A Forward Transfer is an automated certificate transfer that occurs with certificate creation. To set up a Forward Transfer, action is needed by both the transferring Account Holder (transferor) and the receiving Account Holder (transferee).

Certificates transfer instantly upon creation
Requires less attention and maintenance than one-time transfers
May reduce errors with certificate transfers

Only occurs with certificate issuance; date varies from month to month
Inflexible; fixed conditions for duration of transfer
Updates and corrections require action from both transfer parties

Creating a Forward Transfer

**Step One:**
In the Recurring Transfers module on the WREGIS homepage, click **Create New Forward Transfer**.

**Step Two:**
Complete the **Forward Certificate Name/Alias** field.

When transferring to another Account Holder, let the transferee know the Forward Transfer name ahead of time.
Step Three:
Mark the radio button for the desired transfer type, then make the appropriate selection from the dropdown to the right of the selected button.

Step Four:
Complete the Percent or Fixed Amount fields on each generator and fuel type for which you will be transferring certificates.

Step Five:
Select a Begin Vintage and End Vintage for the transfer.

Step Six:
Click the Save button. A pop-up will appear—select OK.

Once the transfer is completed, you will be directed to the Recurring Certificate Transfers Review Report (Forward Transfers) page.

WREGIS discourages creating Forward Transfers for Retire or Reserve Sub-Accounts, as these transfers are final actions.

The Priority, All or Nothing, and Partial Fill fields apply to certain transfer scenarios. See Additional Information at end of document.

Do NOT check the box that states, ‘Selection of this box will block all capability to rescind…’.
Accepting/Rejecting a Forward Transfer

**Step One:**
In the Forward Transfers Inbox module on the WREGIS homepage, click Transfer Name/Alias. ‘Pending’ Forward Transfers must be accepted within 14 days of the creation date, otherwise the transfer will expire.

**Step Two:**
In the Forward Certificate Transfers Detail Report, make sure the transfer information is correct. If the transfer needs corrections, contact the transferor to make corrections before moving to Step Three.

**Step Three:**
Go back to the Forward Transfers Inbox module on the WREGIS homepage.
Click Accept All to accept or Reject All to reject the Forward Transfer.
When accepting the transfer, on the following page, select the sub-account in which certificates will deposit, then click Accept.

**NOTE:** You can only designate a sub-account while accepting the Forward Transfer.
Additional Information

Transfer ‘Priority’ Field

The ‘Priority’ field in the Forward Transfer form determines the order in which Forward Transfers process. This indicator is useful when there are insufficient certificates to fill all transfer requests. The most recently created Forward Transfer will default to first-priority, unless changed by the transferor.

‘All or Nothing’ or ‘Partial Fill Fields’

If there are not enough certificates to fulfill a fixed-amount Forward Transfer, the system either will not transfer any certificates (All or Nothing) or will transfer the available certificates (Partial Fill). The transferor must reconcile any shortage of certificates with the transferee. The ‘All or Nothing’ and ‘Partial Fill’ fields will not affect percentage-based Forward Transfers.