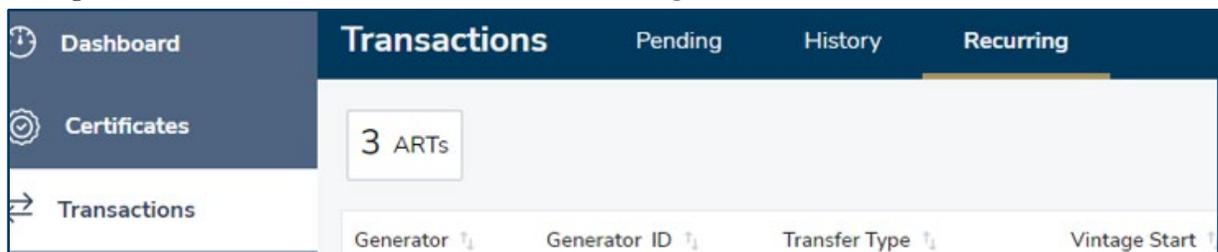


Automated Recurring Transfers (Recurring Transfers) are transfers associated with a specific generator that initiate at the time of certificate issuance. The system uses criteria entered when creating the Recurring Transfer to select the appropriate certificates for the transaction. If the Recurring Transfer is being used to deliver certificates to another WREGIS Organization, the receiving Organization will need to accept the Recurring Transfer before it will go into effect.

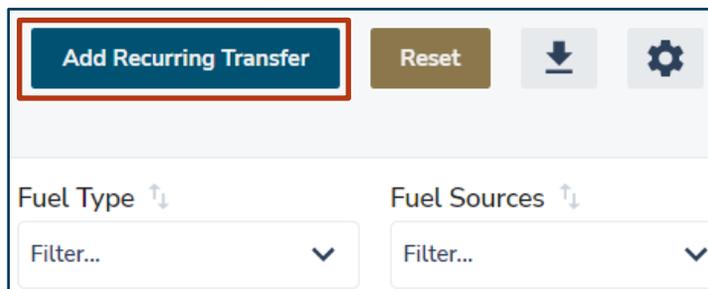
## Creating a Recurring Transfer

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1. Navigate to **Transactions** and click on the **Recurring** tab.



2. Click **Add Recurring Transfer**.



## Automated Recurring Transfers

3. Select the generator and fuel type you wish to use for the Recurring Transfer. You may only select one generator per Recurring Transfer. Click **Next**.

The screenshot shows the 'Add Recurring Transfer' form at step 1, 'Select Generator'. A progress bar at the top indicates step 1 is active and step 2, 'Select vintage dates', is next. Below the progress bar, the section is titled 'Select Generator ID'. It features a search input field with the placeholder text 'Enter Generator Name'. Below the search field, there are two radio button options: 'W111114 - Agg Generator 2' and 'W222256 - Mountain Dual Fuel'.

4. Indicate whether the Recurring Transfer will be 'Open Ended' or 'Range' and enter the appropriate vintages. If selecting 'Open Ended,' an **End Vintage** is not required. Click **Next**.

The screenshot shows the 'Add Recurring Transfer' form at step 2, 'Select vintage dates'. The progress bar shows step 1 is complete, step 2 is active, and steps 3 and 4 are next. The section is titled 'Select Vintage Dates'. It has two radio button options: 'Open-ended' and 'Range', with 'Range' selected. Below these options are two input fields for 'START' and 'END', both with the placeholder '--/--'. A calendar navigation bar shows the year '2022' and the months 'JAN', 'FEB', and 'MAR'.

**NOTE:** Vintages apply to the generation period, not when the generation data is loaded.

5. Indicate whether you are transferring the certificates to another Active Account or Organization using the dropdown, then choose the destination. Click **Next**.

The screenshot shows the 'Add Recurring Transfer' form at step 3, 'Select transfer option'. The progress bar shows steps 1 and 2 are complete, step 3 is active, and step 4 is next. The section is titled 'Input the amount of RECs to transfer'. It contains a text input field with the text 'I would like to set up a recurring transfer of active RECs' and a dropdown menu with the placeholder text 'Please select...'.



## Automated Recurring Transfers

- Specify the number of certificates to include in the transfer by **Percent** or **Max Value**. Click **Review**.

The screenshot shows a progress bar at the top with six steps: 'Select generator', 'Select vintage dates', 'Select organization', 'Set REC amounts' (highlighted with a '4'), 'Review' (highlighted with a '5'), and 'Success!' (highlighted with a '6'). Below the progress bar, there are three main sections:

- Transfer Method:** Two radio buttons are present: 'Percent' (selected) and 'Max value'. Below them is a text input field containing '50' and a dropdown arrow. The label 'RECs to be transferred' is positioned below the input field.
- Irrevocable:** A toggle switch labeled 'Set Irrevocable' is currently turned off.
- RECURRING TRANSFER OVERVIEW:** A summary box on the right showing 'Total active RECs' as '50%' and the text 'RECs will be transferred.' Below this are two buttons: 'Back' and 'Review' (highlighted with a red border).

**NOTE:** Do not set the Recurring Transfer as Irrevocable unless you have a legal or contractual obligation requiring it. Doing so will prevent you from making updates or withdrawing the Recurring Transfer in the future.

- Review the Recurring Transfer information and click **Add**, if correct. Use **Back** to edit if needed.

The screenshot shows a progress bar at the top with six steps: 'Select generator', 'Select vintage dates', 'Select accounts', 'Set REC amounts', 'Review' (highlighted with a '5'), and 'Success!' (highlighted with a '6'). Below the progress bar, there are two main sections:

- Transfer Details:** A form titled 'Set up a recurring transfer of RECs:' with the following fields:
  - For Generator:** 'W222255 - Mountain Hydro'
  - and Generator Fuel:** 'Hydroelectric Water'
  - with vintage dates:** '08/2022 to 05/2035'
  - to this active account:** 'Another wind account 1'
  - Is irrevocable?:** 'No'
- RECURRING TRANSFER OVERVIEW:** A summary box on the right showing 'Total active RECs' as '50%' and the text 'RECs will be transferred.' Below this is a link: 'You can [go back](#) to make changes to this transaction.' At the bottom are two buttons: 'Back' and 'Add' (highlighted with a red border).

- When transferring certificates to an external Organization, the Recurring Transfer will be placed in 'Pending' status and will not be applied at certificate issuance until it is accepted or rejected by the receiving Organization (see instructions below).



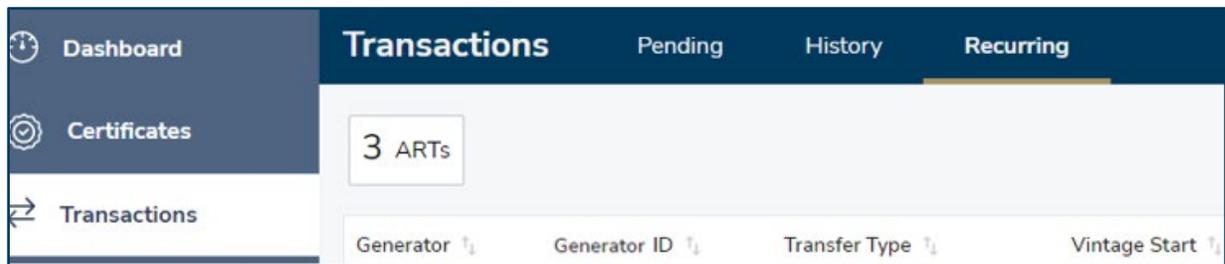
### Accepting or Rejecting a Recurring Transfer

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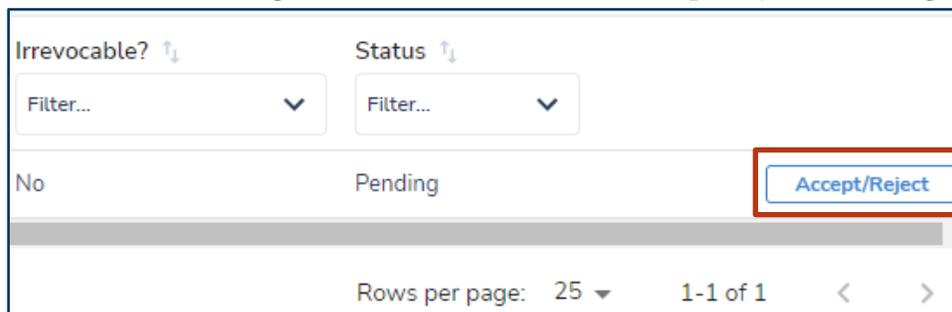
You must accept a Recurring Transfer from another Organization before it will go into effect. If the transfer details are not what you expect, or you believe it was set-up in error, you can choose to reject the Recurring Transfer. You will still be required to accept incoming certificates on a transaction-by-transaction basis.

To accept or reject a Recurring Transfer—

1. Navigate to **Transactions** and find the desired pending Recurring Transfer on the **Recurring** tab.



2. Review the Recurring Transfer details and click **Accept/Reject** on the right side of the screen.



3. Click **Accept** or **Reject** as appropriate. You can view the status of any Recurring Transfer on the **Recurring** tab in **Transactions**.

