

# Instructions for Opening an ACR Registry Profile



Thank you for your interest in becoming an ACR Registry Participant. This document outlines the steps to take to open an ACR Registry Profile.

## Preparation

Before applying, review and familiarize yourself with the following:

- [Fee Schedule](#). Prior to ACR activating a new Registry Profile for use, a Profile Opening Fee will be invoiced (see Step 5).
- [ACR Terms of Use](#). Prior to users gaining full access to the ACR Registry, an authorized Designated Signatory must agree to the ACR Terms of Use (see Step 6).

## Steps to Open an ACR Registry Profile

1. Obtain organizational authorization to assign individuals to the roles of Designated Signatory and Profile User Admin
2. Complete the application form
3. Gather organizational certificate
4. Submit documents
5. ACR reviews application
6. Designated Signatory accepts the ACR Terms of Use
7. Profile User Admin adds additional users

See the pages that follow for additional details on each of the above steps.

Questions regarding the application process or a pending application should be directed to [ACR@winrock.org](mailto:ACR@winrock.org).

# Instructions for Opening an ACR Registry Profile

## 1. Obtain organizational authorization to assign individuals to the roles of Designated Signatory and Profile User Admin

Download the [Designated Signatory/Profile User Admin Authorization Templates](#) and complete one of the templates therein (executive signed letter or Board resolution).

Please note that in the case of a signed executive letter, ACR may request documentation of the signatory's authority to legally bind and execute agreements on behalf of the entity, such as the organization's bylaws, a certificate of incumbency, power of attorney, or a board resolution or letter from an executive or legal counsel naming the signatory as possessing delegated signatory authority.

## 2. Complete the Application Form

Download and complete the [Application for ACR Registry Profile](#).

A profile type selection must be made within the application. The four options are:

- **Project Developer Profile:** Intended for entities seeking to list GHG Projects on the ACR Registry. In addition to submitting projects for listing, verification and carbon credit issuance, Project Developer Profiles may hold, transfer, retire, and cancel carbon credits for themselves and, if permissioned, on behalf of others.<sup>1</sup>
- **Project VVB Profile:** Intended for Validation/Verification Bodies approved by ACR, CARB, or Ecology who seek to serve as a VVB for projects listed on the ACR Registry. Project VVB Profiles have the ability to review, validate, and verify project data and documents for GHG Projects for which they have been selected and that they have accepted. Project VVB Profiles also have the ability to upload project validation and verification documents but are not able to list projects nor hold or transact carbon credits.
- **Transaction Profile:** Intended for entities seeking to procure, hold, transfer, and retire or cancel carbon credits for themselves and, if permissioned, on behalf of others.<sup>1</sup>
- **Custodial Profile:** Intended for entities who operate external exchanges, trading platforms, auction platforms, or other marketplaces for the purpose of clearing or otherwise facilitating transactions of carbon credits to which they do not have title or ownership rights. Custodial Profiles can procure, hold, transfer, and retire or cancel carbon credits for themselves or on behalf of others.

**Note:** "Applicant" refers to the organization, not an individual.

Please refer to and follow additional instructions contained within the application form.

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<sup>1</sup> Project Developer and Transaction Profiles must be explicitly permissioned to hold and take action on carbon credits on behalf of others. See the [Registry Operating Procedures](#) and the [ACR Terms of Use](#).

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## 3. Gather organizational certificate

Provide a certified copy of the applicant's organizational document (e.g., Articles of Incorporation, Articles of Association, Certificate of Incorporation, or equivalent entity organization document).

**Note:** This documentation is not required from applicants that are publicly traded companies, utilities, or regulated financial institutions.

**Note:** If the document is not in English, a certified English translation must also be submitted.

## 4. Submit documents

Submit completed documents to [ACR@winrock.org](mailto:ACR@winrock.org).

Use the subject line: New Profile Request – [Applicant Organization's Name].

## 5. ACR reviews application

The ACR Registry Administrator will review the application and supporting documentation. ACR may request clarification or additional documentation, as necessary.

If approved:

- The individuals named to the Designated Signatory, Profile User Admin, and Accounting User roles will receive an email notification from [no-reply@ice.com](mailto:no-reply@ice.com) to access the ACR Registry.
- An invoice for the Profile Opening Fee will be generated.

## 6. Designated Signatory accepts the ACR Terms of Use

Designated Signatories must accept the [ACR Terms of Use](#) from within Core Registry. To do so:

- Go to <https://sso.ice.com>
- Enter your login credentials
- Click on the GreenTrace Core icon
- From the left hand side, navigate to Profile Management and then to Legal Documents

Users will not have full access to the Registry Profile until the Designated Signatory has taken the step of agreeing to the ACR Terms of Use.

## 7. Profile User Admin adds additional users

Profile User Admins can begin adding users to your Registry Profile in ICE's User Admin tool (also known as ICE Access or ICE SSO). To do so:

- Go to <https://sso.ice.com>

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- Enter your login credentials
- Click on the ICE Access icon
- Follow the step-by-step guidance for adding and modifying profile users in the “User Guide for User Admin Tool” (User Guide) provided in the initial system generated email provides.

Assigning roles to users is discussed on Page 6 of the User Guide. To inform your selections, ACR has published a [Summary of ACR Registry Roles and Associated Permissions](#) that are currently available. While additional roles may be accessible from the left side of the screen, please only assign roles that are present in the linked summary.

**Note:** You will likely want to add additional role permissions for the individuals assigned as Profile User Admin and Designated Signatory. Without complementary roles being assigned, the capabilities of Profile User Admin and Designated Signatory roles are limited to assigning users and accepting the Terms of Use, respectively.

**Note:** As a reminder, the Profile User Admin cannot assign users to the Profile User Admin or Designated Signatory roles. To add or modify individuals assigned to these roles, complete the [Profile Change Request Form](#) and submit to [ACR@winrock.org](mailto:ACR@winrock.org).

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