RGGI-COATS Frequently Asked Questions (FAQs)

This document provides a list of frequently asked questions (FAQs) and answers to those questions related to the key features (Registration, General Account Creation and General Account Management, Source Management, Compliance Accounts Management, Allowance Transfers, Offset Projects, and Special Applications) in Version 2.8 of the Regional Greenhouse Gas Initiative's CO2 Allowance Tracking System (RGGI COATS) web application. It is intended to provide information to both first-time and returning users regarding the tasks and functionality that you will most frequently encounter in your use of the RGGI COATS application. The questions are organized by functional area. If your question is not answered by this document, please also refer to the RGGI COATS User's Guide for additional information and instructions on how to use the RGGI COATS application.

For questions related directly to RGGI COATS, please email rggi-coats@csra.com.

All RGGI COATS Inquiries: System Administrator rggi-coats@csra.com

Source and Compliance Account data is synchronized with the EPA Clean Air Markets Division (CAMD) Business System (CBS). Please see http://www.epa.gov/airmarket/business/industry/cbs.html for more information about CBS and how to access CBS to change information. For more information on CBS, please refer to the following contacts:

- CBS User IDs and Password: Karen VanSickle 202-343-9220
  Kirk Nabors 202-343-9171
  Paula Branch 202-343-9168

- General CBS Inquiries: Laurel Desantis 202-343-9191
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Questions

0.0 General Navigation in RGGI COATS ................................................................. 5
  0.1 Q: How are the menus and sub-menus organized in RGGI COATS? ............5
  0.2 Q: How do you select main menus and/or sub-menus in RGGI COATS? ...5

1.0 Registration to Use RGGI COATS ................................................................. 5
  1.1 Q: I have tried to fill out the Registration Information for Access to RGGI COATS form via the Register to Use RGGI COATS link on the RGGI COATS home page, but the system says I cannot proceed because my email address already exists in the system. What should I do? ..........5
  1.2 Q: I have been pre-registered as a RGGI COATS user, but either the information provided on the pre-registration page is wrong or I prefer to use another email address, phone number, etc. than what has been filled out on the RGGI COATS registration form. What should I do? ..........6
  1.3 Q: I have completed the online registration form for RGGI COATS, but the system does not recognize my RGGI COATS Username and Password and says I am not an active RGGI COATS user. Why is this? ..........6

2.0 Logging into RGGI COATS ........................................................................... 7
  2.1 Q: I have forgotten my COATS Password. What should I do? .....................7
  2.2 Q: I have forgotten both my RGGI COATS Username and Password. What should I do? 8
  2.3 Q: If I have completed the online registration form, why can't I log in to RGGI COATS?8
  2.4 Q: I have tried to log in to RGGI COATS three times with an incorrect Username and Password combination and am now locked out of the system. What should I do? ..........9
  2.5 Q: How often will I need to change my RGGI COATS password? ...............9
  2.6 Q: What are the requirements for RGGI COATS passwords? .......................9
  2.7 Q: Why do I need to enter my RGGI COATS Password again on the Certification Page, when I have already entered it to log in to RGGI COATS? .......................9
  2.8 Q: On the Certification Page, there is missing or incorrect information regarding the RGGI COATS Accounts (General Accounts and Compliance Accounts) that I represent as an AAR, AAAR, or an Agent and/or the designating representatives for which I act as an Agent, what should I do? ..........9

3.0 My Profile .................................................................................................. 10
  3.1 Q: How do I change my contact information? ..............................................10
  3.2 Q: How do I change my email address preference? .....................................10
  3.3 Q: How do I change my address? .................................................................11
  3.4 Q: How do I change my password? ...............................................................11
  3.5 Q: How do I change my affiliated organization(s)? ......................................12
  3.6 Q: What is an Electronic Submission Agent? ..............................................12
  3.7 Q: How do I change my Electronic Submission Agent? ..............................12

4.0 General Account Creation ......................................................................... 13
  4.1 Q: I have received a system email notifying me of my approval as a RGGI COATS user, how do I get my General Account Number? ..................13
4.2 Q: What should I name my general account? .......................................................... 13
4.3 Q: What is an owner for a general account? .............................................................. 14
4.4 Q: I am creating a General Account as an individual, how should I enter an Ownership Organization? ..................................................................................................................... 14
4.5 Q: I do not know yet who will act as the General Account's Alternate Authorized Account Representative (AAAR). Will it be possible to add this information later? ........... 14

5.0 General Account Management .................................................................................. 15
5.1 Q: How do I make changes to my General Account after it has been created? ........ 15
5.2 Q: How do I change the Agents associated with a General Account? ...................... 15
5.3 Q: How can I tell how many allowances are in my General Account? ..................... 16
5.4 Q: Why do general accounts have "All States" listed as their State? ......................... 16

6.0 Source Management .................................................................................................. 16
6.1 Q: Why is my Source not in RGGI COATS? .............................................................. 16
6.2 Q: Why can't I edit the Source Units? ..................................................................... 16
6.3 Q: How do I edit the Source Units? ......................................................................... 17
6.4 Q: Why can't I edit the Source AAR or AAAR? .................................................... 17
6.5 Q: How do I edit the Source AAR or AAAR? .......................................................... 17
6.6 Q: Why can't I edit the Source Geographic Location? .............................................. 17
6.7 Q: Why can't I edit the Source Owner/Operator? .................................................. 17
6.8 Q: How do I edit the Source Owner/Operator? ....................................................... 17
6.9 Q: How do I edit the Agents associated with the Source? ....................................... 18

7.0 Compliance Account Management ............................................................................ 18
7.1 Q: Why is my Compliance Account not in RGGI COATS? ....................................... 18
7.2 Q: Why can't I edit the Compliance Account Source? ........................................... 18
7.3 Q: How do I edit the Compliance Account Source? ................................................. 18
7.4 Q: Why can't I edit the Compliance Account Representatives (AAR or AAAR)? ....... 19
7.5 Q: How do I edit the Compliance Account AAR or AAAR? .................................... 19
7.6 Q: Why can't I edit the Compliance Account Owner/Operator? ............................... 19
7.7 Q: How do I edit the Compliance Account Owner/Operator? ................................... 19
7.8 Q: How do I edit the Agents associated with the Compliance Account? ................. 20
7.9 Q: How can I tell how many allowances are in my Compliance Account? ............... 20

8.0 Allowance Transfers .................................................................................................. 20
8.1 Q: How do I know if "Price per allowance of associated sale or purchase transaction" is required? .................................................................................................................. 20
8.2 Q: When should the "Check here if there is no associated sale or purchase transaction" checkbox be clicked and no "Price per allowance of associated sale or purchase transaction" be provided? .............................................................. 21
8.3 Q: What does "Date of associated sale or purchase transaction" mean? ................. 21
8.4 Q: What does it mean for a block of allowances to be "Frozen"? ............................... 21
8.5 Q: Can general accounts retire CO₂ allowances? .................................................... 21

9.0 Special Applications .................................................................................................... 22
9.1 Q: I have already created an application in RGGI COATS, using the Create Application sub-menu under the Special Approvals module menu. How do I access an existing application? ................................................................. 22
9.2 Q: How will I know if my application has been approved to be awarded allowances? ...22
9.3 Q: How will I know if the registered account for my application has received the allowances it has been approved to be awarded?...............................................................22
9.4 Q: Do I need to have a RGGI COATS account for a Voluntary Renewable Energy Credit (VREC) Application or an Limited Industrial Exemption (LIE) Application?...............23
9.5 Q: I cannot find my sponsor organization in the grid on the Select Organization page. What should I do? ..............................................................................................................23
9.6 Q: I could edit my Application Details the last time I was logged in to RGGI COATS, but now these fields are locked. Why are my Application Details locked? .......................23
0.0 General Navigation in RGGI COATS

0.1 Q: How are the menus and sub-menus organized in RGGI COATS?

A: When you log in to RGGI COATS, you will see a blue bar across the top of the screen below the RGGI CO2 Allowance Tracking System banner. Within this blue bar, there are main menu options (Accounts, Sources, Allowance Transactions, Reports, etc.). Below the main menu options, child sub-menus will display if available. Hover over the main menu to reveal a drop-down displaying any available child sub-menus.

0.2 Q: How do you select main menus and/or sub-menus in RGGI COATS?

A: These main menu options are available for selection and will bring you to the homepage for the module. To select a main menu option, hover your mouse over the main menu title in the blue bar. When selected, the main menu option will highlight in blue and underline; click the menu title in the blue bar to navigate to the module homepage.

When you hover over a main menu option, if there are any child sub-menus, they will display (e.g., Create General Account child sub-menu displays below the Accounts main menu). To select a child sub-menu, hover your mouse over the main menu option to reveal any child sub-menus. Then hover your mouse directly over the child sub-menu title you would like to select. When selected the child sub-menu will highlight in blue and underline; click the sub-menu title in the drop-down menu to navigate to the sub-menu page.

1.0 Registration to Use RGGI COATS

1.1 Q: I have tried to fill out the Registration Information for Access to RGGI COATS form via the Register to Use RGGI COATS link on the RGGI COATS home page, but the system says I cannot proceed because my email address already exists in the system. What should I do?

A: Please check your email inbox, including your Spam folder. You have likely been pre-registered as a RGGI COATS User. You have likely become a pre-registered RGGI COATS User for one of the following reasons: 1.) You are an Authorized Account Representative (AAR) and/or Alternate Account Representative (AAAR) from the CAMD Business System (CBS) and have had your information pre-loaded into RGGI COATS, or 2.) An existing RGGI COATS user designated you as an AAAR for an account or as his or her Electronic Submission Agent (Agent).
In your email inbox, you should find an email invitation from no-reply@rggi-coats.org with the subject line "RGGI COATS User Pre-Registration Notification." This email provides direction to register to use RGGI COATS with a link to a registration page that has your pre-registration information already filled out. Please click on the link to the pre-registration page and proceed with registration by filling in all required fields, as indicated by a red asterisk (*) and following the instructions on each page.

If the "RGGI COATS User Pre-Registration Notification" invitation email from no-reply@rggi-coats.org was found in your Spam box, please alter your Spam filters so you will continue to receive RGGI COATS system emails. System emails may be generated to provide you with a temporary password in the event you forget your RGGI COATS password, to notify you when account information is edited, personal information is edited, and/or to confirm completed allowance transactions.

1.2 Q: I have been pre-registered as a RGGI COATS user, but either the information provided on the pre-registration page is wrong or I prefer to use another email address, phone number, etc. than what has been filled out on the RGGI COATS registration form. What should I do?

A: If you have an existing record in the CAMD Business System (CBS), any changes to personal information must be made directly in that system. Changes made in CBS will flow through to RGGI COATS as the data is synchronized on a periodic basis. Data from CBS will supersede data in RGGI COATS.

Please see http://www.epa.gov/airmarket/business/industry/cbs.html for more information about CBS and how to access CBS to change information.

If you do not have an existing record in the CBS, you may make edits directly on the pre-registration form and commit those changes by clicking the Next button and proceeding with your RGGI COATS registration.

1.3 Q: I have completed the online registration form for RGGI COATS, but the system does not recognize my RGGI COATS Username and Password and says I am not an active RGGI COATS user. Why is this?

A: The following steps must be completed before you have become an active RGGI COATS user:

1. You have completed the online Register to Use RGGI COATS form, including completion of all of your contact information and choosing your RGGI COATS username and password.
2. You have read the agreement to terms statement and clicked the **I Agree to These Terms** button to indicate that you understand the terms and agree to them on the Agree to Terms page.

3. You have printed the RGGI COATS User Login Request form, signed the form in blue ink, and sent the original hardcopy form to SRA at the address on the form. This form should have loaded with instructions to complete, print it, and sign it after you clicked the **I Agree to These Terms** button on the Agree to Terms page.

4. Once SRA has received your completed RGGI COATS User Login Request form, they will process and approve your request, which will authenticate you as an active RGGI COATS user and allow you to log in to the system.

SRA is not permitted to accept electronic (PDF) versions, faxes, or photocopies of the RGGI COATS User Login Request form. The form must be a hardcopy original wet-ink signature. Please sign the form using blue ink.

### 2.0 Logging in to RGGI COATS

#### 2.1 Q: I have forgotten my COATS Password. What should I do?

**A:** If you have previously set up your security information, please click on the [Forgot your RGGI COATS password?](#) link on the RGGI COATS login home page after entering your Username and clicking the **Login** button. You will be prompted to enter your RGGI COATS Username and Email Address. Then click the **Submit** button.

You will be prompted to answer one of your challenge questions. Then click the **Continue** button. You will be prompted to answer your secret question. Then click the **Continue** button. You will then be prompted to reset your password. Please do not share this password and take any appropriate steps to keep it secure.

If you have not yet set up your security information, please contact the system administrator at [rggi-coats@csra.com](mailto:rggi-coats@csra.com) for assistance.
2.2 Q: I have forgotten both my RGGI COATS Username and Password. What should I do?

A: If you have previously set up your security information, please click on the Forgot your RGGI COATS username? link on the RGGI COATS login home page. You will be prompted to enter your Email Address. Then click the Submit button.

You will be prompted to answer one of your challenge questions. Then click the Continue button. You will be prompted to answer your secret question. Then click the Continue button. Your Username will then be displayed on the screen. Then you may follow the instructions for a forgotten password above in Question 2.1.

If you have not yet set up your security information, please contact the system administrator at rggi-coats@csra.com for assistance.

2.3 Q: If I have completed the online registration form, why can't I log in to RGGI COATS?

A: The online registration form, which includes filling out your basic contact information and choosing your RGGI COATS username and password, and the Agree to Terms page are the required online components of RGGI COATS registration.

After you clicked the I Agree to These Terms button on the Agree to Terms page, the RGGI COATS User Login Request Form should have loaded with instructions to complete, print it, and sign it. You should print this form, read the certification statements, and complete the form including signing the certification statements in blue ink. Then mail the original hardcopy wet-ink signature form to SRA at the address on the form.

Once SRA has received your RGGI COATS User Login Request form, they will process and approve your request, which will authenticate you as an active RGGI COATS user and allow you to log in to the system.

After SRA has received and processed your hardcopy RGGI COATS User Login Request form and confirmed that all online components of registration have been completed, you will also receive a system email from rggi-coats@csra.com notifying you of your approval as a RGGI COATS user. You should then be able to log in to RGGI COATS using your username and password.

SRA is not permitted to accept electronic (PDF) versions, faxes, or photocopies of the RGGI COATS User Login Request form. The form must be a hardcopy original wet-ink signature. Please sign the form using blue ink.
2.4 Q: I have tried to log in to RGGI COATS three times with an incorrect Username and Password combination and am now locked out of the system. What should I do?

A: Please contact the RGGI COATS System Administrator at rggi-coats@csra.com. They can manually reactive your RGGI COATS user account. If you forget your RGGI COATS username in the future, please utilize the Forgot your RGGI COATS username? link before being locked out of the system. If you forget your RGGI COATS password in the future, please utilize the Forgot your RGGI COATS password? link before being locked out of the system.

2.5 Q: How often will I need to change my RGGI COATS password?

A: RGGI COATS passwords expire every 180 days. Users will be prompted with a system reminder email from no-reply@rggi-coats.org reminding them of their password expiration. Passwords can be reset or changed via the My Profile link in RGGI COATS.

To access My Profile, log in to RGGI COATS and click on the My Profile link in the top right hand corner of the page. When the My Web Profile page has loaded, click on the Change Password tab to manage your RGGI COATS password. Enter your new password in the Enter new password field, enter it again in the Re-enter new password field, and answer your displayed challenge question. Then click the Save button to commit the change.

2.6 Q: What are the requirements for RGGI COATS passwords?

A: RGGI COATS passwords must be at least seven characters in length and contain at least one of each of the following: an alphabetic character, a numeric character, and a special character (@#$!, etc.).

2.7 Q: Why do I need to enter my RGGI COATS Password again on the Certification Page, when I have already entered it to log in to RGGI COATS?

A: Entering your RGGI COATS username and password on the RGGI COATS log in home page authenticates you as a RGGI COATS User and logs you in to the RGGI COATS system. However, entering your RGGI COATS password again on the Certification Page acts as your electronic signature on the certification statements listed on that page.

2.8 Q: On the Certification Page, there is missing or incorrect information regarding the RGGI COATS Accounts (General Accounts and Compliance Accounts) that I
represent as an AAR, AAAR, or an Agent and/or the designating representatives for which I act as an Agent, what should I do?

A: Please contact the RGGI COATS System Administrator at rsgi-coats@csra.com to resolve any inconsistencies on this page.

3.0 My Profile

3.1 Q: How do I change my contact information?

A: Your personal contact information can be viewed and managed through My Profile. Log in to RGGI COATS and click on the My Profile menu at the top right of your screen. My Web Profile page will load. In the top block, your basic contact information will display.

For users whose information was not loaded from CAMD, all personal contact information fields will be editable. Make any necessary changes, answer your displayed challenge question and click the Save button.

For AARs or AAARs from the CAMD Business System, most personal information fields (First Name, Last Name, Middle Initial, Phone Number, and Fax Number) will not be editable in COATS and will need to be managed directly in CBS. For any editable fields (Title and Mobile Number), make the necessary changes, then click the Save button.

Please see http://www.epa.gov/airmarket/business/industry/cbs.html for more information about CBS and how to access CBS to change personal contact information.

3.2 Q: How do I change my email address preference?

A: Your email preferences can be viewed and managed through My Profile. Log in to RGGI COATS and click on the My Profile menu at the top right of your screen. My Web Profile page will load. Click on the Email Preferences tab in the middle of the page to access your preferred email address.

For users whose information was not loaded from CAMD, both the Email Address field and the Email Salutation (the name an email is addressed to: e.g.; Bill Smith,) field will be editable. Make any necessary changes, answer your displayed challenge question and click the Save button.

For AARs or AAARs from the CAMD Business System, the Email Address field will not be editable in RGGI COATS and will need to be managed directly in CBS. The
Email Salutation (e.g., Bill Smith,) field will be editable in RGGI COATS; make the necessary changes, answer your displayed challenge question and then click the Save button.

Please see http://www.epa.gov/airmarket/business/industry/cbs.html for more information about CBS and how to access CBS to change email preferences.

3.3 Q: How do I change my address?

A: Your address details can be viewed and managed through My Profile. Log in to RGGI COATS and click on the My Profile menu at the top right of your screen. My Web Profile page will load. Click on the Address Details tab in the middle of the page to access your personal address(es). RGGI COATS allows users to store both a Physical Address and a Mailing Address.

For users whose information was not loaded from CAMD, both Physical and Mailing addresses will be editable in RGGI COATS. Use the Add/Replace button to add a new address or replace an existing one. Use the Show History button to display all current and historical addresses.

For AARs and AAARs from the CAMD Business System, Physical Address is not editable in RGGI COATS and will need to be managed directly in CBS. Mailing Address will be editable in RGGI COATS. Use the Add/Replace button to add or replace an existing Mailing Address.

Please see http://www.epa.gov/airmarket/business/industry/cbs.html for more information about CBS and how to access CBS to change personal physical address details.

3.4 Q: How do I change my password?

A: Your RGGI COATS password can be managed through My Profile. Log in to RGGI COATS and click on the My Profile menu at the top right of your screen. The My Web Profile page will load. Click on the Change Password tab in the middle of the page to change your RGGI COATS password.

To change your password, enter your new password in the Enter new password field. Then enter your new password again in the Re-enter new password field. Answer your displayed challenge question and click the Save button. The password that you enter in the Enter new password field and Re-enter new password field must be identical. The new password you enter must conform to the system requirements for passwords (at least seven characters with at least one alphabetic character, one numeric character, and one special character (!@#$, etc.).
3.5 Q: **How do I change my affiliated organization(s)?**

**A:** Your organization can be managed through My Profile. Log in to RGGI COATS and click on the My Profile menu at the top right of your screen. My Web Profile page will load. Click on the Organization tab in the middle of the page to view and/or change your affiliated organization(s).

For users whose information was not loaded from CAMD, Organizations will be editable in RGGI COATS. Use the radio button to select an organization from the grid. Use the **Add/Replace or End Relationship** buttons to modify your affiliated organization. Use the **Show History** button to display all current and historical organization relationships.

For AARs and AAARs from the CAMD Business System, Organizations are not editable in RGGI COATS and will need to be managed directly in CBS.

Please see [http://www.epa.gov/airmarket/business/industry/cbs.html](http://www.epa.gov/airmarket/business/industry/cbs.html) for more information about CBS and how to access CBS to change organizations.

3.6 Q: **What is an Electronic Submission Agent?**

**A:** An Electronic Submission Agent, known also as an Agent is a natural person who has been designated by an AAR or AAAR to act on his or her behalf within RGGI COATS.

Agents will have the same system permissions as the account representative who designated them. Agents will be tied to specific users, the AAR or AAAR who designated them. They will be able to view and act on behalf of all accounts and/or sources which the designating AAR or AAAR is associated with.

3.7 Q: **How do I change my Electronic Submission Agent?**

**A:** Electronic Submission Agents (Agents) are not directly tied to general accounts, compliance accounts or sources. Agents are tied to specific users (AARs or AAARs). They are designated by an AAR or AAAR, and once designated will act on behalf of the designating representative for all accounts and/or sources that representative is associated with.
An AAR or AAAR can manage the Agents they have designated by clicking on the My Profile menu link in the top navigation bar. From My Profile page, click on My Agents tab. Use the buttons below the grid to add agents (Add button) or end agent relationships (End Relationship button).

**Note:** Each AAR or AAAR is limited to designating a maximum of five Agents.

### 4.0 General Account Creation

#### 4.1 Q: I have received a system email notifying me of my approval as a RGGI COATS user, how do I get my General Account Number?

**A:** Creating a general account is a separate process; you need to complete the general account creation process to get the RGGI COATS general account number. Creation of a general account for each user is not done automatically, as users may act as the Authorized Account Representative for multiple general accounts. Additionally, the user who creates the general account will be automatically designated as the Authorized Account Representative (AAR), and not all RGGI COATS users will have this role (some will be Alternate Authorized Account Representatives (AAAR) and some will be Electronic Submission Agents).

To create a general account, please log in to RGGI COATS, and click on "Create General Account" sub-menu under the Accounts menu. This will bring you to a general account creation wizard which will walk you through the process step by step. If you need any additional guidance, please see the "RGGI COATS User's Guide" under the Reference menu, specifically Section 5.0 - Steps to Create a General Account.

After you have completed the last step of this process (by providing your electronic signature (password) on the general account certification statement and clicking the Submit button), you will then be provided with the General Account Number.

If you will not be acting as the general account's Authorized Account Representative, the user who will assume that role must have registered as a RGGI COATS user, completed the hardcopy RGGI COATS User Login Request form, and had the original hardcopy form processed and approved by SRA to gain access to the system and proceed with the general account creation process.

#### 4.2 Q: What should I name my general account?

**A:** The name of the general account is user defined. This name will display when your general account is transferring or acquiring CO₂ allowances as part of an allowance transfer. A commonly used naming convention for a general account is using the name of the company, organization, or individual that will hold ownership
of the CO₂ allowances held in the general account (e.g., "ABC Company General Account" or "John Doe General Account"), but there are no restrictions or requirements for the name of the general account.

4.3 Q: What is an owner for a general account?

A: For a general account, an owner is any person (or organization) who has an ownership interest with respect to the CO₂ allowances held in the general account and who is subject to the binding agreement for the CO₂ authorized account representative to represent that person's ownership interest with respect to the CO₂ allowances.

4.4 Q: I am creating a General Account as an individual, how should I enter an Ownership Organization?

A: On the Create General Account: Designate Ownership Organizations page, click the Add button at the bottom of the page. You will be navigated to the Add New Owner page. Enter your name in the Name field. Select the Organization Type as "Individual" from the drop-down menu. You may optionally enter your address in the fields below. Then click the Save button.

You will be navigated back to the Create General Account: Designate Ownership Organizations page. Find your name in the box on the left with the heading Candidate Organizations. Highlight your name and then use the ">" button to move your name to the box on the right with the heading Selected Organizations. If there are no other organizations or individuals with ownership interest in the allowances held in the general account, then click the Next button.

4.5 Q: I do not know yet who will act as the General Account's Alternate Authorized Account Representative (AAAR). Will it be possible to add this information later?

A: Yes. For a General Account, an AAAR may be added or changed after the account has been created.

Click on the Accounts menu. Enter filter criteria or scroll down the grid to find the desired Account. Click on the Account Number link. You will be navigated to the Account Details page for the selected account.

From the Account Details page, click on the Account Representative Details tab. Use the buttons below the grid, Change or End Alternate, to add an AAAR or edit the existing relationships, using the radio buttons in the grid to select a specific account representative to change or end the relationship. Use the Show History button to display all current and historical AAR or AAAR relationships.
A General Account must have one Authorized Account Representative (AAR) at all times, and may optionally have one Alternate Authorized Account Representative (AAAR). Both the General Account AAR and AAAR may also each designate up to five Electronic Submission Agents (Agents).

5.0 General Account Management

5.1 Q: How do I make changes to my General Account after it has been created?

A: Click on the Accounts menu. Enter filter criteria or scroll down the grid to find the desired Account. Click on the Account Number link. You will be navigated to the Account Details page for the selected account.

From the Account Details page, use the tabs to manage Account Representative Details and Owner Details.

By clicking on the Account Representative Details tab, you can view the AAR and AAAR associated with the account. Click on the Name link to view personal information for the selected account representative. Use the Change button to add or change the representative or the End button to end a representative relationship. The Show History button displays all current and historic account representative relationships along the Begin and End Dates for each relationship.

By clicking on the Owner Details tab, you can view or modify the ownership organizations associated with the account. Click on the Name link to view and edit information for the organization. Use the Change button to change the ownership organization or the End button to end an owner relationship. The Show History button displays all current and historic general account owner relationships.

Tabs for Electronic Submission Agents and Available Allowances are also available from this page, but they are read-only and are not editable. You can view the Agents associated with the General Account, but they are not managed from this page; you must go to My Profile to manage Agents. The Available Allowances tab provides a summary of the type and quantity of allowances held in the account.

5.2 Q: How do I change the Agents associated with a General Account?

A: Agents are not associated directly with any sources, general accounts, or compliance accounts. Agents are designated by account representatives (AARs or AAARs). Please see Section 3.0 - My Profile, Question 7 for specific information on how to manage your Agents via My Profile.


5.3 Q: **How can I tell how many allowances are in my General Account?**

**A:** Go to the Account Details page for the General Account by clicking on the Accounts menu, then click on the Account Number link in the grid. Enter filter criteria or scroll through the grid to find the desired account. This will take you to the Account Details page for the selected account.

Click on the Available Allowances tab on the Account Details page. You can view the allowance blocks held in the account in the Available Allowances grid. Click on the Serial Range link in the grid to view the transaction history for that block of allowances.

5.4 Q: **Why do general accounts have "All States" listed as their State?**

**A:** General accounts have all states listed as their state because each general account is established pursuant to, and is subject to, all relevant rules in all participating states.

6.0 **Source Management**

6.1 Q: **Why is my Source not in RGGI COATS?**

**A:** Sources from the CAMD Business System will be loaded in RGGI COATS upon approval from the state program manager of the state that the source is located in. Some states require that additional paper documentation and/or paper Certification of Representation form be submitted to the state prior to this approval.

If you are unsure whether you have completed the documentation requirements for source approval for loading to RGGI COATS, please contact your state program manager for more information on individual state procedures and requirements.

Upon approval from the state program manager of the state that the source is located in, the Source will be loaded in RGGI COATS; a Compliance Account associated with the Source will be automatically created in RGGI COATS. You should then be able to view the Source and associated Compliance Account in RGGI COATS.

6.2 Q: **Why can't I edit the Source Units?**

**A:** Source Unit information has been loaded from the CAMD Business System (CBS). Any changes to CAMD units must be made directly in CBS. The changes made in CBS will flow through to RGGI COATS as data is synchronized on a periodic basis (approximately every five minutes). Any source unit data from CBS supersedes source data in RGGI COATS.
6.3 Q: How do I edit the Source Units?

A: To edit source unit data in RGGI COATS, the change must be directly in the CAMD Business System. Please see http://www.epa.gov/airmarket/business/industry/cbs.html for more information about CBS and how to access CBS to change Source Unit information.

6.4 Q: Why can't I edit the Source AAR or AAAR?

A: Source AAR and AAAR relationships have been loaded from the CAMD Business System (CBS). Any changes to CAMD sources must be made directly in CBS. The changes made in CBS will flow through to RGGI COATS as data is synchronized on a periodic basis (approximately every five minutes). Any source AAR or AAAR relationships from CBS supersede source AAR or AAAR relationships in RGGI COATS.

6.5 Q: How do I edit the Source AAR or AAAR?

A: To edit Source AAR or AAAR relationships in RGGI COATS, the change must be made directly in the CAMD Business System. Please see http://www.epa.gov/airmarkt/business/industry/cbs.html for more information about CBS and how to access CBS to change source AAR or AAAR relationships. These changes will flow through to RGGI COATS on a periodic basis (approximately every five minutes).

6.6 Q: Why can't I edit the Source Geographic Location?

A: Source Geographic Location data (Latitude and Longitude coordinates) is loaded from and maintained in the CAMD Business System (CBS). The physical geographic location of a source never changes, so the ability to edit this information is not needed.

6.7 Q: Why can't I edit the Source Owner/Operator?

A: Source Owner, Operator, and Owner/Operator relationships are loaded from and maintained in the CAMD Business System (CBS). Any changes to CAMD owner/operator relationships must be made directly in CBS. The changes made in CBS will flow through to RGGI COATS as data is synchronized on a periodic basis (approximately every five minutes). Any source owner/operator relationship data from CBS supersedes source owner/operator relationship data in RGGI COATS.

6.8 Q: How do I edit the Source Owner/Operator?
A: To edit Source Owner/Operator relationships in RGGI COATS, the change must be made directly in the CAMD Business System. Please see http://www.epa.gov/airmarket/business/industry/cbs.html for more information about CBS and how to access CBS to change source owner/operator relationships.

Once logged in to CBS, the AAR or AAAR can make edits to which organizations are associated with their source, as well as edits to the organization itself including the name, type (Owner, Operator, or Both (Owner/Operator)), or contact information.

6.9 Q: How do I edit the Agents associated with the Source?

A: Agents are not associated directly with any sources, general accounts, or compliance accounts. Agents are designated by account representatives (AARs or AAARs). Please see Section 3.0 - My Profile, Question 7 for specific information on how to manage your Agents via My Profile.

7.0 Compliance Account Management

7.1 Q: Why is my Compliance Account not in RGGI COATS?

A: Compliance accounts will be created automatically for sources loaded from the CAMD Business System. Sources from the CAMD Business System will be loaded in RGGI COATS upon approval from the State Program Manager of the state that the source is located in. Some states require that additional paper documentation and/or paper Certification of Representation form be submitted to the state prior to this approval. If the Compliance Account for your source is not yet available to you when you log in to RGGI COATS, it is likely that the Source associated with that Compliance Account has not yet been approved and loaded into RGGI COATS.

If you are unsure whether you have completed the documentation requirements for source approval for loading to RGGI COATS, please contact your State Program Manager for more information on individual state procedures and requirements.

7.2 Q: Why can't I edit the Compliance Account Source?

A: The Compliance Account is associated with a Source that has been loaded from the CAMD Business System (CBS). Please see Section 6.0 - Source Management for information about Source data from CAMD and how to update data and relationships in CBS.

7.3 Q: How do I edit the Compliance Account Source?
A: Any changes made to the Compliance Account Source must be made directly in CBS. The changes made in CBS will flow through to RGGICOATS as data is synchronized on a periodic basis (approximately every five minutes). Any source data from CBS supersedes source data in RGGI COATS.

Please see Section 6.0 - Source Management for information about how to edit Source data and relationships in the CAMD Business System.

7.4 Q: Why can't I edit the Compliance Account Representatives (AAR or AAAR)?

A: Compliance Account AAR and AAAR relationships have been loaded from the CAMD Business System (CBS). Any changes to CAMD source AAR or AAAR relationships must be made directly in CBS. The changes made in CBS will flow through to RGGI COATS as data is synchronized on a periodic basis (approximately every five minutes). Any source AAR or AAAR relationships from CBS supersede source AAR or AAAR relationships in RGGI COATS.

7.5 Q: How do I edit the Compliance Account AAR or AAAR?

A: To edit Compliance Account AAR or AAAR relationships in RGGI COATS, the change must be made directly in the CAMD Business System. Please see http://www.epa.gov/airmarkt/business/industry/cbs.html for more information about CBS and how to access CBS to change Compliance Account AAR or AAAR relationships.

Upon logging in to CBS, the AAR or AAAR may add themselves as a RGGI Program AAR or AAAR by clicking the Add Program button and selecting "RGGI." The existing CBS user must electronically sign a certification statement to certify the change. These changes will flow through to RGGI COATS on a periodic basis (approximately every five minutes).

7.6 Q: Why can't I edit the Compliance Account Owner/Operator?

A: Compliance Account Owner, Operator, and Owner/Operator relationships are loaded from and maintained in the CAMD Business System (CBS). Any changes to CAMD owner/operator relationships must be made directly in CBS. The changes made in CBS will flow through to RGGI COATS as data is synchronized on a periodic basis (approximately every five minutes). Any source owner/operator relationships from CBS supersede source owner/operator relationship data in RGGI COATS.

7.7 Q: How do I edit the Compliance Account Owner/Operator?
A: To edit Compliance Account Owner/Operator relationships in RGGI COATS, the change must be made directly in the CAMD Business System. Please see http://www.epa.gov/airmarket/business/industry/cbs.html for more information about CBS and how to access CBS to change Compliance Account owner/operator relationships.

7.8 Q: How do I edit the Agents associated with the Compliance Account?

A: Agents are not associated directly with any sources, general accounts, or compliance accounts. Agents are designated by account representatives (AARs or AAARs). Please see Section 3.0 - My Profile, Question 7 for specific information on how to manage your Agents via My Profile.

7.9 Q: How can I tell how many allowances are in my Compliance Account?

A: Go to the Account Details page for the Compliance Account by clicking on the Accounts menu, then click on the Account Number link in the grid. Enter filter criteria or scroll through the grid to find the desired account. This will take you to the Account Details page for the selected account.

Click on the Available Allowances tab on the Account Details page. You can view the allowance blocks held in the account in the Available Allowances grid. Click on the Serial Range link in the grid to view the transaction history for that block of allowances.

8.0 Allowance Transfers

8.1 Q: How do I know if "Price per allowance of associated sale or purchase transaction" is required?

A: The "Price per allowance of associated sale or purchase transaction" field is required if a financial exchange between the transferor and transferee is associated with the current allowance transfer being recorded in RGGI COATS.
If your transfer is not associated with a sale or purchase transaction, please see Section 8.0 - Allowance Transactions, Question 3 regarding non-sale or non-purchase transactions.

For any allowance transfer being entered in RGGI COATS, both "Price per allowance of associated sale or purchase transaction" and "Check here if there is no associated sale or purchase transaction" cannot simultaneously apply. The user entering the transfer must determine if the transfer being entered is associated with a sale or purchase transaction. If yes, "Price per allowance of associated sale or purchase
transaction" must be entered. If no, the "Check here if there is no associated sale or purchase transaction" checkbox must be clicked.

8.2 Q: When should the "Check here if there is no associated sale or purchase transaction" checkbox be clicked and no "Price per allowance of associated sale or purchase transaction" be provided?

A: The "Check here if there is no associated sale or purchase transaction" checkbox should be clicked if there is not a financial exchange between the transferor and transferee associated with the current allowance transfer being recorded in RGGI COATS.

An example of a situation which may constitute a non-sale or non-purchase transaction, where the checkbox should be clicked and price should not be entered, might occur if allowances were transferred between two accounts that were owned by the same organization.

For any allowance transaction entered, both "Price per allowance of associated sale or purchase transaction" and "Check here if there is no associated sale or purchase transaction" will not apply simultaneously. The user entering the transaction must determine if the transaction being entered is associated with a sale or purchase transaction. If yes, "Price per allowance of associated sale or purchase transaction" must be entered. If no, the "Check here if there is no associated sale or purchase transaction" checkbox must be clicked.

8.3 Q: What does "Date of associated sale or purchase transaction" mean?

A: The "Date of associated sale or purchase transaction" corresponds to date of the sale of the allowance on which the current transfer being recorded in RGGI COATS is based.

8.4 Q: What does it mean for a block of allowances to be "Frozen"?

A: A block of CO2 allowances that have been frozen may not be transferred. You may not select this block of allowances to be transferred, and may only do so if/when the status of the allowances is not frozen.

8.5 Q: Can general accounts retire CO2 allowances?

A: The state CO2 Budget Trading Programs do not currently provide for retirement of CO2 allowances through a general account. However, CO2 allowances not needed for compliance can be held indefinitely in a compliance or general account.
9.0 Special Applications

9.1 Q: I have already created an application in RGGI COATS, using the Create Application sub-menu under the Special Approvals module menu. How do I access an existing application?

A: To access an existing application, navigate to the Application Details page.

First, navigate to the Special Approvals homepage by clicking on the Special Approvals main menu in the top navigation bar. The Special Approvals homepage will load, displaying a grid of all of your associated applications.

From the Special Approvals homepage, click on the hyperlinked Application ID in the grid. The Application Details page for the selected application will load.

9.2 Q: How will I know if my application has been approved to be awarded allowances?

A: To check whether your application has been approved to be awarded allowances, you should refer to the Application Details page for the selected application. From the Application Details page, you should click the Application Actions tab. A grid will display listing all actions associated with your application.

When the state staff from the reviewing state for your application has approved the awarding of allowances, they will add an application action of Approved. Refer to the Application Actions grid under the Application Actions tab on the Application Details page, and find the Approved Action in the grid.

If there is no Approved (or Denied) action in the Application Actions grid on the Application Details page, it is likely because the state staff from your reviewing state has not yet rendered a decision regarding your application. Please follow up with the reviewing state directly if there are any discrepancies or issues with your application to discuss them off-line, outside of the RGGI COATS system.

9.3 Q: How will I know if the registered account for my application has received the allowances it has been approved to be awarded?

A: To check whether your application has been awarded the CO₂ allowances that were approved from the state staff user's Approved application action you should refer to the Application Details page for the selected application. From the Application Details page, you should click the Application Transactions tab. A grid will display listing all transactions associated with your application.
After the state staff from the reviewing state for your application has issued their Approved application action, they will then award allowances to the applicant's registered account, or retire allowances on behalf of the application. Refer to the Application Transactions grid under the Application Transactions tab on the Application Details page, and find the most recent transaction.

9.4 Q: Do I need to have a RGGI COATS account for a Voluntary Renewable Energy Credit (VREC) Application or an Limited Industrial Exemption (LIE) Application?

A: A RGGI COATS account is not required for Voluntary Renewable Energy Credit (VREC) Applications or Limited Industrial Exemption (LIE) Applications. Instead, you are required to designate an applicant organization when creating the application in RGGI COATS on the Create New Application page.

Because approved VREC and LIE application allowances are retired on behalf of the application not deposited to an applicant account, holding an account is not required for those application types.

9.5 Q: I cannot find my sponsor organization in the grid on the Select Organization page. What should I do?

A: If you cannot find the organization you would like to select as your special approval application on the Select Organization page, you may add a new organization to RGGI COATS.

Click the Add button under the Select Organization grid. You will be navigated to the Add New Organization page. Enter the name of your organization in the Name field and select an organization type from the Organization Type drop-down menu field. You may optionally enter an address for your organization. When complete, click the Save button. You will be navigated to the Confirm Organization Relationship page. Click the Select button to associate this new organization as the organization for your new special approval application.

9.6 Q: I could edit my Application Details the last time I was logged in to RGGI COATS, but now these fields are locked. Why are my Application Details locked?

A: After the reviewing state staff user has submitted the Application Submission Date for the application, the Application Details page will locked down from editing by the applicant.

After this has occurred, the applicant will only be able to add application documents, such as any additional application information that may be requested by reviewing state staff.