How to Open a New ACR Account

The steps involved in the Account Opening process are outlined below.

1. **Identify the individual within your organization who will serve as the Account Manager**. This person must be specifically named and authorized to:
   - Open the account.
   - Denote the applicant organization's agreement to the legally binding ACR Terms of Use by marking the click-to-agree boxes on the web-based ACR Terms of Use form.
   - Create additional account logins as needed for other users of the applicant organization's account.
   - Have access to all account activity.

   Documentation of the individual's authorization is provided to ACR in step 6 below using the appropriate template.

2. **Click on the "Open an Account" link on the left navigation bar of ACR's Open an Account website or click the red "Register Here" link on the ACR Registry** (This will open a new browser window.)

   Select the appropriate account type for your organization and click the "Continue Registration" button.
   - **Project Developer:** Account Holders who plan to submit projects for ACR registration and credit issuance, with potential transactions and retirements.
   - **Transaction:** Account Holders who want to purchase, hold, transfer, and/or retire credits but are not themselves project developers.
   - **Corporate:** Account Holders whose primary objective is to purchase and retire credits against their GHG footprint (same functionality as the transaction account type).
   - **Project VVB:** Account Holders approved to serve as Validation/Verification Bodies.

3. **Complete online Account Information Form**

   You will be presented with an online Account Information screen. You must complete all required fields, which are noted by an asterisk (*). The email address entered for the Account Manager must be their own direct email address; group email addresses cannot be used. When complete, click "Submit."

   Note: The organization's name, account type, city/state/country and website are **publicly available** after approval unless you mark the account as a **Private Account.** The Account Manager's contact information will also be available to other current ACR Account Holders only unless you mark the account as a Private Account.

4. **Validate the Account Application Profile with Your Login Credentials**

   Upon submitting the Account Information form, the Account Manager will receive a New Account Request email. **The Account Manager must validate the new account application profile** using the unique link contained in the automatically generated email and the newly established login credentials.

5. **Click to agree to the Online ACR Terms of Use**

   This appears as the next screen after clicking "Activate". Acceptance of the Terms of Use must be done by the authorized Account Manager, identified in step 1 above. The Account Manager must review all terms, checking the box for each section, and agree to the Terms of Use on behalf of the Applicant Organization by typing their full name and title (this serves as their electronic signature) and pressing the "I Agree" button.

   Note: Do not use your browser's "Back" button to view a previous screen during this process or information you enter may be lost.

6. **Submit Supplemental Documentation**

   a) *Corporate, Project Developer and Transaction* account applicants must submit the following documents via email to ACR@winrock.org, using the subject line: "New Account Request – [Applicant Organization's Name]"

      - **A completed Account Application Form** (download from the ACR Website)
      - **Account Manager Authorization:** A Board resolution or signed letter from a corporate officer stating that the applicant has chosen to open an ACR account and the Account Manager named on the application is duly appointed and authorized. Please use one of the templates provided on the ACR website.
      - **Organizational Certificate:** Required only for applicants that are not a publicly traded company, utility, or regulated financial institution: A certified copy of the applicant's organizational certificate, e.g., Articles of Incorporation.

      Note: If submitting a document in a language other than English, it must be accompanied by a certified English translation.

   b) *Validation/Verification Body (VVB)* account applicants must submit an Application for Validation/Verification Body Approval and supplemental documentation named therein, as per the Verification page on the ACR website.

7. **Application Review by Administrator**

   The ACR Administrator will review the account application and supporting documentation. If the account application is complete and approved, an Account Approval email will be sent to the designated Account Manager at the email address provided. If materials are incomplete or additional information is required, the ACR Administrator will notify the Account Manager. Applicants not approved will be notified via email.

8. **Begin using your account**
   Approved accounts may begin using all functions of the system available to their user type. The ACR Operating Procedures provide users with a step-by-step guide to navigate and carry out actions on the Registry.

9. **Account Billing upon Account Approval**
   Upon account approval, Corporate, Project Developer, and Transaction accounts will be invoiced for the **Account Opening** Fee, per the ACR Fee Schedule. Once the invoice is created, an automatically generated email notification with payment details is sent to the Billing Contact. All invoices are available online to review/download/print via the "My Invoices" link under the “My Reports” section to the left when logged in to your account.