

# Guidance

## Ofgem Renewables and CHP Register

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### Overview:

There are a number of Government schemes that encourage the development of Renewable and Combined Heat and Power (CHP) generation in the UK.

This document provides a guide to users of the Ofgem Renewables and CHP Register, which will allow them to participate in any of the renewable and CHP schemes we administer on behalf of Government.

It includes information on how to apply for accreditation, submit and manage output in respect of renewable electricity produced, receive certificates, submit annual declarations, transfer certificates, access reports and manage compliance.

This document is intended for Renewable and CHP generators, electricity suppliers, relevant trade associations and other interested parties.

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## Context

The Renewables Obligation (RO) is one of the main support mechanisms for supporting large scale deployment of renewable electricity in the UK. The RO came into effect in 2002 in England and Wales, and Scotland, followed by Northern Ireland in 2005. It places an obligation on UK electricity suppliers to source an increasing proportion of the electricity they supply from renewable sources.

On the 1<sup>st</sup> April 2017, the RO closed to all new generating capacity. There are also a number of early closures which are in force for specific technologies. Generators who are eligible to apply for a grace period can gain entry to the RO after these closures for a specified amount of time. More information on the closure of the scheme can be found at: <https://www.ofgem.gov.uk/environmental-programmes/ro/about-ro/ro-closure>

The RO Orders are administered by the Gas and Electricity Markets Authority (“the Authority”) with its day to day functions performed by its office (“Ofgem”).

This document relates to our administration of Government Environmental Programmes such as the RO. We also administer the Renewable Electricity Guarantee of Origin (REGOs) and Feed-in Tariff (FIT) schemes. These schemes are, in part, administered using the Renewables and CHP Register.

## Associated Documents

Readers should be aware of the following documents, which support this document. These documents are available on our website at:

<http://www.ofgem.gov.uk/Sustainability/Environment/Pages/Environment.aspx>

- Renewables Obligation: Guidance for Generators
- Renewables Obligation: Guidance for Agents
- Renewables Obligation: Fuel Measurement and Sampling Guidance
- Renewables Obligation: Guidance for licensed electricity suppliers (Great Britain)
- Renewables Obligation: Guidance for licensed electricity suppliers (Northern Ireland)
- Renewables Obligation: Biodiesel and Fossil Derived Bioliquids Guidance
- Renewables Obligation: Sustainability Criteria for Bioliquids.
- Renewables Obligation: Sustainability Criteria for Solid and Gaseous Biomass for Generators (greater than 50 kW)
- Renewables Obligation: Output Data FAQ
- Climate Change Levy exemption for renewables: Guidance for Generators and Suppliers

- Climate Change Levy exemption for Combined Heat and Power (CHP): Guidance for exporting 'good quality' CHP generators and Suppliers
- Renewable Electricity Guarantee of Origin (REGO): Guidance for generators, agents and suppliers
- Feed-in Tariffs: Guidance for Renewable Installations
- Feed-in Tariffs: Guidance for Licensed Electricity Suppliers
- Essential Guide to applying for ROO-FIT accreditation
- Essential Guide to applying for preliminary accreditation under FIT
- Feed-in Tariffs: Essential guide - How do I confirm the date that my installation was commissioned?
- Guidance for generators: Co-location of electricity storage facilities with renewable generation supported under the Renewables Obligation or Feed-in Tariff schemes

## Summary

The Ofgem Renewables and CHP Register (the Register) is an electronic, web-based system used to manage Renewable and CHP schemes that Ofgem administers on behalf of the Government. These are the Renewables Obligation (RO), the Renewable Electricity Guarantees of Origin (REGO) and the Feed in Tariff (FIT).

The Register allows generators that wish to participate in any of the schemes to apply for accreditation, manage output in respect of electricity produced, receive certificates (Renewable Obligation Certificates (ROCs) and REGOs), produce a number of reports and submit annual declarations. The Register also allows generators, suppliers and participants to transfer certificates and access reports. Generators can also use the Register to make an application for Renewable Obligation Order Feed in Tariff (ROO-FIT).

Suppliers will be able to use the Register to comply with the RO, and to hold REGOs as evidence of GB Fuel Mix Disclosure (FMD) or to retire REGOs for Northern Ireland FMD.

All users that wish to participate in any of the above named renewable schemes must register for an account on the Register. The address for the website is <https://www.renewablesandchp.ofgem.gov.uk>.

## Scheme Closures

The Climate Change Levy (CCL) Exemption is now closed for renewables. Renewable electricity generated from 1 August 2015 will not be eligible to receive Levy Exemption Certificates (LECs). Any LECs not transferred by 1 August 2018 will now have expired.

The RO is also closed to all new applicants as of 1<sup>st</sup> April 2017 (and 1<sup>st</sup> April 2019 for those eligible against grace period criteria). For more information regarding the RO closure, please visit our website. The address for this is:

<https://www.ofgem.gov.uk/environmental-programmes/ro/about-ro/ro-closure>

As of the 31<sup>st</sup> March 2019, the ROOFIT scheme closed to new applicants. These changes do not require applicants who have already submitted an application to do anything new, and such applications will be assessed against the existing evidential criteria. Installations with a preliminary accreditation retain their existing validity period. For more information regarding ROOFIT grace periods, please visit the ROOFIT: Large Installations section of our website. The address for this is:



<https://www.ofgem.gov.uk/environmental-programmes/fit/applicants/roo-fit-large-installations>

If you have more specific questions regarding either the RO or ROOFIT schemes, please contact the Renewables team.

Guidance documents on Ofgem's functions under the RO, CCL, REGO and FIT schemes can be found on our website via this link:

<http://www.ofgem.gov.uk/SUSTAINABILITY/ENVIRONMENT/Pages/Environment.aspx>

## **Purpose of this Document**

This document is intended as a reference manual to guide the user through the functionality of the Register. The document:

- Describes the function of the Register;
- Provides a guide to using the Register including:
  - Editing account details
  - Creating and editing accreditations
  - Agreeing declarations
  - Submitting output data
  - Viewing and transferring certificates
  - Submitting compliance data; and
- Describes the provision of service for users without access to the web or in the event of the Register becoming unavailable.

Please note that this document has been collated using screenshots from a support version of the R&CHP register. Your account will appear different in colour (green as opposed to orange) and will not feature the 'support' heading at the top of the page, however all functionality will be identical.

Please also note that this document has been compiled using screenshots from applications; sensitive information has therefore been blocked out.

## **System Availability**

If the Register becomes unavailable for a prolonged period, then Ofgem will invoke a number of contingency measures. If Ofgem decides to implement this contingency service, details will be available on the Ofgem website, which should be checked for advice in this event.

In the event of the failure of Ofgem IT system infrastructure for a prolonged period, we will notify all account contacts by email or post with the appropriate advice.

For users without web access, Ofgem will, on request, provide appropriate paper-based forms and documents. On receipt of the relevant documentation, Ofgem will set up and manage accounts on the Register on behalf of these users.

## 1. Registration


### Register/Login Homepage

1.1. The Register/Login homepage allows users to register for an account, login to a registered account, request for forgotten login details or to view publicly available reports.

1.2. To open the Register/Login homepage, click on the Internet Explorer icon to open your browser. In the address box type in: <https://www.renewablesandchp.ofgem.gov.uk> and press enter. This will open the Register/Login homepage for the Register, as displayed below.



## Terms and Conditions and Privacy Policy



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1.3. In setting up an account and accessing the register, the user accepts to do so in line with the terms and conditions of the site. These set out responsibilities of the user, including that they must not share their log in details with others as well as Ofgem’s responsibilities.

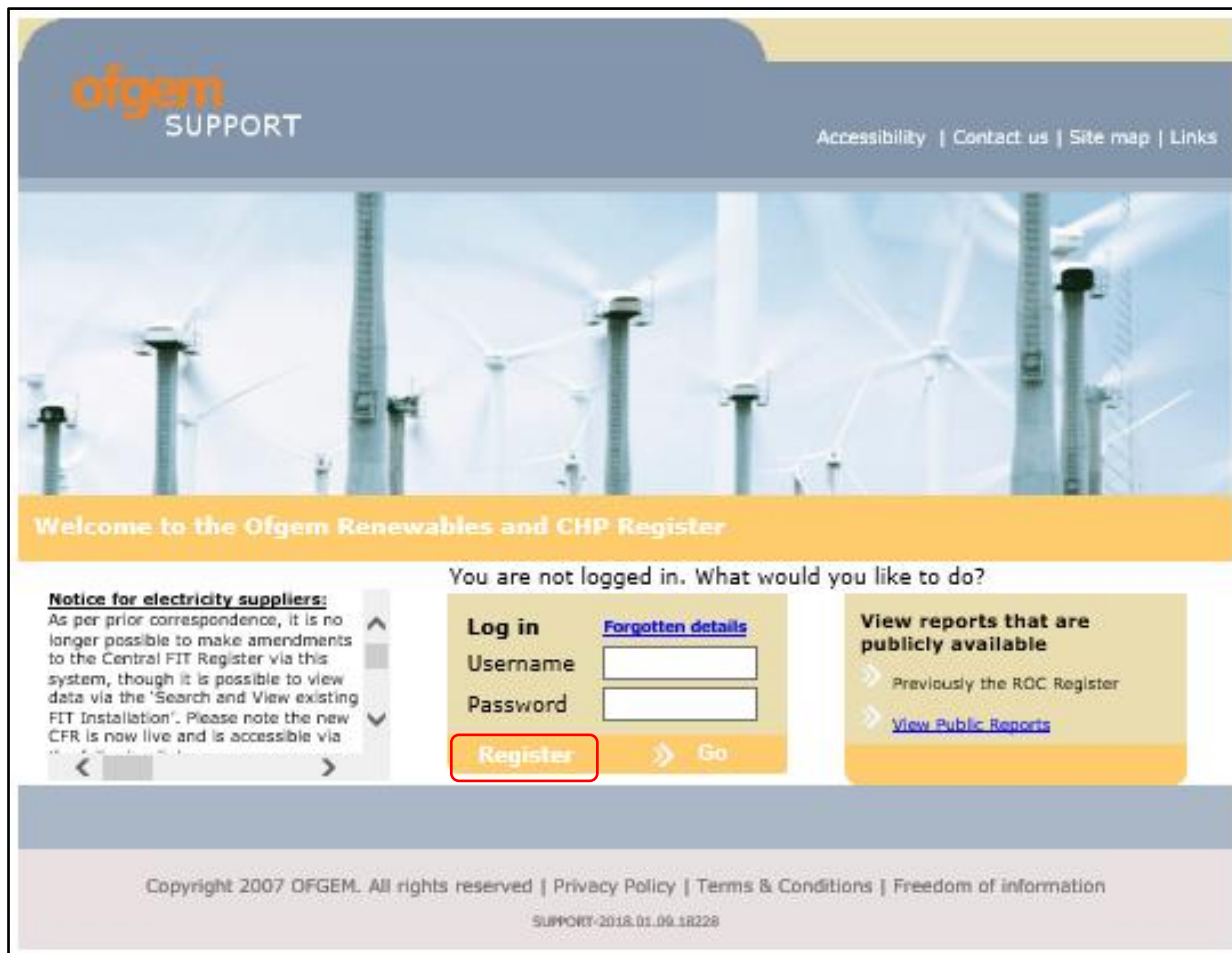
1.4. These terms are agreed to when you first log into your account on the register and in future can be accessed through the link at the bottom of each register page.

1.5. The register also provides a link to the privacy policy for the renewable electricity schemes through the register.

1.6. Please be aware that the terms and conditions and the privacy policy may be updated from time to time and so the user should check regularly as you will be deemed to have accepted a variation if you continue to use the register after it has been posted.

## Registration

1.7. To register for an account on the Register, select the 'Register' link on the homepage.



1.8. The 'Register' link will take you to a screen that informs you about Ofgem's requirement for a company director to submit a company letter headed document (Letter of Authorisation) appointing an 'authorised signatory' to manage the company account<sup>1</sup>.

1.9. The 'authorised signatory' is the person authorised by the company to administer the account on their behalf. The Letter of Authorisation must be signed by an authorised signatory of the company, such as the CEO or company director. They will be the only account contact that will have the permission to sign annual scheme declarations via the Register and to add

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<sup>1</sup> Please note that a person registering as an individual will be the 'authorised signatory' and therefore will not be required to submit a letter.

other user contacts to the account. This account contact is also known as the Super User and, in effect is the legal representative for the organisation in questions. For the purposes of generator accounts, this person represents the operator of the generating station(s) in question.

1.10. Click on 'Continue', this will take you through to the initial registration screen. Select the type of organisation you are registering to act as by selecting one of the radio buttons<sup>2</sup>. For example, if you are a generator, select the 'A Generator' radio button, then click the 'Submit' button once you have made your selection.

1.11. Please note that users must only register as 'An Agent' organisation, if they have been appointed under the Renewables Obligation Order (ROO) to act on behalf of operators of generating stations with a declared net capacity (DNC) of 50kW or less i.e. microgenerators.

1.12. Any operator may seek administrative support from third parties if they wish, however, these third parties are not considered to be agents unless they are appointed under the provisions set out in the ROO. Where the operator of the generating station decides to seek support from a third party but does not wish to appoint an agent or is not eligible to appoint an agent, the operator will need to establish a generator account on the Register. The authorised signatory (super user) will then need to give a representative of the third party access rights allowing them to use their account for the purposes they have agreed with the third party. The operator of the generating station however remains accountable for any information provided on the Register by their third party.

1.13. If the third party is to provide administrative support for the operator of the generating station under the REGO scheme, then the operator has two options. Where the third party is to perform all of the functions, including signing declarations on behalf of the operator of the generating station, then the third party may be appointed by the operator as the super user of the 'Generator' account. If the operator wishes to retain control of the account and sign the declarations, then the third party may be added as a contact in their 'Generator' account. In both instances the operator of the generating station however remains accountable for any information provided on the Register by their third party.

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<sup>2</sup> Please note you will need to register for separate accounts if you are acting for more than one organisation type.

1.14. The Register provides for four different types of account which allow different functions to be performed. These accounts are listed below.

Account type	Description
Agent	Under the RO Orders, an operator of a generating station with a declared net capacity (DNC) of 50kW or less (i.e. a microgenerator) may appoint an agent to act on their behalf. If ROCs are to be issued to a party other than the operator of a generating station, an agent must be appointed by that operator. An appointed agent may only be issued with ROCs in respect of electricity generated by stations that have a DNC of 50kW or less. An agent account should be used in this situation.
Generator	The owner and/or operator of a renewable generator station. This account will enable the user to manage accreditation, submit/manage electricity generation data and receive/transfer renewable certificates. It will also allow the authorised signatory of the account to make legal declarations.
Participant	A user of the system involved in the scheme such as a supplier/agent or another user of the account other than the super-user. This account enables the user to transfer certificates.
Supplier	The RO Orders place an obligation on licensed electricity suppliers in the UK to source a proportion of their supply to customers from eligible renewable sources. This account will enable users to transfer certificates and meet their compliance obligations.

## Register for a Generator Account

1.15. To register for a generator account, select the 'A Generator' (1) radio button and click the 'Submit' button (2).

Home page > Registration

### Account Registration

1 What are you registering to act as?

A Generator    An Agent    A Supplier    A Participant

2 For further information please see the [account guidance](#) on the Ofgem website.

1.16. The 'Generator organisation' screen will be displayed as shown below. An appropriate set of questions for 'A Generator' who is an 'Individual', 'Company' or 'Other' will be displayed, when a Generator organisation option is ticked. The screen below shows a set of questions for a Generator organisation that is a company.

Home page > Operator

### Account Registration

Organisation Type

A Generator    An Agent    A Supplier    A Participant

#### Generator organisation

Generator Options

Individual    Company    Other

\* fields are mandatory

**Note:** If the company that you are attempting to register is located outside of the UK, please enter the postcode but **do not** select the 'Find Address' option - go straight to the 'Address' fields to enter the address of the organisation.

Company name\*  ?

Company registration Number\*  ?

Postcode\*  ?

Address List  ?

Address\*  ?

?

?

Town/City\*  ?

County  ?

Country\*  ?

Telephone number  ?

Fax number  ?

1     2



1.17. Fill in the fields ensuring that all of the mandatory text boxes are complete. Click on either the 'Add generator organisation' button (1) to submit the organisation details or the 'Cancel' button (2) if you wish to cancel your entire registration.

1.18. When you click the 'Add generator organisation' button (1), you are presented with a screen which allows you to add details for an 'Authorised signatory' contact of the organisation. The 'Authorised signatory' (the contact appointed by the company) is the 'super user' of the system, and has complete rights within the system and the only account contact that can add other contacts to their account. The first contact added to an organisation must always be the 'Authorised signatory', also known as the 'super user' of the account.

back to home page

### Contact details - Authorised signatory

Title\*  ?

First name\*  ?

Last name\*  ?

Middle initials  ?

Job title  ?

Email address\*  ?

Confirm Email Address\*  ?

Telephone number\*  ?

Fax number  ?

Please enter a preferred username (You will require this to log into the system)\*

Username\*  ?

Company letter ?

Upload file

Post document

Fax document

1.19. For a Generator that is a company, the authorised signatory (super user) is required to either upload, post or fax a company letter headed document that has been provided by the authorised signatory of the company, appointing the them to manage the company account on the Register as Letter of Authorisation.

1.20. The letter should use the format of the Register Authorisation Letter template<sup>3</sup> and must be signed by someone seen as legally representing the Organisation e.g. a Director, COO, CEO, Company Secretary.

1.21. Enter contact details on the Register for the authorised signatory, ensuring that all fields marked as mandatory are completed. Click on the 'Add authorised signatory contact' button and confirm that email address provided is correct.

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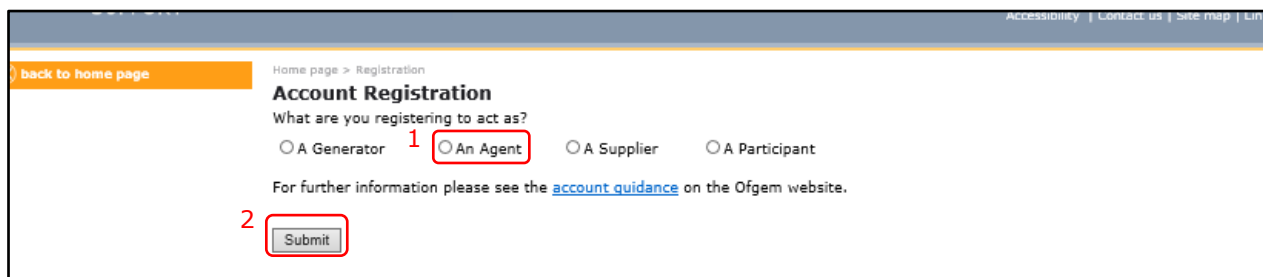
<sup>3</sup> Renewables and CHP Register Authorisation Letter template can be found at:  
<https://www.ofgem.gov.uk/publications-and-updates/renewables-and-chp-register-authorisation-letter>

1.22. Any accounts which are left partially completed will be deleted overnight. If you resume your account registration the following day, then you will have to re-enter the information from the beginning of the registration process.

## Register for an Agent Account

1.23. Users must only register as 'An Agent' organisation, if they have been appointed under the ROO to act on behalf of operators of generating stations with a declared net capacity (DNC) of 50kW or less i.e. microgenerators.

1.24. To register for an Agent account, select the 'An Agent' radio button (1) and click the 'Submit' button (2).



The screenshot shows a web page titled 'Account Registration'. At the top right, there are links for 'Accessibility', 'Contact us', 'Site map', and 'Links'. On the left, there is a 'back to home page' button. The main content area has a breadcrumb 'Home page > Registration' and the heading 'Account Registration'. Below the heading is the question 'What are you registering to act as?' with four radio button options: 'A Generator', 'An Agent', 'A Supplier', and 'A Participant'. The 'An Agent' option is selected and circled in red, with a red '1' next to it. Below the options is a link to 'account guidance' on the Ofgem website. At the bottom, there is a 'Submit' button circled in red, with a red '2' next to it.

1.25. The Agent organisation screen will be displayed, similar to that described earlier in this section for a 'Generator organisation'.

1.26. Complete the fields for the Agent organisation and click on the 'Add Agent organisation' button. Enter details for an authorised signatory (super user) contact, similar to that described earlier in this section for a 'Generator organisation'.

1.27. When you click on the 'Add authorised signatory contact' button, you will be required to confirm the email address provided. On confirmation of the email address, the 'Agent - Generator Details' screen is displayed as illustrated below.

[back to home page](#)

### Agent - Generator Details

Agent - Generator Options

Individual  
 Company  
 Other

\* fields are mandatory

Company name\*  ?  
 Company registration Number\*  ?  
 Address\*  ?  
 ?  
 ?  
 Town/City\*  ?  
 County  ?  
 Country\*  ?  
 Postcode\*  ?

#### Generator contact

Title\*  ?  
 First name\*  ?  
 Last name\*  ?  
 Middle initials  ?  
 Job title  ?  
 Email address  ?  
 Confirm email  ?  
 Telephone number\*  ?  
 Fax number  ?

We require notification from the operator of the generating station saying that it has authorised an agent to act on its behalf. Therefore, to gain access to an operators account you would need to submit a copy of the [Agent Appointment form](#) signed by the operator.

Agent Appointment Form ?

Upload file  
 Post document  
 Fax document

Agent Appointment Start Date\*   
 Agent Appointment End Date   
 Agent Appointment in effect until otherwise notified

1       2

1.28. Enter the contact details for the generator you are representing and click on 'Submit agent generator details' (1). If you represent more than one generator, click on the 'Add another generator' button (2) to enter contact details for another generator.

1.29. It is important to note that Ofgem requires written notification from the generator authorising an agent to act on its behalf. Agents will only be able to apply for accreditation,

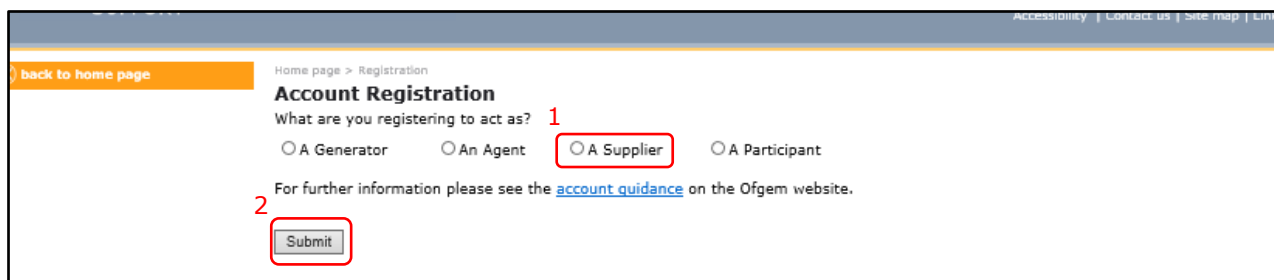
submit output data and manage certificate issue on behalf of a generator when Ofgem receives the Agent Appointment form<sup>4</sup>.

1.30. You can download a copy of the Agent Appointment form using the link on the 'Agent - Generator Details' page, as shown above. The generator should complete the form and upload it via the Register. If this is not possible, you also have the option to fax or post the form with a covering letter directly to Ofgem to the following address:

Renewables and CHP Officer (ref: Agent Authorisation)  
Renewable Electricity, Ofgem  
Fourth Floor,  
10 South Colonnade,  
Canary Wharf,  
London  
E14 4BB

## Register for a Supplier Account

1.31. To register for a Supplier account, select the 'A Supplier' radio button and click the 'Submit' button



The screenshot shows the 'Account Registration' page on the Ofgem website. The page title is 'Account Registration' and the breadcrumb is 'Home page > Registration'. The main heading is 'What are you registering to act as?' with a red '1' next to it. There are four radio button options: 'A Generator', 'An Agent', 'A Supplier', and 'A Participant'. The 'A Supplier' option is selected and highlighted with a red box. Below the options, there is a link to 'account guidance' on the Ofgem website. A red '2' is next to this text. At the bottom, there is a 'Submit' button highlighted with a red box. The page also has a 'back to home page' link in the top left and 'Accessibility | Contact us | Site map | Links' in the top right.

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<sup>4</sup> Please refer to the Renewable Obligation Agents Guidance documents

1.32. The Supplier Registration screen will be displayed as shown below.

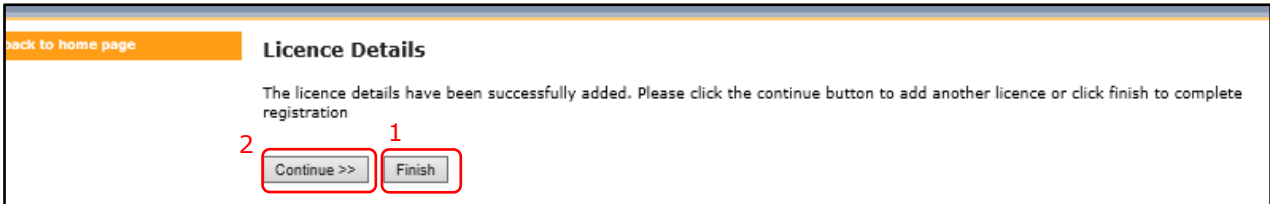
The screenshot shows the 'Account Registration' page for a 'Supplier organisation'. At the top left, there is a 'back to home page' link. The breadcrumb trail is 'Home page > Supplier'. The main heading is 'Account Registration' and the sub-heading is 'Supplier organisation'. A note states '\* fields are mandatory'. The form contains the following fields: 'Company name\*', 'Postcode\*', 'Address List' (with a 'Find Address' button and a 'Select An address' dropdown), 'Address\*' (with three stacked input boxes), 'Town/City\*', 'County', 'Country\*' (with a 'Please select...' dropdown), 'Telephone number', and 'Fax number'. Each field has a help icon (?). At the bottom, there are two buttons: 'Add supplier organisation' (highlighted with a red box) and 'Cancel'.

1.33. Complete the fields for the Supplier Registration and click on the 'Add supplier organisation' button. You are then required to enter details for an Authorised signatory (super user) contact similar to that described in paragraph 1.14 - 1.18 for a 'Generator organisation'.

1.34. When you click on the 'Add authorised signatory contact' button, you will be required to confirm the email address provided. On confirmation of the email address, the 'Licence Details' screen is displayed as illustrated below.

The screenshot shows the 'Licence Details' page. At the top left, there is a 'back to home page' link. The breadcrumb trail is 'Home page > Supplier'. The main heading is 'Licence Details' and the sub-heading is 'Licence Details'. A note states '\* fields are mandatory'. The form contains the following fields: 'Licence company registration number\*', 'Licence Name\*', 'Licence type\*' (with a 'Please select...' dropdown), and 'Licence effective from date\*' (with a 'dd/mm/yyyy' input box). Below these are four checkboxes for schemes: 'CCL', 'CCL CHP', 'RO', and 'REGO'. At the bottom, there are two buttons: 'Submit' (highlighted with a red box) and 'Cancel Registration'.

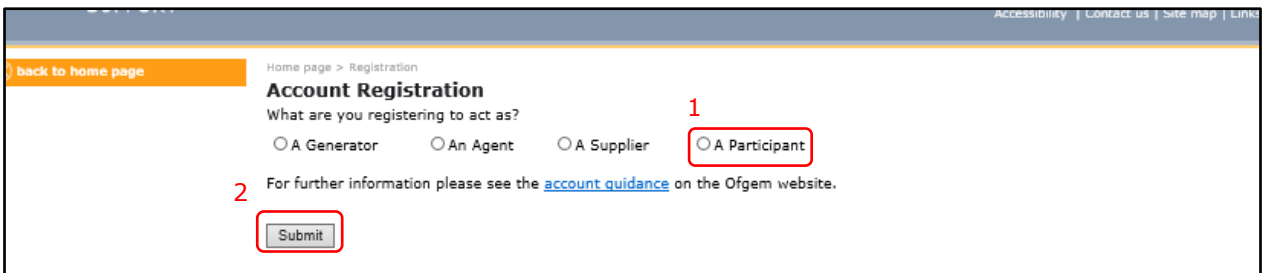
1.35. Enter details of your company's supply licence and indicate the renewable schemes in which you wish to participate. Click on the 'Submit' button, and a confirmation message will be displayed.



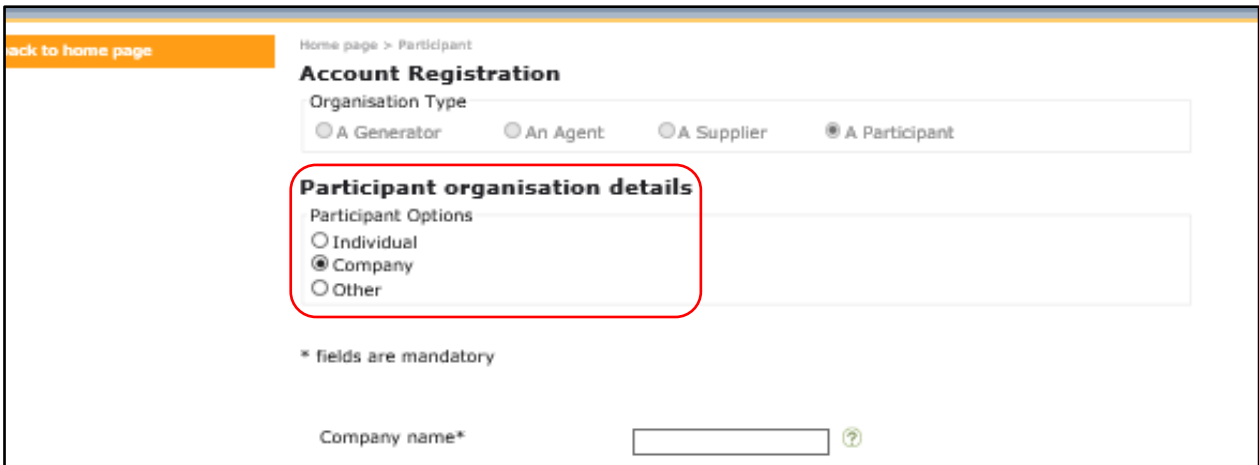
1.36. Either click on the 'Finish' button (1) to complete registration or click on the 'Continue' button (2) to add another licence.

## Register for a Participant Account

1.37. To register for a Participant account, select the 'A Participant' radio button (1) and click the 'Submit' button (2).



1.38. The 'Participant organisation details' screen will be displayed as shown below.



1.39. Select one of the radio buttons in participant organisation set up, depending on whether you are registering as a 'Company', an 'Individual' or 'Other'. An example of 'Other' could be a charity, housing association etc. The 'Company' radio button is set as a default.

1.40. An appropriate set of questions will be displayed, which relate to 'A Participant' who is an 'Individual', 'Company' or 'Other'. The screen below shows a set of questions for a Participant organisation that is a company.

The screenshot shows the 'Account Registration' page for a Participant organisation. The page is titled 'Account Registration' and has a breadcrumb trail 'Home page > Participant'. The 'Organisation Type' section has four radio buttons: 'A Generator', 'An Agent', 'A Supplier', and 'A Participant', with 'A Participant' selected. The 'Participant organisation details' section has three radio buttons: 'Individual', 'Company', and 'Other', with 'Company' selected. Below this, a note states '\* fields are mandatory'. The form contains several input fields: 'Company name\*', 'Company registration Number\*', 'Postcode\*', 'Address List' (with a 'Find Address' button and a dropdown menu), 'Address\*', 'Town/City\*', 'County', 'Country\*' (with a dropdown menu), 'Telephone number', and 'Fax number'. At the bottom, there is a question 'In which schemes would you like to participate?\*' with four checkboxes: 'CCL', 'CCL CHP', 'RO', and 'REGO'. The 'Add participant organisation' button is highlighted with a red box, and a 'Cancel' button is also visible.

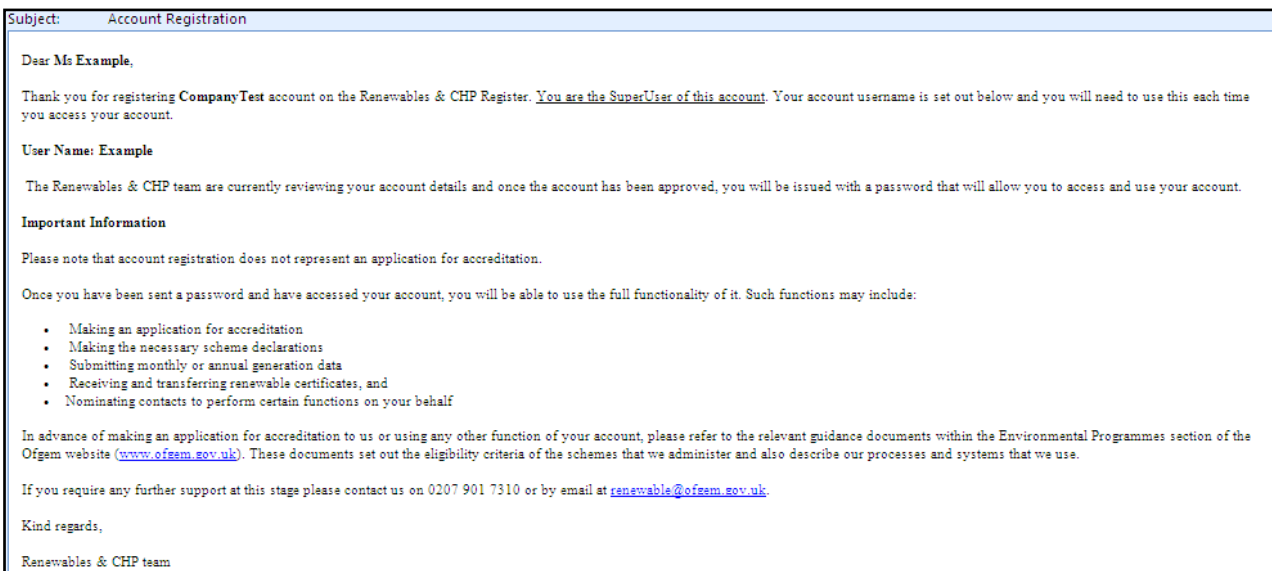
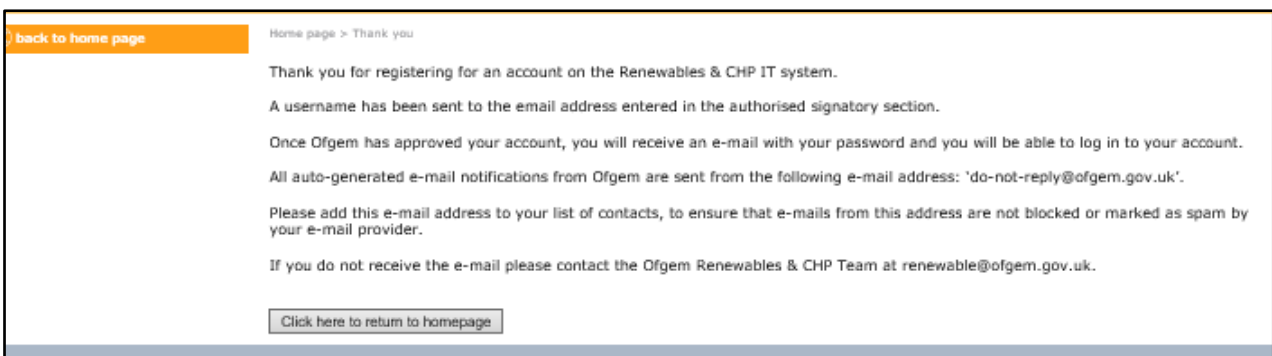
1.41. Complete the fields for the 'Participant organisation details' and click on the 'Add participant organisation' button. You are then required to enter details for an Authorised signatory (super user) contact similar to that described in paragraph 1.10 - 1.14 for a Generator organisation.



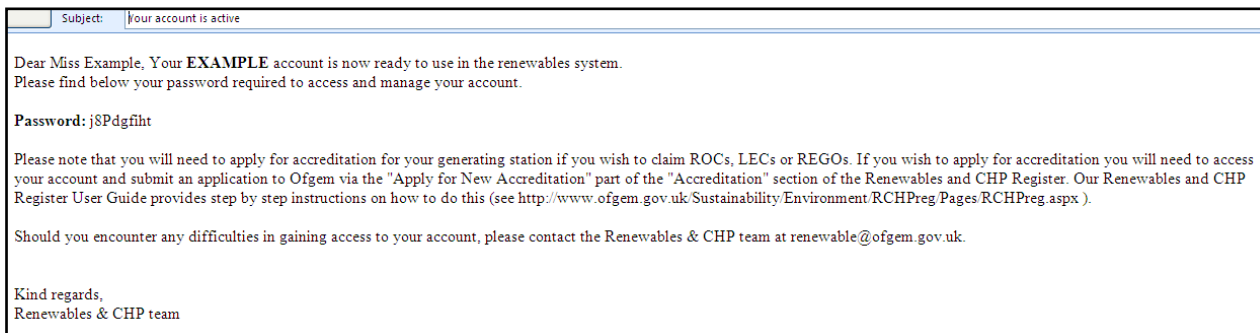
1.42. Select the schemes you wish to participate in by selecting one or more of the check boxes. Click on 'Add authorised signatory contact' button and confirm the email address provided.

## Registration Confirmation

1.43. Once registration is complete, you will receive a screen message confirming registration and an email with login details will be sent to the email address provided for the authorised signatory (super user). See below an example of the screen confirmation and email message.



1.44. Ofgem will need to approve all registrations before the authorised signatory can gain access to their account. You should receive a response from Ofgem within one working day of submission. Once approved, the authorised signatory will receive an email confirming that their account is active with their login password. See below an example of an email confirmation.



1.45. The authorised signatory (super user) will now be able to log in to their account and use the system to (as appropriate) manage accreditation, output data, certificate issue/transfer, declarations and compliance in relation to the renewable schemes. In addition, the authorised signatory (super user) will be able to view reports in respect of data in held in their account.

1.46. It is important to note that usernames and passwords must only be used by the person they relate to and they should not be shared with any other party. This is clearly stated in the terms and conditions of the Register. If we identify that personal login details have been shared with another party, the account(s) in question will be locked.

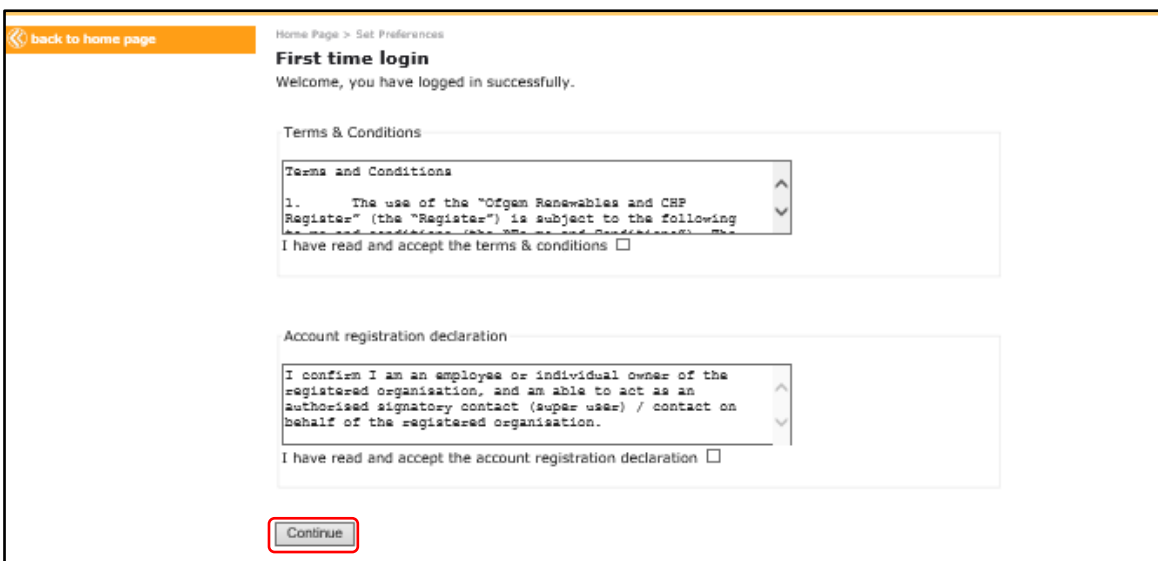
## Login

To log into the Register, enter your username and password in the text boxes and click on the 'Go' link on the homepage.



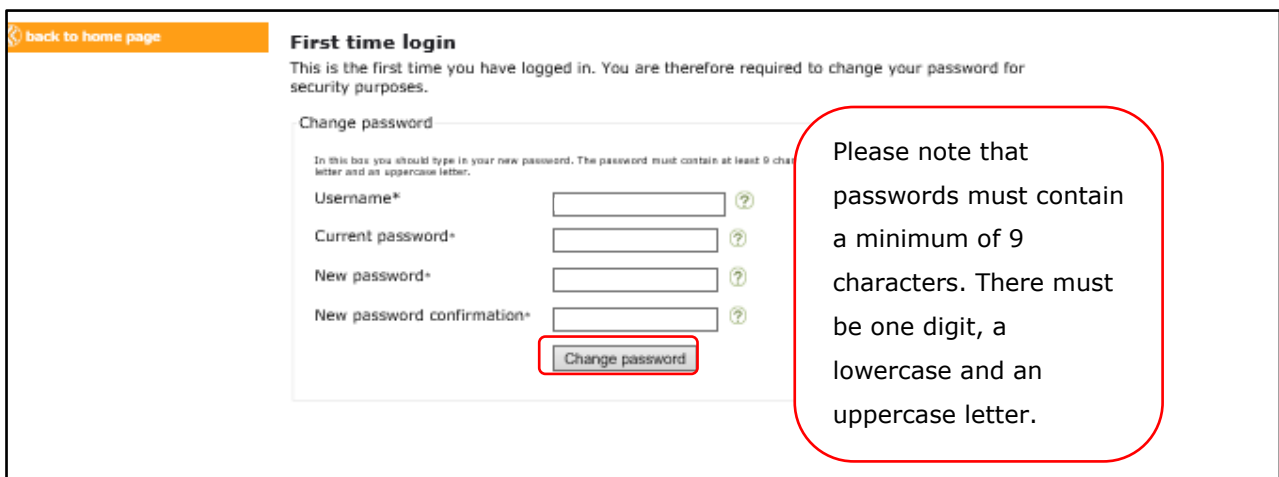
## First Time Login

1.47. When you log into the Register for the first time, using the username and password provided in the registration email, you will be prompted to accept the system's terms & conditions and the account registration declaration. As illustrated below.



1.48. To gain full access to the Register you must read and accept (by ticking the check boxes) the system's terms & conditions and the account declaration, before you click on the 'Continue' button. The terms & conditions can be found in Appendix 1 of this document and any superuser or account should have full regard for them in advance of using the Register. Any breach of the terms and conditions may result in the relevant account(s) being locked, preventing users from accessing their accreditations, certificates and data.

1.49. The 'Continue' button will display the 'First time login - Change password' screen, as shown below. For security purposes, you are forced to change the system-generated password (i.e. the password provided in the registration email) before you log in to the Register.

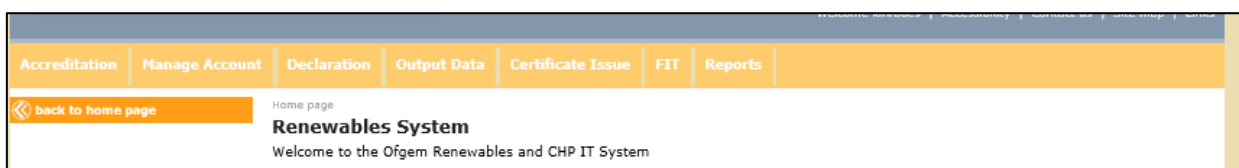


The screenshot shows a web interface for 'First time login'. At the top left is a 'back to home page' link. The main heading is 'First time login' with a sub-heading: 'This is the first time you have logged in. You are therefore required to change your password for security purposes.' Below this is a 'Change password' section with a note: 'In this box you should type in your new password. The password must contain at least 9 characters, one digit, one lowercase letter and one uppercase letter.' The form contains four input fields: 'Username\*', 'Current password\*', 'New password\*', and 'New password confirmation\*', each with a help icon. A 'Change password' button is at the bottom of the form. A red callout box on the right contains the text: 'Please note that passwords must contain a minimum of 9 characters. There must be one digit, a lowercase and an uppercase letter.'

1.50. To change the password, enter the current password (i.e. the system-generated password), then enter a new password and re-enter the new password. Before clicking on the 'Change password' button.

1.51. Click the 'Continue' button to confirm password change and gain access your account homepage (as displayed below) or click on the 'Back' button to return to the 'Change password' screen.

1.52. This page will also notify you of advanced system downtime or other important messages as needs be.

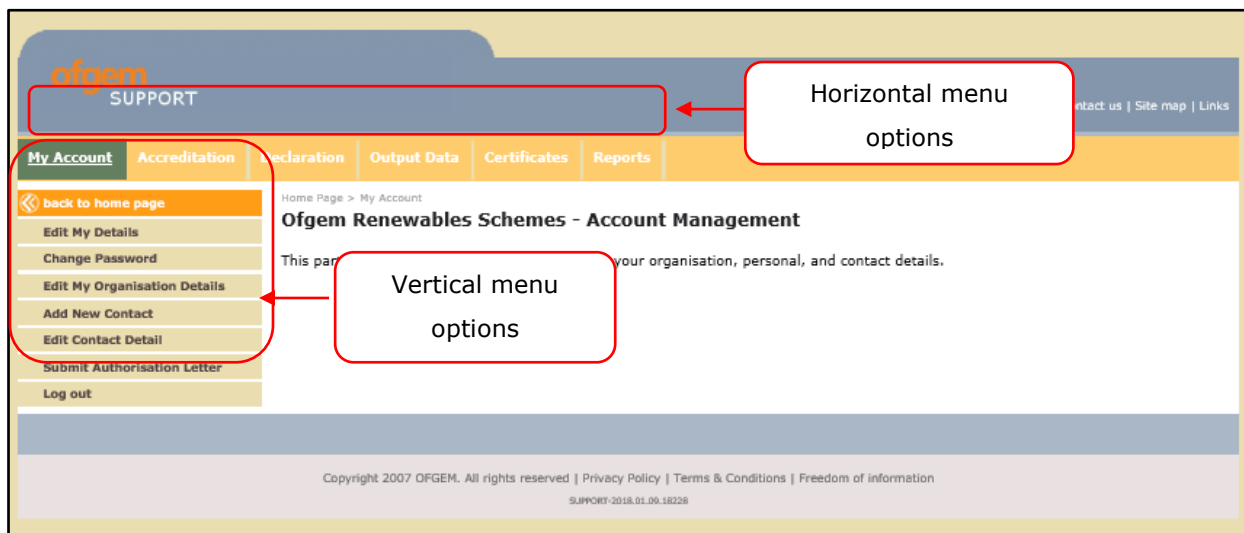


The screenshot shows the top navigation bar of the 'Renewables System'. It features a horizontal menu with the following items: 'Accreditation', 'Manage Account', 'Declaration', 'Output Data', 'Certificate Issue', 'FIT', and 'Reports'. Below the menu is a 'back to home page' link. The main heading is 'Renewables System' with the sub-heading: 'Welcome to the Ofgem Renewables and CHP IT System'.

## Subsequent Logins

1.53. Subsequent logins will take you straight to your account homepage, as shown below.

1.54. Screenshot of page



1.55. The horizontal menu bar on your account homepage lists the sections of the Register used to manage information in relation to the renewable schemes. These sections are:

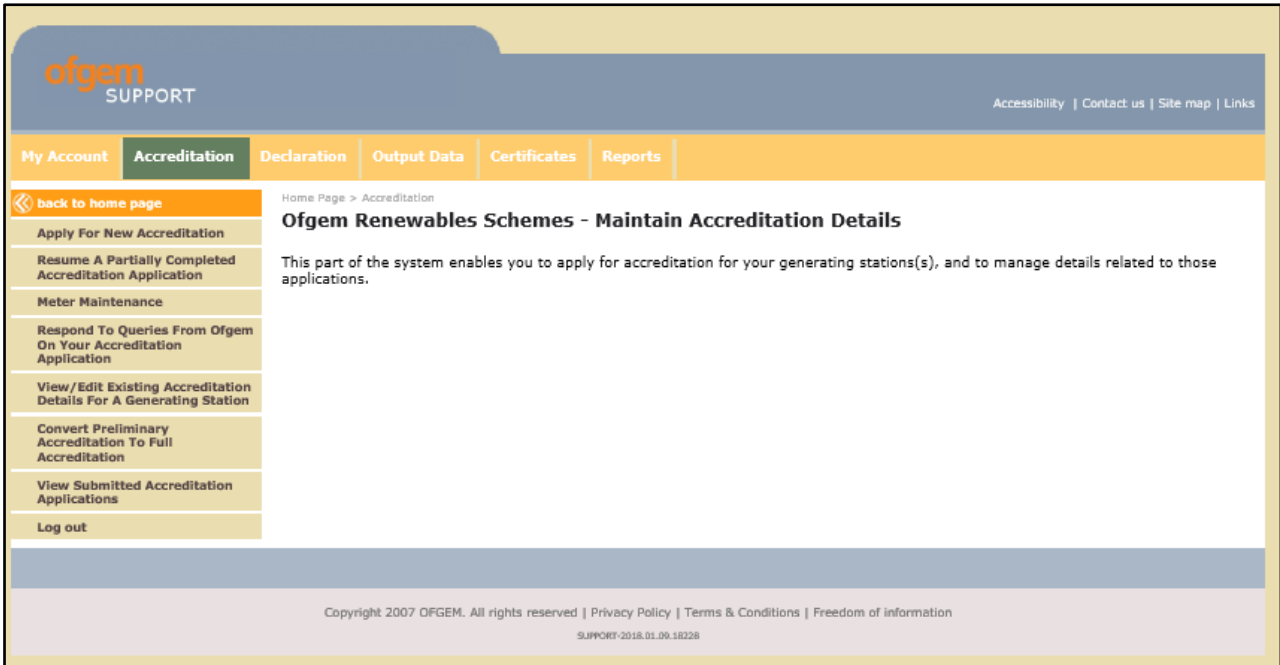
- My Account (available to all users)
- Accreditation (available to Generators and Agents)
- Declarations (available to super users of accounts only)
- Output Data (available Generators and Agents)
- Certificates (available to all users)
- Compliance (available to suppliers)
- Reports (available to all users)

1.56. A vertical list of menu options is displayed, when you click on any section on the horizontal menu bar. The vertical menu options list the different functions under each section.

1.57. The account 'authorised signatory' (super user) can add additional users and allocate permissions to those additional users to allow access to the different sections listed on the menu.

1.58. The account homepage also contains a list of outstanding tasks for the user. Examples of the tasks that could appear in a user's task list include:

- You have a partially completed accreditation application to complete
- You have a query from Ofgem in relation to your accreditation application, and
- Agree Declarations

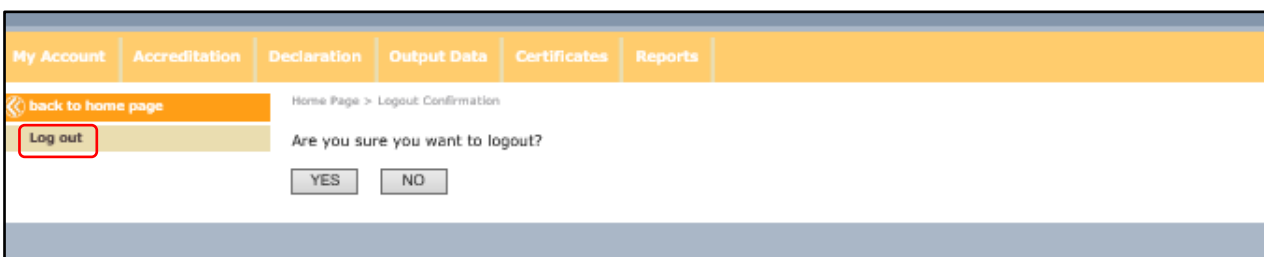


1.59. Clicking on a specific task will take you straight to the relevant screen where you need to complete that task. A task is removed from the task list once that task has been completed.

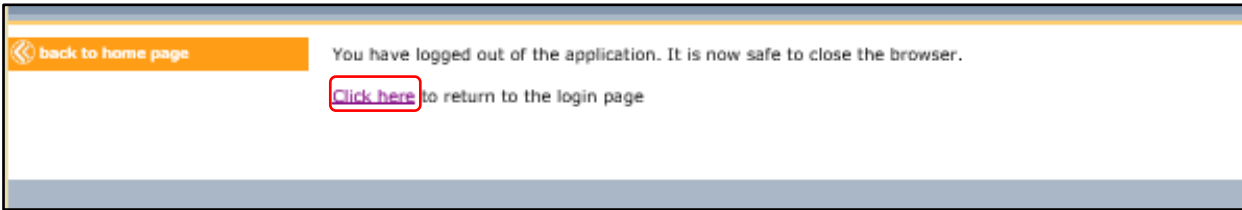
## Log Out

1.60. There is a 'Log out' button on all vertical menu option. Click on the 'Log out' button to exit the Register. You will be asked whether you wish to logout, as displayed below.

Screenshot of page



1.61. If you click on 'Yes', a message is displayed informing you that you have logged out of the Register with a link to return to the Register/Login homepage. It is advisable that you use this link to safely close your browser.



## Forgotten Password

1.62. Click the 'forgotten details' link on the Register/Login homepage



1.63. The 'Forgotten password' screen below is displayed. Enter your username and email address in the text boxes and click on the 'Request new password' button. A new password will be generated and sent to your email address.

Home Page > Forgot Password

[back to home page](#)

### Forgotten password

If you have forgotten your password please complete the details in the forgotten password section below, and a new password will be emailed to you.

Forgotten password

Username\*  ?

Please fill in an email address\*  ?

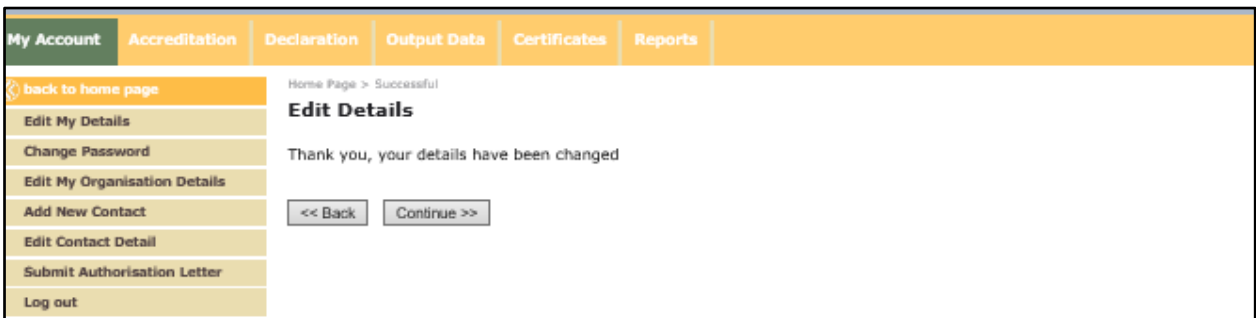
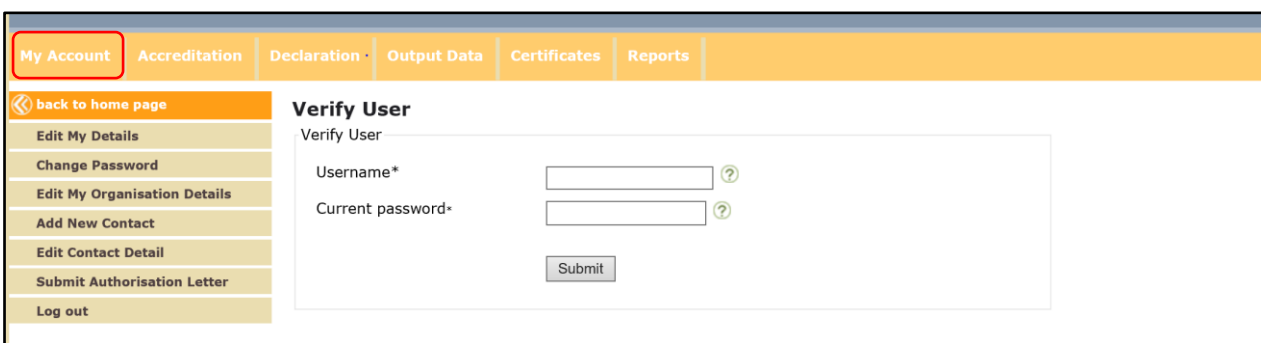
1.64. You will be required to change the system-generated password the next time you login to the Register, similar to the process described for the first time log in. If you do not know your username, please contact [renewable@ofgem.gov.uk](mailto:renewable@ofgem.gov.uk) from your registered email address, requesting assistance to access your account.



## 2. My Account

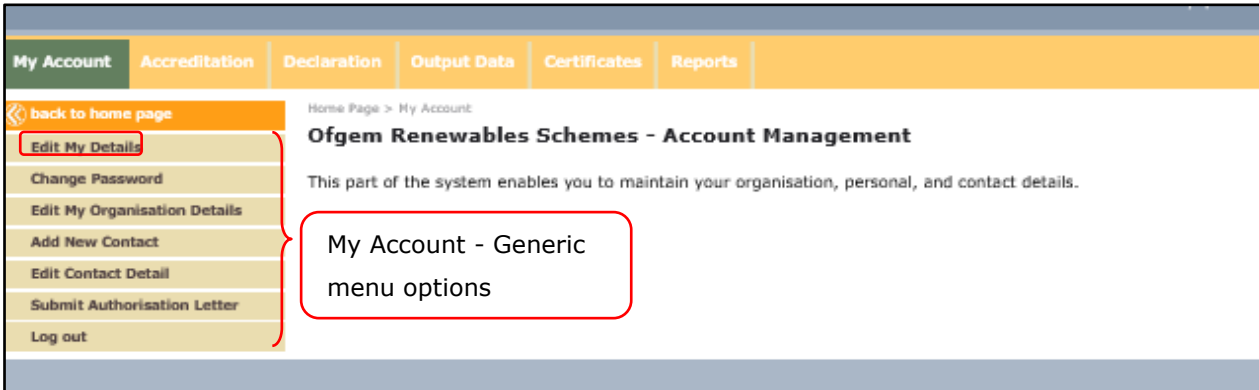
2.1. The 'My Account' section on the horizontal menu bar of your account homepage, displays a list of options to manage your registration details. The options available to each user depend on the type of organisation and the user's (account contact) role and permission rights.

2.2. It is important to note that any change to the 'My Account' section would need to be validated by entering your username and password. Once validated, a confirmation message will be displayed on screen, as illustrated below.



### Generic Menu Options

2.3. For all organisation types (i.e. 'Generator', 'Agent', 'Supplier' and 'Participant'), there are a number of generic menu options under 'My Account' that are available to all authorised signatory contacts, as shown below.



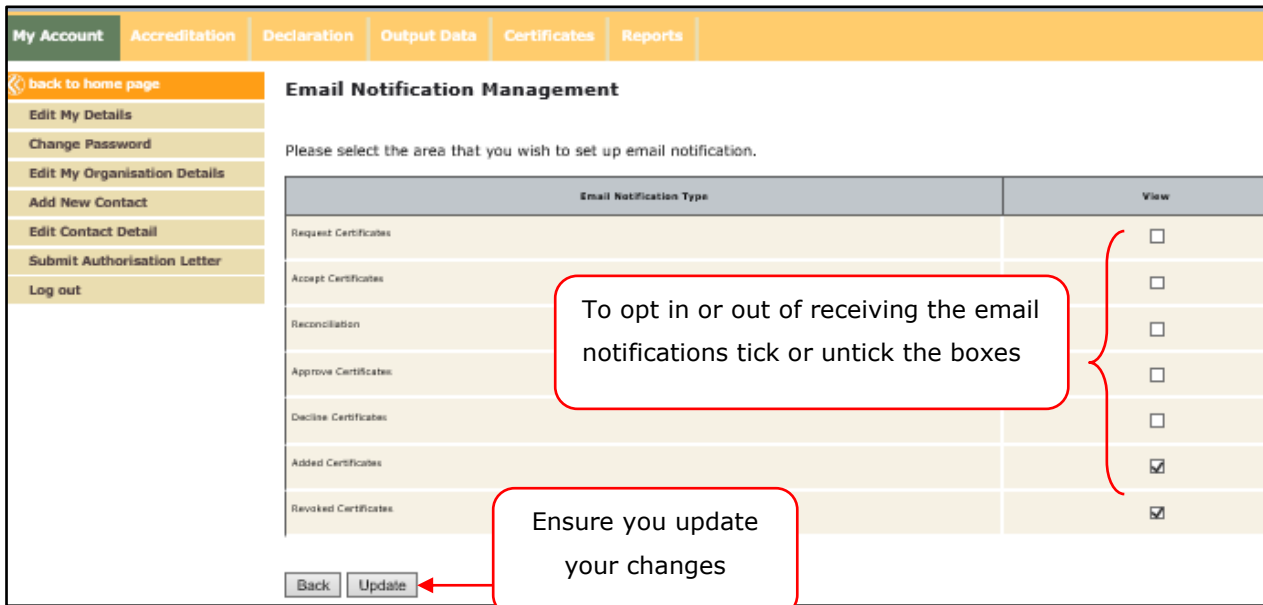
## Edit My Details

2.4. The 'Edit my details' option is available to all account contacts. It allows users to view and amend their contact details supplied during registration. Please note that only the super user can edit an email address for an account contact. All users can amend their own email notifications. Please note that you will need to opt in to each of the email notifications and it is recommended that you do this.

2.5. Within the email notification area there are 4 categories relating to email notifications. These are Certificates, Declarations, Output Data & Accreditation.

2.6. Once you have selected one of these categories you will be presented with a selection of email notifications which allow you to opt-in/opt-out of receiving the various notifications that have been set up.

2.7. Below is an example of the email facilities available under the 'Certificates Email Notification' category. Any changes that you make should always be updated by clicking the 'update' button.



2.8. All auto-generated email notifications from Ofgem are sent from the following email address: [do-not-reply@ofgem.gov.uk](mailto:do-not-reply@ofgem.gov.uk) . Please add this e-mail address to your list of contacts, to ensure that emails from this address are not blocked or marked as spam by your e-mail provider.

### Change Password

2.9. The 'Change Password' option is available to all account contacts. It allows users to change their passwords whenever they feel it is necessary. Good security protocols suggest that this should be done every 3 months.

### Edit My Organisation Details

2.10. The 'Edit my organisation details' menu option is only available to the authorised signatory (super user). Other account contacts will be unable to amend their organisation details. This is also where you can find your organisation reference number e.g. GEN019XXX (please note this is not the same as your accreditation number – RO accreditation numbers start R0; REGO accreditation numbers start G0).

### Add New Contact

2.11. The authorised signatory can add other contacts to their account by using the 'Add new contact' menu option (1). This menu option is only available to the authorised signatory.

2.12. To add a new contact, click on the 'Add Contact' menu option (1), a screen is displayed as shown below. Enter contact details for a new contact, ensuring the username and the email address are unique. Click on the 'Submit' button (2).

Home Page > My Account > Add Contact

### Add Contact

**1**

Title\*  ?

First name\*  ?

Last name\*  ?

Middle initials  ?

Job title  ?

Email address\*  ?

Confirm Email Address\*  ?

Telephone number\*  ?

Fax number  ?

Please enter a preferred username (You will require this to log into the system)\*

Username\*  ?

**2**

2.13. A 'Permissions' screen is displayed enabling the authorised signatory to set permission rights for a new contact/user. These permissions include the ability to apply/manage accreditations, submit/manage output data and transfer/manage certificates. A contact's permission cannot include the ability to make declarations as this duty can only be performed by the super user.

2.14. Tick the check boxes must be ticked to assign specific permissions or tick the select all check box to assign the maximum permission rights, then click on the 'Save' button.

My Account	Accreditation	Declaration	Output Data	Certificates	Reports
------------	---------------	-------------	-------------	--------------	---------

[back to home page](#)

Home Page > My Account > Add Contact > Add Permissions

### Permissions

Permissions for [REDACTED]

[Click here to view the explanation of permissions](#)

Permissions	RO
Certificates	<input checked="" type="checkbox"/>
Report	<input checked="" type="checkbox"/>
Output	<input type="checkbox"/>
Accreditation	<input type="checkbox"/>

Save Update

### Edit Contact Details

2.15. The 'Edit Contact Details' option is only available to the super user. The super user will be able to select an account contact from a drop down list of all contacts and amend the contact details and permission rights for all account contacts. The authorised signatory can also delete a contact.

[back to home page](#)

Home Page > My Account > Edit Contact

### Edit Contact

Please select a contact to edit

Title\*  ?

First name\*  ?

Last name\*  ?

Middle initials  ?

Job title  ?

Email address\*  ?

Confirm Email Address\*  ?

Telephone number\*  ?

Fax number  ?

Please enter a preferred username (You will require this to log into the system)\*

Username\*  ?

Submit Delete contact Edit User Permissions Email Notifications

*Edit SuperUser*

2.16. To amend the SuperUser on the account, you must first email [renewable@ofgem.gov.uk](mailto:renewable@ofgem.gov.uk) requesting this change. The team will then send you a form. Once received, complete, email it back to the Renewables Team inbox and upload to the register.

## Agent Specific Menu Options

2.17. In addition to the generic menu options under 'My Account', users for an agent account can add a new generator and edit generator contact details.

### Add New Generator to an Agent

2.18. Click on the 'Add New Generator' menu option and enter details for the generator you are representing, similar to that described earlier in this chapter. Authorisation of an agent acting on a generators behalf must be notified to us by submitting a copy of the Agent Appointment Form (a link to which can be found on the Add New Generator page) signed by the operator.

My Account	Accreditation	Declaration	Output Data	Certificates	Reports
<p>Home Page &gt; My Account &gt; Agent Operator</p> <p><b>Agent - Generator Details</b></p> <p>Agent - Generator Options</p> <p> <input type="radio"/> Individual  <input checked="" type="radio"/> Company  <input type="radio"/> Other                 </p> <p>* fields are mandatory</p> <p>Company name* <input type="text"/> ?</p> <p>Company registration Number* <input type="text"/> ?</p> <p>Address* <input type="text"/> ?</p>					

### Edit Generator details

2.19. Click on the 'Edit Generator details' menu option (1), select a generator from a drop down list (2) of all generators the agent has registered (see below) and amend the generators contact details. Click on the 'Submit change' button (3) to amend generator details.

My Account | Accreditation | Declaration | Output Data | Certificates | Reports

Home Page > My Account > Edit Generator Details

**Agent - Generator Details**

Please select... 2

Agent - Generator Options

Individual  
 Company  
 Other

\* fields are mandatory

Address\* ?

Upload file  
 Post document  
 Fax document

Browse...

3

Submit changes Cancel

## Supplier-Specific Menu Options

2.20. In addition to the generic menu options under 'My Account', the authorised signatory for a supplier account can add a new licence and edit licence details.

### Add new licence

2.21. To add a new licence to the supplier account, click the 'Add licence' menu option. Enter details of the new licence and click on 'Submit'.

### Edit licence

2.22. Click on the 'Edit licence' menu option and select from the drop down list of licences (see screen below). Amend the licence details and click on the 'Update licence' button.

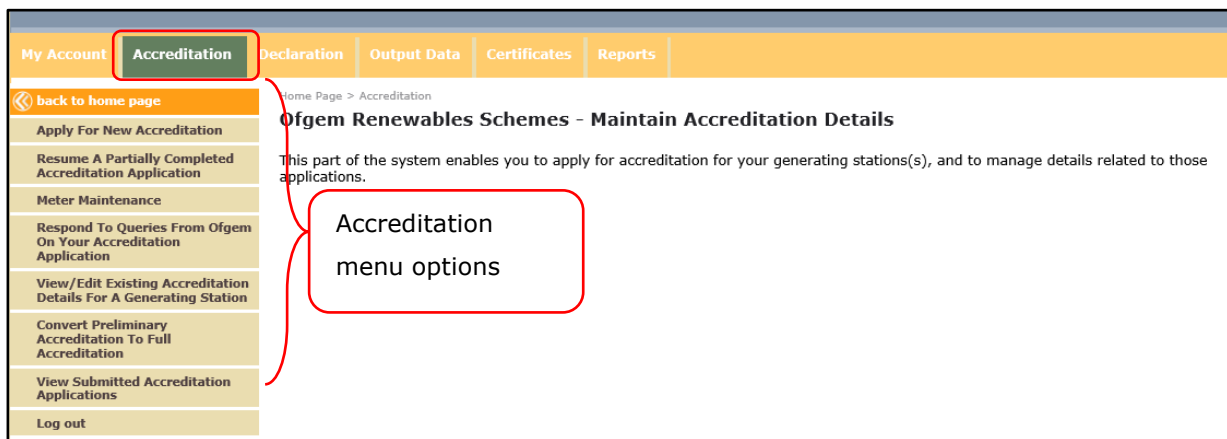
The screenshot shows a web interface for managing licences. At the top, there are navigation tabs: 'My Account', 'Declaration', 'Certificates', and 'Reports'. Below these is a sidebar menu with options like 'back to home page', 'Edit My Details', 'Change Password', 'Edit My Organisation Details', 'Add New Contact', 'Edit Contact Detail', 'Add Licence', 'Edit Licence' (highlighted with a red box and the number 1), 'Submit Authorisation Letter', and 'Log out'. The main content area is titled 'Licence Details' and includes a breadcrumb trail: 'Home Page > My Account > Edit Licence'. Below the title, it states '\* fields are mandatory'. The form contains several fields: a dropdown menu for 'Please select a licence to edit', a text input for 'Licence company registration number\*', a text input for 'Licence Name\*', a dropdown menu for 'Licence type\*', and a date input for 'Licence effective from date\*' with a 'dd/mm/yyyy' placeholder. Below these is a question: 'In which schemes would you like to participate?\*' with three checkboxes: 'CCL', 'CCL CHP', and 'REGO'. At the bottom of the form, there are two buttons: 'Update licence' (highlighted with a red box and the number 2) and 'Cancel'.



### 3. Accreditation

3.1. The 'Accreditation' section on the horizontal menu bar on your account homepage, enables registered generator account holders and agent<sup>5</sup> account holders organisations to apply for accreditation under the renewable schemes and manage their accreditation information. This menu option is not available to organisations registered as suppliers or participants.

3.2. When using this section of the Register, it is important that you read the relevant guidance documents for the scheme you are applying for. These can be found on our website at: <https://www.ofgem.gov.uk/environmental-programmes>



### Apply for New Accreditation

3.3. The 'Apply For New Accreditation' menu option allows Generators and Agents who are authorised to act on behalf of Generators to apply for the accreditation of generating stations for the renewable schemes.

3.4. This section of the Register will take you through 'The Accreditation Wizard'. The wizard takes you through a series of questions required to enable the administration team to determine whether the legislative requirements of the scheme have been met and whether accreditation can be granted. The accreditation wizard enables you to apply for full accreditation under the

<sup>5</sup> An Agent organisation can only apply for accreditation of small generating station (i.e. stations with a capacity of 50kW or less).

RO, REGO and FIT (ROO-FIT accreditation) schemes. Please note that only new RO applications that meet the relevant grace period criteria will be able to complete the accreditation wizard (a question will appear asking if you are able to meet this criteria). For more information regarding grace periods, please visit the RO closure section of our website. The address for this is: <https://www.ofgem.gov.uk/environmental-programmes/ro/about-ro/ro-closure>. You can also use the accreditation wizard to apply for preliminary accreditation under the FIT (ROO-FIT accreditation) scheme.

3.5. The accreditation wizard will ask a series of questions about the generating station. You should complete all of the questions, then click on the 'Submit your application' button. Clicking the submit button will display a message informing you that in order for the application to be submitted and the review process be initiated all relevant declarations must be made by the authorised signatory (super user). It is important to note that declarations **must be made** in order for an accreditation application to be submitted to us. See Chapter 4 for more information on making declarations.

3.6. Once the application form is submitted and declarations made, we will review the information provided in the application and raise queries as appropriate (information on how to view and respond to queries is available later in this chapter). If we are satisfied that all legislative requirements are met, accreditation will be granted.

3.7. The accreditation application does not need to be completed in one go, although this is preferable. If you navigate away from the accreditation wizard part way through the application, it will be saved on the Register and you can return to complete the application at a later date. The saved application can be found by clicking on 'Resume A Partially Completed Accreditation Application'. Further information on how to resume a partially completed application is provided later in this chapter.

3.8. You can then choose to 'View' the application, which allows you to continue with the application. Or you can 'Cancel' the application, which will delete the application from the Register. If you choose to cancel the application, then you will have to start your application again.

3.9. Click on the 'Apply for New Accreditation' menu option to display the Accreditation wizard. There are six buttons on screen to help you navigate through the 'Accreditation wizard', as circled below. Please use these buttons and do not use 'Back' or 'Refresh' buttons on your browser as it may result in an application error.

Home Page > Accreditation > Accreditation Wizard

### Accreditation Registration

Please do not press the back button or refresh the browser, use the Previous and Next buttons below.

Your progress: 0%  100%

**Question Reference: QA100** ?

Name of generating station. \*

\* is mandatory

3.10. The 'Next >' button takes you to the next question in the sequence. The '< Previous' button takes you back to the previous question, and allows you to edit the previous answer, as shown below.

Screenshot of page

### Accreditation Registration - Test Application

Please do not press the back button or refresh the browser, use the Previous and Next buttons below.

Your progress: 0%  100%

\* is mandatory

Please click the edit button to edit your response.

**Question Reference: QA201**

Commissioning date of generating station? (dd/mm/yyyy) \*

### Accreditation Registration - Test Application

Please do not press the back button or refresh the browser, use the Previous and Next buttons below.

Your progress: 0%  100%

\* is mandatory

You can now edit the value(s)

Please click the edit button to edit your response.

Question Reference: QA201

Commissioning date of generating station? (dd/mm/yyyy) \*

< Previous

Next >

Cancel application

List all questions

Go to question

Print my questions

3.11. Click on the 'Edit' button to insert or amend your answer, then click the 'Next>' button to continue through the application wizard. You may go back and edit answers at any point up to actually submitting the application.

3.12. Changing answers can, however, have a knock-on effect. For example, if you entered a total installed capacity and a declared net capacity of 1000kW (question ref. QA301 and QA401), but then changed the total installed capacity to 900kW, you would also be required to change the declared net capacity, because the declared net capacity cannot be greater than the total installed capacity. If you do not amend the answer, you will receive an error message, as illustrated below. If such an error is displayed, you will need to go back and amend the related details before you can proceed.

Home Page > Accreditation > Accreditation Wizard

### Accreditation Registration - Generating Station 1

Please do not press the back button or refresh the browser, use the Previous and Next buttons below.

Your progress: 0%  100%

**Question Reference: QA401** [?](#)

What is the declared net capacity (DNC) of the generating station in kW? \*

\* is mandatory

Please check errors  
Please indicate the declared net capacity of the generating station in kW, in numeric values only. Additionally, please ensure that the value for the Declared Net Capacity is lower than or the same as the value for the Total Installed Generating Capacity

3.13. The 'List all questions' button, lists all the questions that are available in the accreditation wizard, as displayed below. You can select the 'Large Generator', 'Preliminary Application' or 'Smaller Generator' radio buttons to view questions in that particular category. You can also opt to open a print preview of all of the questions, and print the list of questions. Please note that not all of these questions will be relevant to your application as some questions are specific to certain technology types. When using the accreditation wizard, only relevant questions will be asked.

[back to home page](#)

Apply For New Accreditation

Resume A Partially Completed Accreditation Application

Meter Maintenance

Respond To Queries From Ofgem On Your Accreditation Application

View/Edit Existing Accreditation Details For A Generating Station

Convert Preliminary Accreditation To Full Accreditation

View Submitted Accreditation Applications

Log out

Home Page > Accreditation > List All Questions

#### List all Accreditation questions

A list of all accreditation questions that can be asked in the accreditation process

[Return to Accreditation](#) [Print preview](#)

Large Generators  
 Preliminary Applications  
 Smaller Generators

Category	Reference no	Question text
Section A - General Information	QA100	Name of generating station.
	QA201	Please enter the date (dd/mm/yyyy) on which the generating station was or will be commissioned.
	QA301	What is the total installed capacity (TIC) of the generating station in kilowatts (kW)?
	QA401	What is the declared net capacity (DNC) of the generating station in kW?
	QA3	Do you wish to apply for preliminary accreditation under the Renewables Obligation (RO)?
	QA8	Are you applying for preliminary or full accreditation under the Feed-in Tariffs (FIT) scheme?
	QA4	<p><b>Applications for RO preliminary accreditation:</b> Under the Renewables Obligation legislation, a requirement of preliminary accreditation is that planning permission under the Town and Country Planning Act 1990 or the Town and Country Planning (Scotland) Act 1997 or the Planning (Northern Ireland) Order 1991 (as appropriate) has been granted or that consent under section 36 of the Electricity Act 1989 has been obtained.</p> <p><b>Applications for FIT preliminary accreditation:</b> Your application for FIT preliminary accreditation must be accompanied by a copy of the planning permission:</p> <ul style="list-style-type: none"> <li>• For proposed installations located in England and Wales, the planning permission must be issued under the Town and Country Planning Act 1990</li> <li>• For proposed installations located in Scotland, the planning permission must be issued under the Town and Country Planning (Scotland) Act 1997</li> </ul> <p>Please provide a copy of the relevant planning permission. Planning permission must have been granted on or before the date you submit your FIT preliminary accreditation application.</p>

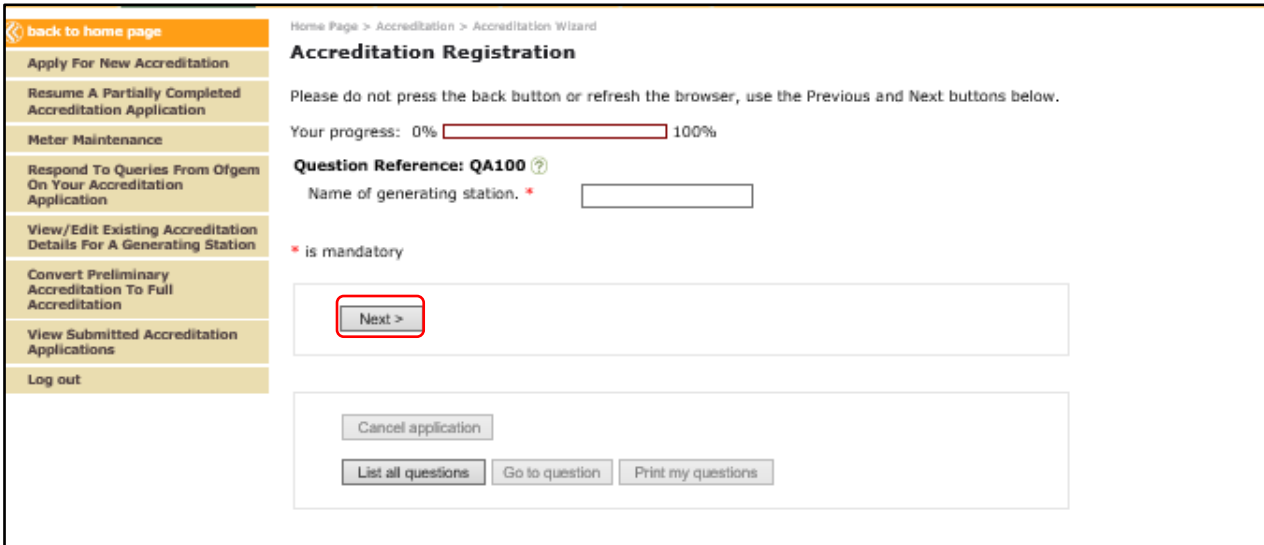
3.14. The 'Go to Question' button may be used to select a question that you have previously answered from a drop down list or by typing in the question reference number, as shown below.

The screenshot shows a web interface for a 'Generator organisation'. On the left is a vertical navigation menu with the following items: 'back to home page', 'Apply For New Accreditation', 'Resume A Partially Completed Accreditation Application', 'Meter Maintenance', 'Respond To Queries From Ofgem On Your Accreditation Application', 'View/Edit Existing Accreditation Details For A Generating Station', 'Convert Preliminary Accreditation To Full Accreditation', 'View Submitted Accreditation Applications', and 'Log out'. The main content area has a breadcrumb trail: 'Home Page > Accreditation > Go to Question'. Below this is the heading 'Generator organisation' and a link 'Return to Accreditation'. There are two form sections. The first is titled 'Please select a question' and contains a dropdown menu with the text 'Please select a question' and a 'Submit' button. The second is titled 'Please enter a reference number' and contains a text input field and a 'Submit' button.

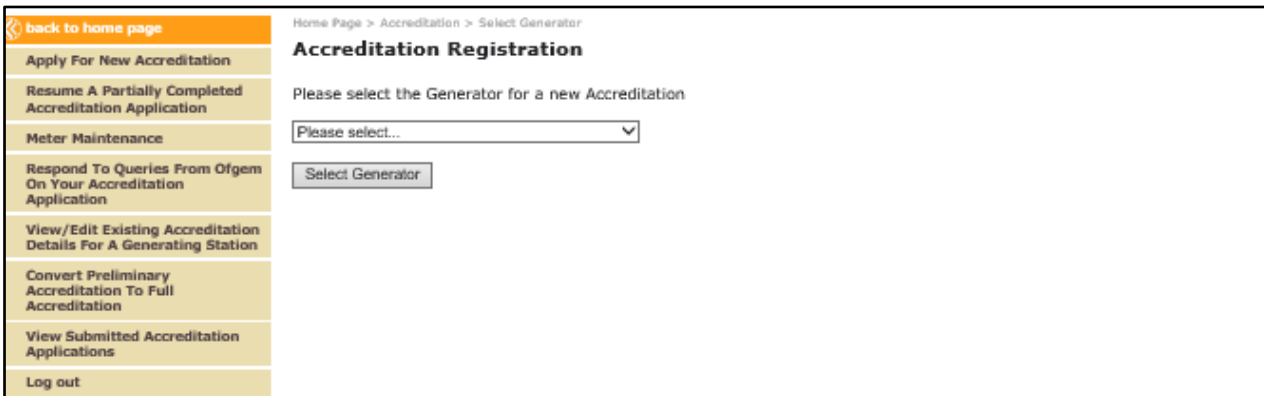
3.15. The 'Print my questions' button displays a list of all questions that you have answered so far in the Accreditation wizard. You can select the Print preview link and print the list of questions answered.

3.16. The 'Cancel application' button cancels and deletes the entire accreditation application for a generating station. Therefore, if you do this you will need to start the application again. Please note there will not be a follow up question once this button has been clicked so please ensure that you are certain you no longer wish to continue this application when clicking this button. If you do wish to re-apply, please make sure to use a different name to the cancelled application.

3.17. The first question displayed in the accreditation wizard asks for the name of the generating station. Enter the generating station name and click the 'Next' button. Please note that the generating station name must be unique, for example if the Register already holds an application for 'Generating station 1', it will not be possible to enter 'Generating station 1'.



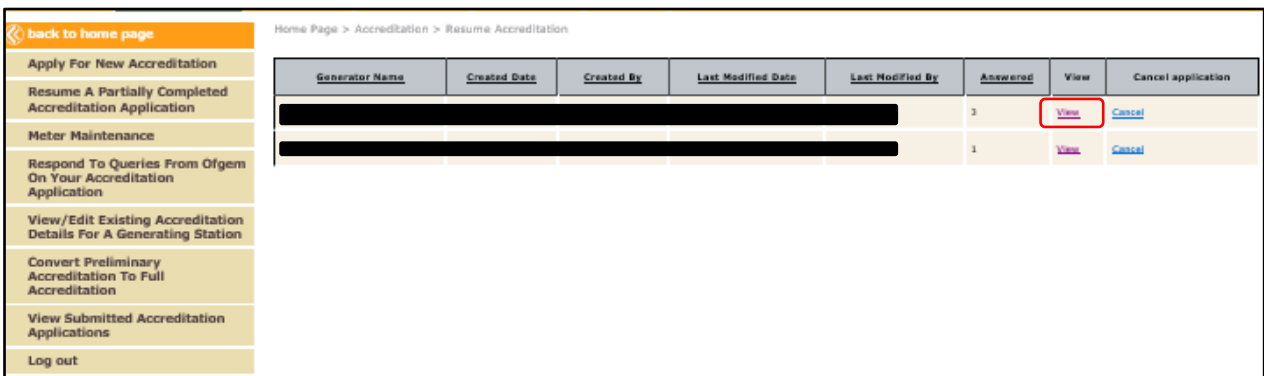
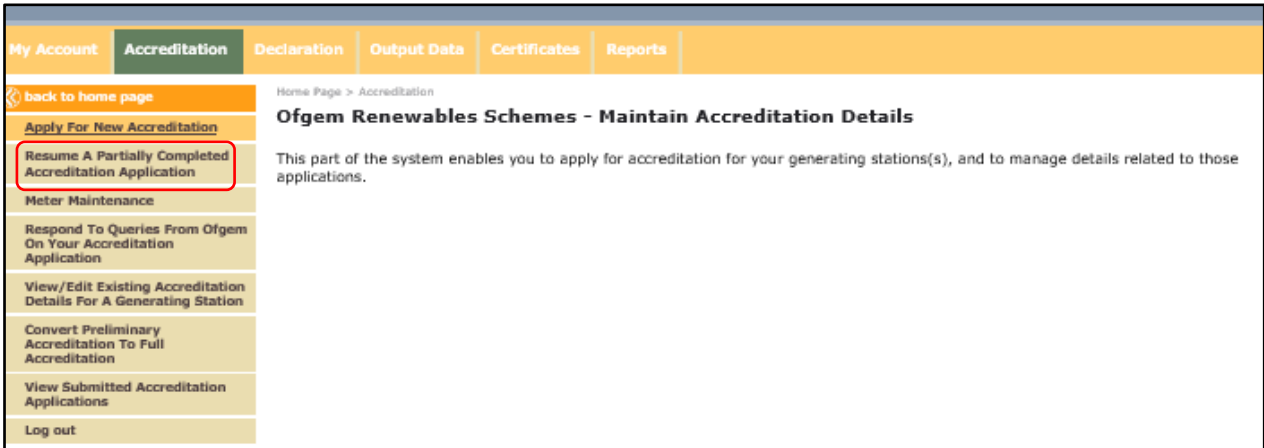
3.18. For an agent account, the agent will be prompted to select the Generator that they are representing, from a drop down list of all Generators registered, before the first question is displayed, as illustrated below.



## Resume a Partially Completed Accreditation Application

3.19. The 'Resume A Partially Completed Accreditation Application' menu option allows you to return to an application that has not been completed. You are returned to the last question that was answered in the partially complete accreditation application.

3.20. Select the menu option 'Resume A Partially Completed Accreditation Application', a screen listing all the partially complete accreditation applications is displayed, as shown below. A task to resume a partially completed accreditation application, with a link to the screen below, will also be displayed on the account homepage.



3.21. Select the 'view' link against the application that you wish to resume. Clicking this link will take you to the last question answered on the application wizard. Click 'Next' to continue through the wizard to complete the application.

## Meter Maintenance

3.22. The 'Meter Maintenance' option, allows you to view meter details for a specific generator. If you would like to amend existing meter details or add a new meter, please use the 'View/Edit Existing Details for a Generating Station' option. Details of how to do this are outlined later in this chapter.

## Respond To Queries From Ofgem and Edit Your Accreditation Application

3.23. Once an accreditation application has been submitted and declarations have been signed, it becomes available to Ofgem for review. During the review, it is likely that we will liaise with you (Agent/Generator) in relation to the submitted application by raising queries on the application. These queries may be requests to edit an answer, provide more information or an additional query, which requires a response. You (Agent/Generator) will only be able to



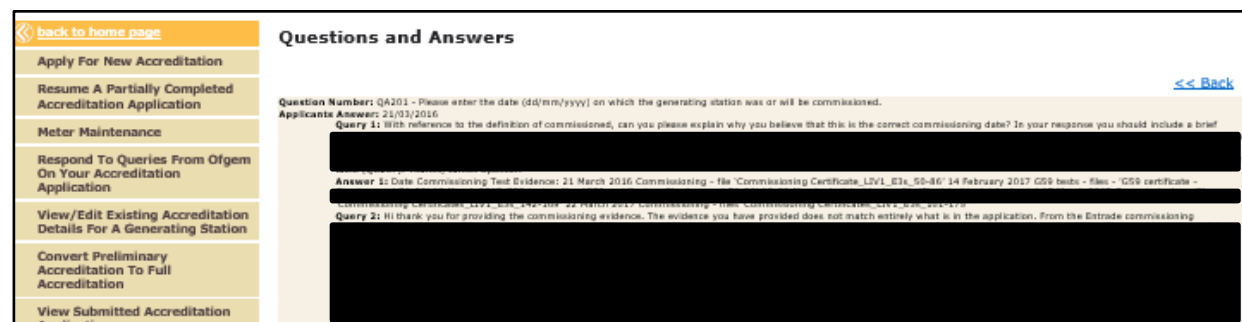
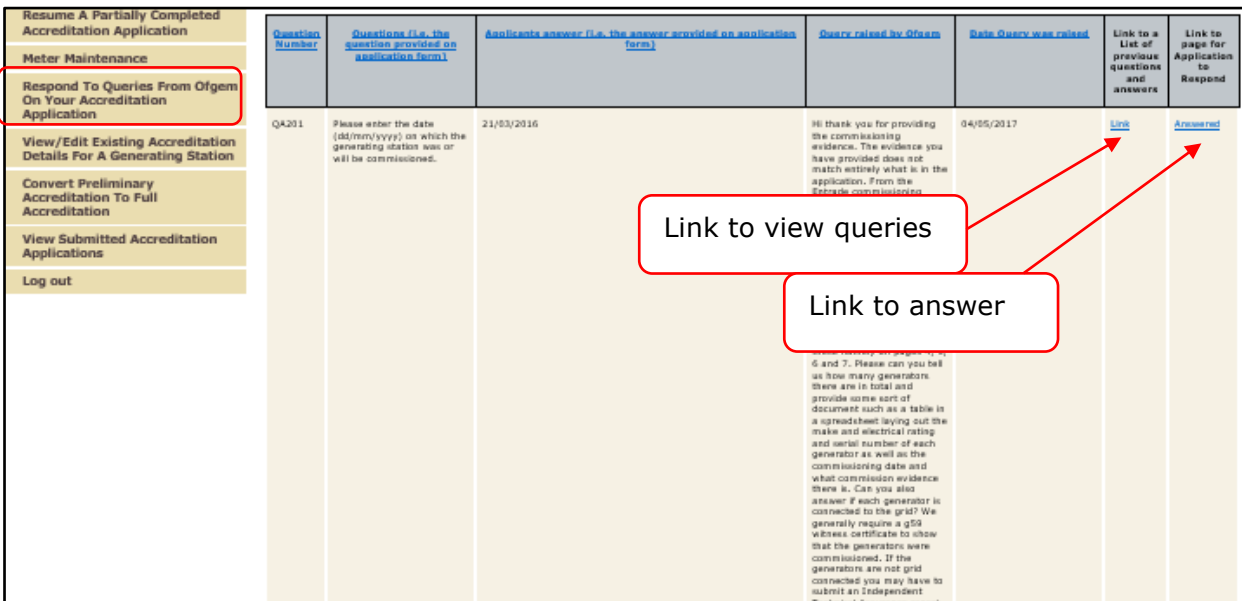
edit the answers on your applications when Ofgem have raised queries and the application status is 'With Applicant'.

3.24. You (Agent/Generator) will be able to respond to Ofgem's queries by using the 'Respond To Queries From Ofgem On Your Accreditation Application' menu option.

3.25. Select the 'View' link against a particular station's application to view a list of all queries raised in relation to that station's application, as shown below.



3.26. Click the 'View' link against a particular question to see the history of queries raised and answers provided for that question in the application.



3.27. You will be required to click on the 'answer' link to respond to queries raised and you have the option to upload/post/fax additional information, as displayed below. Please note you can only upload one document per answer. If you wish to submit further documents, please email the team at [renewable.accreditations@ofgem.gov.uk](mailto:renewable.accreditations@ofgem.gov.uk) making sure to include the name of the application.

Home Page > Accreditation > Query Answer

**Query Answer**

Question Number: Q4201  
 Question on application: Please enter the date (dd/mm/yyyy) on which the generating station was or will be commissioned.  
 Applicants Answer: 21/03/2016

Query 1: With reference to the definition of commissioned, can you please explain why you believe that this is the correct commissioning date? In your response you should include a brief

Answer 1: Date Commissioning Test Evidence: 21 March 2016 Commissioning - file 'Commissioning Certificate\_LIV1\_Elec\_50-66' 14 February 2017 G59 tests - file - 'G59 certificate - Charleywood 71-86'

Query 2: Hi thank you for providing the commissioning evidence. The evidence you have provided does not match entirely what is in the

**Screenshot of page**

Answer:

Upload  
 Post  
 None

Your current uploaded file

Liverpool1 Biofuel Centre Change Value

Back Save

3.28. Once all queries have been answered, you should submit your responses to Ofgem and, where necessary amend and re-submit the application.

3.29. If the query requires you to edit your application, you must first answer all of the queries and take note of the question reference numbers that you need to amend. Once this is done, save the answers to the queries and on the next page click 'Edit My Application'. This will enable you to navigate to the relevant questions to make your changes before submission.

back to home page

Apply For New Accreditation

Resume A Partially Completed Accreditation Application

Meter Maintenance

Respond To Queries From Ofgem On Your Accreditation Application

View/Edit Existing Accreditation Details For A Generating Station

Convert Preliminary Accreditation To Full Accreditation

View Submitted Accreditation Applications

Log out

### Summary of Queries and Answers

Question Number	Query raised by Ofgem	Answer
Q4201		
Q4202		
Q4100		
Q1100		

If any of these answers are different to those provided on the application, please click on 'Edit My Application' and amend application.

Edit My Application
Submit Response
Back

3.30. Once you have made the changes go through all the questions until you reach the end of the application. Click 'resubmit my application' and preview the changes made. You will then have the option of either 'submitting the response' (this will submit both your query responses and the amended application to us for review) or return back into the application to make further changes. Once you complete all the relevant changes you will need to submit the response to us before the application review can continue.

		Generating Station	
QG220	Is this electricity deducted prior to the meter used for certificate claim purposes i.e. net metering?	Yes	
QG300	Does the generating station have a fossil fuel auxiliary or standby generator?	No	
QH301	Transmission Network Operator?	No	
QH302	Distribution Network Operator?	Yes	
QH303	Other network operator, please specify?		
QH400	Please state the network operator with whom you have a connection agreement:	[REDACTED]	[REDACTED]
QH500	What is the capacity of the connection in KW?	73	90
QI100	Please provide a comprehensive electrical schematic or single line drawing of the generating station. This <b>MUST</b> include the following:  (i) All generating equipment and associated auxiliary loads (ii) Other electrical loads not associated with the generating station (iii) Any standby generation and associated interlocking or switching facilities with the generating station (iv) All import and export connections (v) Location and details of all electrical metering including meter type (make and model) and meter ID numbers. Please note that if eligible for both Feed in Tariffs (FITs) and the Renewables Obligation (RO), this is a one-time choice of schemes and once accredited you may not choose to transfer to the other scheme.	[REDACTED]	[REDACTED]

If any of these answers are different to those provided on the application, please click on 'Edit My Application' and amend application.

## View/Edit Existing Accreditation Details For A Generating Station

3.31. The 'View/Edit Existing Accreditation Details' menu option allows you (Agent/Generator) to View/Edit accreditation details for generating stations that have already been accredited by Ofgem.

3.32. If you need to amend your existing accreditation, then Ofgem will be required to review any changes made to an accredited generating station before the changes can be approved and applied to that generating station on the Register. While the amended accreditation is being reviewed any data submissions will be suspended.

3.33. Please note, that some answers cannot be edited, such as QA100 – Name of generating station and the QC210 - Technology used at the generating station.

3.34. When editing an existing application you can add further capacity by increasing the TIC and DNC on questions QA301 and QA401 and then updating the capacity grid on question QC237. Please note that only one new line of capacity can be added per amended application. Under the RO, when the new capacity was commissioned determines how the capacity is categorised (either Original, Additional or Unsupported/Excluded capacity).

- If a line of capacity is added which meets the same definition of the RO capacity as the “Original Capacity”, this will also be categorised as “Original Capacity”.
- If a line of capacity is added and still supported under the RO, but within a different ROC capacity, this will be categorised as “Additional Capacity”.
- If the line of capacity is not supported under the RO scheme, this will be categorised as “Unsupported/Excluded Capacity”.

3.35. If the combined total of the original and new capacities has changed since the original application was made you must go back to the initial TIC and DNC questions and amend the answers to reflect this before you add the ‘New Capacity’ on question QC237.

3.36. To add new capacity, click on ‘View/Edit Existing Details For A Generating Station’ (1) and then select the application that you wish to edit by clicking ‘View’ (2).

Home Page > Accreditation > List Applications

Generator Name	Station Name	Submitted Date	View
[Redacted]	[Redacted]	31/03/2017	<a href="#">View</a> 2

Home Page > Accreditation > List My Questions

### List my Accreditation questions

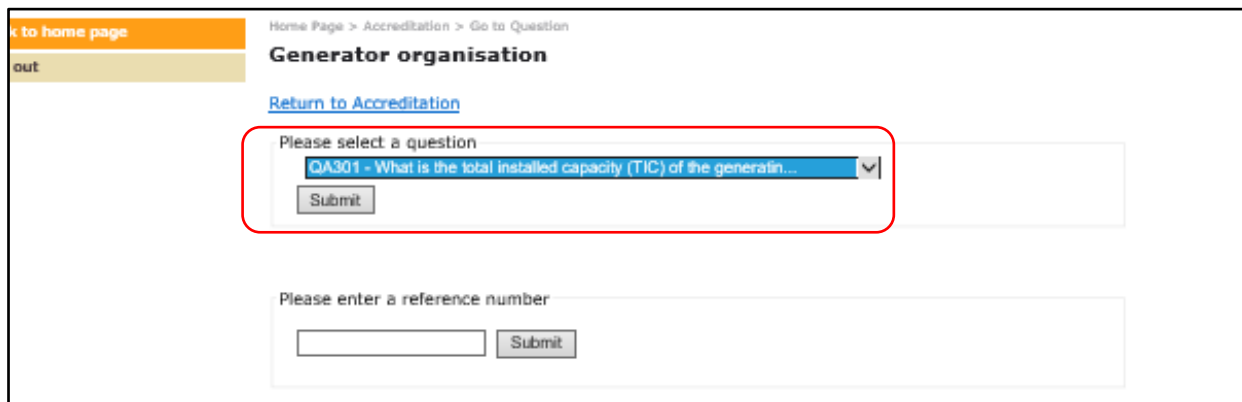
A list of all my accreditation questions that have been answered in the accreditation process

[Edit existing details for installation](#) [Print preview](#)

Reference No	Question Text	Approved Answer	Most Recent Subm
QA100	Name of generating station..	[Redacted]	[Redacted]
QA201	Please enter the date [dd/mm/yyyy] on which the generating station was or will be commissioned.	[Redacted]	[Redacted]

3.37. Click the ‘Edit existing details for installation’ button. Use the ‘Go to Question’ to navigate to QA301 to amend the TIC. You will then need to click ‘Next’ to get to QA401 and amend the

DNC. You must then go through all of the subsequent application questions by clicking 'Next' and confirm or amend the answer to each question again.



The screenshot shows a web interface for a 'Generator organisation'. At the top, there is a breadcrumb trail: 'Home Page > Accreditation > Go to Question'. Below this, the title 'Generator organisation' is displayed. A link 'Return to Accreditation' is visible. The main content area contains two sections. The first section is titled 'Please select a question' and features a dropdown menu with the selected option 'QA301 - What is the total installed capacity (TIC) of the generatin...'. A 'Submit' button is located below the dropdown. The second section is titled 'Please enter a reference number' and contains an empty text input field followed by a 'Submit' button. A red rectangular box highlights the dropdown menu and its associated 'Submit' button.

3.38. When you get to QC237 you can update the table to reflect the additional capacity by clicking 'Edit' and then 'New Capacity'. Please note, that the combined total of the original and additional capacity cannot be greater than the values provided in the initial questions of the accreditation wizard. Additional capacity to existing stations is only eligible if it has been added prior to 01/04/2017 unless eligible for a grace period. If you are adding new capacity to your existing application that is ineligible to receive support under the RO, you must list this capacity as 'Unsupported/Excluded' from the drop down menu in the 'Capacity Type' column. You will then be asked a series of questions regarding how generation will be deducted from the stations gross generation.

3.39. Extensions are still available for FIT accredited stations for any additional capacity commissioned on or before 14/01/2016.

You can now edit the value(s)

**Question Reference: QC237** 

For new accreditation applications please ensure that the information entered below represents the total installed capacity and declared net capacity of the generating station. 'Update' must then be selected before you can progress. If you have returned to this question during your initial application, you can amend capacity values by firstly selecting the 'Edit' option, making the required changes, then selecting the 'Update' option to confirm the changes.

For stations already accredited where the application is being amended, you can choose to add either additional or unsupported/excluded capacity by selecting the 'New Capacity' option, or reduce existing capacity that has already been approved by selecting the 'Edit' option against the capacity. Excluded capacity is additional capacity ineligible for ROCs in Great Britain. Unsupported capacity is additional capacity ineligible for NIROCs. Note that only one line of additional or unsupported/excluded capacity can be added per amended application.

For preliminary applications that are being amended, capacity can be both reduced AND increased by using the 'Edit' option against the capacity up until the point at which the preliminary application is converted to full.

Commissioning Date (dd/mm/yyyy)	Installed Capacity (kW)	Declared Net Capacity (kW)	Capacity Type	Date Created	Date Last Modified	
12/02/2016	11667.000	10403.000	Original	20/02/2013	04/05/2017	<input type="button" value="Edit"/>
<b>Total for Capacity Type</b>		<b>11667.000</b>	<b>10403.000</b>			
<input type="text" value="12/05/2017"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="Additional 1&lt;br/&gt;Unsupported/Excluded 1"/>	10/07/2019		<input type="button" value="Update"/> <input type="button" value="Undo/Cancel"/>
<b>Total for Capacity Type</b>		<b>0</b>	<b>0</b>			
<b>Overall Total</b>		<b>11667.000</b>	<b>10403.000</b>			

Capacity type is selected when capacity is added to an accreditation application. This value is then used when adding meter details later in the application to specify which meters measure which capacity, and then during output data submission / processing to ensure that certificates issued on output relating to each capacity line are issued at the correct rate according to legislation.

\* is mandatory

Capacity is eligible for N1KOCs. Note that only one line of additional or unsupported/excluded capacity can be added per amended application.

For preliminary applications that are being amended, capacity can be both reduced AND increased by using the 'Edit' option against the capacity up until the point at which the preliminary application is converted to full.

Commissioning Date (dd/mm/yyyy)	Installed Capacity (kW)	Declared Net Capacity (kW)	Capacity Type	Date Created	Date Last Modified	
12/02/2016	11667.000	10403.000	Original	20/02/2013	04/05/2017	Edit
<b>Total for Capacity Type</b>		<b>11667.000</b>	<b>10403.000</b>			
12/05/2017 Grace Period Applied	1000.000	1000.000	Additional 1	10/07/2019		Edit
<b>Total for Capacity Type</b>		<b>1000.000</b>	<b>1000.000</b>			
<input type="text" value="10/07/2019"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="Unsupported/Excluded 1"/>	10/07/2019		Update Undo/Cancel
<b>Total for Capacity Type</b>		<b>0</b>	<b>0</b>			
<b>Overall Total</b>		<b>12667.000</b>	<b>11403.000</b>			

Capacity type is selected when capacity is added to an accreditation application. This value is then used when adding meter details later in the application to specify which meters measure which capacity, and then during output data submission / processing to ensure that certificates issued on output relating to each capacity line are issued at the correct rate according to legislation.

\* is mandatory

application.

For preliminary applications that are being amended, capacity can be both reduced AND increased by using the 'Edit' option against the capacity up until the point at which the preliminary application is converted to full.

Commissioning Date (dd/mm/yyyy)	Installed Capacity (kW)	Declared Net Capacity (kW)	Capacity Type	Date Created	Date Last Modified	
12/02/2016	11667.000	10403.000	Original	20/02/2013	04/05/2017	Edit
<b>Total for Capacity Type</b>		<b>11667.000</b>	<b>10403.000</b>			
12/05/2017 Grace Period Applied	1000.000	1000.000	Additional 1	10/07/2019		Edit
<b>Total for Capacity Type</b>		<b>1000.000</b>	<b>1000.000</b>			
10/07/2019	1000	1000	Unsupported/Excluded 1	10/07/2019		Edit
<b>Total for Capacity Type</b>		<b>1000</b>	<b>1000</b>			
<b>Overall Total</b>		<b>13667.000</b>	<b>12403.000</b>			

Capacity type is selected when capacity is added to an accreditation application. This value is then used when adding meter details later in the application to specify which meters measure which capacity, and then during output data submission / processing to ensure that certificates issued on output relating to each capacity line are issued at the correct rate according to legislation.



3.40. When you have entered your changes, click the 'Update' button to save the information. You will then need to continue through the subsequent questions to confirm the previously entered details. If any additional questions are triggered upon changing the capacity, you will also be able to provide answers to these.

3.41. For applications with preliminary accreditation, the original capacity can be increased and reduced up until the point at which full accreditation is granted.

3.42. Offshore Wind generating stations also need to enter the number of turbines in the table for question QC237.

**Question Reference: QC237**

For new accreditation applications please ensure that the information entered below represents the total installed capacity and declared net capacity of the generating station. 'Update' must then be selected before you can progress. If you have returned to this question during your initial application, you can amend capacity values by firstly selecting the 'Edit' option, making the required changes, then selecting the 'Update' option to confirm the changes.

For stations already accredited where the application is being amended, you can add additional capacity by selecting the 'New Capacity' option, or reduce existing capacity that has already been approved by selecting the 'Edit' option against the capacity. Note that only one piece of additional capacity can be added per amended application.

For preliminary applications that are being amended, capacity can be both reduced AND increased by using the 'Edit' option against the capacity up until the point at which the preliminary application is converted to full.

Commissioning Date (dd/mm/yyyy)	Installed Capacity (kW)	Declared Net Capacity (kW)	Number of turbines	Capacity Type	Date Created	Date Last Modified	
<input type="text" value="01/04/2013"/>	<input type="text" value="123"/>	<input type="text" value="123"/>	<input type="text" value="5"/>	Original	01/09/2013		<input type="button" value="Update"/> <input type="button" value="Undo/Cancel"/>
<b>Total for Capacity Type</b>		123	5				
<b>Overall Total</b>		123	5				

## View Submitted Accreditation Applications

3.43. The 'View Submitted Accreditation Applications' menu option lists all your submitted applications that are in review by Ofgem. You will be able to select a submitted accreditation application by clicking on the 'view' link to view a read only version of the application.

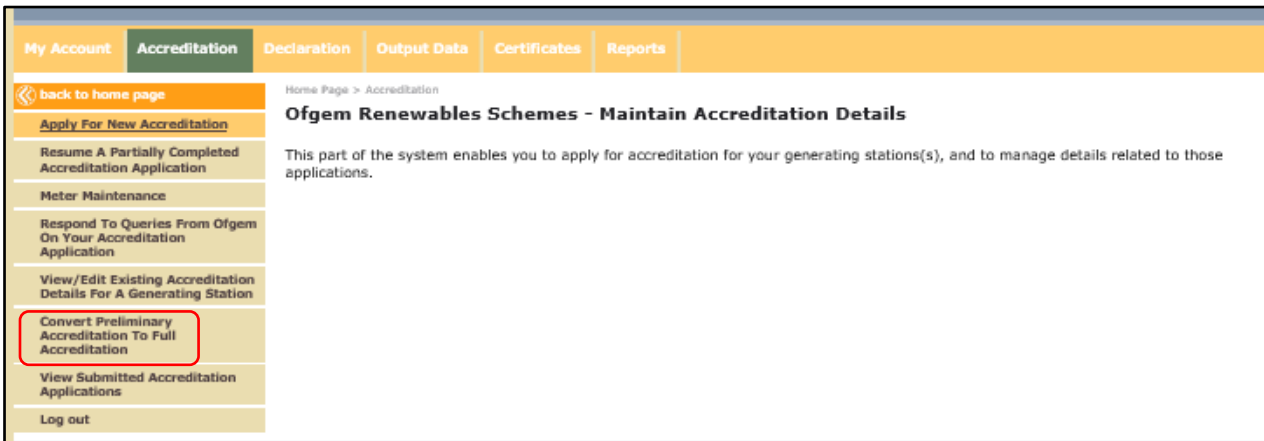
[back to home page](#) Home Page > Accreditation > List Submitted Applications

Generator Name	Station Name	Date Created	View
[REDACTED]	[REDACTED]	06/01/2017	<a href="#">view</a>
[REDACTED]	[REDACTED]	07/03/2017	<a href="#">view</a>

- Apply For New Accreditation
- Resume A Partially Completed Accreditation Application
- Meter Maintenance
- Respond To Queries From Ofgem On Your Accreditation Application
- View/Edit Existing Accreditation Details For A Generating Station
- Convert Preliminary Accreditation To Full Accreditation
- View Submitted Accreditation

## Convert Preliminary Accreditation to Full Accreditation

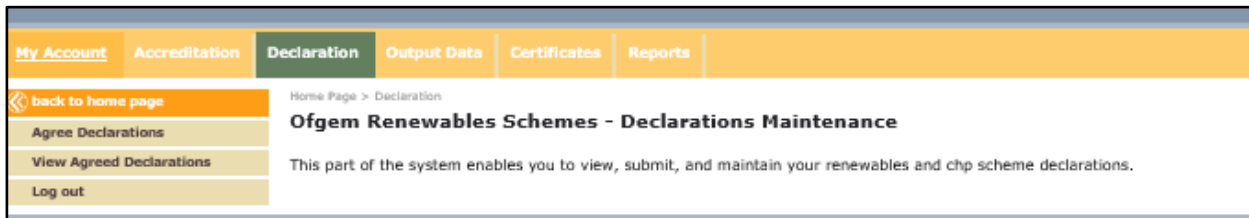
3.44. Where a station is yet to commission (and is more than 2 months away from commissioning) the RO register allows you to apply for preliminary accreditation under the RO. In circumstances where a station was granted preliminary accreditation, once the station is within 2 months of commissioning the preliminary accreditation can be converted to accreditation ('full accreditation') though the 'Convert Preliminary Accreditation To Full Accreditation' functionality of the Register.



3.45. This functionality will then take you through the process of amending your application to update any information and answer any unanswered or additional questions. You will then need to submit your application and sign any outstanding declarations. Upon submitting your application, it will be sent to Ofgem for review. Your application will then follow the same process previously explained in this chapter for new and amended applications.

## 4. Declarations

4.1. The 'Declaration' section on the horizontal menu bar on your account homepage, enables an authorised signatory, i.e. the super user, to view and agree the relevant annual declarations in respect of the renewable schemes. The authorised signatory is the only user that has access to this section of the Register. It is therefore important that the super user reads all declarations and understands the implications of not complying with them. Please note that declarations are updated annually, and thus require review on 1<sup>st</sup> April of each year. By default, the email notification to inform you when new declarations are generated is turned off. It is therefore suggested you turn this on as a reminder.



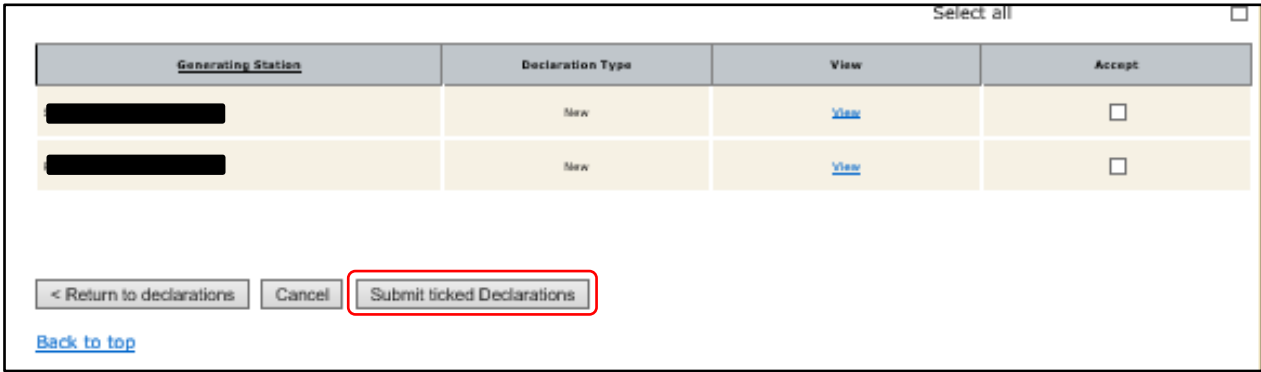
### Agree Declarations

4.2. To agree pending renewable scheme declarations, click on the 'Agree Declarations' menu option. The task list on your account homepage will notify you of any pending declarations. You can also click on the task on your account homepage to take you straight to the 'Agree Declaration' screen.



4.3. Click the 'View' link on the 'Agree Declaration' screen to read the declaration. You can also use the 'print view' button to print off a copy of the declaration. It is very important that you view and read each declaration before you sign it. Submitting the declaration indicates that you have read and agreed to the declaration.

4.4. Select the Declaration you wish to agree/sign by clicking on the checked box next to the Declaration or click on the 'Select All' box, if you wish to agree all pending declarations, and click on 'Submit ticked declarations'.



4.5. To confirm your submission, you will need to enter your username and password. Once confirmed, you can click the 'Back' button (1) to return to the Declaration page or 'Continue' button (2) to return to your account homepage.



### View Agreed Declarations

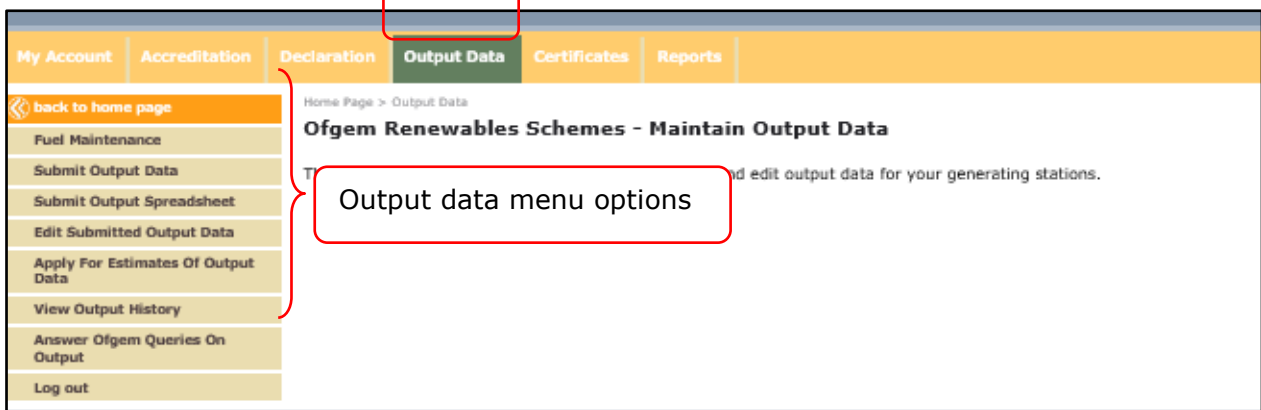
4.6. You can click the 'View Agreed Declarations' menu option to view a list of all previously agreed declarations.

4.7. It is important to note that certificates will not be issued in respect of electricity generated by an accredited station if declarations have not been agreed for the relevant scheme(s). Also, for new accreditation applications, the application will not be submitted to Ofgem for review until all declarations for that station have been made. In this instance, the application will remain in the generator’s account and Ofgem will not have sight of it.

## 5. Output Data

5.1. The 'Output Data' section on the horizontal menu bar on your account homepage, enables you to submit output data, upload output spreadsheets, edit submitted output data, apply for estimates of output data, view output history, and answer Ofgem queries on output. This chapter explains each of these functions and is separated into two sections - Output Data for Non-Fuelled Generating Stations and Output Data for Fuelled Generating Stations. The 'Output Data' section is only available to Generators and Agents. You must be assigned output data permissions from the superuser to have access to this part of the register. If you do not have permissions, see chapter 2.13-2.14 for information on how to be given permissions.

Screenshot of page



5.2. You should not wait for accreditation to be granted before you start to submit output data to Ofgem. Certificates, however, will not be issued into your account until accreditation has been granted in respect of an application that has been made to us. The ROC issue schedule can be found on the Ofgem website at: <https://www.ofgem.gov.uk/environmental-programmes/ro>

5.3. Please note that if your application is being amended, whilst the amendment is being reviewed we will not issue ROCs. You should continue to submit output data as usual and the amended application has been approved, the data will then need to be reviewed by Ofgem before certificates can be issued.

5.4. Output data submission periods are made available for the previous month, once the month has ended. For example, if the current date is June 2018, then May 2018 and previous months will be available for submission.

5.5. For both fuelled and non-fuelled stations, you will be required to provide electrical output and, where appropriate, input data. For example, under the RO scheme, operators are obliged to provide gross generation and input electricity information by the end of the second month after the month of generation. The Register has an array of fields and drop-down menus to cater for the different scenarios that may arise at generating stations.

## Output Data for Non-Fuelled Generating Stations

### Submit Output Data

5.6. The 'Submit Output Data' menu option (1) displays the screen below. Select a generating station from the drop down box (2) and select the submission period (3).

5.7. Click 'Continue' (4) and enter output figures for the generating station. Certain fields on this screen will be populated with information provided during accreditation. For example, meter serial numbers, accreditation ID etc. Depending on whether the station has Additional or Excluded/Unsupported capacity and how these capacity types are metered will also dictate how these fields appear.

Output data for period: April 2019

**Generating Station Details**

Generating Station Name	[REDACTED]
RO Accreditation ID	(accreditation pending)
REGO Accreditation ID	(accreditation pending)

**Electricity produced**

	kWh generated	MPAN/Meter serial number
Total quantity of electricity produced *	408708.000000	[REDACTED]

**Output**

	Type of export output	kWh generated	MPAN/Meter serial number
Total Export Output	Export only	408708.000000	[REDACTED]
Export Output from original capacity		408,708.000000	[REDACTED]
Export Output from Unsupported/Excluded 1		0.000000	

**Input electricity**

Type of input	kWh generated	MPAN/Meter serial number
Total Import	1331.000000	[REDACTED]
Original capacity import	1.331.000000	

5.8. The Register will automatically populate the relevant fields if your output data is pro-rated. For separately metered stations, you will need to input the necessary information into the relevant lines.

5.9. REGO accredited stations are required to enter details under the 'Investment Support' section of the Output Data page (1). The declaration below must also be read and made by ticking the box shown below (2).

**Investment Support**

Please provide details of investment support (other than ROCs or Renewable LECs) which has been received for the construction, operation or for the generation of energy by this generating station. Please state the name of the investment received, the amount in pounds sterling (£) or rate/kWh for FIT payments, and the date it was received. Please note that each investment only need be submitted once. It will be stored in the REGO Investment Report. There is no need to re-enter the investment for each output submission or if you are editing your output data. If you receive new investments in the future then please add that investment by entering it into the box below.

1

Name of Investment	Investment Amount or Rate /kWh (£)	Date Investment Received
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>


Please enter any comments related to this Output submission

2

Declaration  
 By ticking this box, the person making this request, or where the person making this request is a body corporate its duly authorised representative, declares that:  
 (a) the person making this request is entitled under the Electricity (Guarantees of Origin of Electricity Produced from Renewable Energy Sources) Regulations 2003 to the issue of guarantees of origin in respect of the electricity which is the subject of this request; and  
 (b) the person making this request has not made, and does not intend to make, a request in another Member State or Northern Ireland for the issue of guarantees of origin in respect of the electricity which is the subject of this request.

5.10. Offshore wind generating stations will be required to enter a percentage which represents the total installed capacity of the Registered turbines in relation to the total installed capacity of the generating station in that month. Before entering a percentage into the box the operator will need to agree a methodology with Ofgem as to how this figure will be calculated by emailing [renewable.accreditations@ofgem.gov.uk](mailto:renewable.accreditations@ofgem.gov.uk)



Input electricity		
Type of input	kWh generated	MPAN/Meter serial number
Import *	<input type="text" value="0"/>	
Generated by the generating station *	<input type="text" value="0"/>	
Is the 'generated' input electricity already deducted from output?	<input type="text" value="Please select"/>	
Standby generation *	<input type="text" value="0"/>	

**Percentage of Total Installed Capacity**  
 Informational Message

"In order to receive ROCs on electricity generated by this station, you will need to enter a figure in this box that represents the percentage of total installed capacity of registered offshore wind turbines in relation to the total installed capacity of the generating station at the date of generation. The percentage should be entered as a decimal number between 0 and 1 and by entering a figure you are declaring that you are not claiming ROCs based on electricity generated by unregistered offshore wind turbines for the month in question.

Please contact Ofgem at [renewable@ofgem.gov.uk](mailto:renewable@ofgem.gov.uk) to agree an appropriate methodology for calculating this percentage in advance of entering a figure in this box."

**Percentage TIC of Registered Turbines**

**Input deduction**

Total input deduction from ROC issue (kWh)	0.000000
Total ROC Qualifying percentage	0.00
Deduction for Unsustainable Biomass percentage	0.00

5.11. The 'Percentage TIC of Registered Turbines' field will only appear if:

- (1) the station is an 'offshore wind' station, and
- (2) the station has been accredited or has added Additional capacity on or after 1 April 2011.

### Enter Non-Half Hourly or Estimated Data

5.12. For generating stations using non-half hourly meters to measure their output or using estimated output, you will be required to click on the 'Non-Half Hourly Meter Readings' button (1) and enter details of meter reads or estimated output. Click on the 'Submit' button (2) to return to the output data screen. Please note, you should not submit estimated data until your request for estimated data has been approved. Details of how to apply for estimated data are outlined later in this chapter.

**Output data for period: December 2017**

Please complete all the relevant fields. Instructions are available on our website: [www.ofgem.gov.uk](http://www.ofgem.gov.uk)  
 \* fields are mandatory

<sup>1</sup>

**Generating Station Details**

Generating Station Name	[REDACTED]
RO Accreditation ID	[REDACTED]
REGO Accreditation ID	[REDACTED]

Home Page > Output Data > Non Half-Hourly Readings

**Ofgem Renewables Schemes - Maintain Output Data**

**Non-Half Hourly Meter Readings**

Please complete the details below for entering the relevant non-half hourly metered readings.

Source	Meter	What is being measured	Start Date	End Date	Start Figure	End Figure	Multiplier	Amount Measured	
Manual Reading	[REDACTED]	ExportToGrid	01/12/2017	31/12/2017	0	0	1	0	Update
Manual Reading	Please select...		01/12/2017	31/12/2017	0	0	1	0	Cancel Edit Delete

Cancel  <sup>2</sup>

5.13. When you click submit on the output data screen, you are asked to confirm the Output data, as displayed below.

Home Page > Output Data > Submit Output Data

### Confirm output data

Please check the details below. If you want to submit them, click the Confirm button. If you want to change anything first, click the Amend button. You can also print out the details on this screen by clicking the Print button.  
 \* fields are mandatory

**Generating Station Details**

Generating Station Name	[REDACTED]
RO Accreditation ID	[REDACTED]
REGO Accreditation ID	[REDACTED]

**Electricity produced**

	kWh generated	MPAN/Meter serial number
Total quantity of electricity produced *	100000	[REDACTED]

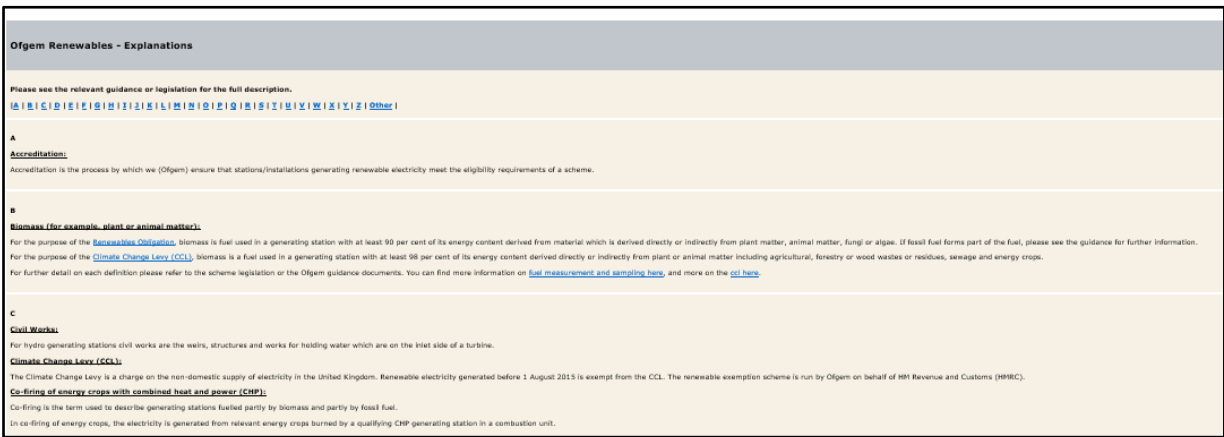
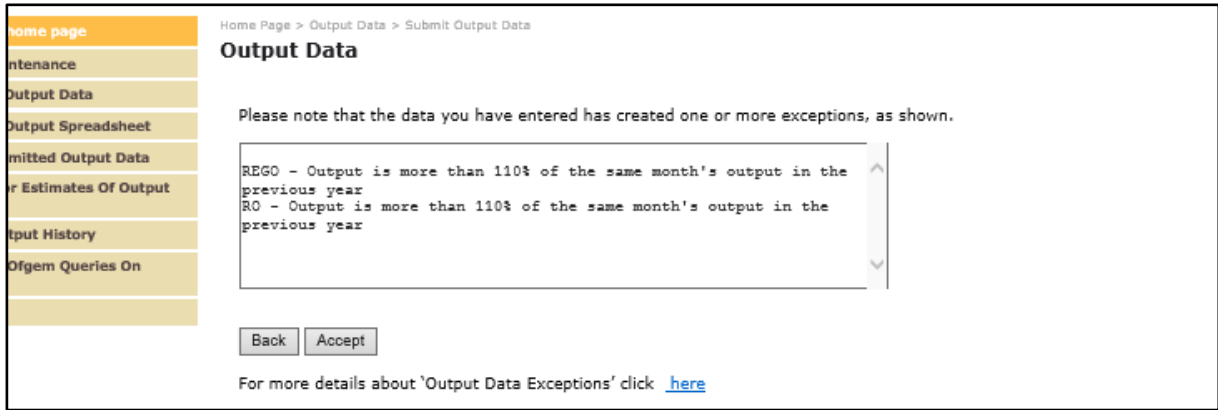
**Output**

Type of eligible output	kWh generated	MPAN/Meter serial number

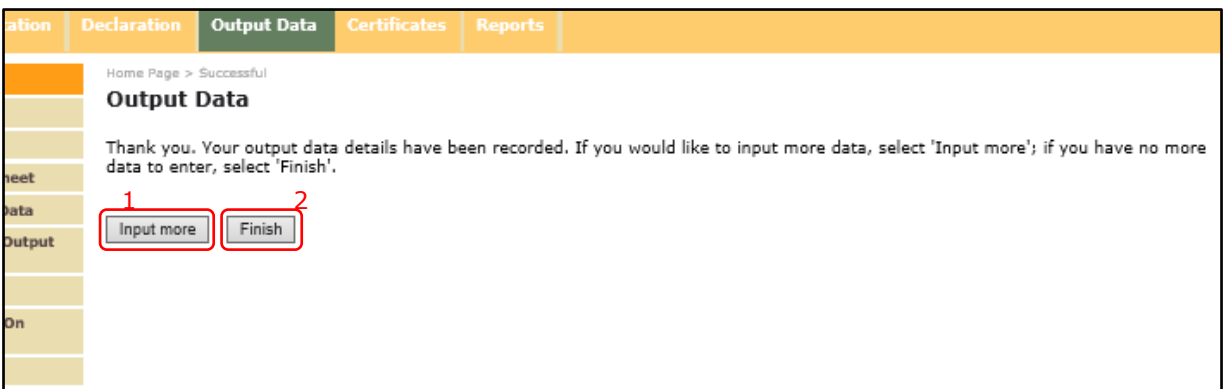
5.14. Check your output details and either click on 'Amend' to change output data or on 'Confirm' to submit the data. Once you click on 'Confirm', you will be prompted to enter your username and password.

5.15. In certain circumstances, (e.g. a data submission that has been made after the two-month deadline) you will receive an exception message, as displayed below. If you 'accept' the exception, you must write a brief explanation in the comment box., , If you realise data has been entered incorrectly you can click on 'back' and amend the data. Explanations should be clear and, if necessary, additional information, such as half hourly meter data, should be emailed to [Renewable.OutputData@ofgem.gov.uk](mailto:Renewable.OutputData@ofgem.gov.uk).

5.16. Explanations do not need to be provided for 'low priority' exceptions and therefore no text box will be provided. There is a hyperlink at the bottom of the page which links to an [exceptions glossary](#). This provides information on what the exceptions mean and what action, if any, needs to be taken.



5.17. On successful submission of output data, you will receive a confirmation screen giving you the option to click on 'input more' or 'Finish'. Click on 'input more' (1) if you wish to enter another set of output data or on 'Finish' (2) to return to your account homepage.



### Submit Output Spreadsheet

5.18. You can upload output data for multiple generating stations covering the same period by using a pre-completed data submission spreadsheet. Please note, if you have multiple stations

you can only use this upload option once per output period. Therefore, if you submit a spreadsheet for an output period with data for only some of your generating stations, you will not be able to use this option to upload the remaining stations for the same period. Instead you will have to do these manually via 'submit output data'. Click on 'Submit Output Spreadsheet' menu option, to display the screen below.

5.19. Please note that where a station's TIC includes separately metered Excluded/Unsupported capacity, you will have to declare the type of capacity, the gross output (for fuelled and non-fuelled stations), and what fuel use relates to (for fuelled stations only). The information that relates to the Unsupported/Excluded capacity should be declared in separate rows.

5.20. Input electricity is pro-rated by default so you should only include the input electricity used by the entire station's TIC in the row that relates to the station's original capacity. This will then be pro-rated automatically on the station's data submission page according to the export values.

5.21. Data submissions for generating stations that separately meter RO additional capacity and excluded capacity cannot be included on a multiple station submission spreadsheet and should be made manually.

5.22. Select the submission period from the drop down box and upload a pre-completed data submission spreadsheet (see an example below).

	A	B	C	D	E
1	Generating_Station_Name	Output_KWh	Type_Of_Output	Import_KWh	Stand
2	Station1	2323.3232	Gross Output	2323.3232	
3	Station2	2.33	Export		
4	Station3	15247.23	Export And Own Use	15487565247	
5	Station4	654	Export And Export Through An Exempt Distribution Network	654	
6					
7					
8					
9					
10					
11					
12					

5.23. The spreadsheet has been updated to include a question for you to select if you are submitting 'Unit by Unit Fuel Data' or 'Station Fuel Data'. For generating stations submitting 'Unit by Unit Fuel Data' this includes an additional 'unit' column and also a separate worksheet for the Ancillary purposes by unit questions. The latest version of the spreadsheet is available from your account on the Register (via 'Submit Output Spreadsheet' and underneath 'Examples and validation criteria').

N	O	P	Q	R
Permitted_purposes_under_the_CCL	Gross_Output	REGO_Declaration_Acceptance	Comments	Data_Submission_Type
No		Yes		Unit by Unit Fuel Data
No		Yes		Station Fuel Data

Output | Non\_Half\_Hourly | Fuel\_Use | Investment\_Support | Ancillary\_purposes\_unit\_by\_unit

5.24. If data on the spreadsheet is incomplete or entered incorrectly, you will receive an error message informing you where to locate the error. See below an example of an error message.

**The system has encountered the following errors in the uploaded spreadsheet. Please amend the spreadsheet to repair these errors and resubmit.**

Name	Line	Description
Sheet: Fuel_Use Column: check description	2	The 'Fuel' element has an invalid value according to its data type.

5.25. In the case where the system generates a data exception, the register will query this. Click on 'Change Data' to amend the details or Click on 'Provide Explanation' to finalise your submission.

Home Page > Output Data > Upload Spreadsheet > Data Description

### Submit Output Spreadsheet

The following exceptions are present in the data that has been uploaded. Where available, please click the 'Provide Explanation' button to set out an answer in relation to the exception and, if appropriate, the 'Change Data' button to amend the data submitted.

Station name	Capacity Name	Exception(s)	Change data / Provide explanation	
MOEL MAELOGEN	Original	CCL - Output is less than 90% of the same month's output in the previous year CCL - The data has been submitted late RO - The data has been submitted late	Provide Explanatio Change Data	Delete station
MOEL MAELOGEN	Original	REGO - Output is less than 90% of the same month's output in the previous year CCL - The data has been submitted late RO - The data has been submitted late	Provide Explanatio Change Data	Delete station
MOEL MAELOGEN	Original	RO - Output is less than 90% of the same month's output in the previous year CCL - The data has been submitted late RO - The data has been submitted late	Provide Explanatio Change Data	Delete station

### Edit Submitted Output Data

5.26. If you need to change output data that has already been submitted, you cannot do this by resubmission of the spreadsheet. Instead, you can click on the 'Edit submitted output data' menu option and amend the data.

5.27. To change output data, click on the 'Edit Submitted Output Data' menu option (1). Select from the drop down menu the generating station (2) and the generation period you wish to change (3). As displayed below.

Home Page > Output Data > Submit Output Data

### Output Data

Please choose appropriate values from the lists below, then select 'Continue' to input your data.

**1** Edit Submitted Output Data

Station name **2**

Please select a period **3**

5.28. Click on continue and enter the revised output data, following the instructions as described earlier in the Submit Output Data chapter and re-submit your output data. If data is amended after the two month submission deadline, it is recommended you also notify the Output Data Team by email ([Renewable.OutputData@ofgem.gov.uk](mailto:Renewable.OutputData@ofgem.gov.uk)). When doing this please ensure you clearly detail the station name and output period it relates to in the email.

### Apply for Estimates of Output Data

5.29. Output data that is based on an estimate must be agreed with Ofgem in advance of a certificate claim. This may be for a number of reasons, e.g. a metering issue, or where FMS procedures cannot be undertaken as agreed. To apply for an estimated data case, you must apply on the Register and submit details of the issue alongside a proposed methodology of estimation for agreement with Ofgem.

5.30. Generators and Agents can apply for the use of an estimate by clicking on the menu option 'Apply for Estimates of Output Data', as displayed below.

The screenshot shows a web interface for applying for estimated output data. On the left is a vertical navigation menu with options: 'back to home page', 'Fuel Maintenance', 'Submit Output Data', 'Submit Output Spreadsheet', 'Edit Submitted Output Data' (highlighted with a red box), 'Apply For Estimates Of Output Data', 'View Output History', 'Answer Ofgem Queries On Output', and 'Log out'. The main content area is titled 'Apply For Estimates Of Output Data' and contains the following fields: 'Station name' (a dropdown menu with '[-- SELECT --]' selected, highlighted with a red box), 'From Date' (a date picker with 'dd/mm/yyyy' format and a help icon, highlighted with a red box), 'To Date' (a date picker with 'dd/mm/yyyy' format and a help icon, highlighted with a red box), and 'Generator's Explanation' (a large text area). At the bottom of the form are 'Cancel' and 'Submit' buttons.

5.31. Select a generating station from the drop down list, enter the period the use of estimated output will cover (i.e. 'From date' and 'To date') and give an explanation, in the text box provided, why the generating station needs to estimate output data, with a proposed methodology of estimation. Click on the 'Submit' to send your request to Ofgem for agreement.

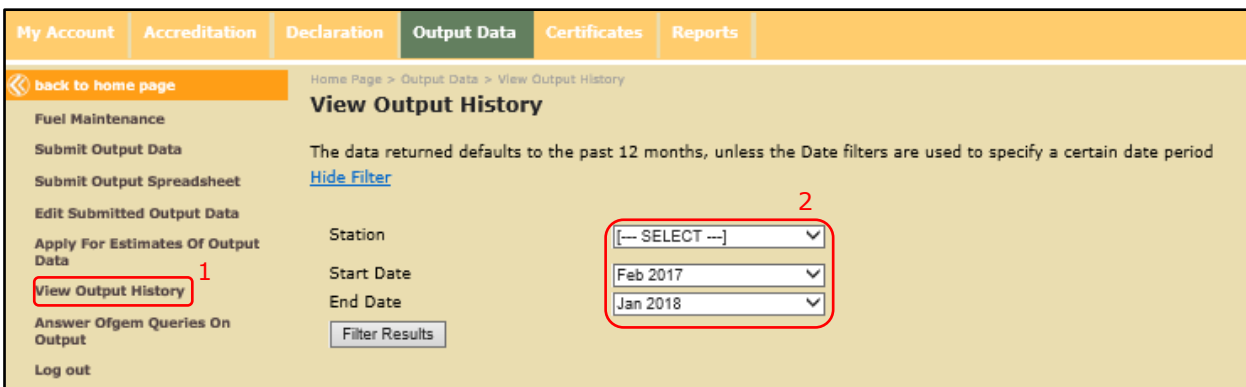
5.32. Please be aware that the generator or agent account will not receive certificates on this output until Ofgem has agreed the proposed methodology of estimation. As you cannot upload further information here, it is recommended that you provide a spreadsheet with your estimate methodology and calculations to Ofgem by email ([Renewable.OutputData@ofgem.gov.uk](mailto:Renewable.OutputData@ofgem.gov.uk)).



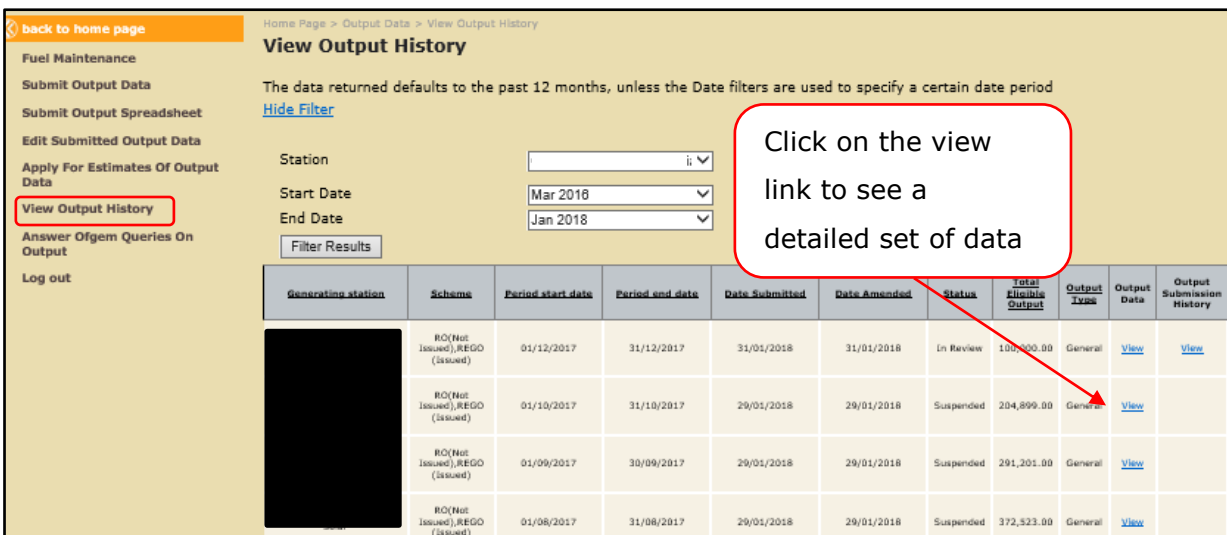
When doing this please ensure you clearly detail the station name and output period it relates to in the email.

### View Output History

5.33. The 'View Output History' menu option allows you to see a history of output data entered on the Register and the output period. Click on the 'View Output History' menu option (1) and select a generating station and output period from the drop down menu (2).



5.34. The 'output data' column allows you to view this data in more detail.



5.35. The 'Status' column under the 'View Output History' menu option does not always reflect the status of all certificates (ROC and REGOs). This is because the data submissions covers all schemes (RO and REGO as shown in the scheme column) for which a station is accredited, but each scheme has different requirements for certificate issue (e.g. REGOs are issued straight

away whereas ROCs are issued in accordance with a certificate issue timetable). Therefore, in certain circumstances certificates may be issued for one scheme, but not the other.

5.36. In relation to output data, the two schemes are set up in a hierarchical order on the Register, with the RO taking precedence. This means that the status column in the 'View Output History' section shows the latest status for the scheme that takes precedence, these statuses are:

<b>Status</b>	<b>Description</b>
Submitted	Output data waiting to be reviewed by Ofgem
In review	Output data currently being reviewed by Ofgem
Suspended	High level data exceptions raised e.g. late data  Outstanding data queries
Awaiting Approval	Certificates 'generated' and waiting approval by Ofgem
Issued	Certificates issued on output
Declined	Output data declined e.g. a late data case that has been rejected

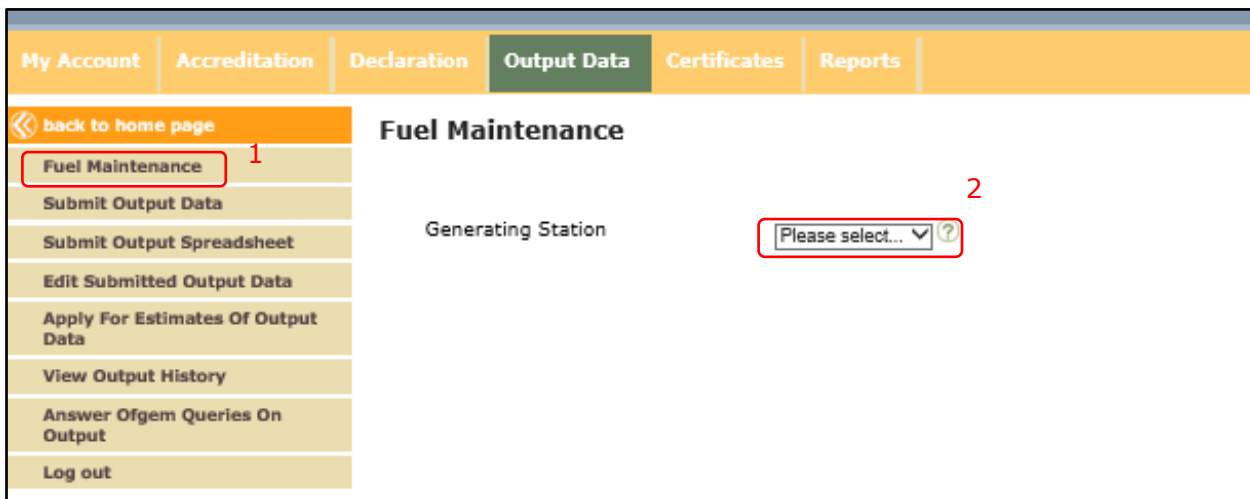
## Output Data for Fuelled Generating Stations

5.37. There are additional functions available for fuelled generating stations in the output data section. These are outlined in the sections below. The functions covered earlier in the chapter

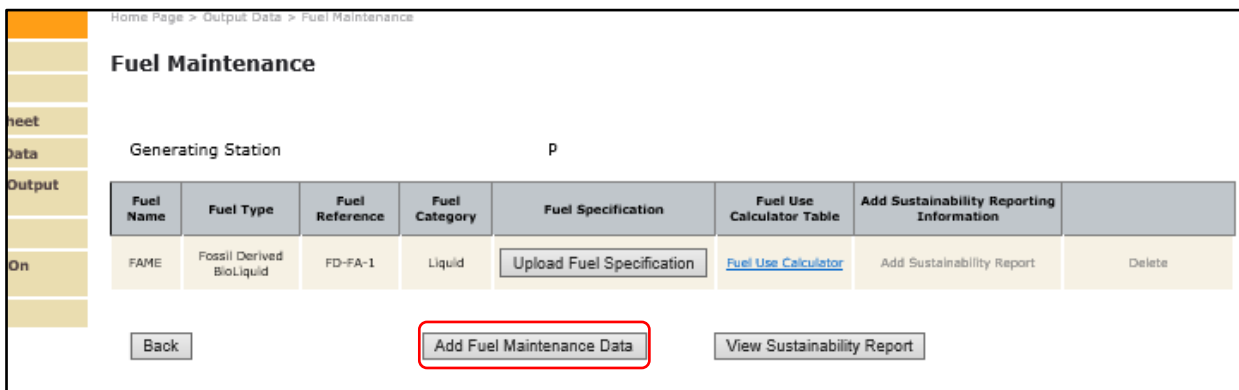
on editing output data, applying for estimated data, viewing output history and answering queries raised by Ofgem are the same for both fuelled and non-fuelled stations.

### Fuel Maintenance

5.38. The 'Fuel maintenance' menu option allows stations generating electricity using fuel(s) (e.g. biomass, waste, energy crops, etc.) to provide the necessary fuel data. This is in line with the agreed Fuel Measurement and Sampling (FMS) procedures for monthly output data submission. Click on the 'Fuel Maintenance' menu option and select your generating station from the drop down list of your accredited generating stations, as displayed below.



5.39. On the next screen click 'Add Fuel Maintenance Data' from the central Fuel Maintenance Data page. You will be navigated to the following page.



5.40. Select the 'Fuel Type' (1) from the list of fuels available from a drop down list and then select a 'Fuel Name' (2) from the drop down list of fuels.

5.41. If a relevant fuel name is not available in the drop down list, you can select 'Add New Fuel'. You can then type in a new fuel name manually.

5.42. A new fuel will automatically receive a default fuel reference. You also have the option to overwrite the default reference and manually enter a fuel reference in the Fuel Reference text box.

5.43. When adding a new fuel, you will also need to confirm whether it is a solid, liquid or gas. You will also need to provide any useful relevant comments regarding the new fuel. If you set up a new fuel on the Register you should contact a member of our fuelling and sustainability team. The fuel can be approved if agreed FMS procedures are in place. While you can use a fuel as part of an output data submission before it is approved, no certificates can be issued until approval is granted.

### Fuel Use Calculator Table

5.44. Where applicable to your generating station, the Fuel Use Calculator Table allows you to view the total mass or volume of a fuel used in a particular obligation period. Clicking on the

'Fuel Use Calculator' button for the relevant fuel will present you with a drop down menu listing each obligation period. By selecting the relevant period, you can navigate to the Fuel Use Calculator Table for that period.

Home Page > Output Data > Fuel Maintenance

### Fuel Maintenance

Generating Station

Fuel Name	Fuel Type	Fuel Reference	Fuel Category	Fuel Specification	Fuel Use Calculator Table	Add Sustainability Reporting Information	
FAME	Fossil Derived BioLiquid	FD-FA-1	Liquid	<a href="#">Upload Fuel Specification</a>	<a href="#">Fuel Use Calculator</a>	<a href="#">Add Sustainability Report</a>	<a href="#">Delete</a>

[Back](#)
[Add Fuel Maintenance Data](#)
[View Sustainability Report](#)

### Fuel Use Calculator

Fuel Type:   
 Fuel Name:   
 Fuel Reference:

Month	Mass/Volume	Unit of Measurement
April 2017	1.000000000	L
May 2017	1.000000000	L
June 2017	1.000000000	L
July 2017	1.000000000	L
August 2017	1.000000000	L
September 2017	1.000000000	L
October 2017	1.000000000	L
November 2017	1.000000000	L
December 2017	1.000000000	L
January 2018		
February 2018		
March 2018		
Total: 9.000000000		

Users should be aware that the total fuel use recorded in this cell is a sum of the values recorded in each of the cells in the "Mass/Volume" column. As a result, the value displayed in this cell will not be an accurate reflection of the fuel that has been used where different units of measurement are used during the same obligation period.

[Back](#)

5.45. A total use value is provided at the bottom of the table. Please be aware that the total fuel use recorded in this cell is a sum of the values recorded in each of the cells in the 'mass/volume' column. As a result, the value displayed in this cell will not be an accurate reflection of the fuel that has been used where different units of measurement are used during the same obligation period.

February 2018		
March 2018		
		Total: 9.000000000

Users should be aware that the total fuel use recorded in this cell is a sum of the values recorded in each of the cells in the "Mass/Volume" column. As a result, the value displayed in this cell will not be an accurate reflection of the fuel that has been used where different units of measurement are used during the same obligation period.

### Add Sustainability Report – Function Removed

5.46. We’ve removed the ‘Add Sustainability Report’ function as we have incorporated this reporting requirement in a streamlined process with annual audit reports. This does not take place on the Register. If you wish to submit this annual information but you have not received details of the new process, please email the fuelling and sustainability team [FuellingandSustainability@ofgem.gov.uk](mailto:FuellingandSustainability@ofgem.gov.uk).

Home Page > Output Data > Fuel Maintenance

### Fuel Maintenance

Generating Station

Fuel Name	Fuel Type	Fuel Reference	Fuel Category	Fuel Specification	Fuel Use Calculator Table	Add Sustainability Reporting Information	
FAME	Fossil Derived BioLiquid	FD-FA-1	Liquid	<input type="button" value="Upload Fuel Specification"/>	<a href="#">Fuel Use Calculator</a>	<input type="button" value="Add Sustainability Report"/>	<input type="button" value="Delete"/>

### Submit Output Data

5.47. Fuelled stations will have to submit the same electrical information as outlined for non-fuelled stations earlier in this chapter. Additionally, fuelled stations will also see another button ‘Enter Fuel Measurements’ which must also be completed on a monthly basis.

### Enter Fuel Measurements

5.48. For generating stations which use fuels (e.g. biomass, energy crop, waste, etc.) to generate electricity, you must provide the fuel measurement details required under agreed FMS procedures. Click on the 'Enter fuel measurement' button to enter fuel measurement details for a generating station.

5.49. To edit the grid, scroll to the far right and select the 'edit' button, as illustrated below. Select your fuel from the drop down list under 'fuel reference' and enter the relevant fuelling and sustainability information. Then select 'update' on the far right hand side of the grid. For stations that have Excluded/Unsupported capacity present which is separately metered, the capacity type will also need to be selected for each fuel. All Excluded/Unsupported capacity fuels do not need to report against the sustainability criteria.

5.50. To add information on other fuels used for generation in that month, select 'New Fuel Measurement' and follow the instructions in the paragraph above.

Edit Submitted Output Data	Fuel Measurements											Land Criteria	
Apply For Estimates Of Output Data	Fuel Reference	Capacity Type	Quantity	Quantity Unit of Measure	Gross Cal Value	Gross Cal Unit of Measure	Heat Contribution Value	Heat Contribution %	Contamination %	Ofgem Copy of Samples	Fuel Specification	Meets Land Criteria?	Land Criteria
View Output History	Please select...	Please select...	0	Kg	0	MJ/Kg	0.00000000000000	0	0	<input type="checkbox"/>		Please select...	
Answer Ofgem Queries On Output	<input type="button" value="New Fuel Measurement"/>												
Log out	If claiming ROCs, is all fossil fuel and/or waste used for permitted ancillary purposes. <input type="button" value="Please Select"/>											<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	
<p><b>Solid and Gaseous Fuel</b></p> <p>1: Where the fuel does not meet the land criteria, please provide the main reasons why biomass meeting the land criteria was not used.</p> <p>2: Where the GHG emissions are greater than 79.2 g/MJ electricity please provide the main reasons why biomass with lower GHG emissions was not used.</p> <p><b>Note:</b> From 1 April 2014, for RO and ROS only, and from the date at which the NIRO comes into force, for a generating station which meets the definition of a 'post-2013 dedicated biomass station', the relevant GHG emission threshold is 66.7 g/MJ electricity. Where GHG emissions are greater than this threshold, operators of these stations will have to provide the main reasons why biomass with lower GHG emissions was not used.</p> <p>1&amp;2: Where the information for either the land criteria or the GHG emissions is not known, please provide the main reasons why biomass for which that information is known was not used, AND the main reasons why that information is not known.</p> <p><b>Separately Metered Unsupported Capacity</b></p> <p>When a station has unsupported/excluded capacity present which it separately meters, prior to the submission of fuel measurement information, the Heat Contribution Value (HCV) percentage for each fuel will take into account all fuels used to generate. Post-submission, the HCV percentage for the fuels listed as "RO Capacity" capacity type only take into account other "RO Capacity" fuels, and not "Unsupported Capacity" fuels. On the other hand, the HCV percentage for fuels listed as "Unsupported Capacity" capacity type will take into account all fuels.</p>													

5.51. Operators of generating stations using solid or gaseous biomass greater than 50kW DNC and less than 1MW TIC do not need to report sustainability information monthly. For these stations, the Land Criteria and GHG Criteria boxes will be greyed out.

5.52. Generators who are required to provide sustainability information can report against the Land Criteria by selecting from the following options 'yes', 'no', 'unknown' or 'exempt'. If generators using solid and gaseous biomass select 'unknown' or 'no' for the Land Criteria they must answer the questions set out in legislation in the free text box provided. These questions are replicated at the bottom of the 'Enter fuel measurements' page on each output data submission. Generators using bioliquids do not need to enter any reasoning.

5.53. On the same screen, generators are asked to submit their GHG emissions by either entering an emission figure, or selecting 'unknown' or 'exempt'. For bioliquids the emission figure is a percentage saving. For solid and gaseous biomass this is to be reported as total emissions in gGHG/MJ of electricity. If the emission figure for solid and gaseous biomass is greater than the threshold or they select 'unknown', the generators must answer the questions set out in legislation. They should use the free text box provided. These questions are repeated at the bottom of the 'Enter fuel measurements' page on each output data submission. Generators using bioliquids do not need to enter any reasoning.

5.54. Generators using bioliquids will also need to enter a value in the dropdown options under 'Installation bioliquid production date'. Generators should answer 'before 6 October 2015' if the installation that produced the bioliquid in question started producing bioliquids before 6 October 2015 or 'on or after 6 October 2015' if the installation started producing bioliquid on or after that date.



### Entering Fuel Measurements Data for Co-Firing and Conversion Generating Stations

5.55. For generating stations that are co-firing or are biomass conversions, an additional question will appear above the Fuel Measurements grid with a radio button for either 'Unit by Unit Fuel Data' or 'Station Fuel Data'. The option selected by the generating station depends on the FMS procedures which have been agreed with our Fuelling and Sustainability team.

5.56. If you select 'Unit by Unit Fuel Data', then an additional 'Unit' column will allow you to select the unit in which the fuel was used. The number of units displayed will correspond to that provided to our Fuelling and Sustainability team. The term 'unit' refers to a 'combustion unit' as per the RO Order. This column does not appear if 'Station Fuel Data' is selected. You must select a radio button before entering information into the grid.

My Account | Accreditation | Declaration | Output Data | Certificates | Reports

back to home page

Fuel Maintenance

Submit Output Data

Submit Output Spreadsheet

Edit Submitted Output Data

Apply For Estimates Of Output Data

View Output History

Answer Ofgem Queries On Output

Log out

### Ofgem Renewables Schemes - Maintain Output Data

#### Submit fuel measurements for this period

**Warning: If you switch fuel submission type you will need to enter your fuel measurements again**  
Please indicate if you are submitting your fuelling data on a unit by unit or station-wide basis.

Unit by Unit Fuel Data  
 Station Fuel Data

Fuel Measurements

Unit	Fuel Reference	Capacity Type	Quantity	Quantity Unit of Measure	Gross Cal Value	Gross Cal Unit of Measure	Heat Contribution Value	Heat Contribu %
Unit 1	FCL-1	RO Capacity	100000	Kg	40	MJ/Kg	4,000,000.000000000000	100
Unit 2	RFL - 73	Excluded Capacity	100000	Kg	40	MJ/Kg	0.000000000000	0

New Fuel Measurement

If claiming ROCs, is all fossil fuel and/or waste used for permitted ancillary purposes, in unit 1

If claiming ROCs, is all fossil fuel and/or waste used for permitted ancillary purposes, in unit 2

If claiming ROCs, is all fossil fuel and/or waste used for permitted ancillary purposes, in unit 3

If claiming ROCs, is all fossil fuel and/or waste used for permitted ancillary purposes, in unit 4

My Account | Accreditation | Declaration | Output Data | Certificates | Reports

back to home page

Fuel Maintenance

Submit Output Data

Submit Output Spreadsheet

Edit Submitted Output Data

Apply For Estimates Of Output Data

View Output History

Answer Ofgem Queries On Output

Log out

### Ofgem Renewables Schemes - Maintain Output Data

#### Submit fuel measurements for this period

**Warning: If you switch fuel submission type you will need to enter your fuel measurements again**  
Please indicate if you are submitting your fuelling data on a unit by unit or station-wide basis.

Unit by Unit Fuel Data  
 Station Fuel Data

Fuel Measurements

Fuel Reference	Capacity Type	Quantity	Quantity Unit of Measure	Gross Cal Value	Gross Cal Unit of Measure	Heat Contribution Value	Heat Contribution %	Contamination %
Energy Crops Co - 72	Please select...	100000	Kg	10	MJ/Kg	0.000000000000	0	0

New Fuel Measurement

If claiming ROCs, is all fossil fuel and/or waste used for permitted ancillary purposes.

Cancel Submit

**Solid and Gaseous Fuel**

1: Where the fuel does not meet the land criteria, please provide the main reasons why biomass meeting the land criteria was not used.

2: Where the GHG emissions are greater than 79.2 g/MJ electricity please provide the main reasons why biomass with lower GHG emissions was not used.

**Note:** From 1 April 2014, for RO and ROS only, and from the date at which the NIRO comes into force, for a generating station which meets the definition of a 'post-2013 dedicated biomass station', the relevant GHG emission threshold is 66.7 g/MJ electricity. Where GHG emissions are greater than this threshold, operators of these stations will have to provide the main reasons why biomass with lower GHG emissions was not used.

1&2: Where the information for either the land criteria or the GHG emissions is not known, please provide the main reasons why that information is known was not used, AND the main reasons why that information is not known.

**Separately Metered Unsupported Capacity**

When a station has unsupported/excluded capacity present which it separately meters, prior to the submission of fuel measurement information, the Heat Contribution Value (HCV) percentage for each fuel will take into account all fuels used to generate. Post-submission, the HCV percentage for the fuels listed as "RO Capacity" capacity type only take into account other "RO Capacity" fuels, and not "Unsupported Capacity" fuels. On the other hand, the HCV percentage for fuels listed as "Unsupported Capacity" capacity type will take into account all fuels.

5.57. For stations submitting 'Unit by Unit Fuel Data', please note you cannot assign the same fuel twice against the same unit. However, a fuel can be assigned to different units. In addition, the permitted ancillary purposes question must also be answered for each individual unit when submitting 'Unit by Unit Fuel Data'. Failure to do so will result in an error.

5.58. For stations where fuel use is not assigned to every unit recorded for the generating station in a given month, an exception will be generated when you submit your output data to alert you to this. You can either click 'Back' and amend the fuel measurements if this is a mistake or, if you have chosen not to provide fuel use for every unit, you should provide a written explanation in the free text box on the exceptions page. Should a co-firing or conversion generating station wish to change the number of units recorded they cannot do this via the register. You will need to ask the Fuelling and Sustainability team for an alteration.

### Output Data

Please note that the data you have entered has created one or more exceptions, as shown.

```
CHP - A fuel awaiting approval has been included within the submission
RO - A fuel awaiting approval has been included within the submission
RO - You have not assigned a fuel to all of the combustion units recorded at the generating station.
```

If you want to accept these exceptions, supply an explanation in the box below, then select the 'Accept' button. If you want to amend your data, select the 'Back' button.

For more details about 'Output Data Exceptions' click [here](#)

5.59. Finally, ensure that you also answer the available questions underneath the fuel measurement grid regarding fossil fuel use for permitted ancillary purposes. Once all information has been entered, click the 'Submit' button to return to the output data screen, displayed above. You should note that the 'Enter fuel measurements' button will not appear if not applicable to the generating station.

## 6. Certificates

6.1. The 'Certificates' section on the horizontal menu bar on your account homepage, enables you to view your held certificates or transfer / receive certificates from another organisation's registered account and retire certificates.

6.2. The below screenshot is the 'Certificates' homepage. As you can see when you have certificates in your account available for transfer they will first be visible here.

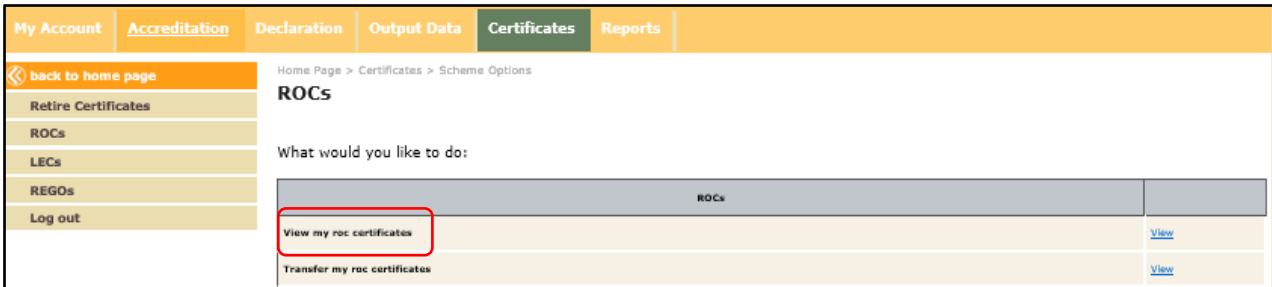
Accounts	Total Certificates
REGO	2253

6.3. Select the certificate scheme that you want to manage from the vertical menu. You will then be presented with four options (these options are the same for each of the renewable scheme account).

ROCs	
View my roc certificates	<a href="#">View</a>
Transfer my roc certificates	<a href="#">View</a>
View my pending transfer	<a href="#">View</a>
View received transfer requests	<a href="#">View</a>

## View My Certificates

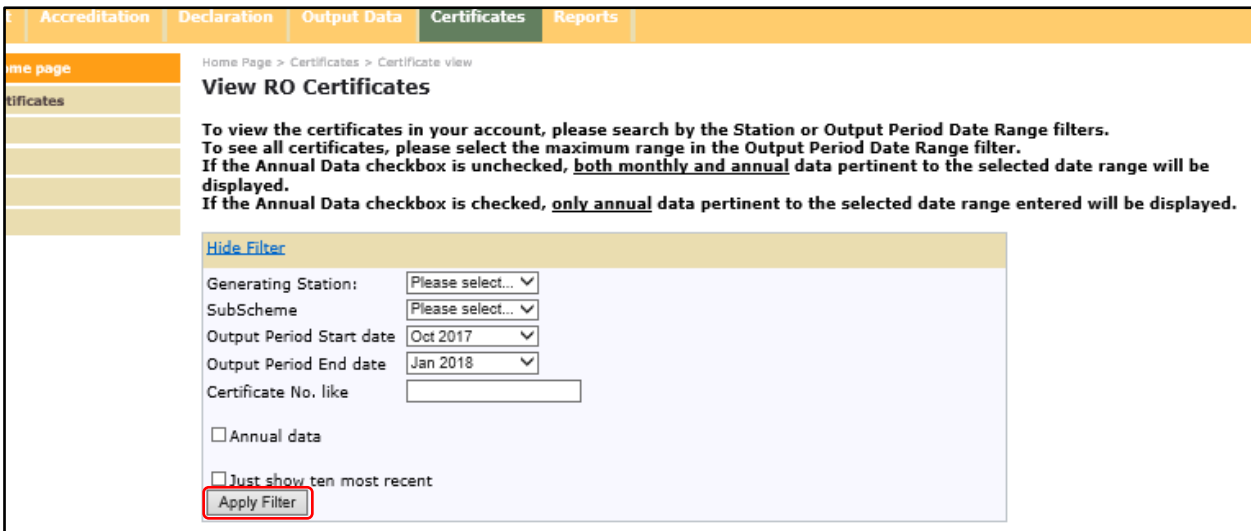
6.4. Click on the 'View my ROC Certificates' to view all ROCs held in your account, as illustrated below.



6.5. A search filter will be displayed. This will give you the option to filter certificates by station, subscheme, output period and certificate number.

6.6. You can tick 'Annual Data' to filter data for stations who have been accredited to submit data on an annual basis. Please note, that when selecting this option, you should also enter the Output Period Start and End date relating to specific Annual Data period. For example, April 2016 – March 2017.

6.7. You can also tick 'Just show ten most recent' to filter your search to show the most recent data submissions.



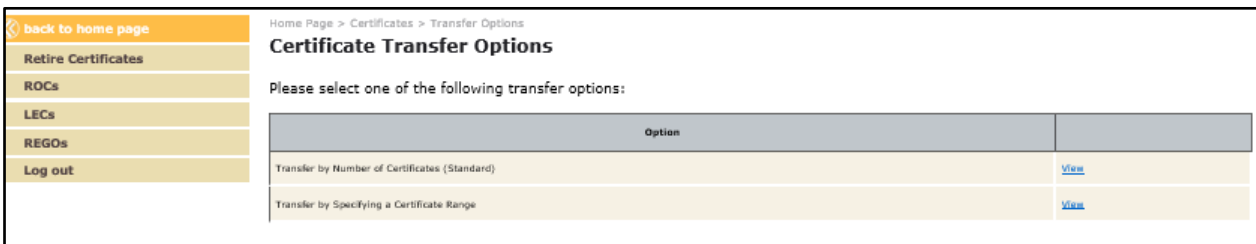
6.8. Once you have selected your search criteria, click 'Apply Filter' to see your search results.

## Transfer My Certificates

6.9. To transfer certificates, click on 'Transfer my ROC Certificates'.



6.10. The account holder is given the option to 'Transfer by number of certificates (Standard)' and 'Transfer by specifying a certificate range'.



6.11. If you click 'View' next to 'Transfer by number of certificates (Standard)' the screen below will be shown. A very similar screen with the same filters is shown for 'Transfer by specifying a certificate range'.

Home Page > Certificates > Transfer Options > Transfer Request Create

### Request Transfer

To view the certificates in your account, please search by the Station or Output Period Date Range filters. To see all certificates, please select the maximum range in the Output Period Date Range filter. If the Annual Data checkbox is unchecked, **both monthly and annual** data pertinent to the selected date range will be displayed. If the Annual Data checkbox is checked, **only annual** data pertinent to the selected date range entered will be displayed.

Transfer from: Capital Stage Caddington Limited Reference: 0610002000

Enter the unique ID of the organisation you are transferring certificates to:

[Hide Filter](#)

Generating Station:

Technology:

IssueDate:

Output Period Start date:

Output Period End date:

Certificate No. like:

Annual data

Select All

Output Period	Generator	Technology	Issued	Start	End	Certificates	Transfer	Remaining	Select
01/11/2017 - 30/11/2017		Photovoltaic	18/12/2017			135	<input type="checkbox"/>	135	<input type="checkbox"/>
01/12/2017 - 31/12/2017		Photovoltaic	18/01/2018			60	<input type="checkbox"/>	60	<input type="checkbox"/>
Total						195	0	195	

6.12. For both options the simplest way to view your ROCs available for transfer is to select your generating station from the drop-down menu, clear the 'Issue Date' fields as per the above screenshot and select your output period start & end dates. Leave the remaining fields blank. You can then select 'Apply Filter' to see which certificates meet the criteria set.

6.13. Upon applying the filter, you will see a different interface depending on the option selected earlier

6.14. Below is the 'Transfer by number of certificates (Standard)' option.

Update figures <span style="float: right;">Select All <input type="checkbox"/></span>									
Output Period	Generator	Technology	Issued	Start	End	Certificates	Transfer	Remaining	Select
Oct 2017		On-shore wind (ROS code = SQ)				371	<input type="text"/>	371	<input type="checkbox"/>
Nov 2017		On-shore wind (ROS code = SQ)				20396	<input type="text"/>	20396	<input type="checkbox"/>
Dec 2017		On-shore wind (ROS code = SQ)				21104	<input type="text"/>	21104	<input type="checkbox"/>
Jan 2018		On-shore wind (ROS code = SQ)				23348	<input type="text"/>	23348	<input type="checkbox"/>
Feb 2018		On-shore wind (ROS code = SQ)				18767	<input type="text"/>	18767	<input type="checkbox"/>
Total						83986	0	83986	

Update figures

Submit transfer request  Cancel

6.15. From here you can 'select all', 'select' individual lines or request a specific number of ROCs for each line before 'selecting' it. At this point you will need to click 'update figures'. This will then show how many are to be transferred for each line and how many remain with a total column at the bottom.

6.16. The 'Transfer by specifying a certain range' option differs slightly. You will need to input a start and end range for certificates. A detailed overview of how these ranges work can be found on pages 56 & 57 of our [Guidance for Generators](#).

6.17. Enter the unique ID of the organisation you want to transfer certificates to. The IDs will have the following format:

- AGE00XX - for an agent account
- SUP00XX - for a supplier account
- PAR00XX - for a participant account
- GEN00XX - for a generator account



Output Period End date Jun 2018

Certificate No. like

Annual data

Output Period	Generator	Technology	Issued	Certificate Start - End Range	Total Certificates	Certificate Start - End Range	No to transfer
Mar 2018	[REDACTED]				263	<input type="text"/> <input type="text"/>	
Total					263		

6.18. When the account holder clicks on the 'Submit transfer request' button, they will receive a confirmation screen listing the specific certificate ranges selected to be transferred.

[Home Page > Certificates > Transfer Request Confirm](#)

### Transfer details confirmation

You are about to submit the following transfer request from Organisation Name [REDACTED]; reference [REDACTED] to Organisation Name: [REDACTED] reference [REDACTED]

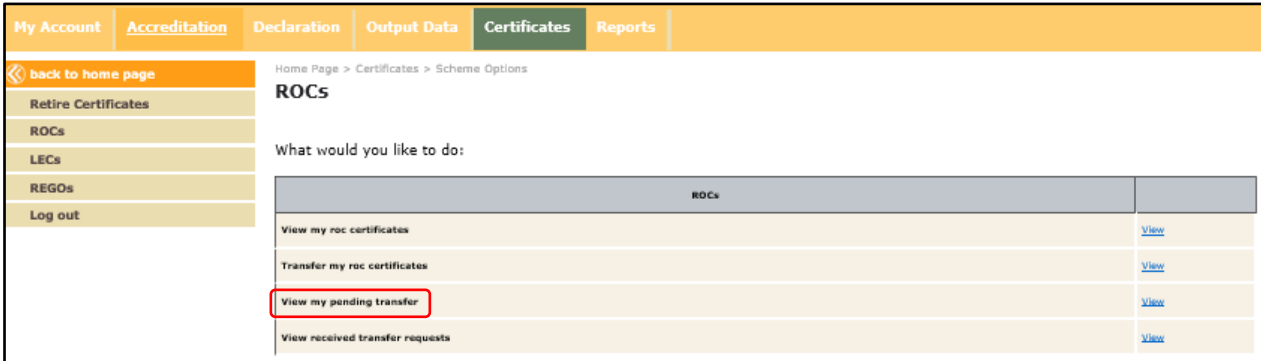
Generator	Start	End	Certificates	Transfer	Remaining
[REDACTED]	[REDACTED]	[REDACTED]	135	135	0
[REDACTED]	[REDACTED]	[REDACTED]	60	60	0
Total			195	195	0

6.19. On clicking the 'Proceed with the transfer request' button, the account holder will receive a message on screen confirming that the transfer of certificates has been successfully initiated. For the transfer to be completed the certificates must be accepted by the party to which the certificates are being transferred to.

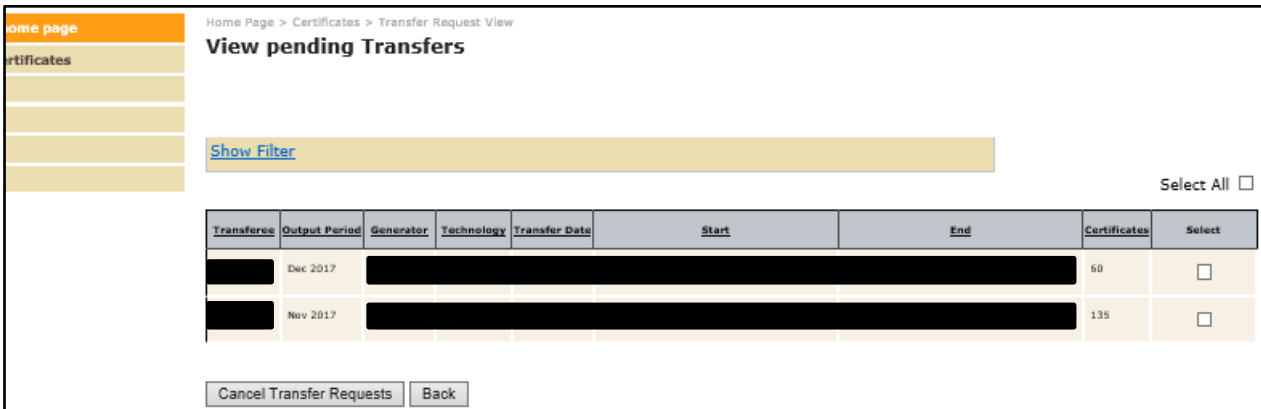
6.20. A message will be displayed informing you that the transfer request has been submitted. Users with email permissions will receive an automated email informing the appropriate parties of the transfer request. While the transfer is pending these will be visible under the 'View my Pending Transfer' option under each certificate type.

## View Pending Transfers

6.21. To review all pending transfer requests, click on 'View pending transfers'.

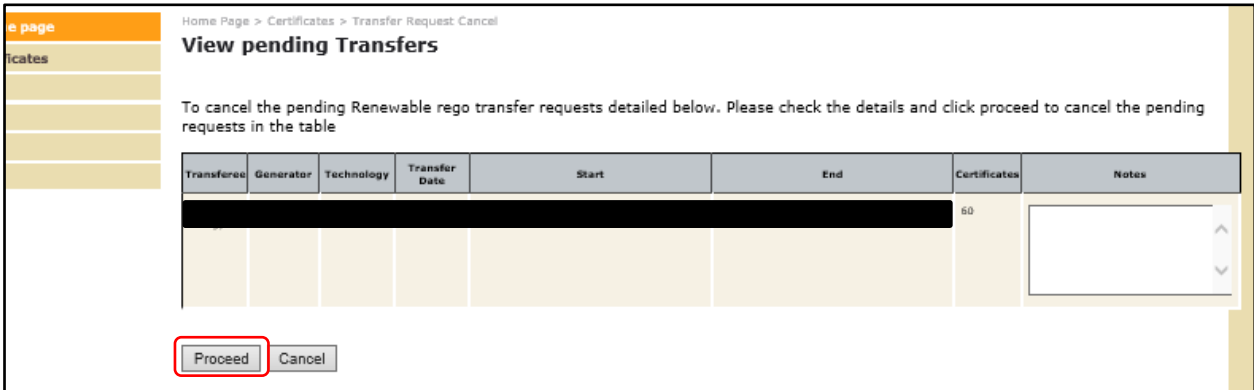


6.22. The table below will be displayed, showing a list of all certificates that you transferred that have not yet been accepted.



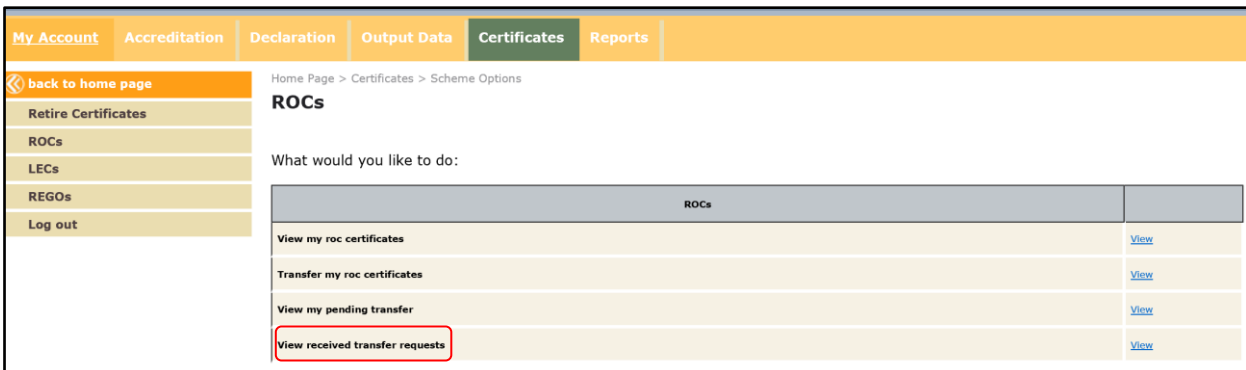
6.23. In this screen, you can cancel any pending requests. To cancel a pending request, check the 'Select' box at the end of the certificate row. Alternatively, to cancel all pending requests, click on the Select All tick box. Then click on 'Cancel Transfer Requests'.

6.24. The confirmation screen below will be displayed and you will have the option to enter a reason for cancelling the transfer request which will be sent to the recipient. Click on 'Proceed' and enter your username and password to confirm.



## View Received Transfer Request

6.25. To view certificates that have been transferred to you, click on 'View received transferred request' menu option.



6.26. You can choose to view received transfer requests by 'accept/decline by number of certificates (standard)' and 'accept/decline by range'.

6.27. From this screen you can accept, or decline a transfer request sent to your account. By default, all entries are displayed, however for a more detailed view click on the 'Show Filter' link and search using 'Just show ten most recent', 'Technology', or 'Transferor'. Alternatively search by 'generating station' or 'date'.

### Received ROC Transfer Request

[Hide Filter](#)

Transferor:

Generating Station:

Technology:

Transfer Date:  to

Output Period:

Certificate No. like:

Just show ten most recent

6.28. The screen below will be displayed, enabling you to accept or decline transfer requests.

Home Page > Certificates > View Received Transfer Request Options > Transfer View - Accept/decline by Number of certificates

### Received ROC Transfer Request

[Show Filter](#)

Select all

Output Period	Transferor Organisation	Date submitted	Agent Group/Station	Technology	Start:	End:	Number of Certificates	
Feb 2018		29/05/2018		Photovoltaic (RO code = RU)			1241	<input type="checkbox"/>
Feb 2018		29/05/2018		Photovoltaic (RO code = RU)			1959	<input type="checkbox"/>
Jan 2018		18/04/2018		Photovoltaic (RO code = RU)			507	<input type="checkbox"/>
Jan 2018		18/04/2018		Photovoltaic (RO code = RU)			931	<input type="checkbox"/>

6.29. Click on the check box at the end of the certificate row to select a specific certificate transfer. Alternatively, click on 'select all' check box to select all certificate transfer. Click the 'Accept' button to accept the transfers selected or on the 'Decline' button to reject a transfer request.

6.30. A confirmation page will be displayed, click on 'Proceed to accept request'. You will be prompted to enter your username and password.

**Transfer details confirmation**

You are about to submit the following transfer request from Organisation Name: Ovo Energy; reference SUP0008823; to Organisation Name: Common Farm Solar Limited; reference: GEN0216545.

Generator	Start	End	Certificates	Transfer	Remaining
Burton Pedwardine Solar Farm - Phase 2	R00327RUEN0000000417GMG	R00327RUEN0007220417GMG	723	100	623
Total			723	100	623

[Proceed with the transfer request](#) [Back](#)

## Retire Certificates

6.31. This section gives account holders the facility to 'retire' certificates. A retired certificate is one that an account holder has decided not to use for purposes of compliance under the RO, or the use of REGOs for Fuel Mix Disclosure. Once retired, certificates are not available for redeeming. Please note, Suppliers must retire REGOs in their Supplier account to be used for NI FMD.

6.32. By clicking the 'Retire Certificates' option, a screen is displayed with the options to Retire ROC, LECs and REGOs. The guide will outline retiring REGOs as an example.

[back to home page](#) Home Page > Certificates > Retire Certificates

**Retire Certificates**

This part of the system allows you to retire your certificates

Retire ROC's	<a href="#">View</a>
Retire LEC's	<a href="#">View</a>
Retire REGO's	<a href="#">View</a>

6.33. By clicking the 'View' link adjacent to each type of certificate, a screen showing the standard certificates filter will show up.

6.34. Once at least one filter is applied, you will then see the relevant certificates underneath the filter. From here you can select all, select specific lines or specific amounts of the certificates you wish to retire. Once you have made your selection click 'Update Figures'. This will then show the total number of certificates to be retired. At this point you can click 'Retire'.

Home Page > Certificates > Retire Certificates > Display Certificates

### Retire REGO

To view the certificates in your account, please search by the Generating Station or Technology or Output Period Date Range or Certificate Number filters. To see all certificates, please select the maximum range in the Output Period Date Range filter. If the Annual Data checkbox is unchecked, both monthly and annual data pertinent to the selected date range will be displayed. If the Annual Data checkbox is checked, only annual data pertinent to the selected date range entered will be displayed. To view reconciliation CHP LECs, please select a date range corresponding to the CHP LEC reconciliation period, e.g. January 2011 – March 2012

[Hide Filter](#)

Generating Station:

Technology:

Output Period Start date:

Output Period End date:

Annual data

Certificate No. like:

Select All

Output Period	Generating Station	REGO start	REGO end	Number of REGO	Number of REGO to be retired	Remaining	Select
01/06/2017-30/06/2017				683	<input type="text" value="683"/>	0	<input checked="" type="checkbox"/>
01/07/2017-31/07/2017				597	<input type="text" value="597"/>	0	<input checked="" type="checkbox"/>
01/08/2017-31/08/2017				563	<input type="text" value="563"/>	0	<input checked="" type="checkbox"/>
01/09/2017-30/09/2017				401	<input type="text" value=""/>	401	<input type="checkbox"/>
01/10/2017-31/10/2017				278	<input type="text" value=""/>	278	<input type="checkbox"/>
01/11/2017-30/11/2017				142	<input type="text" value=""/>	142	<input type="checkbox"/>
01/12/2017-31/12/2017				77	<input type="text" value=""/>	77	<input type="checkbox"/>
Total				2741	1843	908	

A request has been submitted for retiring of rego. Are you sure you want to continue?

Output Period	Generating Station	rego start	rego end	Number of rego	Number of rego to be retired	Remaining
01/03/2017-31/03/2017				420	420	0
01/04/2017-30/04/2017				550	550	0
01/05/2017-31/05/2017				586	586	0
Totals				1586	1586	0

6.35. After entering your username and password you have one last chance to review the certificates you wish to retire. On clicking on the 'Proceed to retire certificates' button you will receive a message on screen confirming that your certificates have been successfully retired. All users will be able to view and report on certificates retired by user the certificate reports.

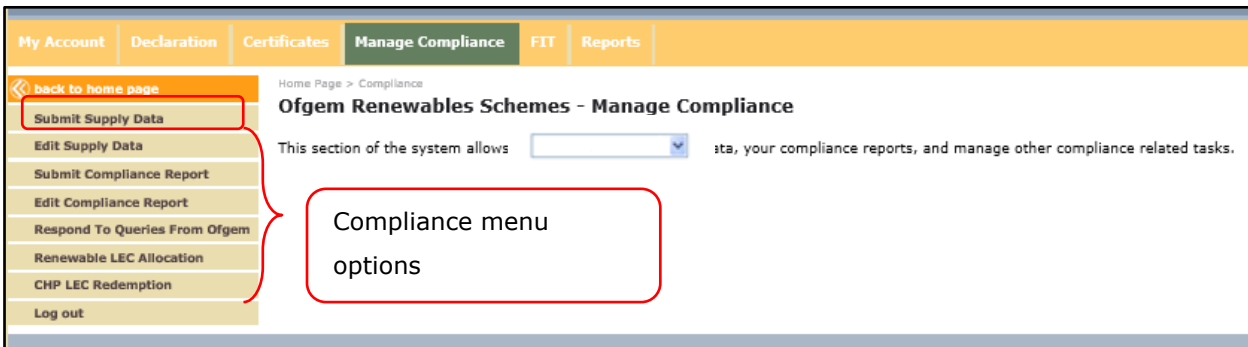
## 7. Compliance

7.1. The 'Manage Compliance' section is located on the horizontal menu bar on your account homepage. This enables suppliers to use the Register to comply with the Renewables Obligation (RO) and to hold REGOs as evidence of Great Britain Fuel Mix Disclosure (FMD).

7.2. The 'Compliance' menu option displays functions that allow suppliers to comply with the different renewable schemes.

### Submit Supply Data (RO) – Submit Supply Data option

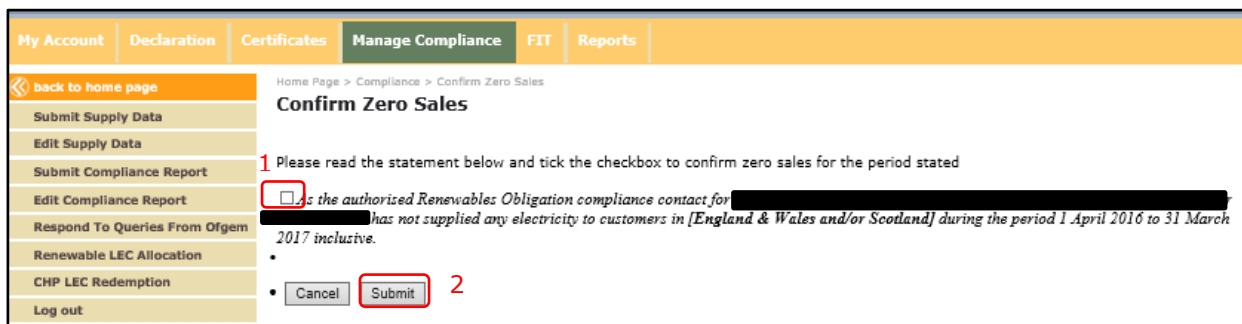
7.3. Click on 'Submit Supply Data' in the vertical menu.



7.4. Select the licence from the drop down list of licences. Next select either the 'Submit Supply Data' or 'Confirm Zero Sales' radio buttons and then click 'Continue'.

### Confirm Zero Sales

7.5. If you select 'Confirm Zero Sales' a statement will be displayed, see below. You will be required to tick the check box (1) to agree to the statement before you can click 'Submit' (2). You will be prompted to enter your username and password.



## Submit Supply Data

7.6. To submit supply data, select 'Submit Supply Data' and complete the 'Electricity sales details' fields shown below. The 'Calculate' button will calculate total supply based on your submission and will estimate your obligations. You will also have the option to add any additional comments, if required.

7.7. Please note that your actual obligation will be determined following validation of supplier submissions and will be sent to you by the Renewable Obligation Compliance team.

Account	Declaration	Certificates	Manage Compliance	FIT	Reports
<a href="#">back to home page</a> <a href="#">Submit Supply Data</a> <a href="#">Edit Supply Data</a> <a href="#">Submit Compliance Report</a> <a href="#">Edit Compliance Report</a> <a href="#">Respond To Queries From Ofgem</a> <a href="#">Renewable LEC Allocation</a> <a href="#">CHP LEC Redemption</a> <a href="#">Log out</a>	Obligation Period : 2018-2019		Obligation level (ROCs/MWh) (A) : 0.468		
Electricity sales details :					
<b>RO( England and Wales )</b>					
Total supply to distribution and transmission customers (B) ?		<input type="text" value="10,000.00"/> MWh			
Total supply to customers connected to a licence-exempt distribution network (C) ?		<input type="text" value="0.00"/> MWh			
Electricity to premises occupied by a licence holder for the purpose of carrying on activities which he is authorised by his licence to carry on (D) ?		<input type="text" value="10,000.00"/> MWh			
Total supply to Energy Intensive Industries (EIIs) (E) ?		<input type="text" value="5,000.00"/> MWh			
Total EII Excluded Electricity (F) ?		<input type="text" value="4,000.00"/> MWh			
		<input type="button" value="Calculate"/>			
Relevant electricity supplied (G) = (B + C) - F		<input type="text" value="6,000.00"/> MWh			
Renewables Obligation = G * A		<input type="text" value="2,808.00"/> ROCs			
Comment <input type="text"/>					<input type="checkbox"/> Confirm Zero Sales

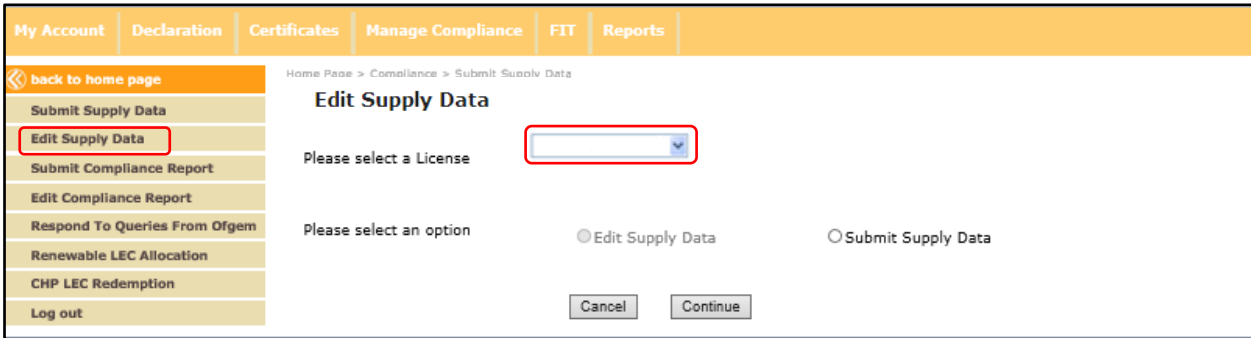
You will receive a confirmation message confirming the supply data has been submitted successfully.

My Account	Declaration	Certificates	Manage Compliance	FIT	Reports
<a href="#">back to home page</a> <a href="#">Submit Supply Data</a> <a href="#">Edit Supply Data</a> <a href="#">Submit Compliance Report</a> <a href="#">Edit Compliance Report</a> <a href="#">Respond To Queries From Ofgem</a> <a href="#">Renewable LEC Allocation</a> <a href="#">CHP LEC Redemption</a> <a href="#">Log out</a>	Home Page > Compliance > Add Supply Data > Add Supply Data				
<b>Submit Supply Data</b>					
Supply Data has been submitted successfully.					
A confirmation email has been sent to the email address registered on your account. If you do not receive the email, please contact the Ofgem Renewables & CHP Team at <a href="mailto:renewable@ofgem.gov.uk">renewable@ofgem.gov.uk</a> .					

## Edit Supply Data

7.8. Select the licence you want to edit from the drop-down list.

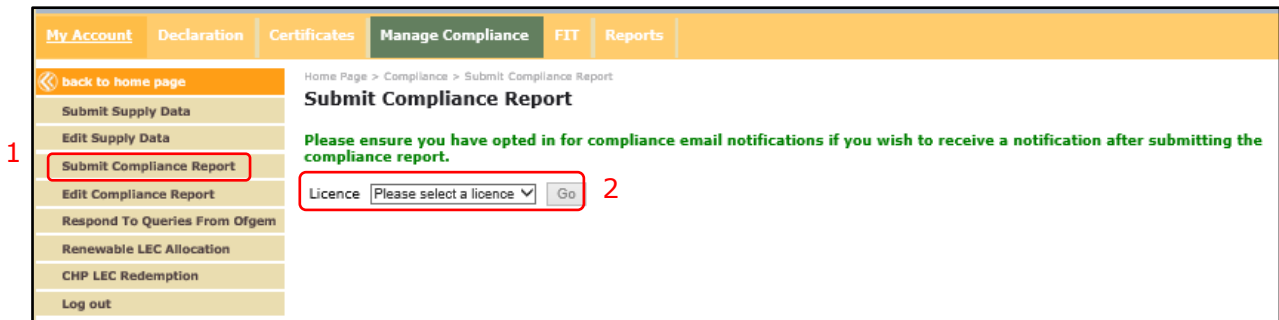




7.9. To edit and submit the updated supply data, follow the same steps as provided in the previous section on 'Submit Supply Data'. When the amendments have been made, a description of the revision and the reason for it should be noted in the 'Comment' box.

## Submit Compliance Report

7.10. Click on 'Submit Compliance Report' on the vertical menu and select a licence from the drop down list. The Submit Compliance Report screen will then be displayed, summarising your supply data and your obligation. A message will also be displayed reminding you to opt in to email notifications if you wish to receive a notification after submitting your compliance report. For instruction on how to do this, please see the section on 'Email Notifications' in Chapter 2.



7.11. Click on the 'Select ROCs' button to display a table with the certificates held in your account that can be presented for compliance.

### Submit Compliance Report

[Calculate compliance](#) > [Select ROC's](#) > [Enter Buyout](#) > [Enter Bank Account details](#)

**Please ensure you have opted in for compliance email notifications if you wish to receive a notification after submitting the compliance report.**

<b>Renewables Obligation</b>	Renewables Obligation
<b>Compliance Period</b>	2018-2019
<b>Revision Number</b>	0
<b>Revision Date</b>	
<b>Relevant Electricity Supplied (MWh)</b>	6,000.00
<b>Obligation level (ROCs/MWh)</b>	0.468
<b>Obligation (ROC)</b>	2,808

7.12. As illustrated below, the display summarises ROCs by the output period to which they relate. To view the individual ROC ranges, click on a specific month. This will then display a list of all ROC ranges for that period.

Home Page > Compliance > Submit Compliance Report

### Submit Compliance Report

Calculate compliance > **Select ROC's** > Enter Buyout > Enter Bank Account details

**Please ensure you have opted in for compliance email notifications if you wish to receive a notification after submitting the compliance report.**

Obligation Details

Obligation: 34,800 ROCs  
 Max. Banked (25 %): 8,700 ROCs  
 Max. Qualifying Bioliquld (4 %): 1,392 ROCs

You have the following Renewables Obligation certificates available to use for compliance purposes:

Select All

Period	No. in range	No. to use	Select all in range
<a href="#">Apr 2017</a>	2257		<input type="checkbox"/>
<a href="#">May 2017</a>	2477		<input type="checkbox"/>
<a href="#">Jun 2017</a>	2543		<input type="checkbox"/>
<a href="#">Jul 2017</a>	2491		<input type="checkbox"/>
<a href="#">Aug 2017</a>	2230		<input type="checkbox"/>
<a href="#">Sep 2017</a>	1060		<input type="checkbox"/>
Total:	13,058	0	

Total Banked ROCs : 0  
 Total Qualifying Bioliquld ROCs : 0

7.13. As shown on the screen below, the 'No. to use' column (1) represents the number of ROCs currently selected for presentation against the obligation. The 'No. remaining' column (2) details the ROCs in your account which have not been selected for presentation.

Home Page > Compliance > Submit Compliance Report

### Submit Compliance Report

Calculate compliance > [Select ROC's](#) > Enter Buyout > Enter Bank Account details

**Please ensure you have opted in for compliance email notifications if you wish to receive a notification after submitting the compliance report.**

Obligation Details

Obligation: 34,800 ROCs  
 Max. Banked (25 %): 8,700 ROCs  
 Max. Qualifying Bioliq (4 %): 1,392 ROCs

Period	Station	Current	Banked	Qualifying Bioliq	Certificate no (start)	Certificate no (end)	No. in range	No. to use	No. remaining	Select all in range
Apr 2017		X			R00323RUEN000000417GMG	R00323RUEN0004310417GMG	432	<input type="text"/>	<input type="text" value="432"/>	<input type="checkbox"/>
Apr 2017		X			R00205RUEN000000417GMG	R00205RUEN0000990417GMG	100	<input type="text"/>	<input type="text" value="100"/>	<input type="checkbox"/>
Apr 2017		X			R00327RUEN000000417GMG	R00327RUEN0007220417GMG	723	<input type="text"/>	<input type="text" value="723"/>	<input type="checkbox"/>
Apr 2017		X			R00330RUEN000000417GMG	R00330RUEN0003150417GMG	316	<input type="text"/>	<input type="text" value="316"/>	<input type="checkbox"/>
Apr 2017		X			R00305RUEN000000417GMG	R00305RUEN0006850417GMG	686	<input type="text"/>	<input type="text" value="686"/>	<input type="checkbox"/>
Total:							2,257	<input type="text" value="0"/>	<input type="text" value="2,257"/>	<input type="checkbox"/>

Total Banked ROCs : 0  
 Total Qualifying Bioliq ROCs : 0

7.14. To select the number of certificates you wish to use for compliance you can select all ROCs for one month by ticking the 'Select all in range' box (3).

My Account | Declaration | Certificates | Manage Compliance | FIT | Reports

Home Page > Compliance > Submit Compliance Report

### Submit Compliance Report

Calculate compliance > [Select ROC's](#) > Enter Buyout > Enter Bank Account details

**Please ensure you have opted in for compliance email notifications if you wish to receive a notification after submitting the compliance report.**

Obligation Details

Obligation: 1,661,888 ROCs  
 Wave Obligation: 0 MSOs  
 Tidal Obligation: 0 MSOs  
 Max. Banked (25 %): 415,472 ROCs  
 Max. Qualifying Bioliq (4 %): 66,475 ROCs

You have the following Renewables Obligation certificates available to use for compliance purposes:

Period	No. in range	No. to use	Select all in range
<a href="#">Apr 2016</a>	769	0	<input type="checkbox"/>
<a href="#">May 2016</a>	673	0	<input type="checkbox"/>
<a href="#">Jun 2016</a>	554	0	<input type="checkbox"/>

7.15. To select a specific ROC range, click on the period in which the ROC range was issued. Then tick 'Select all in range' for the specific range you wish to select. Click 'Re-Calculate', then all ROCs within that range will be transferred from the 'No. remaining' column to the 'No. to use' column.

7.16. To select part of a ROC range, type the number of ROCs you wish to use in the 'No. to use' column. You can do this for multiple ranges. Once complete, click 'Recalculate'. The number of ROCs entered in the 'No. to use' column will then be removed from the 'No. remaining' column.

- Please note that the certificate number format for the Unit Conversion (UC) ROCs in respect of output data from November 2019 onwards contains seven digits (as opposed to six for all other technologies). If you are a generating station that claims Unit Conversion ROCs, please ensure that you notify any parties (for example suppliers) who may purchase your ROCs so that they are aware of this.

7.17. To select all ROCs for a particular month, tick the 'Select All' box and then click 'Re-calculate' to update the total no to use figure. This will select all certificates.

Home Page > Compliance > Submit Compliance Report

### Submit Compliance Report

Calculate compliance > [Select ROC's](#) > Enter Buyout > Enter Bank Account details

**Please ensure you have opted in for compliance email notifications if you wish to receive a notification after submitting the compliance report.**

Obligation Details

Obligation: 34,800 ROCs  
 Max. Banked (25 %): 8,700 ROCs  
 Max. Qualifying Bioliiquid (4 %): 1,392 ROCs

Select All

Period	Station	Current	Banked	Qualifying Bioliiquid	Certificate no (start)	Certificate no (end)	No. in range	No. to use	No. remaining	Select all in range
Apr 2017		X					432	<input type="text" value="432"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
Apr 2017		X					100	<input type="text" value="100"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
Apr 2017		X					723	<input type="text" value="723"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
Apr 2017		X					316	<input type="text" value="316"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
Apr 2017		X					686	<input type="text" value="686"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
Total:							2,257	2,257	0	

Total Banked ROCs : 0  
 Total Qualifying Bioliiquid ROCs : 0

7.18. Once all the ROCs you wish to present have been selected and appear in the 'No. to use' column, click on 'Calculate Buyout' to display the amount of buyout payment owed. Alternatively, click 'Calculate Compliance' at the top of the page to return to the previous screen.

Home Page > Compliance > Submit Compliance Report

### Submit Compliance Report

Calculate compliance > **Select ROC's** > Enter Buyout > Enter Bank Account details

**Please ensure you have opted in for compliance email notifications if you wish to receive a notification after submitting the compliance report.**

Obligation Details

Obligation: 34,800 ROCs  
 Max. Banked (25 %): 8,700 ROCs  
 Max. Qualifying Bioliiquid (4 %): 1,392 ROCs

You have the following Renewables Obligation certificates available to use for compliance purposes:

Select All

Period	No. in range	No. to use	Select all in range
<a href="#">Apr 2017</a>	2257	2257	<input checked="" type="checkbox"/>
<a href="#">May 2017</a>	2477	2477	<input checked="" type="checkbox"/>
<a href="#">Jun 2017</a>	2543		<input type="checkbox"/>
<a href="#">Jul 2017</a>	2491		<input type="checkbox"/>
<a href="#">Aug 2017</a>	2230	2230	<input checked="" type="checkbox"/>
<a href="#">Sep 2017</a>	1060		<input type="checkbox"/>
Total:	13,058	6,964	

Total Banked ROCs : 0  
 Total Qualifying Bioliiquid ROCs : 0

Re-Calculate

< Calculate compliance    **Calculate Buyout >**

7.19. If the number of ROCs selected exceeds your obligation, an error message will be displayed. You will then need to deselect ROCs so that the total in 'No. to use' column does not exceed your obligation.

Home Page > Compliance > Submit Compliance Report

### Submit Compliance Report

Calculate compliance > **Select ROC's** > Enter Buyout > Enter Bank Account details

**Please ensure you have opted in for compliance email notifications if you wish to receive a notification after submitting the compliance report.**

Obligation Details

- Obligation: 3 ROCs
- Max. Banked (25 %): 0 ROCs
- Max. Qualifying Bioliiquid (4 %): 0 ROCs

Please check errors  
You are not allowed to transfer more certificates than obligation (3 ROCs)

7.20. If the total qualifying bioliiquid ROCs selected for presentation against a supplier's obligation exceeds the 4% threshold, then an error message will be displayed. You will need to deselect bioliiquid ROCs to bring the total below the threshold before you can submit your compliance report. The qualifying bioliiquid threshold is specified under 'Obligation Details' at the top of the page.

Submit Compliance Report

Calculate compliance > **Select ROC's** > Enter Buyout > Enter Bank Account details

**Please ensure you have opted in for compliance email notifications if you wish to receive a notification after submitting the compliance report.**

Obligation Details

- Obligation: 2,480 ROCs
- Wave Obligation: 0 MSOs
- Tidal Obligation: 0 MSOs
- Max. Banked (25 %): 620 ROCs
- Max. Qualifying Bioliiquid (4 %): 99 ROCs

Please check errors  
You have exceeded your Qualifying Bioliiquid ROCs percentage. You have selected 1095 and the maximum allowed is 99. Please remove 996 Qualifying Bioliiquid ROCs. You are not allowed to transfer more certificates than obligation (2480 ROCs)

7.21. If the total number of banked ROCs presented against a supplier's obligation exceeds the 25% threshold, then an error message will be displayed. You will need to deselect banked ROCs to bring the total below the threshold before you can submit your compliance report. The banked ROC threshold is also specified under 'Obligation Details' at the top of the page.

7.22. The error message displayed will advise you to remove the surplus ROCs selected (towards the total obligation, qualifying bioliiquid or banked ROC thresholds as applicable).

When you have done this you will be able to re-calculate and proceed with submitting your compliance report by clicking 'Enter Buyout'.

7.23. On the 'Enter Buyout' page, your obligation details are summarised and the buyout payment due is displayed. To proceed with submitting your compliance report, click on 'Enter Bank Account details' at the bottom of the screen. To go back to the previous screen and amend the total ROCs presented, click 'Select ROCs'.

The screenshot shows the 'Submit Compliance Report' page. At the top, there is a navigation bar with tabs: My Account, Declaration, Certificates, Manage Compliance, FIT, and Reports. Below this is a sidebar menu with options like 'back to home page', 'Submit Supply Data', 'Edit Supply Data', 'Submit Compliance Report', 'Edit Compliance Report', 'Respond To Queries From Ofgem', 'Renewable LEC Allocation', 'CHP LEC Redemption', and 'Log out'. The main content area has a breadcrumb trail: Home Page > Compliance > Submit Compliance Report. The title is 'Submit Compliance Report'. Below the title is a breadcrumb trail: Calculate compliance > Select ROC's > Enter Buyout > Enter Bank Account details. A green warning message states: 'Please ensure you have opted in for compliance email notifications if you wish to receive a notification after submitting the compliance report.' Below this is a table with the following data:

Obligation (ROC)	6,960
Total Number Of ROC's Presented	0
Buyout Price (£ / ROC)	44.77
Obligation To Be Fulfilled By Buyout (ROC)	6,960
Buyout Due (£)	311,599.20

At the bottom of the page, there are two buttons: '< Calculate compliance' and 'Enter Bank Account details >'. The 'Enter Bank Account details >' button is highlighted with a red box.

7.24. As illustrated on the next page, enter your bank details and then upload proof of them by clicking the 'Browse' button and selecting the relevant file.

7.25. If the bank details being used are the same for each section, you can click the 'Copy Bank Details' button to copy the bank details listed in the section above to the section below.

7.26. Once all of the required details have been completed, click the 'Submit' button, at which point you will be prompted to enter your username and password.



Home Page > Compliance > Submit Compliance Report

### Edit Compliance Report

Calculate compliance > Select ROC's > Enter Buyout > [Enter Bank Account details](#)

**Please ensure you have opted in for compliance email notifications if you wish to receive a notification after submitting the compliance report.**

**Bank details for Recycle payments from Ofgem:**

Bank Name:

Sort Code [XX-XX-XX]:

Account Number (8 digits):

Account Name:

Account Reference:

Please note, the Account Reference should also be provided in the comments field when making the buyout payment from your bank account, so that it appears on Ofgem's bank statement. This will enable Ofgem to more easily identify which payment has been made against which licence/obligation.

[Check Account Details](#)

Please provide [proof of bank details](#) by uploading a document below. This should be an official document, such as a statement or letter from your bank.

Upload file  
Please upload your file. Max file size is 2 MB. Only PDF files can be uploaded.

**Bank details for Buyout payments due to Ofgem:**

Bank Name:

Sort Code [XX-XX-XX]:

Account Number (8 digits):

Account Name:

Account Reference:

Please note, the Account Reference should also be provided in the comments field when making the buyout payment from your bank account, so that it appears on Ofgem's bank statement. This will enable Ofgem to more easily identify which payment has been made against which licence/obligation.

[Check Account Details](#)

Please provide [proof of bank details](#) by uploading a document below. This should be an official document, such as a statement or letter from your bank.

Upload file  
Please upload your file. Max file size is 2 MB. Only PDF files can be uploaded.

Please note that these changes will supersede any previous submissions you have made. Please click on [submit compliance report] to continue.

7.27. A message will then be displayed to confirm that the report has been submitted successfully.

My Account | Declaration | Certificates | **Manage Compliance** | FIT | Reports

Home Page > Compliance > Submit Compliance Report

### Edit Compliance Report

Compliance Report has been changed successfully.

A confirmation email has been sent to the email address registered on your account. If you do not receive the email, please contact the Ofgem Renewables & CHP Team at [renewable@ofgem.gov.uk](mailto:renewable@ofgem.gov.uk).

## Edit Compliance Report

7.28. Click on the 'Edit Compliance Report' menu option and select the licence you want to edit from the drop-down list of licences.

7.29. To edit and resubmit the updated compliance report, follow the same steps described under 'Submit Compliance Report'.

The screenshot shows a web application interface with a top navigation bar containing the following tabs: My Account, Declaration, Certificates, Manage Compliance (highlighted), FIT, and Reports. On the left side, there is a vertical menu with the following items: back to home page, Submit Supply Data, Edit Supply Data, Submit Compliance Report, Edit Compliance Report (highlighted with a red box), Respond To Queries From Ofgem, Renewable LEC Allocation, CHP LEC Redemption, and Log out. The main content area displays the breadcrumb 'Home Page > Compliance > Submit Compliance Report' and the title 'Edit Compliance Report'. A green notice states: 'Please ensure you have opted in for compliance email notifications if you wish to receive a notification after submitting the compliance report.' Below this, there is a 'Licence' label followed by a dropdown menu with the text 'Please select a licence' and a 'Go' button.