

# M-RETS RTC Registration Guide

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# Introduction

This document is an instructional guide for organizations looking to use the M-RETS® Renewable Thermal Tracking System (RTC) for voluntary or approved compliance programs. M-RETS supports a variety of renewable thermal technologies including; renewably produced hydrogen, ground source heat pumps, renewable natural gas, sewer/wastewater heat recovery. For a full list of the currently approved resource types and feed stocks refer to Appendix B of the M-RETS Renewable Thermal Operating procedures. M-RETS will support state utility commissions and other state energy regulators to implement policies and rules, including what qualifies as an eligible generation technology.

The following sections will help the user, register an Organization account subscription with M-RETS, register an RTC Generator, report generation, and manage their RTCs. The M-RETS® Administrator is available to assist you throughout the registration process. Please call 651-900-7891, or email at [systemadmin@mrets.org](mailto:systemadmin@mrets.org)

## Register An Organization

The following section will guide you through the steps necessary to create an M-RETS® RTC Organization account.

### Step 1: Review Registry Documents

#### [Registry Documents](#)

- [M-RETS® Renewable Thermal Operating Procedures](#)
- [MRETS Terms of Use](#)

### Step 2: Complete the Online Registration

You can register a new organization in our [Web Portal](#).

1a) Select the 'Renewable Thermal' button to begin the RTC Organization Account Registration.



## Register your Organization

Already Have an account? [Sign In](#) | Organization already registered? [Contact System Administrator](#)

Select the type of renewable energy you work with:

Renewable Electricity

Renewable Thermal



1b) Complete the Organization Type and User information



### Register your Organization

Already Have an account? [Sign In](#) | Organization already registered? [Contact System Administrator](#)

1 — 2 — 3 — 4 — 5 — 6  
Organization Type Account Type Contact Info Billing Contact Info Confirm Success!

What type of organization are you registering?\*

Renewable Thermal Generator or Marketer

Municipal or Crown Utility

Investor-Owned Utility

Independent Reporting Entity (IRE)

Other

Cooperative Utility

Voluntary Market Participant

Public Interest Organization

Program Administrator/State or Provincial Regulator

First Name\*

Last Name\*

Email address\*

Email address confirmation\*

1c) Select the Account Type. For more information about the M-RETS Organization Subscriptions, and fees, refer to our [website](#). To register an account for the purpose of complying with a Program, a **General Account Subscription** is required.

✓ — 2 — 3 — 4 — 5 — 6  
Organization Type Account Type Contact Info Billing Contact Info Confirm Success!

Select the M-RETS account type you would like to setup\*:

<input type="radio"/> Generator Account	No Fee
<input type="radio"/> General Account	\$2200 per year
<input type="radio"/> Independent Reporting Entity	No Fee
<input type="radio"/> Program Administrator	No Fee
<input type="radio"/> Market Administrator	No Fee
<input type="radio"/> Regulator	No Fee

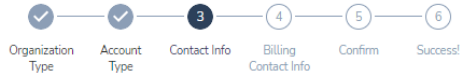


## 1d) Complete your organization's contact information



### Register your Organization

Already Have an account? [Sign In](#) | Organization already registered? [Contact System Administrator](#)



Please provide contact information for your organization:

Contact Name\*

Title or Role\*

Organization Name\*

Address\*

City\*

Country \*

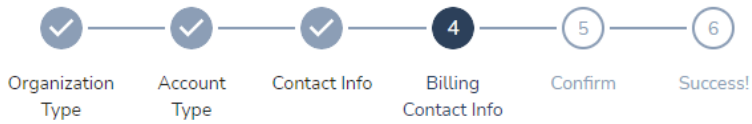


1e) Complete the Billing Contact Information.



## Register your Organization

Already Have an account? [Sign In](#) | Organization already registered? [Contact System Administrator](#)



Please provide billing contact information for your organization:

[Copy from previous screen](#)

Billing Contact Name\*

Billing Address\*

City\*

Country \*

State/Province \*



1f) Confirm the registration information is correct.



## Register your Organization

Already Have an account? [Sign In](#) | Organization already registered? [Contact System Administrator](#)

Organization Type   Account Type   Contact Info   Billing Contact Info   **5 Confirm**   6 Success!

**Registrant & Organization Information:**

Name:	Bryan Gower
Email:	bryan@mrets.org
Organization:	M-RETS RTC
Organization Type:	Renewable Thermal Generator or Marketer
Subscription Level:	General Account
Subscription Fee:	2200

Contact Information:	Billing Contact Information:
Name: Bryan Gower	Name: Bryan Gower
Job Title: Manager	Phone: 9259809989
Phone: 9259809989	Email: bryan@test.com
Address: 123 Any Street	Address: 123 Any Street
Postal Code: 39000	Postal Code: 39000
City: Any Town	City: Any Town
State: FL	State: FL
Country: United States	Country: United States
Website:	PO Number

I acknowledge that submitting this registration form will result in the establishment of an official registered subscription in M-RETS. I agree to pay the above registration fee within 30 days of receiving the invoice. If not paid in this time, I understand my subscription will be cancelled.

**Back**   Submit



1g) Submit the registration. The M-RETS Administrator will review the registration and contact you if there is additional information needed. Once the application has been approved, you will receive an email confirmation.



## Thank You

**WE WILL CONTACT YOU TO COMPLETE YOUR REGISTRATION**

M-RETS will review your organization information and contact you directly to complete the registration process.

Done

### Step 3: Create Account(s) & Additional Logins

After the Organization account approval, the M-RETS Administrator will send the designated Organization Admin an invite to log into the system. [Additional users and RTC accounts can then be created from inside the organization.](#)

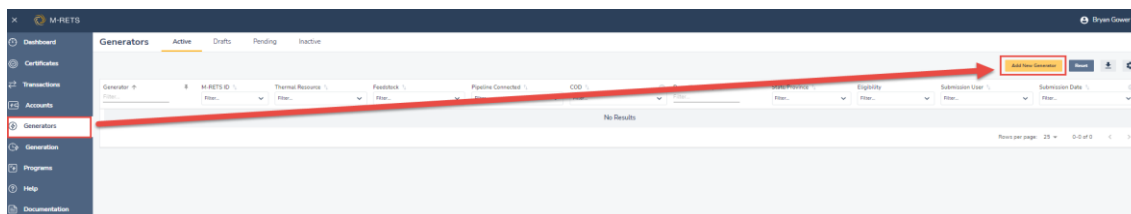




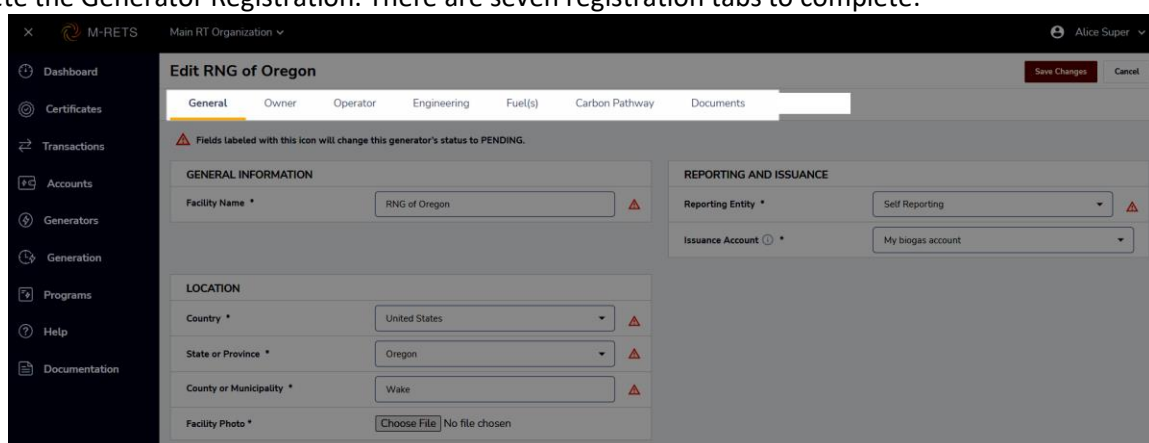
# Register an RTC Generator

Each RTC Generator will need to be registered. To begin the registration:

1. Log into your RTC Organization Dashboard.
2. Select the Generators button in the lefthand menu to navigate to the Generators Dashboard.
3. Select the “Add New Generator” button.



Complete the Generator Registration. There are seven registration tabs to complete:



- General: General information about the Generator including Location and Reporting Entity. RTC Generators reporting CI scores are required to use a Reporting Entity. The Third-Party Engineer used to prepare the CI Reporting can also report the generation injections for the Generator. M-RETS currently has two verified Independent Reporting Entities (IRE). Contact the M-RETS Administrator if you would like your Third-Party Engineer to register as an Independent Reporting Entity. RTC Generators are [charged a one-time registration fee of \\$1500](#), however; Generators that register and use an IRE for the full first year of generation may have this fee waived if the IRE verifies through a signed legal attestation that the information submitted through the registration process is true and correct.
- Owner: General ownership information including Ownership Type and Contact information. If the RTC Generator is registered by a designated responsible party on behalf of an owner, the owner will need to sign our [Schedule A: Designation of Responsible Party RTC](#).
- Operator: Contact Information for the Facility Operator and Licensed Engineer.
- Engineering: Injection Type, Metering Information, and engineering details such as Commenced Operation Date and Plant Capacity (monthly and annual).
- Fuel(s): Designation of Thermal Resource, Feedstock(s), and Program Eligibilities. Participants of a supported state program should designate the appropriate eligibility in the Generator Registration's Fuel(s) tab.



The screenshot displays the M-RETS interface for adding a new thermal resource. The 'Fuel(s)' tab is active, showing a form for 'RENEWABLE NATURAL GAS'. The form includes a warning at the top: 'Fields labeled with this icon will change this generator's status to PENDING.' Below this is a green button to 'Add New Thermal Resource'. The form fields are: 'Thermal Resource' (set to 'Renewable Natural Gas'), 'Feedstock(s)' (set to 'Renewable Natural Gas'), and 'Label (optional)'. A 'Program Eligibility' dropdown is open, showing 'Oregon CFP Registered' with an 'Oregon Fuel Pathway Code' input field. A red button at the bottom of the dropdown reads 'Remove Oregon CFP Registered from Renewable Natural Gas'. The left sidebar contains navigation options: Dashboard, Certificates, Transactions, Accounts, Generators, Generation, Programs, Help, and Documentation.

- Documentation: Documents supporting the RTC Registration including:
  - [Schedule A: Designation of Responsible Party RTC](#)
  - Engineering Report prepared by a licensed Professional Engineer
    - A detailed description of the system and its components
    - Documentation for measuring and verifying the quantities of each feedstock
    - fuel /feedstock sources
      - Fuel processing
      - Description of Interconnection/Injection point and measurement
      - Pipeline details
      - End user
    - Process flow diagram
    - (Third party PE Required) Initial review of fuel pathways/carbon intensity score ([Reference](#))
      - Analysis of the Carbon Intensity and assessment methodology
      - Review all inputs and outputs that could affect CI
    - PE stamp and credentials
  - Any additional documentation requested by M-RETS to verify the registration information:
    - It is helpful for generators to include a generator **interconnection agreement** if the generator is connected to a natural gas pipeline or a natural gas distribution network.
      - b. Any **local, state, or provincial documentation or permits** that can substantiate the generator registration data.
  - Please refer to the compliance program requirements for program specific documents to be uploaded (If applicable)

Before generation can be uploaded the M-RETS Administrator must review and approve the generator.



# Reporting RTC Generation

The Renewable Thermal System (RTC) system requires Independent Reporting Entities (IRE) to report generation in Dekatherms (Dth) and submit proof of injection/generation. *Note: the IRE must upload 100% of their generation even if the total percentage is not allocated for RTC creation.*

The IRE should log into their RTC Dashboard and select "Generation" from the left menu.

The screenshot shows the M-RETS dashboard interface. The top navigation bar includes the M-RETS logo, 'Main RT Organization', and a user profile 'Alice Super'. The left sidebar contains a menu with items: Dashboard, Certificates, Transactions, Accounts, Generators, **Generation** (highlighted with a red box), Programs, Help, and Documentation. The main content area displays a 'Welcome to M-RETS!' message, 'QUICK LINKS' section with buttons for 'Open APIs', 'Go to Documentation', and 'Go to Help', and a 'Need assistance?' notice.

Select "Add New Entry" in the upper right-hand corner.

The screenshot shows the 'Generation' page in the M-RETS application. The top navigation bar is the same as in the previous screenshot. The left sidebar menu has 'Generation' selected. The main content area has tabs for 'Generation', 'Activity Log', 'Annual Production', and 'Pending'. In the upper right corner of the table area, the 'Add New Entry' button is highlighted with a red box. Below the tabs is a table with the following columns: Generator, Pipeline Connected, M-RETS ID, Reporting Entity, Activity Date, Period Start, Period End, Posted Dth, Thermal Resource, and Feedstock. The table contains 12 rows of data for 'My Biogas generator' with various activity dates and posted Dth values. At the bottom right, there is a pagination control showing 'Rows per page: 25' and '1-11 of 11'.



## Step 1: Select Generator and Report Generation

The IRE will select the Generator to upload generation. The IRE must fill out the reporting Period, Total Injected DTH and declare if the generation is 100% renewable. Once you have filled out the corresponding fields select 'Next'.

The screenshot shows the 'Add Generation' form in the M-RETS system. The form is titled 'Add Generation' and is part of a four-step process: 1. Generator, 2. Allocation, 3. Documentation, and 4. Review. The 'Generator' step is active. The form includes a dropdown menu for 'GENERATOR \*', a 'PERIOD' section with 'Start Date \*' and 'End Date \*' (both MM/DD/YYYY), and a 'TOTAL INJECTED DTH' section with 'Quantity Dth \*' (0) and 'Is this 100% renewable? \*' (Yes/No radio buttons). A 'Next' button is visible at the bottom right.

## Step 2: Fuel Allocation and Qualified Issuance

Generators must report 100% of the gas injected into the system from the Generator at the injection point, even if the gas will not be tracked in M-RETS. This ensures that M-RETS can serve as a central repository for programs, including those not affiliated with M-RETS, to prevent double-counting. M-RETS will not create certificates for the generation entered and designated as not being tracked in M-RETS. To designate the number of certificates or the percentage of the injected gas sought for certificate issuance in M-RETS, the IRE will select the: [Edit Qualified Issuance] button from the Allocation screen to designate the quantity of reported generation that is qualified for RTC issuance. If a portion of generation was sold into another program (e.g., California's LCFS) those portions are not Qualified for issuance.

### RTC Qualified Issuance Options:

- Qualified Generation: any generation that qualifies for certificate issuance.
- Non-Qualified Generation: generation that does not qualify for certificate issuance.
  - Includes generation intended for a program that does not recognize M-RETS or is not considered renewable (e.g., non-renewable additives)
- Partially Qualified Generation: generation that only partially qualifies for certificate issuance.

The screenshot shows the 'Allocation' step in the 'Add Generation' form. The form is titled 'ALLOCATION' and is part of a four-step process: 1. Generator, 2. Allocation, 3. Documentation, and 4. Review. The 'Allocation' step is active. The form includes a 'Fuel allocation type' section with 'Percentage' selected. The 'Qualified Issuance' section shows 'Renewable Natural Gas' and 'All Qualified for RTC creation' with a value of 0% and an 'Edit Qualified Issuance' button. A 'Next' button is visible at the bottom right.



*Qualified Issuance Options*

*All Qualified for RTC creation*

100% of the reported generation is eligible for RTC creation.

The screenshot shows a dialog box titled "Qualified Issuance" with a close button (X) in the top right corner. Below the title bar, the text "RENEWABLE NATURAL GAS" is displayed. A dropdown menu is set to "All Qualified for RTC creation". At the bottom, there are two buttons: "Cancel" (blue) and "Save" (yellow).

*Partially Qualified for RTC Creation*

Only the percentage reported is eligible for RTC creation.

The screenshot shows a dialog box titled "Qualified Issuance" with a close button (X) in the top right corner. Below the title bar, the text "RENEWABLE NATURAL GAS" is displayed. There are two dropdown menus: "Partially Qualified for RTC creation" (highlighted with a blue border) and "Reason for non-qualification". Below these is a table with the following structure:

Percent	Reason	Detail
<input type="text" value="0"/>	%	Qualified Issuance
0 %	TOTAL	

At the bottom, there are two buttons: "Cancel" (blue) and "Save" (grey).



### Not Qualified for RTC Creation

None of the reported generation is eligible for RTC Creation (e.g., 100% of the reported generation for the designated period was sold into another program).

**Qualified Issuance**

**RENEWABLE NATURAL GAS**

Not Qualified for RTC creation

Reason for non-qualification

- RFS
- LCFS
- Other State Program
- Other Voluntary Program
- Other

Percent	Reason
0 %	TOTAL

Cancel

Allocate the percentage of each feedstock made up of the total reported generation. The feedstock allocation must total 100%. The Allocation screen will calculate the reported percentage and will designate that the total correctly calculates 100% by turning green in the footer.

Add Generation

Generator Allocation Documentation Review

**ALLOCATION**

Feed allocation type:  Percentage  Quantity

Feedstock	Qualified Issuance	
Renewable Natural Gas	All Qualified for RTC creation	<a href="#">Edit Qualified Issuance</a>
<b>TOTAL</b>		100 %

Back Next

### Step 3: Documentation

Upload the supporting documentation for the injected generation (e.g., invoice, injection receipt, or other official documents that identify the Dth of gas injected).

Add Generation

Generator Allocation Documentation Review

**DOCUMENTATION**

Generation Document (Select File For Upload)

Choose File No file chosen

Document with generation information.

Back Review



## Step 4: Review

Review the reported Generation and select "Save" and "Submit" The RTCs will be issued into the account.

Add Generation

Generator Allocation Documentation Review

GENERATOR  
**Anaerobic Digesters**

PERIOD  
10/01/2022 to 10/31/2022

QUANTITY  
1 Dth  
Is this 100% renewable? YES

ALLOCATION	Feedstock	Qualified Issuance	Percentage
	Renewable Natural Gas	All Qualified for RTC creation	100 %
	TOTAL		100 %

DOCUMENTATION  
Selected file  
Generation\_Pending:11-04-2022.pdf

Back Make Changes **Save**

By clicking Submit, I acknowledge that I have reported 100% of the selected Generator's injection into the pipeline.

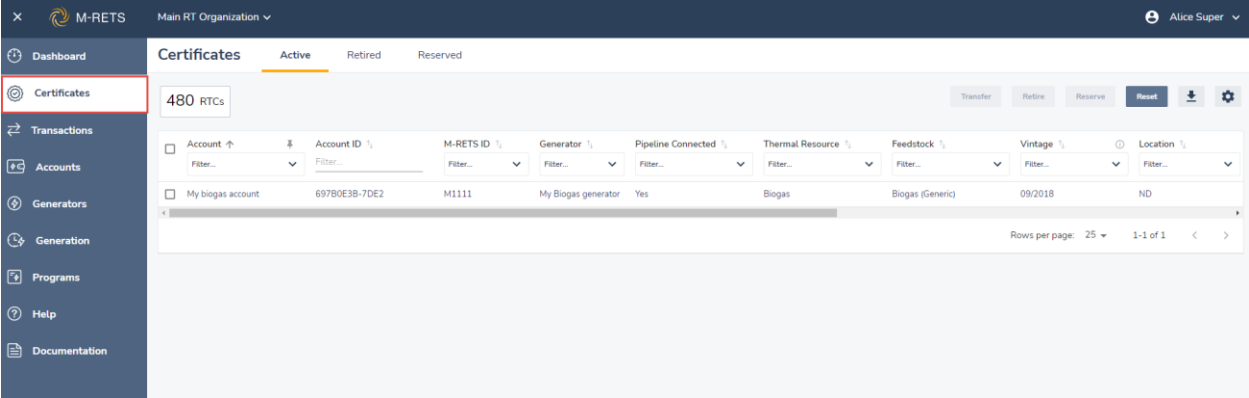
Go Back

Submit



# RTC Management

Once M-RETS RTCs are issued, the certificates can be managed from the Certificates Dashboard. The Certificates Dashboard is where the user can manage all Active, Retired, and Reserved certificates in their Organization's accounts.



From the Certificates Dashboard, you can view certificates based on their status the tabs located at the top of the table: Active, Retired and Reserved. Each status has an associated account where RTCs can be deposited. The User can set up as many Active, Retirement and Reserve accounts as they need.

**Active:** RTCs deposited into Active accounts. The Active Account is the holding place for all active Certificates. An Active Account may be associated with one or more Generators.

**Retired:** RTCs deposited into Retirement accounts. A Retirement Account is used as a repository for Certificates that the Organization wants to designate as retired and remove from circulation for an environmental claim, in compliance with a state or provincial program or on behalf of a beneficial owner. Once an RTC has been transferred into a Retirement Account, it cannot be transferred again to any other Account.

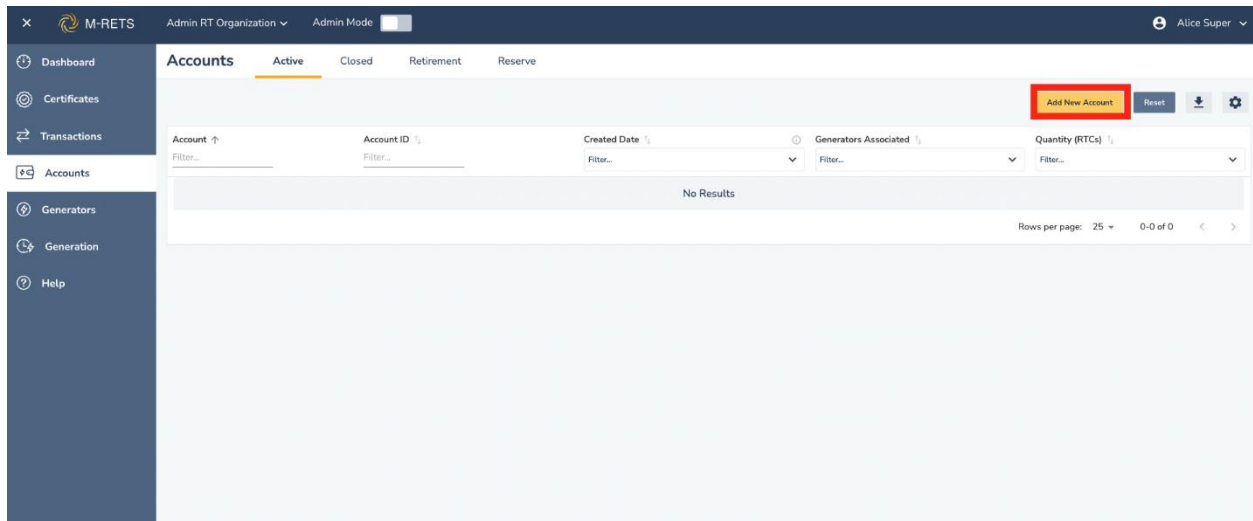
**Reserve:** RTCs deposited into a Reserve Account. Transferring Certificates to a Reserve Account removes the Certificates from circulation for external use. Once Certificates are placed in a Reserve Account they can no longer be transferred to another organization. Reserve Accounts and the transactions associated with them are considered permanent. Certificates deposited into a Reserve Account will be settled and claimed outside of M-RETS. The M-RETS Administrator cannot verify an environmental claim for certificates deposited into the Reserve Accounts.



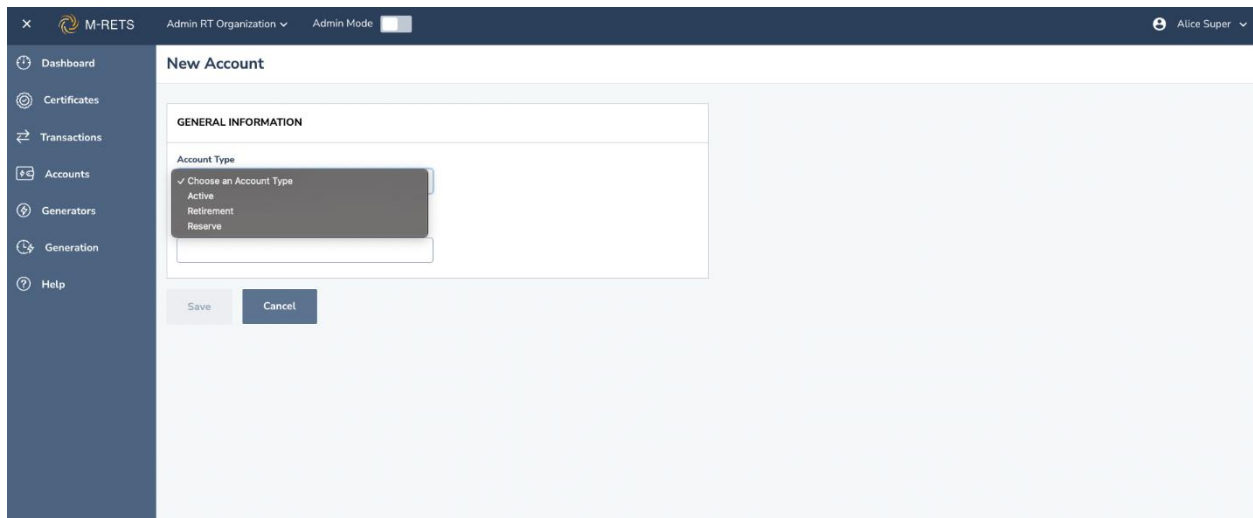


## Creating Active, Retirement and Reserve Accounts

From the dashboard, navigate to 'Accounts'. Next, select "Add New Account".



From the "New Account" screen, use the Account Type dropdown to choose an 'Account Type' to create. Name the account, once you have entered the necessary information select "Save".



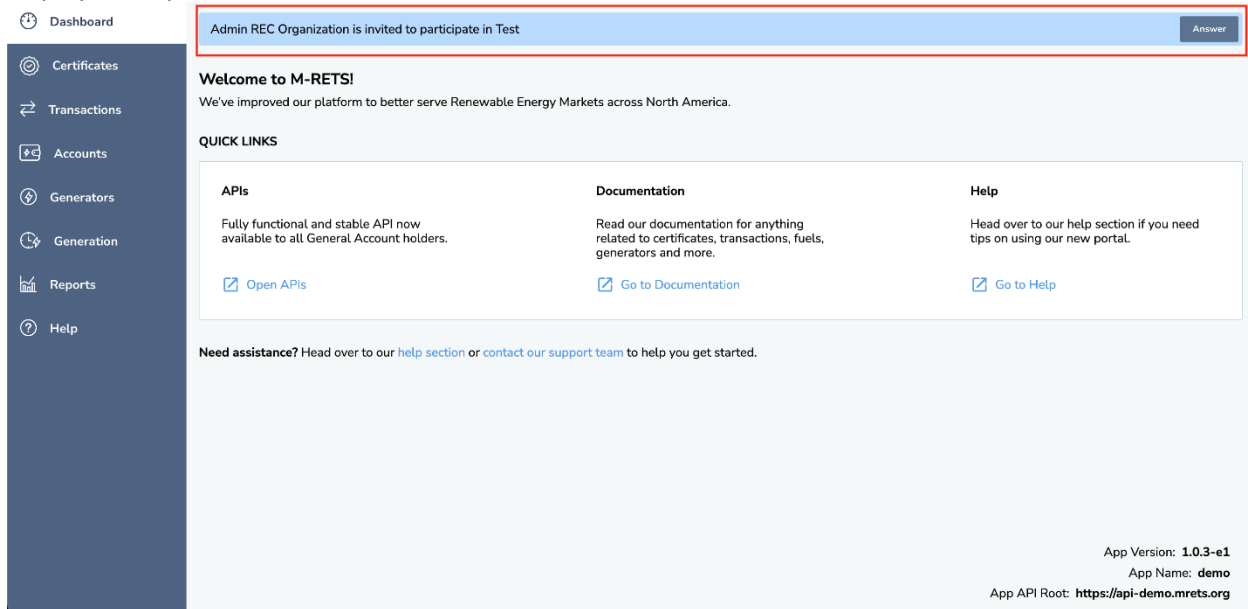
The User can now deposit RTCs into this account.



## Configuring a Retirement Account with a Program

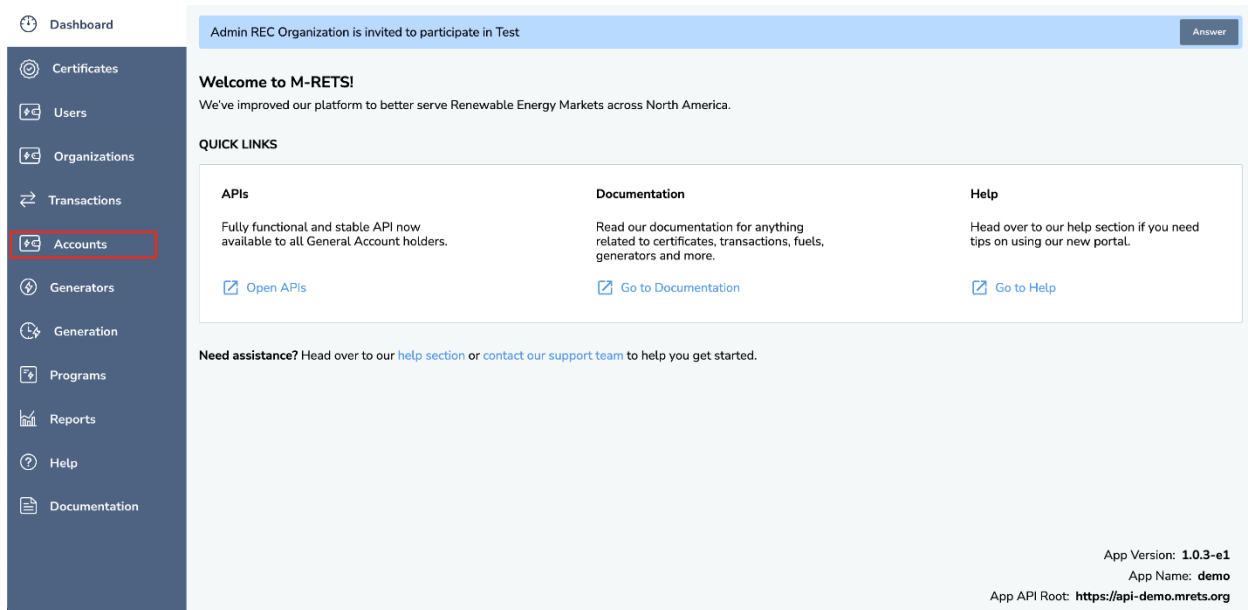
If the Generator is being registered for compliance with a supported program, the Program Administrator will set up a Program for the RTCs to be retired into. You will be invited to participate in the Program by the Program Administrator. Notify the Program Administrator when your M-RETS Subscription is approved. The Program Administrator will invite you to the program. You will create a Retirement Account and link it to the Program.

When you are invited to participate in the Program, you will receive an email and you will see a message displayed on your dashboard:



The screenshot shows the M-RETS dashboard. At the top, a blue notification bar states: "Admin REC Organization is invited to participate in Test" with an "Answer" button. Below this, the main content area is titled "Welcome to M-RETS!" and includes a "QUICK LINKS" section with three columns: "APIs", "Documentation", and "Help". The "APIs" column contains the text "Fully functional and stable API now available to all General Account holders." and a link "Open APIs". The "Documentation" column contains the text "Read our documentation for anything related to certificates, transactions, fuels, generators and more." and a link "Go to Documentation". The "Help" column contains the text "Head over to our help section if you need tips on using our new portal." and a link "Go to Help". At the bottom right, the app version is "1.0.3-e1", the app name is "demo", and the API root is "https://api-demo.mrets.org".

To participate in a Program, you must first create a **new** retirement account. Select 'Accounts' from the left menu.



This screenshot is identical to the one above, but the "Accounts" menu item in the left sidebar is highlighted with a red box. The notification bar at the top remains the same, and the main content area is unchanged.



Select " Add New Account".

The screenshot shows the M-RETS interface with the 'Accounts' page selected. The top navigation bar includes 'M-RETS', 'Admin REC Organization', 'Admin Mode', and 'Alice Super'. The left sidebar lists various menu items: Dashboard, Certificates, Transactions, Accounts, Generators, Generation, Reports, and Help. The main content area is titled 'Accounts' and has tabs for 'Active', 'Closed', and 'Retirement'. A red arrow points to the 'Add New Account' button in the top right corner of the main content area. Below the button is a table with columns for 'Account', 'Account ID', 'Created Date', 'Generators Associated', and 'Quantity (REC)'. The table currently shows 'No Results' and has a 'Rows per page: 25' and '0-0 of 0' indicator.

Change the account type to "Retirement" and select the Program on the right.

The screenshot shows the 'New Account' form in the M-RETS interface. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area is titled 'New Account' and has a 'GENERAL INFORMATION' section. A red box highlights the 'Account Type' dropdown menu, which is set to 'Retirement'. A red arrow points to the 'Program' dropdown menu, which is set to 'Main Organization Test'. Below the 'Program' dropdown is a search field labeled 'Enter Program Name'. There is also a 'Name' input field. At the bottom of the form are 'Save' and 'Cancel' buttons.



Name the Account (e.g., **Account Type:** Retirement; **Account Name:** Name of Program - Year) once you have completed all fields, select “Save”. Refer to the Program instructions for specific naming convention.

**GENERAL INFORMATION**

Account Type: Retirement

Program: Enter Program Name  
Main Organization Test

Name: Test

Test

Test

Save Cancel

RTCs deposited into this Account will be monitored by the Program Administrator for compliance with the Program.

Transfer certificates into a Retirement account for the Program.

Navigate to the Certificates dashboard from the left menu and select the certificates that you wish to retire from the Active tab.

**Certificates** Active Retired Exported Imported Withdrawn All Compliance Summary

10,040 RTCs

Transfer Retire Withdraw Reset

2 rows are selected.

Account	M-RETS ID	Organization	Generator	Pipeline Connected	Thermal Resource	Feedstock	Vintage	Location
<input checked="" type="checkbox"/> RTCs account	M1112	Second RT Organization	My RNG generator	No	Renewable Natural Gas	Anaerobic Digestion of 100% Green Waste	08/2018	ND
<input type="checkbox"/> RTCs account	M1112	Second RT Organization	My RNG generator	No	Renewable Natural Gas	Anaerobic Digestion of 100% Green Waste	08/2018	ND
<input type="checkbox"/> RTCs account	M1112	Second RT Organization	My RNG generator	No	Renewable Natural Gas	Anaerobic Digestion of 100% Green Waste	10/2018	ND
<input checked="" type="checkbox"/> RTCs account	M1112	Second RT Organization	My RNG generator	No	Renewable Natural Gas	Anaerobic Digestion of 100% Green Waste	09/2018	ND
<input type="checkbox"/> My biogas account	M1111	Main RT Organization	My Biogas generator	No	Biogas	Biogas (Generic)	07/2018	ND
<input type="checkbox"/> My biogas account	M1111	Main RT Organization	My Biogas generator	No	Biogas	Biogas (Generic)	11/2016	ND
<input type="checkbox"/> RTCs account 2	M1111	Second RT Organization	My Biogas generator	No	Biogas	Biogas (Generic)	10/2018	ND
<input type="checkbox"/> My biogas account 1	M1111	Main RT Organization	My Biogas generator	No	Biogas	Biogas (Generic)	09/2018	ND
<input type="checkbox"/> Another biogas account 1	M1111	Main RT Organization	My Biogas generator	No	Biogas	Biogas (Generic)	08/2018	ND

Rows per page: 25 1-10 of 10



Once you have the designated certificates to retire, select "Retire" in the upper right corner.

The screenshot shows the M-RETS interface with the 'Certificates' section active. The 'Active' tab is selected, showing 10,040 RTCs. A table lists various certificates with columns for Account, M-RETS ID, Organization, Generator, Pipeline Connected, Thermal Resource, Feedstock, Vintage, and Location. Two rows are selected, highlighted in orange. In the top right corner, the 'Retire' button is highlighted with a red box. Other buttons include Transfer, Withdraw, and Reset.

Select the quantities that you wish to retire. Designate the Carbon Pathway from the dropdown if applicable. The details button will allow you to review the RTC batch details and Carbon Pathway.

The screenshot shows the 'Retire RTCs' page. A progress bar at the top indicates five steps: 1. RTCs quantities, 2. Select retirement options, 3. Select accounts, 4. Review, and 5. Success. The 'Input the amount of RTCs' section contains a table with columns for Account, Organization, Generator, Thermal Resource, Vintage, Location, Carbon Pathway, Quantity (RTCs), and Max Available. Two rows are shown, with the 'Quantity (RTCs)' column containing input fields with values 40 and 10000. A 'RETIRED OVERVIEW' box on the right shows 'Total active RTCs' as 10040 and 'RTCs will be transferred.' with 'Back' and 'Next' buttons.





**Serial Numbers** T1112-ND-08-2018-C1343173-1 to 40

Generator	Account	Thermal Resource	Vintage	Location
RNG generator	RTCs account	Renewable Natural Gas	08/2018	ND

**Carbon Pathways**

Name	Tool Name	Carbon Intensity	grams CO2 / Dth	Date
RNG LCA #1	GHGenius 5.0f	0.25	263.75	2018

**Eligibilities**

None

**Injection Receipt:** [sample.pdf](#)

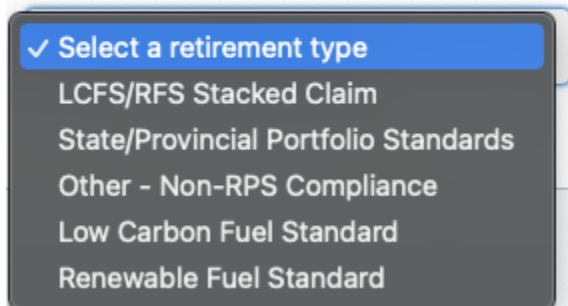
Once you have reviewed the quantities and details, the next screen will ask you for the Retirement Reason. You will be asked to select either Voluntary or Compliance. Each field requires several fields of information to be filled out. See below for a breakdown of the required fields.



## Compliance Retirements:

### Compliance

#### Type



A dropdown menu with a blue header bar containing a checkmark and the text "Select a retirement type". Below the header are five options: "LCFS/RFS Stacked Claim", "State/Provincial Portfolio Standards", "Other - Non-RPS Compliance", "Low Carbon Fuel Standard", and "Renewable Fuel Standard".

- **LCFS/ RFS Stacked Claim**

- This should be selected only if the Certificates subject to this claim will be used for the United States Environmental Protection Agency Renewable Fuel Standard and the Low Carbon Fuel Standard. Use of this retirement type is subject to official rules and regulations of the Renewable Fuel Standard. It is most often the case that Both will be selected as these attributes are frequently stacked.

- **State/ Provincial Portfolio Standards**

- State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard (RPS) retirements

- **Other - Non - RPS Compliance**

- **Low Carbon Fuel Standard**

- This should be selected only if the generation subject to this claim will be used for a Low Carbon Fuel Standard Claim. The use of this retirement type is subject to the rules and regulations of any state, federal, or provincial low carbon fuel standard program.

- **Renewable Fuel Standard**

- This should be selected only if the Certificates subject to this claim will be used for the United States Environmental Protection Agency Renewable Fuel Standard. Use of this retirement type is subject to official rules and regulations of the Renewable Fuel Standard.



Once you have selected the Retirement Type and completed the required State, Year and Quarter detail fields, select "Next".

The screenshot shows the 'Retire RTCs' interface in the M-RETS system. The top navigation bar includes 'Dashboard', 'Organizations', 'Certificates', 'Transactions', 'Accounts', 'Generators', 'Generation', 'Programs', 'Help', and 'Documentation'. The main content area is titled 'Retire RTCs' and features a progress indicator with five steps: 1. RTCs quantities, 2. Select retirement options (current step), 3. Select accounts, 4. Review, and 5. Success. Below the progress indicator, a form asks 'What is your reason for retiring these RTCs? (select one)'. The 'Voluntary' option is selected. The form includes fields for 'Type' (Voluntary), 'Reason' (Beneficial Ownership), 'State/Province' (Minnesota), 'Year' (2021), 'Quarter' (Q2), and 'Notes' (MRETS Help Document). A 'Compliance' option is also present. On the right, a 'RETIRE OVERVIEW' box displays 'Total active RTCs: 10040' and 'RTCs will be transferred'. Below this box are 'Back' and 'Next' buttons, with the 'Next' button highlighted in a red box.

Select the Retirement Account that is assigned to the Program. You can search for the Retirement Accounts within your Organization or select them from the populated list. Select "Review" to confirm the Retirement.

The screenshot shows the 'Retire RTCs' interface in the M-RETS system, now at the 'Select accounts' step. The top navigation bar is the same as in the previous screenshot. The progress indicator shows steps 1, 2, and 3 completed, with step 3 (Select accounts) being the current step. The main content area is titled 'Retire RTCs' and features a search bar for 'Enter Account Name' and a list of accounts, with 'Retirement account 1' selected. On the right, the 'RETIRE OVERVIEW' box is the same as in the previous screenshot, displaying 'Total active RTCs: 10040' and 'RTCs will be transferred'. Below this box are 'Back' and 'Review' buttons, with the 'Review' button highlighted in a red box.





The final screen will ask you to review the Retirement, please verify that the information entered is correct, once "Retire" is selected you are unable to make changes to the transaction.

Admin RT Organization Admin Mode AliceAAA Super

Dashboard Organizations Certificates Transactions Accounts Generators Generation Programs Help Documentation

RTCs quantities Select retirement options Select accounts Review Success

Retiring 10040 active RTCs from

Account	Organization	Generator	Vintage	Location	Carbon Pathway	Quantity	
RTCs account	Second RT Organization	My RNG generator	08/2018	ND	RNG LCA #1   GHGenius 5.0f   0.25	40	<a href="#">Details</a>
RTCs account	Second RT Organization	My RNG generator	09/2018	ND	RNG LCA #1   GHGenius 5.0f   0.25	10000	<a href="#">Details</a>

Retirement reason:  
Voluntary

Retirement reason details:  
RETIREMENT REASON: Beneficial Ownership  
RETIRED TO: MN  
PERIOD: 2021  
QUARTER: Q2  
NOTES: MRETS Help Document

To this retirement account:  
Retirement account 1

RETIRE OVERVIEW  
RTCs will be immediately transferred to the accounts listed at left.  
You can go back to make changes to this transaction.  
Back Retire

After you Select "Retire" you will then see the screen below and are given the option to download the Transaction Receipt and view the transaction in the history tab.

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Dashboard Organizations Certificates Transactions Accounts Generators Generation Programs Help Documentation

Retire RTCs

# Your retirement was successful!

NEED TO SHARE THIS?  
[Download a transaction summary](#)

[View Transaction History](#)

App Version: 1.0.9  
App Name: demo  
App API Root: <https://api-demo.mrets.org>



Retired RTCs can be viewed from the Certificate Dashboard, under the Retired tab. To download a CSV or pdf of retirements navigate to the Retired tab and use the download arrow located in the top right of the report.

The screenshot shows the M-RETS interface with the 'Certificates' section selected. The 'Retired' tab is active, displaying a table of 1,256 RTCs. The table has the following columns: Account, Account ID, Thermal Resource, Feedstock, Vintage, M-RETS ID, Generator, and Pipeline. The data rows are as follows:

Account	Account ID	Thermal Resource	Feedstock	Vintage	M-RETS ID	Generator	Pipeline
Retirement account 1	3ECDC48B-5B43	Biogas	Biogas (Generic)	12/2016	M1111	My Biogas generator	Yes
Retirement account 1	3ECDC48B-5B43	Renewable Natural Gas	Anaerobic Digestion of 100% Green Waste	09/2018	M1112	My RNG generator	No
Retirement account 1	3ECDC48B-5B43	Biogas	Biogas (Generic)	11/2017	M1111	My Biogas generator	Yes
Retirement account 1	3ECDC48B-5B43	Biogas	Biogas (Generic)	10/2018	M1111	My Biogas generator	Yes
Retirement account 1	3ECDC48B-5B43	Biogas	Biogas (Generic)	07/2018	M1111	My Biogas generator	Yes

