WECC

Electric Reliability and Security for the West

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).

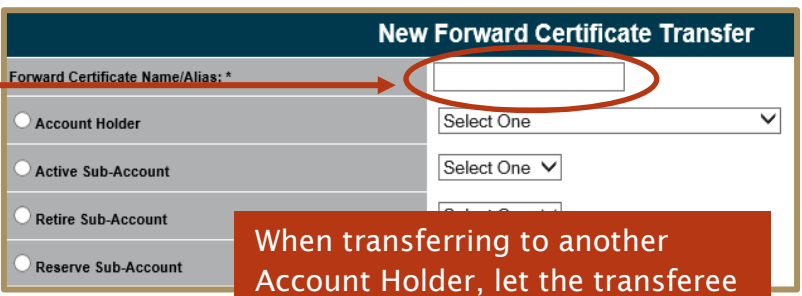|	
Certificates transfer instantly upon creation	Only occurs with certificate issuance; date varies from month to month
Requires less attention and maintenance than one-time transfers	Inflexible; fixed conditions for duration of transfer
May reduce errors with certificate transfers	Updates and corrections 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**.

Recurring Transfers

Transfer Name/Alias   Counterparty   Type   Source   Vintage Begin Date   Vintage End Date   Beg

View Forward Transfers
View Standing Orders

Create New Forward Transfer
Create New Standing Order

Step Two:

Complete the **Forward Certificate Name/Alias** field.

New Forward Certificate Transfer

Forward Certificate Name/Alias: *

○ Account Holder   Select One

○ Active Sub-Account   Select One

○ Retire Sub-Account

○ Reserve Sub-Account

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.

New Forward Certificate Transfer

Forward Certificate Name/Alias: *

○ Account Holder — Select One

○ Active Sub-Account — Select One

○ ~~Sub-Account~~

○ ~~Account~~

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

Step Four:

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

Generator Plant-Unit Name	Fuel Type	Percent	Fix Amount
GC - GC 1	Hydroelectric Water		
GC - GC 1	IEH		
GC - GC 2	Hydroelectric Water		
GC - GC 2	IEH		

Step Five:

Select a **Begin Vintage** and **End Vintage** for the transfer.

Begin Vintage: * — Select One

End Vintage: * — Select One

Priority: * — 0

All or Nothing:

Partial Fill:

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

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.

Do NOT check the box that states, '**Selection of this box will block all capability to rescind**…'.

Free-text 1:

□ Selection of this box will block all capability to rescind, edit or change this Forward Certificate .

[Save] [Cancel]

Accepting/Rejecting a Forward Transfer

Step One:

In the Forward Transfers Inbox module on the WREGIS homepage, click **Transfer Name/Alias**.

Forward Transfers Inbox

Transfer Name/Alias	Counterparty	
XYZ Solar RECs	Shoot4themoon Properties inc.	1

'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.

Forward Certificate Transfers Detail Report

Vintage End Month	Vintage End Year	WREGIS GU ID	Generator Plant-Unit Name
1	2019	W6116	10.22 Demo Existing

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**.

Current Status	Accept All	Reject All	Initiation Date
Pending	Accept All	Reject All	03/15/2019

Select a Sub-Account

Execution Date:	
[Deposit Sub-Account - ID - Type]: *	Select One

* Required Field

Accept   Cancel

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.