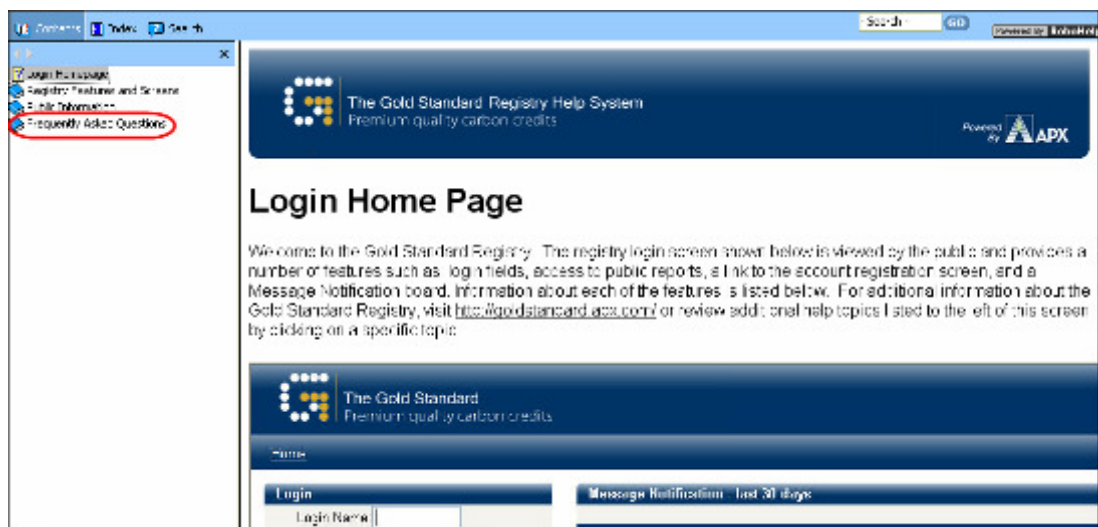


**Figure-4**

**Upload Local Stakeholder Consultation Report**
The Local Stakeholder Consultation report is the first document you will upload to your project record. To upload you have to:

Log into the Registry software:
1. View the Project Management module.
2. Click on the **View/Update** documents link in the project record for which you want to upload the document.
3. The Project Documents screen will open, as seen below.
4. When logged into the Registry, you will be able to upload the Local Stakeholder Consultation report, capturing and displaying who uploaded the file and the time and date the file was uploaded.

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**Figure-5**

**Select a DOE**

To view the DOEs or AIEs who are currently validating existing Gold Standard projects, click on the **VER Projects** report or the **Gold Standard CDM/JI Projects** report, which are highlighted below in the screen shot of the Gold Standard Public reports. These reports list all the projects in the Gold Standard Registry that have reached "Listed" status and display the DOEs and AIEs assigned to the projects.



**Figure**Error! No text of specified style in document.**- 6**

To view the list of DOEs or AIEs who have an account in the Gold Standard registry, and are hence familiar with the Gold standard, you can also view the **Account Holders** report, which is also available from the login screen.

To assign a DOE or AIE to a project, navigate to the Carbon Offset Project Information Screen. You will assign a Validation DOE using a dropdown located on the screen, which list all of the DOEs who have an account in the registry. For more detailed information about assigning DOEs to a project record, click the **Help** link located at the top right of the screen.

NOTE: If the DOE you want to perform project validation is not listed, it means they do not have an account in the Gold Standard Registry and need to register for a DOE account.

### Upload Workplan

Log into the Registry software:

1. On the Registry Dashboard, Click on the **My Projects** link highlighted in the screenshot below.



**Figure-7**

2. This will open the My Project report, which lists all the projects the DOE has been assigned to for project validation or verification.
3. For the project you want to upload a document for, click on the **View/Update** documents link.
4. The Project Documents screen will open, as seen below.
5. When logged into the Registry, you will be able to upload the validation plan, capturing and displaying who uploaded the file and the time and date the file was uploaded.

**Figure-8**

**Gold Standard registration**

Log into the Registry software:

1.     View the Project Management module.
2.     A project that achieves Gold Standard Registered status will be listed as "Registered" in the Project Management Module.
3.     Additionally, the project will be listed as "Registered" in all public reports listing Gold Standard Projects.

**Select a DOE or AIE for verification**

To view the DOEs or AIEs who are currently verifying existing Gold Standard projects, click on the **VER Projects** report or the **Gold Standard CDM/JI Projects** report, which are highlighted below in the screen shot of the Gold Standard Public reports.  These reports list all the projects in the Gold Standard Registry that have reached "Listed" status and display the DOEs and AIEs assigned to the projects.
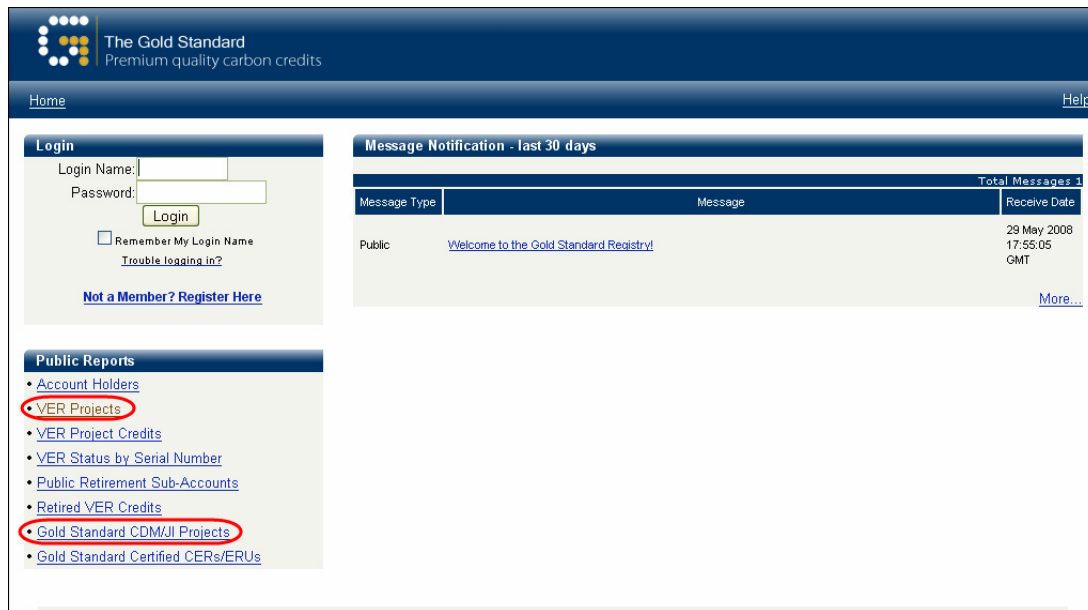
**Figure-9**

To view the list of DOEs or AIEs who have an account in the Gold Standard registry, and are hence familiar with the Gold standard, you can also view the **Account Holders** report, which is also available from the login screen.

To assign a DOE or AIE to a project, navigate to the Carbon Offset Project Information Screen.  You will assign a Verification DOE using a dropdown located on the screen, which list all of the DOEs who have an account in the registry. For more detailed information about assigning DOEs to a project record, click the **Help** link located at the top right of the screen.

**Issuance of credits**

You can view the Credit/label issuance in the Registry in a few different ways.

1.       The Gold Standard Public reports display details about the VER credits that have been issued and the CERs/ERUs that have been certified. The details include the credit quantity, vintage, and information about the originating project, including all the publicly viewable project documents.

2.       Clicking on a project's **View** link in the Project Management module will bring up the Project Credits Review screen.. This screen displays the Credits that have been issued or are being issued for the project.   For CERs/ERUs, this screen will display the UNFCCC-assigned serial numbers.

3.       When VERs are issued for projects, the VERs are deposited into the project developer's account and included in the Credit Management module's listing of VERs held in the account. Clicking on a quantity link in the Credit Management module will allow account holders to see details about the VERs as well as perform VER management functions.