Evident.

I-REC Registry User Guide

UG-04: Participant

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1 Becoming a Participant

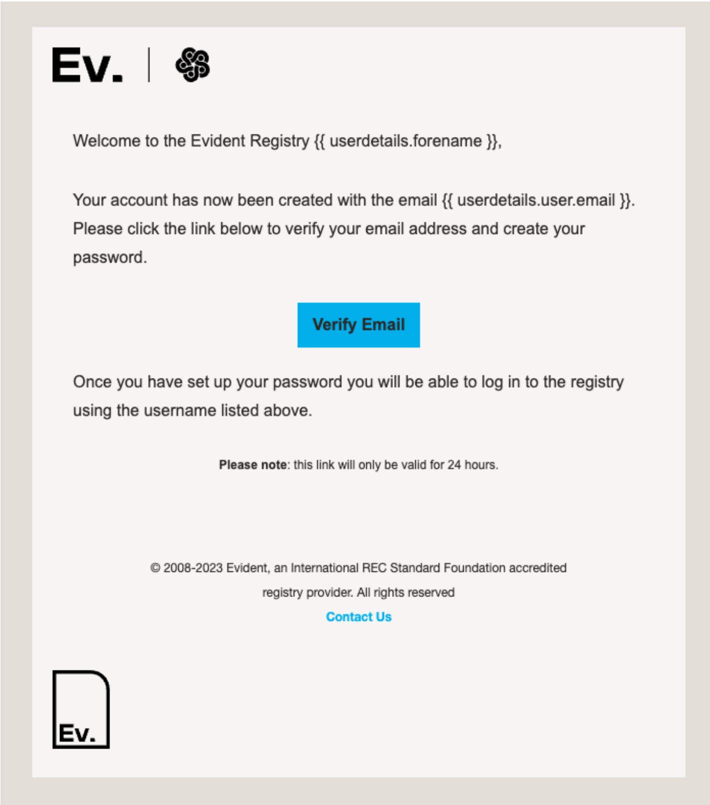
To become a Participant and trade or redeem I-REC certificates, it is first necessary to have a contract with Evident, who provides global Registry services for Participants.

Due diligence checks are performed to satisfy Know Your Customer and Anti Money Laundering regulations as part of the process of providing access to the Registry. This process can take an extended period and you may be required to provide documentation to support your application.

Your organisation will be added to the Registry and an initial user will be created for you only when you have satisfied the due diligence requirements. Please watch out for an automated email containing an authentication link which you will need to activate in order to access the Registry. Should the link have expired, please contact the I-REC Helpdesk at:

helpdesk@evident.global

The activation email will look similar to the image below:



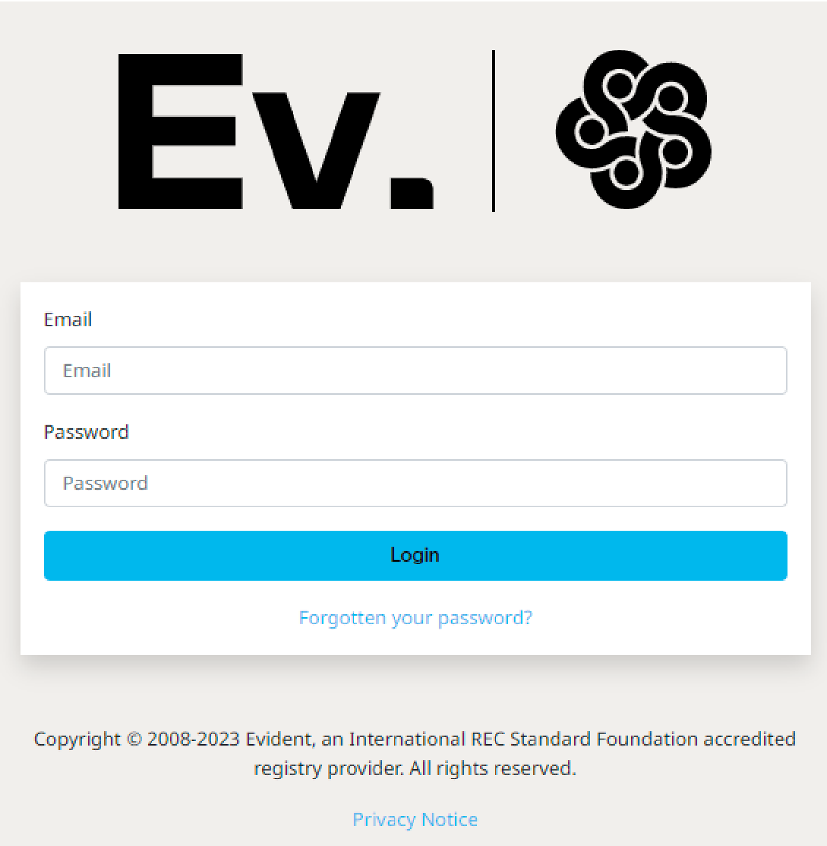
Please note that email systems can change how emails are displayed.

2 Access to the Registry

2.1 Login to the Registry

The Registry can be accessed at https://evident.app.

Please login to the Registry using your email address and password.



If you have forgotten your access details or password, please click "**Forgotten your password?**".

3 Accounts

Participants can self-manage their Accounts within the Registry.

Accounts within the Registry function in a similar way to a bank account. I-REC certificates can be transferred between Accounts as evidence of ownership.

3.1 Participant Account Types

There are two categories of Account that Participants can create.

3.1.1 Trade Accounts

Trade Accounts are only available to Participants and Platform Operators. Trade Accounts are accounts where certificates can be transferred in and out without restriction, similar to a conventional bank account. When an Issuer creates I-RECs, they must be deposited into a Trade account.

Certificate holdings within a Trade Account are not eligible for an End User claim until they have been **redeemed** (see section 6).

3.1.2 Redemption Accounts

Redemption Accounts are only available to Participants and Platform Operators. Redemption Accounts are accounts where certificates can be transferred in for the sole purpose of allocating the benefit to an End User (known as a Beneficiary). This process represents the final action in a certificate's life and cannot be reversed.

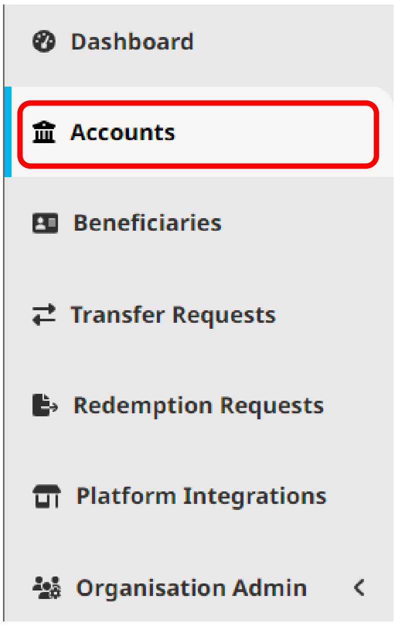
Certificate holdings within a Redemption Account are uniquely allocated to a Beneficiary for the purposes of End User claims (see section 5).

A single Redemption Account can be used for multiple Beneficiaries.

3.2 Create an Account

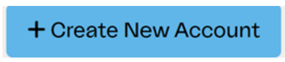
3.2.1 Navigate to Accounts

On the left-hand navigation column, click **Accounts**.



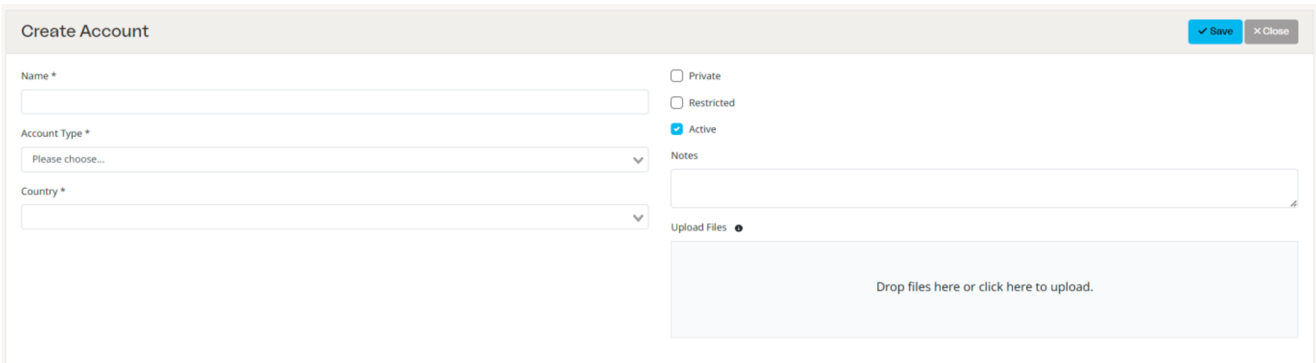
3.2.2 Click on "Create New Account"

In the top-right hand corner, click the button **Create New Account** button.



3.2.3 Enter Account Details

Enter the information relating to the Account.



The following table describes the data fields on this form:

Field	Description
Name	The full name of the account.
Account Type	For Participants, this must be Trade or Redemption.
Country	The country you wish to associate the account with.
Private	Whether or not the account should be private.
Restricted	Whether or not the account should be restricted.
Active	Whether or not the account should be active. An inactive account cannot be used for any new transactions.
Notes	Any additional notes or comments for the account. For example, explaining what this account will be used for.
Upload Files	Any files that are associated with the account.

Once created, an Account cannot be deleted or have its Account Code or Account Type modified. If an Account is no longer required, it should be marked as **Inactive**.

3.2.4 Note: Account Codes are now automatically generated upon Account creation. Create Account and Save

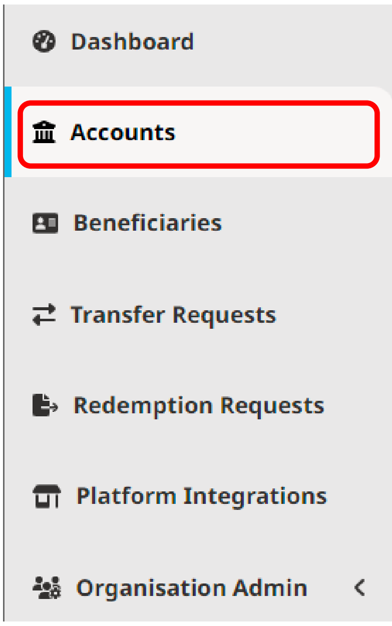
Once all the information supplied is complete and correct, you can save the Account details. There are two options to choose from:

- Save– This will create your new account and return you to the main Account Management page.
- **Close** – Cancel and close the form, any changes will be lost.

3.3 Edit an Account

3.3.1 Navigate to Accounts

On the left-hand navigation column, click **Accounts**.



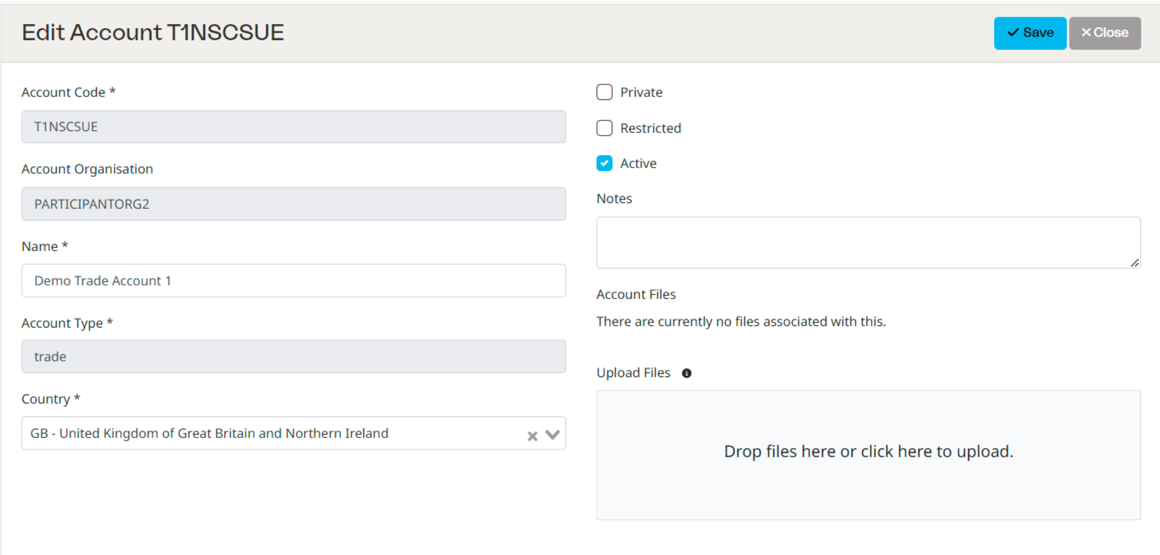
3.4 Select an Account

Click the Edit button to view the account details.

Account Name	Account Code	Account Type	Balance	Country	Private	Restricted	Active	Actions
Demo Trade Account 1	T1NSCSUE	Trade Account	21 088.871211 MWh	United Kingdom of Great Br...	Public	Unrestricted	Active	Summary Holdings Edit
Demo Redemption Account 1	RBHKL453	Redemption Account	100.000000 MWh	United Kingdom of Great Br...	Public	Unrestricted	Active	Summary Holdings Edit

3.4.1 Edit Account Details

Enter the information relating to the Account.



The following table describes the data fields on this form:

Field	Description
Account Code	This cannot be changed.
Account Organisation	This cannot be changed.
Name	The full name of the account.
Account Type	This cannot be changed.
Country	The country you wish to associate the account with.
Private	Whether or not the account should be private.
Restricted	Whether or not the account should be restricted.
Active	Whether or not the account should be active. An inactive account cannot be used for any new transactions.
Notes	Any additional notes or comments for the account. For example, explaining what this account will be used for.
Upload Files	Any files that are associated with the account.

If an Account is no longer required, it should be marked as **Inactive**.

3.4.2 Update Account and Save

Once all the information supplied is complete and correct, you can save the Account details. There are two options to choose from:

- **Save**– This will update your account and return you to the main Account Management page.
- **Close** – Cancel and close the form, any changes will be lost.

3.5 Troubleshooting & FAQs

3.5.1 What is a private account?

If a Trade Account is marked as **private**, only members of your organisation can transfer certificates into this account.

Trade Accounts that are not private can be used to receive certificates from other organisations. You need at least one Trade Account that is not private.

Redemption Accounts are always restricted to your organisation so there is no need to set them as private.

3.5.2 What is a restricted account?

If an Account is marked as **restricted**, only selected users from your organisation can have access to the Account. A dropdown list of users within your organisation will appear when creating a restricted account. Only users selected from the drop-down list will be able to view, edit, access, or transfer certificates out of this Account, regardless of permissions.

If an Account is not marked **restricted**, any users within your organisation with the permissions to do so, will be able to view, edit, access and transfer certificates out of this Account.

3.5.3 What Accounts do I need to set up?

A Participant that wishes only to trade, but not redeem, needs only a Trade Account. Participants can set up as many Trade Accounts as they wish in order to manage their business as they see fit, but only one is required.

A Participant that wishes to redeem I-RECs needs a Redemption account. Participants can set up as many Redemption Accounts as they wish in order to manage their business as they see fit, but only one is required.

4 Transfers

4.1 Pre-requisites

When transferring certificates, it is a requirement that the Account Code of the intended receiving account be known. Account codes are verified to ensure that they are valid.

4.2 Process Overview

Creating a transfer request is a multi-step process, all actioned within the Participant organisation. It is not necessary for the recipient to confirm a transfer.

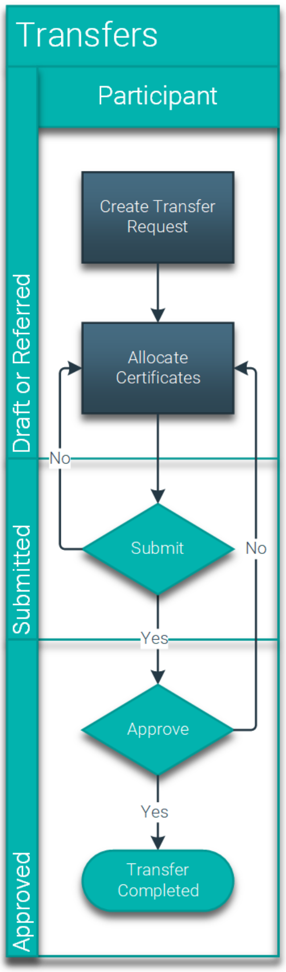


Figure 1 Transfer Process

Processing of a transfer moves through three primary states, *Draft*, *Submitted,* and *Approved*. A *Submitted* transfer request can be *Referred* back to the *Draft* stage.

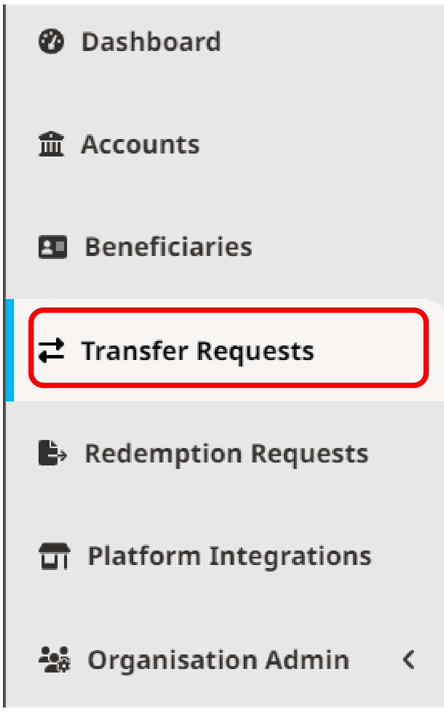
A transfer request that has not been *Approved* can be deleted.

A single user with appropriate permissions can process a transfer. Alternatively, a different user may approve a submitted transfer. If required, permissions can be set so that different users submit and approve transfers.

4.3 Transfer Certificates

4.3.1 Navigate to Transfer Requests

On the left-hand navigation column, click **Transfer Requests**.

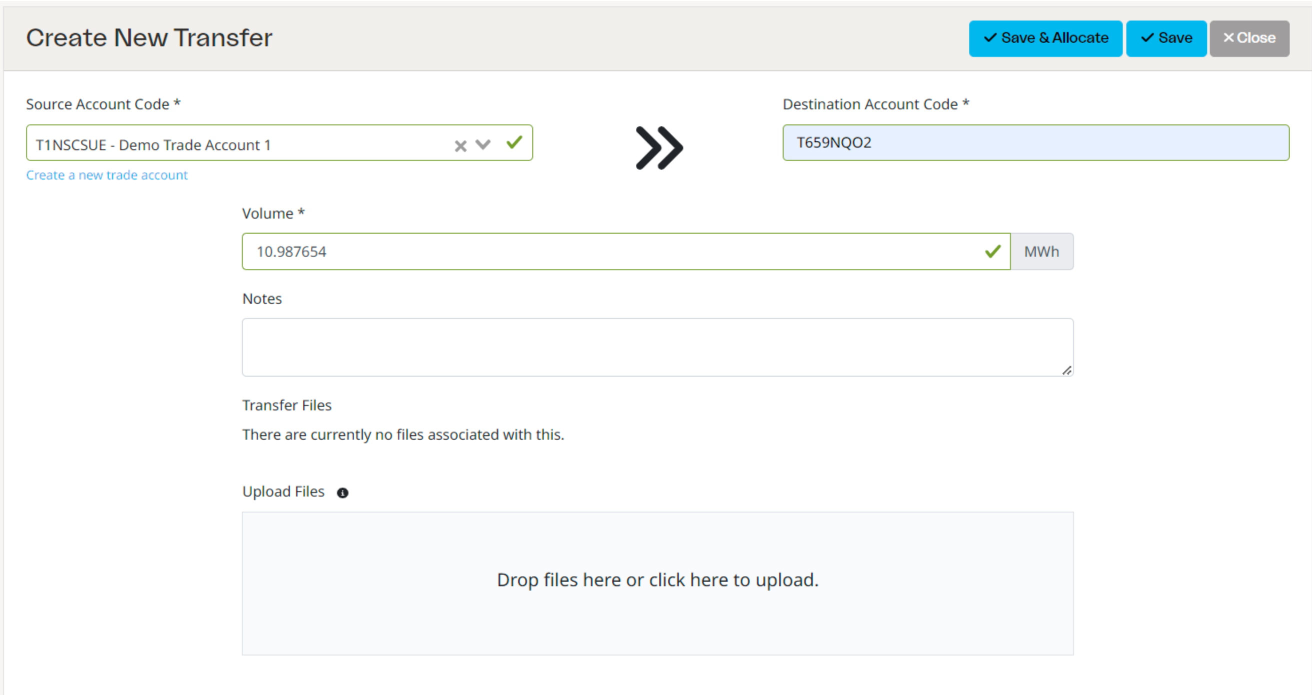


4.3.2 Click on Create Transfer

In the top-right hand corner, click the **Create New Transfer** button.

4.3.3 Enter Transfer Details

Enter the details relating to the transfer request you wish to create.



The following table describes the data fields on this form:

Field	Description
Source account code	The account code (owned by your organisation) from which you wish to transfer from.
Destination account code	The account code you wish to make the transfer to.
Volume	The total number of I-REC certificates you wish to redeem in MWh Any sub-MWh volume can be recorded as well using six decimal places to allow recording volume to the Wh level. Volume will be recorded as: ○ '1.000000' = 1MWh ○ '0.001000' = 1kWh ○ '0.000001' = 1Wh
Notes	Any notes you wish to add to the transfer.
Upload Files	Any files that are associated with the transfer.

Once you have entered these details there are three options to choose from:

- **Save and allocate** – This will save the transfer request and open the screen for allocating certificates to the transfer.

- **Save** – This will save the transfer request and return to the previous page.
- **Close** – Cancel and close the form, any changes will be lost.

4.3.4 Allocate Certificates to Transfer Request

The screen for allocating certificates to a transfer is accessed either directly from the **Save and allocate** button previously described or by selecting the appropriate **Allocate** button on the list of draft transfer requests.

Source Account	Destination Account	Reserved / Requested Volume	Last Actioned	Status	Actions
T1NSCSUE	TFLIID3P	0.000000 / 10.987654 MWh	14 seconds ago	Draft	Allocate

A list of available certificates from the selected source account will be then displayed.

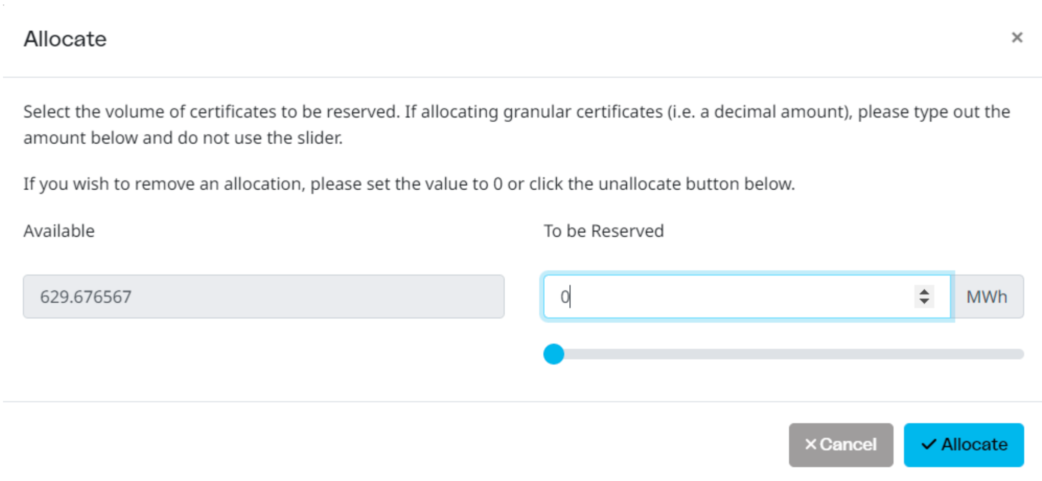
Select I-RECS to transfer ×Close

Device	Fuel	Technology	Country	Supported	Offset	Period Start	Period End	Available Vol	Selected Vol	
TC150 test device	Solar	Solar Thermal Conce...	United Kingdom of Great Britain and Northern Ireland	Yes	Inc	2020-01-01	2020-01-31	629.676567 MWh	0.000000 MWh	Allocate
TC140 test device	Solar	PV Aggregated	United Kingdom of Great Britain and Northern Ireland	Yes	Inc	2020-01-01	2020-01-31	100.000000 MWh	0.000000 MWh	Allocate

To allocate certificates from one of the rows to a transfer, click the **Allocate** button on the right-hand side of that row.

It is possible to select certificates from any number of rows up to the total volume specified for the transfer.

A pop-up box will appear with two values, **Available** and **To be Reserved**.

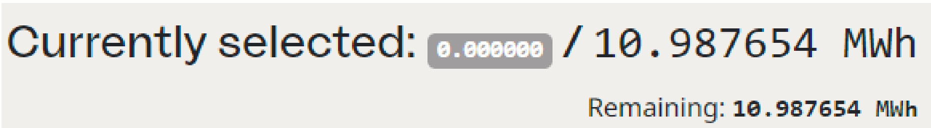


Enter the number of these certificates from this row that you wish to include to the transfer request in the **To be Reserved** text box or drag the slider underneath the text box.

Once you have entered these details, there are two options to choose from:

- **Allocate** – This adds the requested volume to the draft transfer request.
- **Close** – Cancel and close the form, any changes will be lost.

The total of certificates allocated against the number required for the transfer is displayed in the top right-hand corner of the page.

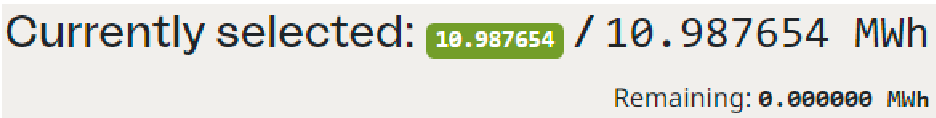


A transfer request can be kept as draft for as long as required.

Where certificates are allocated to a transfer request, they are not available to be added to other transfer or redemption requests.

4.3.5 Submit Transfer Request

Once the total required volume of certificates has been allocated, the request becomes available for submission. The selection display will be highlighted in green.

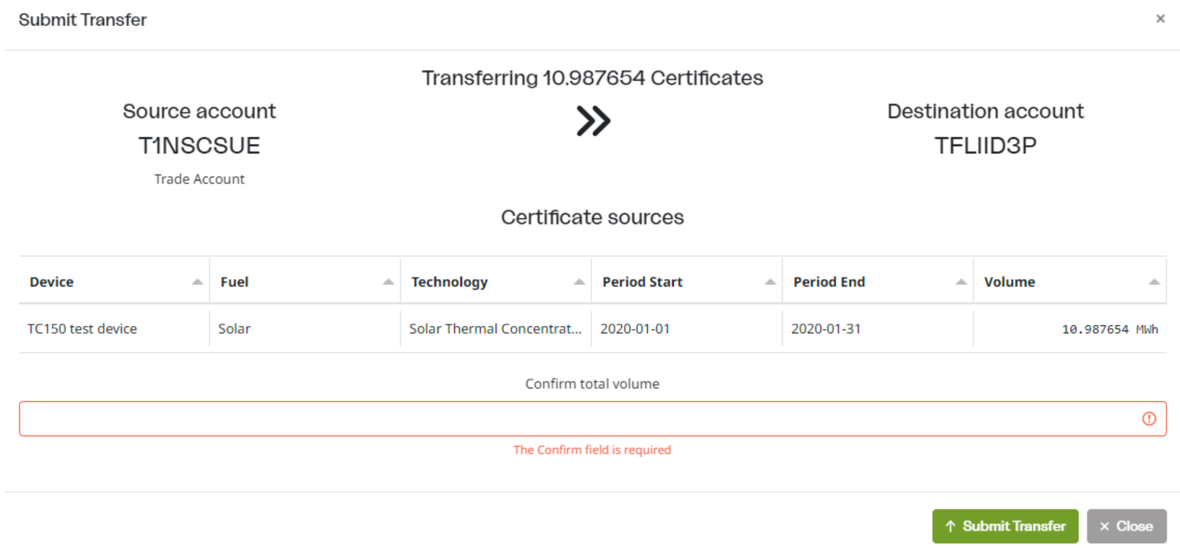


Click the **Submit** button at the right of the relevant row on the Transfer Requests list.

A confirmation form will be displayed with two options to choose from:

- **Submit Transfer** – This will submit the transfer request for approval.
- **Close** – Cancel and return.

Input the total volume in the 'Confirm total volume' field to be able to submit the Transfer request.



Once a Transfer Request has been Submitted, it becomes available for Approval or Referral.

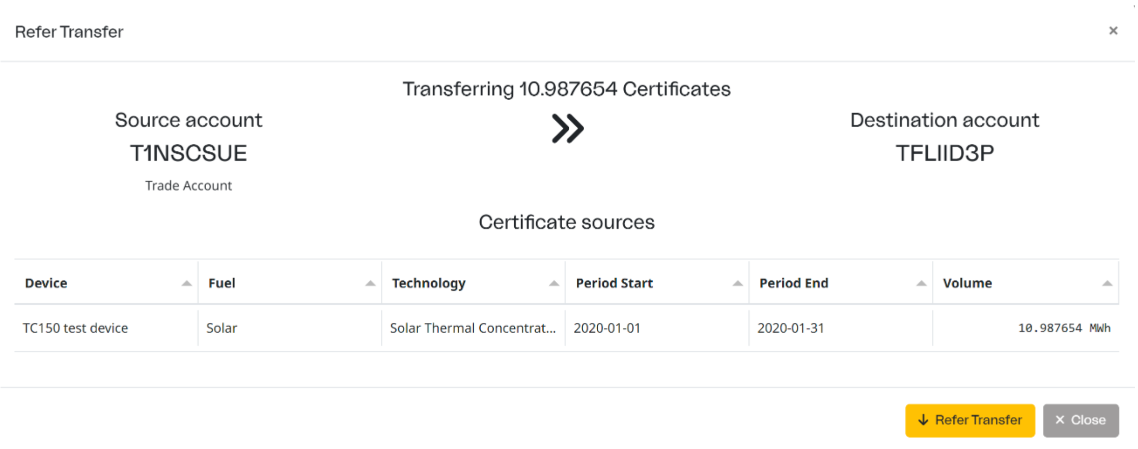
Referring a Transfer Request sends it one step to the equivalent of the Draft status and allows the Transfer Request to be modified.

4.3.6 Refer a Transfer Request

To **Refer** a Transfer Request, click on the yellow **X** button in the relevant row.

A confirmation form will be displayed with two options to choose from:

- **Refer Transfer** – This will refer the transfer request.
- **Close** – Cancel and return.



4.3.7 *Approve a Transfer Request*

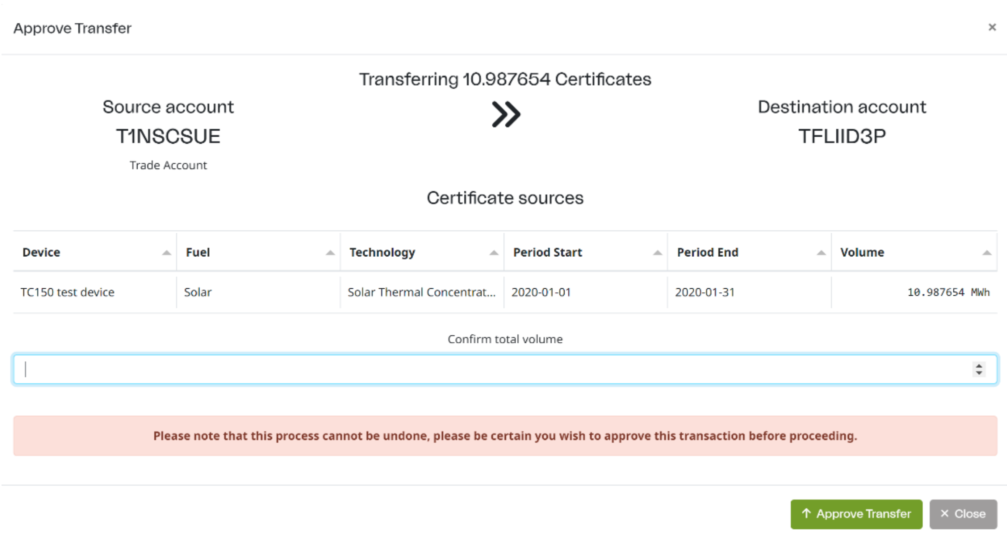
To Approve a Transfer Request, click the **Approve** button for the request you wish to verify.

Source Account	Destination Account	Reserved / Requested Volume	Last Actioned	Status	Actions
T1NSCSUE	TFLIID3P	10.987654 / 10.987654 MWh	1 seconds ago	Submitted	Approve

A summary of the Transfer Request and the selected certificates will be displayed with two options to choose from:

- **Close**– Cancel and return.
- **Approve Transfer** – This will complete the transfer process.

Input the total volume in the 'Confirm total volume' field to be able to approve the Transfer request.



Warning: This process cannot be undone so please check the details carefully before continuing.

Once Approved, the completed Transfer Request will appear in the **Completed** Transfer Requests table.

Transfers complete immediately and the certificates will be lodged in the recipient account.

5 Beneficiaries

A Beneficiary is an end-user, or consumer, who wishes to use a redemption statement in their consumption reporting. Where permitted, an energy retailer may also specify a “consumer tariff” as a Beneficiary.

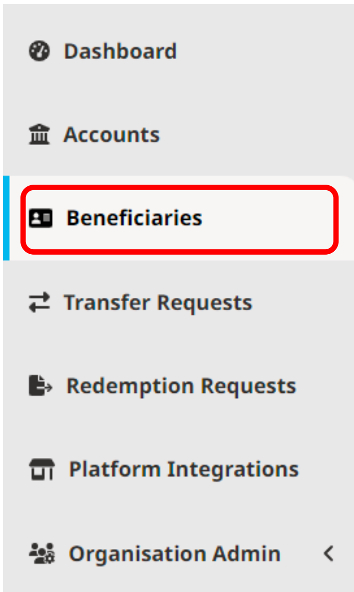
All Redemptions require a Beneficiary to be assigned. Beneficiary details will be presented on any redemption statement made against said Beneficiary. See section 7.

Best practice is to create a single Beneficiary for each consumption location. A single end-user organisation may therefore have many Beneficiaries associated with it. Consolidated reporting for organisations with multiple locations will be introduced during 2021. When released, all pre-existing Beneficiaries can be allocated to consolidation groups.

5.1 Create a Beneficiary

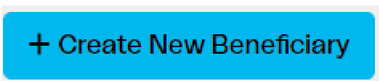
5.1.1 Navigate to Beneficiaries

On the left-hand navigation column, click **Beneficiaries**.



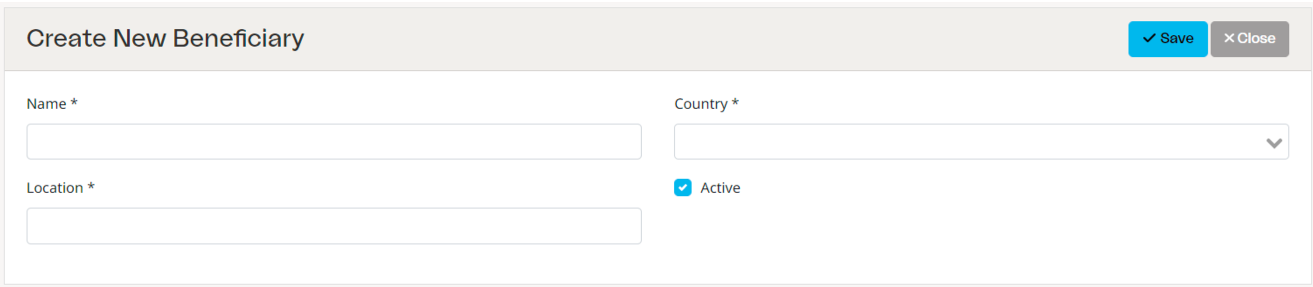
5.1.2 Click on “Add New Beneficiary”

In the top-right hand corner, click the **Create New Beneficiary** button.



5.1.3 Enter Beneficiary Details

Enter the details for the Beneficiary you wish to create.



The following table describes the data fields on this form:

Field	Description
Name	The name of the end-user's company you wish to display on redemption statements.
Country	The country you wish to display on the redemption statements.
Location	A specific location or address you wish to display on the redemption statements.
Active	Whether or not the beneficiary is active. If a beneficiary is marked as inactive, no further redemption statements may be made against it until it is marked as active again.

Once created, a Beneficiary cannot be modified. If a Beneficiary is no longer required, it should be marked as **Inactive**.

5.1.4 Create Beneficiary and Save

Once all the information supplied is complete and correct, you can save the Account details. There are two options to choose from:

- **Save** – This will create your new Beneficiary and return you to the main Beneficiary Management page.
- **Close** – Cancel and close the form, any changes will be lost.

5.2 View or Update Beneficiary Record

5.2.1 Select Beneficiary

Navigate to the Beneficiary Management page (see section 5.1.1). A list of all Beneficiaries will be displayed.

Clicking on a Beneficiary name will display a record page for that Beneficiary, including a summary of all Redemptions.

Redemption statements can be viewed from this page, see section 7.

5.2.2 Activate or Deactivate a Beneficiary

A Beneficiary may only be edited to change between the Active and Inactive states. To change the state, click on the appropriate button displayed in the top right-hand corner of the screen.

5.3 Troubleshooting & FAQs

5.3.1 Do I need to create a Redemption Account for each of my Beneficiaries?

The Registry is fully flexible for how you manage Redemptions. Whilst you may choose to have a separate Redemption Account for each Beneficiary, this is not necessary. You can equally use one Redemption account for all Redemptions.

5.3.2 What Beneficiary information is included on the redemption statement?

The following information is included on the redemption statement:

- Beneficiary name
- Beneficiary location
- Beneficiary country

See section 7.

6 Redemption Requests

6.1 Pre-requisites

When redeeming certificates, it is a requirement that the Account Code of the intended receiving account be known. Account codes are verified to ensure that they are valid. A redemption may only be processed into a Redemption Account owned by the initiating Participant.

A Beneficiary must be assigned to a redemption and must be set up before creating the redemption request.

6.2 Process Overview

Creating a redemption request is a multi-step process, all actioned within the Participant organisation. It is not necessary for the recipient to confirm a transfer.

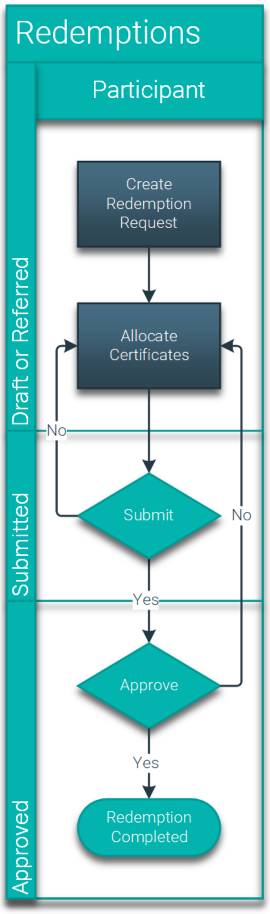


Figure 2 Redemption Process

Processing of a redemption moves through three primary states, *Draft*, *Submitted* and *Approved*. A *Submitted* redemption request can be *Referred* back to the *Draft* stage.

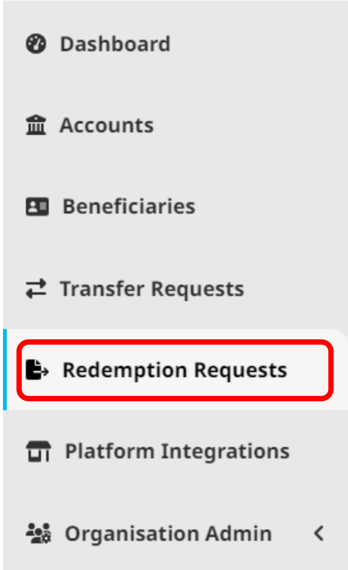
A redemption request that has not been *Approved* can be deleted.

A single user with appropriate permissions can process a redemption. Alternatively, a different user may approve a submitted redemption. If required, permissions can be set so that different users submit and approve redemptions.

6.3 Redeem Certificates

6.3.1 Navigate to Redemption Requests

On the left-hand navigation column, click **Redemption Requests**.

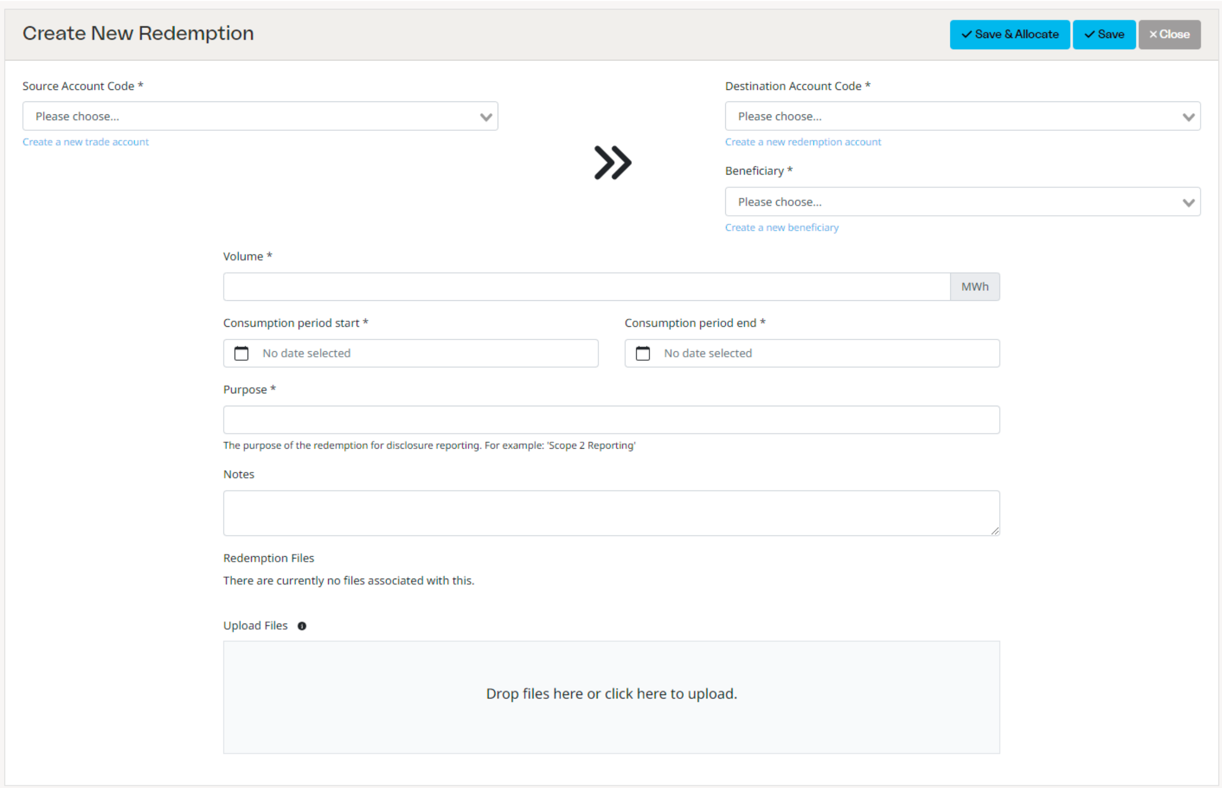


6.3.2 Click on Create Redemption

In the top-right hand corner, click the **Create New Redemption** button.

6.3.3 Enter Redemption Details

Enter the details relating to the redemption request you wish to create.



The following table describes the data fields on this form:

Field	Description
Source account code	The Trade account from which the certificates you wish to redeem are located in.
Redemption account code	The Redemption account which you wish to redeem to.
Beneficiary	The beneficiary / end-user you wish this redemption to be made against.
Volume	The total number of I-REC certificates you wish to redeem in MWh Any sub-MWh volume can be recorded as well using six decimal places to allow recording volume to the Wh level. Volume will be recorded as: ○ '1.000000' = 1MWh ○ '0.001000' = 1kWh ○ '0.000001' = 1Wh
Consumption period start/end	The reporting period you wish to be printed on the redemption statement.

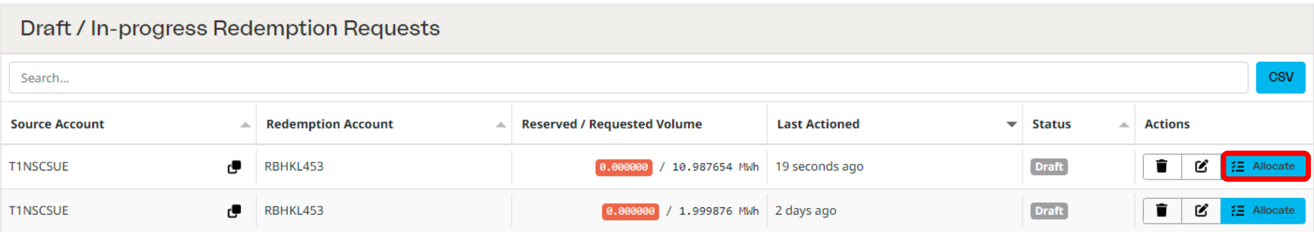
Field	Description
Purpose	The purpose of the redemption you wish to be printed on the redemption statement.
Notes	Any notes you wish to add to the redemption. *Note: These will not be printed on the redemption statement.*
Upload Files	Any files that are associated with the redemption.

Once you have entered these details, there are three options to choose from:

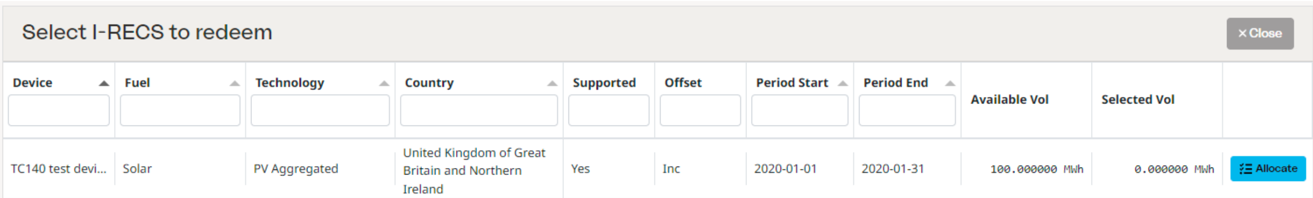
- **Save and allocate** – This will save the redemption request and open the screen for allocating certificates to the redemption.
- **Save**– This will save the redemption request and return to the previous page.
- **Close** – Cancel and close the form, any changes will be lost.

6.3.4 Allocate Certificates to Redemption Request

The screen for allocating certificates to a redemption is accessed either directly from the **Save and allocate** button previously described or by selecting the appropriate **Allocate** button on the list of draft redemption requests.



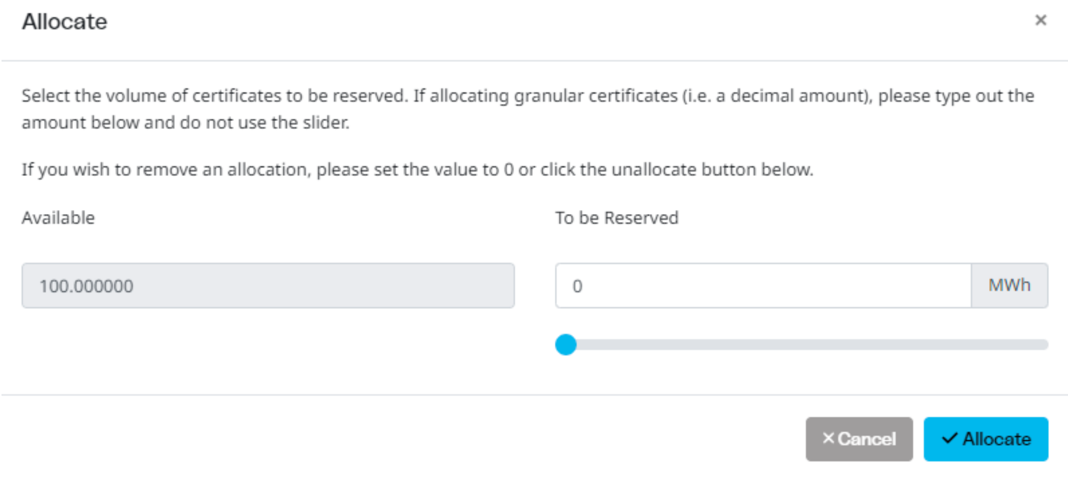
A list of available certificates from the selected source account will be then displayed.



To allocate certificates from one of the rows to a redemption, click the **Allocate** button on the right-hand side of that row.

It is possible to select certificates from any number of rows up to the total volume specified for the redemption.

A pop-up box will appear with two values, **Available** and **To be Reserved**.



Enter the number of these certificates from this row that you wish to include add to the transfer request in the **To be** Reserved text box.

Once you have entered these details there are two options to choose from:

- **Allocate** – This adds the requested volume to the draft redemption request.
- **Cancel**– Cancel and close the form, any changes will be lost.

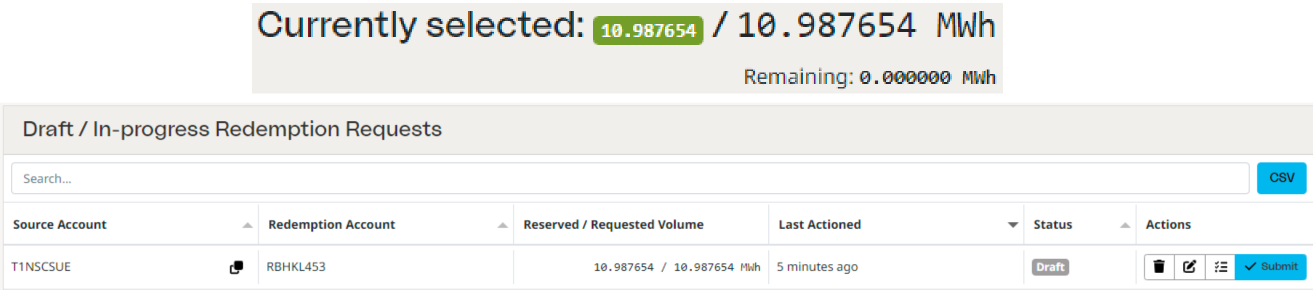
The total of certificates allocated against the number required for the redemption is displayed in the top tight-hand corner of the page.

A redemption request can be kept as draft for as long as required.

Where certificates are allocated to a redemption request, they are not available to be added to other transfer or redemption requests.

6.3.5 Submit Redemption Request

Once the total required volume of certificates has been allocated, the request becomes available for submission. The selection display will be highlighted in green.

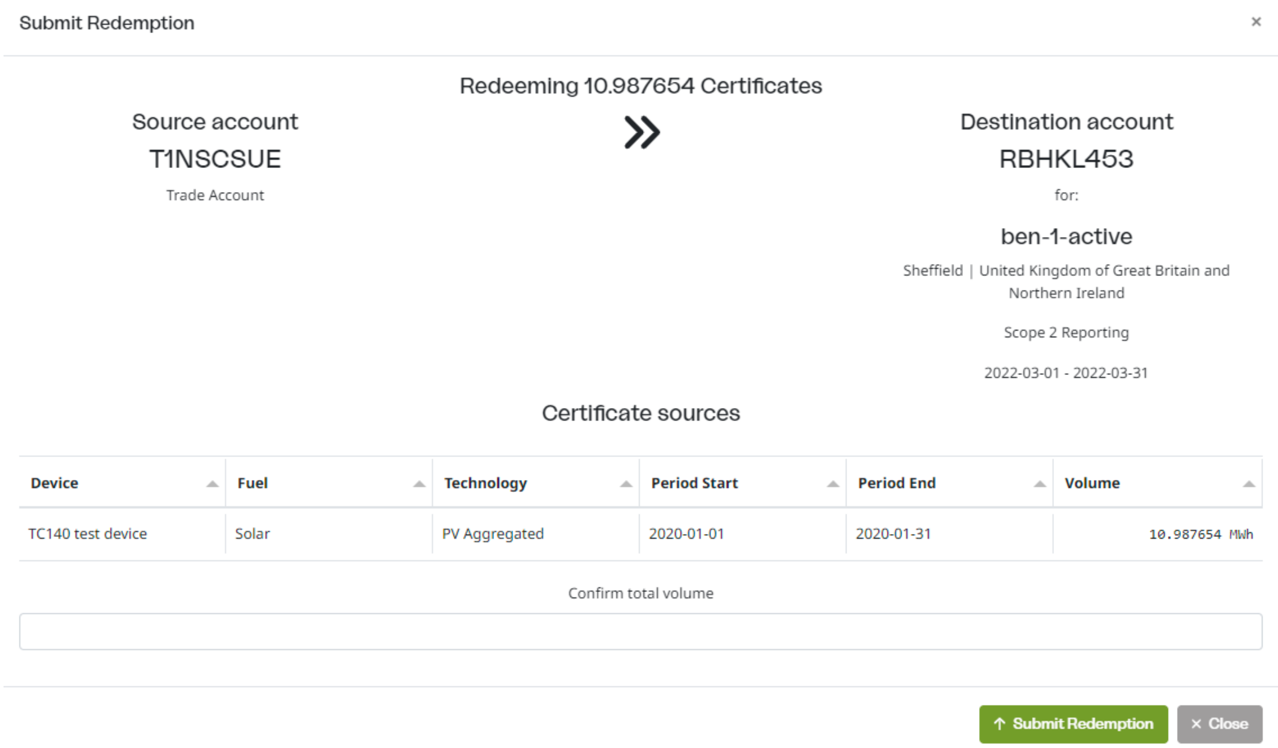


Click the **Submit** button at the right of the relevant row on the Redemption Requests list.

A confirmation form will be displayed with two options to choose from:

- **Submit redemption** – This will submit the redemption request for approval.

Close – Cancel and return.



Input the total volume in the ‘Confirm total volume’ field to be able to submit the Redemption request. Once a Redemption Request has been Submitted, it becomes available for Approval or

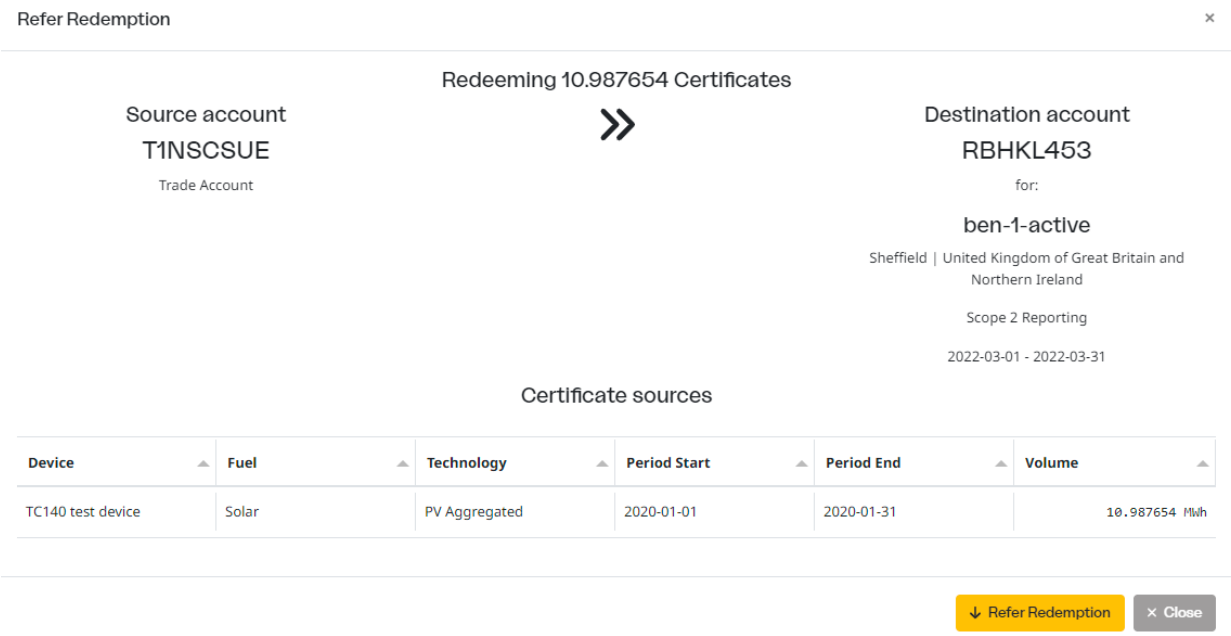
Referral. Referring a Redemption Request sends it one step to the equivalent of the Draft status and allows the Redemption Request to be modified.

6.3.6 Refer a Redemption Request

To **Refer** a Redemption Request, click on the yellow **X** button on the relevant row.

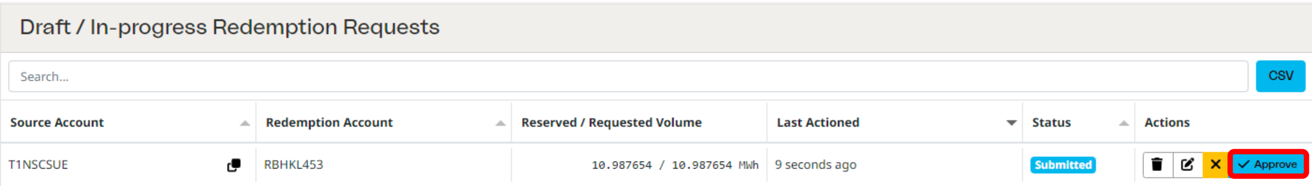
A confirmation form will be displayed with two options to choose from:

- **Refer redemption** – This will refer the redemption request.
- **Close** – Cancel and return.



6.3.7 Approve a Redemption Request

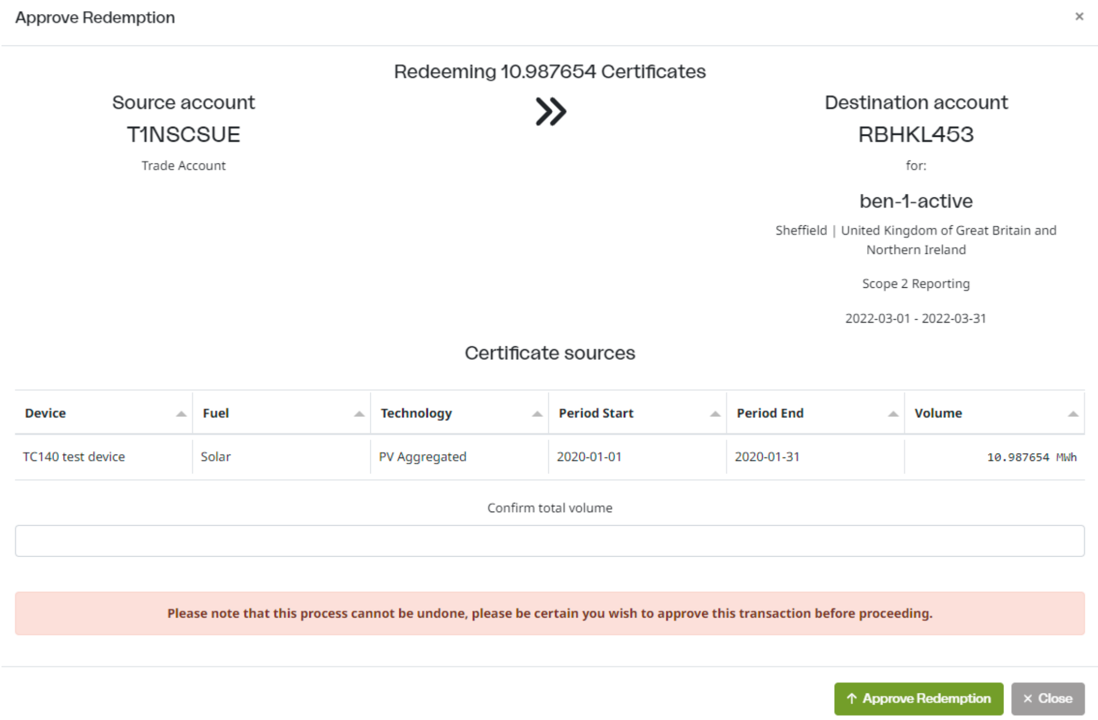
To Approve a Redemption Request, click the **Approve** button for the request you wish to verify.



A summary of the Redemption Request and the selected certificates will be displayed with two options to choose from:

- **Close** – Cancel and return.
- **Approve Redemption** – This will refer complete the transfer process.

Warning: This process cannot be undone so please check the details carefully before continuing.



Input the total volume in the Confirm total volume field to be able to approve the Redemption request. Once Approved, the completed Redemption Request will appear in the **Completed** Redemption Requests table.

Redemptions complete immediately and the certificates will be lodged in the redemption account.

Important: The redemption of an I-REC marks the end of its transferrable lifecycle. Once redeemed, an I-REC can no longer be traded, therefore caution should be exercised when making redemption requests as the process is irreversible.

A redemption statement will also be created to certify the redemption request, and can be accessed either by navigating to the redemption account within the Account Management functions, or by navigating to the Beneficiary in the Beneficiaries function, see section 7.

7 Redemption Statements

Redemption Statements provide evidence that a given volume of electricity has been generated from renewable sources.

Redemption Statements produced by the Registry are the only accepted form of evidence of assignment of the attributes contained within certificates to an end-user.

7.1 Generate Redemption Statement

Statements can only be viewed once a Redemption Request has been completed, marking the end of the certificate's lifecycle.

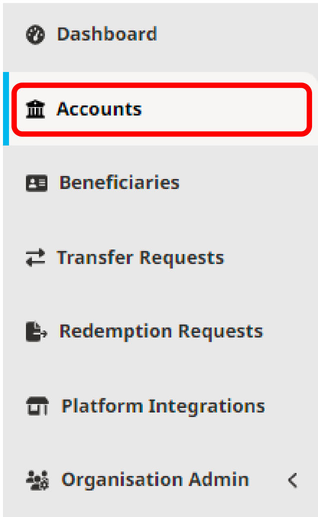
Redemption Statements are produced as PDF files. Embedded within the document is a QR Code and verification key which, when used together, provide secure access to the Registry for confirmation of the details contained within the Redemption Certificate.

Redemption Statements can be generated from both the Accounts and Beneficiaries screens.

7.1.1 Access via Accounts

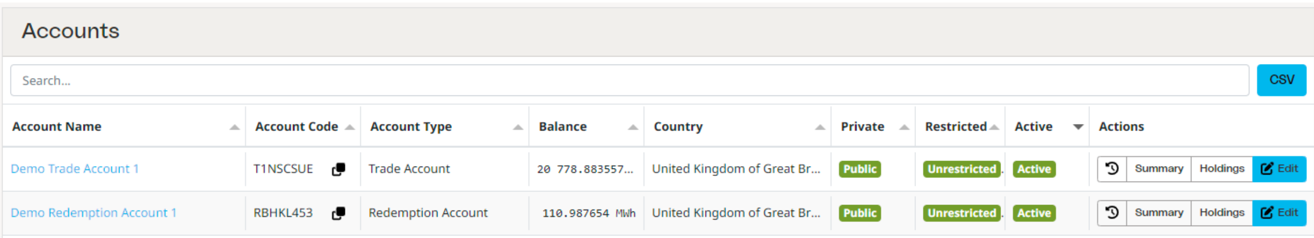
7.1.1.1 Navigate to Accounts

On the left-hand navigation column, click **Accounts**.



7.1.1.2 Select an Account

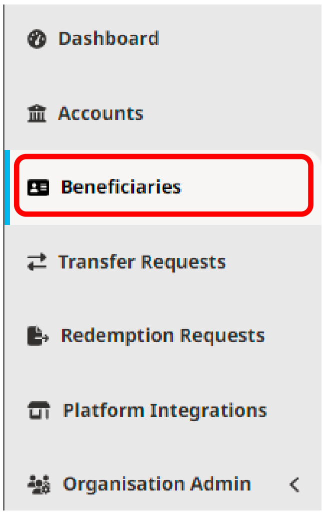
Click the Account Name link to view the account details and transactions. Redemption Statements can be accessed from both the source Trade Account and the destination Redemption Account.



7.1.2 Access Via Beneficiaries

7.1.2.1 Navigate to Beneficiaries

On the left-hand navigation column, click **Beneficiaries**.

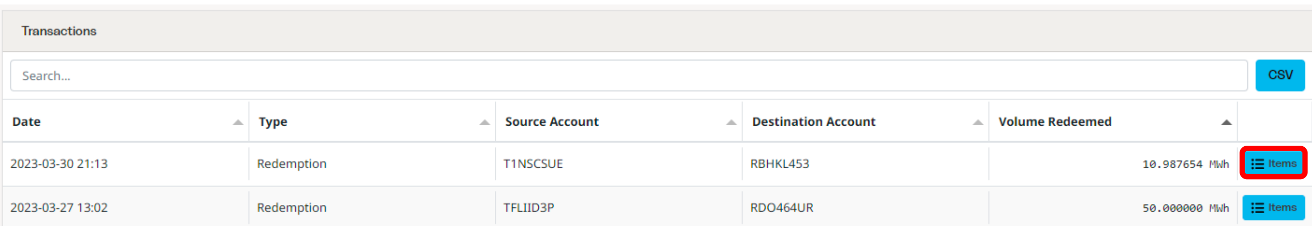


7.1.2.2 Select Beneficiary

Clicking on a Beneficiary name will display a record page for that Beneficiary, including a list of all Redemption transactions.

7.1.3 Select a Redemption Transaction

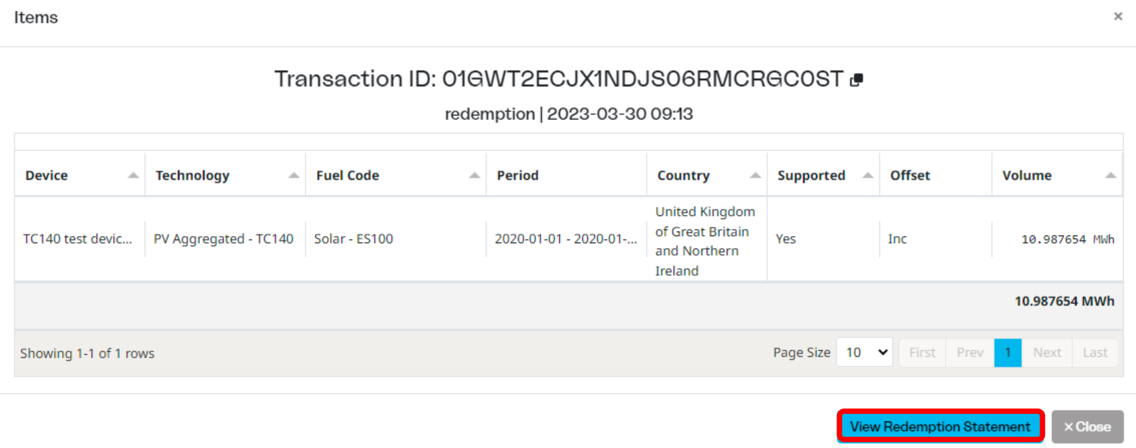
Select the transaction you wish to view the Redemption Statement for by clicking on the corresponding Items button.



Details of the selected Redemption Statement will be displayed.

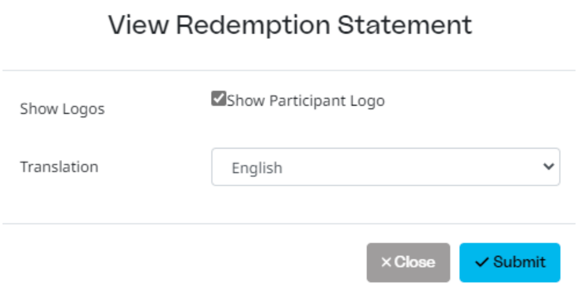
7.1.4 View Redemption Details

To view the statement, click **View Redemption Statement**.



7.1.5 Choose Redemption Statement Options

A window will be displayed providing options for the Redemption Statement format.



The following table describes the option on this form:

Field	**Description**
Show Logos	Mark this box to show the logos for the Participant organisation.
Translation	The language in which the Redemption Statement will be presented.

7.1.6 Show Redemption Statement

Click **Submit** to show the Redemption Statement as a PDF. Depending on your browser settings, this will either open a new browser tab or download the Redemption Statement.

7.2 Sample Redemption Statement

THE INTERNATIONAL REC STANDARD

This Redemption Statement has been produced for

BEN-1-ACTIVE

by

PARTICIPANTORG2

confirming the Redemption of

10.987654

I-REC Certificates, representing 10.987654 MWh of electricity generated from renewable sources

This Statement relates to electricity consumption located at or in

Sheffield
United Kingdom of Great Britain and Northern Ireland

in respect of the reporting period

2022-03-01 to 2022-03-31

The stated Redemption Purpose is

Scope 2 Reporting

[Optional Participant Logo]

Ev.

QR Code

QR Code Verification
Verify the status of this Redemption Statement by scanning the QR code on the left and entering in the Verification Key below
Verification Key

Redeemed Certificates

Production Device Details

Device	Country of Origin	Energy Source	Technology	Supported	Commisioning Date	Carbon (CO_2 / MWh)
		Solar	PV Aggregated	Yes	2023-03-24	1.000000

Redeemed Certificates

From Certificate ID	To Certificate ID	Number of Certificates	Offset Attributes	Period of Production	Issuer
		10.987654		2020-01-01 - 2020-01-31	ISSUERORG1

Auditor Notes

This statement is proof of the secure and unique redemption of the I-RECs stated above for the named beneficiary to be reported against consumption in the country during the reporting year stated. I-RECs are assigned to a beneficiary at redemption and cannot be further assigned to a third party. No other use of these I-RECs is valid under the I-REC Standard.

Where offset attributes are 'inc' the device registrant, who exclusively holds the environmental attribute rights, has undertaken never to release carbon offsets in association with these MWh; 'excl' means carbon offsets relating to these MWh may be traded independently at some point in the future.

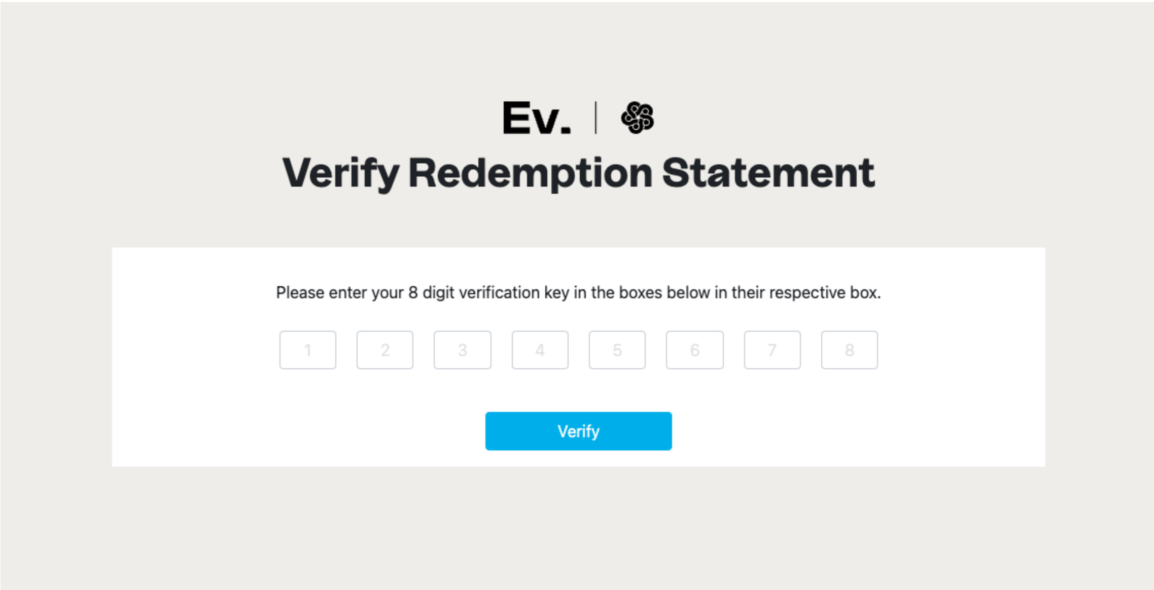
For labelling scheme information please refer to the scheme's website. Labelling scheme listing may not be exhaustive.

Thermal plant emit carbon as part of the combustion process. Whilst this is not zero carbon, it is generally recognised as carbon neutral where the source is recent biomass.

The Redemption Statement includes a QR code and URL for verification purposes. You can use this to verify the authenticity of any Redemption Statement. See section 7.3.

7.3 Verifying a Redemption Statement

To verify a printed or electronic Redemption Statement, navigate to the URL on the Redemption Statement by either scanning the QR Code with a mobile device or entering the displayed link in a web browser. The link is clickable in most PDF viewers.



Enter the verification key as displayed on the Redemption Statement.

On successful verification, you will be presented with detailed information about the Redemption Statement including a link to the production device in the Evident registry.

8 Platform Integrations

8.1 Introduction

Please note that the Platform Integrations functionality is currently available only for the Participant role. In the near future, other roles will be able to use this functionality.

Integrations / Platforms are the terms used within the I-REC Registry to describe third-party systems that Participants of the Registry can connect their organisation with, to facilitate additional functionality, technology, and processes that are not directly offered within the I-REC Registry.

A Platform is an organisation that offers one or more integrations directly into the I- REC Registry. An Integration is offered by a Platform, to allow users such as Participants within the I-REC Registry to connect their organisation into.

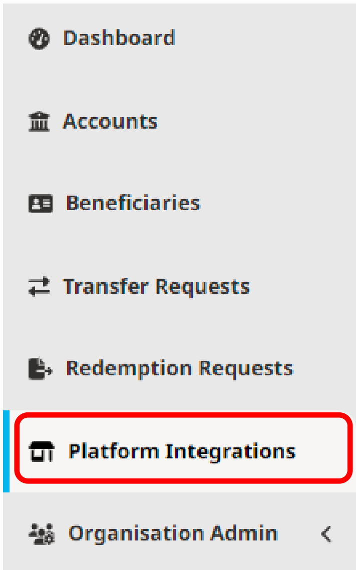
8.2 Pre-requisites

An integration must be pre-approved by Evident before they are able to offer Integrations directly to end-users. The number of available integrations is expected to grow.

8.3 Setting up an Integration

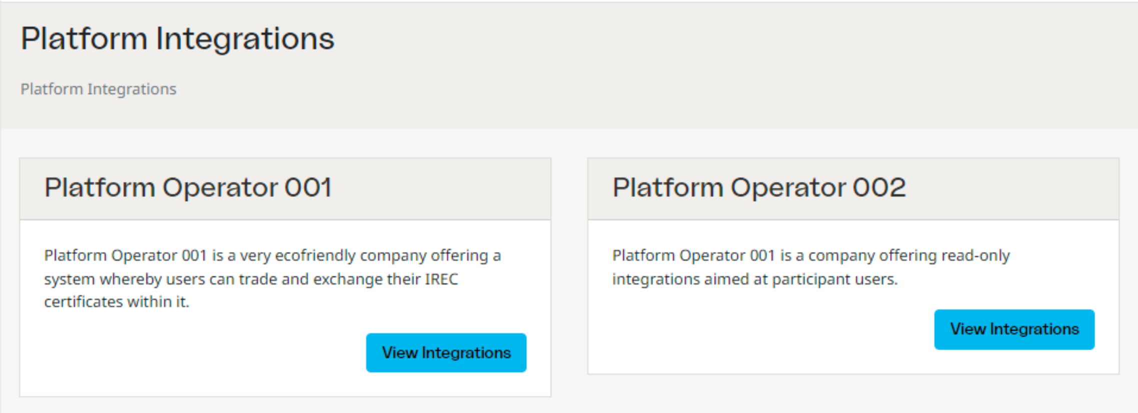
8.3.1 Navigate to Platform Integrations

On the left-hand navigation column, click **Platform Integrations.**



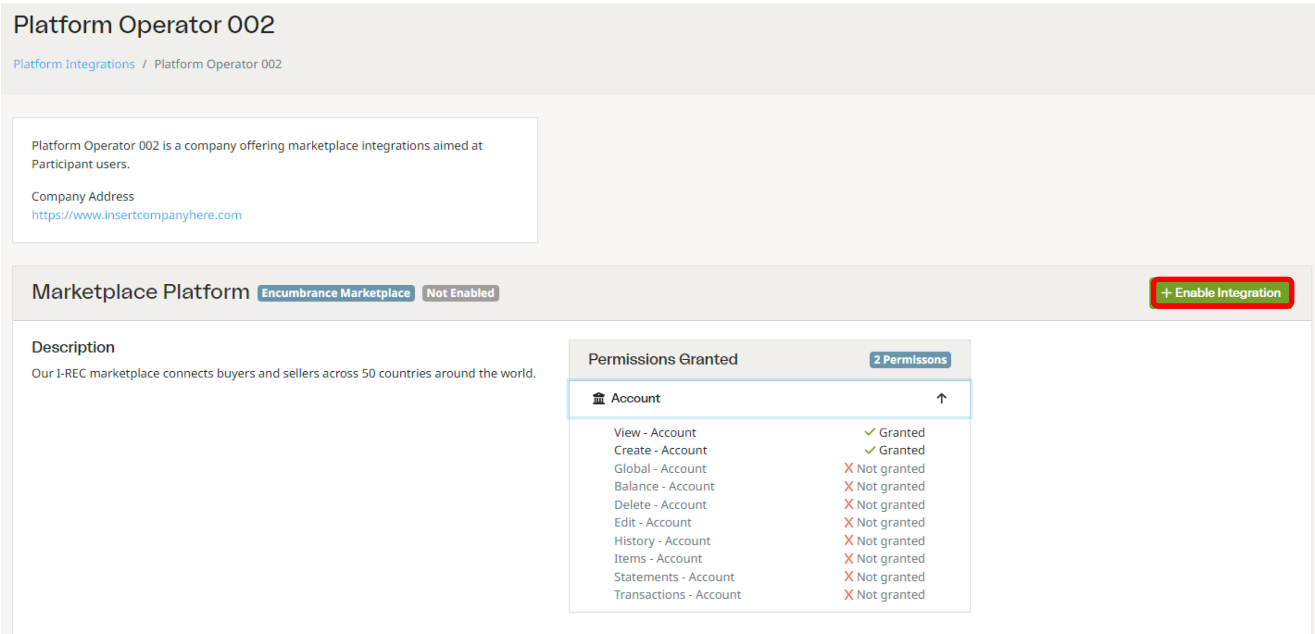
8.3.2 *View Integrations*

Depending on the number of available organisations, you will see a list of approved integrations to choose from. To view an integration offered by a Platform, click **View Integrations**.



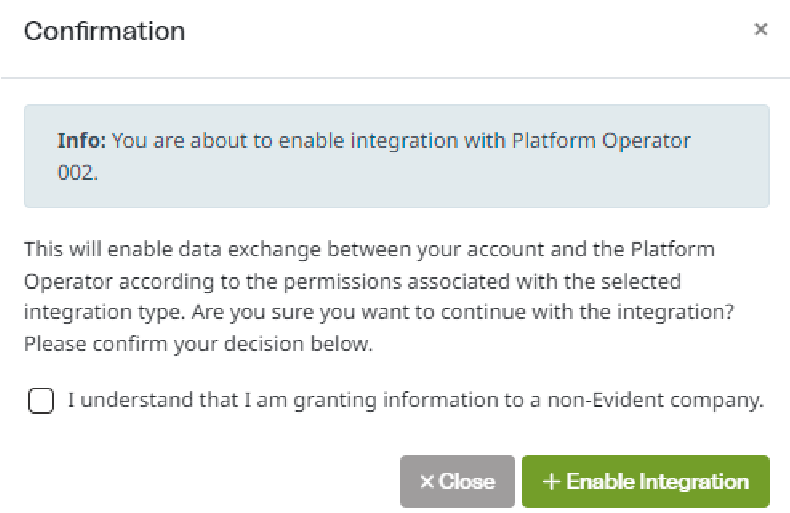
8.3.3 *Enable Integration*

To enable an integration, click **Enable Integration**.



It is possible to see what permissions are granted prior to enabling an integration in a dropdown list.

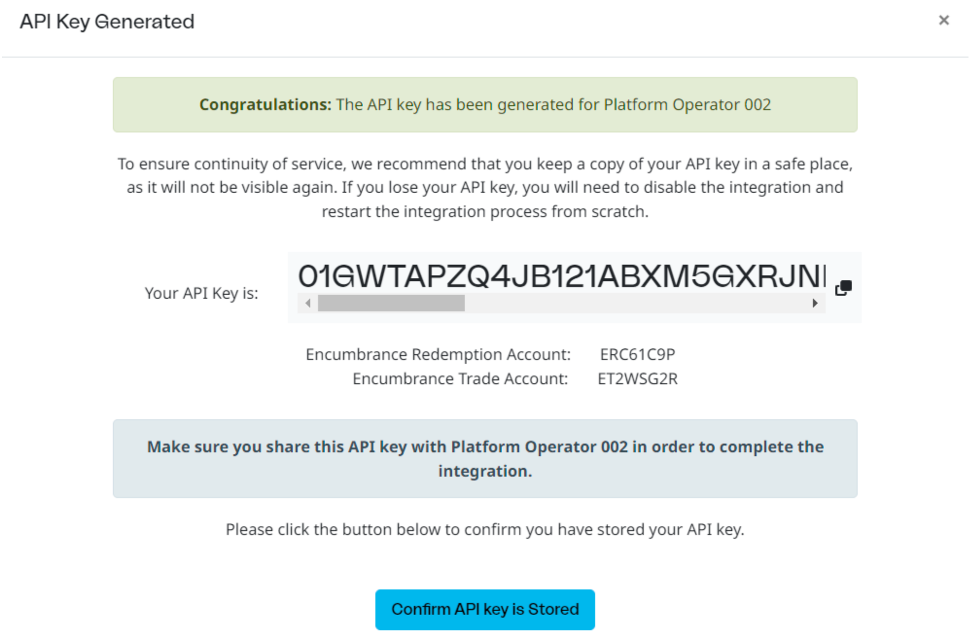
8.3.4 *Confirm Integration*



A window will be displayed providing information about the data exchange, with a check box and two options to choose from:

- **Close** – Cancel and return.
- **Enable Integration** – This will create an API Key and enable the Integration.

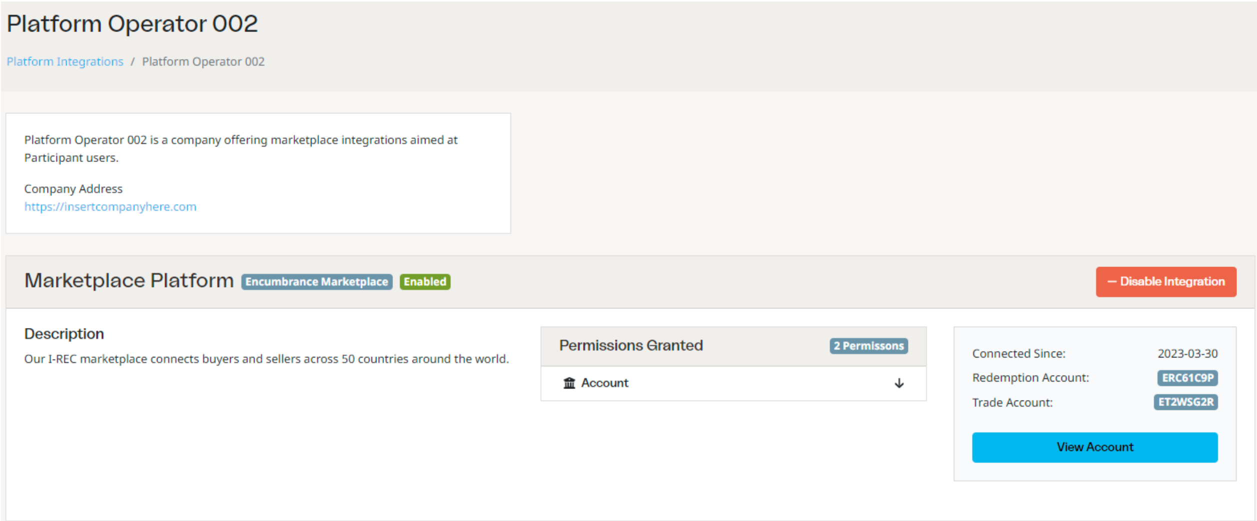
8.3.5 *API key*



A window will be displayed with your auto-generated Integration API Key, and Integration details. In this instance, the Platform Operator is offering an Encumbrance Integration, and a pair of Encumbrance Redemption and Encumbrance Trade Accounts have been generated.

Warning: This API key will only be shown on screen once, so please check and copy the API key before continuing. If the API key is lost, you will need to disable the integration and restart the integration process.

An enabled integration will show a green badge, “Enabled” and the newly generated pair of Encumbrance accounts.



8.3.6 *Completing the Integration*

To complete the integration with your chosen Platform, share the API key directly with your chosen third-party Platform Operator.

8.3.7 Encumbrance Trade and Encumbrance Redemption Accounts

Both the Encumbrance Trade and Encumbrance Redemption Accounts function in the same way as a conventional Trade account. These are only available to Participants when they connect to an Encumbrance Integration.

It is possible to initiate a transfer request from a Trade Account to an Encumbrance Trade Account from within the I-REC Registry.

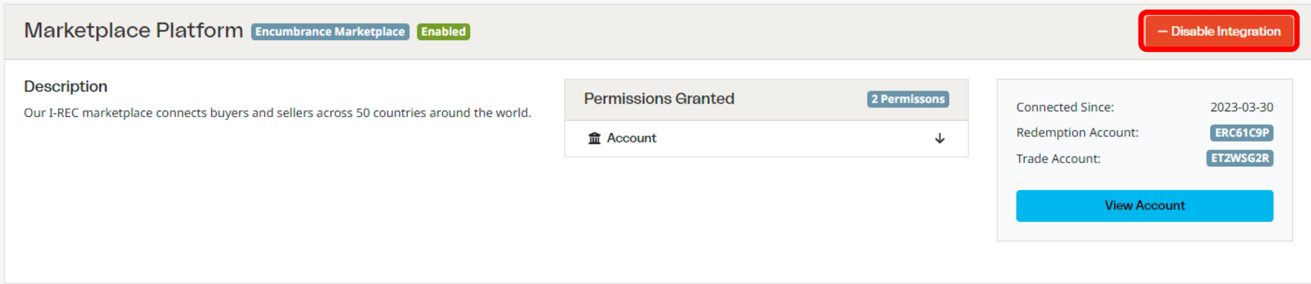
Note: Any certificates held within an Encumbrance Trade Account can only be managed via the third-party Platform. It is not possible to initiate a transfer request from an Encumbrance Trade Account within the I-REC Registry.

Regarding custodianship, the Participant is the owner of the certificates held within these Encumbrance accounts.

8.3.8 *Disabling an Integration*

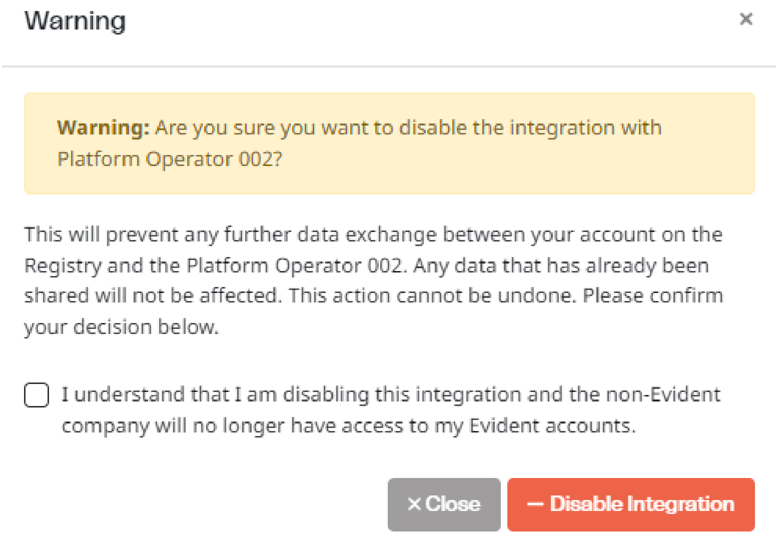
When disabling an Integration, first ensure that the balance of the Encumbrance Trade Account is zero (0). This can be done via the third-party Platform with which you have an Integration.

To disable an Integration, click **Disable Integration.**



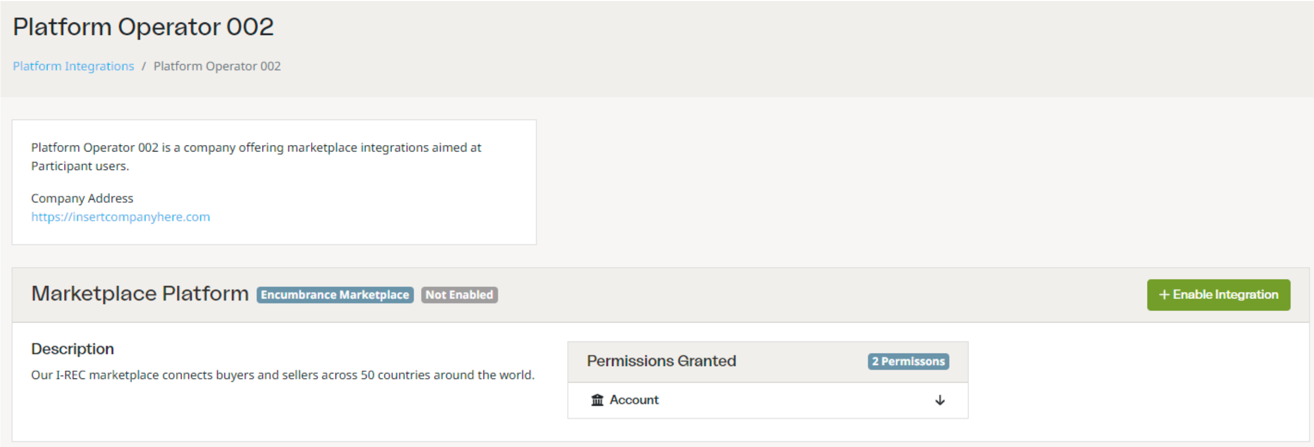
A window will be displayed with a warning, a checkbox and two options:

- **Close** – Cancel and return.
- **Disable Integration** – This will disable the API key and disable the permissions granted to the third-party Platform.



8.3.9 Disabled Integration

A disabled Integration stops the third-party Platform from viewing and making any actions on the pair of Encumbrance Accounts. Once disabled, the Integration page will show a badge, "Not Enabled".



The Encumbrance Trade and Encumbrance Redemptions Accounts are then marked as **Inactive**. The transaction history for these accounts can be found under the Accounts page.

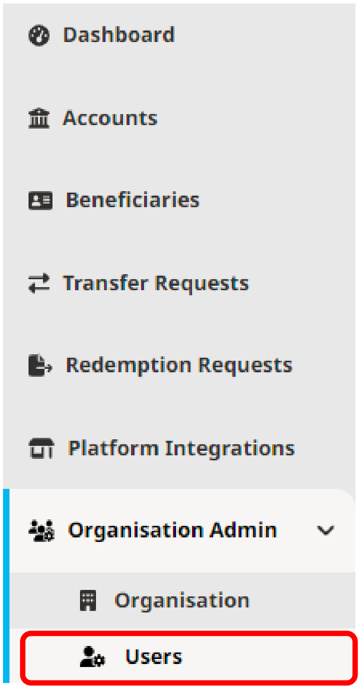
It is also possible to re-enable an integration. A new API key will be generated and will need to be shared with your chosen third-party Platform.

9 Managing Users

9.1 Create a New User

9.1.1 Navigate to User Management

On the left-hand navigation column, click **Organisation Admin** to open a drop-down menu, then click **User Management**.



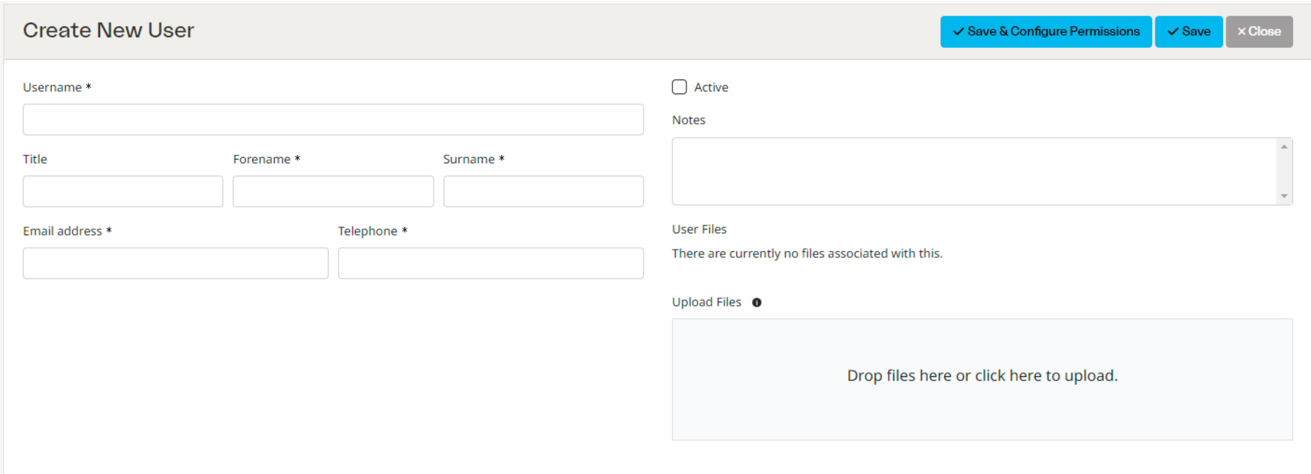
9.1.2 Select "Create New User"

Click the **Create New User** button in the top-right hand corner of the screen.

9.1.3 Enter User Details

Enter details for the user onto the form.

Note that a user must be marked as **Active** in order to access the Registry.



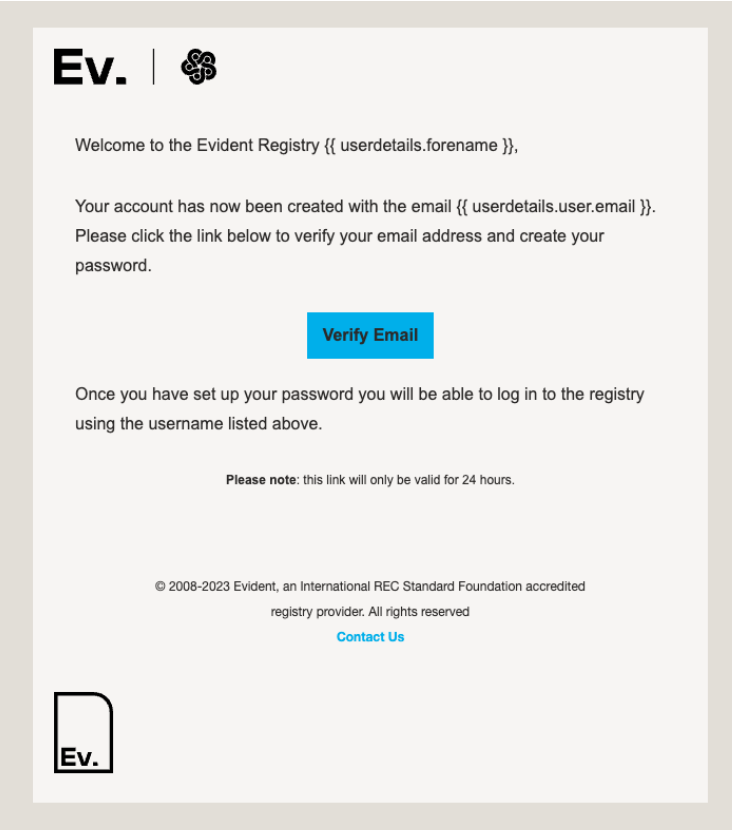
The following table describes the data fields on this form:

Field	Description
Username	A 3-12 character, no spaces, uppercased code for the user. For example: “TOMSMITH”, “SLJONES”.
Title	The title of the user.
Forename	The forename of the user.
Surname	The surname of the user.
Telephone	A contact number for the user.
Email address	The user’s email address. This must be a valid email address so the newly created user can verify their account.
Active	Whether or not the user account should be active. Note that a user must be marked as Active in order to access the Registry.
Notes	Any additional notes or comments for the user record.

There are three options to choose from:

- **Save & configure Permissions** – This will save the user record and allow you to set their permissions manually (see section 9.2).
- **Save** – This will save the user record with default permissions.
- **Close** – Cancel and close the form, any changes will be lost.

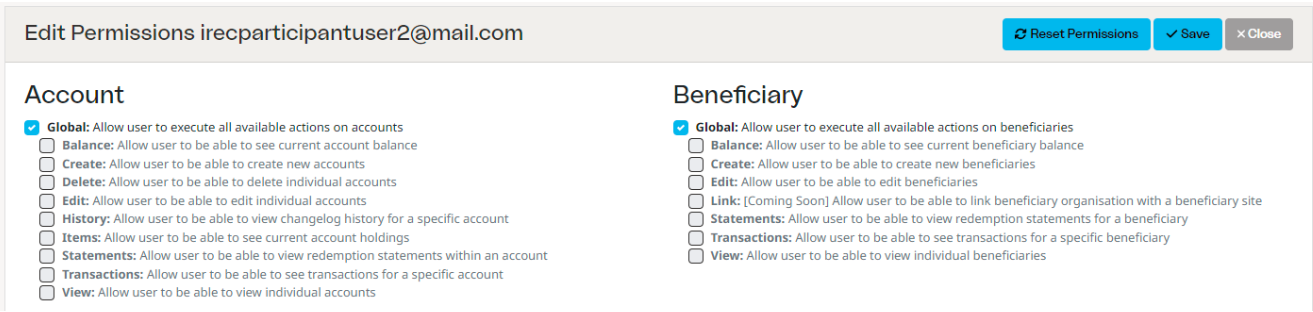
The new user will receive an email asking them to verify their account by creating a password. New users will not be able to access the Registry until they have verified their account.



9.2 Configure User Permissions

A default set of user permissions can be inherited from the new user's organisation on creation. For example, if the new user's organisation has the role of Registrant, they will automatically inherit the default permissions for Registrants so they can begin using the Registry as soon as they have verified their account. If the new user requires User and Organisation permissions, these can be requested.

If you need to change the permission for a user, you can edit the user's permissions at any time by clicking the **padlock** button for the user in the user list.



On the Edit Permissions screen, you can choose which permissions to grant the user. Each permission's function is described next to it (see section 11 for further details). You can select or deselect a permission by clicking the box to the left of each option.

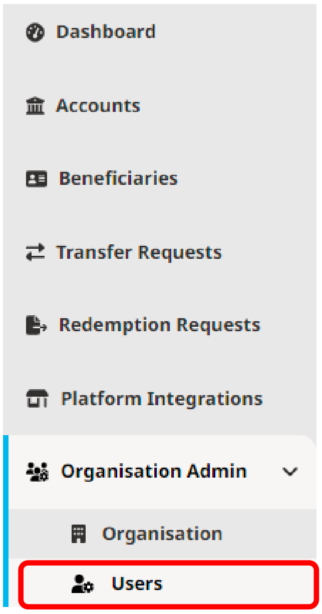
There are three options to choose from:

- **Reset permissions** – This will set the user's permissions for the default for their organisational role.
- **Save** – This will save the user record with permissions set on the form.
- **Close** – Cancel and close the form, any changes will be lost.

9.3 Edit a User

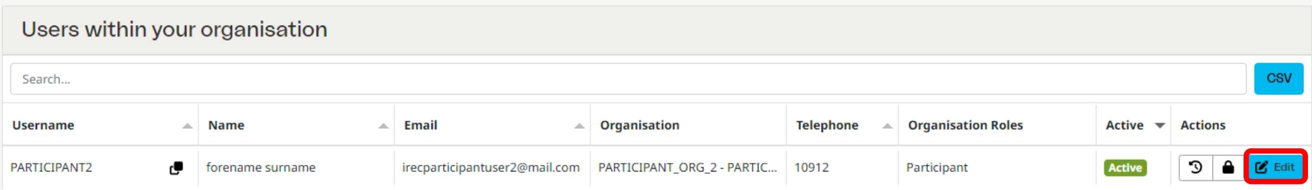
9.3.1 Navigate to Users

On the left-hand navigation column, click **Organisation Admin** to open a drop-down menu, then click **Users**.



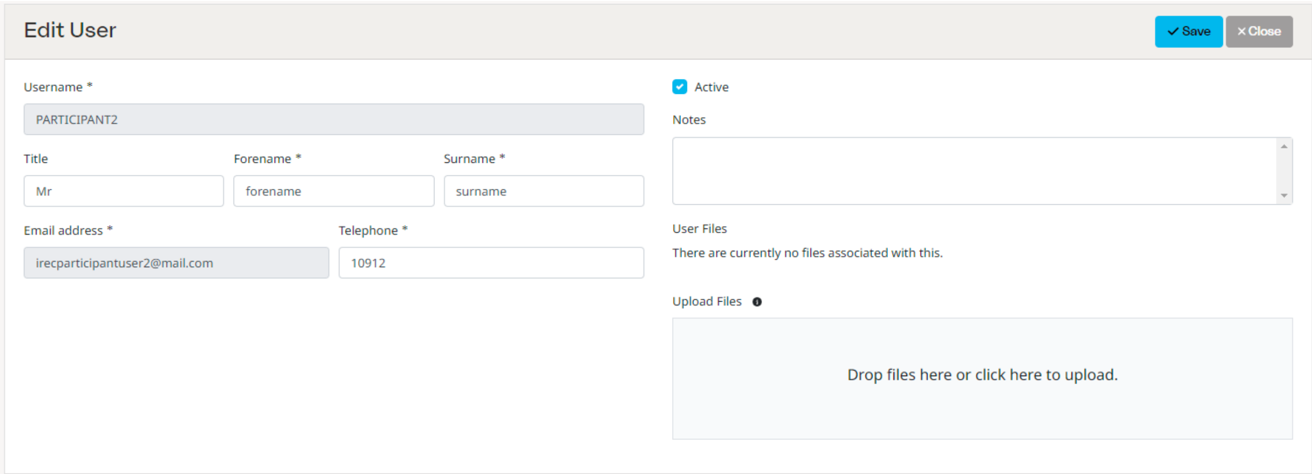
9.3.2 Edit User Details

Click the **Edit** button for the user you want to edit.



9.3.3 Update User Details

Update details as required.



The following table describes the data fields on this form:

Field	Description
Username	A 3-12 character, no spaces, uppercased code for the user. For example: "TOMSMITH", "SLJONES".
Title	The title of the user.
Forename	The forename of the user.
Surname	The surname of the user.
Telephone	A contact number for the user.
Email	The user's email address.

Active	Whether or not the user account should be active. An inactive user account cannot partake in regular activities within the Registry.
Notes	Any additional notes or comments for the account.

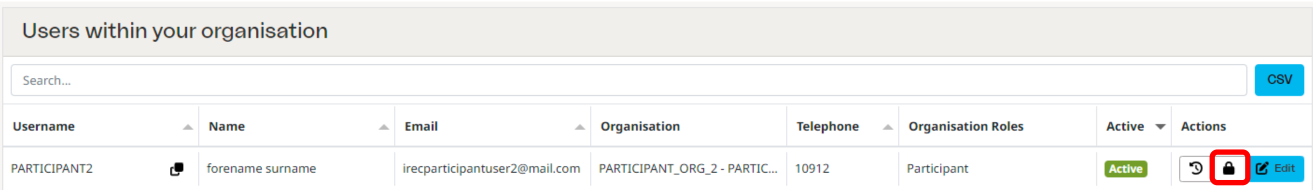
There are two options to choose from:

- **Save** – This will save the user record and close the form.
- **Close** – Cancel and close the form, any changes will be lost.

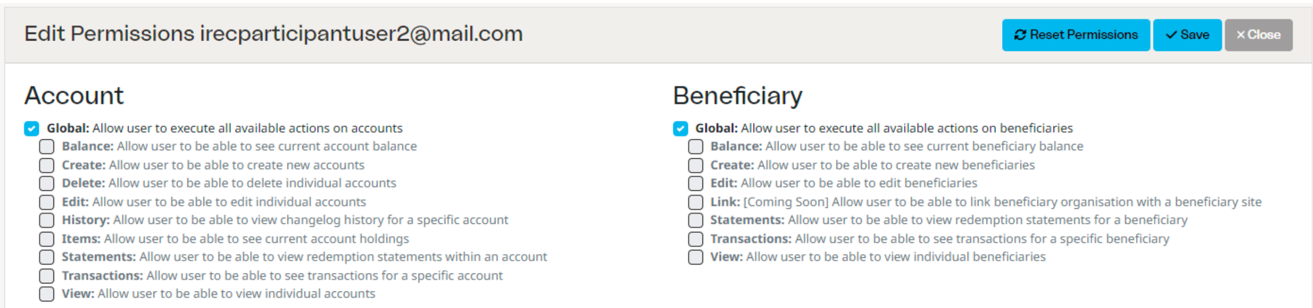
9.4 Update User Permissions

A default set of user permissions is inherited from the new user's organisation on creation. For example, if the user's organisation has the role of Participant, they will automatically inherit the default permissions for Participants.

To change the user's permissions, click the **padlock** button for the user in the user account list.



On the Edit Permissions screen, you can choose which permissions to grant the user. Each permission's function is described next to it (see section 11 for further details). You can select or deselect a permission by clicking the box to the left of each option.

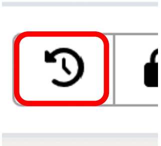


There are three options to choose from:

- **Reset permissions** – This will set the user's permissions for the default for their organisation.
- **Save** – This will save the user record with permissions set on the form.
- **Close** – Cancel and close the form, any changes will be lost.

10 Record History

A record of changes is maintained for records within the Registry. To view the record of changes, click on the View History button for the record. This is usually displayed next to the edit or view button in the list of records.



11 Permissions

11.1 Account

Permission	Description
Account Management GLOBAL	Grants permission for all below permissions.
Account Management CREATE	Grants user the ability to create new accounts.
Account Management VIEW	Allows the user to view individual accounts.
Account Management EDIT	Allows the user to edit accounts.
Account Management HISTORY	Allows the user to view Account history page.
Account Management DELETE	Allows the user to disable accounts.
Account Management TRANSACTIONS	Allows the user to see all transactions associated with a specific account.
Account Management STATEMENTS	Allows the user to view redemption statements within an account.
Account Management ITEMS	Allows the user to view all current account holdings.
Account Management BALANCE	Allows the user to view the current balance for a specific account.

11.2 Transfers

Permission	Description
Transfer Request GLOBAL	Grants permission for all below permissions.
Transfer Request CREATE	Grants user the ability to create transfer requests.
Transfer Request EDIT	Grants user the ability to edit individual transfer requests.
Transfer Request ALLOCATE	Grants user the ability to allocate volumes to a transfer request.
Transfer Request REFER	Grants user the ability to refer a transfer.

Permission	Description
Transfer Request SUBMIT	Grants user the ability to submit a transfer.
Transfer Request VERIFY	Grants user the ability to verify a transfer request.
Transfer Request DELETE	Grants user the ability to delete a transfer request.

11.3 Beneficiaries

Permission	Description
Beneficiary Management GLOBAL	Grants permission for all below permissions.
Beneficiary Management CREATE	Grants user the ability to create new beneficiaries.
Beneficiary Management VIEW	Allows the user to view beneficiaries.
Beneficiary Management EDIT	Allows the user to edit beneficiaries.
Beneficiary Management TRANSACTIONS	Allows the user to see all transactions associated with a specific beneficiary.
Beneficiary Management STATEMENTS	Allows the user to view redemption statements for a beneficiary.
Beneficiary Management BALANCE	Allows the user to view the current balance for a specific beneficiary.

11.4 Redemption

Permission	Description
Redemption Requests GLOBAL	Grants permission for all below permissions.
Redemption Request CREATE	Grants user the ability to create redemption requests.
Redemption Request VIEW	Grants user the ability to view a non-verified transfer request.
Redemption Request EDIT	Grants user the ability to edit a redemption request.
Redemption Request ALLOCATE	Grants user the ability to allocate volumes to a redemption request.

Redemption Request SUBMIT	Grants user the ability to submit a redemption request.
Redemption Request REFER	Grants user the ability to refer a redemption request.
Redemption Request VERIFY	Grants user the ability to verify a redemption request.
Redemption Request DELETE	Grants user the ability to delete a redemption request.

11.5 User

Permission	Description
User Management GLOBAL	Grants permission for all below permissions.
User Management CREATE	Grants user the ability to create a new user.
User Management EDIT	Grants user the ability to edit individual users.
User Management HISTORY	Grants user the ability to view changes made to users in their organisation.
User Management PERMISSIONS	Grants user the ability to change a user's permissions.

11.6 Organisation

Permissions	Description
Organisation GLOBAL	Allows user to execute all available actions on organisations.
Organisation EDIT	Allows user to be able to edit own organisation.
Organisation VIEW	Allows user to be able to view individual organisation.

11.7 Organisation Document

Permission	Description
Organisation Document CREATE	Allows user to be able to create individual organisation documents.
Organisation Document VIEW	Allows user to be able to view individual organisation documents.

11.8 Integration

Permission	Description
Integration GLOBAL	Allows user to execute all available actions on organisations.

Integration CONNECT	Allows user to connect to an available integration.
Integration DISCONNECT	Allows user to disconnect from an integration currently connected to their organisation.
Integration VIEW	Allows user to view all available platforms and integrations available to their organisation.

Evident.

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