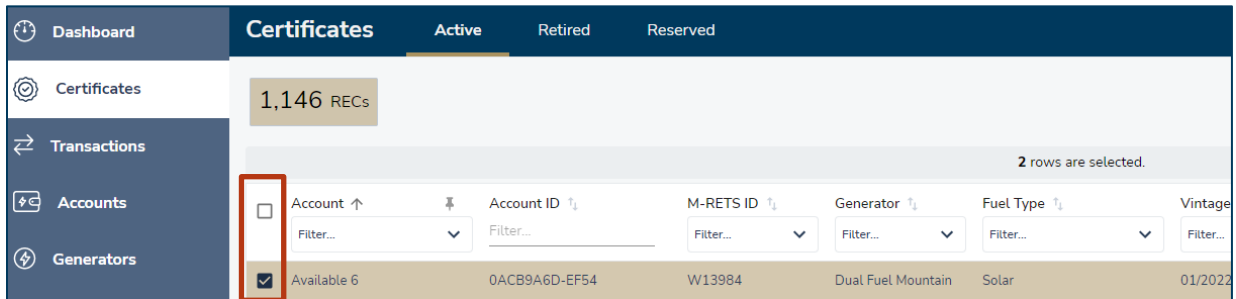


Certificate Transfers allow you to move active certificates to a new Active Account or Organization in WREGIS. If you are transferring certificates to another Organization, that Organization will need to accept the transfer before the transaction is completed. If you would like to set up a transfer that initiates whenever certificates are created for a generator, see [Automated Recurring Transfers](#) for more information.

## Initiating a Certificate Transfer

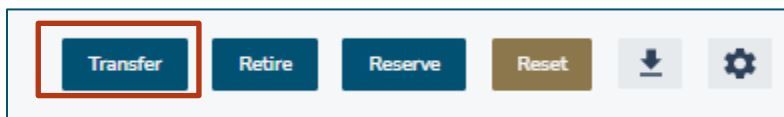
1. Navigate to **Certificates** and select the certificate batch(es) you would like to transfer from the **Active** tab. If needed, you can use the filters at the top of the table to help find the desired certificates.



The screenshot shows the 'Certificates' page in the WREGIS system. The 'Active' tab is selected, showing 1,146 RECs. A table of certificates is displayed with columns for Account, Account ID, M-RETS ID, Generator, Fuel Type, and Vintage. The first row is selected, and a red box highlights the selection checkbox.


Account	Account ID	M-RETS ID	Generator	Fuel Type	Vintage
Available 6	0ACB9A6D-EF54	W13984	Dual Fuel Mountain	Solar	01/2022

2. Click **Transfer** in the upper-right of the screen.



The screenshot shows a row of action buttons: Transfer, Retire, Reserve, Reset, Download, and Settings. The 'Transfer' button is highlighted with a red box.

3. Verify the batches selected for your transfer. If you wish to transfer only part of a certificate batch, you can change the number in the **Quantity (RECs)** field to reflect the desired number of certificates. Click **Next**.

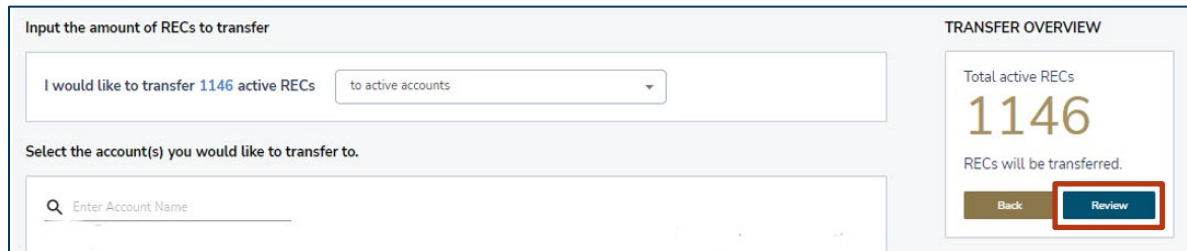


The screenshot shows the 'TRANSFER OVERVIEW' screen. It displays a table of certificates with columns for Fuel Type, Vintage, Location, Quantity (RECs), and Max Available. The 'Quantity (RECs)' field is highlighted with a red box. To the right, a summary box shows 'Total active RECs' as 1146 and 'RECs will be transferred.' The 'Next' button is highlighted with a red box.

Fuel Type	Vintage	Location	Quantity (RECs)	Max Available
Solar	01/2022	WA	573	573
Wind	01/2022	WA	573	573

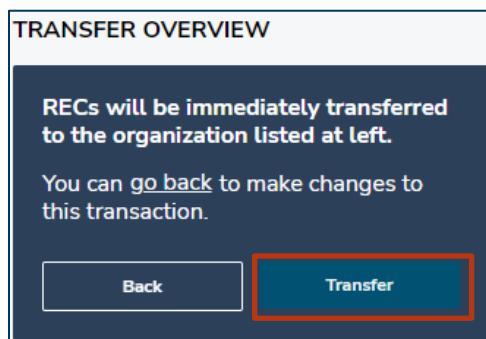
## Certificate Transfers

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



The screenshot shows a web interface for transferring certificates. On the left, there is a section titled "Input the amount of RECs to transfer" with a text input field containing "I would like to transfer 1146 active RECs" and a dropdown menu set to "to active accounts". Below this is a section titled "Select the account(s) you would like to transfer to." with a search input field labeled "Enter Account Name". On the right, a "TRANSFER OVERVIEW" panel displays "Total active RECs" as "1146" and "RECs will be transferred." Below the overview are two buttons: "Back" and "Review", with the "Review" button highlighted by a red box.

5. Review the transfer details and click **Transfer**, if correct. Use **Back** to edit if needed.



The screenshot shows a "TRANSFER OVERVIEW" confirmation screen. The background is dark blue with white text. It states: "RECs will be immediately transferred to the organization listed at left." and "You can [go back](#) to make changes to this transaction." At the bottom, there are two buttons: "Back" and "Transfer", with the "Transfer" button highlighted by a red box.

6. When transferring certificates to an Active Account in your own Organization, the transaction will process immediately. If you are transferring certificates to an external Organization, the transaction will be placed in 'Pending' status until the certificates are accepted or rejected by the receiving Organization (see instructions below).
7. If desired, download a transaction summary or view pending transactions by using the links provided.

## Accepting or Rejecting a Certificate Transfer

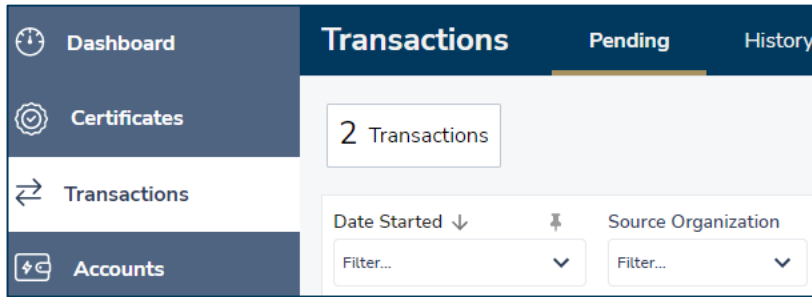
You must accept certificates transferred to your Organization from another Organization before they will be deposited into the Active Account of your choice. If the transferred certificates are not what you expect, or you believe they were sent to you in error, you can choose to reject the transaction instead. WREGIS recommends contacting the sender directly before rejecting transfers.

To accept or reject a certificate transfer –

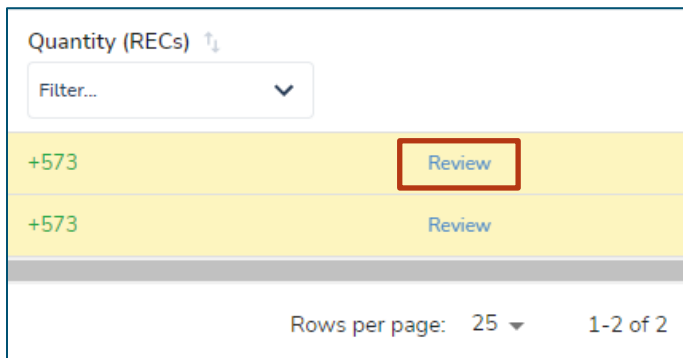


## Certificate Transfers

1. Navigate to **Transactions** and find the desired transaction on the **Pending** tab.



2. Click **Review** on the right side of the screen for the corresponding transaction.



3. Verify the certificate batches included in the transaction are what you expected (vintages, generators, eligibilities, fuel types, etc.). You can view additional certificate information by clicking **Details** on the right side of the screen.

Fuel Type	Vintage	Location	Quantity (RECs)	
Wind	06/2022	CA	1	<a href="#">Details</a>

4. If accepting the transfer, select the Active Account the certificates will be deposited into.

Select the account you would like these RECs to be transferred to.

  
 Default

5. Click **Reject Transfer** to reject the certificates or **Review Transfer** to verify the certificates.

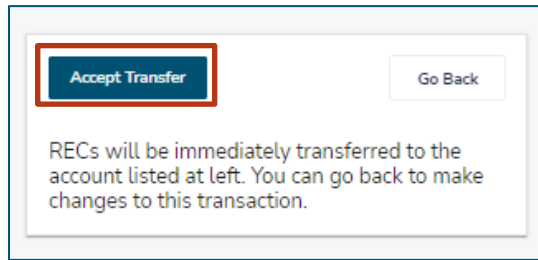
TOTAL ACTIVE RECS  
**1146**  
RECs will be transferred.

[Review Transfer](#) [Reject Transfer](#) [Go Back](#)

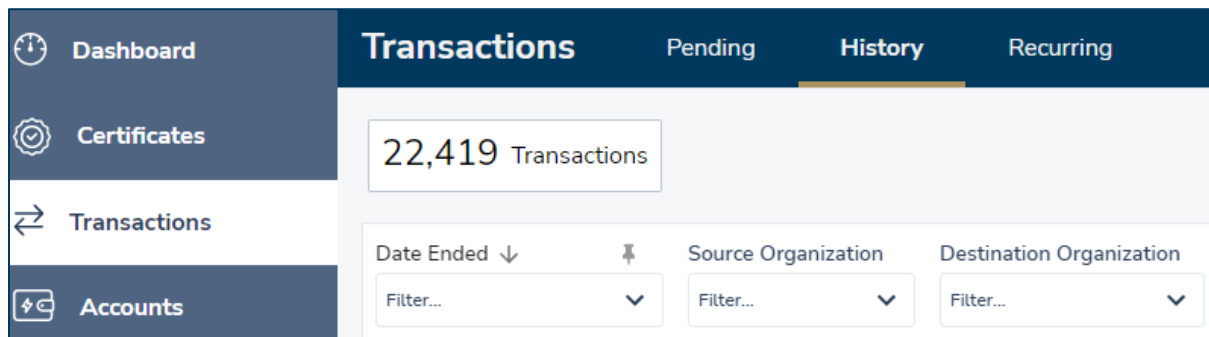


## Certificate Transfers

6. Verify the transaction details and receiving Account one more time, then click **Accept Transfer**.



7. You can view the completed transaction on the **History** tab in **Transactions**.



## Withdrawing a Certificate Transfer

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An Organization can Withdraw pending transfer if the receiving organization has not accepted it yet. Transfers that have already been accepted cannot be withdrawn. To execute a withdrawal –

1. Navigate to **Transactions** and find the transaction you wish to withdraw on the **Pending** tab.
2. Click **Withdraw** on the right side of the screen to launch a dialogue box.
3. Click **Withdraw** in the dialogue box to confirm.

