MiQ Registry User Guide

Version 5.2 – May 2024

Evident.

Contents

1 Introduction

1.1 How to use this guide

This is a guide for organisations that use the MiQ Registry.

For ease of use, this guide has been split into the following topics:

- Functions that apply to **all organisations** that use the MiQ Registry, such as how to navigate the screens and creating new users → see Section 2 The basics
- Functions that apply only to organisations that are **Account Holders**, such as creating accounts, making transfers and retiring certificates → see Section 3 Account Holder functions
- Functions that apply only to organisations that are **Registrants**, such as creating Facilities and Audits and making issue requests → see Section 4 Registrant functions.

    Note: An organisation can have both the Account Holder role and the Registrant role, in which case all sections of this guide will be relevant.

Information and screenshots included in this User Guide have been taken from our test database using test data. None of the data presented in this User Guide is intended to be used for certification purposes, or to present actual certifications under the MiQ Standard or any other Standard.

1.2 Application to the MiQ Registry

You may apply for your organisation to use the MiQ Registry at https://miqregistry.org. Please see our Application Guide for more information.

1.3 A note about user roles and your first user

Once your application to the MiQ Registry has been approved, your first user – known as the Organisation Owner – will receive an email asking them to set a password.

Once they've set their password, the Organisation Owner will be able to log in to the MiQ Registry. The Organisation Owner can then create additional users for their organisation and allocate specific permissions to each user (see Section 2.7.1). When the Registry Operator approves your organisation's application to the MiQ Registry, the Organisation Owner will be allocated all applicable permission roles, which can be changed later (see Section 2.7.3).

1.4 Compatible web browsers

Note that the following web browsers have been tested for use with the MiQ Registry user interface and provide the best performance for Registrant functions:

- **Google Chrome** (Windows 11 and macOS Monterey 12.5.1)
- **Microsoft Edge** (Windows 11)
- **Opera** (Windows 11)

Mozilla Firefox and **Safari** lack some functionality for selecting dates when creating audits and making issue requests. Mozilla Firefox and Safari can still be used, but they do not always provide the best user experience. Where necessary, simple workarounds to enter dates in these web browsers are detailed in the relevant sections of this user guide.

1.5 Useful resources

Other information that may be useful to users of the MiQ Registry include:

- The MiQ Program Guide, which sets out the rules and requirements for use of the MiQ Registry
- The Application Guide, which provides information for applicants to the MiQ Registry
- Videos showing how common tasks can be undertaken on the MiQ Registry
- The MiQ website, which provides more information on all aspects of the MiQ Program

1.6 Getting more help

If you have any questions about the contents of this guide or anything that is not covered in this guide, please contact support@miqregistry.org.

1.7 Updates since the last version

Table 1 lists the key updates in recent versions of the User Guide.

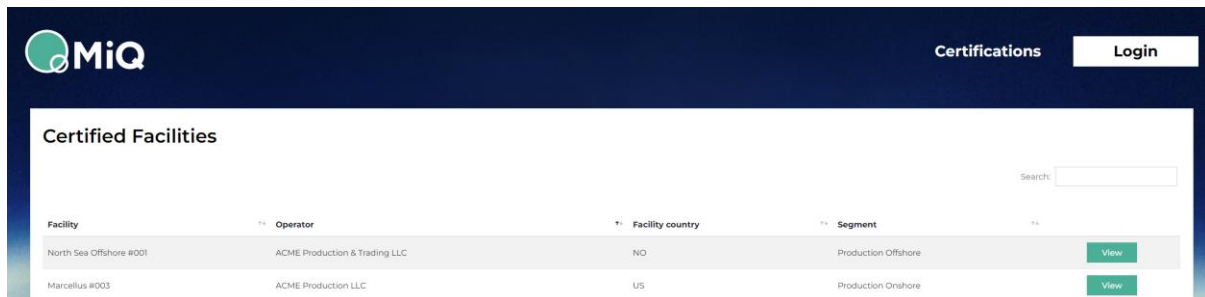| Version	Publication date	Summary of changes
5.0	April 2023	Combined separate Account Holder and Registrant guides into a single MiQ Registry User Guide
5.1	August 2023	Changes include: • Update of Section 2.7 to include addition of User permission roles on the MiQ Registry.
5.2	May 2024	Changes include: • New Sections 2.4 to 2.6 relating to filtering, sorting and download data • Additional information on uploading files to audits and issue requests in Sections 4.3 and 4.4.

Table 1 Key updates

2 The basics

2.1 Facility Register

The public Facility Register provides information regarding the natural gas assets that have current certifications registered on the MiQ Registry. The Facility Register is public and does not require viewers to have an account on the MiQ Registry.

You can access the Facility Register from the home page of the MiQ Registry at https://miqregistry.org/ by clicking on **Certifications** in the top-right corner of the screen.

Summary data relating to all facilities is provided in the **Certified Facilities** table (Figure 1). Facilities can be filtered using the Search function.
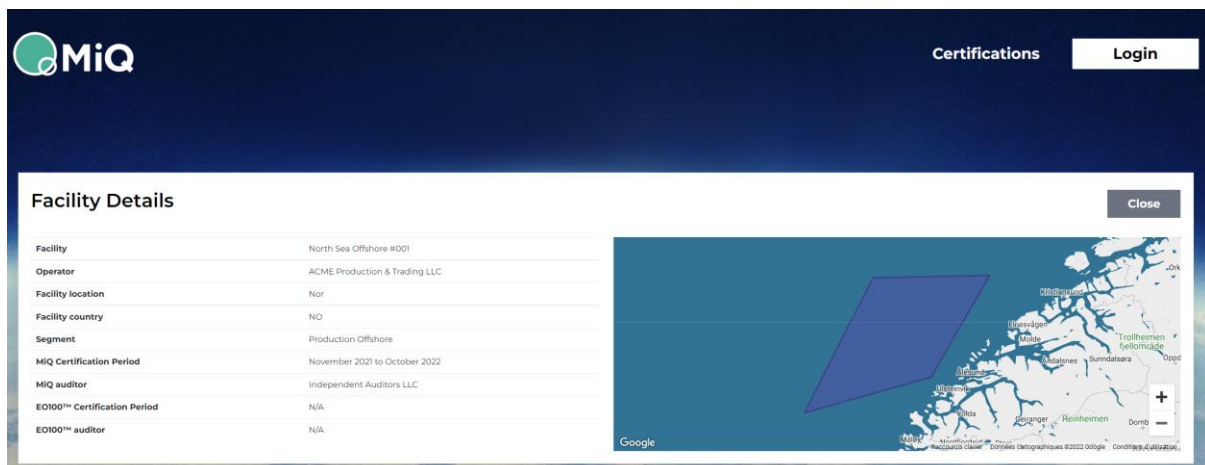

Figure 1 Facility Register

Clicking the **View** button on the right-hand side of a specific facility provides more details on that facility (Figure 2).

Figure 2 Facility Details

2.2 Logging in and logging out

To log in to the MiQ Registry, click **Login** in the top-right corner of the screen on the home page of the MiQ Registry at https://miqregistry.org/. Enter the email and password associated with your personal login to the MiQ Registry and hit [Enter] or clock **Log in**.

You can log out of the MiQ Registry from any screen by clicking the person icon in the top-right corner of the screen and clicking on **Logout**.

2.3 Dashboard and navigation pane

Once you login to the MiQ Registry, you will first see the dashboard page pictured in Figure 3. All the functionality described in the following sections is accessible from the tabs on the navigation pane on the left of the screen (highlighted in red in Figure 3). The navigation pane can be collapsed by clicking **<< Collapse** and expanded or by clicking **>>** at the bottom of the screen.

The tabs that show in the navigation pane will depend on your organisation's roles on the MiQ Registry (e.g., Account Holder, Registrant). For example, Registrants will see the **Facilities** and **Audits** tabs, but organisations that are not Registrants will not. Account Holders will see the **Accounts** and **Transfers** tabs, but organisations that are not Account Holders will not. Organisations that are both Registrants and Account Holders will see all these tabs on the navigation pane.
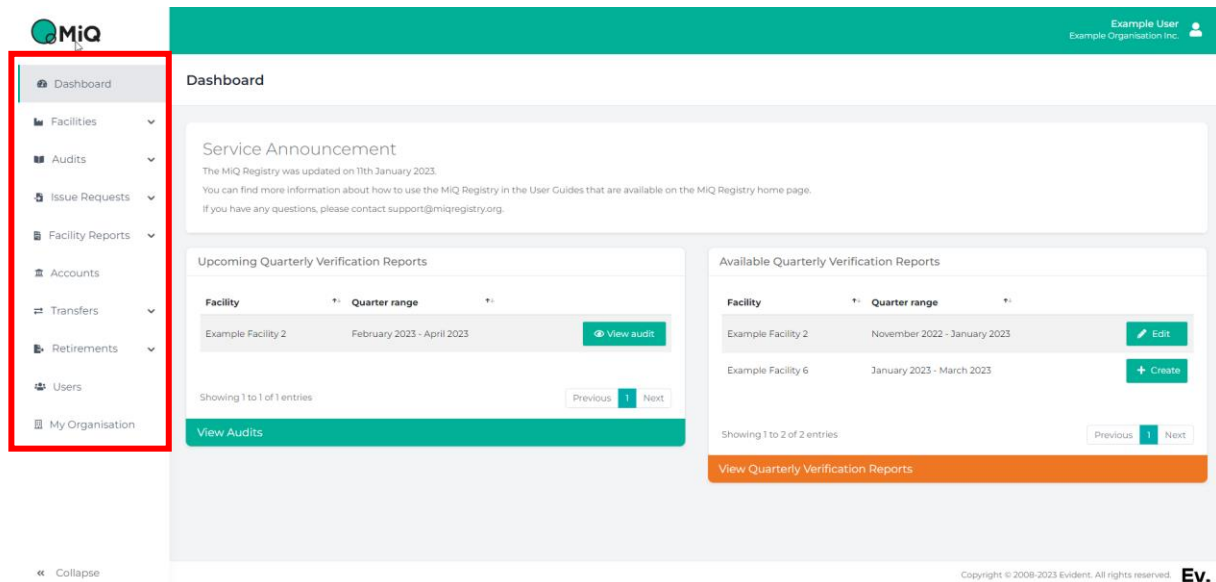
Figure 3 Dashboard

2.4 Searching and filtering data

Most data tables on the MiQ Registry can be filtered by the user. Most tables either have a single search bar at the top of the table (Figure 4) or separate search fields at the top of each column (Figure 5).

For tables where there is a single search bar, the data will be filtered for your search criteria as you type. For tables where there are multiple search fields, each column is filtered for the search criteria that you enter for that column only. In this case, the filtering is additive, i.e. the data is filtered for all filters that you add. For example, if you filter in the Facility column for "miq" in Figure 5, only Facilities with names that include "miq" will be shown. If you then you also filter for "off" in the Segment column, then only certificates with both facility names including "miq" and segments including "off" will be shown (Figure 6).

To remove search criteria that you have entered, either delete the text from the search bar or refresh the web page (e.g., press **F5** on some browsers).

Searching/filtering can be used in combination with column sorting (see Section 2.5) to refine data searches.
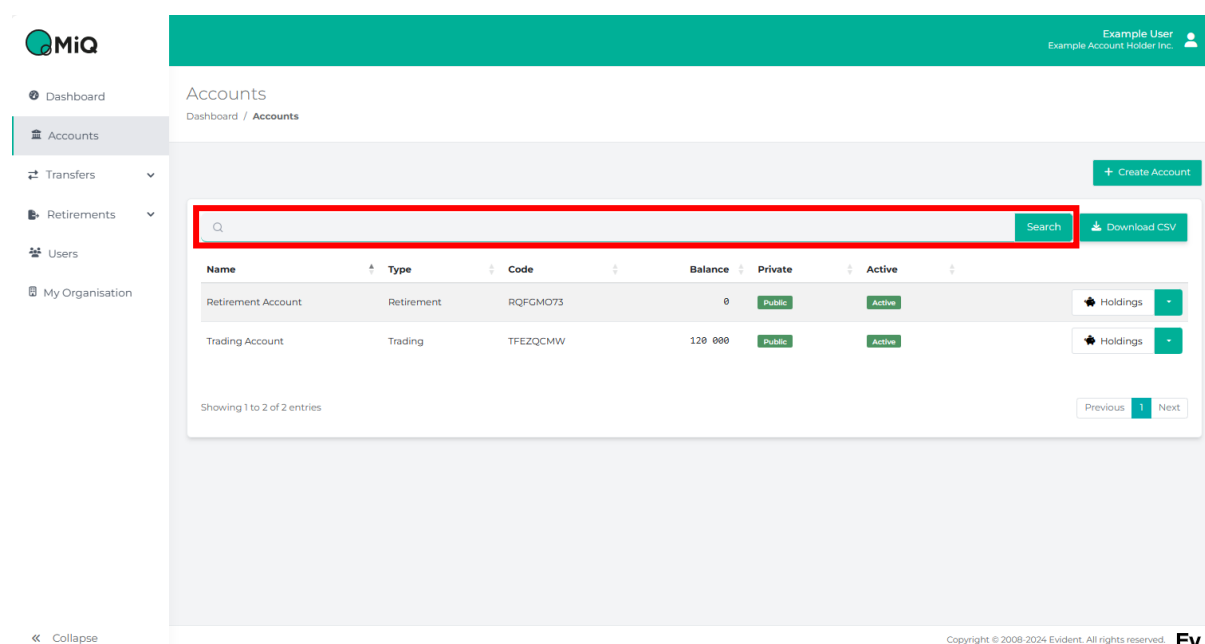
Figure 4 Single search and filter bar

Not all Figures in this User Guide have been updated to show the search bars, but they are now available on the MiQ Registry.

Figure 5 Multiple search and filter fields

Figure 6 Example of additive filtering with multiple search and filter fields

2.5 Sorting data

Most data tables on the MiQ Registry can be sorted alphabetically according to the data in each column. This is done by clicking the column heading at the top of any column that has the symbol ▲/▼ (Figure 7).

When a column is sorted, it will show one of the triangles in bold and the other shaded. For example, the **Name** column in Figure 7 shows the top triangle in bold, which means that it is sorted in alphabetical order. If the heading of the **Name** column is clicked again, the table will be sorted by account name, but in reverse alphabetical order (and the bottom triangle will show in bold). The top and bottom triangles on all the other columns are greyed out, which means those columns are not sorted. Clicking another column will sort by alphabetical order of that column instead.

Column sorting can be used in combination with searching/filtering (see Section 2.4) to refine data searches.

Figure 7 Sorting icon

2.6 Downloading data

Most data tables on the MiQ Registry can be downloaded in *comma-separated variable (CSV)* format. To download data from a table, click the **↓ Download CSV** button in the top-right corner of the table (Figure 7). This will generate and download a CSV file of the information to your desktop, which can then be opened in Excel, as text or in other programs.

Note that if you have filtered the data (see Section 2.4), then the CSV will contain the <u>filtered</u> set of data presented in the table. If you want to download all of the data in the table without any filtering, then ensure that you don't have any active filters. The simplest way to do this is to refresh the page (e.g., press **F5** on some browsers).

2.7 Managing users for your organisation

The user management screen allows you to add additional users, update user details and change user permissions (see Figure 8). To access the user management screen, click the **Users** tab on the navigation pane on the left of the screen. You will see a list of all the current users associated with your organisation's account.

Immediately after the Registry Operator approves your organisation's application to the MiQ Registry, there will just be one user for your organisation – this person is the **Organisation Owner**. On approval, the Organisation Owner will be allocated all applicable permission roles on the MiQ Registry except for the Organisation Admin permission role (because the Organisation Owner already has all the rights that an Organisation Admin role holds). The permissions for the Organisation Owner can be changed – see Section 2.7.3.
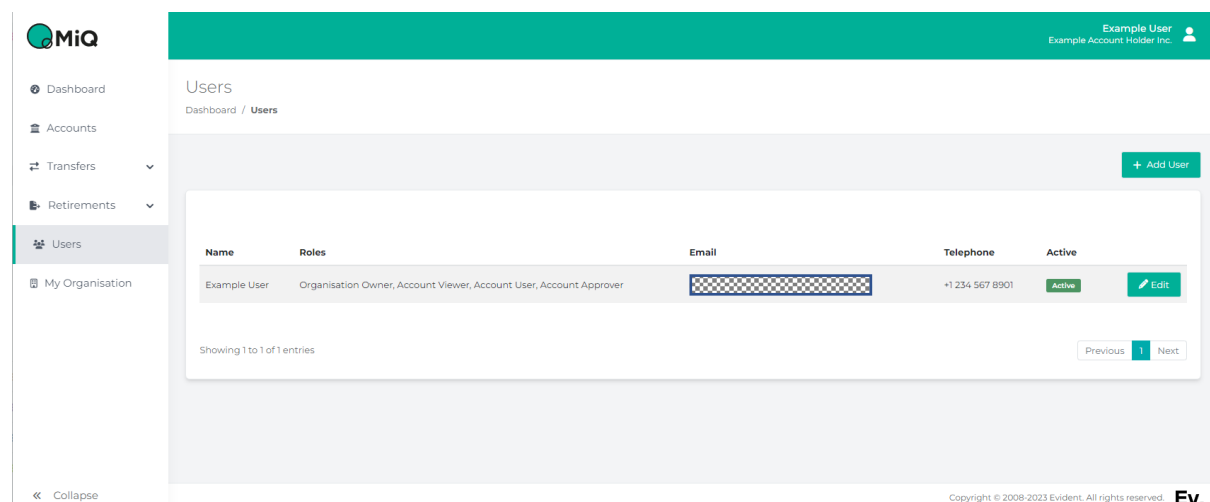
Figure 8 User management screen

2.7.1 Adding new users

> *Note: Only existing users with the **Organisation Owner** or **Organisation Admin** permission roles can create new users for your organisation.*

To add a new user to your organisation, click the **Users** tab on the navigation pane on the left of the screen to access the *Users* screen and then click the **+ Add User** button. In the top section titled *User details*, add the information for the new user (title, first name, last name, email, telephone) in the *Create User* screen (Figure 9).

Note that the email address provided will be the username that the new user will use to log in to the MiQ Registry and cannot be changed once you've created the user on the system. A user's name and telephone number can be amended later by clicking the **✎ Edit** button on the right of the relevant user in the user management screen.

In the lower part of the screen, titled *User permissions*, you can add permission roles to the new user by checking the box against each of the permission roles you wish to add. When creating a

new user, you need to add at least one permission role to that user. You can add as many permission roles as you wish. For more information about user permissions, see Section 2.7.2.

Figure 9 Create User screen

Once you've added the user details and user permissions, click ✓ **Create** in the top-right corner of the screen to create the new user on the system (or click **x Close** to cancel). When a new user is created on the system, an email will be sent to the new user's email address asking them to create a password. Note that the link in the email will only be valid for 24 hours.

2.7.2 User permissions

Permissions can be set for each user in your organisation so that you can control which users can perform which tasks. A set of *permission roles* has been defined, each of which confers the right to carry out a specific set of tasks on the MiQ Registry.

The available permission roles will depend on your organisation's role (Account Holder, Registrant). For example, the permission roles available to an Account Holder are Account Viewer, Account User, Account Approver, Organisation Admin and Organisation Owner.

Every organisation has one **Organisation Owner**, which is the main contact for the Registry Operator, and has ultimate control over creating new users and setting the permissions for all users. The Organisation Owner can delegate these actions to another user by adding the **Organisation Admin** permission role to their user permissions. Once set, **Organisation Admins** can also create new users, amend details for users and set permission roles for users. The Organisation Owner can only be changed by contacting support@miqregistry.org.

In addition to the Organisation Owner and Organisation Admin roles, there are separate **Viewer**, **User** and **Approver** roles for Account Holders and Registrants.

Viewer roles confer read-only access to the organisation's information on the MiQ Registry. This may be useful for colleagues who need to see certain information on the MiQ Registry, but who you don't want to be able to make changes to the information.

User roles can see everything that the Viewer role can see but can also set up actions on the MiQ Registry. For example, the Facility User can create facilities and audits, and the Account User can set up transfers and retirements. User roles cannot submit or approve actions.

Approver roles can do everything that the Viewer and User roles can do, and they can also submit or approve actions. For example, the Registrant Approver can submit facilities and audits, and the Account Approver can approve transfers and retirements.

Table 2 lists all the permission roles available to Account Holders and Registrants. Permission roles are *cumulative* – for example, if a user has the Account Viewer, Account User, Account Approver and Organisation Admin roles, then they can carry out all the actions each of these roles permits. Note that, in this case, the same permissions would be achieved by just having the Account Approver and Organisation Admin roles, because the Account Approver can already carry out all the actions of the Account Viewer and Account User.

Organisations that are both Account Holders and Registrants will have *all* the permission roles available to them – that is, all the roles in Table 2.

Permission role	Applies to	Brief description
Account Viewer	Account Holders	Can view details of accounts, transfers and retirements
Account User	Account Holders	Has all Account Viewer actions, plus can manage accounts, create beneficiaries, create and allocate transfers and retirements
Account Approver	Account Holders	Has all Account User actions, plus can activate and deactivate beneficiaries and approve transfers and retirements
Facility Viewer	Registrants	Can view details of facilities, audits, issue requests and facility reports
Facility User	Registrants	Has all Facility Viewer actions, plus can create facilities, audits, issue requests and facility reports
Facility Approver	Registrants	Has all Facility User actions, plus can submit facilities, audits, issue requests and facility reports.
Organisation Owner	Account Holders, Registrants	Can create new users, activate and deactivate all users and change permissions roles for all users
Organisation Admin	Account Holders, Registrants	Can create new users, activate and deactivate users (except for the Organisation Owner) and change permissions roles for users (except for the Organisation Owner)

Table 2 Permission roles

A more detailed list of the actions permitted by each permission role is set out in Annex 1.

2.7.3 Changing a user's details and permissions

*Note: Only users with the **Organisation Owner** or **Organisation Admin** permission roles can change user permissions.*

To amend a user's details or to change the permissions granted to them, click the **Users** tab on the navigation pane on the left of the screen to access the *Users* screen and then click the 🖊 **Edit** button against the relevant user in the list of users. In the top section titled *User details*, the information for the user can be changed (Figure 10). Note that the email address cannot be changed because it is the username that the user uses to log in to the MiQ Registry.

You add or remove permission roles from the user by checking or unchecking the boxes against the relevant permission role in the lower part of the form, titled *User permissions*. You can add as many permission roles as you wish for each user or remove them all. For more information about user permissions, see Section 2.7.2. Note that, if you want to block a user from logging in to the MiQ Registry completely, you should *deactivate* their access (see Section 2.7.4).

Once you've made the changes you require, click ✔ **Update** in the top-right corner of the screen to update user details on the system (or click **x Close** to cancel).

Note that any changes that you've made to a user's permission roles will take effect the next time they log in to the MiQ Registry. If they need the access updated immediately, they should log out and log back in.

Figure 10 Edit User screen
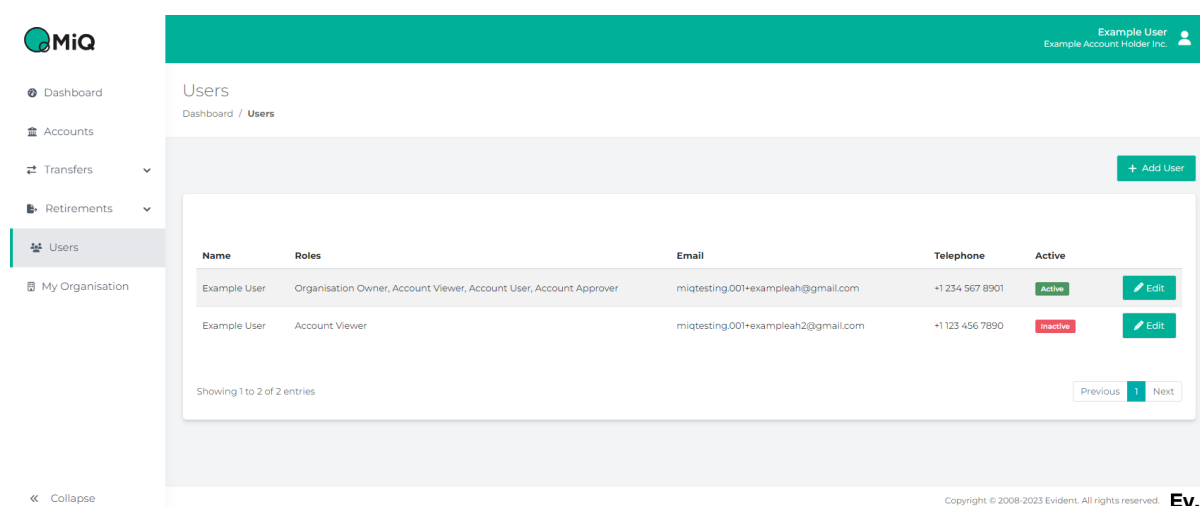
2.7.4 Removing a user's access

*Note: Only existing users with the **Organisation Owner** or **Organisation Admin** permission roles can activate and deactivate users.*

A user can be blocked from logging in to the MiQ Registry by making them Inactive. To do this, click the **Users** tab on the navigation pane on the left of the screen to access the *Users* screen and then click the ✏ **Edit** button against the relevant user in the list of users. Uncheck the **Active** box in the top section titled *User details* (Figure 10). Once you've made the changes you require, click ✓ **Update** in the top-right corner of the screen to deactivate them on the system (or click **x Close** to cancel).

Once deactivated, the user will be shown as Inactive in the list of users in the *Users* screen (Figure 11). They will no longer be able to log in to the MiQ Registry or access any of your organisation's data on the MiQ Registry.

A user's access can be reinstated later by checking the **Active** box again in the Edit User screen (Figure 10).

Figure 11 Inactive user in the Users screen

2.7.5 Changing the Organisation Owner

*Note: Only the **Registry Operator** can change the Organisation Owner.*

To change the Organisation Owner, the existing Organisation Owner should email support@miqregistry.org to make the request, identifying which user they want to be the new Organisation Owner.

If this is not possible (for example, if the existing Organisation Owner has left the organisation), then a letter requesting the change on your organisation's letterhead signed by an authorised signatory is required. Please attach the letter to an email to support@miqregistry.org making the request.

2.8 Passwords

2.8.1 Forgotten password

If you have forgotten your password, click on the "Forgot your password?" link on the Login screen, enter your email address that you use to log in to the MiQ Registry platform and click the `Email Password Reset Link` button.

You will receive an email with a link allowing you to reset your password. If you do not receive the email, check your 'spam' or 'junk' folders. If you do not receive the email with the reset password link, please contact support@miqregistry.org. Note that the link to change the password will only be valid for 24 hours.

2.8.2 Changing your password

If you want to change your password at any time, there are two ways to do this. You can either follow the 'Forgotten password' procedure above, or you can request a password reset from your user profile on the MiQ Registry. To do this, and click on the **Users** tab on the navigation pane, click `Edit` against your name, then click the `Reset Password` button in the top-right corner of the screen (Figure 12). An email will be sent to your email address with a link to reset your password. Note that the link to change the password will only be valid for 24 hours.

Figure 12 Edit user screen

2.9 Organisation information

To view the information held about your organisation, click on the **My Organisation** tab on the navigation pane. You will see the organisation identity information held by the MiQ Registry about your Organisation, such as organisation name, address, registration details and VAT number.

The Organisation Owner can update the address of your organisation by clicking the **Update Address** button in the top-right corner of the **My Organisation** tab. To change any other information relating to your organisation, please contact MiQ Registry Support at support@miqregistry.org.

3 Account Holder functions

3.1 Overview

This section covers the functionality applicable to organisations that have the Account Holder role on the MiQ Registry. Account Holders can hold, transfer and retire certificates.

Note: Your organisation may have both the Account Holder role and the Registrant role.

To receive, hold, transfer or retire certificates on the MiQ Registry, an Account Holder must first create accounts. There are two types of accounts:

- **Trading Accounts**
- **Retirement Accounts**.

Trading Accounts can receive certificates from other Trading Accounts (for example, from another one of your accounts or from a third party). Certificates can be transferred from your Trading Accounts to other Trading Accounts that you own, or Trading Accounts held by a third-party organisation. Your Trading Accounts can receive transfers of certificates from third parties. Trading Accounts may also receive certificates on issuance if designated by an operator of a facility as the destination account in an issue request.

Retirement Accounts are used to hold retired certificates. Retired certificates may no longer be transferred and are removed from circulation on the MiQ Registry.

Account Holders can create and manage Trading and Retirement Accounts themselves. Once a Trading Account has been created, it can be used to receive transfers, hold certificates and make transfers to other accounts. Instructions for making transfers and retirements are set out in Sections 3.3 and 3.4.

3.2 Accounts

3.2.1 Accounts list

To view your accounts, click the **Accounts** tab on the navigation pane. All your accounts will be shown, along with the account type, account code, certificate balance (Figure 13).
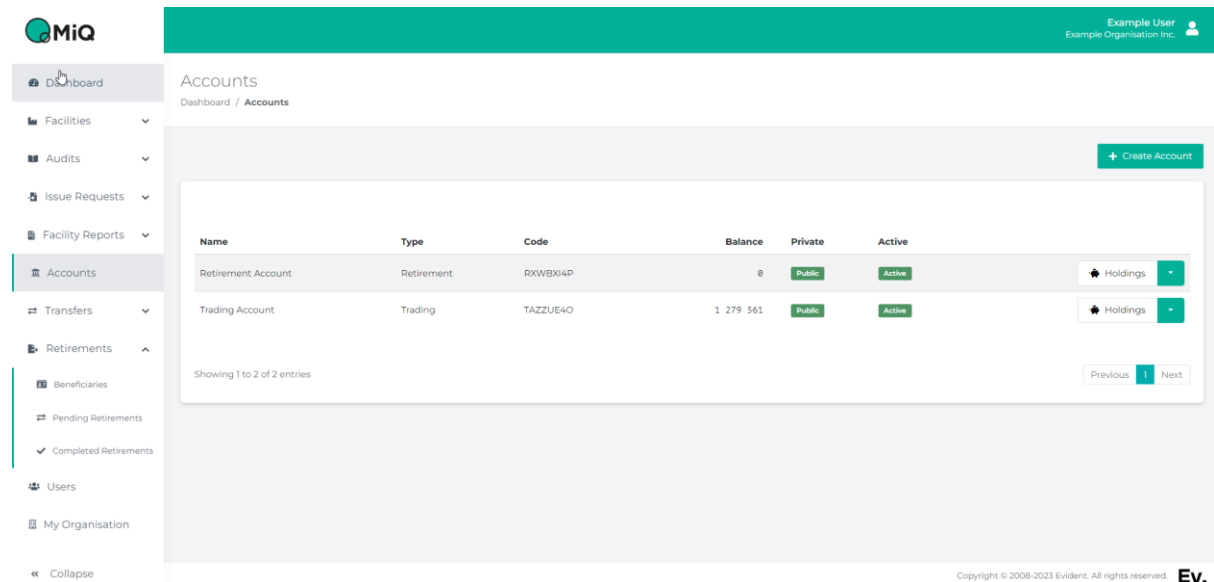
Figure 13 Accounts overview screen

From this screen, you can access the certificate holdings in each account and a list of transactions for each account, as well as amend the name and details of each account. These functions are accessed by clicking the dropdown button next to the **Holdings** button (Figure 14).

- **Holdings** – Shows a list of all certificates currently held in the account.
- **Transactions** – Shows a list of all transfers that have been made into and out of the account.
- **Edit** – Allows you to edit the details of your account.
- **Transfer** – For Trading Accounts that have a non-zero balance, a **Transfer** button is available to create a transfer of certificates from the Account.
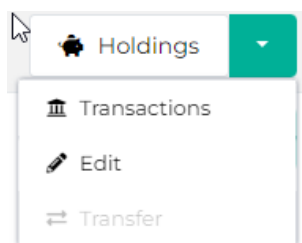
Figure 14 Accounts buttons

3.2.2 Creating accounts

To create an account, click `+ Create Account` button in the top-right corner of the *Accounts* screen (Figure 13). You will be asked to give the new account a name, which can be anything you wish, such as "Production Account", "CG Trading Book", "US Trading West", etc. The other options you need to set are:

- **Account type** – accounts can be either Trading or Retirement accounts. Trading accounts hold certificates that have not been retired (and so can be transferred into or out of the account). Retirement accounts can only hold certificates that have been retired. To retire certificates, Account Holders need at least one Retirement account.
- **Private –** accounts can be Private or not. Accounts that are Private can only receive transfers of certificates from your other account, and not from other organisations.
- **Active** – accounts can be Active or not. Only Active accounts can make and receive transfers of certificates.

When finished, click `✓ Create` to create your new account.

Figure 15 Create Account screen

Created accounts can be viewed and amended in the *Accounts listing* screen, Figure 13.

Once an account has been created, each account is given a unique eight-character code. You will need to give this code to any organisation from which you wish to receive certificates. The account codes can be seen in all the Account screens, including *Accounts listing, Account Holdings and Account Transactions*.

3.2.3 Amending account details

To change the name or other attributes of an account, click **Edit** next to the account name in the *Accounts listing* screen (Figure 13), which will take you to the *Edit Account* screen (Figure 16), where you can change the name of the account and update the Private and Active statuses of the account. You cannot change the account type or the account code. Click **✔ Save** to save your changes.

Figure 16 Edit Account screen

3.2.4 Certificates held

The *Account Holdings* screen (Figure 17) provides detailed information of the certificates held in your account, as well as detailing the attributes of the certificates including:

- the **facility** that produced or processed the gas
- the **country of operation** of the facility
- the **operator** of the facility
- the **grade(s)** of the certificates
- the **Grade Status** of the certificates (Verified or Initial audit)
- the **Issue Month** of the certificates (which relates to the month of production or processing)
- the **Certificate Region** of the certificates and
- the number of certificates of each type held in the account.

The *Account Holdings* screen can be accessed by clicking on the **Holdings** button against the relevant account in the Account list (see Section 3.2.1).

You can switch to the list of *Transactions* by clicking the **Transactions History** button in the top-right corner of the screen.

Figure 17 Holdings screen

3.2.5 Transaction history

The *Transactions history* screen (Figure 18) lists all transactions that have taken place into and out of the account, including certificate issuance, transfers into and out of the account and retirements made, and shows credits and debits and a running account balance. The account number and current balance of the account is listed at the top of the screen. In the list of transactions, the code of the other account to the transaction is in **bold** and the account code for the account currently being viewed is displayed in plain text.

The *Transactions history* screen can be accessed by clicking on the **Transactions** button against the relevant account in the Account list (see Section 3.2.1). You can switch to the details of certificates held in the account by clicking **Holdings** in the top-right corner of the screen.

Figure 18 Transactions history screen

3.3 Transfers

Account Holders may transfer certificates between their own accounts or to accounts held by other organisations. The actions to create, amend and approve transfers, as well as to view completed transfers, are accessed from the **Transfers** tab on the navigation pane. This will show two sub-tabs: **Pending Transfers** and **Completed Transfers**. To make a transfer, go to the **Pending Transfers** tab. Transfers that you have made can be viewed on the **Completed Transfers** tab.

3.3.1 Transferring certificates

There are three steps to making a transfer:

1. **Setting up the transfer** – identifying the **source** and **destination** accounts for the transfer and entering the **total quantity** of certificates to be transferred
2. **Allocating certificates to the transfer** – here you identify the specific certificates to be transferred, such as from which facilities and for which issue months
3. **Reviewing and approving the transfer** – a review step to ensure the details are correct before executing the transfer.

Once approved, the transfer will be completed, and the certificates will be moved from the source account to the destination account that were identified in the transfer set up step.

3.3.1.1 Setting up the transfer

To set up a new transfer, click on **Transfers** on the navigation pane and then on the **Pending Transfers** sub-tab, which will show the *Pending Transfers* screen. This screen shows all the transfers that you have set up, but which have not yet been completed.

Click **+ Create Transfer** in the top-right corner of the *Pending Transfers* screen (Figure 19). This will take you to the *Create Transfer* screen (Figure 20) where you select the **source account** (the trading account that holds the certificates that you want to transfer), the **account code for the destination account** and the **total quantity** of certificates you wish to transfer. The account code for the destination account is an eight-character alphanumeric code that must start with a 'T'.

> *Note: When making a transfer, it is extremely important to enter the correct account code for the destination account.*

If you are transferring to one of your organisation's own accounts, you can find the account codes for all your accounts on the Accounts listing screen (Figure 13). If you are transferring to an account of a third-party organisation, please ensure that you have the correct code.

Once you've completed the details, click **✓ Create** in the top-right corner of the screen to set up the draft transfer (Figure 20). The new transfer will appear in the **Draft transfers** table.

Note that if the source account doesn't contain enough certificates for the transfer, you will not be able to create the transfer.
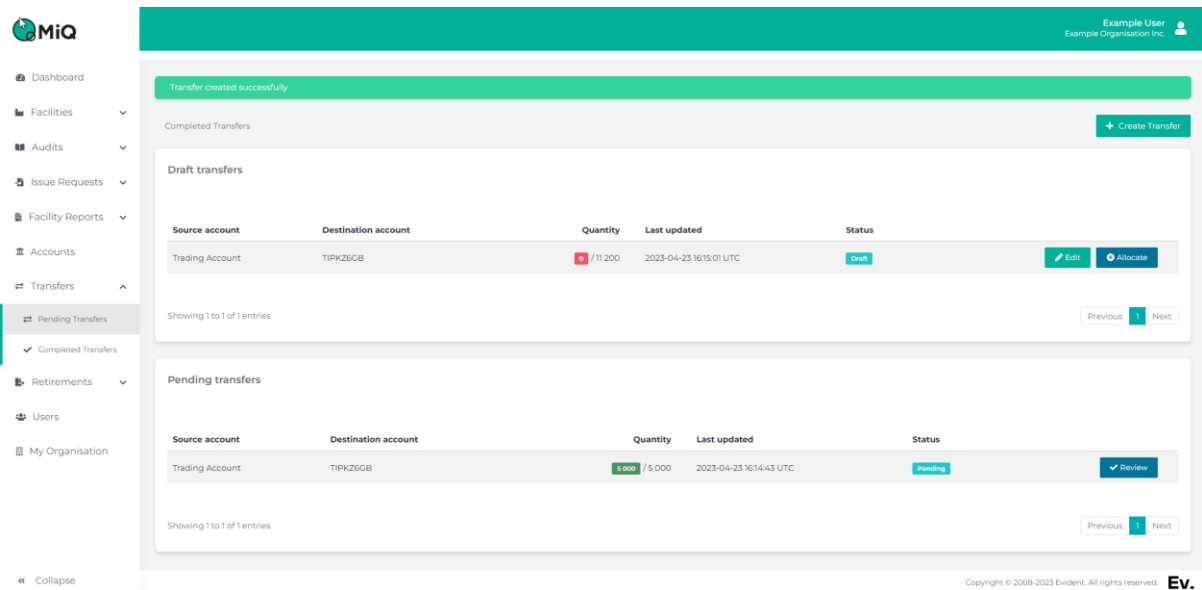
Figure 19 Pending Transfers screen
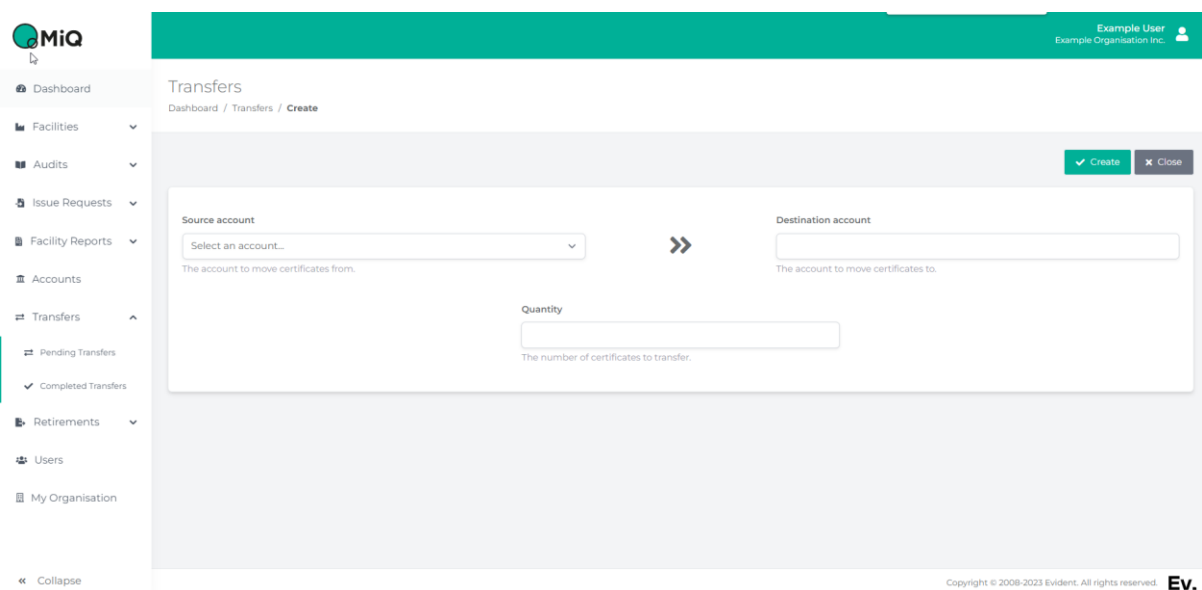
Figure 20 Create Transfer screen

You can change the destination account and total quantity to be transferred at any point before submitting the transfer for review by clicking **Edit** next to the relevant transfer in the **Draft transfers** table (Figure 19).

In the *Edit Transfer* screen, you can also withdraw the transfer if you no longer wish to make the transfer, or if you have made a mistake (such as choosing the wrong source account). To do this, click **Withdraw** in the top-right corner of the screen. This will delete the transfer.

3.3.1.2 Allocating certificates to the transfer

Once you have set up the basic details of a transfer (source and destination accounts, total quantity to be transferred), you can allocate the specific certificates you want to transfer. To do

this, click on **+ Allocate** next to the transfer in the **Draft transfers** table (Figure 19). In the *Allocate Transfer* screen (Figure 21), you can choose how many of each type of certificate you want to allocate to the transfer from the source account. The screen shows the number of certificates available in the account and the number that you have allocated so far.

You can use the filters at the top of each column in the table to narrow down your certificate selection, including selecting a specific period of issuance by selecting the earliest and latest Issue Months that you wish to view.

Figure 21 Allocate Transfer screen

Figure 22 Allocation pop-up on Allocate Certificates screen

To allocate certificates to the transfer, click **+ Allocate** next to the certificates you wish to add to the transfer (Figure 21). Enter the quantity of certificates to be transferred in the pop-up and click **+ Allocate** to continue (Figure 22).

The screen keeps a running total of how many certificates you have allocated against the total quantity to be transferred (Figure 21), as well as the number of certificates remaining to be allocated. You can allocate from as many blocks of certificates as you wish. You can change the allocation of each block of certificates by clicking **+ Allocate** next to the certificate block again and amending the allocated quantity. Continue allocating certificates until the quantity allocated equals the quantity required. Once the correct number of certificates have been allocated, a **✓ Submit for Review** button appears (Figure 23).

Clicking **✓ Submit for Review** moves the transfer into the approval step. It will move from the **Draft transfers** table to the **Pending transfers** table and is ready for review and approval.

Alternatively, the transfer can be withdrawn from the *Allocate Transfer* screen if you no longer wish to proceed with the transfer (click **Withdraw**). This will delete the transfer.

Clicking the **Close** button will save the allocation, but the transfer will remain in the Draft transfers table and can be edited or re-allocated.

Figure 23 Submit Transfer

3.3.1.3   Reviewing and approving the transfer

Once a transfer has been submitted for review, the transfer will move to the **Pending transfers** table (Figure 19).

The final step is to approve the transfer. To approve, click **✓ Review** against the transfer in the **Pending transfers** table (Figure 19), which will take you to the *Review Transfer* screen (Figure 24). You will see the full details of the proposed transfer, including source and destination accounts, the total quantity to be transferred, and a list of all the certificates to be transferred, with their attributes. To complete the transfer, click **✓ Transfer** and confirm the transfer in the pop-up. Alternatively, you can **Reject**, **Withdraw** or **Close** the transfer.

Clicking **Reject** will move the transfer back into the Draft transfers table, where it can be amended or re-allocated (section 3.3.1.2).

Clicking **Withdraw** will delete the proposed transfer.

Clicking **Close** will close the *Review Transfer* screen without further action.

Once a transfer has been approved, the certificates are transferred from the source account to the destination account, each of which will be updated to reflect the transfer.

Note that once a transfer has been approved, it cannot be cancelled or revoked.
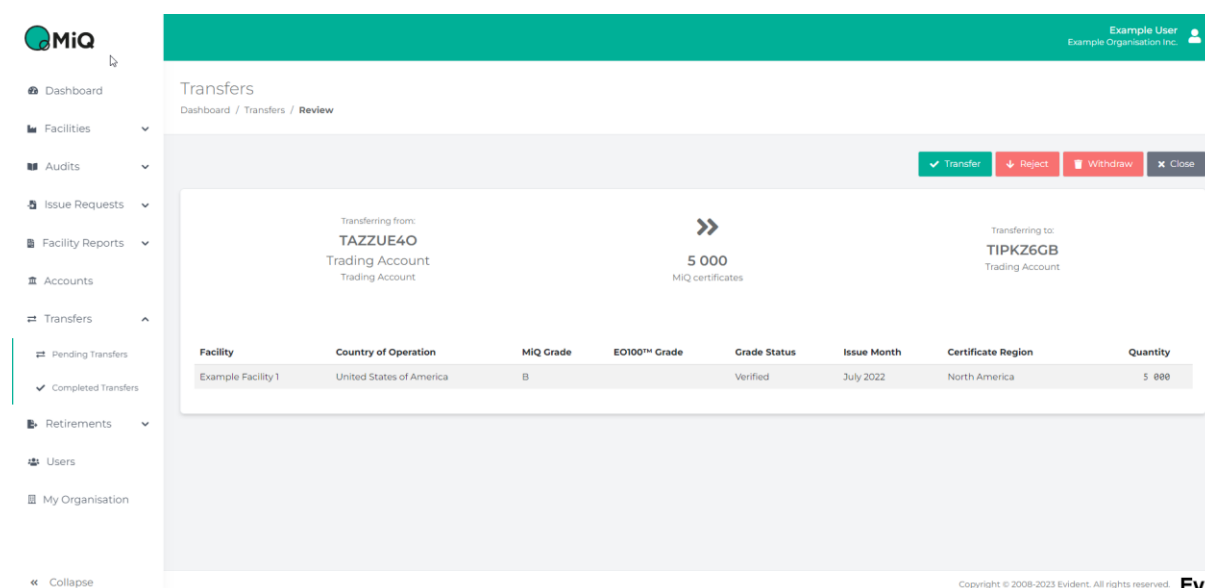
Figure 24 Review Transfer screen

3.3.2 Viewing completed transfers

You can view a list of all the transfers that have been made by your organisation on the **Completed Transfers** tab (Figure 25), along with key details such as source and destination account and quantity transferred for each transfer.

All the transfers that have been made by your organisation will also be listed in the *Transaction history* screen for the source account (and the destination account, if it is held by your organisation) – see Section 3.2.5.

Figure 25 Completed Transfers screen

3.4 Retirements

A Retirement is the action of permanently allocating a set of certificates on the MiQ Registry to an end-use consumer, who can then claim the associated ESG attributes of the certificates as part of its ESG reporting. No claim can be made in relation to certificates until they have been retired on the MiQ Registry.

An Account Holder may **retire** or **assign** certificates provided that the certificates are held in one of its own trading accounts and that it has already created a retirement account into which the retired certificates will be placed when they are retired. An Account Holder may retire on its own behalf (i.e., for its own natural gas consumption) or on behalf of another party for that party's end-use natural gas consumption.

Note that a retirement or assignment is irreversible. Once a retirement or assignment is made and certificates are held in a retirement account, they can no longer be transferred to another account, even to another retirement account held by the Account Holder making the retirement or assignment.

Note that only certificates with a 'Verified' Grade Status can be fully **retired**. Certificates with an 'Initial audit' Grade Status cannot be retired until their Grade Status is updated to Verified. Certificates with an 'Initial audit' Grade Status can, however, be **assigned** to an end-use consumer, and will be automatically fully retired when their Grade Status changes from 'Initial audit' to 'Verified'. ESG claims by end-use consumers cannot be made until full retirement has taken place. Most certificates will have a 'Verified' Grade Status from issuance, and the MiQ Registry is moving to remove the option for 'Initial audit' Grade Status.

The actions to create, amend and approve retirements and assignments, as well as to view completed retirements and assignments, can be accessed in the Retirements screens by clicking on the **Retirements** tab in the navigation pane. This will show three sub-tabs: **Beneficiaries**, **Pending Retirements** and **Completed Retirements**.

The steps to making a retirement or assignment of certificates are explained in detail in the following sections, and are:

- **Creating a Beneficiary** – identifying the end-use consumer that will be entitled to claim the ESG attributes of the retired certificates
- **Setting up the retirement** – identifying the **beneficiary**, the **source** account and **destination** account for the retirement and entering the **total quantity** of certificates to be retired, as well as adding the purpose of the retirement
- **Allocating certificates to the retirement** – here you identify the specific certificates to be retired, such as from which facilities and for issue months
- **Reviewing and approving the retirement** – a review step to ensure the details are correct before executing the retirement.

Once approved, the retirement will be completed, and the certificates will be moved from the source trading account to the destination retirement account that were identified in the retirement set up step.

Evidence of retirement or assignment of certificates in favour of the Beneficiary is provided by Retirement Statements, which can be accessed on and downloaded from the MiQ Registry website by the Account Holder and by the Beneficiary when provided with the unique link and access code for the retirement by the Account Holder.

3.4.1 Beneficiaries

An end-use consumer of natural gas is known as a Beneficiary on the MiQ Registry. The Beneficiary of a retirement is the sole entity that has **the right to claim the environmental attributes** relating to retired certificates. A Beneficiary must be assigned to each retirement.

Beneficiaries do not need their own account on the MiQ Registry to have certificates retired or assigned on their behalf, since retirements can be made and managed by a third-party Account Holder (e.g., the seller of the certificates to the Beneficiary). Beneficiaries can also access retirement statements on the MiQ Registry website without a login, provided the Account Holder has provided them with the unique link and access code for retirements made on their behalf.

Multiple retirements and assignments can be made for each Beneficiary.

Beneficiaries that you create are exclusive to your organisation and are not visible to other Account Holders.

3.4.1.1   Create a Beneficiary

The Beneficiary must be set up before you can set up a retirement on its behalf.

To create a Beneficiary, click on the **Retirements** tab in the navigation pane and then on the **Beneficiaries** sub-tab, which will show the *Beneficiaries* screen, which lists all the Beneficiaries that have been set up by your organisation (Figure 26).

To create a new Beneficiary, click **+ Create Beneficiary** in the top-right corner of the *Beneficiaries* screen. You will need to enter the following basic information about the Beneficiary (Figure 27):

1. **Name of Beneficiary** – enter the name of the Beneficiary. Note that this is the name that will be displayed on the Retirement Statements provided to the Beneficiary, so should be confirmed with the Beneficiary to ensure accuracy.
2. **Beneficiary Certificate Region** – select the Certificate Region where the Beneficiary's consumption is located. Note that only certificates with the same Certificate Region as the Beneficiary's Certificate Region can be retired for the Beneficiary.
3. **Additional details** – enter any additional general details that you wish to hold relating to the Beneficiary. (Note that you will be required to enter a retirement purpose each time you make a Retirement on behalf of the Beneficiary).
4. **Contact email** – if you wish the Beneficiary to receive updates from the MiQ Registry in the future (this is not current functionality), please enter an email address for the Beneficiary **(optional)**.
5. **Active** –Retirements can only be made on behalf of Beneficiaries that are marked as Active. You will normally set the flag to Active on creation. If later you no longer want to be able to make retirements or assignments on behalf of a Beneficiary, you can deactivate the Beneficiary such that no further retirements may be made against it until you activate it again.

Note that once a Beneficiary has been created, its details cannot be edited. If a Beneficiary is no longer required, it can be de-activated.

When finished, click **✓ Create** to create the new Beneficiary.
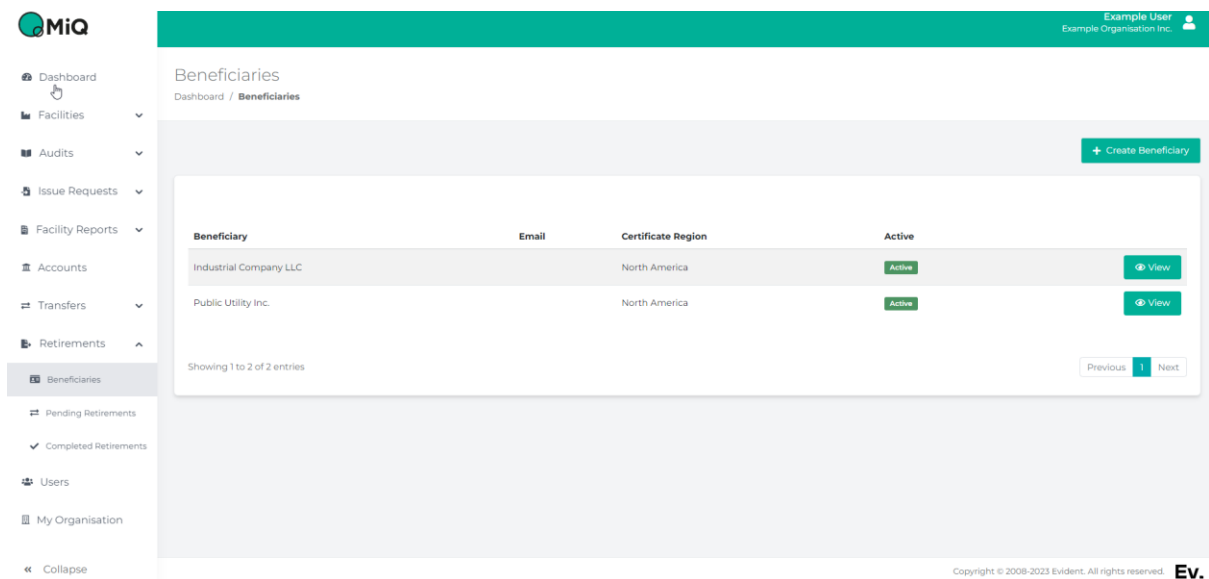
Figure 26 Beneficiaries screen
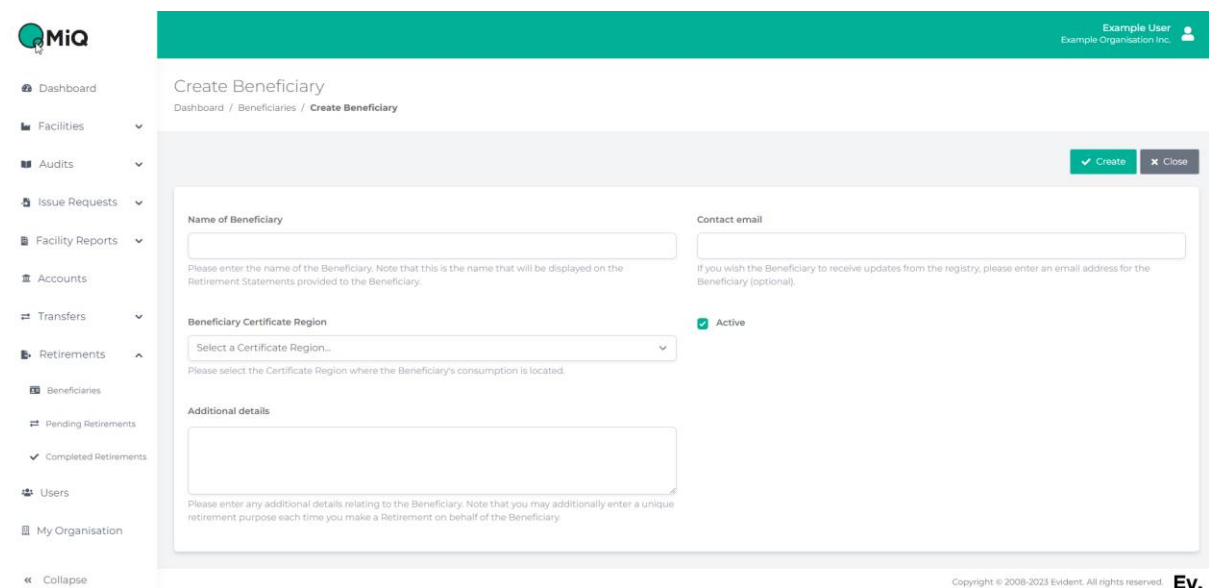
Figure 27 Create Beneficiary screen

3.4.1.2   Viewing Beneficiary information

Once a Beneficiary has been created, its details can be accessed from the list on the **Beneficiaries** tab (Figure 26). To access Beneficiary details, click `View` next to the Beneficiary, which will provide details of all retirements made on behalf of that Beneficiary (Figure 28) in total, by year, by facility, etc. Retirement Statements can be access from this screen, and you can also Activate and Deactivate the Beneficiary. If a Beneficiary is marked as inactive, no further retirements can be made against it until it is set as active again.
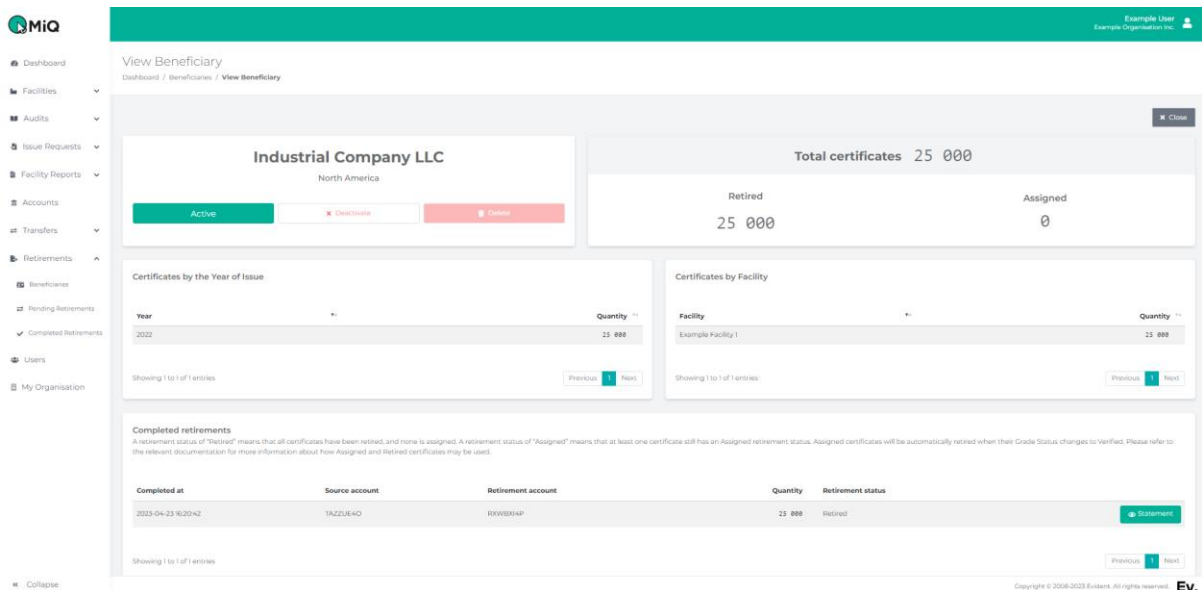
Figure 28 View Beneficiary screen

3.4.2 Retiring certificates

There are three steps to making a retirement once a Beneficiary has been created:

1. **Setting up the retirement** – identifying the **beneficiary**, the **source** account and **destination** account for the retirement and entering the **total quantity** of certificates to be retired, as well as adding the purpose of the retirement
2. **Allocating certificates to the retirement** – here you identify the specific certificates to be retired, such as from which facilities and for issue months
3. **Reviewing and approving the retirement** – a review step to ensure the details are correct before executing the retirement.

Once approved, the retirement will be completed, and the certificates will be moved from the source trading account to the destination retirement account that were identified in the retirement set up step.

3.4.2.1 Setting up the retirement

To set up a new retirement, click on **Pending Retirements** on the navigation pane and then click **+ Create Retirement** in the top-right corner of the *Pending Retirements* screen (Figure 29). This will take you to the *Create Retirement* screen (Figure 30) where you select the **source account** (your account that holds the certificates that you want to transfer, which must be a trading account), the **destination account** (your account that you want to retire the certificates into, which must be a retirement account) and the **Beneficiary**. You also need to enter the **total quantity** of certificates you wish to retire and the **purpose of the retirement** (e.g., 2022 consumption, 2022 low-emission consumer tariff). The retirement purpose will be displayed on the Retirement Statements provided to the Beneficiary, so should be confirmed with the Beneficiary to ensure accuracy.

Once all fields are completed, click **✓ Create** in the top-right corner of the screen (Figure 30). The new retirement will appear in the **Draft retirements** table.

31

Note that if the source account doesn't contain enough certificates for the entered retirement quantity, you will not be able to create the retirement.
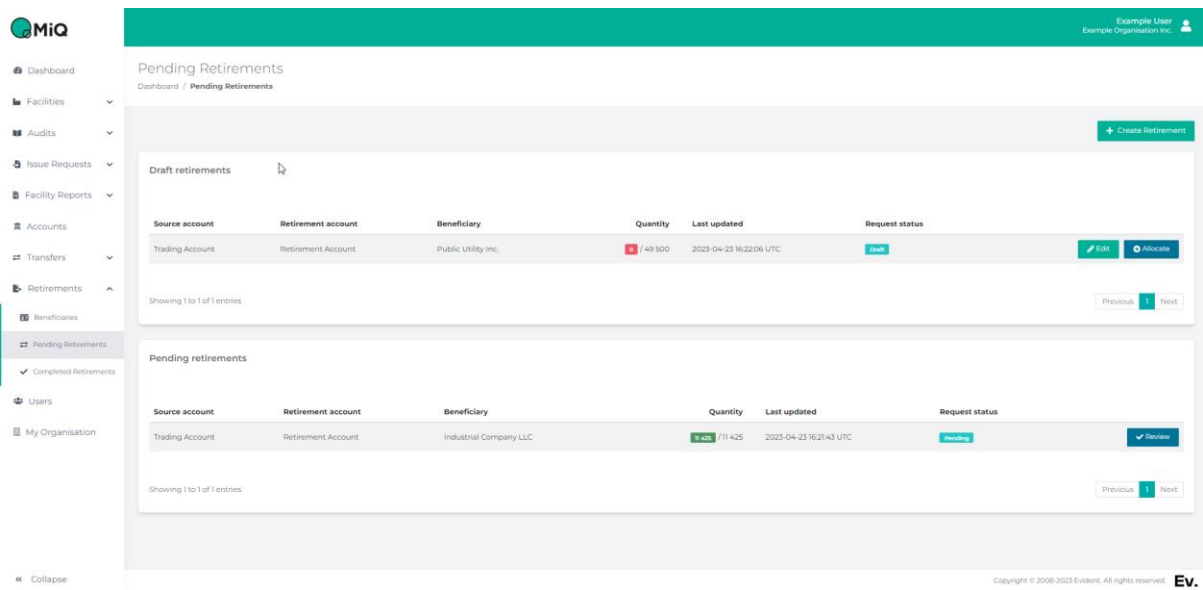
Figure 29 Pending Retirements screen
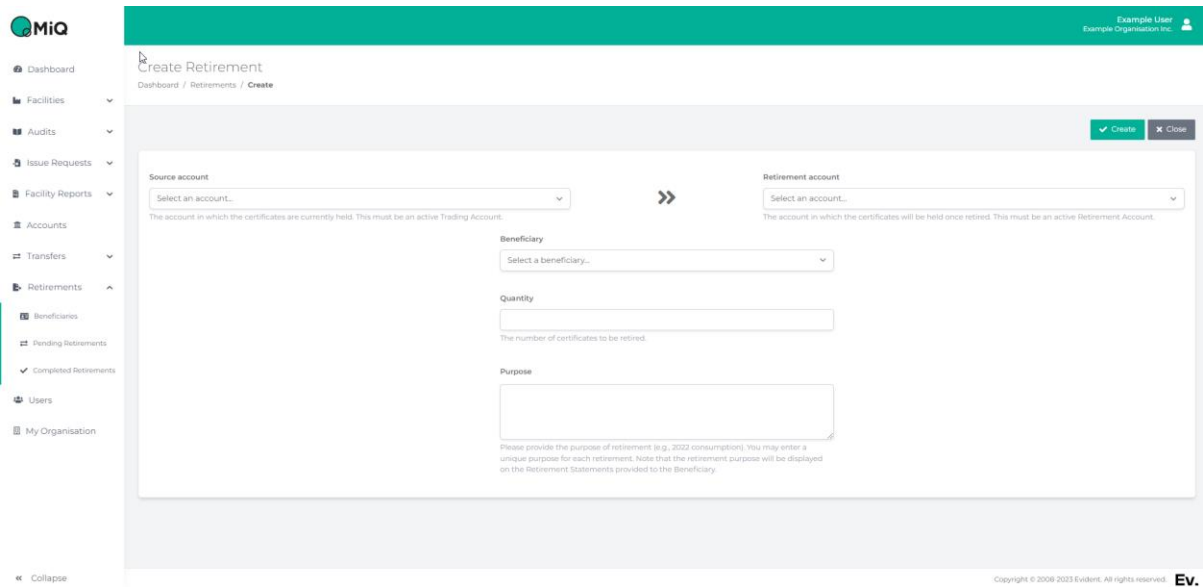
Figure 30 Create Retirement screen

You can change the destination account, the Beneficiary, the total quantity to be retired and the retirement purpose at any point before submitting the transfer for review by clicking **Edit** next to the relevant transfer in the **Draft retirements** table on the *Pending Retirements* screen (Figure 29).

In the *Edit Retirement* screen, you can also withdraw the retirement if you no longer wish to make the retirement, or if you have made a mistake (such as choosing the wrong source

account). To do this, click **Withdraw** in the top-right corner of the screen. This will delete the retirement.

3.4.2.2 Allocating certificates to the retirement

Once you have set up the basic details of a retirement (source and destination accounts, Beneficiary, total quantity to be retired and retirement purpose), you can allocate the specific certificates you want to retire. To do this, click on **+ Allocate** next to the retirement in the **Draft retirements** table on the *Pending Retirements* screen (Figure 29). In the *Allocate Retirements* screen (Figure 31), you can choose how many of each type of certificate you want to allocate to the retirement from the source account. The screen shows the number of certificates available in the account and the number that you have allocated so far.

You can use the filters at the top of each column in the table to narrow down your certificate selection, including selecting a specific period of issuance by selecting the earliest and latest Issue Months that you wish to view.

Figure 31 Allocate Retirements screen

To allocate certificates to the retirement, click **+ Allocate** next to the certificates you wish to add (Figure 31). Enter the quantity of certificates to be retired in the pop-up and click **+ Allocate** to continue (Figure 32).

The screen keeps a running total of how many certificates you have allocated against the total quantity to be retired (Figure 31), as well as the number of certificates remaining to be allocated. You can allocate from as many blocks of certificates as you wish. You can change the allocation of each block of certificates by clicking **+ Allocate** next to the certificate block again and amending the allocated quantity. Continue allocating certificates until the quantity allocated equals the quantity required. Once the correct number of certificates have been allocated, a **✓ Submit for Review** button appears (Figure 33).

Clicking **✓ Submit for Review** moves the retirement into the approval step. It will move from the **Draft retirements** table to the **Pending retirements** table and is ready for review and approval.

Alternatively, the retirement can be withdrawn from the *Allocate Retirement* screen if you no longer wish to proceed with the retirement (click **Withdraw**). This will delete the retirement.

Clicking the **Close** button will save the allocation, but the retirement will remain in the Draft transfers table and can be edited or re-allocated.
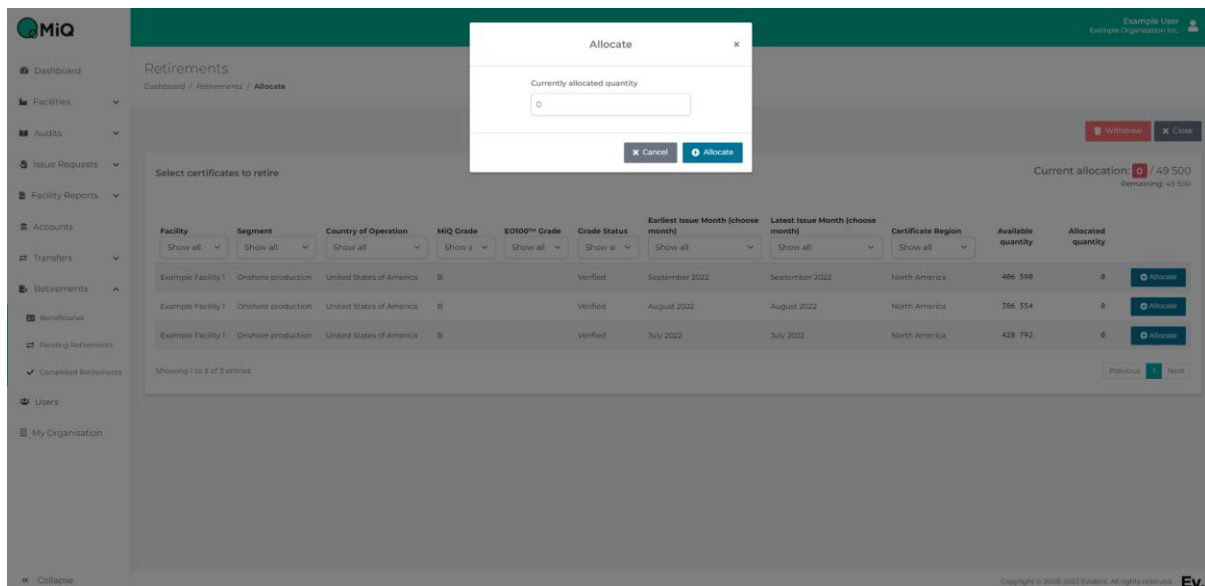
Figure 32 Allocation pop-up on Allocate Retirements screen
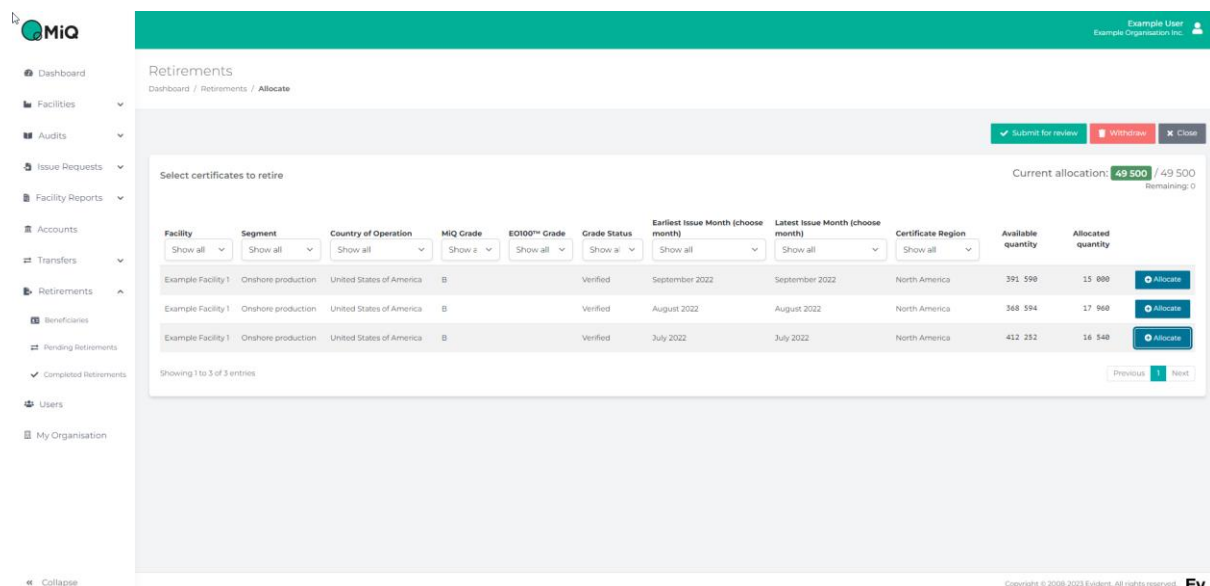
Figure 33 Submit Retirement

3.4.2.3 Reviewing and approving the retirement

Once a retirement has been submitted for review, the retirement will move to the **Pending retirements** table (Figure 29).

The final step is to approve the retirement. To approve, click ✓ **Review** against the transfer in the **Pending retirements** table (Figure 29), which will take you to the *Review Retirement* screen (Figure 34). You will see the full details of the proposed retirement, including the Beneficiary and retirement purpose, the source and destination accounts, the total quantity to be retired, and a list of the certificates to be retired, with their attributes. To complete the retirement, click ✓ **Retire** and confirm the retirement in the pop-up. Alternatively, you can **Reject** , **Withdraw** or **Close** the retirement.

Clicking **Reject** will move the retirement back into the **Draft transfers** table, where it can be amended or re-allocated (section 3.3.1.2).

Clicking **Withdraw** will delete the proposed retirement.

Clicking **Close** will close the *Review Retirement* screen without further action.

Once a retirement has been approved, the certificates are transferred from the source trading account to the destination retirement account, each of which will be updated to reflect the retirement.

Note that retirements are irreversible, so please ensure all data entered is correct before approving a retirement.

Figure 34 Approve Retirement screen

3.4.3 Viewing completed retirements

You can view a list of all the retirements that have been made by your organisation on the **Completed Retirements** tab (Figure 35), along with key details such as source and destination accounts, Beneficiary and quantity retired for each retirement.

All the retirements that have been made by your organisation will also be listed in the *Transaction history* screen for the source and destination accounts (see Section 3.2.5)*, and*

the retired certificates will be visible in the Account Holdings screen of the destination retirement account (see Section 3.2.4).

The Retirement Statement for each completed retirement can also be accessed from the **Completed Retirements** tab (see Section 3.4.4).
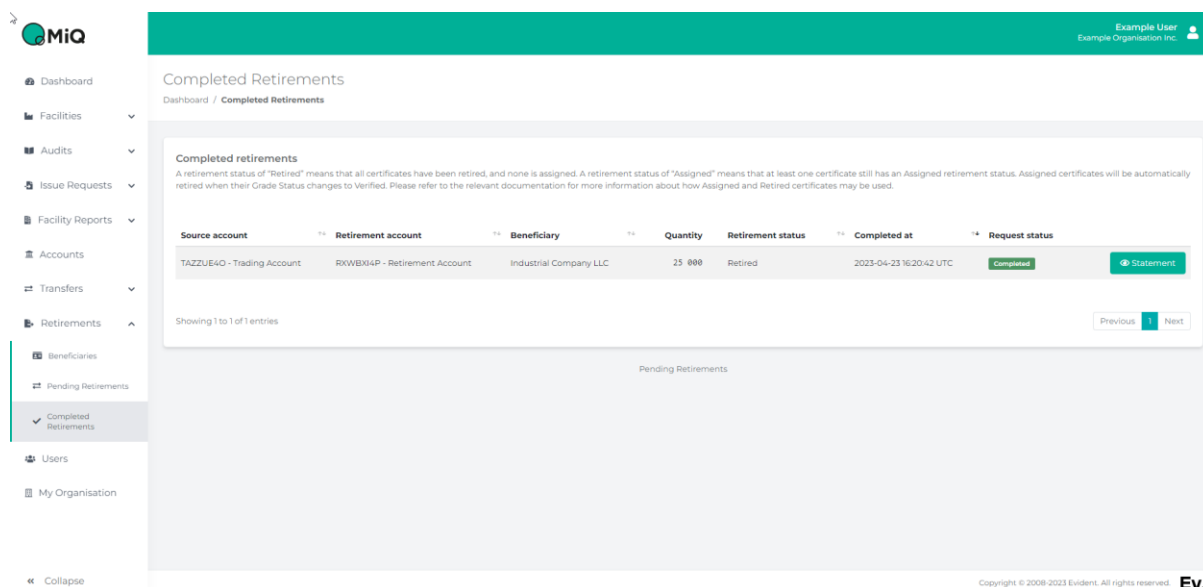
Figure 35 Completed Retirements screen

3.4.4 Accessing Retirement Statements

Retirement Statements provide the evidence of a retirement or assignment having been made on behalf of a Beneficiary. Retirement Statements can be downloaded as PDF documents from the **Completed Retirements** tab and the *View Beneficiary* screen on the **Beneficiaries** tab. They can also be accessed via a unique web address and access code, which can be used to provide access to the Beneficiary directly instead of sending the PDF documents by email (the Beneficiary doesn't need an MiQ Registry login to access the unique link).

To access Retirement Statements, either:

- click the **Completed Retirements** tab and then Statement next to the relevant retirement in the **Completed Retirements** table (Figure 35) or
- click the **Beneficiaries** tab, then click View next to the Beneficiary and then click on Statement for the relevant retirement in the **Completed Retirements** table at the bottom of the *View Beneficiary* screen (Figure 28).

In each case, clicking on the Statement button will take you to the *Retirement Statement* actions box (Figure 36) which allows you to:

- Download statement – download the PDF Retirement Statement directly to your device
- – copy the unique link and code to paste elsewhere on your device (such as into an email to send to the Beneficiary) and

- **Email link and code** – create a draft email that embeds the unique link and code that you can add an addressee to and edit before sending.
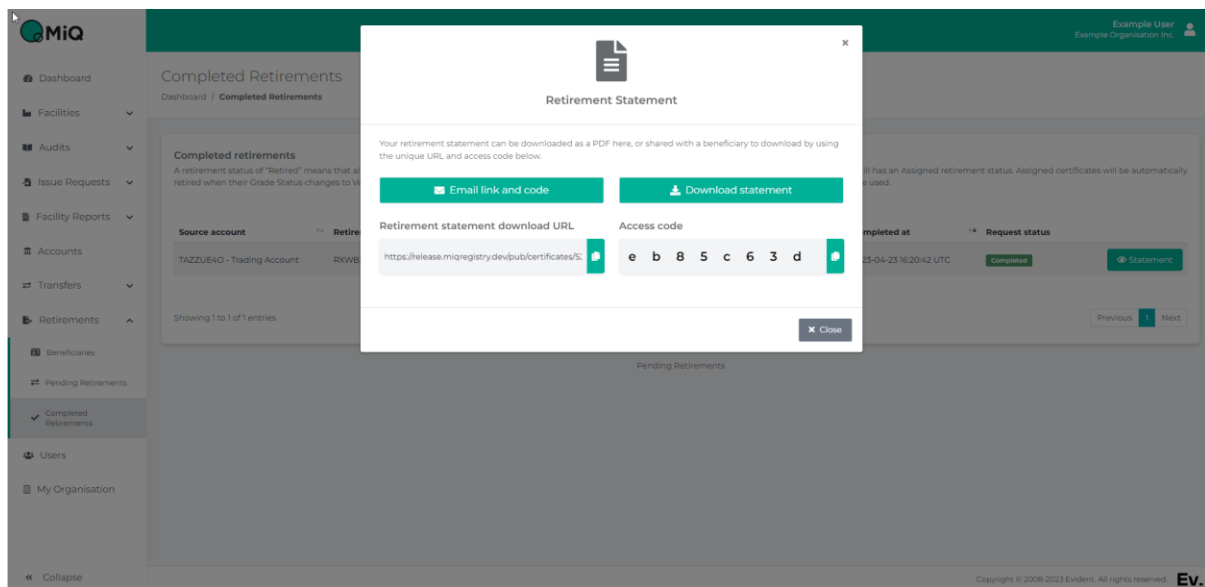
Figure 36 Retirement Statement actions box

Note: If the **Email link and code** *button does not automatically launch an email in your default email application (such as Outlook), then you may need to configure your default email application. To do this in Windows 11:*

- *Access your computer's **Settings**;*
- *Click **Apps**;*
- *Click **Default apps**;*
- *Search for MAILTO in the search bar at the top of the settings dialog*
- *Select the email client that you wish to use (e.g., Outlook).*

4 Registrant functions

4.1 Overview

This section covers the functionality applicable to organisations that have the Registrant role on the MiQ Registry.

> *Note: Your organisation may have both the Account Holder role and the Registrant role.*

Registrants can create facilities, submit audits and request the issuance of certificates. Audits are carried out by independent third-party auditing bodies that are accredited by the relevant standard holder.

To be able to request the issuance of certificates, a Registrant must:

1. Register a facility on the MiQ Registry (Section 4.2).
2. Submit an audit (see Section 4.3).
   Note: Audits can only be created once the facility has been registered.
3. Create an Issue Request relating to the facility (see Section 4.4).
   Note: Issue Requests can be made once the audit has been approved.

4.2 Facilities

Before a Registrant can request the issuance of certificates for a facility, they must first register the facility on the MiQ Registry. To do this, they must create the facility and submit it to the Registry Operator for review.

4.2.1 Creating a facility

To create a new facility, click on the **Facilities** tab on the navigation pane and then on the **Pending Facilities** sub-tab, which will show the *Pending Facilities* screen (Figure 37). This screen shows all the facilities that you have set up, but which are not yet registered.

Click **+ Create Facility** in the top-right corner of the *Pending Facilities* screen. This will take you to the *Create Facility* screen (Figure 38) where you can enter summary information that defines the facility on the MiQ Registry. There are four sections to complete:

- Facility Information
- Physical location of the Facility
- Main Operator Information
- Supplementary Facility Information
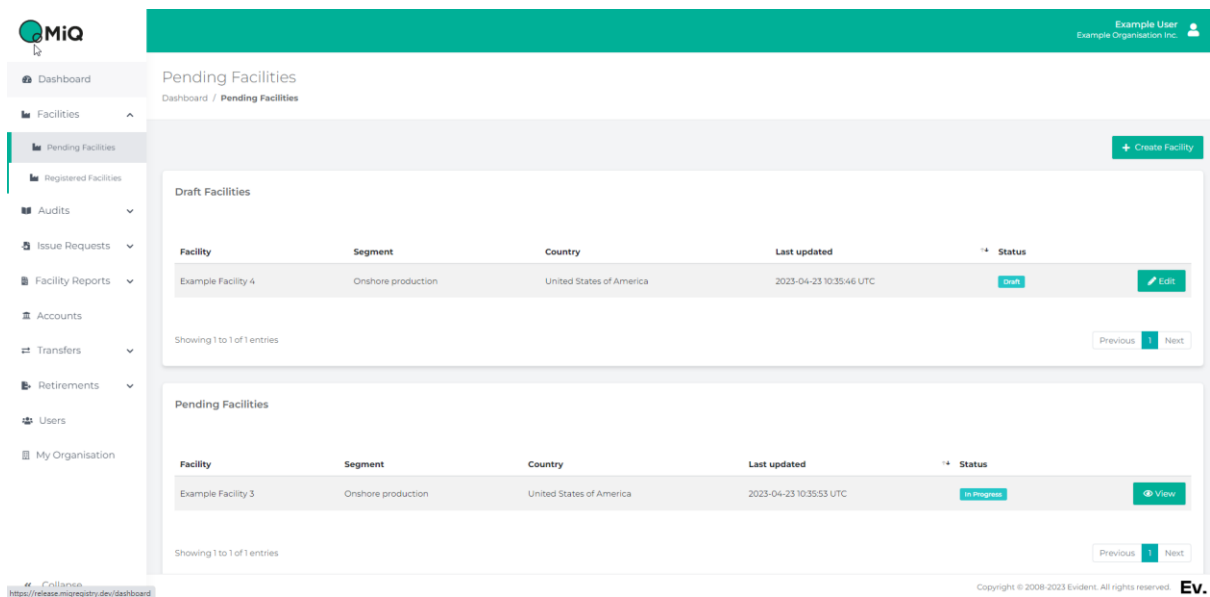
Figure 37 Pending Facilities screen
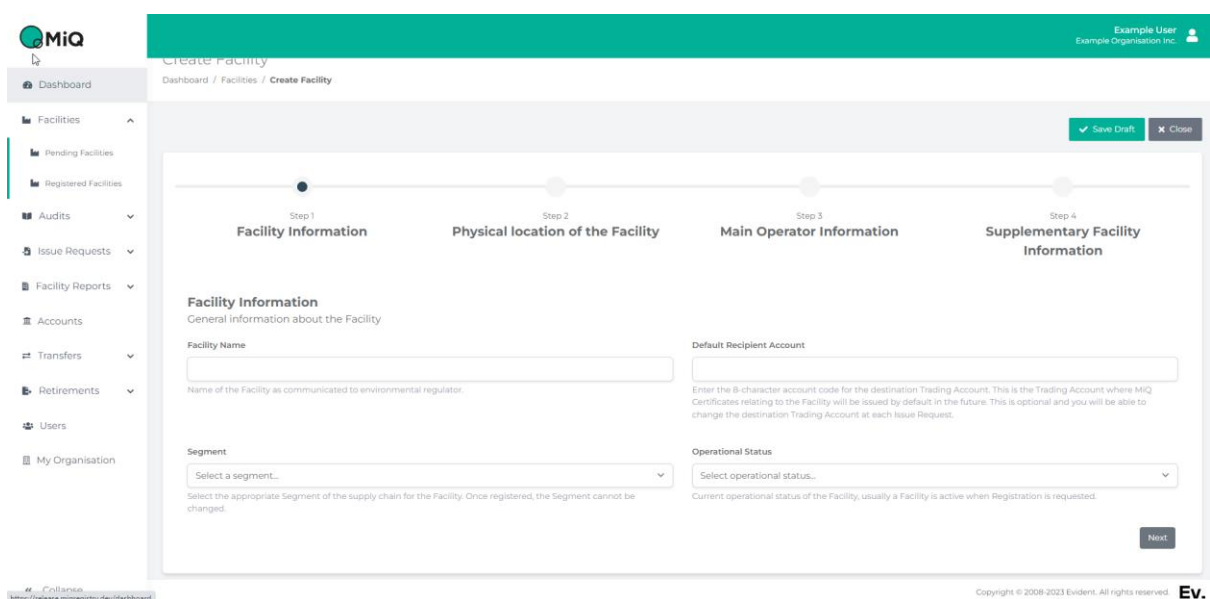
Figure 38 Create Facility screen

4.2.1.1 Facility Information

The information required in this section is:

- **Facility Name** – Enter the name that you want to use for the facility.
  Note: This is the name that will be used on the public Facility Register (see Section 2.1).

- **Default Recipient Account** – The default account for certificates to be issued into for the facility. You can override this setting at each issue request if required. This field is optional if you don't want to set a default.
  Note: Setting a default account for issuance can reduce the risk of error later.

- **Segment** – Select the supply-chain segment of the facility (e.g., Onshore production, Offshore production, Gathering and boosting, Processing, Transmission and storage, Liquefaction, etc.).

- **Operational Status** – The current operational status of the facility. Select **Active** if you will be requesting the issuance of certificates for this facility.

To move to the next step, click the `Next` button at the bottom of the screen.

4.2.1.2   Physical Location of Facility

The information required in this section is:

- **Facility Address** – Enter the street address of the facility.
  Note: If the facility covers a wide area, and the address of the facility is therefore not obvious, choose a relevant address, such as a key location at the facility.
- **Facility State/Province** – Enter the state, province or region of the facility.
  Note: If the facility covers more than one state, province or region, use the state, province or region that applies to the street address used above.
- **Facility Postcode** – Enter the zipcode, postcode or equivalent of the facility.
- **Facility Country** – Enter the country of the facility.
- **Mapped location** – The lower half of the screen allows you to draw a shape on the map to denote the geographic footprint of the facility. Locate your facility on the map by drawing a polygon around the facility boundaries to denote the borders.
  *Note: If you make a mistake drawing the polygon, click the **Remove Polygon** button in the bottom-left corner of the map.*
  Note: After completing the basic shape, it is possible to adjust the shape more accurately using the white circles.

To move to the next step, click the `Next` button at the bottom of the screen.

4.2.1.3   Main Operator Information

Information relating to the main operator of the facility is required in this section. If the main operator is the **same legal entity** as the Registrant legal entity, click on `The Registrant is the operator of the Facility`, which will add the current Registrant information automatically to the fields in this section.

To move to the next step, click the `Next` button at the bottom of the screen.

4.2.1.4   Supplementary Facility Information

The information required in this section is:

- **Permitting and regulating agencies** – enter the environmental regulator that has jurisdiction over the facility, including the code or asset name that they use.
- **Other environmental attribute tracking schemes** – enter the environmental regulator that has jurisdiction over the facility, including the code or asset name that they use.
- **Certification Schemes of Interest** – select the Certifications that the facility will be audited against (MiQ and/or EO100™).
- **Notes** – provide any additional relevant information.

Once all the information has been entered, click `Save Draft` in the top-right corner of the screen. If all the required information has been provided, the facility will be saved and will appear in the **Draft Facilities** table on the *Pending Facilities* screen (Figure 39).

*Note: The facility has only been saved as a draft at this stage. It must still be submitted –
see Section 4.2.2.*
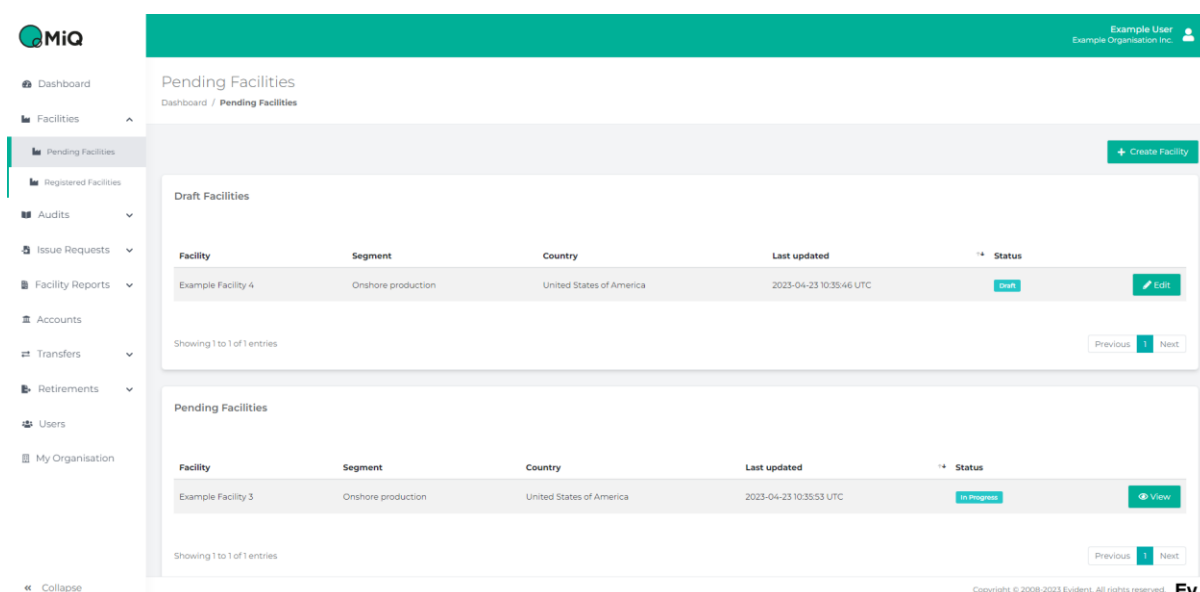
Figure 39 Pending Facilities screen with one draft facility and one submitted facility

4.2.2 Reviewing and submitting facilities

When the facility is in the **Draft Facilities** table, it has not been submitted to the Registry
Operator for review. To review the entered information and to submit the facility, click `Edit` next
to the relevant facility in the **Draft Facilities** table (Figure 39). This will show the *Edit Facility*
screen, where you can review the information that you have previously entered.

The *Edit Facility* screen has four buttons in the top-right corner (Figure 40):

- `Save` – saves any changes you make, without submitting
- `Submit` – submits the facility to the Registry Operator for review
- `Withdraw` – withdraws (removes) the facility
- `Close` – closes without saving any changes

If you are happy with the information provided and you are ready to submit the facility to the
Registry Operator for review, click `Submit` and `Yes, submit facility` in the popup that follows.
The facility will appear in the **Pending Facilities** table (Figure 39) with a status of `In Progress`.

Once submitted, the facility will be reviewed by the Registry Operator. The Registry Operator
will contact you to ask for anything else that it needs to approve the facility. On approval by the
Registry Operator, the facility will appear in the Registered Facilities table on the *Registered
Facilities* screen (see Section 4.2.3).

Figure 40 Edit Facility screen

4.2.3 Viewing registered facilities

To view your registered facilities (facilities that you have submitted and have been approved by the Registry Operator), click on the **Facilities** tab on the navigation pane and then on the **Registered Facilities** sub-tab, which will show the *Registered Facilities* screen (Figure 41).

All your registered facilities are listed in the **Registered Facilities** table. You can view the details of a registered facility by clicking the **View** button next to it in the **Registered Facilities** table.

Figure 41 Registered Facilities screen

4.3 Audits

After a facility has been registered, you can create and submit audits for the facility. Audits may relate to different standards (currently, the **MiQ** and **EO100™** Standards), and each audit will relate to a single standard.

Audits relating to different standards can be submitted for the same facility. Audits under different standards for the same facility may be for the same or overlapping Certification Periods. This allows a Registrant to request the issue of certificates for their facility in relation to the standard(s) they have been audited against at different times.

4.3.1 Audit rules

The following rules apply in the MiQ Registry when you create an audit on the MiQ Registry:

- You cannot create an audit for a facility for a Certification Period that includes a month for which when an Issue Request already exists for that facility;
- Audits can overlap if they are from different certification standards; and
- Creating a new audit for a Certification Period that overlaps with the Certification Period of another audit against the same standard will shorten the previous audit when the new audit is approved. The Certification Period of the earlier audit will end on the last day of the month prior to the selected start month of the later audit.

Please refer to the MiQ Program Guide for more information.

4.3.2 Creating an Audit

To create a new audit, click on the **Audits** tab on the navigation pane and then on the **Pending Audits** sub-tab, which will show the *Pending Audits* screen (Figure 42). This screen shows all the audits that you have created, but which are not yet approved.

Figure 42 Pending Audits screen

Click **+ Create Audit** in the top-right corner of the *Pending Audits* screen. This will take you to the *Create an audit* screen (Figure 43) where you select the facility for the audit and key details of the standard and audit type.

Figure 43 "Create an Audit" Screen

Select the appropriate information from the drop-down menus on the screen, starting from the top. As you select an item, the options in the fields below will be populated with the available choices for the data already selected. The selections are:

- **Facility** –the facility that has been audited
- **Certification Standard** –MiQ Standard or EO100™ Standard
  Note: The list of available Certification Standards will depend on the supply chain segment of the selected facility.
- **Standard Version** – The standard version identified in the audit report
- **Audit type** – The audit type identified in the audit report

Once you have completed all fields, continue to create the audit creation by clicking **✓ Proceed** in the top-right corner of the screen. To cancel the form, click **Close** instead (Figure 43).

When you click **✓ Proceed**, you will be presented with a new screen to enter the information specific to the audit type you have selected. Information that is greyed-out is pre-populated based on your selections in the previous step, and cannot be changed. Fields that are not greyed out are for you to complete.

All the information you need to enter should be easily found in the audit report from the Auditing Body (or Assessment Body for EO100™ audits).

The following items are general to all audits:

- **Grade** – Select the Grade given to the facility in the audit report

- **Requested start date of the Certification Period** – Enter the first month of the Certification Period covered by the audit, as indicated in the audit report or agreed with the Standard Holder.
  *Note: If your using Safari and Mozilla Firefox, you need to enter the date in the following format: **YYYY-MM**, e.g., **2022-08** for August 2022.*
- **Auditing Body (or Assessment Body)** – Select the audit company that performed the audit from the list, or if unavailable, select **Other** and enter the name of the audit company in the box below.
- **Lead Auditor** – Enter the name of the person that led the audit.
- **Notes, comments** – You can provide additional information in these boxes.

The form for each audit type lists the specific information required for that audit type. All the information specific to MiQ Audits is mandatory. For EO100™ assessments, some fields are optional but should be completed if the information is provided in the audit (for example, the score for each of the five principles, carbon intensity and methane intensity).

Note that there are two sections to be completed for MiQ Audits, titled *Audit* and *Methane Intensity*.

You can also upload the Audit Report and any associated documents for the audit at this stage. This is done in the section at the bottom of the screen titled *Files*. To select one or more files, click the `Choose Files` button and select the relevant files form your file system. Don't forget to click the `↑ Upload` button once you have selected the correct files.

When you've entered the necessary information, click the `✓ Save Draft` in the top-right corner of the screen. If all the required information has been provided, the audit will be saved and will appear in the **Draft Audits** table on the *Pending Audits* screen (Figure 42).

> *Note: The audit has only been saved as a draft at this stage. <u>It must still be submitted</u> – see Section 4.3.3.*

4.3.3 Reviewing and submitting audits

When an audit is in the **Draft Audits** table, it has not been submitted to the Registry Operator for review. To review the entered information and to submit the audit, click `Edit` next to the relevant audit in the **Draft Audits** table (Figure 42). This will show the *Edit Audit* screen, where you can review the information that you have previously entered.

Note that you *must* upload the Audit Report and any associated documents for the audit before you submit the Audit. This is done in the section at the bottom of the screen titled *Files*. To select one or more files, click the `Choose Files` button and select the relevant files form your file system. Don't forget to click the `↑ Upload` button once you have selected the correct files.

The *Edit Audit* screen has four buttons in the top-right corner:

- `Save` – saves any changes you make, without submitting
- `Submit` – submits the audit to the Registry Operator for review
- `Withdraw` – withdraws (removes) the audit
- `Close` – closes without saving any changes

If you are happy with the information provided, you have added the Audit Report and any associated documents, and you are ready to submit the audit to the Registry Operator for review, click `Submit` and `Yes, submit audit` in the popup that follows. The facility will appear in the **Pending Audits** table (Figure 42) with a status of `In Progress`.

> *Note:* Once received, the audit will be reviewed by the Registry Operator. The Registry Operator will contact you to ask for anything else that it needs to approve the audit.

On approval by the Registry Operator, the audit will appear in the **Completed Audits** table on the *Completed Audits* screen (see Section 4.3.4).

Once an audit is approved, Issue Requests can be made for the facility against that audit for the corresponding Certification Period of the audit.

4.3.4 Viewing completed audits

To view your completed audits (audits that you have submitted and have been approved by the Registry Operator), click on the **Audits** tab on the navigation pane and then on the **Completed Audits** sub-tab, which will show the *Completed Audits* screen (Figure 44).

The completed audits for all your facilities are listed in the **Completed Audits** table. You can view the details of an audit by clicking the `View` button next to it in the **Completed Audits** table.

Figure 44 Completed Audits screen

4.4 Issuance of certificates

Registrants request the issuance of certificates for their facilities by making **Issue Requests**. Each Issue Request is a request for a specified quantity of certificates to be issued into a specific account in relation to a specific facility for a given month of production or processing. Only one Issue Request can be made for each facility for each month of production or processing.

Certificates can be issued for a facility only when the facility has been registered and a corresponding audit has been approved by the Registry Operator.

4.4.1 Requesting certificates

To make a new request for the issuance of certificates, click on the **Issue Requests** tab on the navigation pane and then on the **Pending Requests** sub-tab, which will show the *Pending Issue Requests* screen (Figure 45). This screen shows all the Issue Requests that you have created, but which are not yet approved.

Figure 45 Pending Issue Requests screen

Click **+ Create Issue Request** in the top-right corner of the *Pending Issue Requests* screen. This will take you to the *Create Issue Request* screen (Figure 46) where you can enter the information for the Issue Request.

Figure 46 Create Issue Request screen

There are four items to complete, plus an optional notes box for any additional relevant information:

- **Facility** – Select the Facility for the issue request from the dropdown list of your facilities.
- **Recipient Account** – This field will be populated with the default account code for the facility if you entered one when you created the facility. Either accept the default account code or enter a new code for a trading account on the MiQ Registry.
- **Issue Month** – Enter the month of produciton or processing for the issue of certificates. *Note: If your using Safari and Mozilla Firefox, you need to enter the date in the following format:* **YYYY-MM***, e.g.,* **2022-08** *for August 2022.*
- **Delivered Quantity** – Enter the total delivered quantity for the issue month in MMBtus.
- **Notes** – You can provide additional information in the notes box.

> **Note:** *If there are any unsubmitted Quarterly Verification Reports available for the facility (only applicable if you have an MiQ Annual Audit), then a* <mark>warning message</mark> *will be displayed on the screen. You will need to complete the Quarterly Verification Report* **before** *you can* submit *the Issue Request, but you are able to edit and save the Issue Request at any time.*

You can also upload the Proof of Quantity and any associated documents for the Issue Request at this stage. This is done in the section at the bottom of the screen titled *Files*. To select one or more files, click the `Choose Files` button and select the relevant files form your file system. Don't forget to click the `↑ Upload` button once you have selected the correct files.

When you've entered the necessary information, click the `✓ Save Draft` in the top-right corner of the screen. If all the required information has been provided, the Issue Request will be saved and will appear in the **Draft Requests** table on the *Pending Issue Requests* screen (Figure 45).

> *Note: The audit has only been saved as a draft at this stage. It must still be submitted – see Section 4.4.2.*

4.4.2 Reviewing and submitting issue requests

When an Issue Request is in the **Draft Requests** table, it has not been submitted to the Registry Operator for review. To review the entered information and to submit the Issue Request, click `Edit` next to the relevant Issue Request in the **Draft Requests** table (Figure 45). This will show the *Edit Issue Request* screen (Figure 47), where you can review the information that you have previously entered.

Note that you *must* upload the Proof of Quantity and any associated documents for the Issue Request before you submit the Issue Request. This is done in the section at the bottom of the screen titled *Files*. To select one or more files, click the `Choose Files` button and select the relevant files form your file system. Don't forget to click the `↑ Upload` button once you have selected the correct files.

The *Edit Issue Request* screen has four buttons in the top-right corner:

- `Save` – saves any changes you make, without submitting
- `Submit` – submits the Issue Request to the Registry Operator for review
- `Withdraw` – withdraws (removes) the Issue Request
- `Close` – closes without saving any changes

Figure 47 Edit Issue Request screen

Before submitting an Issue Request, you must also confirm that you have complied with the Non-Compliance Event reporting requirements for this facility under the MiQ Standard. To do so, click the checkbox at the top of the form to confirm that you've reported all relevant Non-Compliance Events (if any) for the current Certification Period (Figure 47).

Once you have made this confirmation and you are ready to submit the Issue Request to the Registry Operator for review, then click `Submit` and `Yes, submit request` in the popup that follows. The facility will appear in the **Pending Requests** table (Figure 45) with a status of `In Progress`.

Note: Once received, the Issue Request will be reviewed by the Registry Operator. The Registry Operator will contact you to ask for anything else that it needs to approve the Issue Request.
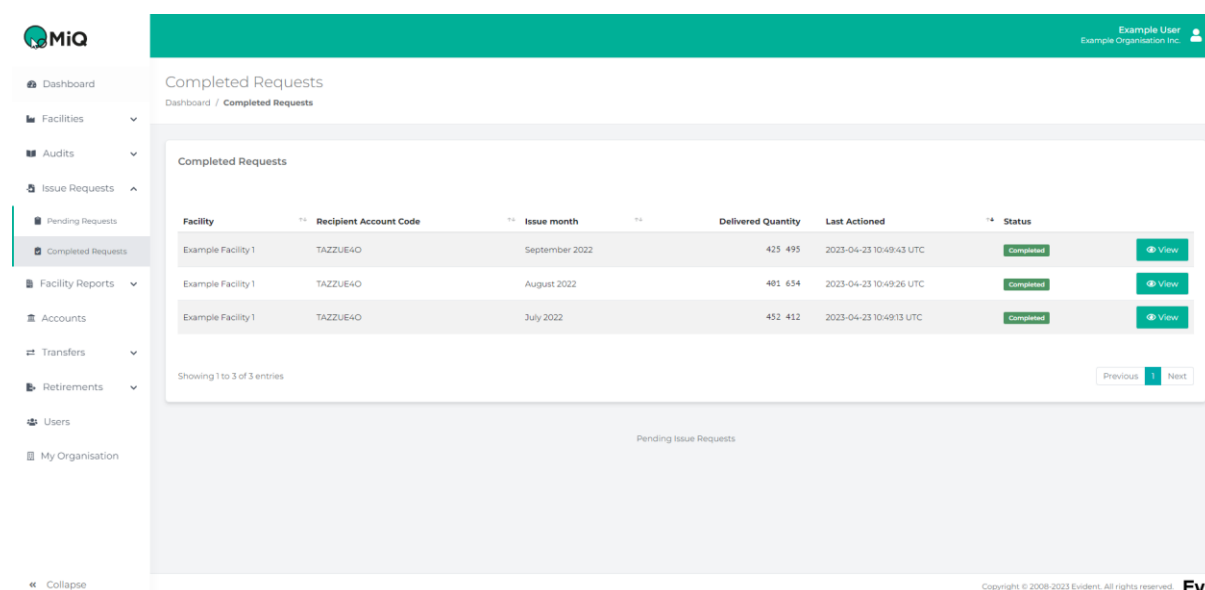
On approval by the Registry Operator, the audit will appear in the **Completed Audits** table on the *Completed Audits* screen (see Section 4.3.4).

4.4.3 Viewing completed issue requests

To view your completed issue requests (requests that you have submitted and have been approved by the Registry Operator), click on the **Issue Requests** tab on the navigation pane and then on the **Completed Requests** sub-tab, which will show the *Completed Requests* screen (Figure 48).

The completed issue requests for all your facilities are listed in the **Completed Requests** table. You can view the details of an issue request by clicking the **View** button next to it in the **Completed Requests** table.

You can change the order in which completed Issue Requests are displayed by any column by clicking on the double arrow ⭧ icon next to the column name to sort them by that coulmn's information (Figure 48).

Figure 48. Completed Requests screen

4.5 Facility Reports

Registrants with facilities that have MiQ Annual Audits must submit Quarterly Verification Reports for those facilities for each three-month period of the audited Certification Period. Quarterly Verification Reports can be submitted on the MiQ Registry using the Facility Reports functionality (see Section 4.5.1).

Registrants with facilities that have MiQ Initial or MiQ Annual Audits must notify the MiQ Registry of any Non-Compliance Events. Non-Compliance Event Reports must currently be emailed to the MiQ Registry (see Section 4.5.2).

4.5.1 Quarterly Verification Reports

Quarterly Verification Reports only have to be submitted by Registrants with facilities that have MiQ Annual Audits.

If there are Quarterly Verification Reports that are available to be submitted for your facilities, you will be prompted to submit them on your organisation's Dashboard when you log in to the MiQ Registry in the **Available Quarterly Verification Reports** table (Figure 49). You will also be reminded that Quarterly Verification Reports will be available in the next 15 days in the **Upcoming Quarterly Verification Reports** table on the Dashboard.

You can create or amend any Quarterly Verification Reports that are available but not yet submitted directly from the **Available Quarterly Verification Reports** table on the Dashboard using the **+ Create** or **Edit** buttons, as appropriate.
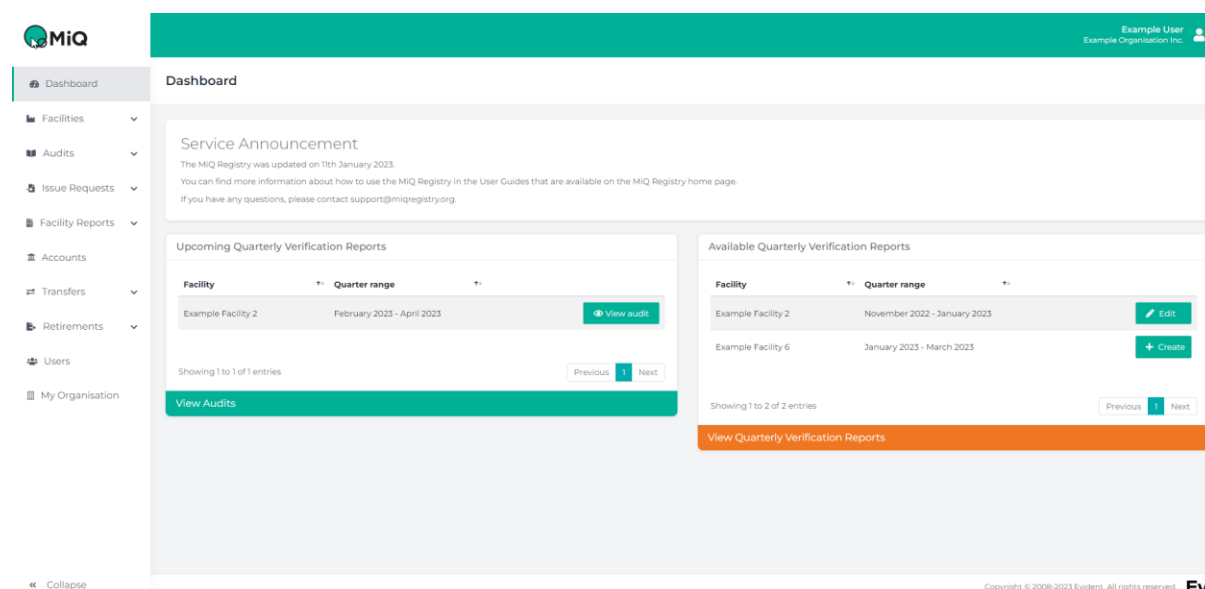
Figure 49. Dashboard

To see all your draft and submitted Quarterly Verification Reports, click on the **Facility Reports** tab on the navigation pane and then on the **Quarterly Verification Reports** sub-tab, which will show the *Quarterly Verification Reports* screen (Figure 50).
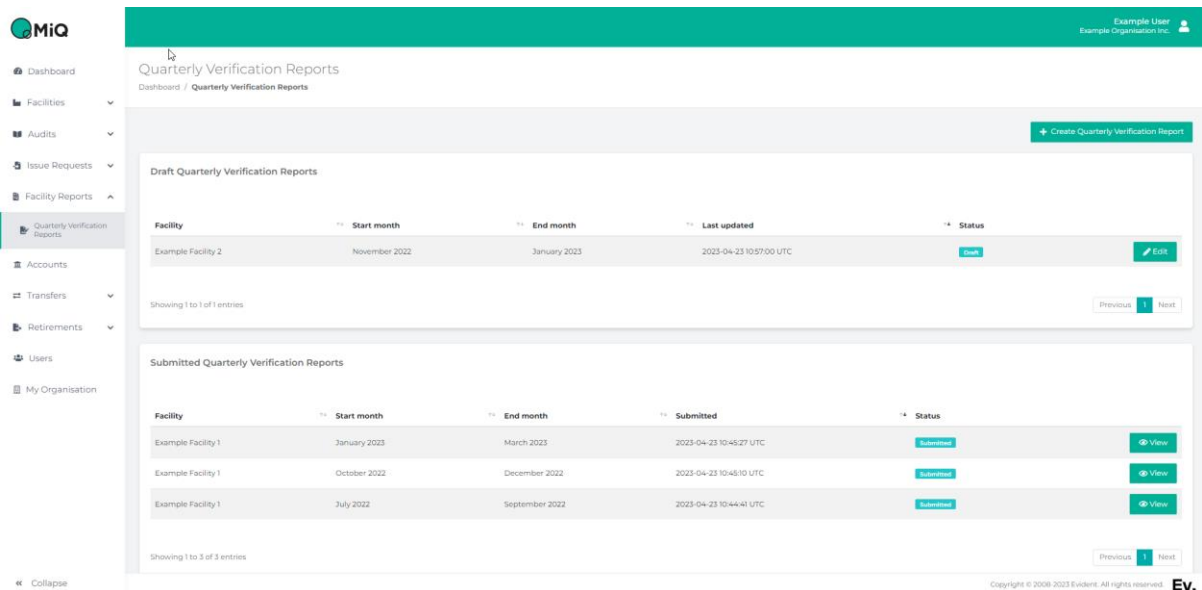
Figure 50. Quarterly Verification Reports screen

To create a new Quarterly Verification Report, click **+ Create Quarterly Verification Report** in the top-right corner of the *Quarterly Verification Reports* screen. This will take you to the *Create Quarterly Verification Report* screen (Figure 51) where you select the report you wish to create from the dropdown menu, which will list all of the available report options for your facilities. Each report is for a specific facility and three-month reporting period.
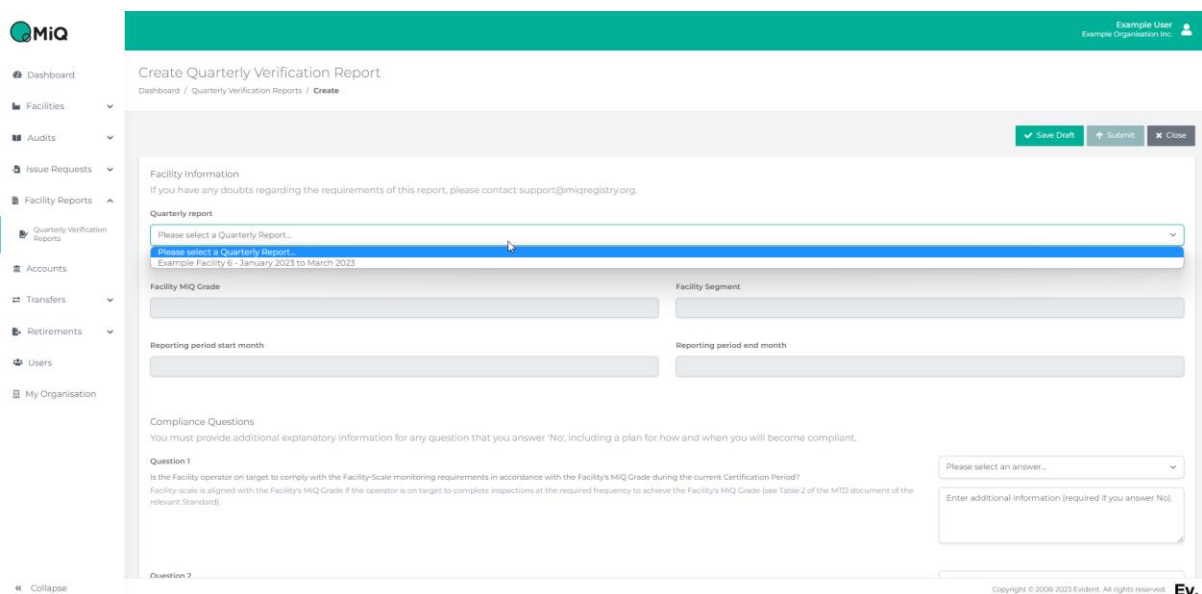
Figure 51. Create Quarterly Verification Report screen

Once you have selected the correct report, you must answer the four standard questions set out on the form.

> **Note:** *You must provide additional explanatory information for any question that you answer 'No', including a plan for how and when you will become compliant.*

Note: If you have any doubts regarding the requirements of this report, please contact support@miqregistry.org.

When you're happy with the information provided, you can either save the report for review later (click `✓ Save Draft`) or you can submit the report to the MiQ Registry (click `Submit` and then `Yes, submit audit` in the popup that follows.

Draft reports that you have saved but not submitted will appear in the **Draft Quarterly Verification Reports** table, and reports that you have submitted to the MiQ Registry will appear in the **Submitted Quarterly Verification Reports** table (Figure 50).

*Note: If a facility has an MiQ Annual Audit, you must submit any Quarterly Verification Reports that are available for submission the facility (only applicable if you have an), then a `warning message` will be displayed on the screen. You will need to complete the Quarterly Verification Report **before** you can submit the Issue Request.*

4.5.2 Non-Compliance Event Reports

Registrants with facilities that have MiQ Initial or MiQ Annual Audits must notify the MiQ Registry of any Non-Compliance Events, as define din the Program Guide. For example, emission events greater than the Reportable Quantity of 25kg/hr for 24hours or a change to Company Practices must be reported.

Non-Compliance Event Reports must currently be emailed to the MiQ Registry. Please complete the provided Excel template and email it to support@miqregistry.org. If you don't have the latest Excel template, please request it from support@miqregistry.org.

Annex 1 – Detail for permission roles

Action	Organisation Owner	Organisation Admin	Account Viewer	Account User	Account Approver	Facility Viewer	Facility User	Facility Approver
Users								
can view list of Users in their organisation	✔	✔	✔	✔	✔	✔	✔	✔
can view and edit own User details	✔	✔	✔	✔	✔	✔	✔	✔
can create new users	✔	✔	✖	✖	✖	✖	✖	✖
can view and edit details of all Users (except Organisation Owner)	✔	✔	✖	✖	✖	✖	✖	✖
can activate and deactivate all users (except Organisation Owner)	✔	✔	✖	✖	✖	✖	✖	✖
can change user roles for all users (except Organisation Owner)	✔	✔	✖	✖	✖	✖	✖	✖
can view and edit details of Organisation Owner	✔	✖	✖	✖	✖	✖	✖	✖
can change user roles for Organisation Owner	✔	✖	✖	✖	✖	✖	✖	✖
My Organisation								
can view **My Organisation** details	✔	✔	✔	✔	✔	✔	✔	✔
Accounts								
can view Account Holdings	✖	✖	✔	✔	✔	✖	✖	✖
can view Account Transactions	✖	✖	✔	✔	✔	✖	✖	✖
can view Transaction details	✖	✖	✔	✔	✔	✖	✖	✖
can create Accounts	✖	✖	✖	✔	✔	✖	✖	✖
can edit Account names and details, activate and deactivate Accounts	✖	✖	✖	✔	✔	✖	✖	✖
Transfers								
can view pending Transfers	✖	✖	✔	✔	✔	✖	✖	✖
can view details of Completed Transfers	✖	✖	✔	✔	✔	✖	✖	✖
can create Transfers	✖	✖	✖	✔	✔	✖	✖	✖
can amend and withdraw draft Transfers	✖	✖	✖	✔	✔	✖	✖	✖
can Allocate certificates to Transfers	✖	✖	✖	✔	✔	✖	✖	✖
can submit draft Transfers for review	✖	✖	✖	✔	✔	✖	✖	✖
can approve, withdraw and reject pending Transfers	✖	✖	✖	✖	✔	✖	✖	✖
Retirements								
can view Beneficiary details, including details of Retirements made	✖	✖	✔	✔	✔	✖	✖	✖
can view Draft and Pending Retirements	✖	✖	✔	✔	✔	✖	✖	✖
can view details of Pending Retirements	✖	✖	✔	✔	✔	✖	✖	✖
can view Completed Retirements	✖	✖	✔	✔	✔	✖	✖	✖
can view details of Completed Retirements	✖	✖	✔	✔	✔	✖	✖	✖
can view Retirement Statements for Completed Retirements	✖	✖	✔	✔	✔	✖	✖	✖
Can create Beneficiaries	✖	✖	✖	✔	✔	✖	✖	✖
can create Retirements	✖	✖	✖	✔	✔	✖	✖	✖
can Edit, Save and Withdraw draft Retirements	✖	✖	✖	✔	✔	✖	✖	✖
can Allocate draft Retirements	✖	✖	✖	✔	✔	✖	✖	✖
can submit draft Retirements for review	✖	✖	✖	✔	✔	✖	✖	✖
can Activate and Deactivate Beneficiaries	✖	✖	✖	✖	✔	✖	✖	✖
can Reject Retirements back to draft	✖	✖	✖	✖	✔	✖	✖	✖
can Withdraw pending Retirements	✖	✖	✖	✖	✔	✖	✖	✖
can Approve pending Retirements	✖	✖	✖	✖	✔	✖	✖	✖
Facilities								
can view draft Facilities	✖	✖	✖	✖	✖	✔	✔	✔
can view submitted Facilities	✖	✖	✖	✖	✖	✔	✔	✔
can view registered Facilities	✖	✖	✖	✖	✖	✔	✔	✔
can create Facilities	✖	✖	✖	✖	✖	✖	✔	✔
can Edit, Save and Withdraw draft Facilities	✖	✖	✖	✖	✖	✖	✔	✔
can Submit draft Facilities	✖	✖	✖	✖	✖	✖	✖	✔
Audits								
can view draft Audits	✖	✖	✖	✖	✖	✔	✔	✔
can view submitted Audits	✖	✖	✖	✖	✖	✔	✔	✔
can view completed Audits	✖	✖	✖	✖	✖	✔	✔	✔
can create Audits	✖	✖	✖	✖	✖	✖	✔	✔
can Edit, Save and Withdraw draft Audits	✖	✖	✖	✖	✖	✖	✔	✔
can Submit draft Audits	✖	✖	✖	✖	✖	✖	✖	✔
Issue requests								
can view draft Issue Requests	✖	✖	✖	✖	✖	✔	✔	✔
can view submitted Issue Requests	✖	✖	✖	✖	✖	✔	✔	✔
can view completed Issue Requests	✖	✖	✖	✖	✖	✔	✔	✔
can create Issue Requests	✖	✖	✖	✖	✖	✖	✔	✔
can Edit, Save and Withdraw draft Issue Requests	✖	✖	✖	✖	✖	✖	✔	✔
can Submit draft Issue Requests	✖	✖	✖	✖	✖	✖	✖	✔
Quarterly Verification Reports								
can view draft Quarterly Verification Reports	✖	✖	✖	✖	✖	✔	✔	✔
can view submitted Quarterly Verification Reports	✖	✖	✖	✖	✖	✔	✔	✔
can create Quarterly Verification Reports	✖	✖	✖	✖	✖	✖	✔	✔
can Edit and Save draft Quarterly Verification Reports	✖	✖	✖	✖	✖	✖	✔	✔
can submit draft Quarterly Verification Reports	✖	✖	✖	✖	✖	✖	✖	✔