

Commonwealth Edison Company Renewable Energy Resource RFP Registration with M-RETS

The Commonwealth Edison Company ("ComEd") procurement plan provides for the procurement of Renewable Energy Credits ("RECs") through a Request for Proposals ("RFP"). REC Suppliers pursuant to this RFP fulfill their REC delivery obligations by transferring RECs to ComEd's PJM EIS GATS ("GATS") or Midwest Renewable Energy Tracking System (M-RETS) Account. Each REC Bidder certifies in its Part 1 Proposal either that it is an account holder with GATS or with M-RETS, or that it has no impediments to becoming a GATS or M-RETS account holder by August 1, 2008.

This document provides a summary of the requirements for setting up an M-RETS account. Information provided here is a summary only and is provided for the convenience of REC Bidders. REC Bidders are solely responsible to obtain from the M-RETS Administrator any information necessary to their participation with M-RETS.

M-RETS is administered by APX, Inc. The M-RETS Administrator may be contacted as follows:

The M-RETS Administrator
Phone: 408-986-2258
Fax: 408-517-2985
E-mail: mrets_admin@apx.com

Summary of Requirements

To participate in the M-RETS, applicants:

1. Complete an on-line New Account Application.
2. Read and agree with the M-RETS Terms of Use ("Terms of Use") and Operating Procedures.
3. Complete and mail originals of the Terms of Use including the following Schedules to the Terms of Use.
 - a. Schedule A: Generator Owner's Designation of Responsible Party
 - b. Schedule B-1: Consent of Subscriber
 - c. Schedule C-1 or C-2 (if applicable): Declaration of Agency
 - d. Schedule D: M-RETS Subscriber Billing Information Form
4. If applicable, submit the Terms of Use for Reporting Entities and the Midwest ISO Release Form.
5. Create Account(s) & Additional Logins.
6. Transfer RRC Facility Registration (Optional)

We describe each of these items below.

1. On-line Application Form (See Appendix 1)

The On-line Application Form requires the applicant to indicate which types of account it is applying for, to provide basic information, to name a contact person and provide contact information for this representative, and to set up the initial login information. The on-line form is available by visiting <http://m-rets.com/login.asp> and clicking on the "Not a member? Register Here" link. Please see Appendix 1 for a screenshot of the Application Form.

M-RETS Midwest Renewable Energy Tracking System

My Account

Login

Login Name:

Password:

Remember My Login Name

[Trouble logging in?](#)

Not a Member? Register Here

Message Notification - last 30 days

Total Messages: 0

Message Type	Message	Receive Date
No Records!		

[More...](#)

Click here. The pop-up window below will appear.

1. Complete the Online Registration by selecting the "User Type" and click I accept below.
2. Read and sign the [M-RETS Terms of Use](#) and (if applicable) the [Midwest ISO Release Form](#).
3. Mail and/or fax the completed registration packet to the M-RETS Administrator at:

APX, Inc. - c/o M-RETS Program Administrator
5201 Great America Parkway - Suite #522
Santa Clara, CA 95054
Fax: 408-517-2985
4. Once online registration is complete and the registration packet is received, the M-RETS Administrator will review the documents and online registration materials. If materials are incomplete or additional information is required, the M-RETS Administrator will notify the designated contact.
5. Once registration materials are complete and validated, an email notification describing account approval will be sent to the designated Account Manager email address provided during registration.
6. For User Type "Account Holder" - the Account Manager may then begin registering generating units, adding additional logins, establishing reporting entities for generation data submittal and using all other functions of the system available to their account holder type. For User Type "Reporting Entity" or "Program Administrator", the Account Manager may begin adding additional logins and using all other functions of the system available to their account type.

If you have any questions about the registration process, please contact the M-RETS Administrator at 408-986-2258; mrets_admin@apx.com



User Type:

Select User Type and Click "I Accept". The Application Form (see Appendix 1) will appear.

2. M-RETS Operating Procedures and Terms of Use

- The M-RETS Operating Procedures are available at:
<http://m-rets.com/resources/M-RETS-Operating-Procedures-07.02.2007.pdf>
- The M-RETS Terms of Use are available at:
http://m-rets.com/resources/MRETS_TOU_October_10_2007.pdf

3. M-RETS Terms of Use

Upon completing of the On-line Application Form, review, sign and return the M-RETS Terms of Use, including the following schedules to the Terms of Use described below, to the M-RETS Administrator:

APX, Inc.
c/o M-RETS Program Administrator
5201 Great America Parkway - Suite #522
Santa Clara, CA - 95054

A party to these Terms of Use is called a Subscriber. The Subscriber is required to:

- agree to be subject to any guidelines and/or operating procedures of M-RETS;
- represent that all information provided to APX shall be true, complete and correct;
- agree to take all appropriate steps and precautions to safeguard and protect the access, use and security of the M-RETS System and Subscriber's user access information from unauthorized users;
- agree to comply with all applicable local, state, national, and international laws and regulations, including but not limited to United States export restrictions, that relate to its use of or activities on the M-RETS Site;
- agree to pay any Registration Fee, Subscription Fee and Volumetric Fee as appropriate.

3a. Schedule A to the Terms of Use - Generator Owner's Designation of Responsible Party

Through this schedule, a Generator Owner names generating unit(s), and grants authority and permission to subscriber to create and trade all RECs associated with the named generating unit(s). The Generator Owner further represents that no other subscriber or account holder have been granted similar authority or permission for use in the M-RETS System or any similar system. If the Generator Owner is a corporation, partnership or other legal entity, Schedule A must be executed by a company officer of the Generator Owner. If Generator Owner is an individual, Schedule A must be executed by the individual.

3b. Schedule B-1 to the Terms of Use - Consent of Subscriber

A signatory for the Subscriber acknowledges that he/she has read the Terms of Use and understands that APX may modify the Terms of Use pursuant to Section 1 of said Terms of Use. A signatory affirms that he/she has the authority to execute this Consent on behalf of Subscriber. The Subscriber is not given access to M-RETS until the Consent has been signed and has been received by the M-RETS Administrator. The signatory also makes several representations and certifications regarding its use of M-RETS.

3c. Schedule C-1 or C-2 (if applicable) to the Terms of Use - Declaration of Agency

A Subscriber may name a third-party agent to access M-RETS on its behalf. If it wishes to do so, the Subscriber must execute the Declaration of Agency for any third-party agent it desires to contract with to access M-RETS on its behalf. An agent has authorized rights and responsibilities based on one of four levels of access to M-RETS granted to it by the Subscriber. The four levels of access are described more fully in the M-RETS Operating Procedures. Schedule C-1 is to be executed if the agent is granted Level 1 access and Schedule C-2 is to be executed if the agent is granted Level 2, 3 or 4 access to M-RETS.

3d. Schedule D to the Terms of Use - M-RETS Subscriber Billing Information Form

Subscriber must complete Schedule D (M-RETS Subscriber Billing Information Form). The information contained in this form will be used by M-RETS to bill the Subscriber for its use of M-RETS. Bills for use of M-RETS will be emailed to the contact provided in this form.

4. Terms of Use for Reporting Entities and the Midwest ISO Release Form

Owners of generating units/facilities, in addition, may be required to submit the Terms of Use for Reporting Entities and the Midwest ISO Release Form.

- The Terms of Use for Reporting Entities are available at:
http://www.m-rets.com/resources/MRETS_Terms_of_Use_for_QREs_10_25_07.pdf
- The Midwest ISO Release Form is available at:
http://m-rets.com/resources/MISO_Release_Form.pdf

5. New Account Approval

Signature for each of the above listed documents is required prior to account approval. Account approval usually takes 5 business days after receipt of these documents. Once registration materials are complete and validated, an email notification describing account approval will be sent by email to the contact person (the Account Manager) designated during registration.

6. Create Account(s) & Additional Logins

All types of account holders must first create an account for their organization. After account approval, additional Sub-Accounts can be created, and Logins added to the account. Typically, for Load Serving Entities (LSE), Qualified Reporting Entities, and Marketers/Brokers these are the only steps in the registration process.

Owners of generating units/facilities, in addition to creating an account, must also register each one of their generators, and must designate a Qualifying Reporting Entity for each facility. Please refer to the on-line help pages for registration details:

<http://m-rets.com/login.asp>

7. Transfer RRC Facility Registration (Optional)

Facility owners who have registered their generators in the existing Wisconsin Renewable Resource Credit ("RRC") program and wish to register in M-RETS do not have to re-enter their generator's parameters that were already existent in the Wisconsin RRC program.

For more information on how to transfer facilities registered with Wisconsin RRC, please refer to the following page:

<http://m-rets.com/resources/RegistrationFromRRC.asp>

Appendix 1. On-line Application Form

Applicant indicates Account Type and provides Company Information:

New Account Application		
Account Type: *	<input type="checkbox"/> Generating Unit Owner/Representative <input type="checkbox"/> Generating Unit Aggregator <input type="checkbox"/> Community Choice Aggregator <input type="checkbox"/> Investor-Owned Utility <input type="checkbox"/> Municipal Utility <input type="checkbox"/> Rural Electric Cooperative <input type="checkbox"/> Irrigation District <input type="checkbox"/> Joint Power Authority <input type="checkbox"/> Retail Marketer <input type="checkbox"/> Broker <input type="checkbox"/> Federal Marketer/Power Administrator <input type="checkbox"/> Wholesale Marketer <input type="checkbox"/> Tribal Organization <input type="checkbox"/> Public Interest Organization <input type="checkbox"/> Coop Utility <input type="checkbox"/> Crown Utility <input type="checkbox"/> Utility Aggregator	
	Company Information	
	Company Name: *	<input type="text"/>
	Company Address1: *	<input type="text"/>
	Company Address2:	<input type="text"/>
	Company City: *	<input type="text"/>
	Company State/Province: *	Select One <input type="button" value="v"/>
	Company Zip/Postal: *	<input type="text"/> (format: US and Mexico 12345 / Canada a1b2c3)
	Company Country: *	US <input type="button" value="v"/>
	Company Web site URL:	<input type="text"/> (format: www.apx.com)
Wisconsin Electricity Provider Indicator: *	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Serves Retail Load in an M-RETS State/Province:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Total Retail Load Served per year in all M-RETS States/Provinces**:	<input type="radio"/> > 1,000,000 MWh <input type="radio"/> 100,000 - 1,000,000 MWh (required if Yes above) <input checked="" type="radio"/> 0 - 100,000 MWh	

Billing Contact Information	
Billing Contact Name:	<input type="text"/>
Company Billing Address1:	<input type="text"/> <input type="button" value="Same As Company Address"/>
Company Billing Address2:	<input type="text"/>
Company Billing City:	<input type="text"/>
Company Billing State/Province:	Select One <input type="button" value="v"/>
Company Billing Zip/Postal:	<input type="text"/> (format: US and Mexico 12345 / Canada a1b2c3)
Company Billing Country:	US <input type="button" value="v"/>
Billing Contact Telephone:	<input type="text"/> (format: US and Canada 123-456-7890 / Mexico 011-52-12-3456-7890)
Billing Contact Fax (if applicable):	<input type="text"/> (format: US and Canada 123-456-7890 / Mexico 011-52-12-3456-7890)
Billing Contact Email Address:	<input type="text"/> (format: abc@apx.com)

Applicant provides contact information for Account Manager and sets up login information:

Account Manager Information	
Contact Job Title:	<input type="text"/>
Contact Name: *	<input type="text"/>
Contact Address1: *	<input type="text"/> <input type="button" value="Same As Company Address"/>
Contact Address2:	<input type="text"/>
Contact City: *	<input type="text"/>
Contact State/Province: *	<input type="text" value="Select One"/>
Contact Zip/Postal: *	<input type="text"/> (format: US and Mexico 12345 / Canada a1b2c3)
Contact Country: *	<input type="text" value="US"/>
Contact Telephone: *	<input type="text"/> (format: US and Canada 123-456-7890 / Mexico 011-52-12-3456-7890)
Contact Email: *	<input type="text"/> (format: abc@apx.com)

Login Name and Password Information	
Login Name: *	<input type="text"/> (1 to 20 alphanumeric)
Password: *	<input type="password"/> (Min of 7 characters with at least 1 number and 1 letter)
Confirm Password: *	<input type="password"/>
Security Question: *	<input type="text"/>
Security Answer: *	<input type="text"/>
* Required Field	
<input type="button" value="Submit for Approval"/> <input type="button" value="Cancel"/>	
Privacy Policy	

[top of page](#) [My Account](#) M-RETS - Powered by APX Technology