MIRECS User Guide

1   Introduction

The MIRECS User Guide is a system functionality reference document. This guide contains expanded FAQ topics that will be edited and expanded on an ongoing basis. If there are any questions about the content of this document or if you have questions not covered in this guide, contact the MIRECS Administrator at 1-888-9MIRECS or MIRECS@apx.com. The instructions covered in this manual are not legally binding. In the event of ambiguity, the MIRECS Operating Procedures and Terms of Use supersede this document.

2   Account Registration

2.1   Introduction

Any person or entity wanting to participate in MIRECS must establish an Account. Accounts should be established in accordance with the timeline for credit creation (see Operating Procedures Section 7.2) to ensure Credit eligibility.
Registrants will provide basic Account registration information, such as Account Holder name, address and contact information, to the MIRECS Administrator through a secure web-page on the MIRECS website and agree to the Terms of Use. The MIRECS Administrator will review the Account application and may request more information before, in its sole discretion, approving or rejecting the application. An Account will remain active until terminated. Termination can be initiated by the Account Holder by notifying the MIRECS Administrator. Accounts can also be terminated if an Account Holder fails to pay the MIRECS fees or is otherwise in default under the Terms of Use. The Terms of Use describe these issues, as well as additional important terms, and should be read and understood by anyone applying to be an Account Holder.

2.2   How do I register a MIRECS Account?

STEP 1 – REVIEW MIRECS OPERATING DOCUMENTS
You should first review the MIRECS Operating Documents including the Terms of Use, Fee Schedule and Operating Procedures. The documents are on the Documents page on the MIRECS website (www.mirecs.org).

STEP 2 – ONLINE REGISTRATION
Go to MIRECS and select the "Register Here" link. A pop-up window will appear with a checklist describing the steps required to register for an account. Select the appropriate Account Type and click the "Continue Registration" button.
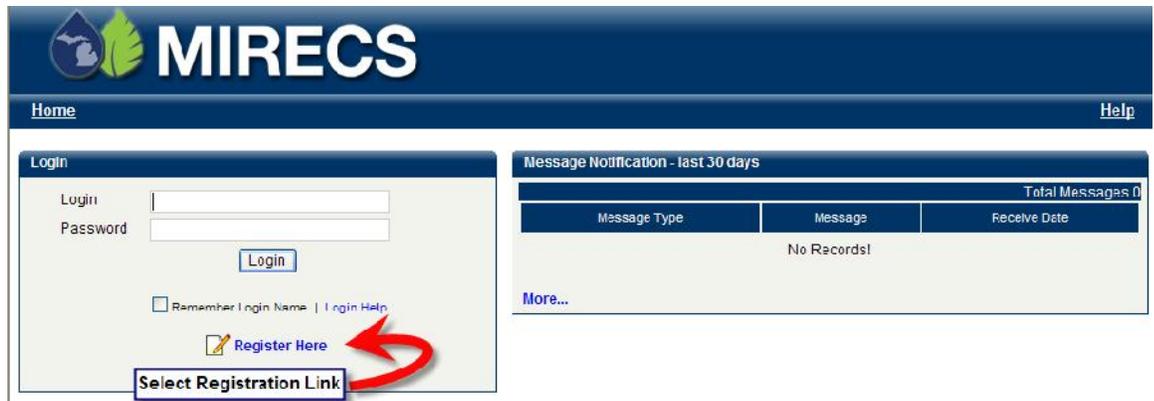
STEP 3 – ACCEPT THE TERMS OF USE

Read and agree to the MIRECS Terms of Use (this is your next step after clicking "Continue Registration"). Acceptance of the Terms of Use must be indicated by reviewing all terms; checking each section; and lastly, agreeing to the Terms of Use by pressing the "I Agree" button.

STEP 4 – COMPLETE ACCOUNT APPLICATION

Upon accepting the Terms of Use, the next screen shows the online New Account Application Form. You will need to complete all required fields that are noted by an asterisk (*). Note: It will be possible for the public to view the Organization Contact information you provide when your Account is approved.

Upon completing the New Account Application form and clicking SUBMIT, you will receive an Email notification to validate your registration. This validation must occur before the MIRECS Administrator is notified of your pending Account.

STEP 5 – ACCOUNT REVIEW

The MIRECS Administrator will review the Account application. If the Account application is complete and approved, an email notification of Account approval will be sent to the designated Account Manager Email address provided in the New Account Application form. If materials are incomplete or additional information is required, the MIRECS Administrator will notify the Account Manager. Approved Account Holders may begin using all functions of the system available to their type of Account.

STEP 6 – BILLING

Applicable Account Subscription and Registration Fees will be billed when the Account is approved. Once the invoice is created, the MIRECS Administrator sends the Account Manager an Email notification with the invoice and payment details. The Invoice is also made available online via the "My Invoices" report within MIRECS for downloading and printing.

Invoices must be paid within thirty (30) days. Failure to pay will result in Account deactivation.

STEP 7 – CREATE SUB-ACCOUNT(S) & ADDITIONAL LOGINS
All types of Account Holders must first create an Account for their organization. After Account approval, additional Sub-accounts can be created and Logins added to an Account. Owners of Generating Units or Storage Facilities, in addition to creating an Account, must also register each one of their Generating Units and Storage Facilities, including designation of a Qualifying Reporting Entity.

2.3   What Account Type should I choose?

The available Account Types are:

)   **Michigan Electric Service Provider Account**: This type of Account can hold, transfer (outgoing and incoming), and Retire Credits. A Michigan Electric Service Provider Account can also register and maintain Assets and have Credits issued to it for its Assets. A Michigan Electric Service Provider Account is the only type of Account that can Retire Credits for compliance with PA295.

)   **Non-profit Wholesale Power Provider Account**: A non-profit entity that supplies wholesale electric power to one or more Michigan electric service providers that maintain a Michigan Electric Service Provider Account. This type of Account can hold, transfer (outgoing and incoming), and Retire Credits. This Account type can also register and maintain Assets and have Credits issued to it for its Assets.

)   **General Account:** This type of Account can hold, transfer (outgoing and incoming), and Retire credits. A General Account can also register and maintain Assets and have Credits issued to it for its Assets.

)   **Project Account**: This type of Account can register Assets and have Credits issued to it for its Assets. A Project Account can hold, transfer (only outgoing transfers), withdraw and retire Credits. A Project Account cannot receive transfers from other parties.

)   **Retail Purchaser Account**: This type of Account is for retail purchasers of Credits. A Retail Purchaser Account can hold, accept incoming transfers, and retire Credits. They can also register and maintain Assets that are under 1MW incapacity and have Credits issued in their Account. A Retail Purchaser Account cannot make outgoing transfers.

)   **Qualified Reporting Entity (QRE)/ Verifier Account**: An Account Holder with a QRE Account is assigned to an Asset and is responsible for verifying generation or storage information from that Asset. MIRECS tracks the specific types of Assets for which QRE's are approved to provide services, ensuring that they are suitably qualified and accredited. The QRE Account cannot hold Credits.

)   **Program Administrator Account**: This type of Account is provided to administrators of compliance and voluntary programs that utilize MIRECS and/or have eligibilities noted for certain Credits. It will allow Program

Administrators to review eligibilities and compliance reports. Asset details will only be displayed in a Program Administrator Account if the Account Holder registering that Asset has listed it as eligible according to the specific program/certification.

2.4 Is there a deadline for account registration?

Michigan Electric Service Providers that register after March 31, 2010 will be restricted from using Credits for compliance with PA 295 that were based on generation occurring more than one calendar year before Account registration and approval.

2.5 How do I check my invoice?

Account Invoices can be viewed using the My Invoices Report located in the Account Holder Reports Module.

3 Project Registration

3.1 How do I register a Project?

To ensure that double-counting does not occur, Generating Units being registered in MIRECS must have 100% of their output tracked by MIRECS. If a Project or an associated contract for its production was registered in another tracking system at one point, the MIRECS Administrator should be notified of this during the registration process and the Account Holder should be prepared to provide documentation to prove the Project (and, if applicable, its associated contracts) have been removed from the previous tracking system. A Storage Facility must have 100% of its input tracked by MIRECS, with a similar notification to the Administrator being made if it has previously been registered with another system.

To register a Generating Unit or a Storage Facility as a Project, the owner or the Responsible Party must:

ʃ Have an approved Account in MIRECS (either Michigan Electric Service Provider, Generator, General, Non-profit Wholesale Power Provider or Retail Purchaser);

ʃ Submit a completed on-line registration form containing information related to the characteristics of the Generating Unit or Storage Facility;

ʃ Submit any required documentation and/or affidavits proving eligibility for issuance of one or more types of Credits using the Document / Attestation upload screen.
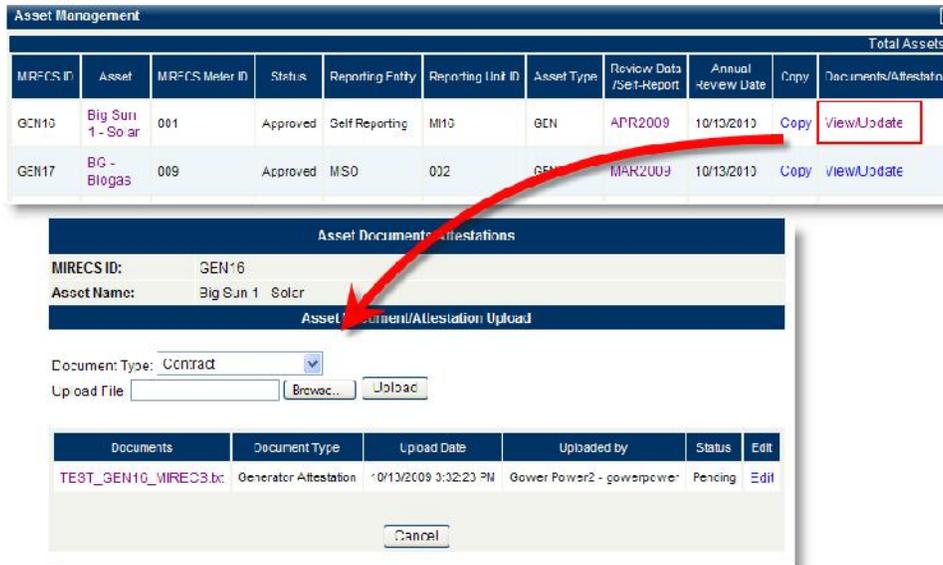
ʃ Submit proof of title and other documentation proving the Account Holder is either the project owner or has the owner's permission to act as the Responsible Party to register the project in MIRECS in order to receive Credits

ʃ Pay any applicable registration fee

3.2   Is there a deadline for project registration?

Generation data can be issued for generation up to one year prior to Project approval in MIRECS. The lone exception to this is for facilities that register before March 31, 2010 as they will be able to load generation data going back to January 1 2009. No Credits will be issued for generation prior to January 1 2009.

3.3   How does a Project get certified?

After a Project has been registered, the MIRECS Administrator will review the registration, submitted affidavits, proof of title and registration rights. If the project satisfies the requirements of on PA295 for participation in the Michigan Renewable Energy Standard, the Project will be approved with Michigan eligibility.

ACEC Project Registrations and aggregated generation will be submitted to the State of Michigan for formal approval.

The documentation that may be required with the Project Registration can be downloaded from www.MIRECS.org :

- **Municipal Solid Waste Affidavit:** This affidavit is signed by the Account Holder to confirm that the Generating Unit's Nameplate Capacity does not exceed the limits in Section 39 (1) (b) of PA295.
- **Michigan Work Force Affidavit**: This affidavit is signed by the Account Holder to confirm that the Generating Unit or Storage Facility was constructed using a workforce composed of residents of the State of Michigan as determined by the Commission. PA295 Section 39(2)(e)
- **Michigan Equipment Affidavit:** This affidavit is signed by the Account Holder to confirm that the Generating Unit or Storage Facility was constructed using equipment made in this state as determined by the Commission. PA295 Section 39(2)(d)
- **Electric Storage System Affidavit:** This affidavit is signed by the Account Holder to confirm that the reported generation and storage information from the Storage Facility complies with Section 39 (2) (c) of PA295.
- **Self-reporting Affidavit:** This affidavit is signed by the Account Holder to confirm the procedures whereby the Account Holder will self-report generation and/or on-peak generation data.
- **Multi Fuel Affidavit:** This affidavit is signed by the Account Holder to confirm the procedures whereby the Account Holder will monthly self-report the proportion of different fuels used in a Multi-fuel Generation Asset.
- **On-peak Affidavit:** This affidavit is signed by the Account Holder to confirm the procedures whereby the Account Holder will monthly self-report the proportion of on-peak versus off-peak data.

4   Data Reporting

4.1   Who is qualified to serve a Qualified Reporting Entity?

A Qualified Reporting Entity is an entity reporting meter reading and other generation data to the MIRECS Administrator. Qualified Reporting Entities may include Balancing Authorities and other independent parties accepted by the MIRECS Administrator and for Customer-Sited Distributed Generation with a nameplate Capacity under 1MW, the generation owner or customer.

Qualified Reporting Entities for the Michigan Renewable Energy Certification System may include but are not limited to:

∫   Balancing Authorities

∫   Electric Service Providers

∫   Generator Aggregators

∫   Meter Readers

∫   Independent Third Parties

The protocol for such reporting is outlined in the *MIRECS Requirements for Qualified Reporting Entities* document.

4.2   How can data be reported into MIRECS?

There are 2 ways a data can be uploaded into MIRECS:
1. Meter Data Loading Module
2. Self Reporting Interface.

The Meter Data Loading Module is the primary method for loading data into MIRECS. This option allows the QRE to upload a Meter Data file in .csv format into their Account's Meter Data Loading Module. Only projects that have elected the QRE to serve as the Reporting Entity will display in the Meter Data Loading Module's list of projects.
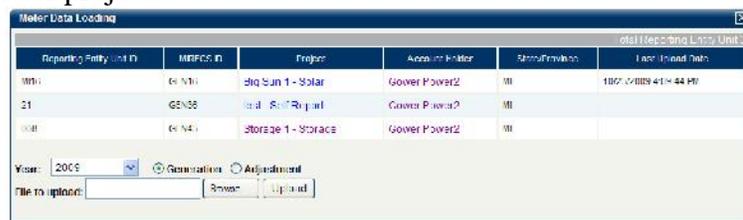
This functionality is available to all Qualified Reporting Entities and self reporters. The instructions for creating a Meter Data file can be found in the *MIRECS Requirements for Qualified Reporting Entities* document.

The Self Reporting Interface is only available for Customer-Sited Distributed Generation with a nameplate Capacity under 1MW. Projects that qualify to be designated as a self reporter can access a button in their Data Review/Self report screen located in the Project Management module

After a Qualified Reporting Entity has reported generation for a project, the data will be set to 'MIRECS Accepted' if it is ready to be approved by the Account Holder or 'MIRECS Pending' after failing the Engineering Feasibility test. The Account Holder will be notified when data has been loaded and is ready to be approved. The Account Holder must login to their data review screen and approve the data before their credits will be issued.

4.3 How do I Approve Data?

1) Access the Project's Month/Year link in the Data Review/Self Report column located in the Project Management module.
2) Select the status for the month of generation waiting to be approved in the Data Review Screen.
3) Enter your Project's fuel allocation and accept the data.

5   Retirement

5.1   Third party retirement?

A participant seeking to meet its Michigan PA295 compliance obligations must retire credits in its own account. Participants seeking to retire credits on a voluntary basis may do so through third parties, subject to certain terms and conditions. See generally Section 6 of the Terms of use, which discusses these provisions.

6   Reports

6.1   Public Reports

Public reports will be accessible to anybody via the public page on the MIRECS website. Public reports are carefully designed to ensure the confidentiality of Account Holder data per agreements in the Terms of Use. See the Terms of Use for more information regarding confidentiality.

Account Holders – This report contains a listing of all Account Holders with some limited contact information.

MIRECS Projects – This report contains a listing of all projects in MIRECS with eligibility information.

Import Projects – This report contains a listing of all Import projects certified in MIRECS.

Bulletin Board – Forum to view available credits for transfer.

MIRECS Ratio Report – This report lists the ratio of MIRECS RECs (IRECS or RECS) issued for each MWh of generation from the facility by month.

6.2   Account Holder Reports

Account Holder reports for a specific Account will only be accessible to the Account Holder, their designated Agents and the MIRECS Administrator. Account Holders can view up-to-date data in these reports at any time. Current reports include:

⎤ **My Event Log**. This report lists all of the events that have taken place in the Account.

⟩ **My Sub-Accounts**. This provides a list of Credits held in the Account's Sub-accounts and allows the Account Holder to filter data by specific Active or Retirement Sub-accounts.

⟩ **My Credit Transfers**. This report provides a comprehensive list of Credit transfers, between Sub-accounts and other Account Holders in MIRECS.

⟩ **My Account Holder Registration History**. This report provides a list of all the changes to the Account Holder registration data.

⟩ **My Project Registration History**. This report provides a list of all the Assets that have been registered in MIRECS and includes the date of registration, the MIRECS ID and a link to the Asset registration screens.

⟩ **My Generation Activity Log**. This report provides as summary of all Credit data loaded into MIRECS for all of Account Holder's Assets.

⟩ **My Generation Report**. This report provides a summary of all Credits created in MIRECS. It is filtered by vintage year.

⟩ **My Recurring Transfers Report**. This report provides a summary of all Recurring Transfers created in MIRECS.

⟩ **My Credit Breakdown.** This report provides a snapshot of available RECs in an Account Holder's account at the end of each year.

⟩ **Retirement Report**. This report provides Account Holders the ability to view all Credits Retired to each certification program and an effective date of Retirement. This report can be provided to third parties wanting to verify Retirement of Credits.

⟩ **Credit Import Report.** This report provides a summary of all Imported Credits into an Account Holder's account.

⟩ **My Invoices.** This report lists all invoices that have been issued to the Account Holder including the amount and payment status. The report also includes payment information.