REPUBLIC OF KENYA

MINISTRY OF
ENVIRONMENT,
CLIMATE CHANGE &
FORESTRY

REDD+
IN KENYA

Kenya REDD+ Registry

User Guide

Table of Content

Glossary of terms, Abbreviations and Acronyms

For the purpose of Kenya REDD+ Registry, the following terms and definitions apply:

Account Administrator: User role that can access all sections of the Registry and perform various actions such as project registration, issuances, transfers, retirements, etc. The Account Administrator can add or deactivate other users from the account.

Account Contributor: User role that can view all sections in the Registry and perform actions like project registration, issuances, transfers, retirements, etc.

Account Reader: User role that can view all sections in the Registry but cannot perform any actions.

KYC Documents: Know Your Customer Documents are uploaded by applicant to the KYC document upload portal link during account registration process for Know Your Customer verification.

Environmental Benefits: Refers to all legal and equitable rights, titles, interests, and advantages linked to (a) the safeguarding, preservation, or improvement of the environment and biodiversity, (b) reductions in greenhouse gas emissions, or (c) any other rights or benefits related to environmental advantages established by law, standards and contracts

Participant: Refers to an individual or agent designated who has consented to adhere to the Registry Terms and Conditions and User Guidelines by creating or utilizing an account within the Kenya REDD+ Registry.

Program Administrator: Refers to Kenya REDD+ Registry team.

Kenya REDD+ Registry: The Kenya REDD+ Registry is a key component of Kenya's national framework for implementing the REDD+ (Reducing Emissions from Deforestation and Forest Degradation, enhancement of forest carbon stocks, conservation of forest carbon stocks and sustainable management of forests) program.

Primary Project: Refers to a project that may include several associated sub-projects.

Standalone Project: Refers to an independent project that is not linked to any other existing project in the registry.

Sub-Project: Refers to a project that is designated as part of a primary project.

Terms and Conditions: The terms and conditions of Kenya REDD+ Registry which users must accept in order to use the system.

User Role: Refers to the capacity of the participant determined by their user permissions. The user roles include Account Administrator, Account Contributor, and Account Reader.

Validator/Verifier: An independent third party that provides confirmation that the project will be executed in line with the requirements of the relevant Program Organization. They also verify that the estimated volumes of Environmental Benefits expected from a project activity are calculated in accordance with the standards set by the relevant Program Organization.

KRU: Kenya REDD+ Units. It refers to each individual unit associated with an Environmental Benefit, generated from an environmental project activity conducted in accordance with the Kenya REDD+ program and their requirements and are assigned a unique serial number.

Designated National Authority: The Designated National Authority (DNA) in Kenya is the National Environment Management Authority (NEMA). It is a government agency under the Ministry of Environment, Climate Change and Forestry.

NPC: Nested Project Coordinator refers to the REDD+ Coordination Unit.

1. Introduction

1.1. Kenya REDD+ Registry

The **Kenya REDD+ Registry** is a key component of Kenya's national framework for implementing the REDD+ (Reducing Emissions from Deforestation and Forest Degradation, enhancement of forest carbon stocks, conservation of forest carbon stocks and sustainable management of forests) program. It is established under Section 23 (G)(3)(b) of the Climate Change Act, CAP 387A. It serves as a transparent, reliable, and verifiable system for tracking and reporting on REDD+ projects that result in emissions reductions and removals in the context of REDD+. The registry also serves as a tool for verifying and issuing carbon credits from verified emission reductions (Kenya REDD+ Units) achieved through REDD+ activities; and ensures that emission reductions achieved under Kenya's REDD+ program are accurately recorded, systematically reported, and publicly accessible.

1.2. About This User Guide

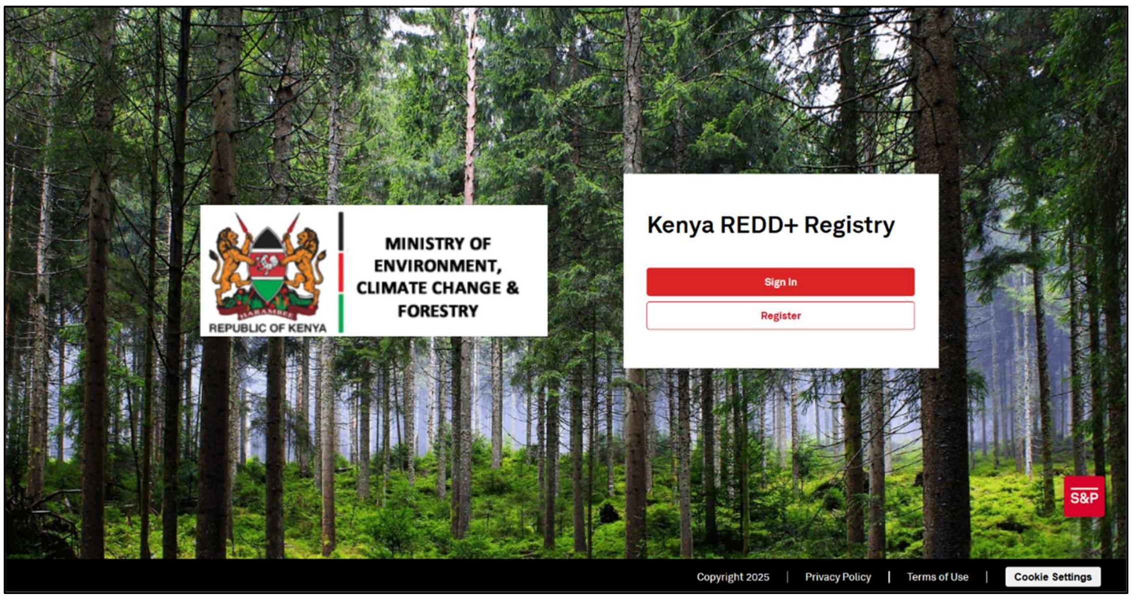
This document provides the necessary user-oriented information for using the Kenya REDD+ Registry.

2. Account Application Submission

2.1. New Account Application

To access the Registry, the initial step is to submit an account application. The applicant must complete an online account application by following the steps outlined below:

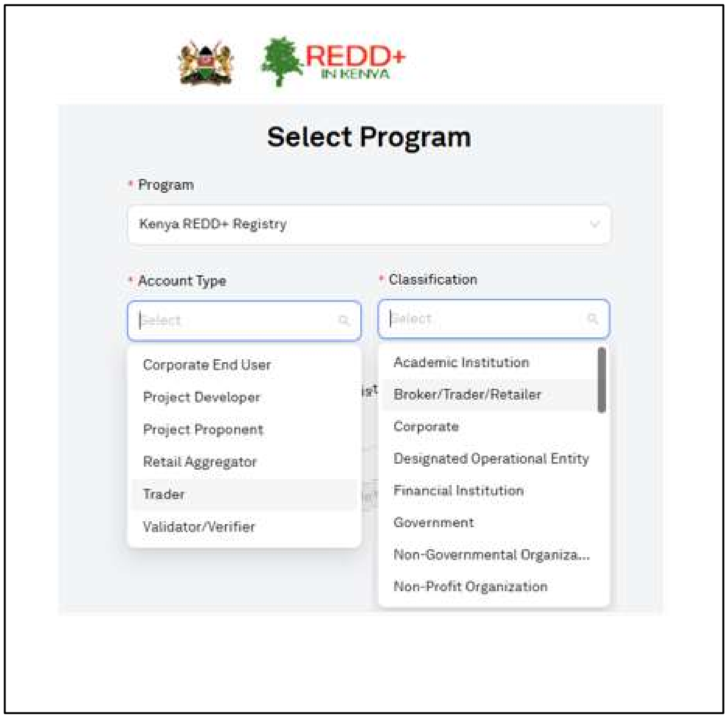
- Enter http://kenya.reddregistry.go.ke/ in your web browser.
- Select the “**Register**” button.

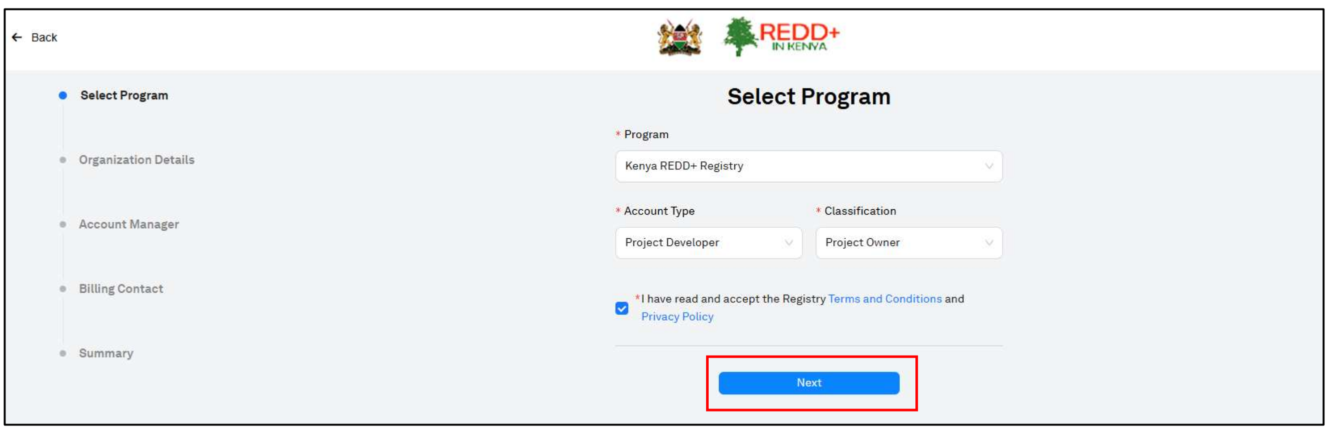


- After selecting the “**Register**” button the Account Application begins with the ‘Select Program’ page. The applicant needs to:
  - Select the relevant Program
  - Select the correct Account Type
  - Different account types in Kenya REDD+ Registry are:

Project Developer
Project Proponent
Corporate End User
Trader
Retail Aggregator
Validator/Verifier

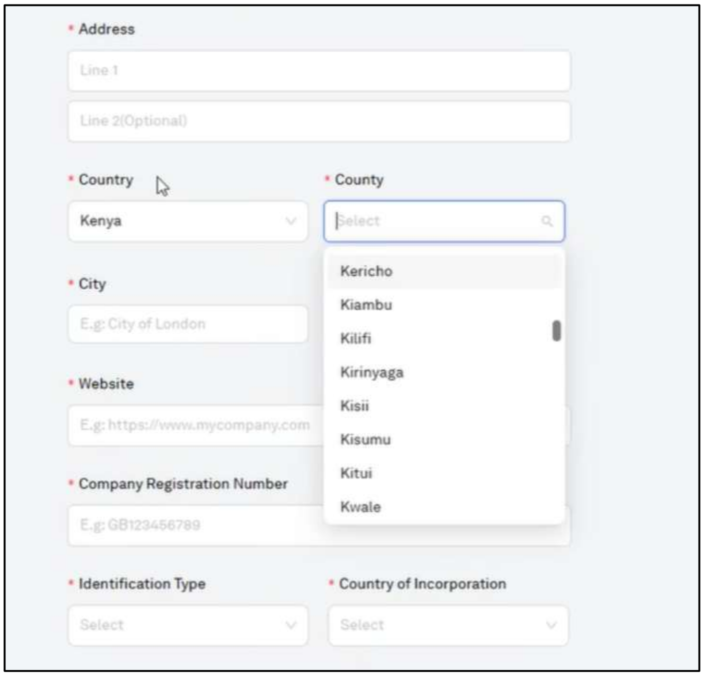
  - Select the correct Classification
  - Select “**Next**” button

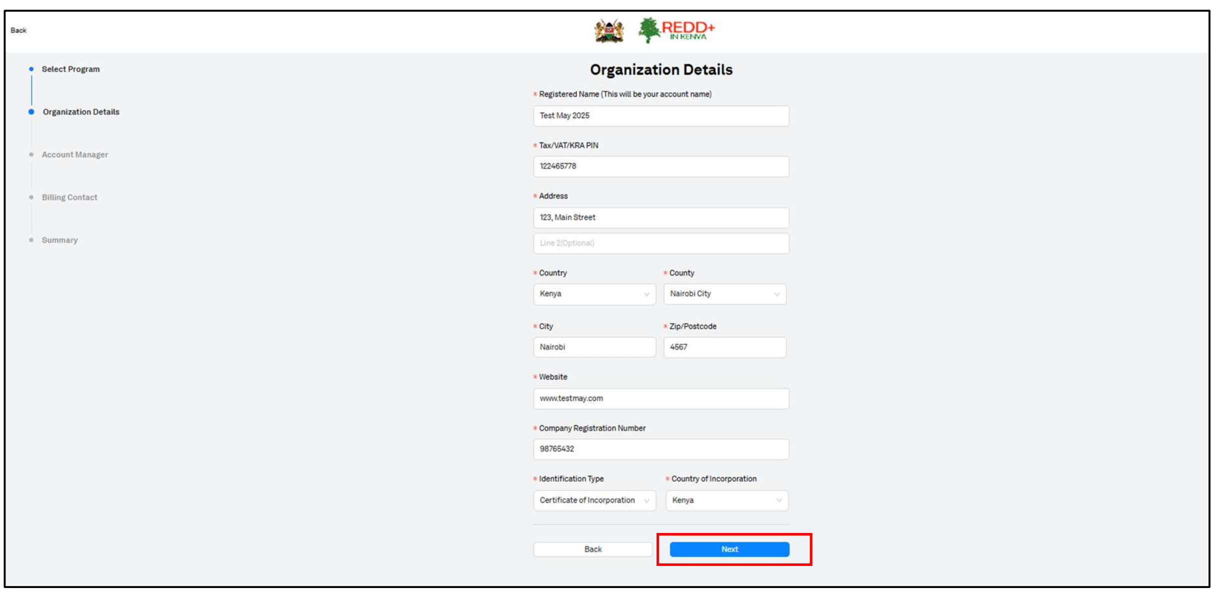




Please note that all fields marked with *' are mandatory and the application cannot be submitted unless these fields are filled.

- Next, the application will navigate to the 'Organizational Details' page.
- On this page, the applicant needs to enter the following information:
  - Registered Name (This will be your account name)
  - Tax/VAT/KRA PIN
  - Address
  - Country * **(Please note when country is Kenya, county shows drop down field with list of all the counties and when country is not Kenya, county shows as text field)**

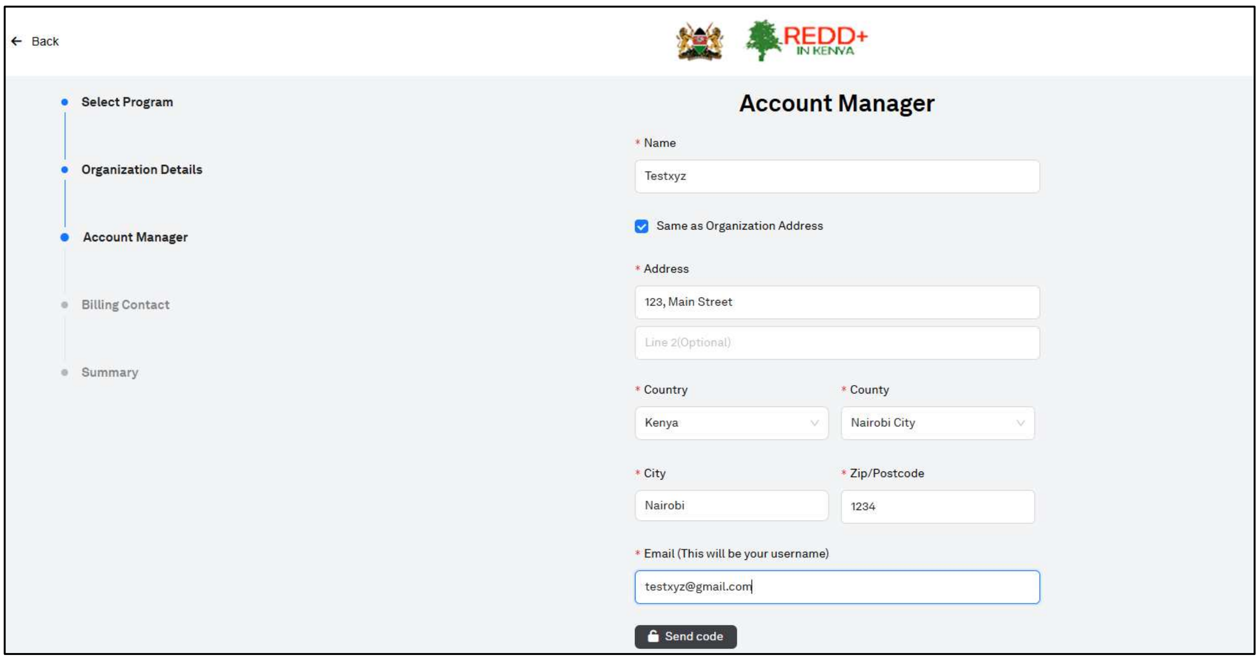


- County
- City
- Zip/Postcode
- Website
- Company Registration Number
- Identification Type
- Country of Incorporation
- 

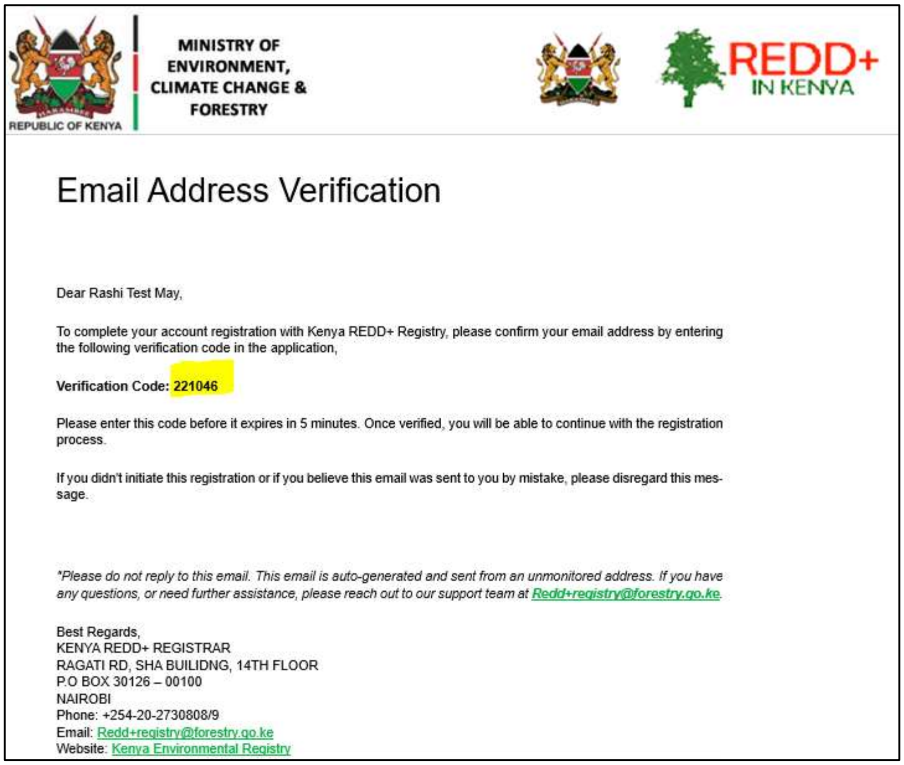
- Then select the "**Next**" button to proceed to the 'Account Manager' page.==In the 'Account Manager' page the applicant needs to provide the following information:

- Name
- If the Account Manager's address is same as the Organization Address, Check the "Same as Organization Address" box.
- Address
- Country
- County
- City
- Zip/Postcode
- Email (This will be your username)
- Phone

Please note that when a new account is activated, a new user will be automatically created as the Account Administrator based on the information provided on the 'Account Manager' page.



- After providing the Email, click the "**Send Code**" button to receive an 'Authorization Code' to verify the provided email address.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Email Address Verification

Dear Rashi Test May,

To complete your account registration with Kenya REDD+ Registry, please confirm your email address by entering the following verification code in the application,

Verification Code: 221046

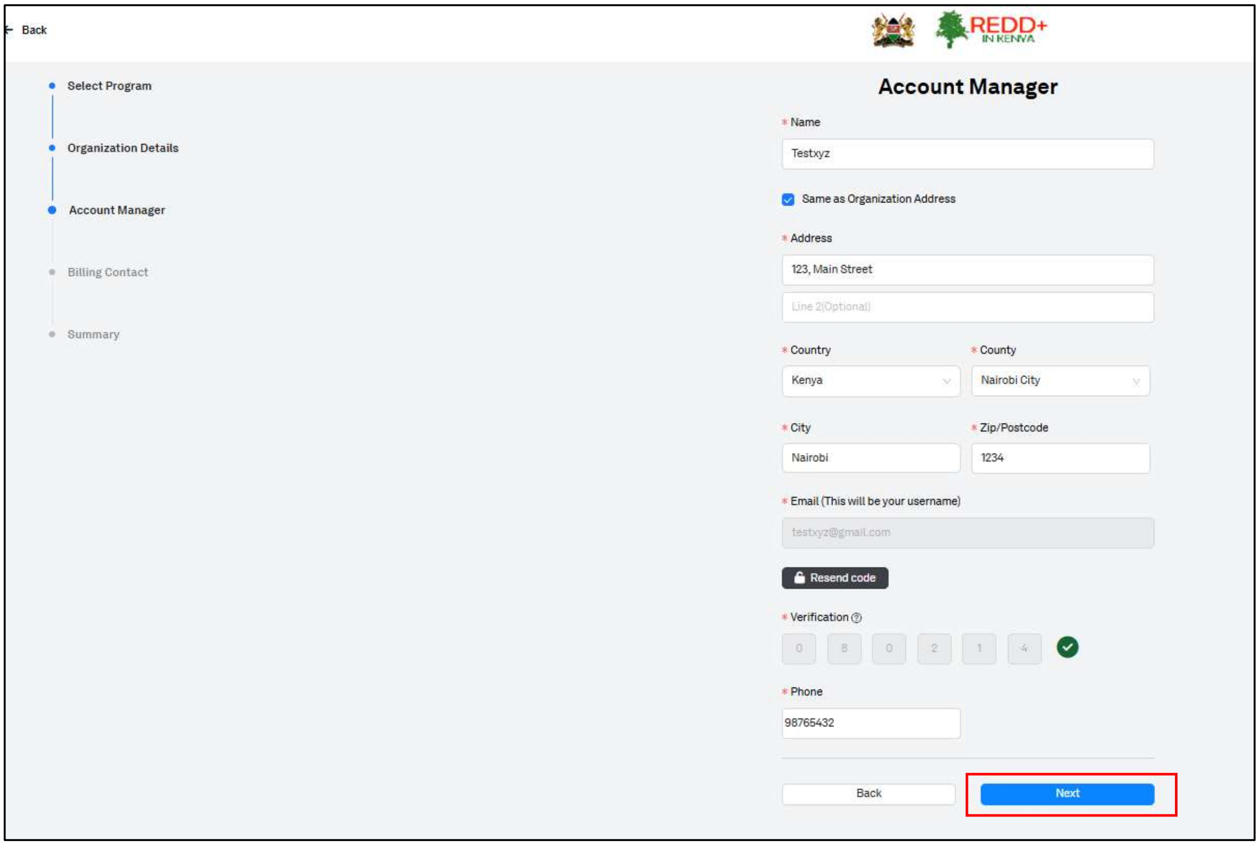
Please enter this code before it expires in 5 minutes. Once verified, you will be able to continue with the registration process.

If you didn't initiate this registration or if you believe this email was sent to you by mistake, please disregard this message.

Please do not reply to this email. This email is auto-generated and sent from an unmonitored address. If you have any questions, or need further assistance, please reach out to our support team at **Redd+registry@forestry.go.ke.*

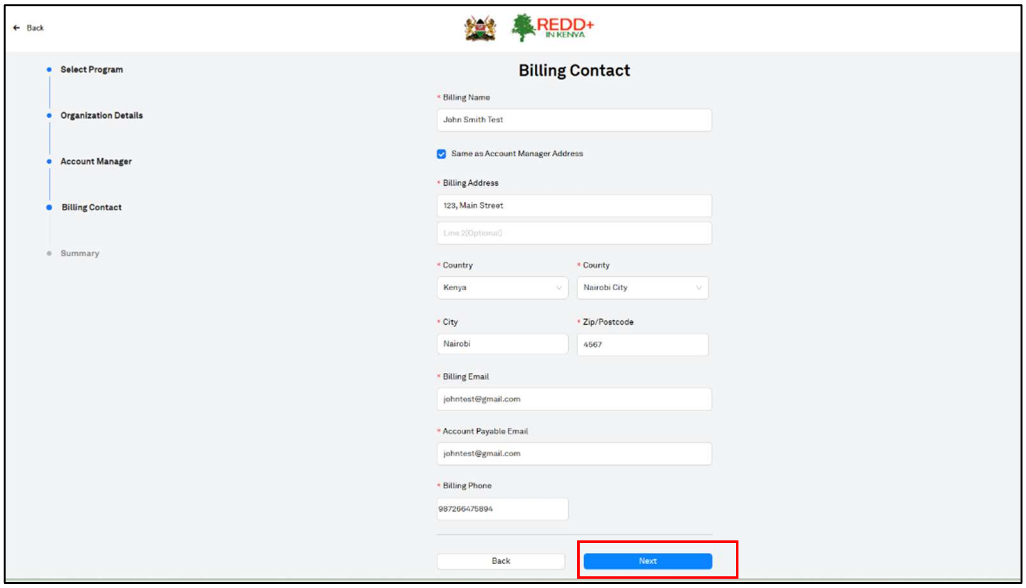
Best Regards,
KENYA REDD+ REGISTRAR
RAGATI RD, SHA BUILIDNG, 14TH FLOOR
P.O BOX 30126 – 00100
NAIROBI
Phone: +254-20-2730808/9
Email: Redd+registry@forestry.go.ke
Website: Kenya Environmental Registry

- Once the verification code is entered, click the "**Next**" button to proceed to the 'Billing Contact' page.

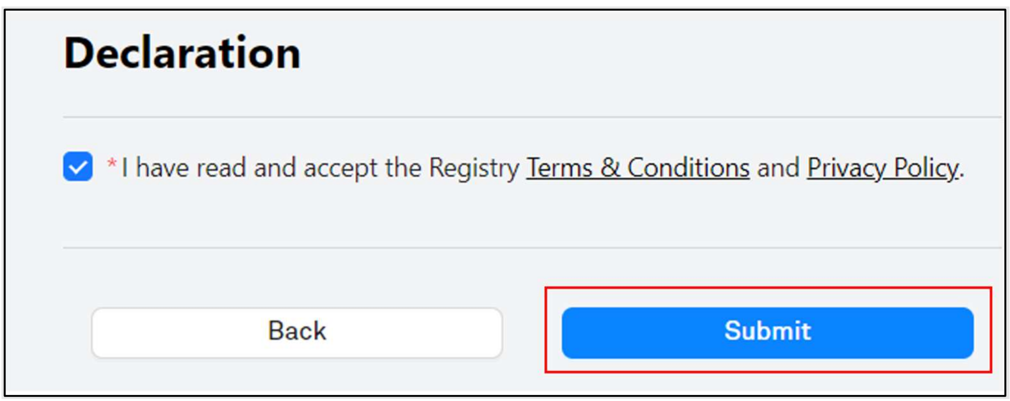
- 

- In the 'Billing Contact' page, the applicant needs to provide the following information:
    - Billing Name
    - If the Billing Address is same as the Account Manager's address, Check the "Same as Account Manager Address" box.
    - Billing Address
    - Country
    - County
    - City
    - Zip/Postcode
    - Billing Email
    - Account Payable Email
    - Billing Phone

- Then, click the "**Next**" button to navigate to the 'Summary' page.



- On the ‘Summary Page, review the information provided.
- Click on “**Terms & Conditions**” and “**Privacy Policy**” links and read the policies.
- Check the “**Declaration**” box and click “**Submit**” to submit the account application.



Application Submitted

Thank you for submitting your application to the Kenya REDD+ Registry. You will receive a confirmation email containing a secure link to upload your KYC documents. Once we receive your documents, we will review your account and notify you of any updates or additional information required throughout the review process.

Please reach out to Redd+registry@forestry.go.ke if you have any questions.

2.2. KYC Documents Submission

After submitting the account application, the applicant will receive an automated email notification containing a one-time link to access the secure document upload portal for uploading the required documents based on the selected account type.

See the sample email below -

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Account Pending KYC Documents

Dear Rashi Test May,

Thank you for starting your account verification process with Kenya REDD+ Registry. Your account application for **Test Account May 2025** is currently pending Know Your Customer (KYC) verification.

Please upload your documents through our secure KYC portal link below within 24 hours to avoid any delay in processing your account application.

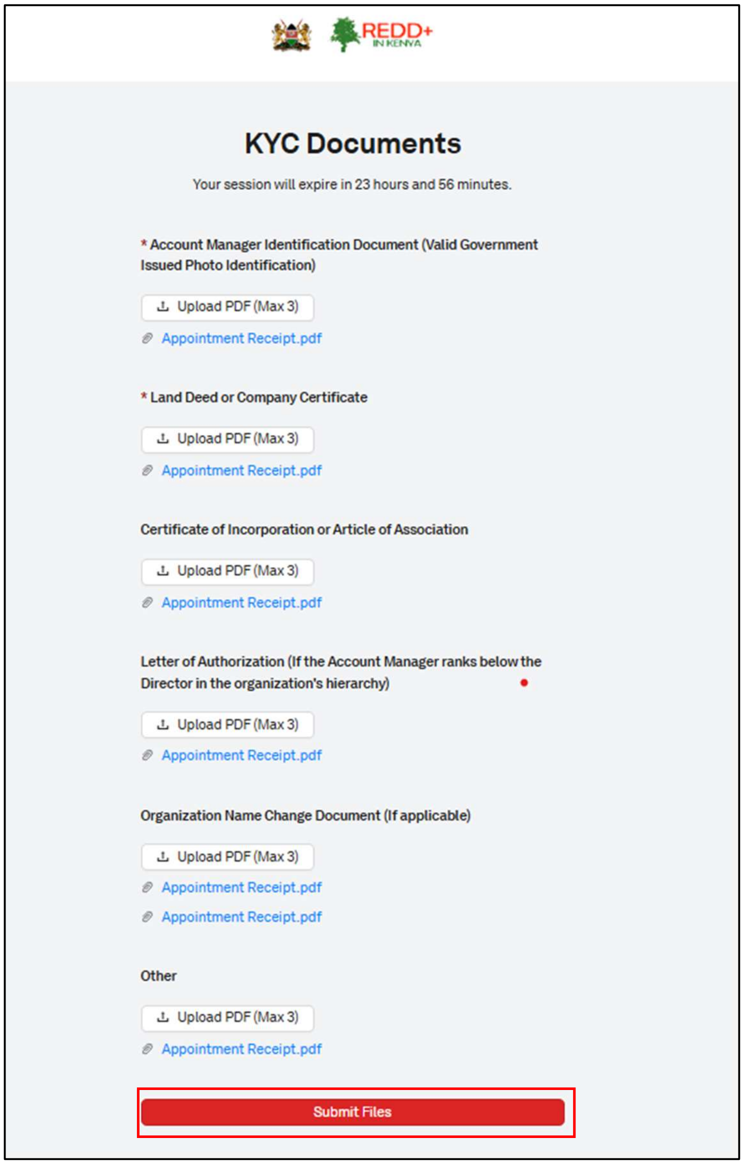
KYC Document Upload Portal
https://qa.registry.spglobal.com/kenyaregistry/doc_upload?c57ae135-32b6-4eec-b114-132249f2a161

Instructions

1. The KYC portal will list the documents required for your registered account type.
2. You can upload a maximum of 3 files (PDF only) for each document type listed in the portal.
3. If you would like to submit any additional documents, you can upload those in the "Other" document type.
4. Please note that the first upload link is valid for 24 hours from the time of this email.
5. If the first upload link expires, you can request a second one from the portal. Please note that the second upload link will also expire after 24 hours.
6. After two expired upload links, you will need to reach out to our support team at EnvironmentalRegistry-NonProd@spglobal.com for further assistance.

Thank you for your immediate attention. Your prompt response will help us process your account verification swiftly.

The applicant needs to click on the link to access the secure portal, upload the required KYC documents, and then click the "**Submit Files**" button.



After clicking on the "**Submit Files**" button, a pop up will appear informing you that your KYC documents have been submitted as shown below.

If the first KYC Document Upload Portal link gets expired, you can request a second one from the portal. Please note that second upload portal link will also get expire in 24 hours. After two expired upload portal links, please reach out to Redd+registry@forestry.go.ke for further assistance.

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Account KYC Documents Submitted

Dear Rashi Test May,

Thank you for submitting your KYC documents. Your account **Test Account May 2025** is now under review, and you will be notified of any updates regarding the status of your application.

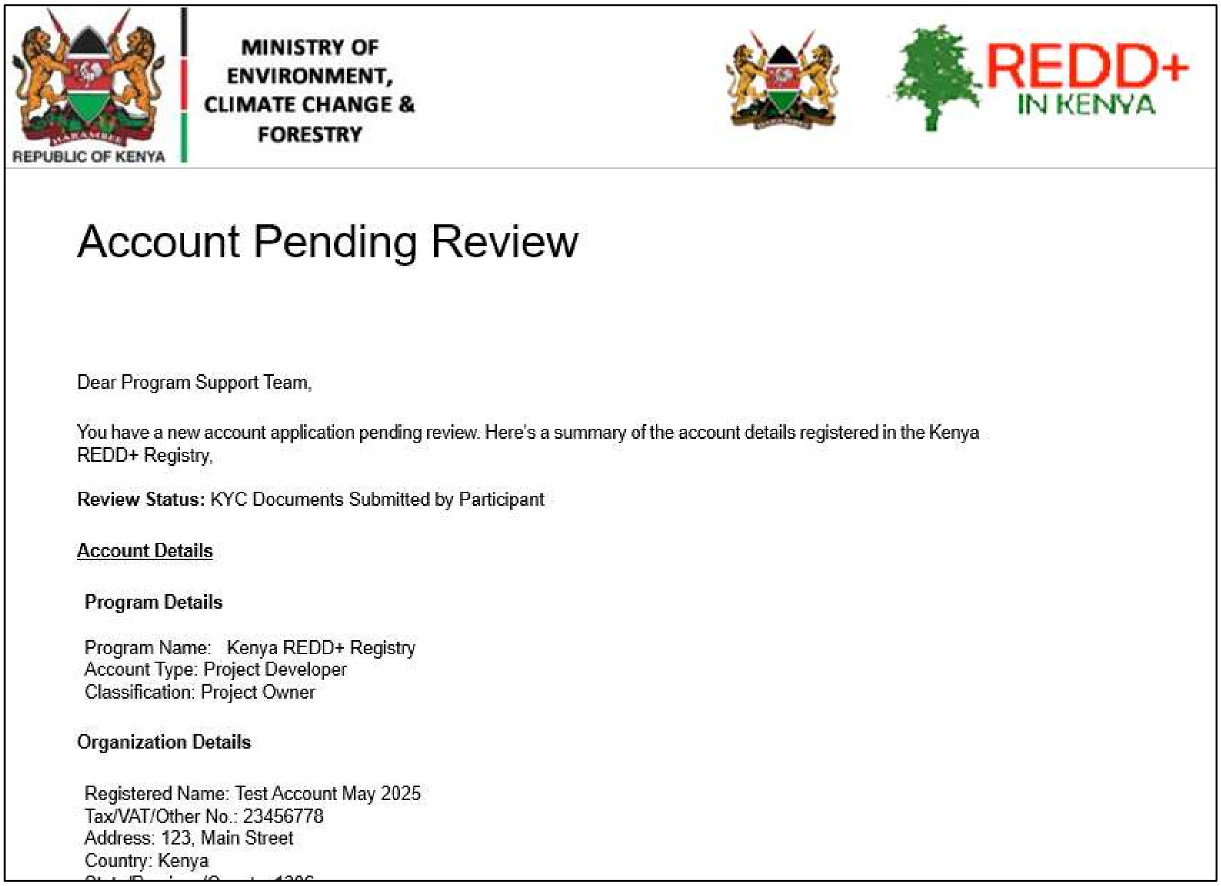
"Please do not reply to this email. This email is auto-generated and sent from an unmonitored address. If you have any questions, or need further assistance, please reach out to our support team at ***Redd+registry@forestry.go.ke****.*

Best Regards,
KENYA REDD+ REGISTRAR
RAGATI RD, SHA BUILIDNG, 14TH FLOOR
P.O BOX 30126 – 00100
NAIROBI
Phone: +254-20-2730808/9
Email: Redd+registry@forestry.go.ke
Website: Kenya Environmental Registry

The account application has been submitted for review by the Kenya REDD+ Program team.

Program Review

The Kenya REDD+ Program team will receive an email notification regarding the request for a new account application.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Account Pending Review

Dear Program Support Team,

You have a new account application pending review. Here's a summary of the account details registered in the Kenya REDD+ Registry,

Review Status: KYC Documents Submitted by Participant

Account Details

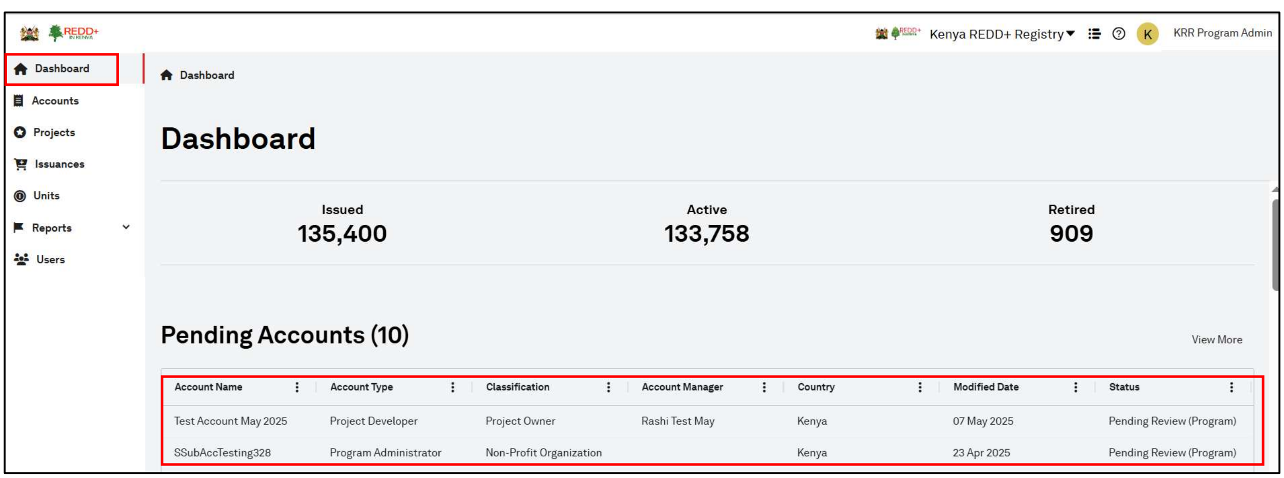
Program Details

Program Name: Kenya REDD+ Registry
Account Type: Project Developer
Classification: Project Owner

Organization Details

Registered Name: Test Account May 2025
Tax/VAT/Other No.: 23456778
Address: 123, Main Street
Country: Kenya

Once logged into the Registry, the pending account applications with status "Pending Review (Program)" can be found in the Dashboard section –

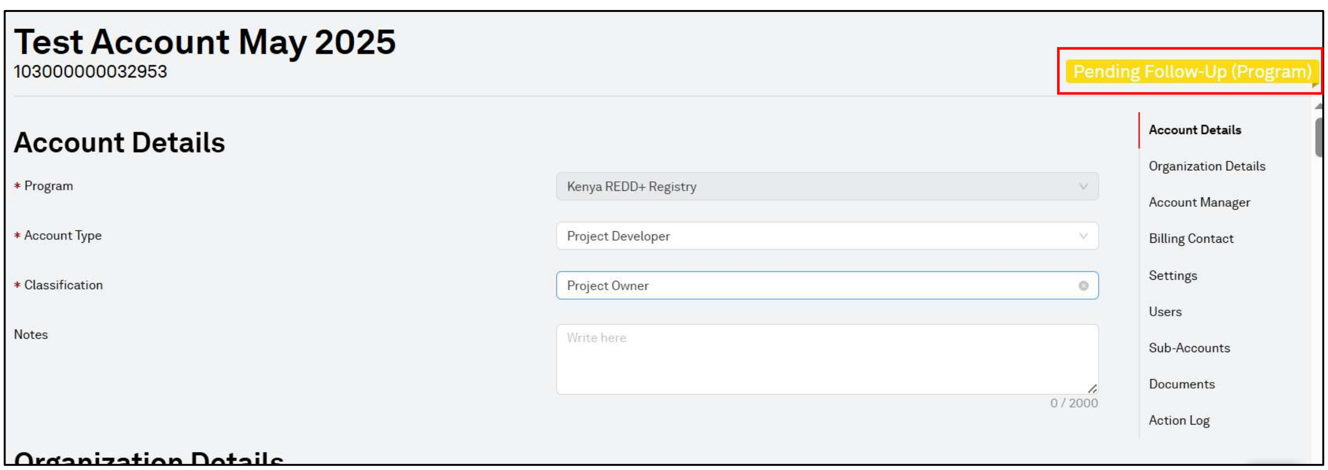


The program (Kenya REDD+) will subsequently evaluate the account application and proceed with one of the following actions: **Approve** (if account passes the KYC review)**, Discard** (to remove the account application in cases such as duplicate account request, inadvertently submitted request, account not ready yet with KYC documents), **Need More Information** (submitted incomplete information or need further clarification from applicant) **and Reject** (if account does not pass the KYC review)

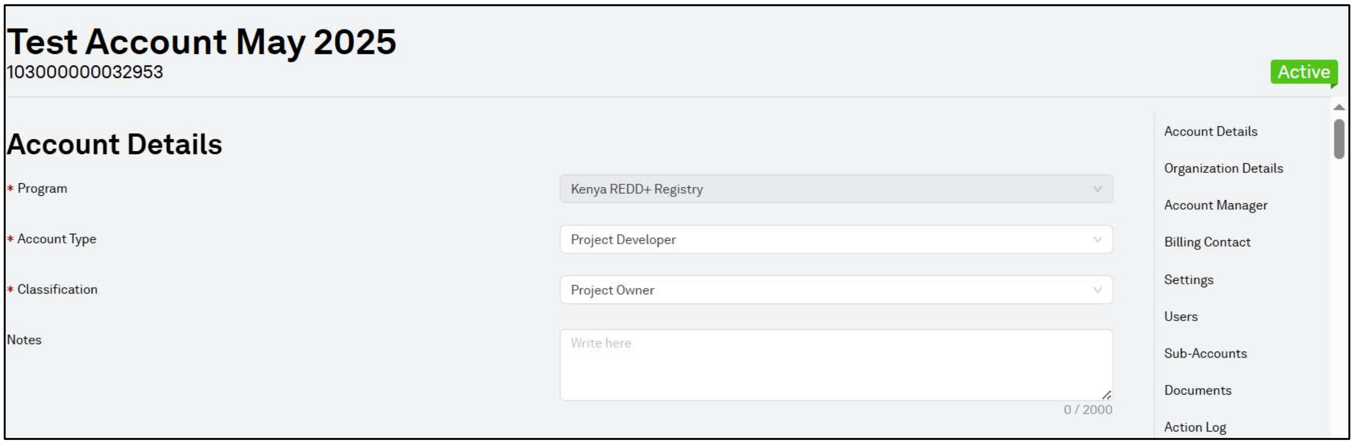
* If further clarification is required, select the “Need More Information” option and then click on “Save”.

A Comments window will appear, allowing you to pose questions or request additional details from the applicant.

Once you click the “Confirm” button, an email will be sent to the applicant containing the comments, and the status of the account application will update to “Pending Follow-Up (Program)”.



Once the Program team reviews and approves the new account application, the account will be activated.



Following the Program team's approval of the account application, the account manager will receive an email confirming that the Kenya REDD+ Registry has been approved.

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Account Approved

Dear Rashi Test May,

Congratulations! We are pleased to inform you that your account application for **Test Account May 2025** under the **Kenya REDD+ Registry** program with Kenya REDD+ Registry has been approved.

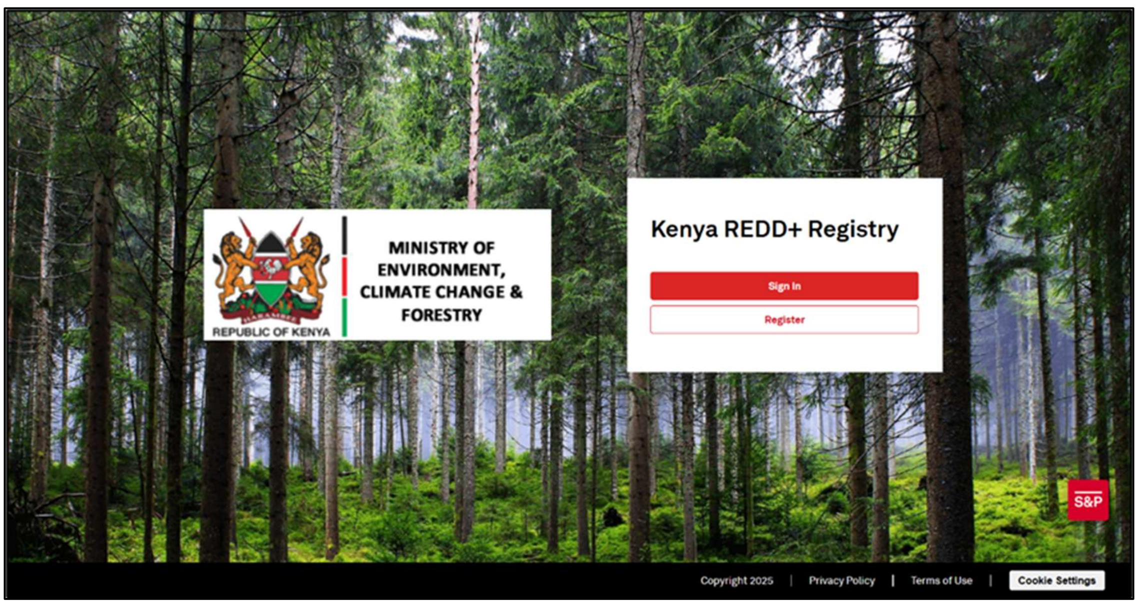
A separate email will follow with the details you need to access your account.

Thank you for choosing Kenya REDD+ Registry. We look forward to working with you.

2.3. Overview

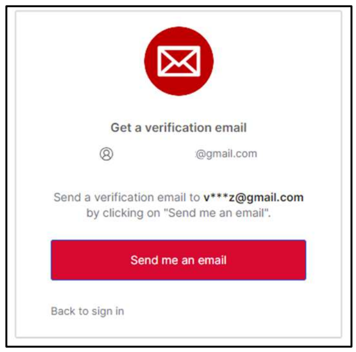
There are multiple ways to request access to the Registry:

- When a new account is activated, a user will be automatically created as the Account Administrator (AM) using the information provided in the 'Account Manager' section during the application submission process.
- The Account Administrator can create up to ten new users without approval.
- If the AM tries to create more than ten users, they will get an error message- discard one existing user to create a new user.
- Once the user account is created:
- Users will receive a username and password reset email and will be required to accept the terms and conditions in the pop-up window when they log in for the first time.
- After setting up the password, the user should navigate to the registry by entering the link http://kenya.reddregistry.go.ke/ in the web browser.
- Click on the "**Sign In**" button.

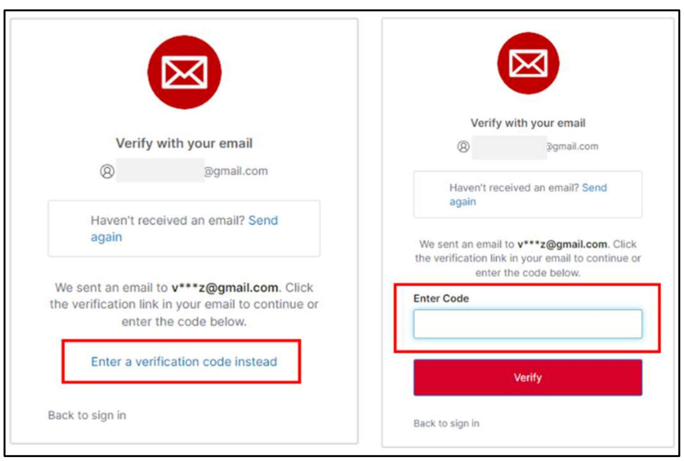


- Enter your 'Username' and then click on "**Next**".

- Enter your Password.
- If this is your first-time logging into the registry, you will receive a message to verify your email. Click on "**Send me an email**".



- Check your email for a verification message. You can either click the link in the email or select the "**Enter a verification code instead**" option in the registry and input the 6-digit code from the email. Then click on "Verify."



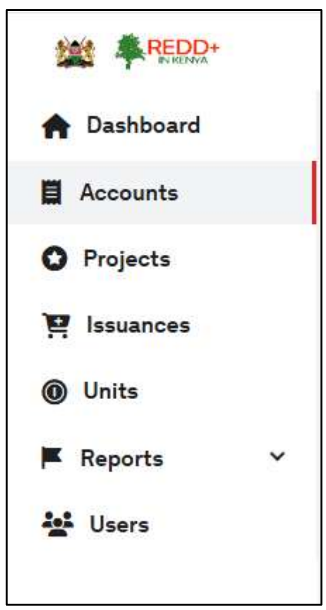
- After verifying your email ID, you will be logged into the Kenya REDD+ Registry.

3. Navigation

The Kenya REDD+ Registry features six tabs, each offering distinct data and functionality:

1. **Dashboard:** This provides a summary of Issued, Active, and Retired, along with Pending Projects, Issuances, and Transfers.
2. **Projects:** Lists the status and details of all Primary/Sub-Projects and Standalone Projects initiated by the account. Users can register new projects and export project details.
3. **Issuances:** This section displays the status and details of all issuances. Users can create new issuances and export issuance details.
4. **Units:** Lists all issuances, holdings, retirements, and pending transfers. This portfolio management screen initiates all transactions (transfers, retirements) and allows exporting detailed unit data.
5. **Reports:** Offers Registry and Public Views for Projects, Issuances, Holdings, Retirements and Transfers, with options to download reports.
6. **Users:** Lists all users associated with the account, including username, user role, and status. Account Administrator can create new users and deactivate existing ones.

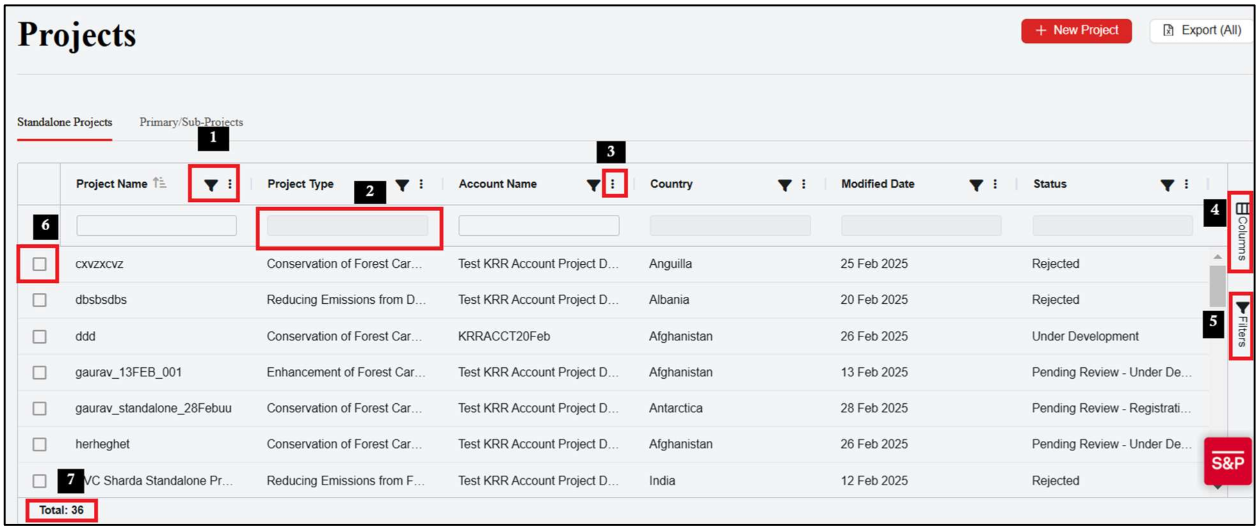
Users can navigate through these pages by clicking on each tab located on the left side of the window.

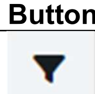
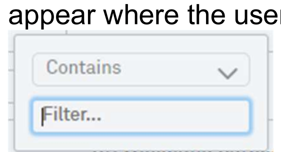
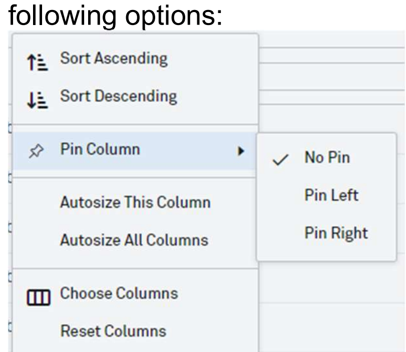


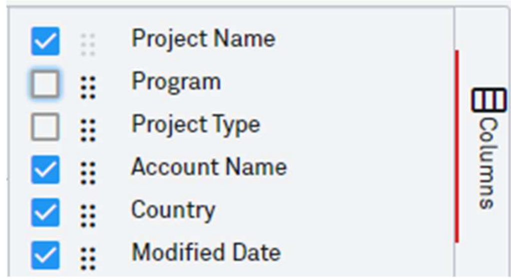
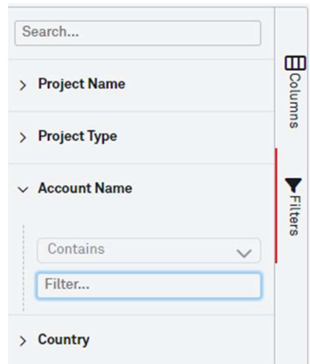
Each tab enables the users to manage various filters and export the current selection to an Excel file.

3.1. Table Navigation

Navigation within a table can be done through an array of buttons found surrounding any table. These buttons enhance the Registry's efficiency by enabling the user to filter, sort and display information.

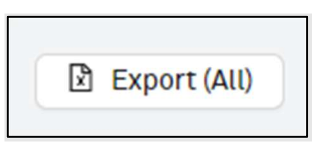


Number	Button / Field	Action
1		Filter information. By clicking on it, a field will appear where the user can filter text. 
2		Search bar.
3		The three points will display a menu with the following options: 

4		It controls the visibility of the columns that will appear on the table by selecting or deselecting each checkbox. 
5		It allows users to manage text filters of all columns. 
6	☐	Checkbox that allows users to select rows. - ☐ means unselected. - ☑ means selected.
7	>	It displays all the Sub-Projects related to a Primary Project
8	**Total: 95**	Totals are displayed at the bottom of each table.

3.2. Export to Excel Reports

Registry users can export specific pages into Excel reports. Any window eligible for export will feature an Export button in the top right corner. By clicking this button, the displayed table will be exported as a downloadable Excel (.xlsx) file.

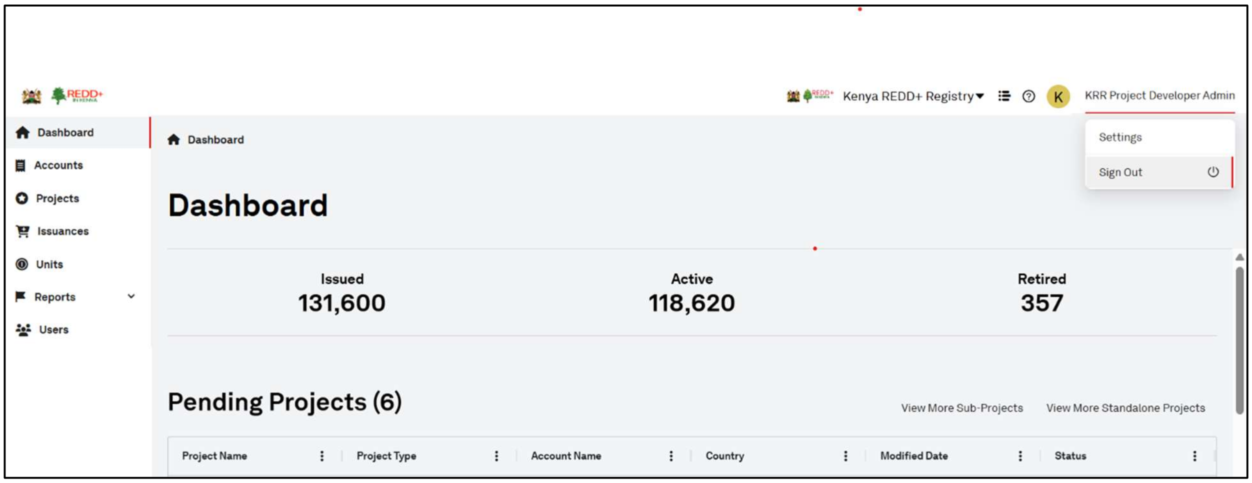


3.3. Account Information

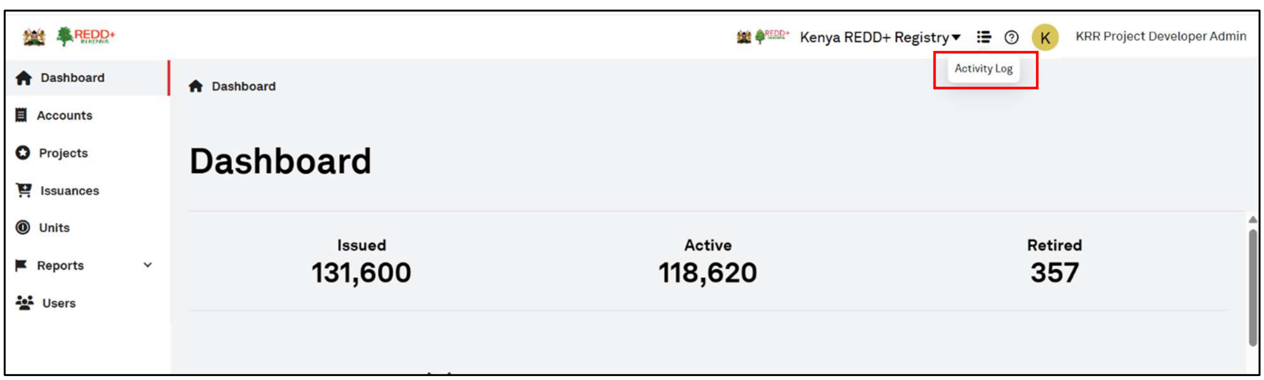
To access information related to your Registry Account, click on your account's name in the top right corner of the window. The following options will appear:

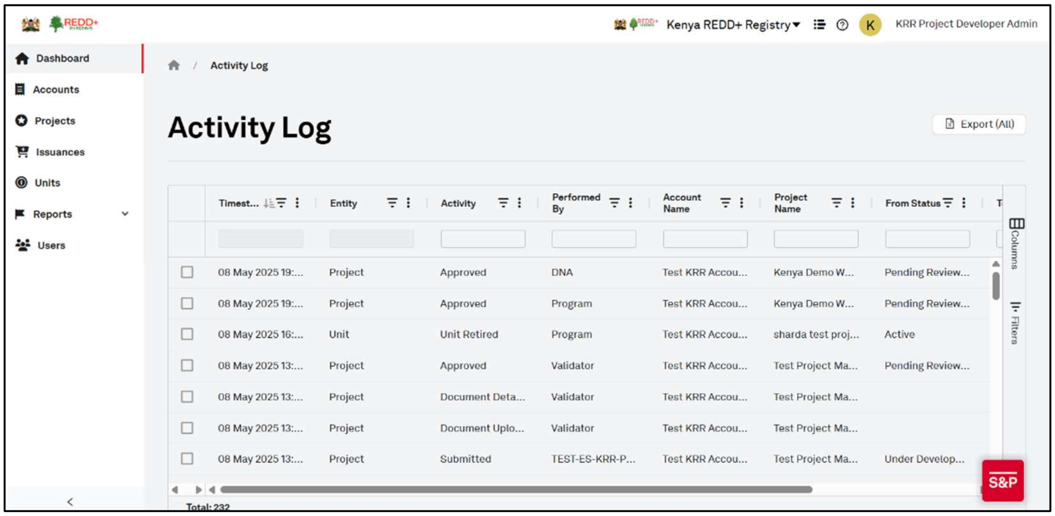
- Settings

Sign Out



Next to your account's name is activity log, click on to view the activity log report.





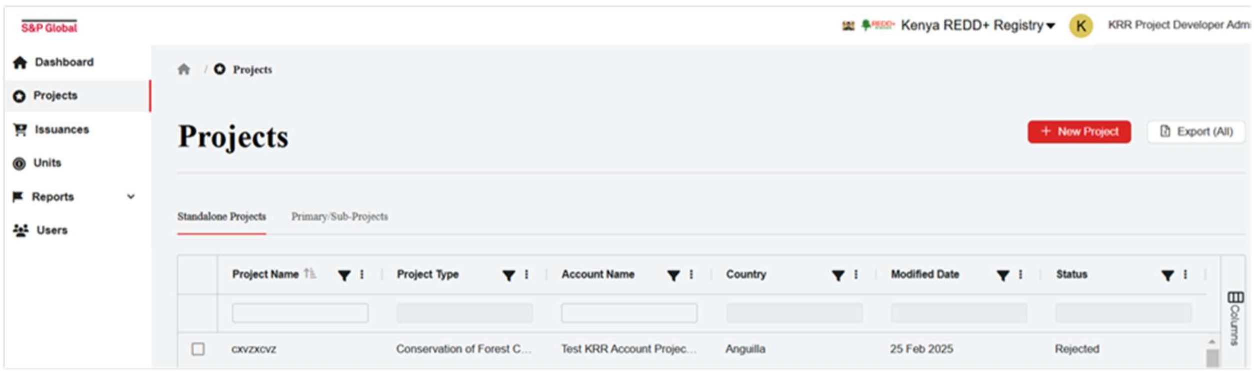
Each of the options is detailed on the table below:

Button	Information displayed
Account	It redirects to a window displaying all Account Details, Organization Details, Account Administrator, Billing Contact, Users, Sub-Accounts, and Documents. The Account ID can be found in the Account Details section.
Activity Log	It redirects to a window containing the activity log of the account, where all account actions can be reviewed.
Settings	Settings of your account.
Sign out	Sign out of your account.

4. Projects

To add a new project, navigate to the ‘**Projects’** tab of the registry. Below is the process to submit a request to list new Primary/ Sub-Projects and Standalone Projects.

- On the right-hand side of the screen, select the ‘**New Project**’ button.



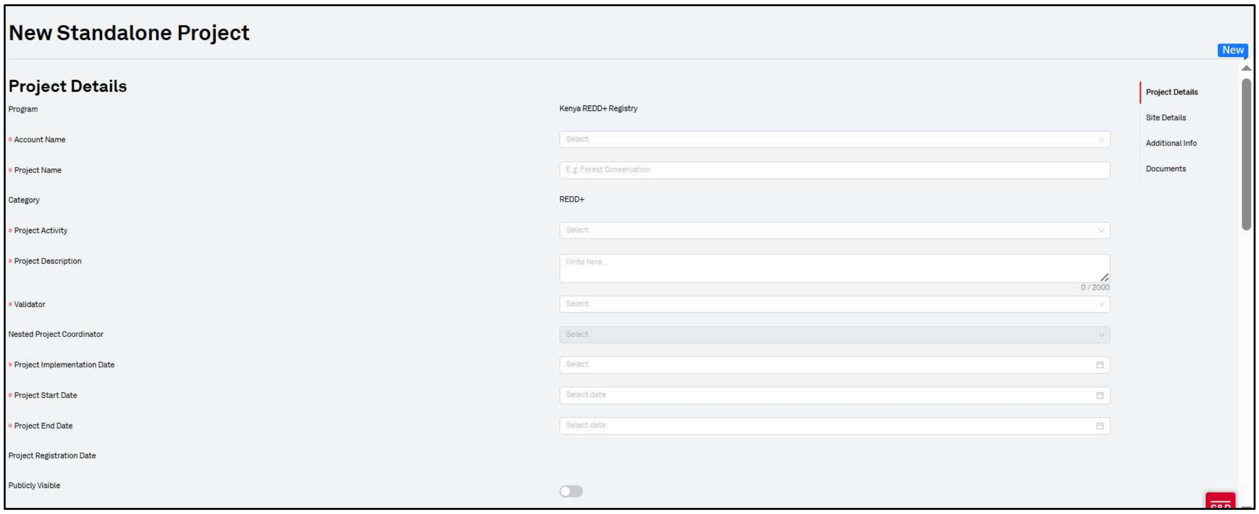
- Then, select the type of New Project that you wish to create.

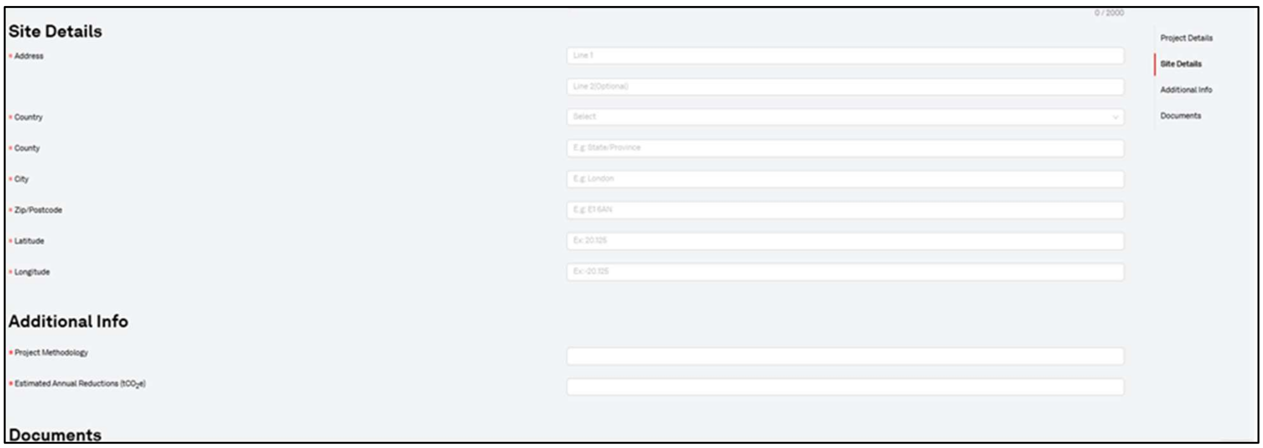
Project type	Definition
Standalone Project	An independent project that is not associated with any other projects.
Primary Project	A project that can have multiple sub-projects associated with it.
Sub-Project	A project assigned to a Primary Project.

4.1. Standalone Project

After clicking ‘**New Standalone Project**’, the Registry will redirect to the following window, allowing the user to populate all fields with project information.

Please note that all fields marked with *’ are mandatory and projects cannot be submitted unless these fields are completed.

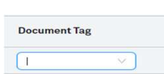




To upload project documents:

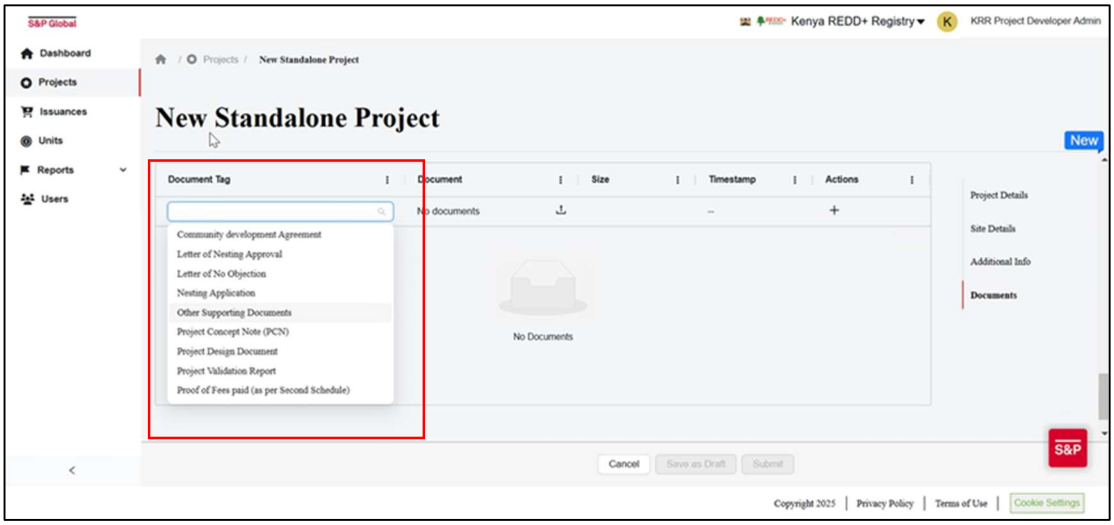
- Go to the ‘Documents’ section.
- Click on the  button, select, and upload the document.

*** Please note that PCN and Letter of No Objection are mandatory documents at this stage.**

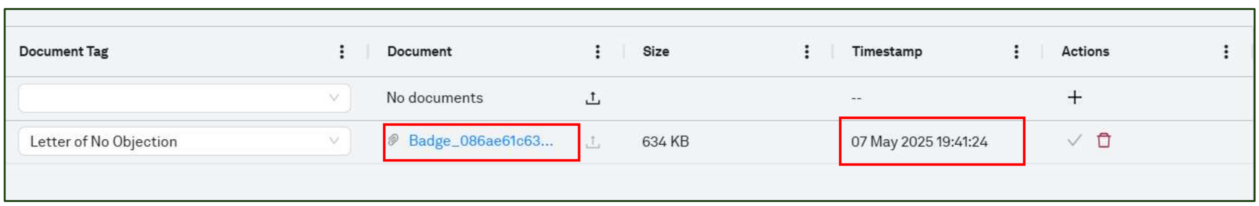
- Click on the 

arrow under Document Tag and a dropdown list will appear.
- Select the appropriate tag for your project document.

- Finally, click the + that is under the Actions column to upload the document.



- When the document is uploaded, click on the + icon under ‘**Actions**’ to confirm to add the document.
- Documents can be opened by clicking on the blue document name.
- The Timestamp column will show the date and time the document was uploaded.

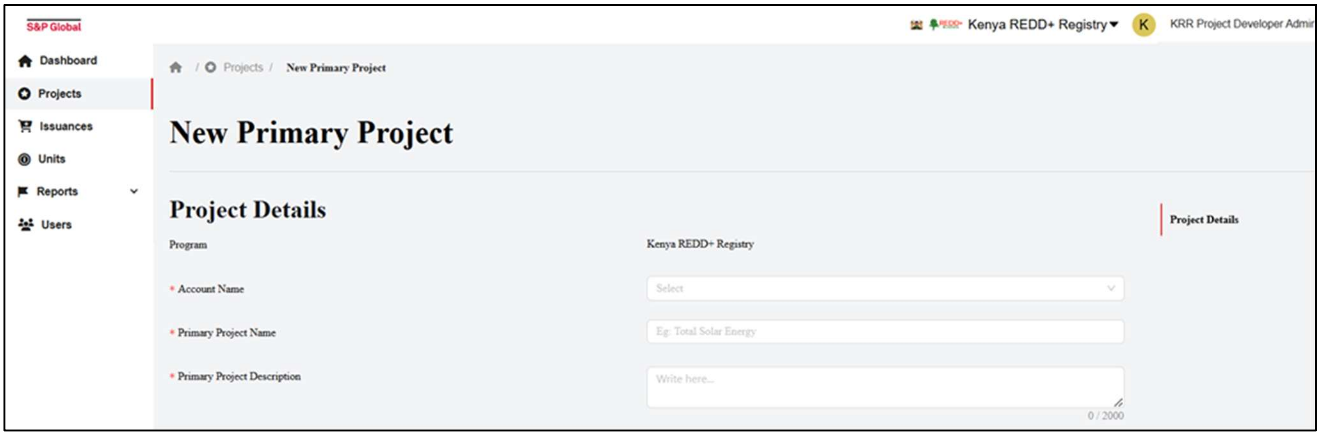


If the user does not have all the details and documents, select the “**Save as Draft**” button to save a draft of the new project and continue later.

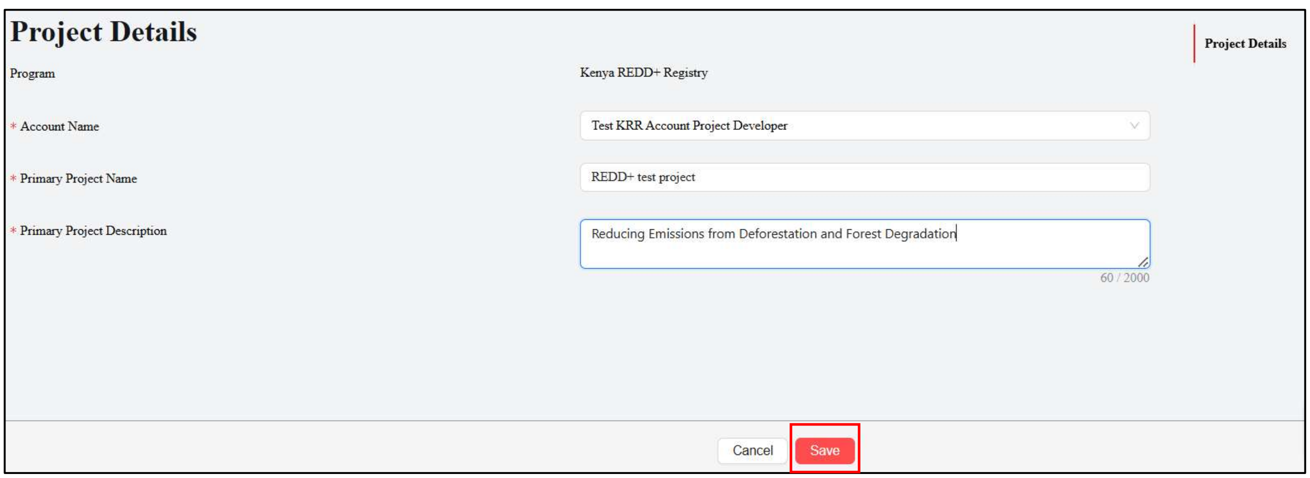
4.2. Primary and Sub-Project.

4.2.1. Primary Project

After clicking “**New Primary Project**” the Registry will redirect to the following window, allowing the user to populate all fields with project information.

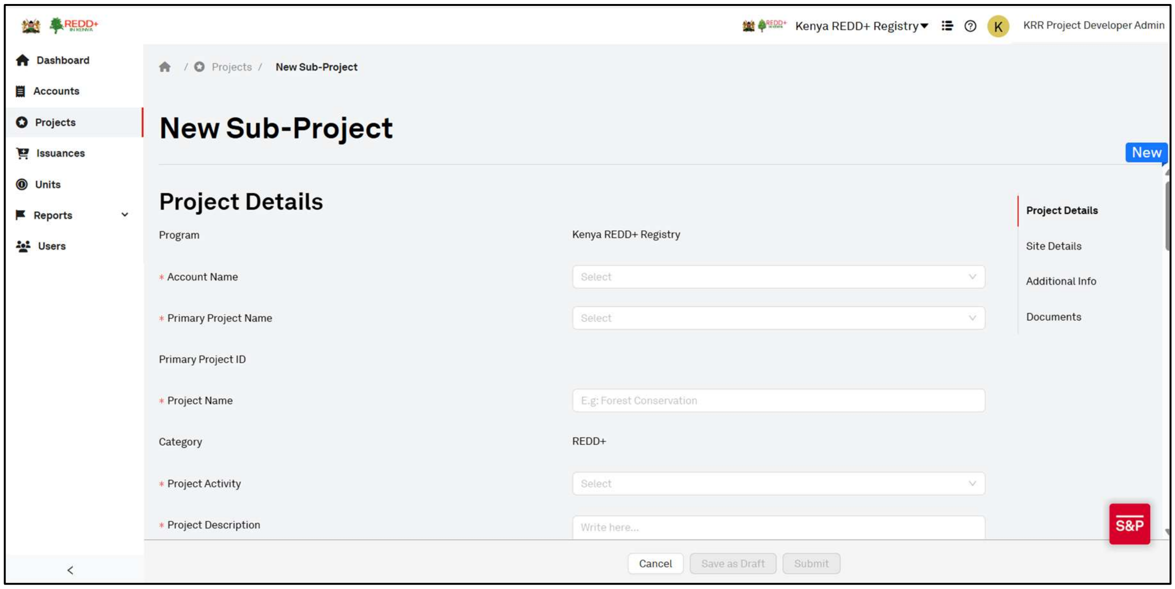


Once the required fields are completed, the “**Save**” button will be activated, allowing the user to create a New Primary Project.



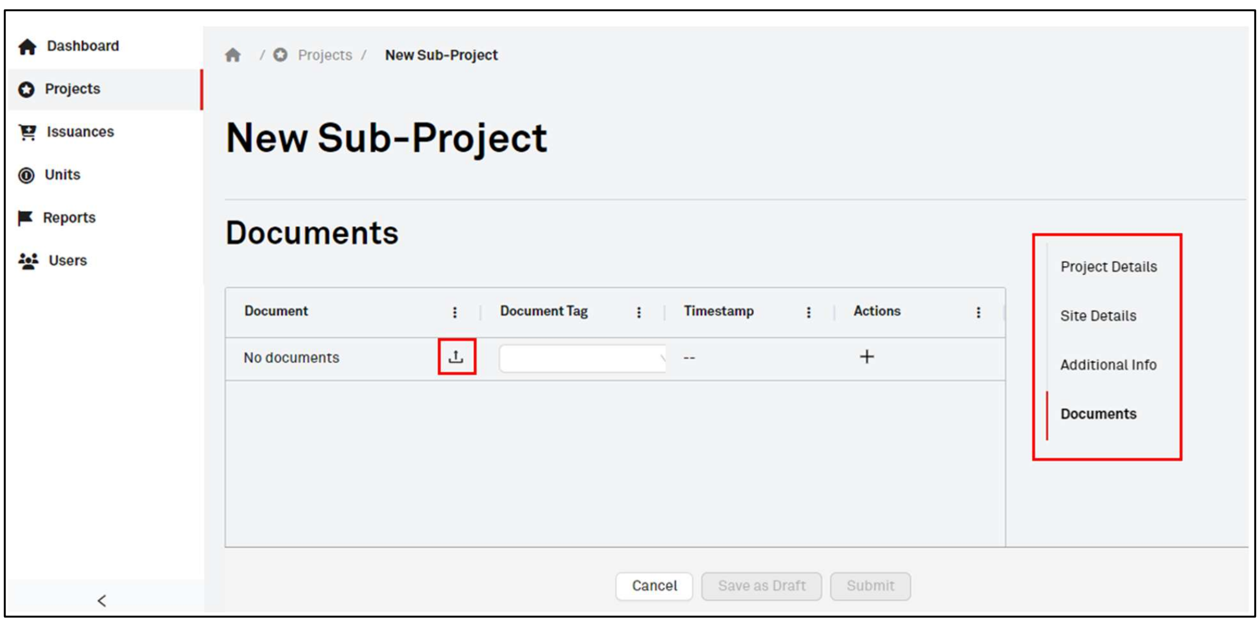
4.1.2. Sub-Project

After having created at least one Primary Project on your account. You may select "**New Sub-Project**" in the Project tab of the Registry. You will be redirected to the following window:



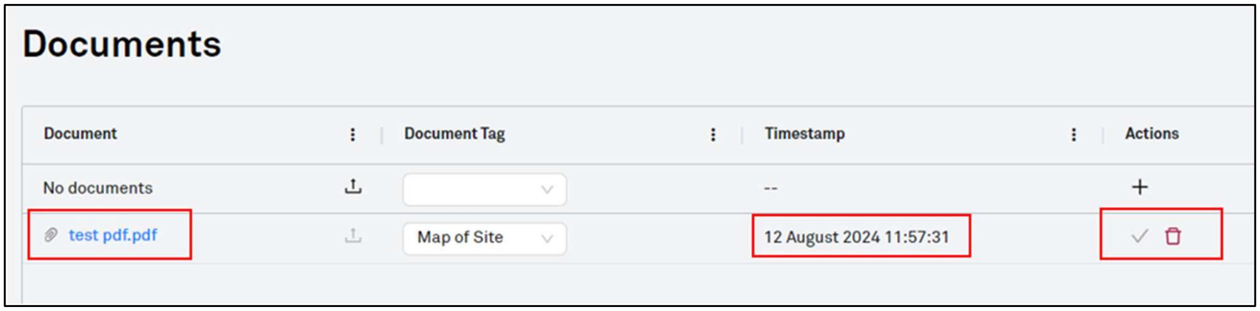
To upload project documents:

- Go to the 'Documents' section.
- Click on the button, to select and upload a new document.



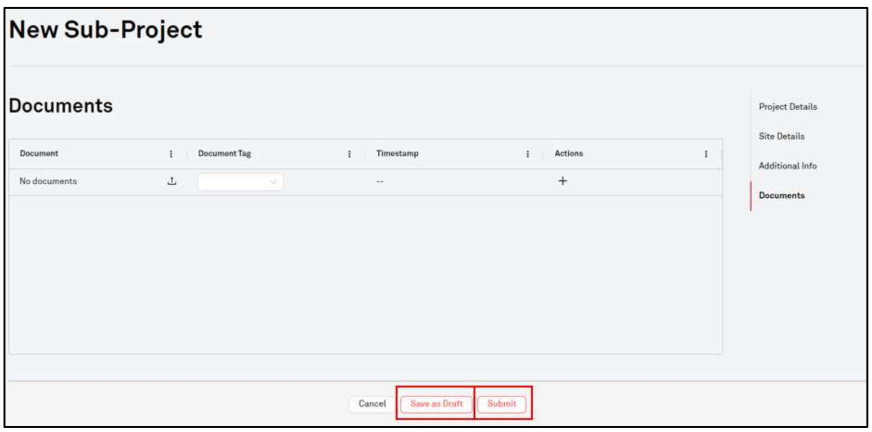
- Click on the 'Document Tag' to open the dropdown list.
- Select the appropriate tag for your project document.
- Finally, click the + button that is under Actions to upload the document.

- When the document is uploaded the + icon under 'Actions' column will change to, and the document name will change from grey to blue.
- Documents can be downloaded by clicking on the blue document name.
- The Timestamp will show the date and time the document was uploaded.



If the user does not have all the details and documents, select the "**Save as Draft**" button to save a draft of the new project and continue later.

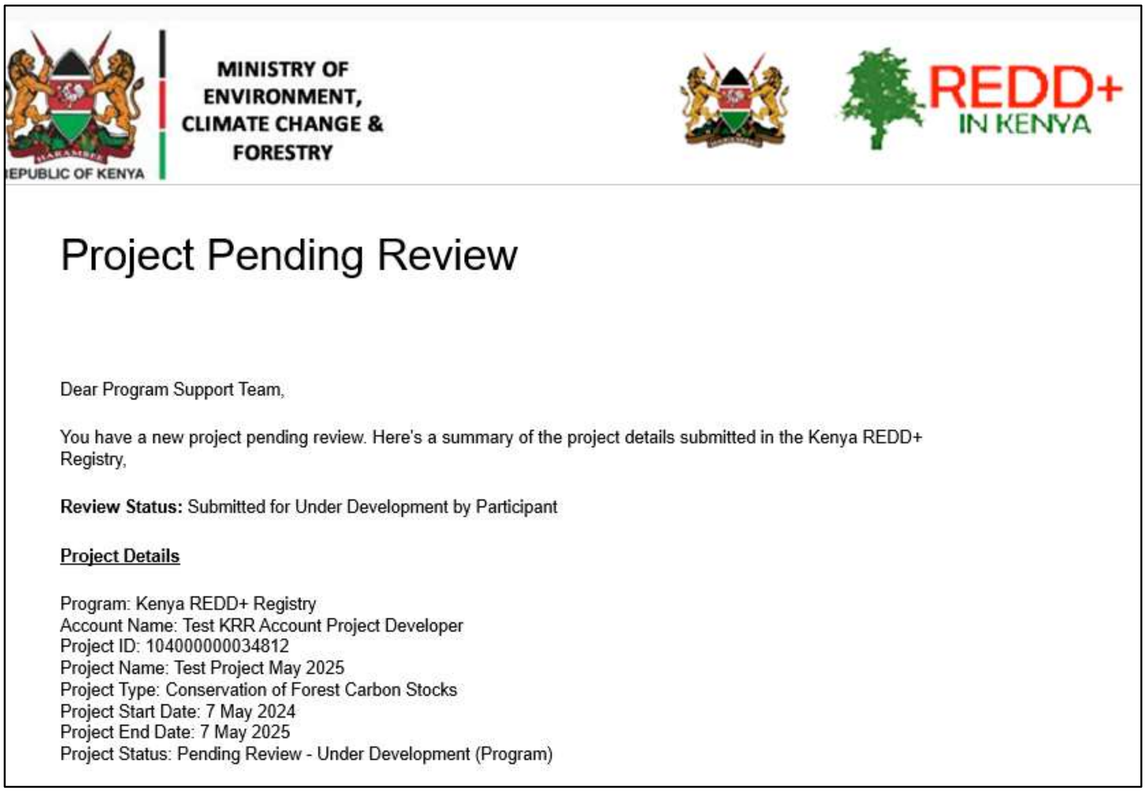
Once all the required fields and documents are completed click on the "**Submit**" button to submit the New Sub-Project for review.



5. Project Lifecycle

5.1. Under Development

When a new standalone project is submitted by the project owner or project developer for the Under Development stage, an automated email is sent to the Program (Kenya REDD+ Registry team) notifying them that a new project has been submitted for Under Development by the Participant –


MINISTRY OF ENVIRONMENT, CLIMATE CHANGE & FORESTRY

REDD+ IN KENYA

Project Pending Review

Dear Program Support Team,

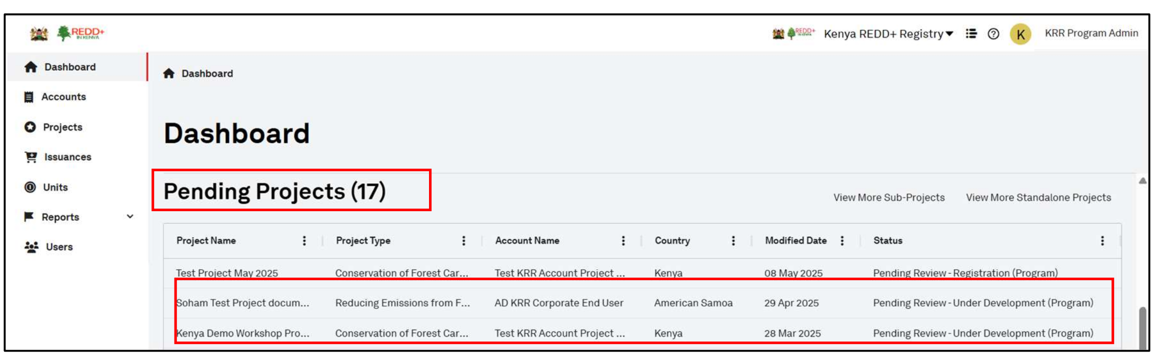
You have a new project pending review. Here's a summary of the project details submitted in the Kenya REDD+ Registry,

Review Status: Submitted for Under Development by Participant

Project Details

Program: Kenya REDD+ Registry
Account Name: Test KRR Account Project Developer
Project ID: 104000000034812
Project Name: Test Project May 2025
Project Type: Conservation of Forest Carbon Stocks
Project Start Date: 7 May 2024
Project End Date: 7 May 2025
Project Status: Pending Review - Under Development (Program)

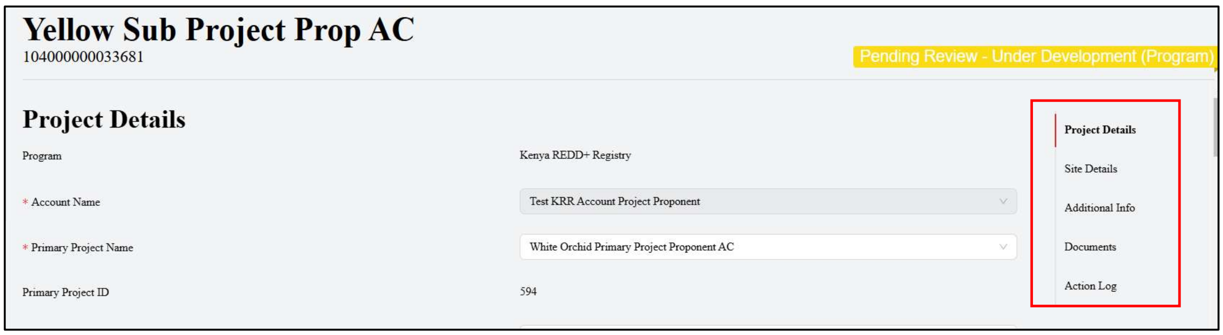
Once logged into the Registry, the pending project with status "Pending Review - Under Development (Program)" can be found in the Dashboard section –



The program (KRR team) will subsequently evaluate the project details and documents uploaded.

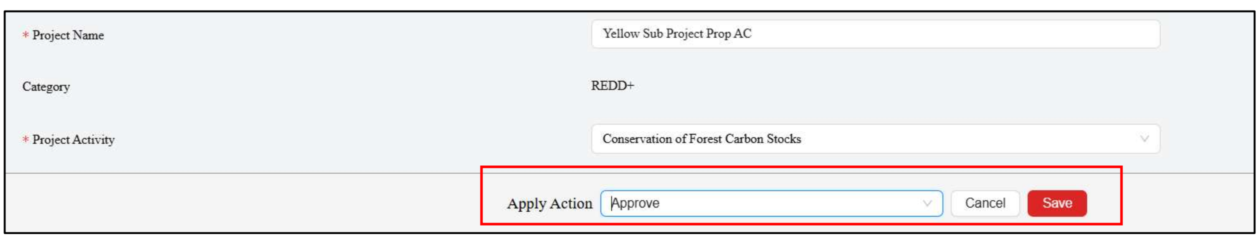
To evaluate the project details:

- Double-click on the project you wish to evaluate, and the project window will open.
- Use the panels on the right-hand side of the screen to review the project details.
- Navigate to the Documents section to download project documents (Project Concept Note and Letter of Objection) for evaluation.



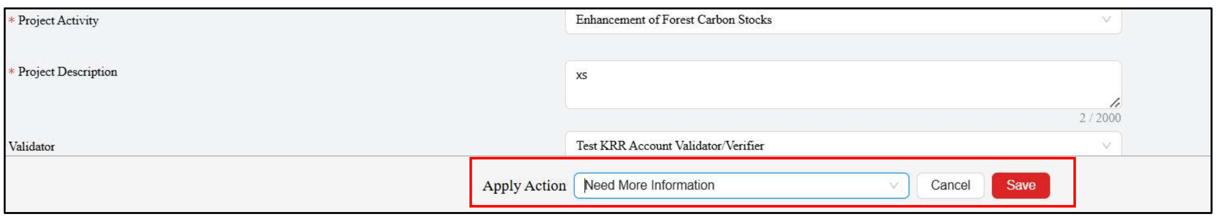
Post evaluation, Program team can proceed with one of the following actions:

- **Approve**:
  If the project details are accurate and the project documents comply with KRR guidelines, select the "Approve" option and then click on "Save".



Once the project is approved, the status will change to " **Pending Review - Under Development (DNA)**", indicating that it is now with the Designated National Authority Team.

- **Need More Information**:
  If further clarification is required, select the "Need More Information" option and then click on "Save".



A Comments window will appear, allowing you to pose questions or request additional details from the Participant.

After you click the "Confirm" button, an email will be sent to the project owner or project developer with the comments, and the status of the project will change to "Pending Review - Under Development (Participant)".

REPUBLIC OF KENYA

MINISTRY OF ENVIRONMENT, CLIMATE CHANGE & FORESTRY

REDD+ IN KENYA

Project Additional Information Required

Dear KRR Project Developer Admin,

Following our review process, we require additional information to complete our verification for project Test Project May 2025 in the Kenya REDD+ Registry.

Review Status: Additional Information Required for Under Development by Program

Please provide the following information:

Upload correct document

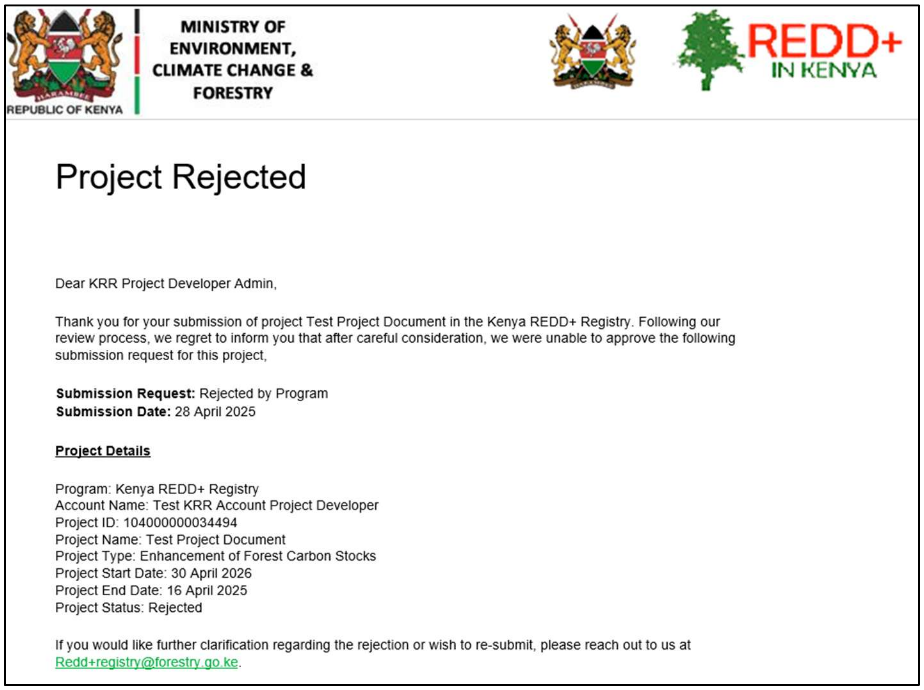
<u>Project Details</u>

Program: Kenya REDD+ Registry
Account Name: Test KRR Account Project Developer
Project ID: 104000000034812
Project Name: Test Project May 2025
Project Type: Conservation of Forest Carbon Stocks
Project Start Date: 7 May 2024
Project End Date: 7 May 2025
Project Status: Pending Review - Under Development (Participant)

- **Reject:**
  If the project does not pass KRR team's evaluation and they decided to reject the project, then select the "Reject" option and click on "Save".

  A Comments window will appear, allowing to insert reason for rejecting the project.

  Once you click the "Confirm" button, an email will be sent to the applicant containing the reason for rejection, and the status of the project will update to "Rejected".



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REDD+ IN KENYA

Project Rejected

Dear KRR Project Developer Admin,

Thank you for your submission of project Test Project Document in the Kenya REDD+ Registry. Following our review process, we regret to inform you that after careful consideration, we were unable to approve the following submission request for this project,

Submission Request: Rejected by Program
Submission Date: 28 April 2025

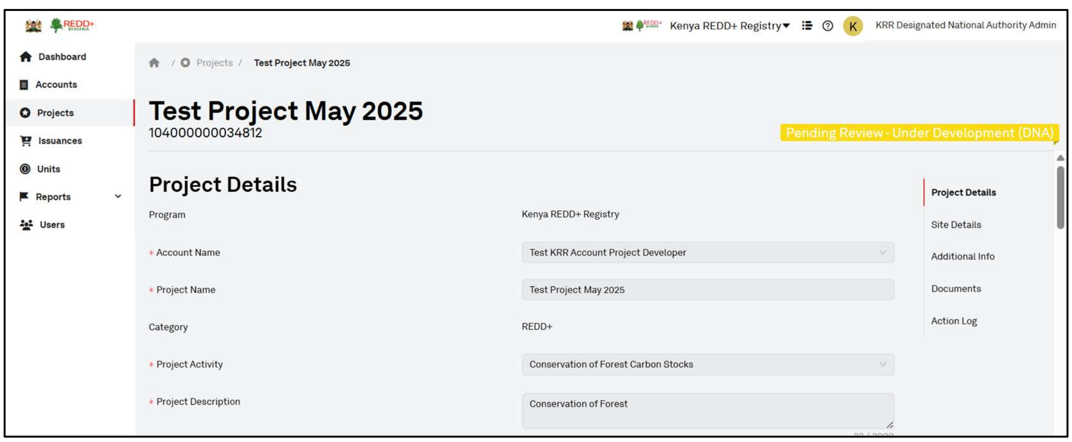
Project Details

Program: Kenya REDD+ Registry
Account Name: Test KRR Account Project Developer
Project ID: 104000000034494
Project Name: Test Project Document
Project Type: Enhancement of Forest Carbon Stocks
Project Start Date: 30 April 2026
Project End Date: 16 April 2025
Project Status: Rejected

If you would like further clarification regarding the rejection or wish to re-submit, please reach out to us at Redd+registry@forestry.go.ke.

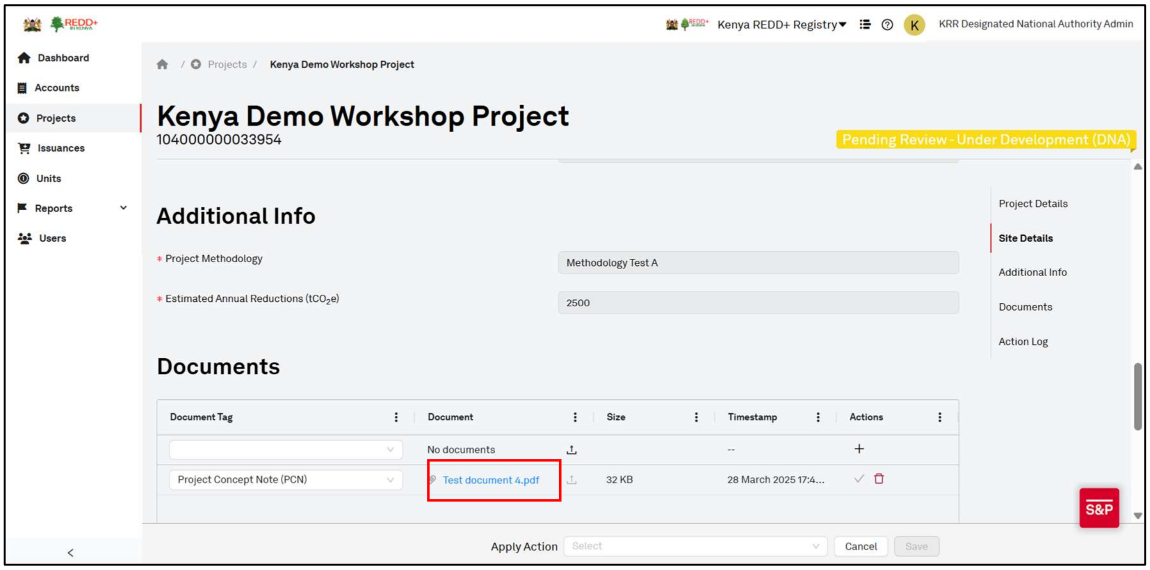
Pending Review - Under Development (DNA)

Once the project is approved by the Program, the status will change to " Pending Review - Under Development (DNA)", indicating that it is now with the Designated National Authority Team.

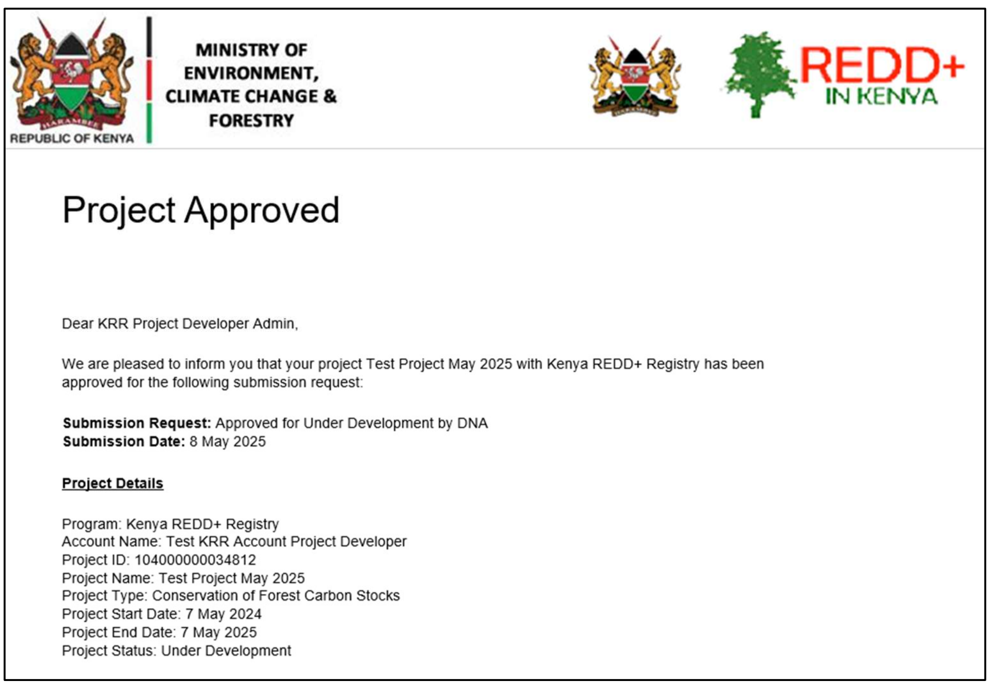


DNA team will review the project and documents (DNA can also download the documents to review them).

Once you click on the document highlighted in blue, you can view it and also save it to your desktop.



Once the project is approved by the DNA, the status will change to " Under Development”



Project Approved

Dear KRR Project Developer Admin,

We are pleased to inform you that your project Test Project May 2025 with Kenya REDD+ Registry has been approved for the following submission request:

Submission Request: Approved for Under Development by DNA
Submission Date: 8 May 2025

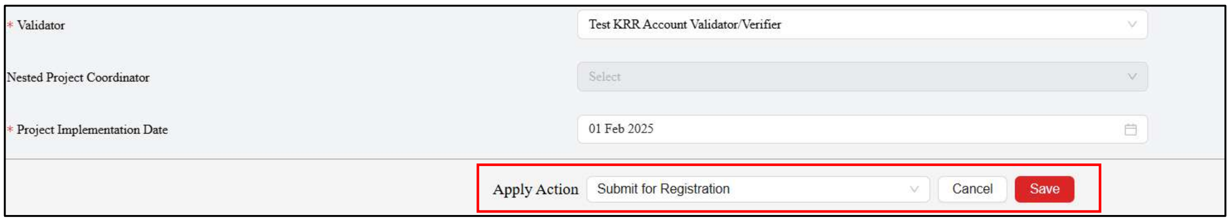
Project Details

Program: Kenya REDD+ Registry
Account Name: Test KRR Account Project Developer
Project ID: 104000000034812
Project Name: Test Project May 2025
Project Type: Conservation of Forest Carbon Stocks
Project Start Date: 7 May 2024
Project End Date: 7 May 2025
Project Status: Under Development

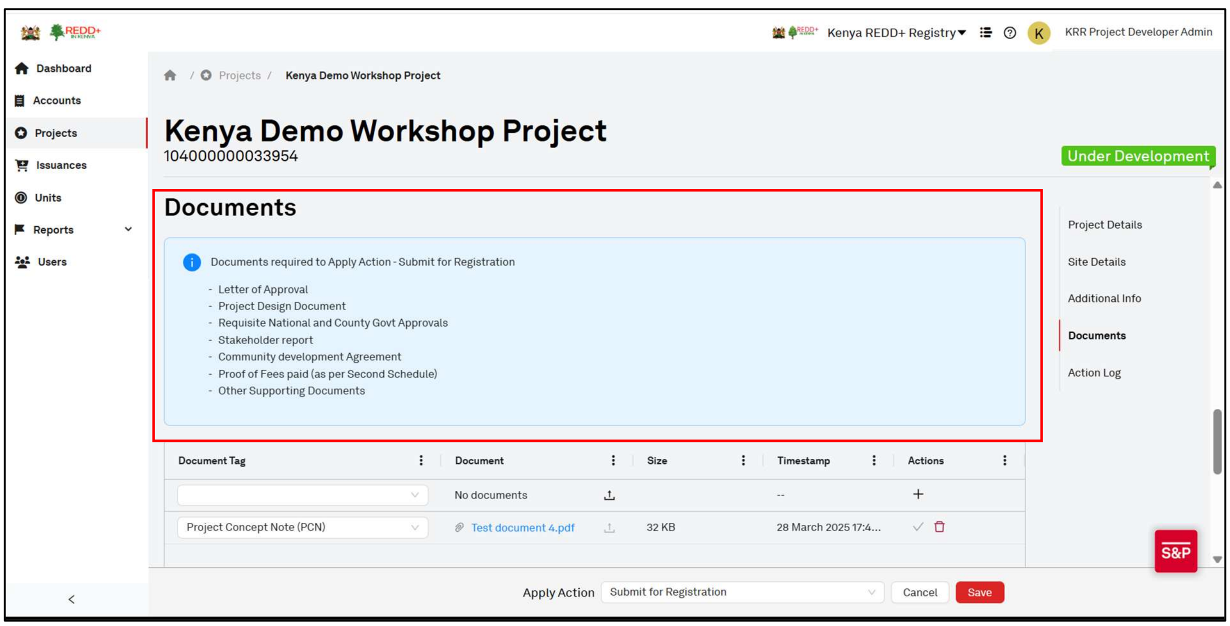
6.Registration

1) Validator Review

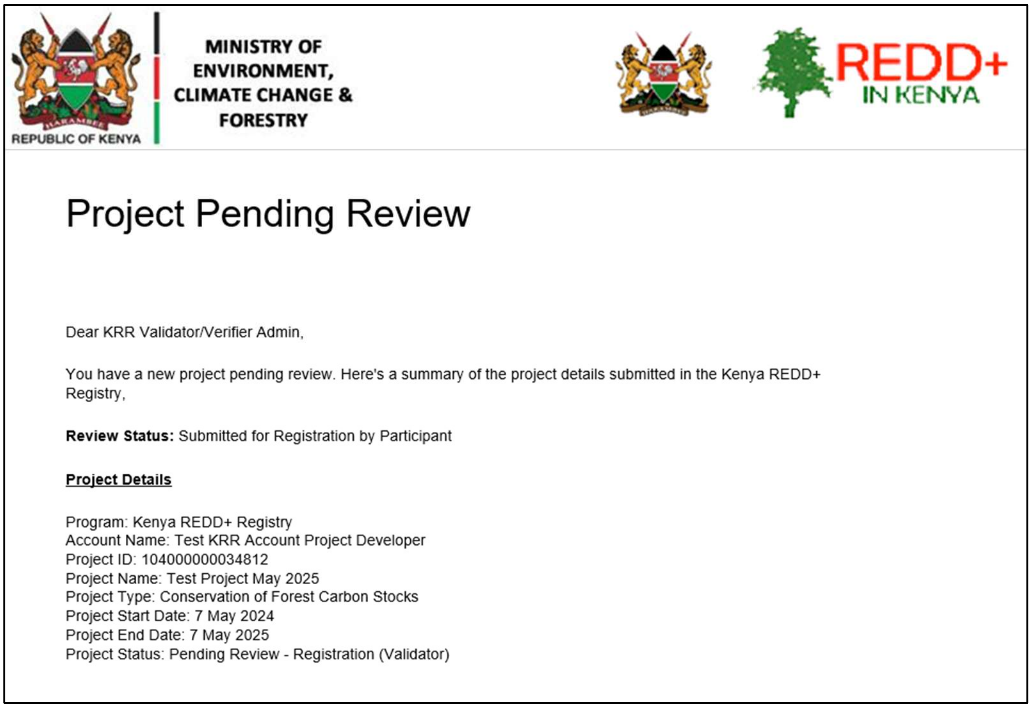
After under developement, project is ready for the registration stage. The participant needs to submit the project for registration to the validator.



Below documents are required for Project Registration.



Once the project is submitted, an automated email is sent to the Validator notifying them that a new project has been submitted for Registration by the Participant –



MINISTRY OF ENVIRONMENT, CLIMATE CHANGE & FORESTRY

REPUBLIC OF KENYA

REDD+ IN KENYA

Project Pending Review

Dear KRR Validator/Verifier Admin,

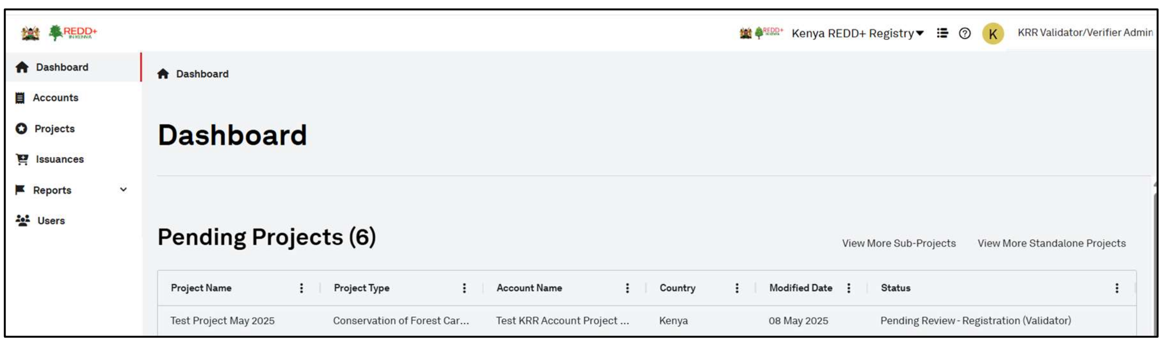
You have a new project pending review. Here's a summary of the project details submitted in the Kenya REDD+ Registry,

Review Status: Submitted for Registration by Participant

Project Details

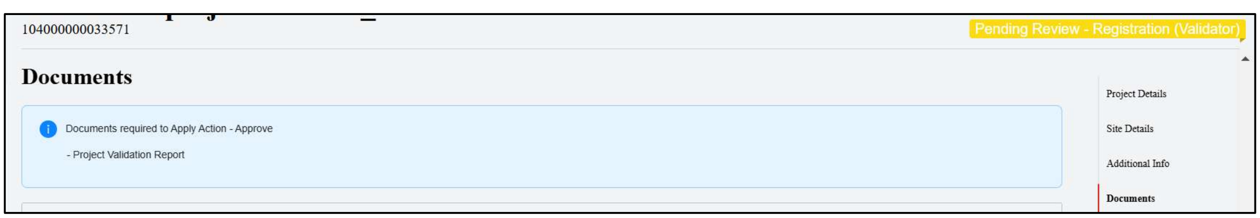
Program: Kenya REDD+ Registry
Account Name: Test KRR Account Project Developer
Project ID: 104000000034812
Project Name: Test Project May 2025
Project Type: Conservation of Forest Carbon Stocks
Project Start Date: 7 May 2024
Project End Date: 7 May 2025
Project Status: Pending Review - Registration (Validator)

Once Validator logged into the Registry, the pending project with status "Pending Review - Registration (Validator)" can be found in the Dashboard section –



To evaluate the project details:

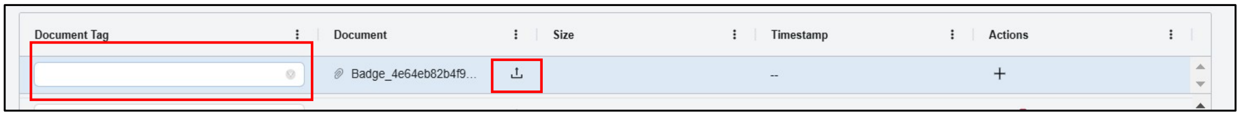
- Double-click on the project you wish to review, and the project window will open.
- Validator will subsequently evaluate the project details and upload the Project Validation report.



To upload the Project Validation Report:

- Navigate to the Documents section.

- Click on the  button.
- Select and upload the Project Validation Report.
- Click on the Document Tag box and a dropdown list will appear.

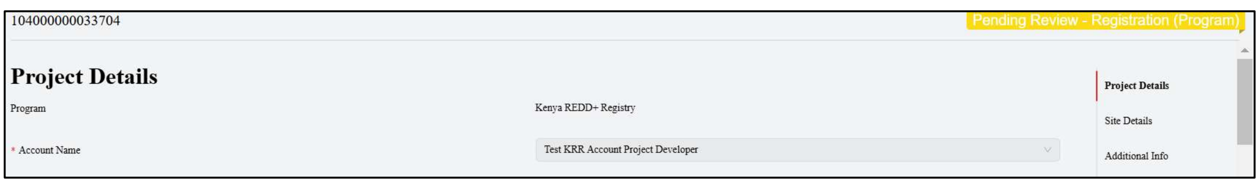


- Select Project Validation Report
- Finally, click the  that is under the Actions column to upload the document.
- When the document is uploaded, the  icon under '**Actions**' will change to , and the document name will change from grey to blue.

Post evaluation and documents upload, the Validator can proceed with one of the following actions: Approve, Need More Information and Reject.

2) Program Review

If the project details are accurate, the project documents comply with KRR guidelines and the Project Validation Report is uploaded, select the "Approve" option and then click on "Save". Once the project is approved the status will change to " **Pending Review - Registration (Program)**", indicating that it is now in the queue of the KRR team for their review and action.



When the Validator approves a project for registration, an automated email is sent to the Program (KRR Team) notifying that a new project has been Approved for Registration by Validator.

KRR team will login to the Registry and subsequently evaluate the project details and documents uploaded.

Post evaluation, the KRR team can proceed with one of the following actions: Approve, Need More Information and Reject

Approve:

If the project details are accurate and the project documents comply with KRR guidelines, select the "Approve" option and then click on "Save".

The status will change to " **Pending Review - Registraion (DNA)**", indicating that it is now in the queue of the Designated National Authority Team.


Pending Projects (2)

View More Standalone Projects

Project Name	Project Type	Account Name	Country	Modified Date	Status
gaurav_standalone_28Febuu	Conservation of Forest Carbon Stocks	Test KRR Account Project Developer	Antarctica	04 Mar 2025	Pending Review - Registration (DNA)

3) DNA Review

When a project is approved by the Program, an automated email is sent to the DNA team notifying them that a new project has been submitted for Registration.

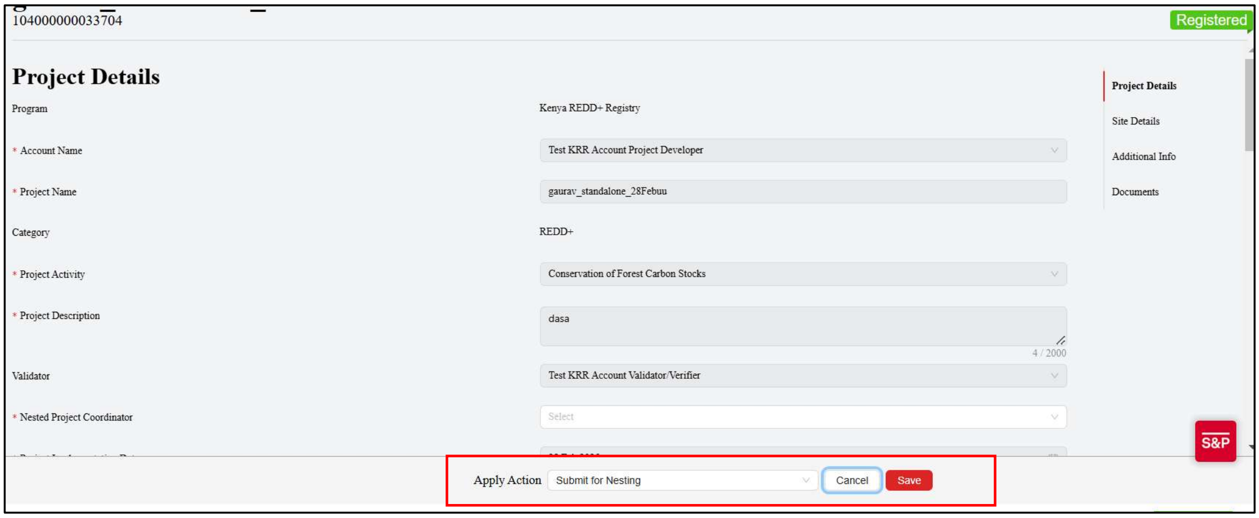
The DNA team will subsequently evaluate the project details and documents uploaded.

Once the project is approved by DNA team, project status will change to "**Registered”** and an email will be triggered to the project developer confirming the same.

6.1. Project Nesting Workflow

After Registraion, project developer/project owner can submit the project for Nesting.

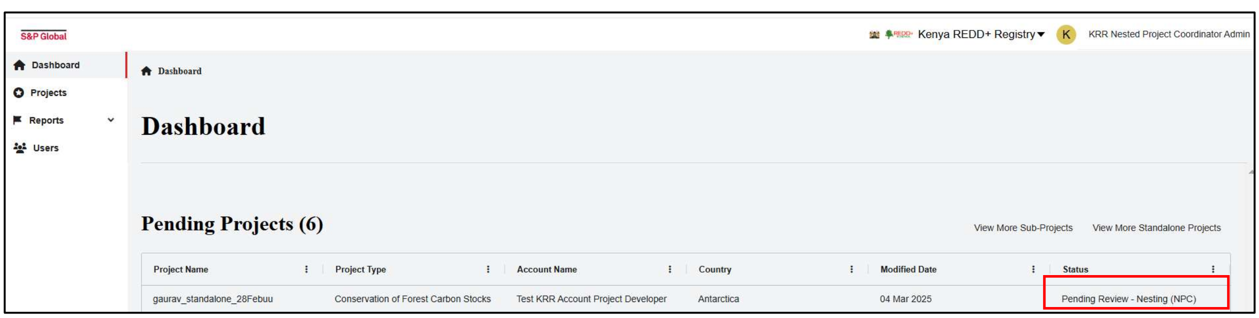
Before submitting , project developer also needs to upload the Nesting application document.



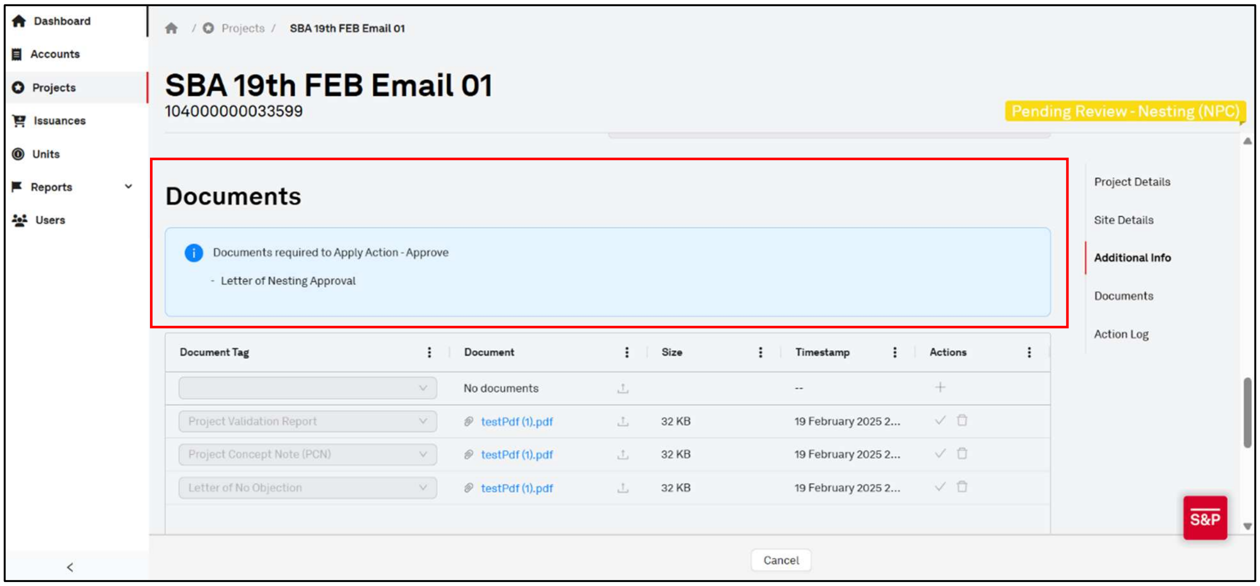
Once the project is submitted for Nesting, the status of the project will change to "**Pending Review - Nesting (NPC)**".

6.2. Nesting (Nested Project Coordinator) Review:

Once logged into the Registry, the pending project with status "Pending Review – Nesting (NPC)" can be found in the Dashboard section –



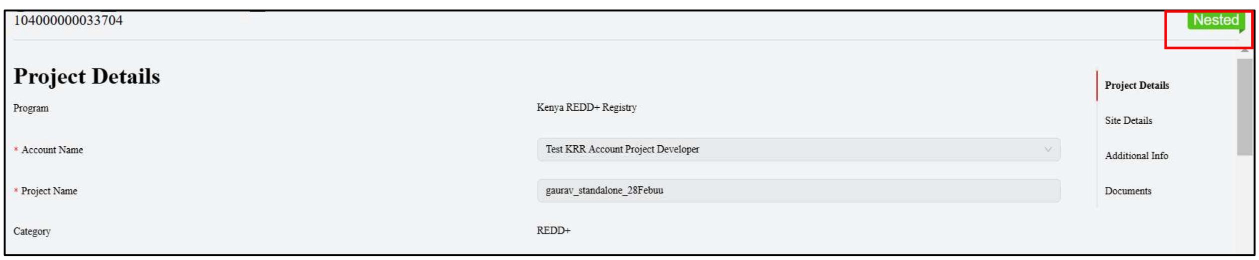
The NPC team will subsequently evaluate the project details and upload the Letter of Nesting approval.



Post evaluation and documents upload, the NPC team can proceed with one of the following actions: Approve, Need More information and Reject

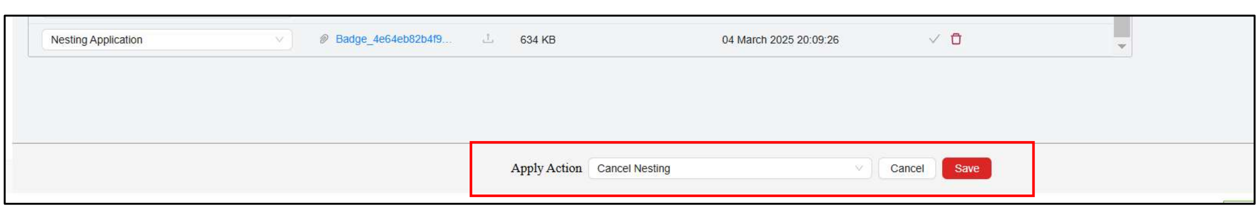
If the project is approved by NPC team, the status of the project will change to "**Nested**"

Project Developer can log in to their registry account and see the updated status of the project.

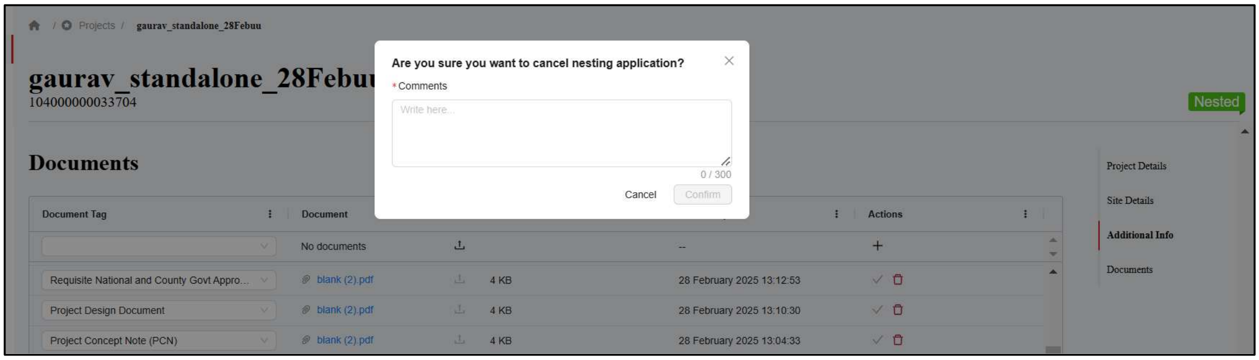


6.3. Nesting Cancellation

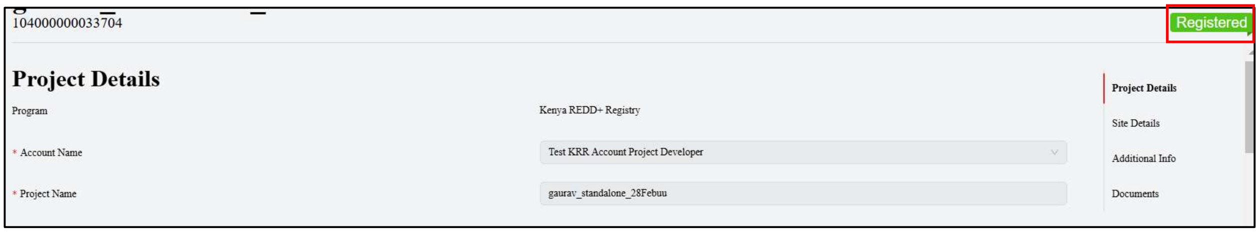
Nested project coordinator team can also cancel the nested project at any point in time by selecting "Cancel Nesting" from Apply Actions.



A comments window will appear where NPC can enter the reason for canceling the nesting application.



Once the Nesting application is canceled, the project status will revert to "**Registered**."

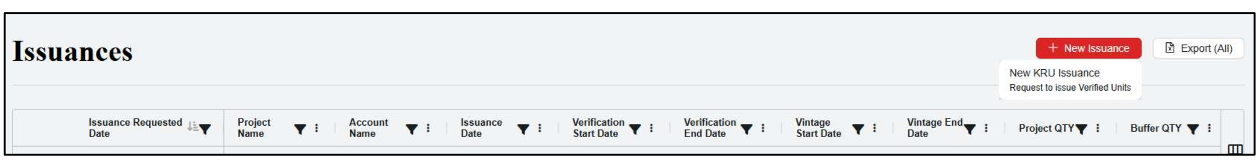


7.Issuance Workflow

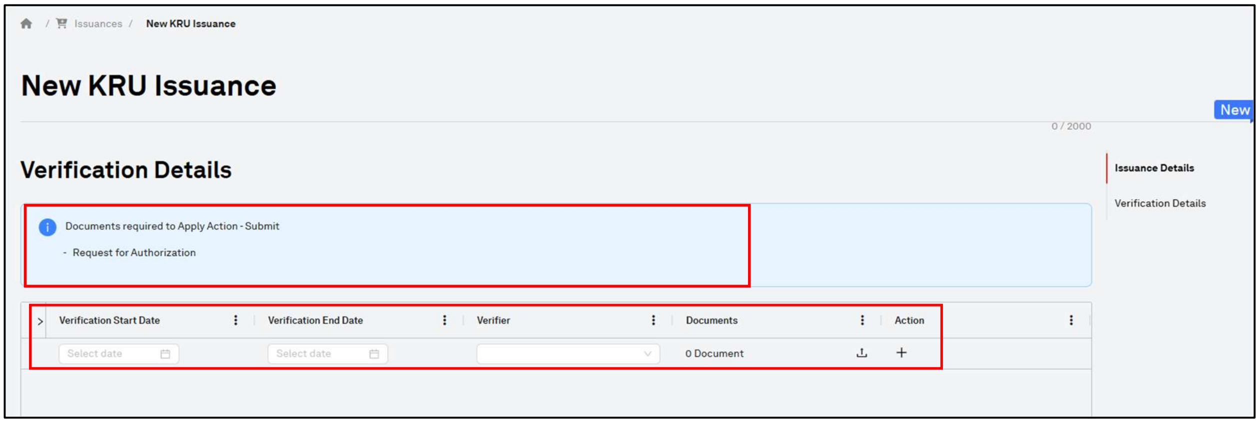
The Project Developer can submit a request for a new KRU Issuance immediately after the project registration is completed.

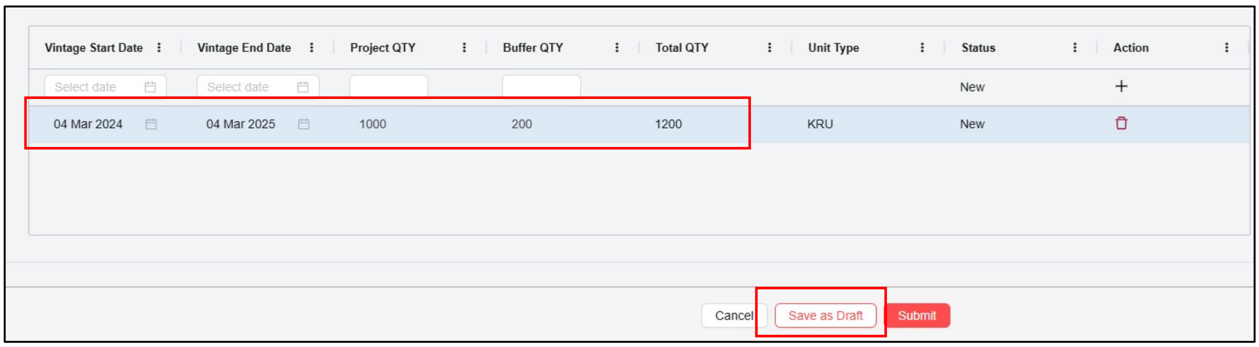
To do so –

- Go to the Issuance section after logging into the Registry.
- Click on "New Issuance" and then select "New KRU Issuance." The issuance form will open. Fill in the mandatory fields marked with *

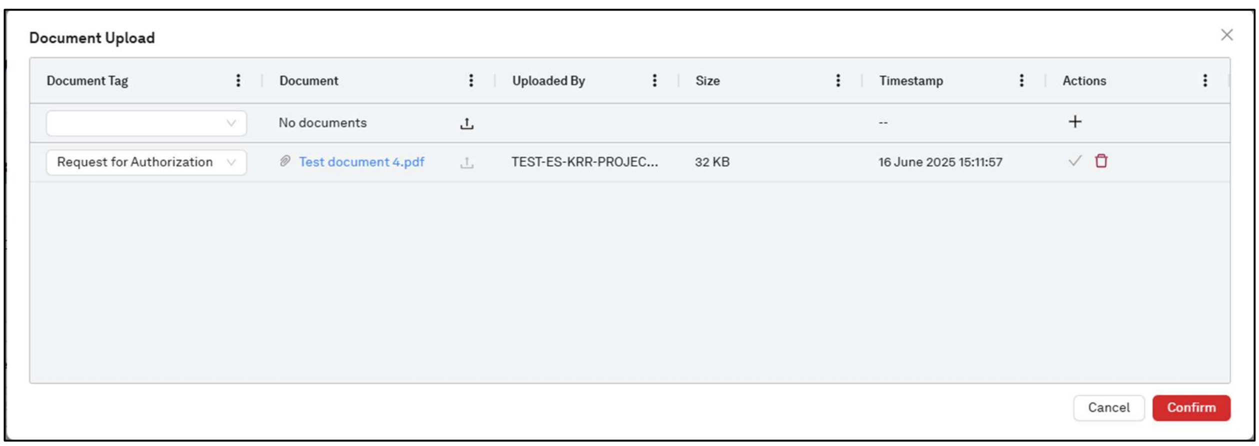


- In the Verification Details section, enter the verification start and end dates, select the verifier, and select + button.
- After entering the above details, fill in the vintage start and end dates, project quantity, and buffer quantity. Then click on + button and save it as draft

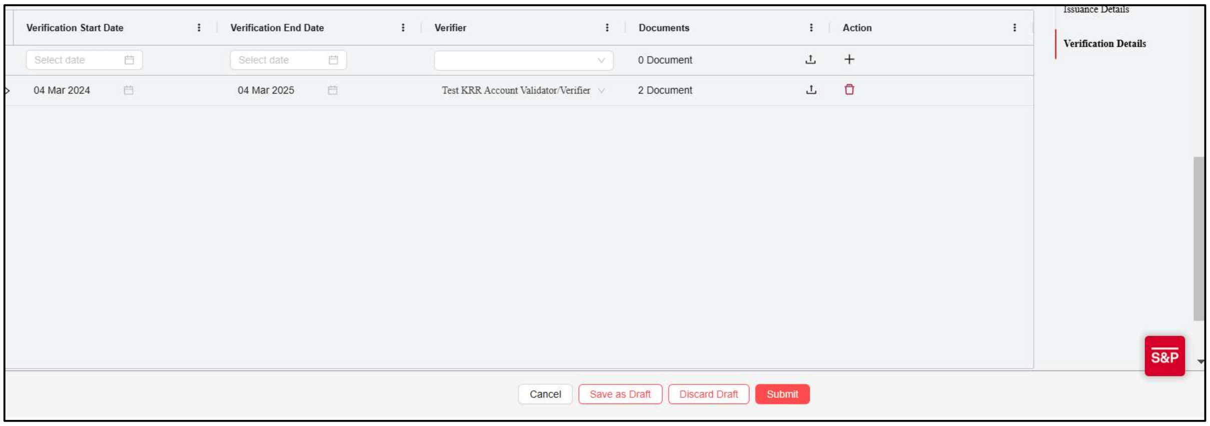




- Issuance status will change from New to Draft, then again go to verification details section to upload the required document "Request for Authorization".

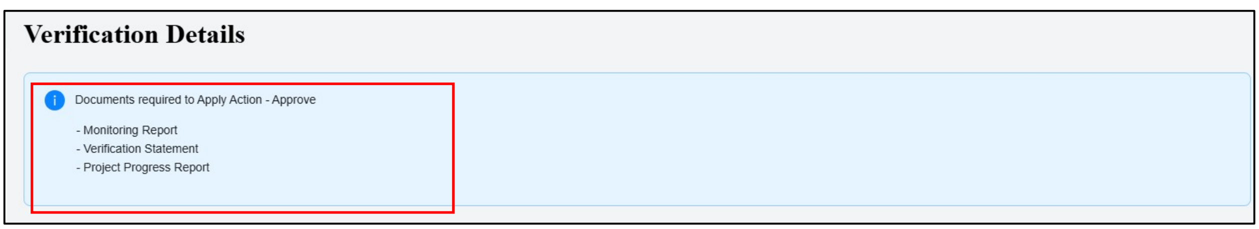


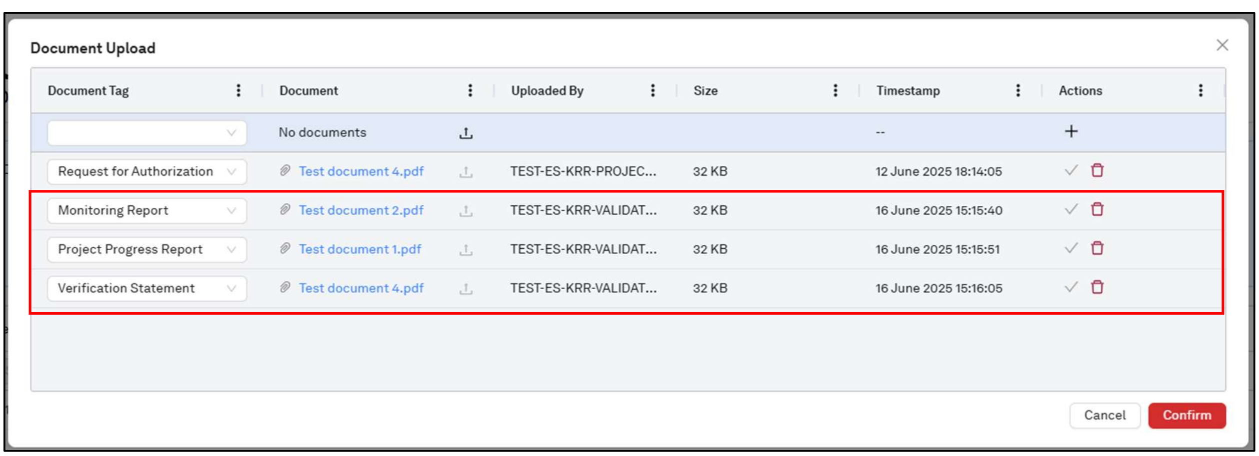
- Once documents are uploaded, click on Confirm button and then hit submit button on issuance form.



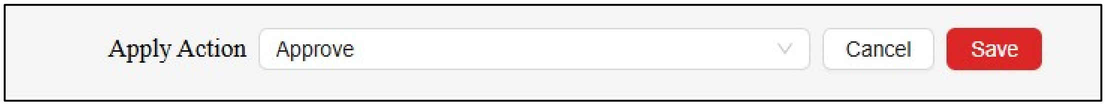
- The status of the Issuance will change to "**Pending Review (Validator)**" indicating that it is now in the queue of Verifier for their review and submission.

- The Verifier will review the issuance details and upload three documents—Monitoring Report, Verification Statement, and Project Progress Report

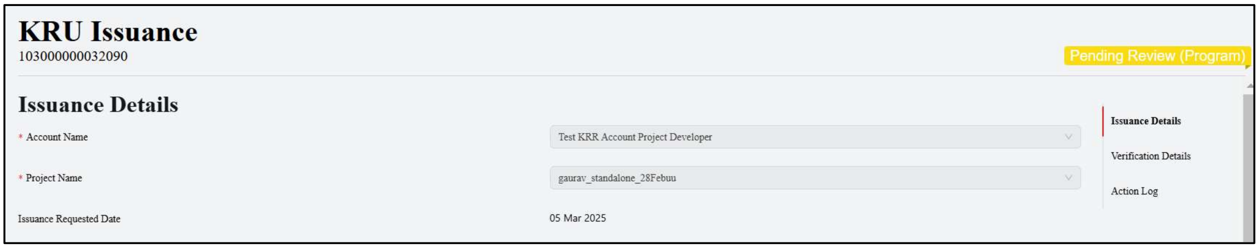




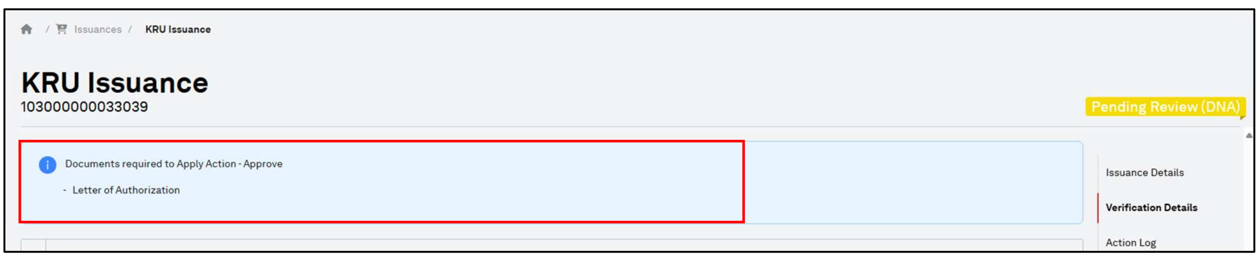
- Once the documents are uploaded, the Verifier can approve the issuance (i.e., push the issuance to next reviewer in the workflow which is Program Team)

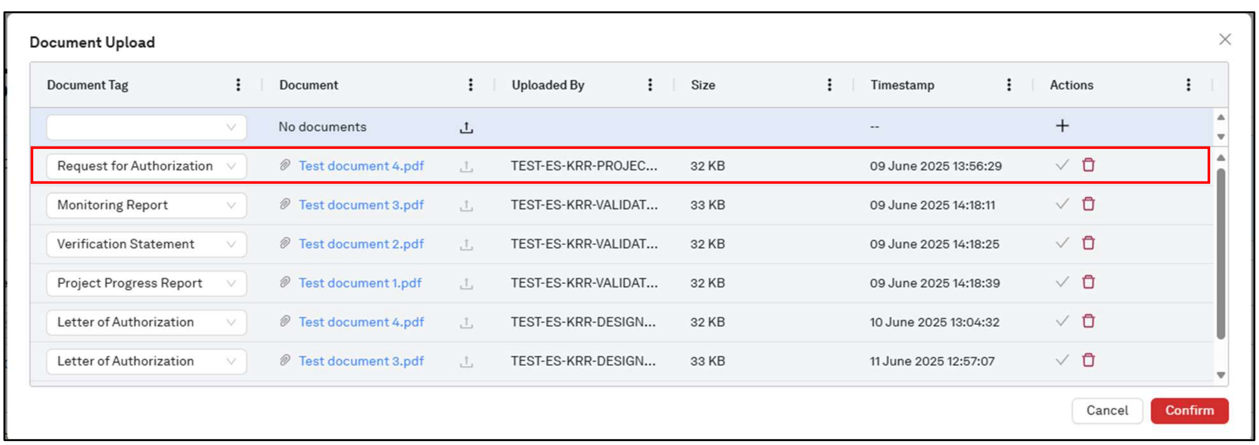


- The status of the Issuance will change to "**Pending Review (Program)**" indicating that it is now in the queue of KRR team for their review and submission.



- The Program team will review the issuance details, and if everything is in order, they will approve the issuance. The issuance status will then change to "**Pending Review (DNA)**"





- DNA will upload “Letter of Authorization” document. Once the issuance is approved by DNA team, project status will change to "**Active”** and an email will be triggered to the project developer confirming the same.

Issuance Rejected/Discarded/Need More information

If the issuance form contains incorrect or incomplete information or if the documents are not valid, the Program Admin can reject or discard the issuance. Alternatively, they can request additional information by adding a comment for the participant.

Workflow: Need More Information Process

1. Program Admin Review:

- If additional information is required, the **Program Admin** selects **"Need More Information."**
- The issuance request is sent back to the **Verifier**

2. Verifier Review:

- The **Verifier** reviews the request.
- If further clarification is still needed, the Verifier selects **"Need More Information."**
- The issuance request is then sent back to the **Participant.**

3. Participant Action:

- The **Participant** reviews the comments, updates the required information, and resubmits the issuance request.

Workflow: Issuance Rejection Process

1. Program Admin Review:

- The Program Admin reviews the issuance request.
- If the request does not meet the required criteria, the Program Admin selects "Reject" and provides a reason for rejection.
- Issuance Status Updates to: "Rejected"
- Notification Triggered: The Participant receives a notification regarding the rejection.

Workflow: Issuance Discard Process

1. Program Admin Review:

- The Program Admin reviews the issuance request.
- If the request is duplicate or submitted inadvertently by participant, the Program Admin selects "Discard" and provides a reason for discarding.
- Issuance Status Updates to: "Discarded"
- Notification Triggered: The Participant receives a notification regarding the discarded.

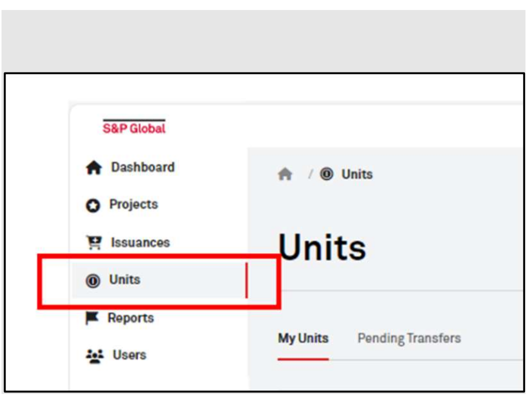
8. Units

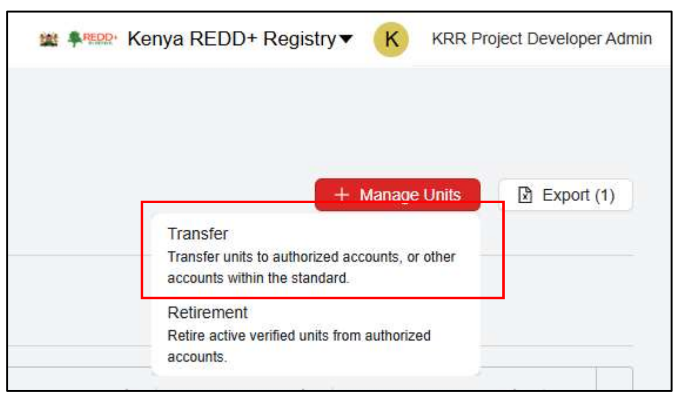
To manage your units, navigate to the '**Units'** tab of the registry. This section outlines the processes for transferring and retiring units.

8.1. Transfers

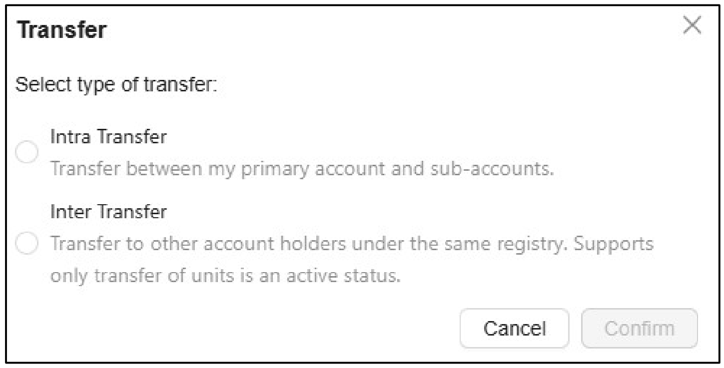
To initiate a new transfer:

- Go to the Units section and click on the "**Manage Units**" button
- Click on the "**Transfer**" option.



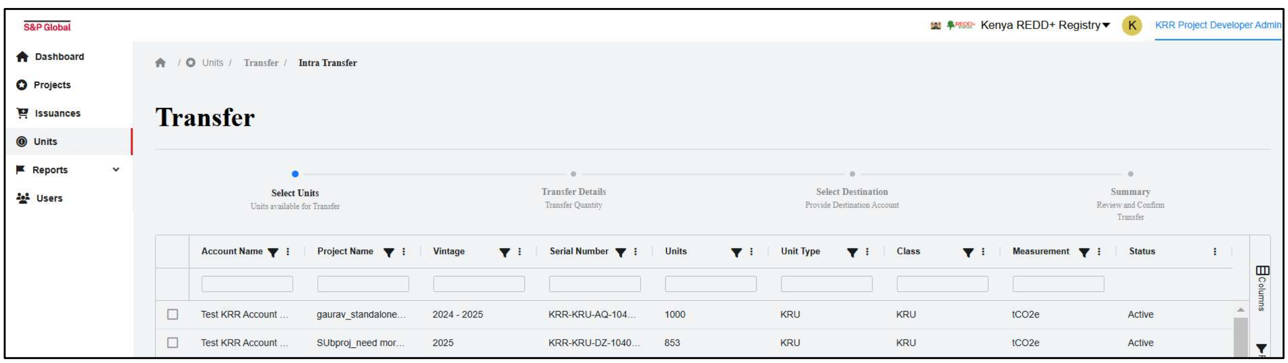


- There are two options for transfers:
  a) **Intra Transfer**: Transfer between primary and sub-accounts
  b) **Inter Transfer**: This option enables transfers to accounts within the Registry that are owned by different users. Only active units can be transferred.



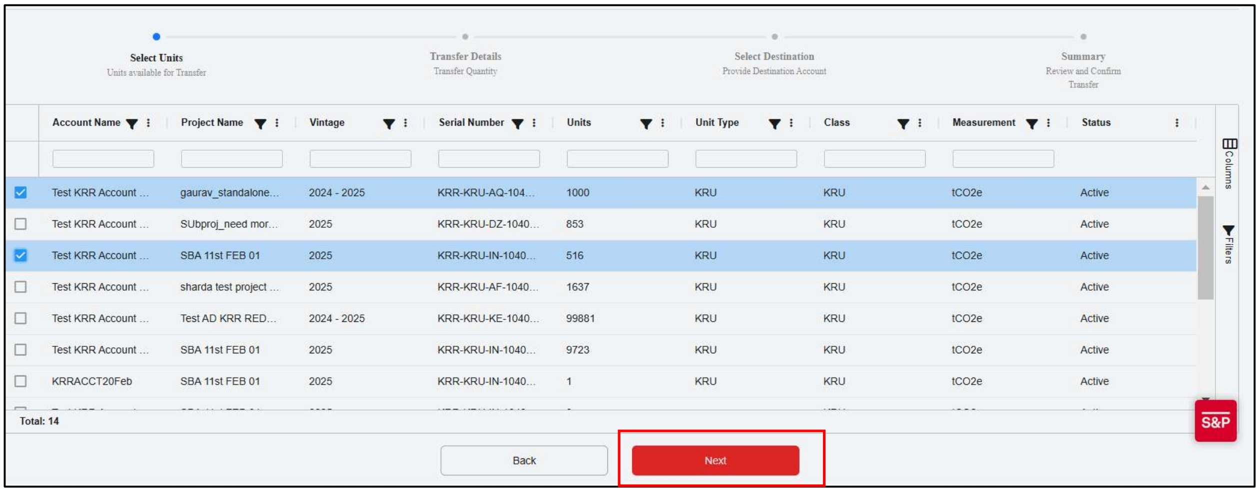
8.2. Intra Transfer

- Progress of the transfer is shown in the window including the following steps:
    - Select Units
    - Transfer Details
    - Select Destination
    - Summary



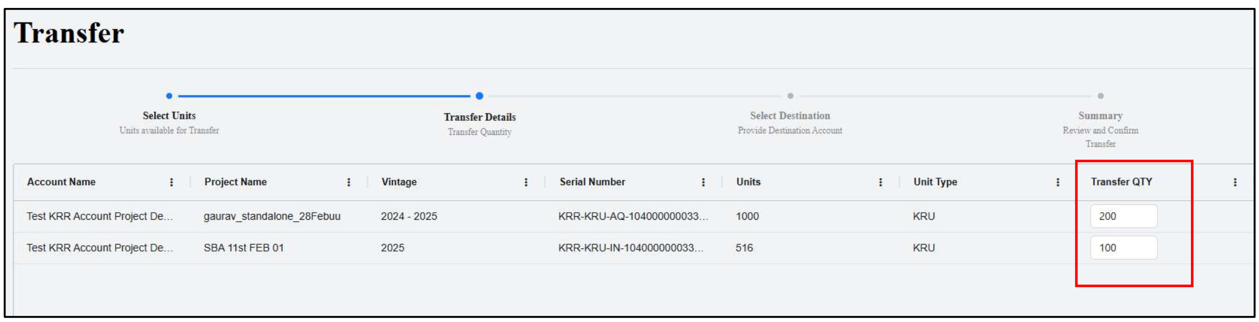
Select Units (Units available for transfer)

- Select the units to be transferred by clicking the checkbox next to the ‘Account Name’.
- Selected units will be highlighted in blue, and the user can choose as many units as required.
- After making the selections, click the “**Next**” button at the bottom of the page to proceed to the next step: Transfer details.



Transfer Details (Transfer Quantity and Pricing)

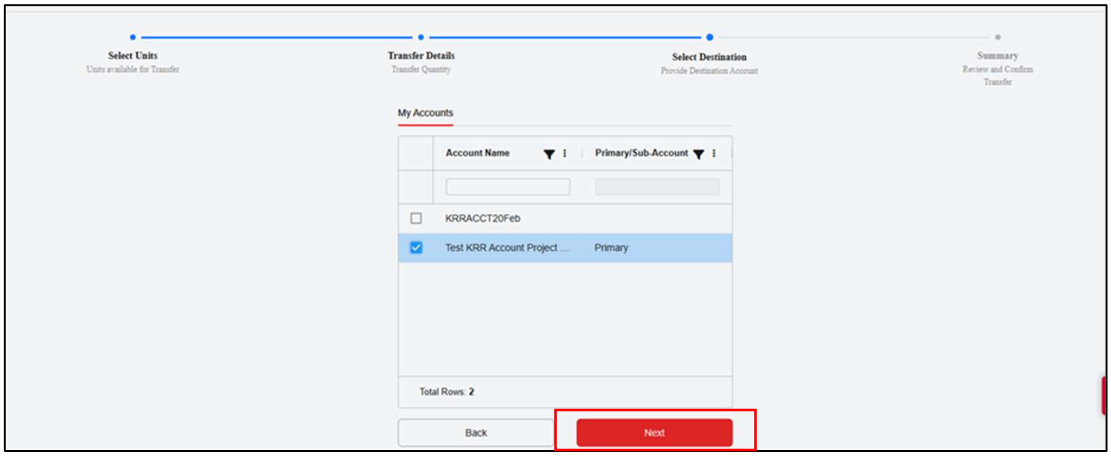
- The selected units will appear in the window. For each batch of units enter the following details:
    - **Transfer QTY:** Transfer quantity must be less or equal to the number of units available in the batch.



- The total number of units to be transferred will be displayed at the bottom of the page.
- After entering all required information, click the “**Next**” button.

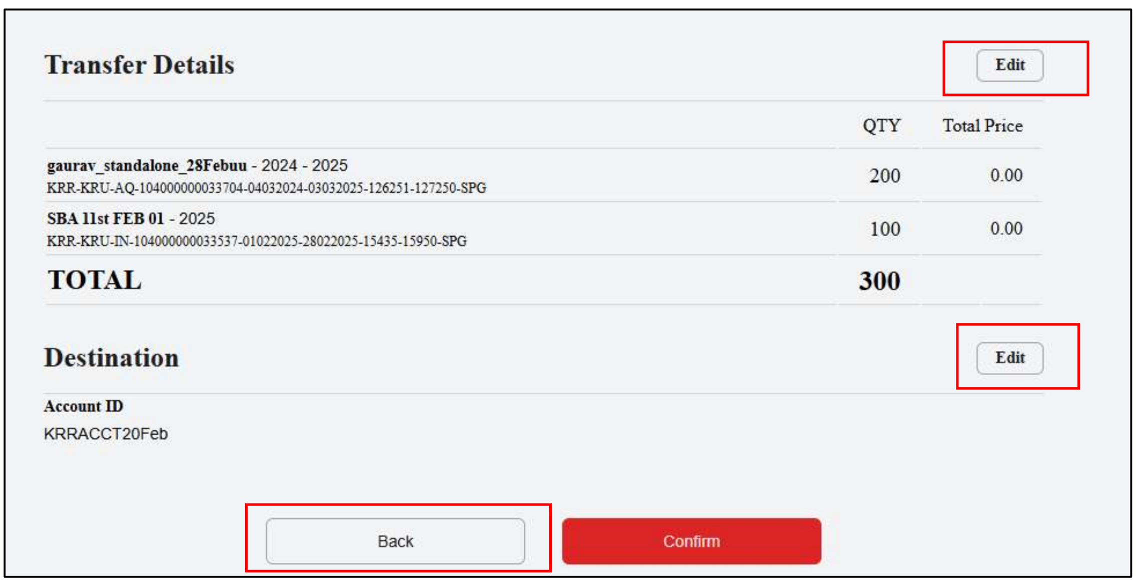
Select Destination (Provide Destination Account)

The ‘My Accounts’ tab displays all accounts held by the user. To select the account that will receive the units, click the checkbox next to its name, and then click “**Next**”.



Summary (Review and confirm transfer)

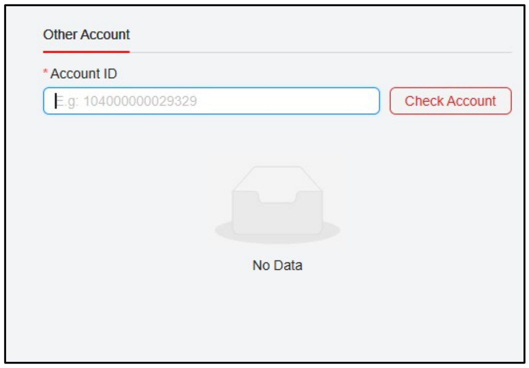
- After selecting the destination account and clicking "Next," the registry will display a summary of all previously entered details.
- The user should review all the Transfer Details.
- To edit Transfer Details (Transfer Quantity), click the "**Edit**" button next to 'Transfer Details'.
- To modify the Destination Account, click the "**Edit**" button next to 'Destination'.
    - The user can also continue editing by clicking the "**Back**" button.



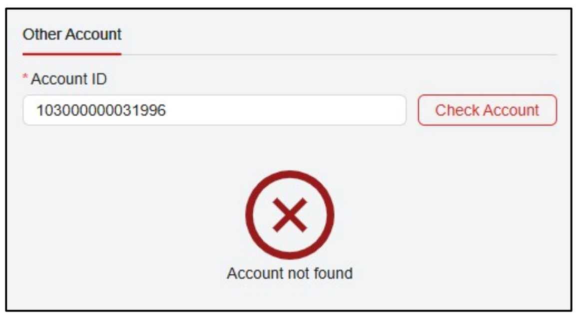
- When all Transfer Details are reviewed, click on the "**Confirm**" button.
- Units will be transferred to selected primary/sub-account and status will remain active

8.3. Inter Transfer

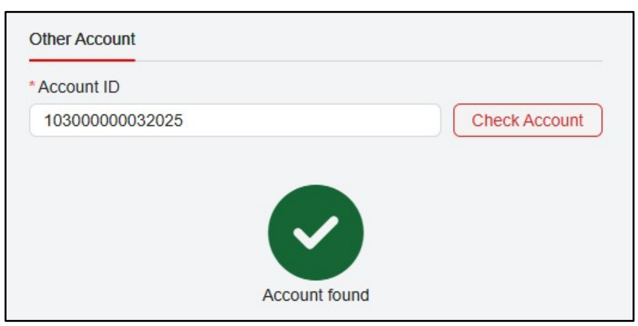
- Accounts held by different users can be found under "**Other Account**".
- To locate a specific account, the user must enter the destination account's Account ID and click the "**Check Account**" button.



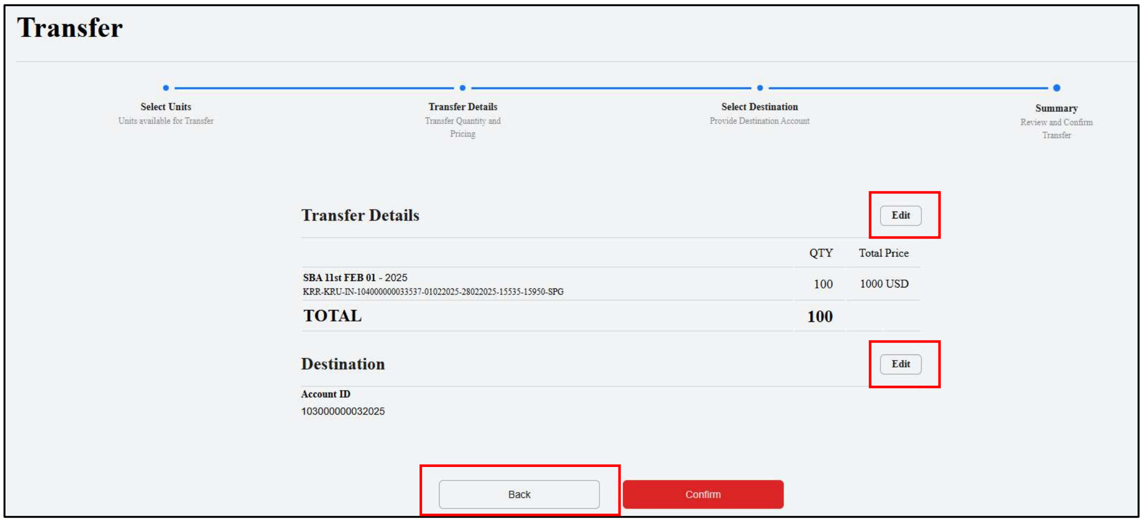
- If the ID provided is incorrect, the Registry will show a warning message.



- If the ID provided is correct, Registry will show a message saying, "**Account found**".

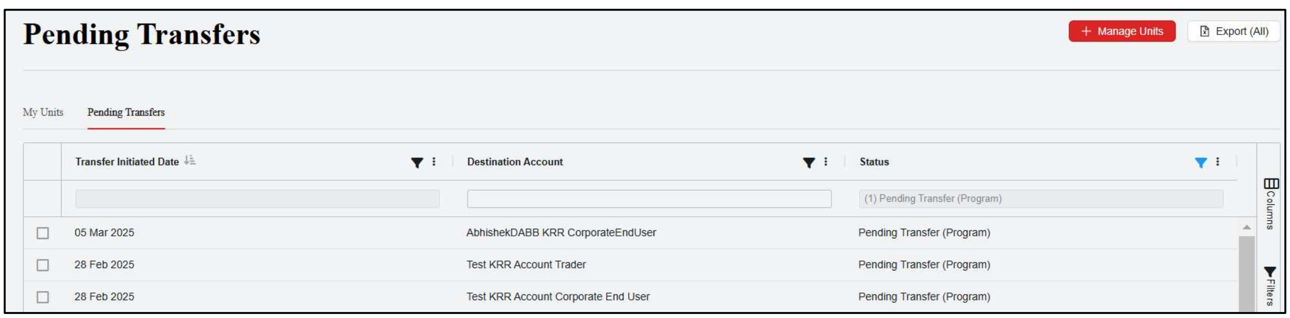


- After selecting the destination account and clicking "Next", the registry will display a summary of all previously entered details.
- The user should review all the Transfer Details.
- To edit Transfer Details (Transfer Quantity and Pricing), click the "**Edit**" button next to 'Transfer Details'.
- To modify the Destination Account, click the "**Edit**" button next to 'Destination'.
- The user can also continue editing by clicking the "**Back**" button.

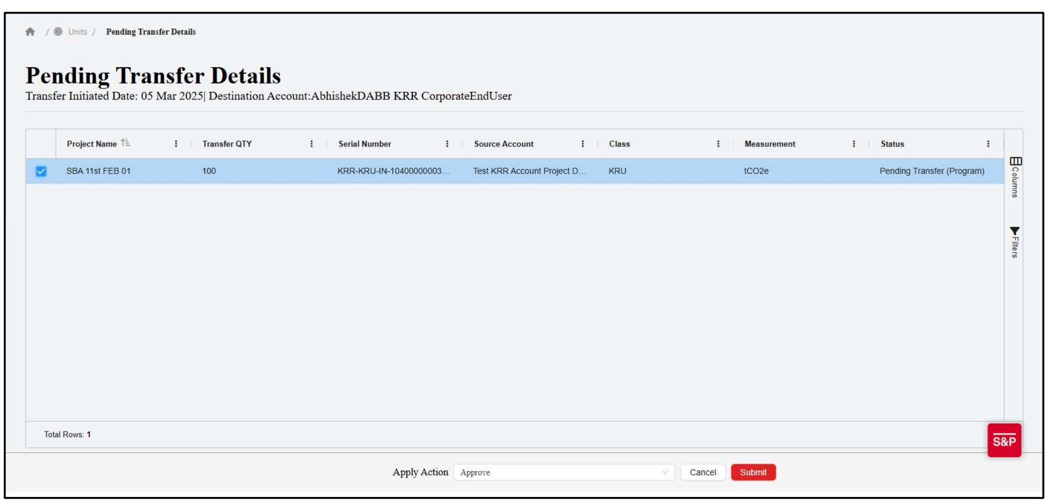


- When all Transfer Details are reviewed, click on the "**Confirm**" button.
- The status of the units will change from "**Active**" to "**Pending Transfer (Program)**".

Program team can find the transfer in the 'Pending Transfers' section of the 'Units' tab. They can see more details of the transfer by double-clicking on it.

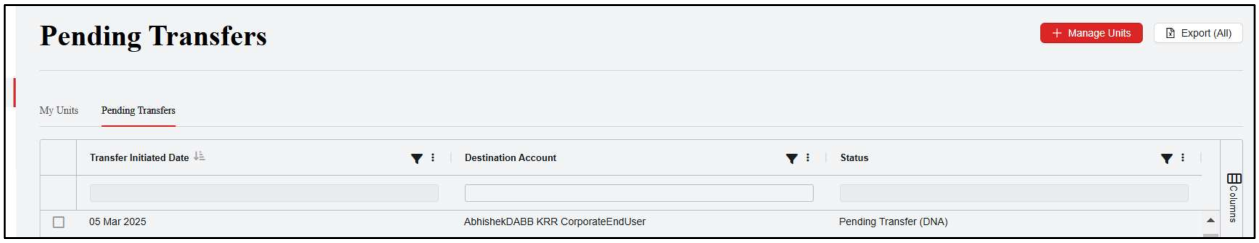


The program will review the transfer details and grant approval accordingly.



Once the transfer is approved by Program team, status will change to "**Pending Transfer (DNA)**" and an email will be triggered to the DNA team confirming the same.

DNA team can find the transfer in the 'Pending Transfers' section of the 'Units' tab. They can see more details of the transfer by double-clicking on it.

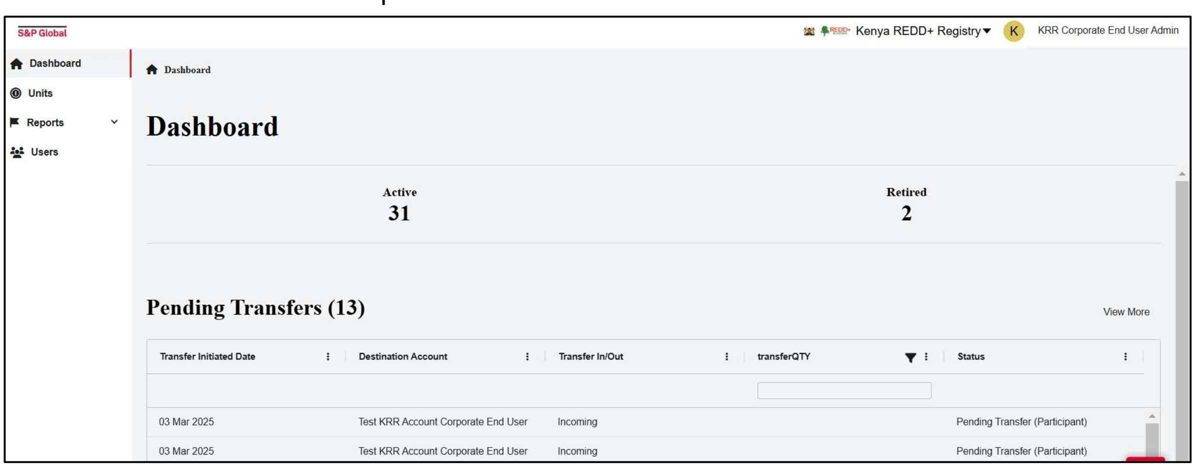


Once the transfer is approved by DNA team, status will change to "**Pending Transfer (Participant)**" and an email will be triggered to the DNA team confirming the same.

Status	**Meaning**
Pending Transfer (Program)	Transfer is awaiting the Program's confirmation.
Pending Transfer (DNA)	Transfer is awaiting Designated National Authority confirmation
Pending Transfer (Participant)	Transfer is awaiting client confirmation.

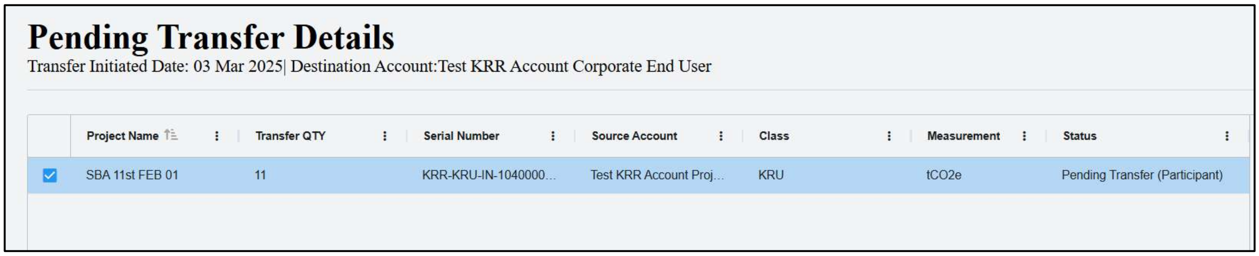
8.4. Accept an Incoming Transfer

- Navigate to the 'Dashboard' tab.
- If a transfer is pending user acceptance, it will be displayed in the Pending Transfers section with the status of "**Pending Transfer (Participant)**".
- Double-click on the transfer to proceed.

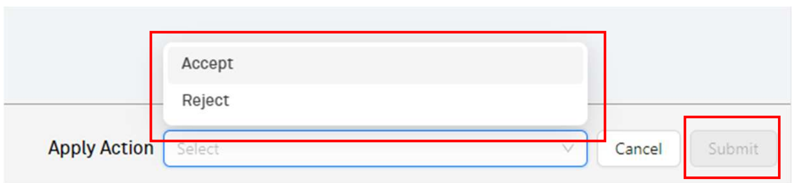


- Registry will redirect to a 'Pending Transfer Details' window.

- Select the transfer that wants to be accepted/rejected by clicking on the checkbox at the left of it.



- After selecting the transfer, scroll to the bottom of the window and choose the action you wish to apply for the transfer.



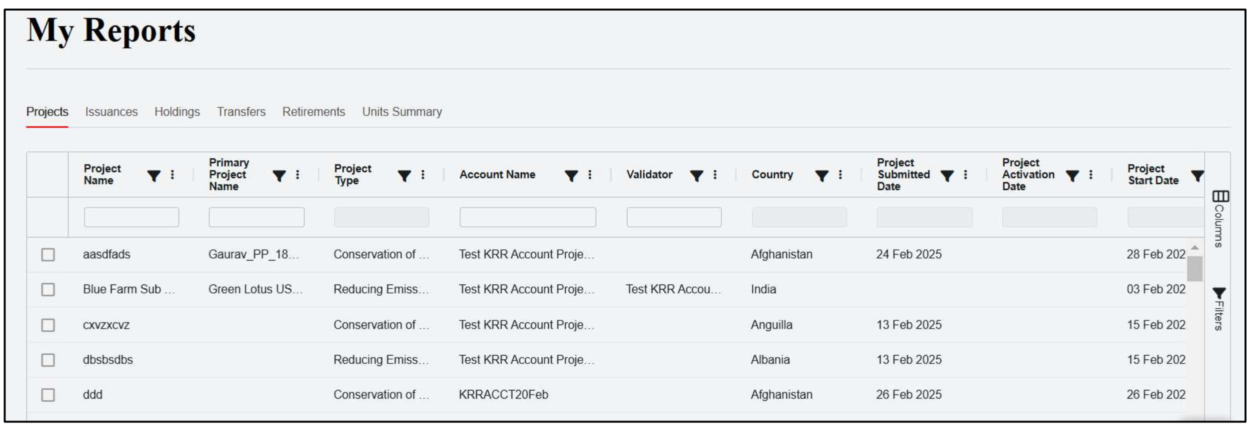
  - **Accept:** Units will immediately be deposited in your account and the status of the credits will change from Pending Transfer to Active.
  - **Reject:** Units will immediately be returned to the source account.
- After selecting Accept or Reject and click on "**Submit**".

9. Reports

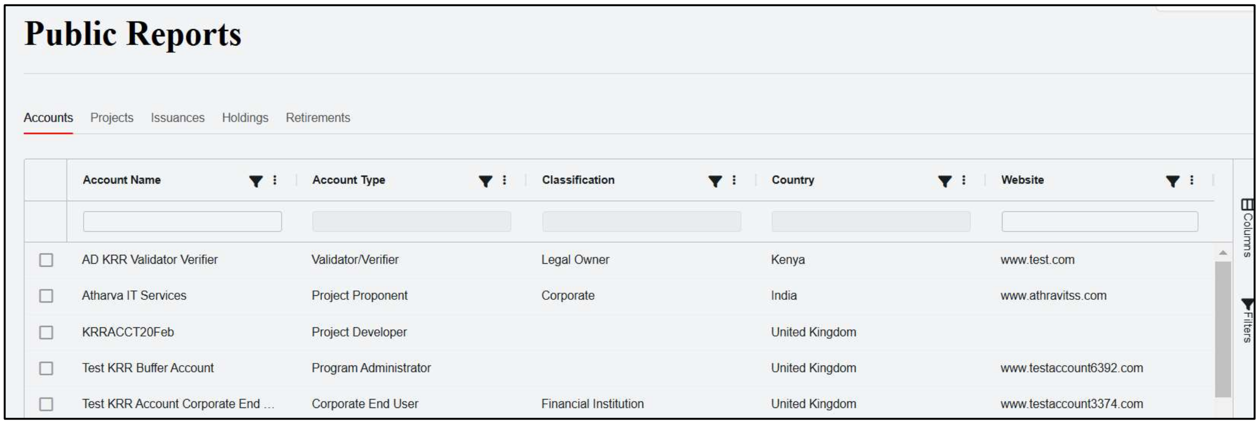
The user can access and download Reports in the Registry. To do so, navigate to the ‘Reports’ tab.

From there, the user can see two tabs, My Reports and Public Reports.

- The ‘My Reports’ tab will show all information related to the account.
- The columns shown in the report can be visualized by clicking the “**Columns**” button at the right side of the screen.
- The reports that can be seen in My Reports Are Projects, Issuances, Holdings, Transfers, Retirements, Unit Summary



- The ‘Public Reports’ tab will show all public information available in the Registry for the Program.
- The columns shown in the public view can be visualized by clicking the “**Columns**” button at the right side of the screen.
- The reports that can be visualized in the public view are Accounts, Projects, Issuances, Holdings, Retirements.



	Account Name	Account Type	Classification	Country	Website
☐	AD KRR Validator Verifier	Validator/Verifier	Legal Owner	Kenya	www.test.com
☐	Atharva IT Services	Project Proponent	Corporate	India	www.athravitss.com
☐	KRRACCT20Feb	Project Developer		United Kingdom	
☐	Test KRR Buffer Account	Program Administrator		United Kingdom	www.testaccount6392.com
☐	Test KRR Account Corporate End ...	Corporate End User	Financial Institution	United Kingdom	www.testaccount3374.com

The user can export the information to an Excel file by clicking on the "**Export (All)**" button located on the top right corner of the window.

10. Users

There are different user roles in the Registry, the functions of each user role are explained below:

User role	Functions
Account administrator	Has access to all sections of the Registry and can perform actions such as project registration, issuances, transfers, and retirements. Additionally, this user can add or deactivate other users within the account.
Account contributor	Can view all sections in the Registry and perform actions like project registration, issuances, transfers, retirements, etc.
Account reader	Can view all sections in the Registry but cannot perform any actions.

10.1.User creation

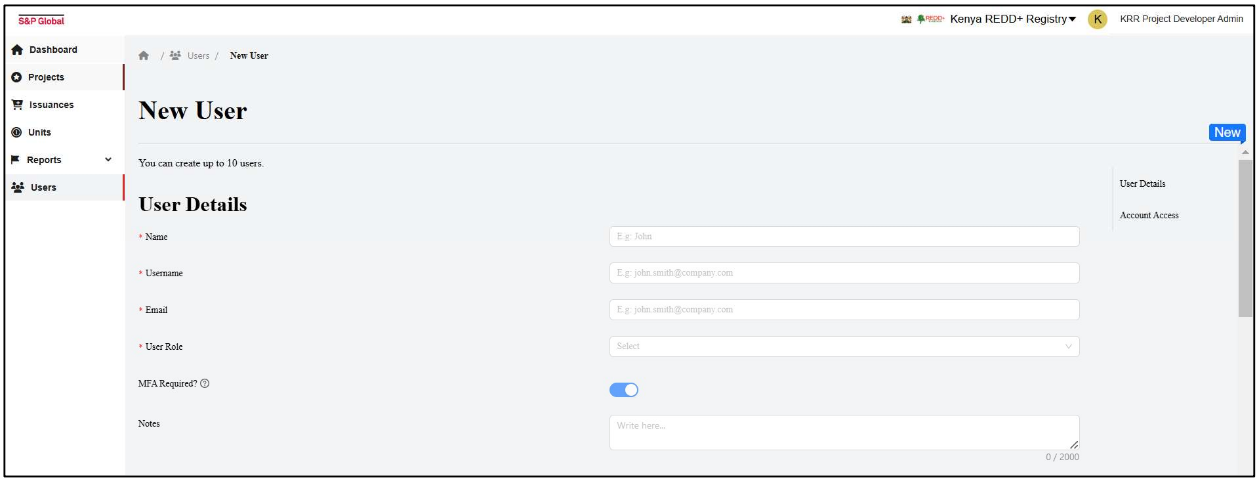
Users with ‘Account Administrator’ role can create new users.

The Account Administration can create up to ten new users and once user is created it will be active.

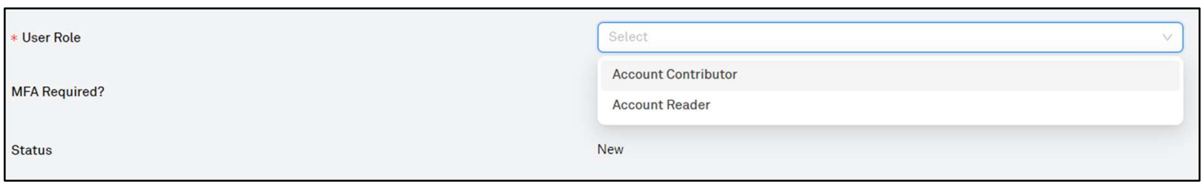
To create a new user:

- Navigate to the ‘Users’ tab and click on the “**New User**” button.

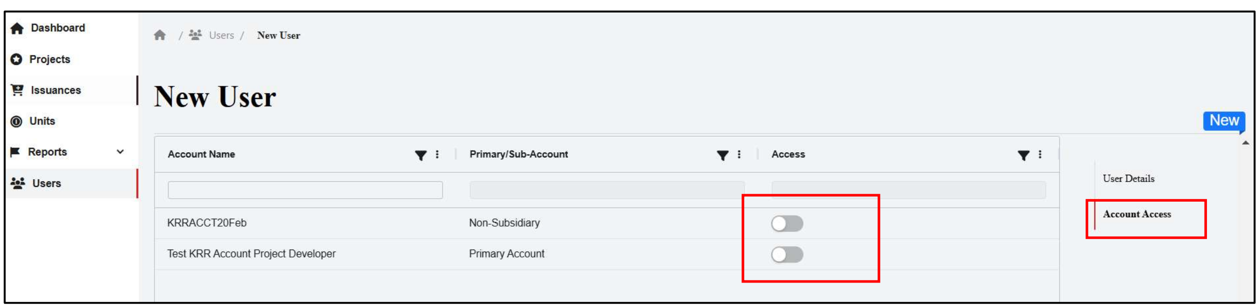
- ‘New User’ window will open.
- Fill out the name, username, and email address of the new user.
- The status will be ‘New’ and optional comments can be added.



- Select the required User Role from the drop-down list (**Account Contributor** or **Account Reader**).



- Scroll down to the Account Access section and select the account that the user needs to be added on by clicking on the toggle  button. The account is selected when the toggle button turns blue . The user can select as many accounts as required.



- When all details are filled out, click on "**Submit**". The user will be added to the account.

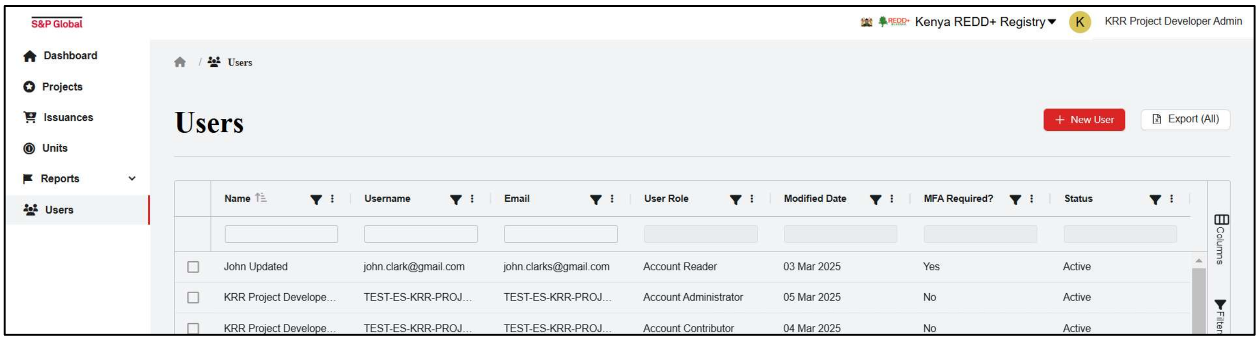
<u>Note</u>: If AM tries to create more than ten users, they get an error message- discard one existing user in order to create new user.

10.2.Deactivating users

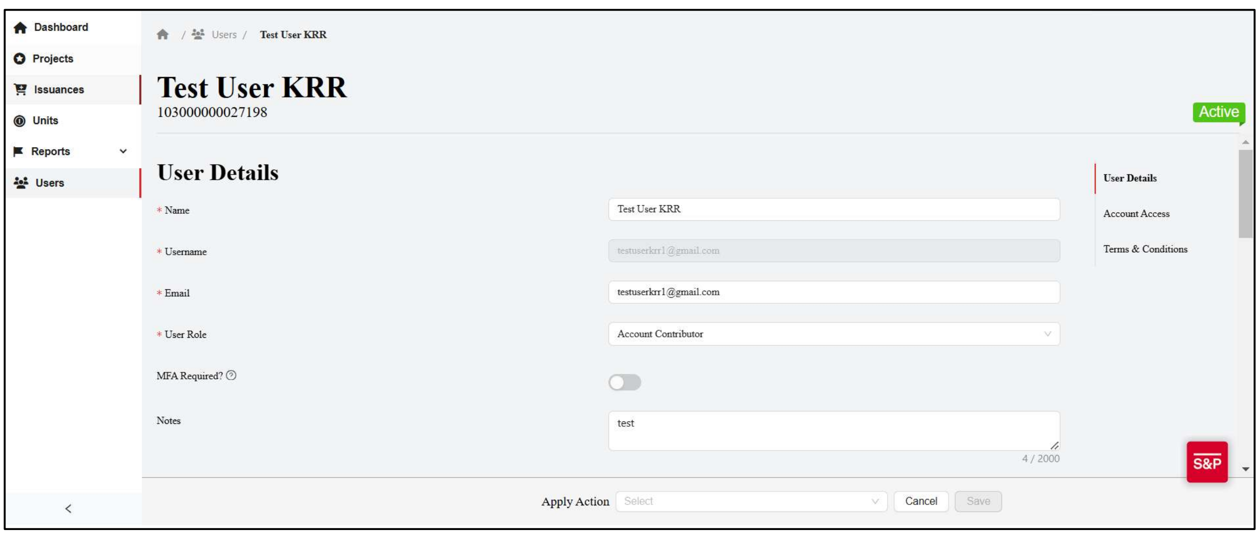
The Account Administrator can deactivate users of an account.

To deactivate user:

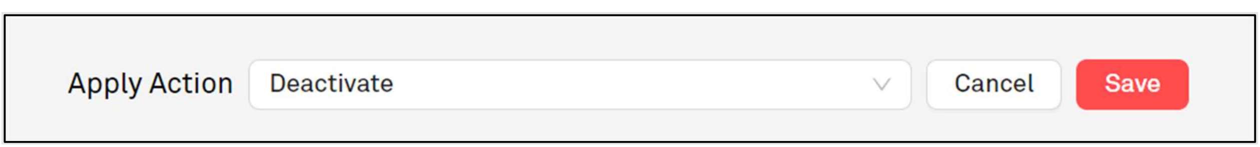
- Navigate to the ‘Users’ tab.
- From the list of users displayed, double click on the user to be deactivated.



- After double clicking on the user, a window will appear with details of the user.
- Navigate to the ‘Apply Action’ on the bottom of the page.



- Select the “**Deactivate**” option and then click "**Save**”.



- A pop-up box will appear for confirmation to deactivate the user, click on "**Confirm**” to proceed.

- After confirming, a message will appear confirming that the user has been deactivated, and user's status will change to "**Inactive**" in the Registry.

CLIMATE-ARK

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UK PACT

CONSERVATION INTERNATIONAL

Indigenous Livelihoods Enhancement Partners

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