

## Process for Transitioning Credits to ARBOCs

In order for the Climate Action Reserve (Reserve) to cancel out Early Action Offset Credits (EAOCs) and Registry Offset Credits (ROCs) for the purposes of transitioning credits to ARB Offset Credits (ARBOCs), the holder of the credit must conduct an offset credit transfer in the Reserve's registry. This process should be initiated once you have submitted the *Request for Issuance of ARB Offset Credits for an Early Action Project* or *Request for Issuance of ARB Offset Credits* forms to the Air Resources Board (ARB).

Please note per Section 95990(j)(1) of the Cap-and-Trade Regulation, if the Offset Project Operator (OPO) or Authorized Project Designee (APD) has listed an early action project with ARB and is requesting issuance of ARBOCs from the project, **all of the credits will be issued directly to the OPO or APD regardless of who holds the credits in our registry.** The OPO or APD would then need to transfer the correct number of ARBOCs to each holder in the Compliance Instrument Tracking System Service (CITSS) system. This means that credit holders will need to coordinate directly with the OPO or APD to ensure that it transfers the appropriate number of ARBOCs into the credit holder's CITSS account. Credit holders should have their CITSS account in place before the OPO or APD submits a request for issuance form for reporting periods in which they hold credits.

The Reserve is not in any way involved with the CITSS process and cannot force the OPO or APD to transfer ARBOCs into your CITSS account. Therefore, we strongly recommend that you contract with the OPO or APD regarding the transfer of ARBOCs to your CITSS account BEFORE the *Request for Issuance of ARB Offset Credits for an Early Action Project* form is sent to ARB and BEFORE authorizing cancellation of credits. The Reserve disclaims any liability associated with the cancellation of credits pursuant to the transitioning of EAOCs to ARBOCs and/or for the disbursement of ARBOCs on the CITSS system.

To conduct a transfer in the registry, you must complete the following steps:

1. The entity that submitted the *Request for Issuance of ARB Offset Credits for an Early Action Project* or *Request for Issuance of ARB Offset Credits* form to ARB should submit the form to the Reserve. CITSS ID numbers may be redacted from the forms.

In order to find your "EAOP Account Number" in Part IV of the *Request for Issuance of ARB Offset Credits for an Early Action Project* form, follow these steps.

- a. First, ensure that the "Account Information" module is visible in the Reserve by clicking the "Customize Page" link located in the top right.
- b. After clicking "Customize Page," make sure that the box next to "Account Information" in the Display Modules page is checked.

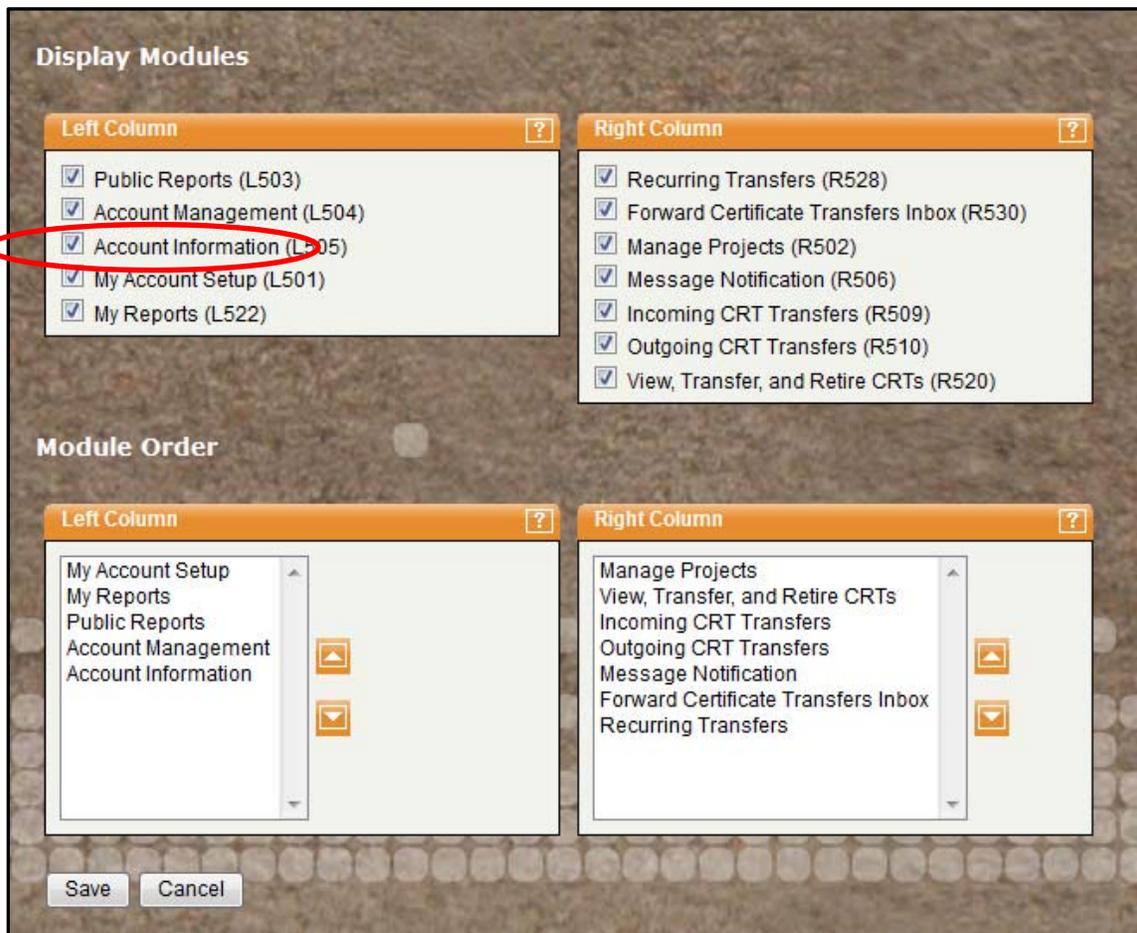


Figure 1: Display Account Information.

- c. Go back to the Home screen. Your Account ID will display in the first line of the Account Information module, which is located along the left side of your Home screen.



Account Information	
Account ID	586
Company Name	Rob Test Inc.
Company Address1	777
Company Address2	
Company City	LA
Company State/Province	CA
Company Zip/Postal	90014
Company Country	UNITED STATES
Company Telephone	543534534
Company Fax	
Company Email	
Company Website	
Status	Approved

Figure 2: Account ID circled.

2. Go to your Primary or Active CRT account and select the project that generated the credits you wish to cancel.



Offset Credits in Primary Account									
Action	Project ID	Project Name	Project Type	Protocol Version	Vintage	Offset Credit Serial Numbers	Quantity of CRTs	Date Issued	
Transfer	CAR785	ac test	Avoided Conversion	Version 3.2	2011	CAR-1-US-785-26-571-FL-2011-390-2555 to 99900	97,346	08/17/2011	
Transfer	CAR793	Forest Test 01.26.2011	Avoided Conversion	Version 3.2	2014	CAR-1-US-793-26-571-MS-2014-398-1 to 1000	1,000	08/23/2011	
Transfer	CAR793	Forest Test 01.26.2011	Avoided Conversion	Version 3.2	2017	CAR-1-US-793-26-571-MS-2017-401-1 to 10000	10,000	09/15/2011	
Transfer	CAR793	Forest Test 01.26.2011	Avoided Conversion	Version 3.2	2018	CAR-1-US-793-26-571-MS-2018-402-1 to 1000	1,000	09/15/2011	
Transfer	CAR786	IFM test	Improved Forest Management	Version 3.1	2011	CAR-1-US-786-25-571-WA-2011-384-2301 to 89483	87,183	04/25/2011	

Figure 3: Account Detail page. Transfer button is circled.

3. Select "Export Account" and enter the quantity of CRTs you wish to transfer, the Project ID, and the vintage. The quantity of CRTs should match the "Number of Credits" in Part IV of the forms.

Transfer CRTs	
Origination Program:	Climate Action Reserve
Offset Credit Serial Numbers:	CAR-1-US-786-25-571-WA-2012-406-1 to 1000
Quantity:	1000
Project Name:	IFM test
Vintage:	2012
Transfer	1000 CRTs to:
<input type="radio"/> Another Account Holder	Select an Account Holder
<input type="radio"/> Active Account	Select an Active Account
<input type="radio"/> Back to Primary Account	
<input type="radio"/> Retirement Account	Select a Retirement Account
Retirement Reason:	Select a reason
Retirement Reason Details:	
Email Notification (list address, separate with ";")	
<input checked="" type="radio"/> Export Account	ARB
Project ID:	CAR786
Vintage:	2012
<input type="radio"/> Buffer Pool	
Referenced Project:	Select a Project
Email Notification (list address, separate with ";")	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Figure 4: Transfer Offset Credits page. Export Account option circled.

4. Click "Submit." Once the transfer is submitted, the Reserve will receive notification that the transfer has been initiated. Until the transfer is confirmed by the Reserve, the credits will show in the "Outgoing Offset Credit Transfers" module. To ensure that the "Account Information" module is visible in the Reserve, click the "Customize Page" link located in the top right. After clicking "Customize Page," make sure that the box next to "Outgoing Offset Credit Transfers" in the Display Modules page is checked.
5. Once ARB notifies the Reserve of their determination to issue ARBOCs, the Reserve will immediately confirm the transfer and the CRTs or ROCs will be canceled from the registry. The Reserve will notify ARB that the CRTs or ROCs have been canceled. This process will only occur on the second and fourth Wednesdays of the month.
6. Canceled CRTs and ROCs will appear in the account holder's "Exported" offset credit account and publically show as "Canceled for ARB Compliance":

Offset Credit Details Report
<b>Offset Credit Information</b>
Vintage: <b>2010</b> Origination Program: <b>Climate Action Reserve</b> Offset Credit Serial Numbers: <b>CAR-1-US-793-26-571-MS-2010-394-1 to 50000</b> Quantity of Offset Credits: <b>50000</b> Date Issued: <b>08/23/2011</b> ARB Eligible: <b>Yes</b> Status of Offset Credits: <b>Canceled for ARB Compliance</b> Status Effective Date: <b>27 Mar 2013 20:21:30 GMT</b>
<b>Originating Project Details</b>
Project Type: <b>Avoided Conversion</b> Protocol Version: <b>Version 3.2</b> Project Name: <b>Forest Test 01.26.2011</b> Project State: <b>MS</b> Project Country: <b>US</b> Additional Certification(s): <b>NA</b> Project Verification Body: <b>Platinum Verification Services Corp</b> Project Documentation: <a href="#">View</a>
<input type="button" value="Back"/>

Figure 5: Offset Credit Details Report