



ACR Registry Operating Procedures

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Chapter 1: Introduction

1.1 About the American Carbon Registry

The American Carbon Registry® (ACR) is a leading carbon offset program recognized for its strong standards for environmental integrity and quest to innovate. Founded in 1996, has over two decades of unparalleled experience in the development of rigorous, science-based offset standards and methodologies as well as operational experience in the oversight of high-quality project listing, verification, registration, carbon credit issuance, serialization, and retirement reporting through ACR's online registry system (Registry). ACR is a wholly owned nonprofit subsidiary of Winrock International, which works with people in the U.S. and around the world to empower the disadvantaged, increase economic opportunity, and sustain natural resources.

ACR is an independent carbon credit standards body and registry as well as an approved Offset Project Registry (OPR) for the California cap-and-trade program and Washington cap-and-invest program. ACR has also been approved by the International Civil Aviation Organization (ICAO) to supply eligible ACR-issued emission reduction/removal units to airlines for compliance under the Carbon Offsetting and Reduction Scheme for International Aviation (CORSA). ACR is positioned for roles in new compliance offset markets in other U.S. states and under Article 6 of the Paris Agreement as well as increased prominence in the global voluntary carbon market.

1.2 Purpose of these Operating Procedures

This document is intended to provide administrative details and practical steps for Account Holders to facilitate their use of the Registry. This document does not have the force of law; does not establish new mandatory requirements for projects; and, in no way supplants, replaces, or amends any of the requirements of the ACR Standard, California Air Resources Board (CARB) or Washington Department of Ecology (Ecology) regulations, or ICAO requirements. Conversely, an omission or truncation of regulatory requirements in this document does not relieve entities of their respective obligations to fully meet all ACR, CARB, Ecology, and/or ICAO requirements.

1.3 Overview of the Registry

The Registry serves as the book of record for tracking project listing; independent verification; and the issuance, transfer, retirement, and/or cancelation of carbon credits for verified emissions reductions or removals. Carbon credits are either Emission Reduction Tons (ERTs), when verified against an ACR methodology and the ACR Standard, or Registry Offset Credits (ROCs), when verified against a compliance offset protocol and meeting the relevant regulatory requirements. ACR has engaged APX, Inc. as its registry platform service provider with respect to the Registry.

The ACR Registry Administrator (Administrator) will issue one serialized carbon credit for each metric ton of CO₂e emissions reductions or removals from verified projects. The Registry will only issue and track ERTs originating from ACR projects that have been validated and verified by an ACR-approved Validation/Verification Body (VVB) and will only issue and track ROCs originating from compliance offset projects that have been verified by verifiers and verification bodies (VBs) accredited by the relevant regulatory or governing body of the compliance offset program. Carbon credits are issued as inactive.

Upon activation, Account Holders can transfer carbon credits to their active sub-account(s) or to other Account Holders; retire carbon credits in their own retirement sub-account(s) (including on behalf of third parties); or cancel ROCs for conversion to compliance offset credits.

Any entity choosing to participate in the Registry must establish a Registry account. The Registry provides the Administrator, Account Holders, and the public with reports on activity within the system. Public reports are accessible to everyone via the public homepage on the Registry: <https://acr2.apx.com>.

Chapter 2: Registry Account Establishment and Maintenance

2.1 Participation in the Registry

Project Developers seeking listing and registration of projects, including Offset Project Operators (OPOs) and Authorized Project Designees (APDs) under the CARB and Ecology compliance offset programs, are required to have an account in the Registry in order to receive carbon credits issued by ACR. Any other party, including traders, marketers, and end-use customers wishing to hold, transfer, retire, or cancel carbon credits must also establish an account in the Registry.

There are five types of Registry accounts:

- Project Developer Account;
- Corporate Account;
- Transaction Account
- Custodial Account; and
- Project Validation/Verification Body (VVB) Account.

The Project Developer is the only account type that can submit projects for ACR registration and carbon credit issuance. Corporate accounts are for entities whose primary objective is to purchase and retire carbon credits against their greenhouse gas (GHG) footprint. Transaction accounts are intended for entities seeking to purchase, hold, transfer, and/or retire carbon credits for themselves or on behalf of others. Custodial accounts are appropriate for entities who operate an external exchange, trading platform, auction platform, or other marketplace for the purpose of clearing or otherwise facilitating transactions of carbon credits to which they do not have title or ownership rights. Project Developer, Corporate, Transaction, and Custodial Account Holders can hold, transfer, and retire carbon credits. Project VVB accounts are used to provide Verifiers/Validators the ability to review, validate, and verify project data and documents for projects to which they have been assigned.

All Account Holders must agree to follow the rules and operating procedures described in this document and in the ACR Terms of Use. For the account to be approved and activated, the appointed Account Manager must review and agree to the ACR Terms of Use, which is integrated into the online account registration process.

Instructions for opening an ACR account and related forms as well as the Terms of Use and ACR Fee Schedule are available at <https://americancarbonregistry.org/how-it-works/membership>.

Once a new account profile is submitted for review, it cannot be accessed by the applicant until the Administrator approves the account. If changes are needed to any of the fields submitted in the profile between submission and approval, these will need to be made by the Administrator. See Section 2.7 for which fields can be updated by the Account Manager after account approval and which must be updated by the Administrator.

An account in the Registry will remain active until terminated. Termination can be initiated either by the Account Holder by notifying the Administrator or by the Administrator directly, per the ACR Terms of Use.

2.2 Project VVB Accounts

To receive a Project VVB account in the Registry, a prospective third-party VVB or VB must complete the online account registration. Verifiers for ACR projects must undergo the ACR approval process. Verifiers of compliance offset projects that are accredited by the relevant regulatory or governing body of the compliance offset program do not have to undergo a separate ACR approval.

Verifiers/Validators will review and verify the accuracy of project data and documents within the Registry. Additionally, Verifiers/Validators will have the ability to upload project validation and verification documents. Verifiers/Validators are limited to viewing and working in the projects assigned to them by Project Developers.

There are no fees for any actions taken by Project VVB accounts.

2.3 Public or Private Accounts

As part of the account registration process, the Account Manager can designate the account as a Public or Private account. If an account is marked as Private, no identifiable account information will be shared with the public or other Account Holders. Only the Administrator will have the ability to view any identifiable account information for a Private account. The Account Manager can change the account privacy setting and update registry profile information at any time (see Section 2.7).

Public accounts are listed in the [Participating Companies](#) public report, accessed via the left hand menu on the Registry, which lists Company Name, Account Holder Type, Company City, Company State, Company Country, and Company Website, if provided. Additionally, the profile detail screen (accessed by clicking on the Account Holder name from the [Retired Credits](#) public report) will list the Account Manager Name. If applicable, the Project Developer name will be listed in the Projects, Project Credits Issued, and Credit Status public reports).

ACR Registry users will have further access to Account Manager information of Public accounts via the ACR Account Holder Directory, including Job Title, City, State/Province, Zip Code, Country, Telephone, and Email.

As stated in the Privacy Policy, which is available as a part of the registration process, except where permission has been explicitly granted, all Account Holder non-public personal information from Public and Private accounts will be held strictly confidential.

2.4 Omnibus Permissions

Per the ACR Terms of Use, there is a general prohibition against Account Holders retiring or holding carbon credits on behalf of third parties. Account Holders may request permission to retire or hold carbon credits on behalf of Indirect Owners. Permission for such activity, if granted to a Project Developer or Transaction account, is indicated via the Omnibus Retirements and/or Omnibus Holdings radio buttons on the Account Information screen. Custodial accounts are inherently imbued with Omnibus Retirement and Omnibus Holdings permissions.

Additional requirements associated with these omnibus permissions, including those for Retail Aggregators and Custodial accounts, are detailed in the ACR Terms of Use. These ACR Registry Operating Procedures provide further details on some of those requirements, such as the use of sub-accounts (see Section 6.5) and instructions for effecting retirements on behalf of Indirect Owners in the Registry (see Section 7.5).

2.5 Linkages

ACR provides Account Holders the opportunity to link their account with approved external exchange platforms with which ACR has an Application Programming Interface (API). Account Managers may link their account to such an organization by clicking on Link Setup under the My Account Setup header on the lefthand side of the home screen, filling in the necessary information, and clicking Save.

NOTE: If an Account Holder chooses to link their account, certain transaction functions in the Registry may be disabled and only carried out on the linked exchange platform.

2.6 Changes to Account Name

Use the Account Change Request Form available at <https://americancarbonregistry.org/how-it-works/membership> to request changes to the entity name of the ACR account.

2.7 Changes to the Account Profile

Some Account Information may be edited by the Account Manager, while other changes must be requested of the Administrator. Only the Account Manager and Administrator may make edits to the Account Information. To make changes to the Profile/Account Information screen:

1. Click on the “Change Profile” link under the Account Management header on the lefthand side of the home screen.
 - a. To change the account privacy setting, click the preferred radio button (Private Account or Public Account).
 - b. To change the Organization Information such as Address, Telephone, Email, and Website, enter changes into the appropriate fields.
 - i. To change the Organization Name, Account Type, or Omnibus settings, contact the Administrator.
 - c. To change the Billing Information such as Contact Name, Address, Telephone, and Email, enter changes into the appropriate fields.
 - i. List multiple emails in this field using format: abc@company.com; def@company.com.

- ii. If the billing contact also has an ACR login, changing information here will not update their contact information associated with their login. See Section 3.4 on Updates to User Contact Information for how to update the information associated with their login.
2. Click the Save button at the bottom of the screen.

To change the Account Manager contact information, see Section 3.4 on Updates to User Contact Information.

2.8 Administrator Access to Accounts

The Administrator has full access to all Registry accounts, including the ability to view, modify, create, and delete data. Actions taken by the Administrator in an account is tracked in the account's Event Log so that the Account Holder has a complete record of the Administrator actions. Additionally, email notifications are sent to the Account Manager when the Administrator makes certain changes to account or project data. The Administrator also has the ability to email all Account Holders via notification functionality in the Registry as needed.

In the event of a data security issue or breach, the Administrator and/or APX has the ability and right to take the Registry offline. The Administrator or APX may endeavor, but is not required, to notify Account Holder in advance of taking such action. To prevent irreparable harm, the Registry is subject to regular backups, which may be used in conjunction with activity and event logs as a remedy to restore the Registry to an earlier state prior to a service disruption or breach.

Chapter 3: User Access

3.1 New Account Logins

Each account has a single Account Manager. Account Managers have full access to any account that they establish. Only the Account Manager has the ability to establish logins and assign permissions to other individuals, which will enable viewing information, advancing projects, performing carbon credit transfers etc. The Account Manager may add additional users to their account at any point by logging in with their credentials and following these steps:

1. Click on the "Review/Edit/Add Login" link under the Account Management header on the lefthand side of the home screen.
2. In the new screen, click the "Add New Login" button.
3. Enter information about the new user into the required fields:
 - a. The Account Manager can assign Admin or Limited Access privileges (see Level of Account Access below).
 - b. Enter a login and password for the new user and communicate these credentials to the new user (when logging in for the first time, the new user will be prompted to change their password). Leave the Security Question and Security Answer fields blank so the new user will be prompted to fill them in upon first logging in.
 - c. For Limited Access logins, make project-level and sub-account-level privilege selections.

The Account Manager may at any time revoke or modify the permissions granted to a user by following these steps:

1. Click on the “Review/Edit/Add Login” link under the Account Management header on the lefthand side of the home screen.
2. To make a login inactive:
 - a. Click on the Login Name.
 - b. Untick the box in the Active field.
 - c. Click OK.
3. To edit the general level of account access (i.e., Admin or Limited Access)
 - a. Click on the Login Name.
 - b. Change the dropdown selection in the Privilege field.
 - c. Click OK.
 - d. To edit specific privileges:
 - e. Click on the Edit Privileges link for the appropriate Login Name.
 - f. Make the project-level and sub-account-level privilege selections.
 - g. Click OK.

To change the Account Manager, see Section 3.3.

NOTE: The ACR Terms of Use agreed to by each Account Manager applies to all individuals, being internal or external to the Account Holder organization, accessing the Registry via a login ID associated with the Registry account.

The Registry’s My Event Log report tracks and displays all account activities for each user through the unique login name. Account Manager and Admin Registry users will be able to access the My Event Log report for their account or sub-account(s). This report shows Registry users all activities associated with the account or sub-account(s) with which their login is associated. The Account Manager will see all activities for all logins accessing the account.

3.2 Levels of Account Access and Login Permissions

When an Account Manager creates logins for additional users, the Account Manager assigns the logins specific rights to the account. The rights and access that the Account Manager can assign to a login when completing the profile for new users are as follows:

- Admin provides the login with most of the same privileges for registry account access and functionality as the Account Manager, including the ability to view all account activity and billing.
- Limited Access provides limited privileges for registry account access and functionality including the authority to view and/or manage specific projects or sub-accounts within the main registry account as provisioned by an Account Manager or Admin.

See below for details on the permissions available for each account type:

- Account Manager (only 1 per account)
 - Click to agree to ACR Terms of Use

- Update Account Information (i.e., the profile information provided at time of sign up)
- Assign new logins to account
- Edit contact information and password information for existing logins (*other than Account Manager login, which will be reassigned by the Administrator at the Account Managers request*)
- Edit privileges of existing logins
- Make existing logins inactive
- Setup EMA link
- Perform all functions listed in the Admin section below
- Admin (multiple users may be designated as an Admin)
 - View Public Reports
 - View ACR Account Holder Directory
 - View Account Information
 - View EMA link information
 - View login name, associated email, privilege level, and login status of existing logins
 - View account event log
 - View invoices
 - Create new sub-accounts
 - View account messages
 - View carbon credit transfer history
 - Submit a new project (if the account is a Project Developer account)
 - Update certain project information (some edits can only be made by the ACR Registry Administrator) and perform next steps on all active projects (if the account is a Project Developer account)
 - View all carbon credit holdings
 - Initiate activation of carbon credits (carbon credits are activated upon receipt of payment)
 - Initiate outgoing inter-account carbon credit transfer (carbon credits are transferred upon acceptance by receiving party)
 - Withdraw (cancel) initiated outgoing carbon credit transfer (prior to acceptance by receiving party)
 - Accept incoming inter-account carbon credit transfer
 - Initiate cancellation of carbon credits (carbon credits are cancelled upon confirmation by ACR Registry Administrator)
 - Perform intra-account carbon credit transfers (between account sub-accounts)
 - Retire carbon credits (via transfer to retirement sub-account)
- Limited Access (multiple users may be designated as Limited Access)
 - Without any specific permissions granted, a Limited Access login can only do the following:

- View Public Reports
- View ACR Account Holder Directory
- Dependent upon permissions granted by Account Manager, may be able to perform the following functions. Visibility and functionality can be limited to particular projects (if the account is a Project Developer account), and/or carbon credit sub-accounts. Each project and each sub-account can be independently selected for no visibility, view only, or ability to manage project/transact carbon credits.
 - View account messages
 - View carbon credit transfer history
 - Submit a new project (if the account is a Project Developer account)
 - Update certain project information (*some edits can only be made by the Administrator*) and perform next steps on all active projects (if the account is a Project Developer account)
 - View all carbon credit holdings
 - Initiate activation of carbon credits (carbon credits are activated upon receipt of payment)
 - Initiate outgoing inter-account carbon credit transfer (carbon credits are transferred upon acceptance by receiving party)
 - Withdraw (cancel) initiated outgoing carbon credit transfer (prior to acceptance by receiving party)
 - Accept incoming inter-account carbon credit transfer
 - Initiate cancellation of carbon credits (carbon credits are cancelled upon confirmation by Administrator)
 - Perform intra-account carbon credit transfers (between account sub-accounts)
 - Retire carbon credits (via transfer to retirement sub-account)

3.3 Changes to Account Manager

Use the [Account Change Request Form](#) to request changes to the Account Manager associated with the ACR account.

3.4 Updates to User Contact Information

Only the Account Manager may update user contact information. To make changes to user contact information:

1. Click on the “Review/Edit/Add Login” link under the Account Management header on the lefthand side of the home screen.
2. Click on the login name.
3. Update contact information (login names cannot be updated).
4. Click the OK button to save.

NOTE: Contact information may need to be changed in other places in the following cases:

- For billing contacts, also update the billing contact as described in Changes to the Account Profile above.

- For Project Developer accounts, if project contacts have changed or have updated email addresses, each affected project's Project Setup screen will need to be updated accordingly (see Section 4.3).

3.5 Password Resets

All users may reset their own password by clicking on the "Change Password" link at the top right of the home screen. The user will be prompted to enter their Login Name, Current Password and New Password.

Additionally, the Account Manager may update passwords on behalf of users. To do so:

1. Click on the "Review/Edit/Add Login" link under the Account Management header on the lefthand side of the home screen.
2. Click on the login name.
3. Enter a new temporary password and communicate it to the user (when logging in for the first time, the user will be prompted to change their password).
4. If the Account Manager deletes the Security Question and Security Answer fields, the user will be prompted to fill them in upon first logging in.
5. Click the OK button to save.

3.6 Activation and Inactivation of Logins

Only active logins may be used to access the Registry. Only the Account Manager is permitted to activate and inactivate logins associated with the account. To do so:

1. Click on the "Review/Edit/Add Login" link under the Account Management header on the lefthand side of the home screen.
2. Click on the relevant login.
3. Check or uncheck the "Active" checkbox at the bottom of the screen, as desired.
4. Click the OK button to save.

NOTE: Logins may not be removed or deleted. Inactivating a login will not remove an associated email from a Project's list of contacts.

Chapter 4: Project Listing and Registration

All Project Developers who wish to register projects with ACR must first establish a Project Developer account within the Registry, as described above, prior to listing their project(s). Obtaining an account with the Registry does not imply or confer project listing or registration.

One or more projects may be associated with a single Registry account. Projects with multiple owners or interests must privately appoint a single party to act as the single point of contact.

ERTs are issued for ACR projects that meet the criteria set forth in the ACR Standard and applicable ACR-approved methodology. ROCs are issued for compliance offset projects that meet the requirements of the compliance offset protocol, regulation, rule, and publicly available guidance of the relevant regulatory or governing body of the compliance offset program.

To ensure that double-counting does not occur, projects registered in the Registry must have 100% of the generated carbon credits for a specific reporting period issued and tracked by the Registry. The dates of reporting periods are decided by the Project Proponent, consistent with the ACR Standard or the applicable protocol, regulation, rule, and/or publicly available guidance of the relevant regulatory or governing body of the compliance offset program.

4.1 Project Phases and Registration Process

The Project Setup screen and Manage Projects module within the Registry have been designed to facilitate and track project listing, registration, and carbon credit issuance. The screen and module display the project’s status and next steps so the Project Developer, VVB/VB, and Administrator know who is responsible for taking the next action in the project registration and carbon credit issuance process. Additionally, there are command buttons that appear at different stages in the process, which are used to advance a project. To help guide Account Holders through the project registration and carbon credit issuance process, the Project Developer and VVB/VB will only be able to select buttons that are appropriate at that time. A complete list of the valid status and next steps is listed in the table below, along with explanatory comments.

Table 1 – Project Phases and Registration Process

Status	Phase	Next Step	Party to take Next Action	Comments
New	Project Submittal Pending	Submit Project for Listing	Project Developer	Enter data on Project Setup screen, upload listing form in Project Documents screen and click the Submit Project button.
New	Project Submitted – Project Listing Fee Due (ACR projects)	Pay Project Listing Fee	Project Developer	Pay the pending invoice for Project Listing Fee. The Administrator will begin to review the project when the fee has been paid. For compliance offset projects, invoices are also generated after project submittal, but the Administrator may begin to review the project prior to payment.
New	Project Ready for Listing Review	Review Project for Listing	Administrator	The Administrator will approve, reject, or request a resubmittal.
New	Project Resubmittal Pending, if applicable	Revise and Resubmit Project for Listing	Project Developer	If applicable, Project Developer will receive an email from ACR staff with the specific revision request. When the changes have been made click the Resubmit Project button.

Listed/ Registered*	Listing Approved	Select VVB	Project Developer	Select the VVB/VB from the dropdown list and answer the relevant questions in the Project VVB Area of the Project Setup screen. Click the Save button.
Listed/ Registered*	VVB Selected	Submit COI Assessment for Administrator Approval	VVB/VB	VVB/VB will upload the COI form on the Project Documents screen and click Submit for Approval.
Listed/ Registered*	VVB Selection Ready for Review	Review VVB Selection	Administrator	The Administrator will approve, reject, or request a resubmittal.
Listed/ Registered*	Pending VVB's COI Resubmittal, if applicable	Resubmit COI Assessment	VVB/VB	If applicable, ACR staff will work directly with the VVB/VB to resolve outstanding issues regarding the project.
Listed/ Registered*	VVB Approved (compliance offset projects only)	Submit Notice of Verification Services	VB	VB will upload the NOVS form on the Project Documents screen.
Listed/ Registered*	VVB Approved	Submit Project Data and Reporting to VVB	Project Developer	Upload necessary data reports in Project Documents screen and enter a new Issuance Record in Project Emissions Reductions/Removals screen. Click the Submit for Verification button.
Listed/ Registered*	Ready for Verification	Review Data and Submit Opinion	VVB	VV/VB will require resubmittal of project data or, after completing the verification, upload verification documentation and click the Submit Project Verification button.
Listed/ Registered*	Pending Project Data Resubmittal, if applicable	Revise and Resubmit Project Data/Reporting	Project Developer	If applicable, upload revised reports in Project Documents screen and/or edit the Issuance Record in Project Emissions Reductions/Removals screen. Click the Submit Project for Verification Button. Project will revert to earlier Ready for Verification phase.
Listed/ Registered*	VVB Opinion Submitted	Submit Project for Final Administrator Review	Project Developer	Click Submit Project for Final Approval. The Administrator will now begin to review the project.
Listed/ Registered*	Project Submitted for Final Review	Review Project	Administrator	The Administrator will approve, require resubmittal of project data, or require resubmittal of VVB documents.

Listed/ Registered*	Pending VVB Opinion Resubmittal, if applicable	Revise and Resubmit Opinion	VVB/VB	If applicable, VVB/VB will upload revised verification documentation and click the Submit Project Verification button. Project will revert to earlier VVB Opinion Submitted phase.
Registered	Registered, Credits Issued	Select VVB	Project Developer	Once carbon credits are issued, project will revert to earlier Select VVB phase for the next reporting period, if applicable.

**Compliance offset projects are considered Registered when the project listing is approved. ACR projects are considered Registered when first issued carbon credits.*

As a project moves to a new phase, the Registry system automatically generates emails to the party required to perform the action identified as the next step. The Project Contact named in the Project Setup screen is automatically notified of each status or phase change by email, along with the Account Manager. These messages are also accessible within the Registry under the Message Notification module on the home screen.

4.2 Project Listing

To submit a new project, the Project Developer must complete the following actions:

1. Click on the “Submit New Project” link found under the Manage Projects module on the home screen.
2. Provide information related to the characteristics of the project using the Project Setup screen.
3. Upload all required documents using the Project Documents screen. The document requirements depend on the project type and methodology/protocol.
4. Click the Submit Project button.

Upon submission, the project goes to the Administrator for approval. Once a project listing is approved, it will be visible to the Project Developer (and selected VB/VVB, when applicable) under the Manage Projects module on the home screen. By clicking on the link for the project’s name, the Account Holder can access the Project Setup, Project Documents, and Project Emission Reductions/Removals screens necessary to advance a project through each phase described below.

4.3 Updates to Project Information¹

After the initial project submittal within the Registry, the majority of data for each project cannot be changed by Project Developers.

The following fields can be updated by Project Developers after project listing approval:

- Next Verification/Monitoring Date
- Estimated Average Annual Credits
- Total Estimated Credits to be issued over Crediting Period

¹ The term Project Information refers to the fields on the Project Setup screen that capture descriptive information about the project, such as project name, type, location, etc.

- Project Website
- Project Mailing Address
- Project Contact Name
- Project Contact Phone
- Project Contact E-mail(s)
- Project Developer Area Notes

Account Managers and Admins may edit these fields, by clicking on the project name from the Manage Projects module, changing the value in the appropriate field, and clicking Save at the bottom of the screen.

Changes to all other project data fields must be made by the Administrator. Requests for changing project information should be submitted via email to ACR@winrock.org, and include any necessary supporting documentation. All information must be up-to-date and match the project and verification documentation before the Administrator will issue carbon credits.

4.4 Assignment of Validator/Verifier

ACR projects require validation and verification by an ACR-approved VVB. As part of the project validation and verification processes, the Project Developer selects the VVB that will be performing project validation and verification using the Project Setup screen, which includes a list of approved VVBs for that project type.

Compliance offset projects require verification by a Verifier and VB accredited by the relevant regulatory or governing body of the compliance offset program. As part of the project verification process, the Project Developer selects the VB that will be performing project verification using the Project Setup screen, which includes a list of accredited VBs for that compliance offset program.

For projects to which a VVB/VB is assigned, the VVB/VB is responsible for uploading their respective documents.

NOTE: The Project Developer should contact the VVB/VB and agree to the terms of engagement for validation and verification of the project before selecting a VVB/VB on the Project Setup screen.

4.5 Issuance Data Entry

For each reporting period, the Project Developer will enter issuance data into the Registry, referred to as an Issuance Record. Required issuance data includes the methodology/protocol version, the reporting period start and end dates (ACR projects with reporting periods that cover more than one calendar year will create to Issuance Records and enter the data specific to each vintage assignment period), the quantity of carbon credits to be issued (split between emission reductions and removals, if applicable) and, for projects with a buffer contribution, the quantity of carbon credits required for the buffer account and the quantity of current reporting period (or vintage assignment period) carbon credits to be deposited into the buffer account. For ACR projects, the Issuance Record also collects information on whether the Project Developer is seeking to designate the units as CORSIA eligible. The Administrator will

review the issuance data and compare it to the project and verification documents before issuing carbon credits.

4.6 Review of Project Data

As part of the carbon credit issuance process, the Administrator will review all documentation and project information provided in the Registry. This process will be completed when reviewing the project (validation and) verification documentation submitted by the VVB/VB.

If submitted data and documentation are found to have one or more errors or discrepancies or be false, the Administrator will notify the Project Developer. A process of either correcting the information, withdrawing the submission, or providing proof that the information is correct will ensue between ACR staff, the Project Proponent, and/or the Verifier until the ACR staff has confirmed that the information provided meets ACR or compliance offset program standards for accuracy.

Chapter 5: Carbon Credit Issuance

A carbon credit (ERT or ROC) represents one metric ton of CO₂ equivalent GHG emission reduction or removal. The Administrator will issue carbon credits to the Project Developer for the total volume of emissions reductions or removals achieved and verified, less buffer pool contributions. Carbon credits are issued in whole numbers only and no partial issuances are allowed. ACR does not define the lifetime or expiration date for carbon credits.

The Administrator will issue one serialized ERT for each metric ton of verified CO₂e emission reductions or removals that meet the requirements of the applicable ACR methodology and ACR Standard or one serialized ROC for each metric ton of verified CO₂e emission reductions or removals that meet requirements of the compliance offset protocol, regulation, rule, and publicly available guidance of the relevant regulatory or governing body of the compliance offset program.

Carbon credits will be initially issued as inactive. Once activated, the carbon credits will appear in the sub-account selected at the time of activation. The Account Holder can then choose to organize, transfer, retire, or cancel the carbon credits as they see fit.

5.1 Carbon Credit Serialization

Each carbon credit has a unique serial number, which contains codes embedded in the number that include the project ID, the geographic location of the project, and the vintage of the carbon credit.

Table 2 – Serial Number Format

Identifier	Display	Data Type	Length	Range of Codes	Comments
Registry	1	Alphanumeric	3	ACR	Intended to provide context if the serial numbers are viewed outside of the Registry

Project Country	2	Alphanumeric	2	Two-letter country codes	ISO country codes
Project ID	3	Numeric	3	101-999,999,999	Unique numeric value assigned to each project within the Registry
Vintage	4	Numeric	4	YYYY	Year in which emissions reduction activity took place (for ERTs) or the latest year covered by the reporting period (for ROCs)
Batch Number	5	Numeric	1-9	1-999,999,999	Unique numeric value assigned to each batch of carbon credits issued within the Registry
Unit Serial Block Start	6	Numeric	1-9	1-999,999,999	Unique numeric value assigned to each carbon credit issued within the Registry
Unit Serial Block End	7	Numeric	1-9	1-999,999,999	Unique numeric value assigned to each carbon credit issued within the Registry

Serial Number Example: ACR-US-192-2010-203-1-5000 (American Carbon Registry, United States, project ID 192, vintage 2010, carbon credit batch 203, unit serial block begin 1, unit serial block end 5000).

NOTE: Each unit serial block includes beginning and end values. In this example, the unit serial number block represents 5,000 carbon credits.

5.2 Frequency of Credit Issuance

The Administrator will issue carbon credits periodically when the Project Developer obtains a positive verification, with the initial carbon credit issuance occurring when verification is first completed, reviewed, and accepted by the Administrator, per the process outlined in Chapter 5. It is expected that most Project Developers will have their project verified annually but the Account Holder is free to initiate the process at their discretion, in accordance with relevant ACR or compliance offset program requirements.

Chapter 6: Account and Sub-Account Structure

Project Developer, Corporate, and Transaction accounts are opened with default active and retirement sub-accounts to manage carbon credits. Account Managers and Admins for Project Developer, Corporate, Transaction, and Custodial accounts can create new sub-accounts to organize carbon credits using two types of sub-accounts: active and retirement sub-accounts. Active sub-accounts are used for holding and transferring carbon credits. Retirement sub-accounts are used for retiring carbon credits from circulation so that they can no longer be transferred between Account Holders or sub-accounts. Custodial accounts must create sub-accounts before accepting transfers or retiring carbon credits.

Each account and sub-account will have a unique identification number. Users may attach aliases to sub-accounts for ease of reference (e.g., by customer, by product name, by vintage). There are no limitations on the number of active or retirement sub-accounts that an Account Holder may have.

6.1 Creation and Closure of Sub-Accounts

The Account Manager or Admin may add sub-accounts by logging in with their credentials and following these steps:

1. Click on the “Create New Account” link in the View, Transfer, Retire and Cancel Credits module on the home screen.
2. In the new screen, select the sub-account type (active or retirement).
3. Name the sub-account and enter an alias, if desired.
4. Indicate whether to allow the public to view the sub-account (see Accounts Disclosed to Public in Section 8.1).
5. Click Create.

The Account Manager or Admin may edit or close sub-accounts by logging in with their credentials and following these steps:

1. Click on the Account Name listed under Open Accounts in the View, Transfer, Retire and Cancel Credits module on the home screen.
2. In the new screen, users can modify the name or public view selection or change the status to closed.
3. Click Save.

Account Holders can view the list of carbon credits in each sub-account, including the project characteristics associated with each carbon credit or block of carbon credits. Registry users will be able to perform various functions and transactions within each sub-account and sub-account type, as described in the sections below and Chapter 7.

6.2 Deposits into Active Accounts

There are three ways that carbon credits are deposited into active sub-accounts:

- Carbon credits are issued as inactive by the Administrator based on verified emission reductions or removals. Upon activation, carbon credits will appear in the sub-account selected at the time of activation.
- Account Holder can transfer carbon credits from one active sub-account to another.
- Account Holder can accept a transfer of carbon credits from another Registry Account Holder into an active sub-account.

6.3 Withdrawals from Active Accounts

There are two ways to withdraw or remove carbon credits from active sub-accounts:

- Account Holder can transfer carbon credits from one active sub-account to another (active or retirement).
- Account Holder can transfer carbon credits to another Registry Account Holder.

6.4 Retirement Sub-Accounts

A retirement sub-account is used as a repository for carbon credits that the Account Holder wants to designate as retired.² Carbon credits in a retirement sub-account are no longer transferable to another party and serve as an electronic record or proof of retirement. Similarly, carbon credits in a retirement sub-account cannot be transferred into any other sub-account, including another retirement sub-account (if an Account Holder has multiple retirement sub-accounts). The retirement sub-account is effectively the last resting place for a carbon credit.

There is only one way for carbon credits to be deposited in the retirement sub-account. The Account Holder must transfer carbon credits from an active sub-account into a retirement sub-account.

6.5 Omnibus Holdings Sub-Accounts

For Custodial accounts and in cases where ACR has granted permission to a Project Developer or Transaction account to hold carbon credits on behalf of third parties (see Section 2.4), Account Holders must create a unique active sub-account for each Indirect Owner. An Account Holder will create an active sub-account and name the sub-account with the name of the Indirect Owner. Indirect Owners may require their sub-account to be public or private and, if requested by the Indirect Owner, the Account Holder shall provide view-only access to their active sub-account (see Section 3.2).

The Account Holder must maintain sufficient auditable records matching specific Indirect Owners to the carbon credits and quantities held or transacted and the dates those actions were effected on the Registry. ACR may, from time-to-time, request these records and audit sub-accounts.

Chapter 7: Carbon Credit Activation, Transfer, Cancellation and Retirement

7.1 Activation of Carbon Credits

Carbon Credits will be issued without charging issuance fees. However, carbon credits will be issued in an “inactive” status and are not able to be transacted, retired, or canceled until “activated” by the Account Holder. Upon request of carbon credit activation by the Account Holder, a one-time activation fee will be charged in accordance with the ACR Fee Schedule. Upon receipt of payment, carbon credits will be activated and can be transacted, retired, or canceled. Account Holders can initiate activation by following these steps:

1. Click on the carbon credit quantity listed in the View/Transfer Credits column for the Inactive row under Account Balances in the View, Transfer, Retire and Cancel Credits module on the home screen.
2. In the Inactive tab, tick the box on the lefthand column of the batch of carbon credits to be activated.

² An Account Holder may want to retire carbon credits for any number of reasons, including but not limited to retiring carbon credits on behalf of customers or against their own GHG footprint.

3. If seeking to activate less than the entire quantity of carbon credits in that batch, type the desired quantity in the Transaction Quantity column.
4. Repeat steps 2 and 3 if seeking to activate carbon credits from more than one batch.
5. Click “Activate” in the top left corner of the screen (the quantity shown is the sum of all carbon credits to be activated).
6. In the new screen, select Activate (for Activate and Cancel, see Section 7.3) and pick from the available active sub-accounts in the dropdown list to deposit the active carbon credits into.
7. Click Confirm.

7.2 Transfer of Carbon Credits

Account Holders can transfer active carbon credits between their own sub-accounts (intra-account transfers) or to other Registry Account Holders (inter-account transfers) at any time (except for certain carbon credits with a reserved status held in Custodial accounts as described in Section 7.6). Account Holders can initiate a transfer by logging in with their credentials and following these steps:

1. Click on the carbon credit quantity listed in the View/Transfer Credits column for the sub-account found under Open Accounts in the View, Transfer, Retire and Cancel Credits module on the home screen.
2. In the new screen, users can view carbon credit details for all batches of carbon credits held within that sub-account.
3. Click “Transact” in the Action column of the carbon credit batch to be transferred.
4. Enter the quantity of carbon credits to be transferred.
5. Select the type of transfer (i.e., send to another Account Holder or another sub-account).
6. Pick from the available active sub-accounts in the dropdown list to deposit the active carbon credits into.
7. If desired, enter the email addresses to be notified of the transaction.
8. Click Submit.

The Registry system will automatically notify the recipient Account Holder (transferee) of the pending carbon credit transfer. The transferee must confirm the transfer via the Incoming Credit Transfer module on the home screen before the carbon credits are moved into their account. The transferee will select the sub-account into which the carbon credits will be transferred. Upon confirmation of the transfer by the transferee, the Registry system will automatically notify the transferor and transferee that the transfer has been completed. A transfer fee will be assessed in accordance with the ACR Fee Schedule.

The transferee may also reject the incoming transfer via the Incoming Credit Transfer module on the home screen. If a carbon credit transfer is rejected, the Registry system will automatically notify the transferor that the transfer was rejected. The transferor may withdraw a transfer via the Outgoing Credit Transfer module on the home screen up until the time that the transfer has been confirmed or rejected by the transferee. If a carbon credit transfer is withdrawn, the Registry system will automatically notify the transferee that the transfer was withdrawn.

7.3 Cancellation of Carbon Credits

Cancellation of carbon credits primarily occurs for the purpose of converting ROCs to compliance offset credits. The ACR Registry Administrator will also cancel carbon credits to compensate for reversals as necessary, per the terms of a Risk Mitigation Agreement. All cancellations are final so, when performing this action, the Account Holder should be confident they intend to permanently and irreversibly remove the carbon credit(s) from circulation as a transactable unit. Account Holders may cancel carbon credits at any time.

Account Holders can initiate a cancellation of active carbon credits by logging in with their credentials and following these steps:

1. Click on the carbon credit quantity listed in the View/Transfer Credits column for the sub-account found under Open Accounts in the View, Transfer, Retire and Cancel Credits module on the home screen.
2. In the new screen, users can view carbon credit details for all batches of carbon credits held within that sub-account.
3. Click “Transact” in the Action column of the carbon credit batch to be canceled.
4. Enter the quantity of carbon credits to be canceled.
5. Select Cancel Credits and select the cancellation type from the dropdown menu.
6. Click Submit.

After the cancellation has been initiated, the ACR Registry Administrator is notified of the cancellation request and will proceed to confirm the cancellation and submit a cancellation report to the appropriate compliance offset program, if applicable. A cancellation fee will be assessed in accordance with the ACR Fee Schedule.

An Account Holder can choose to activate and cancel carbon credits simultaneously. Account Holders can initiate activation and cancellation by following these steps:

1. Click on the carbon credit quantity listed in the View/Transfer Credits column for the Inactive row under Account Balances in the View, Transfer, Retire and Cancel Credits module on the home screen.
2. In the Inactive tab, tick the box on the lefthand column of the batch of carbon credits to be activated and canceled.
3. If seeking to activate less than the entire quantity of carbon credits in that batch, type the desired quantity in the Transaction Quantity column.
4. Repeat steps 2 and 3 if seeking to activate and cancel carbon credits from more than one batch.
5. Click “Activate” in the top left corner of the screen (the quantity shown is the sum of all carbon credits to be activated and canceled).
6. In the new screen, select Activate and Cancel and select the cancellation type from the dropdown menu.
7. Click Confirm.

Upon request of carbon credit activation and cancellation by the Account Holder, one-time fees for activation and cancellation will be charged in accordance with the ACR Fee Schedule. Upon receipt of payment, the ACR Registry Administrator is notified of

the cancelation request and will proceed to confirm the cancelation and submit a cancelation report to the appropriate compliance offset program, if applicable.

7.4 Retirement of Carbon Credits

Retirement of carbon credits is done to claim the emission reduction or removal toward an environmental objective, commonly as an offset toward an emission reduction target. Any retirement of carbon credits must be initiated by the Account Holder in possession of the carbon credits. All retirements are final so, when performing this action, the Account Holder should be confident they intend to permanently and irreversibly remove the carbon credit(s) from circulation as a transactable unit. Account Holders can retire carbon credits at any time (except for certain carbon credits with a reserved status held in Custodial accounts as described in Section 7.6), however, ACR requires prompt retirement of carbon credits on the Registry since only carbon credits retired on the Registry – not simply in the internal books of an Account Holder – are truly retired (and therefore not subject to double counting or double selling). A retirement fee will be assessed in accordance with the ACR Fee Schedule.

To retire a carbon credit or block of carbon credits, an Account Holder needs only to transfer the carbon credit(s) to a retirement sub-account. Account Holders can retire carbon credits by logging in with their credentials and following these steps:

1. Click on the carbon credit quantity listed in the View/Transfer Credits column for the sub-account found under Open Accounts in the View, Transfer, Retire and Cancel Credits module on the home screen.
2. In the new screen, users can view carbon credit details for all batches of carbon credits held within that sub-account.
3. Click “Transact” in the Action column of the carbon credit batch to be retired.
4. Enter the quantity of carbon credits to be retired.
5. Select Retirement Account and pick from the available retirement sub-accounts in the dropdown list in which to retire the carbon credits.
6. Select the retirement reason from the dropdown list.
 - a. Environmental Benefit: Account Holders will select this option when retiring carbon credits toward their own environmental objective such as an emission reduction target.
 - b. Retail Program Requirements: Account Holders will select this option when retiring carbon credits on behalf of Retail Purchasers (only for Custodial accounts or Project Developer and Transaction accounts permissioned by ACR).
 - c. On Behalf of Third Party: Account Holders will select this option when retiring carbon credits on behalf of an Indirect Owner (only for Custodial accounts or Project Developer and Transaction accounts permissioned by ACR).
 - d. Other: Account Holders will select this option only if the above options do not apply.
7. Enter the purpose of the retirement in the retirement reason details field (such as a GHG inventory year) and, for private accounts or if different from the Account Holder, enter the identify on whose behalf the carbon credits were retired.

8. If desired, enter the email address(es) to be notified of the retirement (an entry is required for retirements performed on behalf of a third party).
9. Click Submit.

When this action is completed, the carbon credits are automatically withdrawn from the Account Holder's active sub-account and moved into the designated retirement sub-account. The retirement sub-account will show the date of retirement, retirement reason, and details for carbon credits retired in that retirement sub-account. Once carbon credits are retired, they cannot be moved or transferred out of the retirement sub-account.

7.5 Retirement of Carbon Credits on Behalf of Indirect Owners

For Custodial accounts and in cases where ACR has granted permission to a Project Developer or Transaction account to retire carbon credits on behalf of third parties, including Retail Aggregators (see Section 2.4), Account Holders must retire carbon credits in the fashion described in Section 7.5, inclusive of identifying the entity on whose behalf the carbon credit was retired and the purpose of retirement.

Indirect Owners may require the Account Holder create a unique retirement sub-account and determine that it be public or private. If using a retirement sub-account unique to a specific Indirect Owner and if requested by that Indirect Owner, the Account Holder shall provide view-only access to their retirement sub-account (see Section 3.2).

The Account Holder must maintain sufficient auditable records matching specific Indirect Owners or Retail Purchasers, as applicable, to the carbon credits and quantities retired and the dates those retirements were effected on the Registry. ACR may, from time-to-time, request these records and audit the retirement activity.

7.6 Transactions of Carbon Credits with a Reserved Status

As a safeguard against double selling and double claiming, carbon credits offered for sale outside of the Registry on an External Marketplace must be held in that marketplace's registry account. When that entity does not have title or ownership rights to the carbon credit(s) available on their marketplace, the entity holds these carbon credits in a Custodial account. Carbon credits held in Custodial accounts have one of two reserved statuses, Escrowed or Tokenized to indicate that those credits are "reserved" for sale on the marketplace upon which they are being offered.

- The Escrowed label indicates that the carbon credit is held in a Custodial account for the purpose of being offered on an External Marketplace, excluding marketplaces on which a carbon credit is tokenized or otherwise represented as a digital asset.
- The Tokenized label indicates that the carbon credit is held in a Custodial account for the purpose of being represented in a digitized or tokenized form or otherwise placed on chain and offered on an External Marketplace as such.

In the case of Tokenized credits, where the carbon credit is represented externally as a distinct asset with its own identifier, the ACR Registry Administrator performs oversight on carbon credit transfers and retirements initiated on the Registry to ensure that the digitized asset has first been appropriately redeemed or burned on the marketplace. Upon the Custodial account holder initiating one of these transactions on the Registry,

the ACR Registry Administrator will be prompted to review the transaction and the Tokenized credits will appear on the Account Holder's dashboard as "Transfer Pending ACR Administrator Approval".

Upon Administrator approval, an initiated carbon credit transfer will proceed to the transferee for their acceptance and an initiated carbon credit retirement will proceed to be removed from circulation as a transactable unit and will be recorded as retired in the account and on the appropriate public report(s). As is the case with any other carbon credit transfer, a Custodial Account Holder may withdraw a transfer of a Tokenized credit at any time up until it is accepted by the transferee. In the event that the Administrator cannot approve the transaction due to lack of evidence of the digital asset's appropriate status, the transaction will be rejected and the credits returned to the transferor's Custodial account.

Chapter 8: Public and Account Holder Reports

8.1 Public Reports

Public reports are accessible to everyone via the public homepage of the Registry. The public reports provide transparency by publicly disclosing project information as well as allowing the public to view details about the issuance, retirement, and cancellation of carbon credits. The public reports also allow Account Holders to, at their discretion, publicly list details regarding their account and carbon credit holdings.

The public reports from the Registry include:

- **Participating Companies.** This report lists general Account Holder information, including the Account Holder name, account type, company location, and website. This report does not provide a complete list of Registry Account Holders. Only Account Holders who choose to be listed publicly, based on the privacy setting on the Account Information screen, will appear on this report.
- **Projects.** This report lists information about all projects listed and registered on the Registry. The report displays the project name and ID, project developer, project type, project methodology/protocol, current crediting period start and end dates, ACR project status (i.e., Listed, Registered, Completed, or Canceled), compliance project status, and project status date, project location, current project VVB/VB, project validation VVB (ACR projects only), sustainable development goal(s), total number of carbon credits issued, project website, and a link to view public project documentation. Project developer and project details can be accessed by clicking on the available links.
- **Project Credits Issued.** This report lists all batches of carbon credits that have been issued. The report displays the quantity of carbon credits issued (total credits issued, credits issued to project, and credits issued to buffer pool), the quantity of credits transferred to the buffer pool (if there was a buffer pool credit transfer associated with that issuance), date issued, vintage, vintage assignment period start and end dates, project name and ID, project developer, project type, project methodology/protocol and version, project location, indication of verified removals, compliance offset program eligibility, CORSIA eligible status, sustainable development goal(s), project VVB/VB associated with that issuance, project website, and a link to view public project documentation, . Project

developer and carbon credit details can be accessed by clicking on the available links.

- **Search Serial Numbers.** This report allows prospective carbon credit buyers to lookup the status of carbon credits. The public can do this provided they have been given the Serial Number Batch ID. The Serial Block Start and Serial Block End may also be entered to refine the search. The search results list the quantity of carbon credits, serial number(s), date issued, vintage, project name and ID, project type, project methodology/protocol and version, project location, indication of verified removals, CORSIA eligible status, sustainable development goal(s), indication of reserved status, a link to project documentation, and project website.
- **Accounts Disclosed to Public.** This report lists sub-accounts that have been made available for public view by the Account Holder. The report displays the account ID, account name alias, Account Holder, account type, and the quantity of carbon credits. Account Holder and carbon credit details can be accessed by clicking on the available links. The report serves as a transparency mechanism for carbon credits that are transacted and retired on behalf of others.
- **Retired Credits.** This report lists all carbon credits retired within the Registry. The report displays the quantity of carbon credits retired, retirement date, retirement reason and reason details, serial numbers, date issued, vintage, Account Holder, project name and ID, project type, project methodology/protocol and version, project location, indication of verified removals, CORSIA eligible status, compliance offset program eligibility, and sustainable development goal(s). Account Holder and carbon credit details can be accessed by clicking on the available links.
- **Canceled Credits.** This report lists all carbon credits canceled within the Registry. The report displays the quantity of carbon credits canceled, cancellation date, cancellation type, serial numbers, date issued, vintage, project name and ID, project type, project methodology/protocol and version, project location, indication of verified removals, compliance offset program eligibility, sustainable development goal(s), and Account Holder. Carbon credit details can be accessed by clicking on the available links.
- **Buffer Pool Account Balance.** This report provides visibility to the public for reviewing how many carbon credits have been deposited into and retired or cancelled from the buffer pool. The current buffer pool account balance is the total carbon credits deposited less the total carbon credits retired and the total carbon credits canceled.
- **Credit Status.** This report provides the status (i.e., issued, canceled, retired) of all carbon credits issued within the Registry. The report displays quantity of carbon credits (total issued and quantity of subset transacted), serial numbers, credit status, date issued, vintage, project name and ID, project developer, project type, project methodology/protocol and version, project location, indication of verified removals, CORSIA eligible status, compliance offset program eligibility, sustainable development goal(s), and indication of reserved status. Project developer and carbon credit details can be accessed by clicking on the available links.

- **Credit Details.** This screen is accessed by clicking on a quantity of carbon credits from the following public reports: Project Credits Issued, Accounts Disclosed to Public, Retired Credits, Cancelled Credits, and Credit Status.
 - The Credit Information section lists the quantity of carbon credits, serial numbers, credit status and status effective date, date issued, vintage, indication of verified removals, CORSIA eligible status and eligible date, CORSIA pending status, host country authorization and corresponding adjustment details, compliance offset program eligibility, and reserved status details.
 - The Originating Project Details section lists the project name, project type, project methodology/protocol and version, project location, sustainable development goal(s), Project VVB/VB, and a link to view public project documentation.
- **Project Documents.** This screen is accessed by clicking on a link from the Credit Details screen or one of the following public reports: Projects and Project Credits Issued. The Project Documents screen shows the public documents associated with the project, along with the associated vintage, document type, document category, upload date, and entity that uploaded the document.

Requests related to missing information or documentation may be sent via email to ACR@winrock.org with a subject line of “Request for Missing Information.”

8.2 Account Holder Reports

Account Holder reports are specific to each account and only accessible by the Account Manager and or those users approved for appropriate access by the Account Manager. The Account Holder reports are as follows:

- **My Event Log.** The My Event Log report provides an activity log of all account related events that occurred, related projects, date-time when they occurred, and which login initiated them. The report also lists events affecting the account that are initiated by other Account Holders. For example, when receiving or making a carbon credit transfer, the report will list the actions of both the transferor and transferee in their respective event logs. Information can be viewed for just account, project, or carbon credit transfer activities.
- **My Accounts.** The My Accounts report displays the quantity of carbon credits in each sub-account. By clicking on the quantity, Account Holders can view the batches of carbon credits held in the sub-account. Information can be viewed for just active, retirement, or closed sub-accounts.
- **My Credits.** The My Credits report provides a listing of all carbon credits held in an account. The report provides an easy-to-read summary of all the account’s carbon credits. The report is filtered by the following tabs:
 - **Inactive:** This tab displays all the blocks of inactive carbon credits held in the account. The details provided for the carbon credits include the quantity of carbon credits, serial numbers, date issued, vintage, project name and ID, project type, project methodology/protocol and version, CORSIA eligible status, compliance offset program eligibility, and sustainable development goal(s). Clicking on a link in the Quantity column will display the Credit Details screen. Ticking the box for the row(s),

adjusting the Transaction Quantity as desired, and clicking on the Activate button will take the user to a screen in which carbon credit activation or activation + cancelation can be initiated.

- **Active Accounts:** This tab displays all the blocks of active carbon credits held in the account. The details provided for the carbon credits include the sub-account, quantity of carbon credits, serial numbers, date issued, vintage, project name and ID, project type, project methodology/protocol and version, project location, indication of verified removals, CORSIA eligible status, compliance offset program eligibility, sustainable development goal(s), and indication of reserved status. Clicking on a link in the Quantity column will display the Credit Details screen. Clicking on the link to Transact in the Action column will take the user to a screen in which a carbon credit transfer, retirement, or cancelation can be initiated.
- **Retirement Accounts:** This tab displays all the blocks of retired carbon credits retired in the account. The details provided for the carbon credit include the sub-account, quantity of carbon credits retired, retirement date, retirement reason and reason details, retirement email notifications sent, serial numbers, date issued, vintage, project name and ID, project type, project methodology/protocol and version, project location, indication of verified removals, CORSIA eligible status, compliance offset program eligibility, and sustainable development goal(s). Clicking on a link in the Quantity column will display the Credit Details screen. Retired carbon credits can no longer be transacted.
- **Canceled:** This tab displays all the blocks of canceled carbon credits. The details provided for the carbon credits include the quantity of canceled carbon credits, cancelation type, cancelation details, serial numbers, date issued, vintage, project name and ID, project type, project methodology/protocol and version, CORSIA eligible status, compliance offset program eligibility, and sustainable development goal(s). Clicking on a link in the Quantity column will display the Credit Details screen.
- **My Invoices.** The My Invoices report lists all outstanding invoices for the account and all paid invoices dated on or after January 1, 2021. The main screen displays the following columns of data:
 - **Invoice ID.** The system generated number that refers to the specific invoice.
 - **Invoice Date.** The date the invoice was created.
 - **Payment Due Date.** Annual Account, Transfer, Retirement, and Cancelation fees are due within 30 days of invoice. Payment of Credit Activation fees results in activation of carbon credits.
 - **Fee Type.** The type of fee the invoice was created for. NOTE: Invoices for transfers, cancelations, and retirements of active carbon credits are invoiced in the aggregate on a monthly basis, with a fee type of "Multiple," that contains the accumulated confirmed transactions completed in the prior month.
 - **Fee (US\$).** The amount of the invoice.
 - **Amount Paid (US\$).** This will reflect the amount received from the Account Holder.

- **Payment Received Date.** This will indicate the date on which the payment was received by APX.
- **Amount Outstanding (US\$).** In case of any partial payments received, the remaining balance will be shown.
- **Invoice Status.** A listing of the invoice status (Pending Payment, Paid, or Canceled). If paid, the date paid should be listed.

Users can filter to view pending invoices, all invoices, and detailed invoices. Detailed invoices include the Account ID and Description, including project name and ID and serial numbers, as well as the quantity of carbon credits and per carbon credit fee rate. This detailed information is also available from the official invoice, accessible by clicking on the Invoice ID.

- **My Credits Transfer History.** Two reports are generated: one for Inter-Account Transfers and one for Intra-Account Transfers.
 - The Inter-Account Transfers report lists all carbon credit transfers initiated, confirmed, withdrawn, and/or rejected between the Account Holder and another Registry Account Holder or linked platform. For transfers into and out of the account, it lists the date of the transfer, account names, action taken, and identifies the login name participating in the transfer. Details about the carbon credits involved in the transfer include the quantity of carbon credits, serial numbers, vintage, project name, and project ID.
 - The Intra-Account Transfers report lists all carbon credits generated, initiated for activation and activated, transferred between active sub-accounts, transferred to a retirement sub-account, or initiated for cancelation and canceled. The report lists the date of the transfer, sub-account names, action taken, and identifies the login name participating in the transfer. Details about the carbon credits involved in the transfer include the quantity of carbon credits, serial numbers, vintage, project name, and project ID.

NOTE: Account Holders will have access to an historic account activity log for any account activity that may have occurred on the Registry prior to APX serving as the third-party Registry Operator (i.e., April 2012).

- **ACR Account Holder Directory.** This report lists contact information for public Registry Account Holders. The list can be sorted by account type.

Chapter 9: Fees, Invoices and Payments

Fee rates are available in the online ACR Fee Schedule: <http://americancarbonregistry.org/how-it-works/membership>. Fees associated with using the Registry are invoiced and tracked by APX. Some fees, such as the review of second verifications or proposed methodologies, are invoiced directly by ACR. The Registry automatically generates invoices for Registry fees and alerts Account Holders via email that an invoice has been generated and posted for viewing/downloading from the Registry. Account Holders may also choose to always receive a PDF invoice with the notification by ticking the relevant box on the My Invoices report screen.

9.1 Invoice Timing for Registry Fees

- Invoices for Account Opening Fees are generated upon account approval.
- Invoices for Annual Account Fees are generated on the anniversary of the account approval date.
- Invoices for Project Listing Fees are generated upon submission and, for ACR projects, must be paid before a project listing can be reviewed or approved.
- Invoices for Activation Fees are generated hourly and must be paid prior to carbon credits being made active.
- Invoices for Activation + Cancellation Fees are generated hourly and must be paid prior to the Administrator confirming the cancellation.
- Invoices for Transfer, Cancellation, and Retirement Fees of active carbon credits are generated monthly and invoiced in the aggregate with a fee type of "Multiple" that contains the accumulated confirmed transactions completed in the prior month.

9.2 Application of an Available Balance to an Invoice

If a payment was made that was not applied to an invoice (e.g., overpayment or advance payment), an Available Balance will be visible in the My Invoices section of the Registry (only available to Account Managers and Admin logins). Apply this balance to invoices using these steps:

1. Click on the "My Invoices" link under the My Reports header on the lefthand side of the home screen. From here the Available Balance is visible at the top right of the screen.
2. Click on "Apply balance to invoices" under Available Balance.
3. Select the amount to apply:
 - a. To apply the entire balance, select "All" from the "Amount to Apply" drop-down menu.
 - b. To apply a portion of the balance, select "Partial" from the "Amount to Apply" drop-down menu, and type the amount to apply in the field to the right.
4. Click on the invoice(s) to apply the payment to, then click OK to apply the payment(s).

9.3 Payment of Registry Fees

Payment instructions are included at the bottom of each invoice. Payments for Registry fees shall be made by check or wire/automated clearing house (ACH). APX will update all payments received from Account Holders within the Registry.

Glossary

Terms not defined in these ACR Registry Operating Procedures have the meanings as such terms are defined in the ACR Terms of Use, ACR Standard, or applicable compliance offset program regulation.

Account Manager: An individual within the Account Holder’s organization who will open the account and denote the applicant organization’s agreement to the legally binding ACR Terms of Use at the time of account opening. Upon approval of the account, the Account Manager may create additional logins as needed for other users from the organization and have access to all account activity. Only the Account Manager can establish additional logins, link their account with approved external exchange platforms, edit account profile details, and agree to updated Terms of Use.

Activation Fee: Carbon credits will be issued without charging issuance fees, but they will be considered “inactive” and not able to be transacted, retired, or canceled until activated by the Account Holder. Upon request of carbon credit activation by the Account Holder, a one-time activation fee will be assessed in accordance with the ACR Fee Schedule. Upon receipt of payment, carbon credits will be activated and can be transacted, retired, or canceled.

Active Credit: An active carbon credit is a carbon credit that has not yet been retired or canceled. It is held in an active sub-account. Active carbon credits may be transferred to another Account Holder (inter-account transfer) or to another active sub-account (intra-account transfer). Active carbon credits may be retired and are then no longer active.

Active Sub-Account: Active sub-accounts are holding places for active carbon credits. These can be created and used by an organization to organize their active (not yet retired) carbon credits.

Annual Subscription Fee: This fee is to be paid by Project Developer, Corporate, Transaction and Custodial Account Holders upon their account approval and each year on the anniversary of the account approval date. See the ACR Fee Schedule for the most up-to-date rates.

Cancellation Fee: Cancellation fees are assessed in accordance with the ACR Fee Schedule.

Canceled (Project Status): The project has had carbon credits issued but the project will not complete its crediting period or be issued additional carbon credits. For projects with a risk of reversal, requirements for compensating for reversals apply.

Credit Transfer Fee: Transfer fees are the responsibility of the party receiving the carbon credit transfer (transferee) and are assessed in accordance with the ACR Fee Schedule.

Completed (Project Status): The project has had all carbon credits issued for the crediting period and will not renew the crediting period.

CORSIA Eligible (Unit Designation): A CORSIA Eligible carbon credit is a tag on a carbon credit to designate it as fully eligible for use by aeroplane operators for CORSIA. The designation is the same for all vintages.

CORSIA Pending (Unit Designation): A CORSIA Pending carbon credit is a tag on a carbon credit to designate it as capable of meeting the full eligibility criteria for CORSIA Eligible but that those requirements are not yet fully met. For 2016-2020 vintage carbon credits, a CORSIA Pending designation could indicate that the Project Developer may need to supply additional information or that the contribution to the Buffer Pool associated with that batch of credits were not CORSIA Eligible credits as required for the CORSIA Eligible designation. For post-2020 vintage carbon credits, a CORSIA Pending designation communicates that ICAO's Emission Unit Criteria requirements have been met but designation as CORSIA Eligible is contingent upon receipt of a Host Country Letter of Authorization.

Escrowed (Credit Status): An escrowed carbon credit is a reserved status for an active carbon credit. The "Escrowed" label indicates that the carbon credit is held in a Custodial account for the purpose of being offered on an External Marketplace, excluding marketplaces on which a carbon credit is tokenized or otherwise represented as a digital asset.

Inactive Credit: An inactive carbon credit is a carbon credit issued by the Administrator after reviewing the project data and verification documentation as part of an issuance request. Inactive carbon credits must be activated by the Account Holder before they can be transacted (e.g., transferred, retired, canceled). Once activated, the carbon credit will appear in the Account Holder's selected active sub-account.

Listed (Project Status): The project has received listing approval to proceed to validation and verification but has not yet had carbon credits issued.

Project Contact: The individual named as the contact in the Project Setup screen when submitting a new project. This person is automatically notified of each status or phase change by email. Projects with multiple owners or interests must privately appoint a single party to act as the single point of contact.

Project ID: When a project has been listed or registered, the Administrator creates a unique Project ID. Compliance offset projects may also have a separate ID assigned by the compliance offset program.

Registered (Project Status): An ACR project that had carbon credits issued and is expected to be issued additional carbon credits in the future, pending verification or a compliance offset project that has received listing approval.

Reserved Status: A reserved status is applied to an active carbon credit that is held in a Custodial account for the purpose of being offered outside of the Registry on an External Marketplace. Reserved carbon credits are labeled as "Escrowed" or "Tokenized" and the status can be viewed in the Search Serial Number and Credit Status public reports as well as the My Credits Account Holder report.

Retirement Fee: Retirement fees are assessed in accordance with the ACR Fee Schedule.

Retirement Sub-Account: A retirement sub-account is used as a repository for carbon credits that the Account Holder has retired. Once a carbon credit has been transferred into a retirement sub-account, it is removed from circulation as a transactable unit.

Tokenized (Credit Status): A tokenized carbon credit is a reserved status for an active carbon credit. The “Tokenized” label indicates that the carbon credit is held in a Custodial account for the purpose of being represented in a digitized or tokenized form or otherwise placed on chain and offered on an External Marketplace as such.