

AUCTION PLATFORM – A USER GUIDE FOR ACCOUNT REPRESENTATIVES

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AUCTION PLATFORM – A BRIEF INTRODUCTION

The Greenhouse Gas (GHG) Allowance Auction and Reserve Sale Platform (“Auction Platform” or AUP) is a secured platform that has been developed to be integrated with the other Cap-and-Trade platforms. The Auction Platform provides a centralized platform for the GHG allowance auctions and sales of reserve allowances (Allowance Price Containment Reserve (APCR), or Reserve, sales). It allows participants to post bids to and review results for the GHG allowance auctions and reserve sales.

To participate in an auction or reserve sale, an entity or individual must have an account in the Compliance Instrument Tracking System Service (CITSS). The Primary Account Representative (PAR) or an Alternate Account Representative (AAR) must complete an application in CITSS to participate in an auction or reserve sale. By submitting an application in CITSS to participate in the auction or reserve sale, the entity is agreeing to have auction and reserve sale application information including entity name, entity contact information, account numbers, representative names, representative phone numbers, and representative email addresses transferred to the Auction and Reserve Sale Administrator (Auction Administrator) and Financial Services Administrator for the purpose of participating in upcoming auctions or reserve sales.

Once the application period for an auction or reserve sale is opened in CITSS, the PAR or an AAR must complete an application to participate in an event and/or bid on behalf of that entity. **This is required prior to every auction or reserve sale an entity wants to participate in.** Please refer to the Auction Participant Training Presentation posted on the Resources page on the Auction Platform for additional details on how this is completed. Additionally, the CITSS User Guide available on the Ecology auctions and trading training and resources webpage at cca.wa.gov/auctions-and-trading.

AUCTION PLATFORM AND CITSS RECONCILIATION

Account Representatives of entities that have been qualified bidders to past auctions or reserve sales, or that are applicants to upcoming auctions or reserve sales, are eligible to establish Auction Platform accounts. Auction Platform and CITSS accounts are reconciled daily. Once a CITSS user becomes the PAR or an AAR of an entity that has been a qualified bidder to a past auction or reserve sale, or an entity that is an applicant to an upcoming auction or reserve sale, the user’s information (name, e-mail ID, phone number, language etc.) will be transferred from CITSS to the Auction Platform. When this information is sent to Auction Platform for the first time, the new user receives an automated account activation email from the WCI, Inc. Support Team at the email address listed in their CITSS User Profile. This is further described in the NEW AUCTION PLATFORM USER FIRST-TIME LOGIN section of this guide (see figure 5).

If a user has an Auction Platform account and they are a representative of an entity that has been approved to participate in an auction or reserve sale, the user’s Auction Platform account will be associated to the entity and they will have access to the entity records in the Auction Platform,

including records of past auction and reserve sale participation. If a user has an Auction Platform account and they are retired as a PAR or AAR from an entity account in CITSS, the user's Auction Platform account will be dis-associated from the entity and they will no longer have access to the entity records in the Auction Platform. Once established, accounts are maintained for all current PARs and AARs of entities that have been approved to participate in an auction or reserve sale. In case the account representative changes their email ID on CITSS, a new account will be created in Auction Platform that will be associated to the new email ID and the user will no longer have access to the old account.

DOCUMENT OVERVIEW

This document is a user guide intended to provide an Account Representative the means to navigate the application and to understand the capabilities available to their role.

GLOSSARY

Term/Acronym	Definition
CITSS	Compliance Instrument Tracking System Service. CITSS is the current market registry (Registry) provided as a service to Participating Jurisdictions.
Vintage	A vintage of allowances offered. Vintage may be an event description (i.e., Current or Advance) or a specific year (2023).
Qualified Bidder	An entity that has submitted an application to participate in an event whose bid guarantee was accepted by the FSA, and has been approved by a jurisdiction to participate.
Tier/Category	A defined fixed price at which allowances are offered for sale.
Current Auction	The auction of allowances from the current and previous budget years.
Advance Auction	The auction of future vintage allowances is known as the Advance Auction.
Cancel	Cancel refers to cancelling an action

Term/Acronym	Definition
Sponsor	A representative from Jurisdiction. A Sponsor can only belong to one jurisdiction at a time. It is an administrative role.
Financial Services Administrator	Representative from the financial organization participating in the event. Typically, a bank. May belong to multiple jurisdictions.
Market Monitor	Representative from the Market analysis team who monitor the event for integrity. May belong to multiple jurisdictions.
Account Representative (AR)	Representative from an entity. They perform actions on behalf of the entity they represent. May belong to multiple entities from multiple Jurisdictions.
FAQ	Frequently Asked Questions

ACCOUNT REPRESENTATIVE ACCESS

The table below shows the screens that can be accessed by the Account Representative and the capabilities they may have on each page.

USER MENU	PAGE NAME	FUNCTIONALITY	DURATION
Home	Public Homepage	The Homepage of the application accessible to everyone.	All the time
Home	Private Homepage	Landing page once the user logs in to the application	After login
Reports	Reports	Displays the list of reports by event, available to the user. Also, provides search capabilities	All the time post login
Event/Auction	Auction Page (Will display as the name of the event)	Allows an AR to place and manage bids during the bidding window	For the duration of the bidding window once user has logged in.
FAQ and Resources	FAQ and Resources	Displays all FAQ and Resources for the Jurisdiction	All the time
User Profile	Change Passphrase	Allows user to change his passphrase	All the time post login
	Reset Security Questions	Allows user to reset the security questions	All the time post login
	Logout	Allows user to exit the application	All the time post login

USER GUIDE BY PAGE

HOME – SET UP CREDENTIALS – FIRST TIME ACCESS

FUNCTION	DESCRIPTION
Access	Select the Activation link from the “Setup of your WCI, Inc. Auction Platform account” email received.
Summary	Allows a user to set up credentials as a first-time user to the Auction Platform.

STEP 1: ACCESS ACCOUNT ACTIVATION E-MAIL

Set up of your WCI, Inc. Auction Platform account



noreply@wat-wci-auction.org
To: Jackson Smith

WCI, Inc. Auction Platform

Hello,

Welcome to the WCI, Inc. Auction Platform. This email is being sent to you to establish your login credentials including passphrase and security questions for your WCI, Inc. Auction Platform account.

To activate your account, please click on the link below:

1. Activation link

After clicking on the Activation Link above, you will be asked to setup your login credentials.

If clicking the above link does not work, please copy and paste the link into your browser or another browser. Please note that this link will expire in 24 hours.

If you have received this email in error or have any other questions, please contact us at: auctionsupport@wci-inc.org.

Thank You,

WCI, Inc. Auction Platform Support Team

Figure 1: New User Account Activation Email

Summary

When information for a new user is transferred to the Auction Platform, the new user will receive an automated account activation email (Figure 1, above) from the Auction Administrator at the active email address as listed in their CITSS User Profile in the language selected on their profile. This account activation email will be active for 24 hours from the time it is received.


S.No.	Link/Button	Action
1.	Activation Link	Loads the setup credentials page of the Auction Platform application in a browser window.

Workflow

1. Access the "Setup of your WCI, Inc. Auction Platform account" email from the inbox of the active email ID provided on the CITSS User Profile
2. Click on the Activation Link to load the Auction Platform's setup credentials page.

STEP 2: SET UP CREDENTIALS FOR AUCTION PLATFORM

August 2019 Joint Auction Summary Results Report Published (20 Sep 2019) [Download Now](#)

 WCI, Inc. Auction Platform

You are eligible to access the auction platform

Let's set up your auction platform credentials

1. Language *

English

2. Email address *

jsmith@wci-inc.org

3. Create new passphrase * Confirm new passphrase *

4. Let's set up three security questions *

Select your first security question

Enter your answer

Select your second security question

Enter your answer

Select your third security question

Enter your answer

5. ☐ You must agree to Terms of Use to setup credentials.*

FAQ
Why is this important?
In case you forget your passphrase and need to reset it, we will use these questions to identify you as the account holder.

[CLEAR FORM](#) [SET UP MY CREDENTIALS](#)

Figure 2: Set up credentials screen

August 2019 Joint Auction Summary Results Report Published (20 Sep 2019) [Download Now](#)

WCI, Inc. WCI, Inc. Auction Platform

You are eligible to access the auction platform

Let's set up your auction platform credentials

Language *
English

Email address *
jsmith@wci-inc.org

Create new passphrase * Confirm new passphrase *

Let's set up three security questions *

In which city or town was your first job? Answer1

What was the last name of your third-grade teacher? Answer2

In which year did you get your first credit card? Answer3

☒ You must agree to Terms of Use to setup credentials.*

6. CLEAR FORM **7.** SET UP MY CREDENTIALS

[FAQ](#)
Why is this important?
In case you forget your passphrase and need to reset it, we will use these questions to identify you as the account holder.

Figure 3: Set Up Credentials Button

WCI, Inc. WCI, Inc.

Home How to Participate

Success
You have successfully set up your account credentials. Now you can log in and access your account.

FAQs & Resources

Welcome Back!

Email address

Passphrase

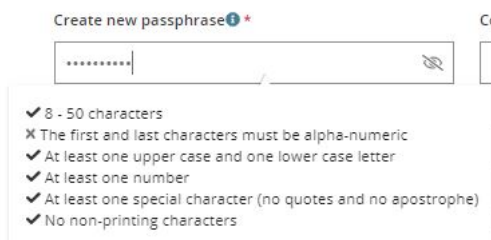
☐ Remember Me [Forgot Passphrase?](#)

Log in

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

California Quebec Nova Scotia

Figure 4: Success message after credential set up

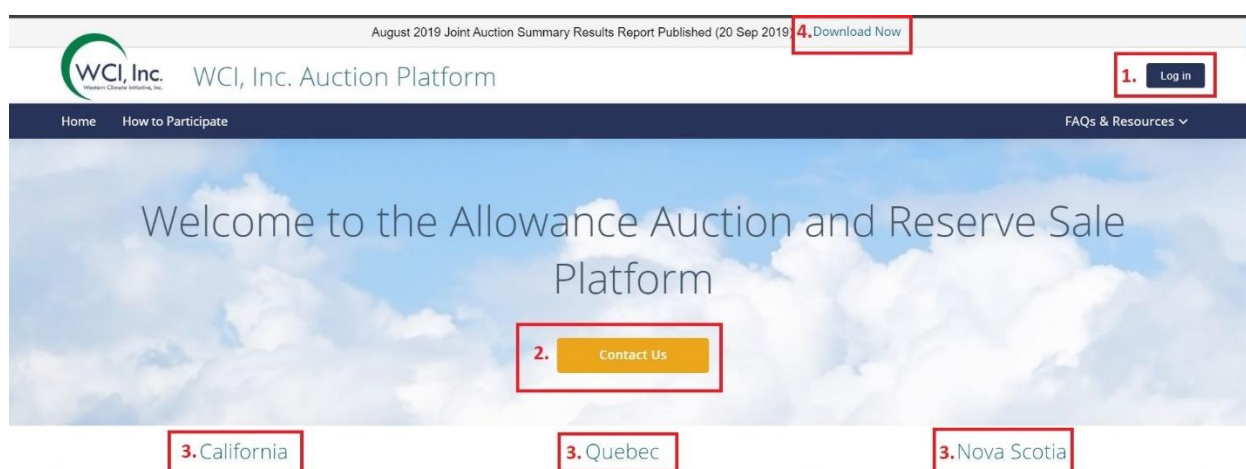
Summary		
The screen allows the user to set up credentials that will be used to log in to the system.		
S.No.	Link/Button	Action
1.	Language selection	Displays the language of choice. This field is populated with the language as set up in CITSS. For all users associated to Washington Department of Ecology, the language by default is English.
2.	Email address	Displays the active email-ID that was used to set up the CITSS profile and where the activation link was sent.
3.	Passphrase Set Up section	<p>a. Create New Passphrase: Establish a new passphrase based on the rules defined. If a particular rule is not met, the application will display a “x” mark against it.</p>  <p>b. Confirm New Passphrase: Re-enter the passphrase. The passphrase must be the same as the one entered in the “Create new passphrase” field. Passphrases are case sensitive.</p>
4.	Set Up three security questions section	The user needs to select three unique security questions from the choices provided and enter three unique answers to each question. These will be used to authenticate the users while logging in or to identify you as the account holder in case you forget the passphrase.
5.	‘Terms of Use’ agreement checkbox	By checking this you agree to the Terms of Use for the application. The Terms of Use can be accessed by clicking on the link on the screen.
6.	Clear form	Clears all the data entered in the fields, so the user can start over if needed.
7.	Set up my credentials	The button gets active once all the fields are filled as per the rules. By clicking this button, the user account gets established with the credentials entered during the set up. The system gives a success message and redirects to

		the Public Homepage. Here you can use the Login module to enter the application.
Workflow		
<ol style="list-style-type: none"> 1. Access the “Setup of your WCI, Inc. Auction Platform account” email from the inbox and select the Activation Link to load the Auction Platform’s setup credentials page. 2. Establish a new passphrase. 3. Select to setup 3 security questions and provide answers. 4. Agree to the Terms of Use by selecting the checkbox. 5. Click on the “Set Up My Credentials” to establish a new account on the Auction Platform. 		

HOME – PUBLIC HOME PAGE

FUNCTION	DESCRIPTION
Access	<ol style="list-style-type: none"> 1. Navigate to the URL: https://www.wci-auction.org/ 2. After setting up credentials or logging out of the application.
Summary	Displays the information about the program and provides user with login function.

HEADER SECTION:



About the WCI, Inc. Auction Platform

The Auction Platform is an electronic platform used to conduct greenhouse gas (GHG) allowance auctions and Reserve sales. Entity account representatives approved to participate in an event will be able to access the Auction Platform. Please refer to jurisdiction websites for more information related to auctions and Reserve sales.

Figure 5: Public Homepage from the navigation link (accessed for the first time)



Figure 6: Public Homepage for a 'Known User'

Summary		
The Public Homepage is the first landing page for the users. The user can login to his account, understand how to participate in the events as well as get information that is public like the Auction Notices, Annual Auction Summary Report, Previous Events etc. If the user accesses the application for the first time directly from the URL, the application displays the Homepage as shown in Figure 5. Once the user logs in, until the cache is cleared, user gets the Homepage shown in Figure 6.		
S.No.	Link/Button	Action
1	Log In	Opens the log in module
2	Contact Us	Navigates to Contact Us page
3	Jurisdiction URL (California, Quebec, Nova Scotia)	Navigates to respective jurisdiction websites
4	Download Now	Downloads the most updated public results report

FOOTER SECTION:

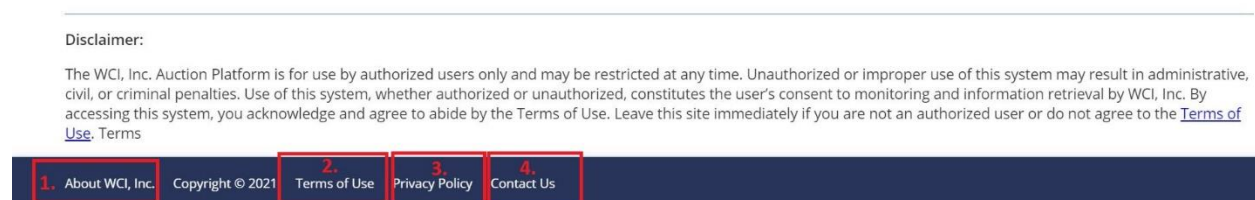


Figure 7: Footer Section

Summary		
This section of the page is common to all pages in the application and displays the Disclaimer, Terms of Use and Privacy Policy.		
S.No.	Link/Button	Action
1	About WCI, Inc.	Navigates to the WCI, Inc. website.
2	Terms of Use	Displays the Terms of Use for the website
3	Privacy Policy	Displays the Privacy Policy document
4	Contact Us	Navigates to the Contact Us page.

LOGGING IN

FUNCTION	DESCRIPTION
Access	Login Module from Public Homepage
Summary	<p>The user can access the application by logging in. There are three steps to logging into the application:</p> <ol style="list-style-type: none"> 1. Enter Credentials 2. Answer security question 3. Select Entity (only for an AR is representing multiple entities in CITSS that have been approved to participate in past auctions or have applied to an upcoming auction)

STEP 1- ENTER CREDENTIALS:

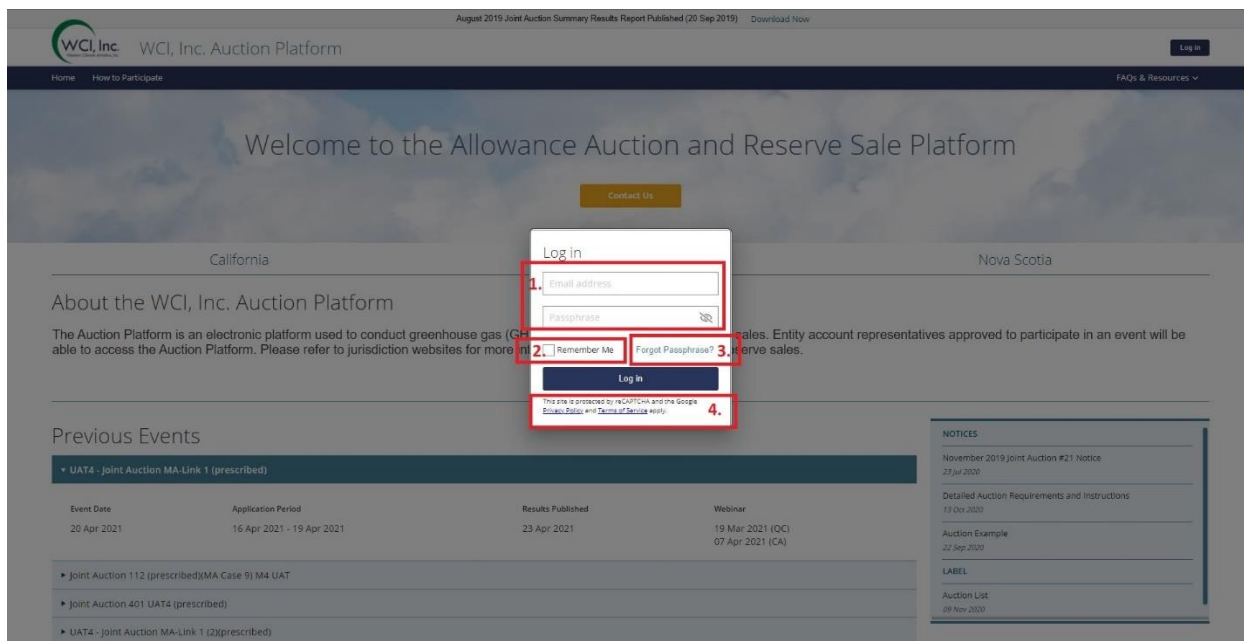
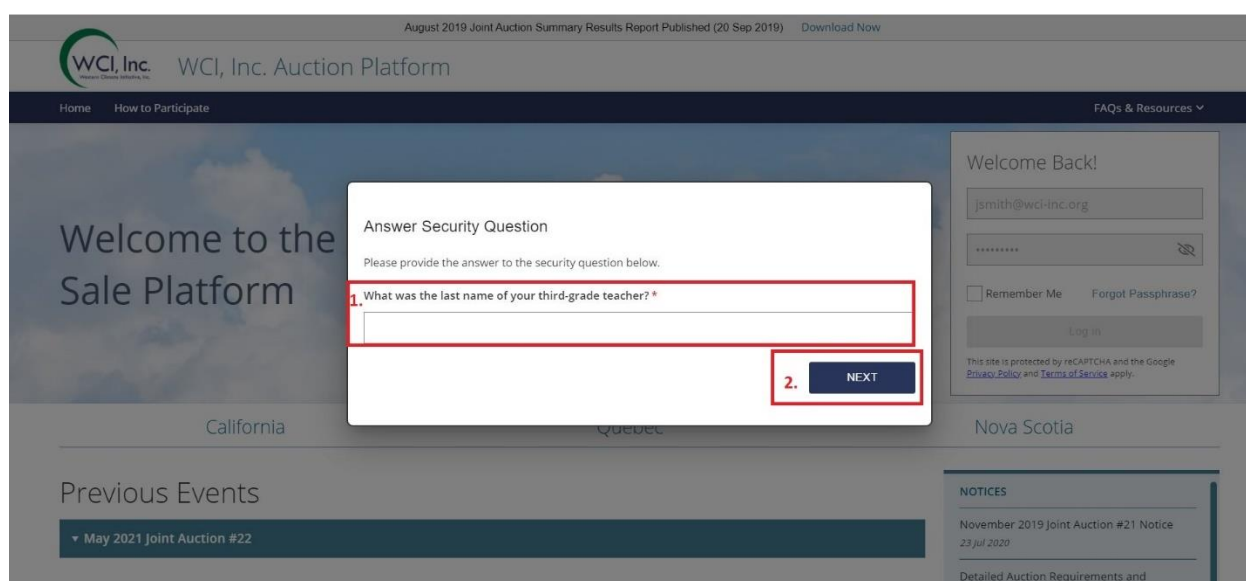


Figure 8: Log in module

Summary		
The module allows a user to enter his credentials as the first step to log in to the application.		
S.No.	Link/Button	Action
1	Login Credentials	Enter the email ID and passphrase that were used for setting up credentials.
2	Remember Me	Checking this box allows the system to remember your Email address in the log in module for a specified time-period defined by Jurisdiction (Typically, this is 24 hours)
3	Forgot Passphrase	Clicking on this allows user to enter the email address and a link to reset the passphrase is sent to the email address if it has been registered.
4	reCAPTCHA	The application is protected by reCAPTCHA from Google.
Workflow		
<ol style="list-style-type: none"> 1. Enter the email ID you used to set up credentials. 2. Enter the passphrase. 3. Click "Log in" button. 		

STEP 2 – ANSWER SECURITY QUESTION:



August 2019 Joint Auction Summary Results Report Published (20 Sep 2019) Download Now

WCI, Inc. Auction Platform

Home How to Participate FAQs & Resources

Welcome to the Sale Platform

California Quebec Nova Scotia

Previous Events

May 2021 Joint Auction #22

NOTICES

November 2019 Joint Auction #21 Notice 23 Jul 2020

Detailed Auction Requirements and

Welcome Back!

jsmith@wci-inc.org

Remember Me Forgot Passphrase?

Log in

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

Answer Security Question

Please provide the answer to the security question below.

1. What was the last name of your third-grade teacher? *

2. NEXT

Figure 9: Answer Security Question

Summary		
This module is the step 2 of the two-step authentication where the system asks one of three questions the user had selected during Set Up credentials.		
S.No.	Link/Button	Action
1	Answer Question	Enter the same answer as the one entered while setting up credentials. The answer is not Case sensitive.
2	Next	Clicking on the button takes the user to the next step of login process.
Workflow		
1. Answer the security question and click “Next”.		

STEP 3 – SELECT ENTITY:

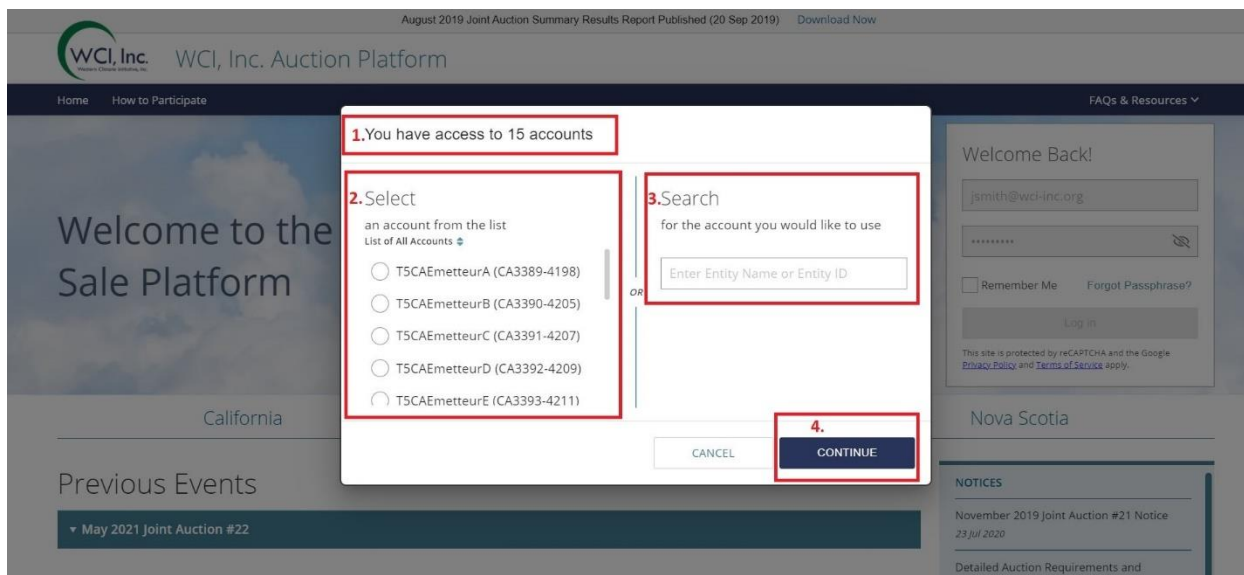


Figure 10: Select Entity.

Summary

Entity account representatives of multiple entities in CITSS that have been approved to participate in past auctions or have applied to an upcoming auction will also represent those same entities in the Auction Platform using a single Auction Platform user account. Entity account representatives of more than one entity will be prompted to select the entity they wish to represent each time they log in to the Auction Platform.

S.No.	Link/Button	Action
1	Total Entities represented	This displays the number of entities the AR represents in CITSS that have been approved to participate in past auctions or have applied to an upcoming auction.
2	Select the account	The AR must select the entity they wish to represent. The application will present a radio button followed by the Entity Legal Name and General

		Holding Account Number for each entity the user is associated to as a current PAR or AAR.
3.	Search	In case the AR does not want to scroll through all the entries, they can enter the name or Entity ID of the entity they wish to represent and select that from the results that get displayed.
4	Continue	Clicking on this will log the user into the application.
Workflow		
<ol style="list-style-type: none"> 1. Select the entity that you wish to represent at the time. 2. Click "Continue". 		

HOME – PRIVATE HOME PAGE

FUNCTION	DESCRIPTION
Access	Landing page after user logs in from Public Homepage
Summary	Landing page once the user logs in. The page displays information about any upcoming, ongoing, and closed events.

HEADER SECTION:

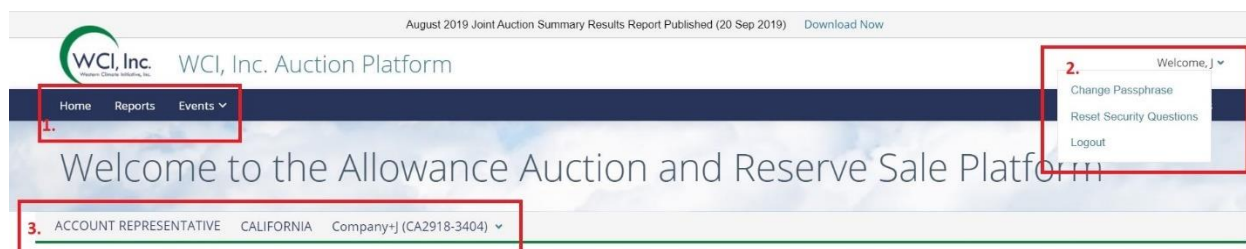



Figure 11: Header of the Private Homepage

Summary
The module allows a user to navigate through the application once logged in.

S.No.	Link/Button	Action
1	Navigation Bar	<p>The navigation bar allows the user to navigate through the application. Below are the main navigation pages for an Account Representative:</p> <ol style="list-style-type: none"> Home Reports Events →<Event Name>
2	User Profile	<p>The user profile module allows a user to manage their profile, by changing their passphrase, Reset Security questions or Logout.</p>
4	User Information Bar	<p>The bar displays:</p> <ul style="list-style-type: none"> The role of the user who has logged in (Account Representative) The Jurisdiction the entity user is representing is associated to. The Entity user has selected to represent. If the user represents multiple entities in the Auction Platform, they can click on the Entity drop down and select a different entity on any screen in the application. 
Workflow		
<ol style="list-style-type: none"> A user can navigate to any of the pages in the application by using the Navigation Bar. To change his passphrase, the user can go to the User Profile dropdown and click on the “Change Passphrase”. You can learn more about this by going to the “Forgot Passphrase” section. To reset security questions, the user can go to the User Profile dropdown and click on the “Reset Security Questions”. You can learn more about this by going to the “Reset Security Questions” section in this document. 		

EVENT SECTION:

1. Upcoming Events

May SBMA event #26

Category Prices

Category A	Category B	Category C
CAD 40.00	CAD 45.00	CAD 50.00

Event Date

Application Period

Results Published

Webinar

17 May 2021

04 May 2021 - 06 May 2021

05 May 2021

2. 00 00 57

DAY HOUR MINS

3. View calendar for previous events

May 2021 Joint Auction #22

Event Date	Application Period	Results Published	Webinar
17 May 2021	03 May 2021 - 05 May 2021		10 May 2021 (CA) 12 May 2021 (QC)

May 2021 Joint Auction #23

May 2021 Joint Auction #24

May 2021 Joint Auction #21

NOTICES

November 2019 Joint Auction #21 Notice
23 Jul 2020

Detailed Auction Requirements and Instructions
13 Oct 2020


Auction Example
22 Sep 2020

LABEL

Auction List

Figure 12: Event Section with timer for an upcoming event

LIVE AUCTION IN PROGRESS


WCI, Inc. Auction Platform

English Welcome, Amy

Home Reports Monitoring Administration Settings CMS FAQs & Resources

Welcome to the Allowance Auction and Reserve Sale Platform

SPONSOR QUEBEC

Upcoming Events

May 2021 Joint Auction #21

Auction Reserve Price

USD 20.88 | CAD 21.43

USD to CAD FX Rate

1.0265

Event Date

Application Period

Results Published

Webinar

17 May 2021

10 May 2021 - 14 May 2021

03 May 2021 (CA)
04 May 2021 (QC)

2. Event in progress

BIDDING CLOSING IN 00:28:12

NOTICES

November 2019 Joint Auction #21 Notice
23 Jul 2020

Detailed Auction Requirements and Instructions
13 Oct 2020

Auction Example
22 Sep 2020

LABEL

Figure 13: Event Section with an Event in progress

Summary		
The module displays information about any upcoming, ongoing, and previous four, most recently closed events. This module is also available on the Public Homepage after the user successfully logs in for the first time.		
S.No.	Link/Button	Action
1	Upcoming Events	The Upcoming Events section displays any upcoming events and/or any ongoing events. The events are displayed in the order of earliest to latest.
2	Event Timer	<p>The Event Timer is available for any event displayed under the Upcoming Events section. The timer displays the following:</p> <ul style="list-style-type: none"> For an upcoming event: The time is displayed in Days, Hours, and minutes. The countdown is to when the event will start. For the last minute before the event start, the timer will show 00:00:00. The user will need to refresh the page to see the new status ("Event in Progress"). For an Event in progress – The timer displays the title "Event in Progress" and the time remaining in the event window in Hours, Minutes and Seconds. In case the Sponsors decide to Pause the event- The timer displays the title "Event Paused". The countdown however does not stop.
3	Previous Events	The section displays the information about the last four most recently closed events.

HOME – RESET SECURITY QUESTIONS

FUNCTION	DESCRIPTION
Access	Select the welcome menu to view the menu options and click on reset security questions OR from the email sent by the sponsors.
Summary	Loads the Reset Security Questions screen, where the user can select 3 unique security questions and provide answers to the selected questions. The screen allows the user to reset the security question he had originally selected while setting up credentials.

RESET SECURITY QUESTIONS SCREEN: ACCESS

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WCI, Inc. Auction Platform

Home Reports Event Monitoring Administration Settings CMS

Welcome, CA

Change Passphrase

1. Reset Security Questions

Logout

Welcome to the Allowance Auction and Reserve Sale Platform

SPONSOR CALIFORNIA

Previous Events

▼ May 2021 Joint Auction #22

Event Date	Application Period	Results Published	Webinar
17 May 2021	03 May 2021 - 05 May 2021		10 May 2021 (CA) 12 May 2021 (QC)

► May 2021 Joint Auction #23

► May 2021 Joint Auction #24

► May 2021 Joint Auction #21

NOTICES

November 2019 Joint Auction #21 Notice
23 Jul 2020

Detailed Auction Requirements and Instructions
13 Oct 2020

Auction Example
22 Sep 2020

LABEL

Auction List

Reset security questions External  Inbox 
 noreply@wci-auction.org
 to Jsmith ▾

Hello,

 Your security questions have been reset for your account: Jsmith@wci-inc.org.

To complete this request, please click the link below:

2. Activation link

If clicking the above link does not work, please copy and paste the link into your browser or another browser. Please note that this link will expire in 24 hours.

 If you have received this email in error or have any other questions, please contact us at: auctionsupport@wci-inc.org.

Thank you,

WCI, Inc. Auction Platform Support Team

Summary

The user can access the Reset Security Questions screen in two ways:

- a. Via the link in the User Profile
- b. Via the link in the email sent when a request is submitted to a sponsor.

S.No.	Link/Button	Action
1	Reset Security Questions link	The user can login to the application and go to the User Profile → Reset Security Questions to navigate to the Reset Security Questions page.
2	Activation Link	In case the user forgets his security question answers, he can either call or use the Contact Us form to submit a request to Reset the Security questions. After validating the request, an email with the subject "Reset Security Questions" will be sent to the active e-mail ID that is used as the User ID. The user can click on the "Activation link" on this email to Reset the Security questions.

Workflow

1. Access the screen by any of the methods outlined above.

RESET SECURITY QUESTIONS - SCREEN

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WCI, Inc. Auction Platform

Welcome to the Allowance Auction and Reserve Sale Platform

Reset security questions

1. Email address *

Jsmith@wci-inc.org

2. Let's set up three security questions *

In which year did you get your first credit card?

Answer_1

In which city or town was your first job?

Answer_2

What was the last name of your third-grade teacher?

Answer_3

3. CLEAR FORM

RESET MY SECURITY QUESTIONS

4.

FAQ
Why is this important?
In case you forget your passphrase and need to reset it, we will use these questions to identify you as the account holder.

You have successfully changed your security questions



noreply@wci-auction.org
to Jsmith

Hello,

Your security questions were successfully changed for your account:

Jsmith@wci-inc.org.

If this action was not done by you or approved by you, please contact us as soon as possible at auctionsupport@wci-inc.org.

Thank you,

WCI, Inc. Auction Platform Support Team

Summary

On the Reset Security Questions screen the user can select three unique security questions from the dropdown and saves these as a part of their account settings.

S.No.	Link/Button	Action
1.	Email address	Auto populates a read only view of the user's email address.

2.	Set up security questions	The user needs to select three unique security questions from the choices provided and enter three unique answers to each question. These will be used to authenticate the users while logging in or to identify you as the account holder in case you forget the passphrase.
3.	Clear form	Clears all the data entered in the fields, so the user can start over if needed.
4.	Reset my security questions	Submits the security questions and answers and provides confirmation if the reset was successful. It also sends out an email informing the user that the questions were reset for the account.

Workflow

1. Access the Reset Security Questions screen.
2. Setup 3 security questions and provide answers.
3. Click on Reset my Security Questions to submit and complete the reset security questions process.

HOME – FORGOT PASSPHRASE

FUNCTION	DESCRIPTION
Navigation	From the Public Homepage, Login Module click on “Forgot Passphrase” link and following the prompts.
Summary	Allows the user to reset his passphrase in case he has forgotten it.

STEP ONE: NAVIGATION

Welcome Back!

Email address

Passphrase

☐ Remember Me **1. Forgot Passphrase?**

Log in

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

LIVE AUCTION IN PROGRESS

WCI, Inc. Auction Platform

Home How to Participate FAQs & Resources

Welcome to the Auction Platform

California

Upcoming Events

Nova Scotia

NOTICES

Forgot Passphrase

Email address

2. Enter your email address

3. **Submit**

WCI, Inc. Western Clinch Initiative, Inc.

Welcome Back!

Email address

Passphrase

☐ Remember Me **Forgot Passphrase?**

Log in

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Reset passphrase



noreply@wci-auction.org
to jsmith ▾

Hello,

We received a request to reset the passphrase for your account:

jsmith@wci-inc.org

To complete this request, please click the link below:

4. Activation link

If clicking the above link does not work, please copy and paste the link into your browser or another browser. Please note that this link will expire in 24 hours.

If you have received this email in error or have any other questions, please contact us at:

auctionsupport@wci-inc.org.

Thank you,

WCI, Inc. Auction Platform Support Team

Summary


From the Public Page, access the “Forgot Passphrase” link from the login module, enter the email ID you had used to set up credentials initially and then click on the “Activation Link” from the email.

S.No.	Link/Button	Action
1.	Forgot Passphrase link	Access the <i>Forgot Your Password?</i> link on the Auction Platform home page located within the Login module.
2.	Enter the User ID	Enter the email you had used to set up credentials.
3.	Submit	Click on submit button to send Activation link to the email ID.
4.	Activation Link	Access the email with the subject “Reset Passphrase” and click on the “Activation link”. This will take you to the “Reset Passphrase” workflow. The activation link will be active only for 24 hours.

Workflow

1. Access the Forgot Passphrase link.
2. Enter the User ID and submit.
3. Click on the Activation Link from the email to set up the new passphrase.

STEP TWO: SET NEW PASSPHRASE


WCI, Inc. Auction Platform

August 2019 Joint Auction Summary Results Report Published (20 Sep 2019)
Download Now

Welcome to the Allowance Auction and Reserve Sale Platform

Now let's set up your Passphrase

Please provide the answer to the security question below.


1. In which city or town was your first job? *

2. NEXT

Disclaimer:

The WCI, Inc. Auction Platform is for use by authorized users only and may be restricted at any time. Unauthorized or improper use of this system may result in administrative, civil, or criminal penalties. Use of this system, whether authorized or unauthorized, constitutes the user's consent to monitoring and information retrieval by WCI, Inc. By accessing this system, you acknowledge and agree to abide by the Terms of Use. Leave this site immediately if you are not an authorized user or do not agree to the [Terms of Use](#). Terms

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WCI, Inc. Auction Platform

August 2019 Joint Auction Summary Results Report Published (20 Sep 2019)
Download Now

Welcome to the Allowance Auction and Reserve Sale Platform

Now let's set up your Passphrase

3. Email address *

4. Create new passphrase *

5. Confirm new passphrase *

5. SAVE NEW PASSPHRASE

Disclaimer:

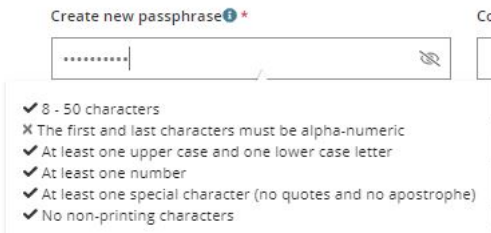
The WCI, Inc. Auction Platform is for use by authorized users only and may be restricted at any time. Unauthorized or improper use of this system may result in administrative, civil, or criminal penalties. Use of this system, whether authorized or unauthorized, constitutes the user's consent to monitoring and information retrieval by WCI, Inc. By accessing this system, you acknowledge and agree to abide by the Terms of Use. Leave this site immediately if you are not an authorized user or do not agree to the [Terms of Use](#). Terms

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Summary

The workflow allows the user to set up their forgotten password. This can be accessed from the "Activation Link" in the email (explained in Step 1 above)

S.No.	Link/Button	Action
1.	Answer Security Question	After the user clicks on the "Activation Link", user needs to answer the security question as a part of the two-step authentication.
2.	Next	Clicking on this will take you to the next screen.

3.	Email Address	Read only view of the email address (User ID).
4.	Passphrase Section	<p>a. Create New Passphrase: Establish a new passphrase based on the rules defined. If a particular rule is not met, the application will display a “x” mark against it. Also, the passphrase cannot be one of the past 10 passphrases set on the application.</p>  <p>b. Confirm New Passphrase: Re-enter the passphrase. The passphrase must be the same as the one entered in the “Create new passphrase” field. Passphrases are case sensitive.</p>
5	Save New Passphrase	c. Clicking on this will save the new passphrase and send an email confirming that the new passphrase has been set.

Workflow

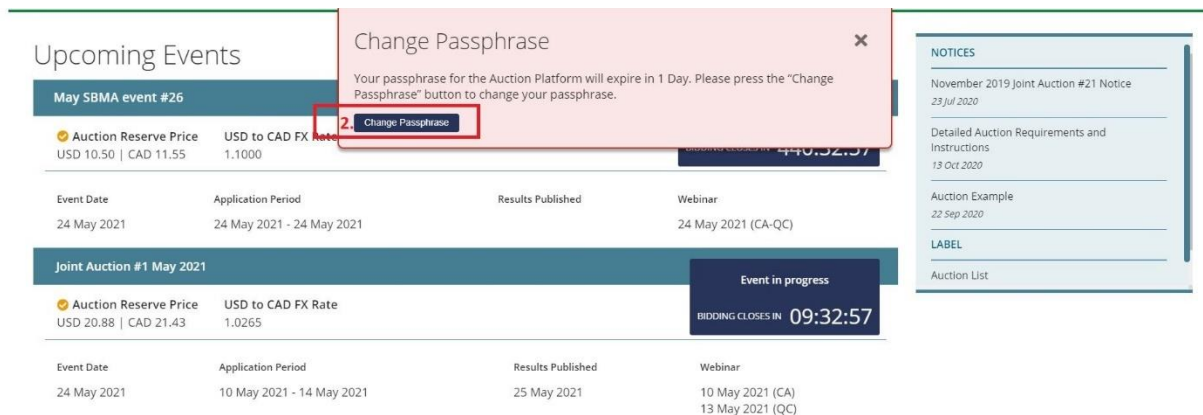
1. Access the Activation link from the email.
2. Answer the security question and click Next.
3. Enter a new passphrase and confirm it.
4. Click “Save New Passphrase”.
5. Once a user’s password is established, a message is presented indicating that the password has been successfully reset. The user should now be able to log in to the Auction Platform using their new password.

HOME – CHANGE PASSPHRASE

FUNCTION	DESCRIPTION
Navigation	<p>There are two ways that the user can change the passphrase once they have successfully logged in:</p> <ol style="list-style-type: none"> a. Via the User Profile → Change Passphrase b. If the passphrase is about to expire, via the passphrase expiry message.

Summary	The workflow allows the user to change the passphrase after successfully logging into the Auction Platform.
---------	---

STEP ONE: NAVIGATION

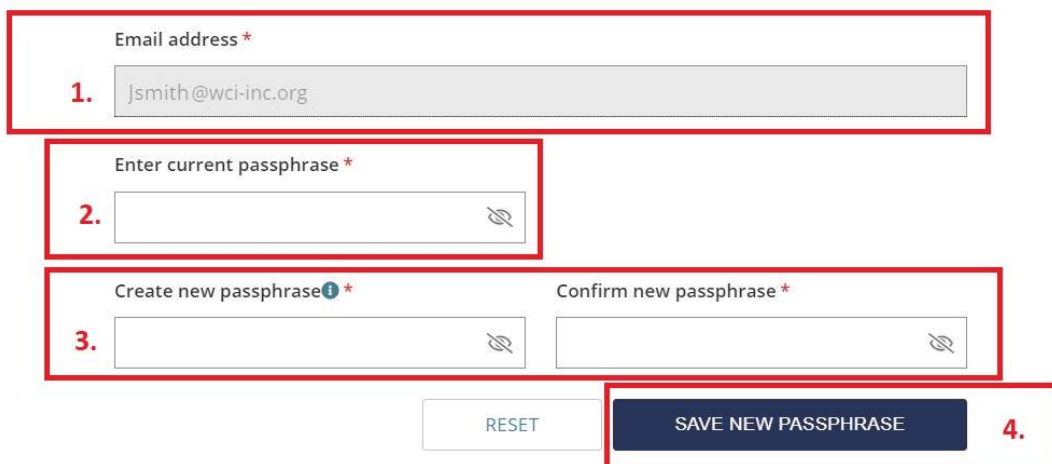


Summary		
The user can change their passphrase once they have successfully logged in to the Auction platform either from the user profile or from the “Passphrase expiry” message.		
S.No.	Link/Button	Action
1.	Change Passphrase	Click on the User Profile link on the top right and click on the “Change Passphrase” link.
2.	Change Passphrase (Expiry message)	If your passphrase is about to expire, the application presents a “Passphrase Expiration” warning message when you login. There is a “Change Passphrase” link on the message that allows the user to access the Change Passphrase screen.
Workflow		

1. Access the “Change Passphrase” screen either from the User Profile or from the “Expiry Message”.

STEP TWO: CHANGE PASSPHRASE

Change passphrase

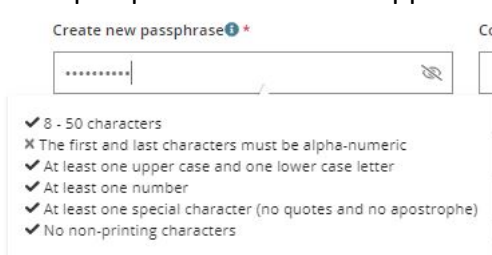


The screenshot shows the 'Change passphrase' form with the following elements:

- 1.** Email address *: A text input field containing 'jsmith@wci-inc.org'.
- 2.** Enter current passphrase *: A text input field with a toggle icon.
- 3.** Create new passphrase *: A text input field with a toggle icon.
- 4.** Confirm new passphrase *: A text input field with a toggle icon.
- RESET: A button below the new passphrase fields.
- SAVE NEW PASSPHRASE: A button to the right of the RESET button.

Summary

The screen allows the user to change their passphrase once they have successfully logged in.

S.No.	Link/Button	Action
1.	Email Address	Read only view of the email address (User ID).
2.	Enter current passphrase	Enter the current passphrase
2.	Passphrase Section	<p>a. Create New Passphrase: Establish a new passphrase based on the rules defined. If a particular rule is not met, the application will display a “x” mark against it. Also, the passphrase cannot be one of the past 10 passphrases set on the application.</p>  <p>b. Confirm New Passphrase: Re-enter the passphrase. The passphrase must be the same</p>

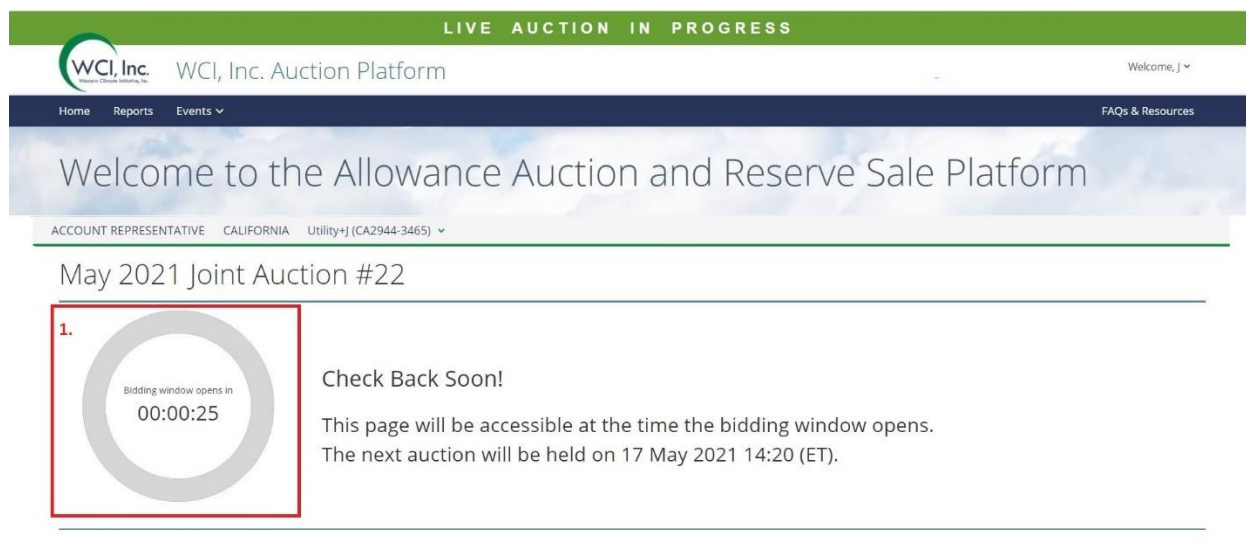
		as the one entered in the “Create new passphrase” field. Passphrases are case sensitive.
5	Save New Passphrase	Clicking on this will save the new passphrase and send an email confirming that the new passphrase has been set.
Workflow		
<ol style="list-style-type: none"> 1. Access the “Change Passphrase” screen. 2. Enter the current passphrase. 3. Enter a new passphrase and confirm it. 4. Click “Save New Passphrase”. 5. Once a user’s password is established, a message is presented indicating that the password has been successfully reset. The user should now be able to log in to the Auction Platform using their new password. 		

BIDDING PAGE

FUNCTION	DESCRIPTION
Navigation	Navigate to the Bidding Page from the Navigation Bar → Event /Auction → <Event Name>
Summary	<p>Bidding in an auction is conducted on the Auction page in the Auction Platform. The Auction Page can be accessed 24hours prior to the event at which time the application will display the countdown to the event. However, the AR cannot place any bids at that time. The page will be accessible only to the PAR and AAR of the entities who are Qualified Bidders for the event.</p> <p>On the day of an auction the Auction page will only be accessible to place and manage bids during the 3-hour bidding window. The Auction page provides information specific to the event with an open bidding window. The Auction page also provides bid guarantee, bidding limitations, and bidding information applicable to the event for the entity that a user is logged in to represent. The Auction pages are used to submit, edit, and delete bids during an open bidding window. For ease in selecting bids, the Auction page may have pagination set to display submitted bids with 10, 25, 50, 100, 500 bids on a page. The number of bids to be displayed per page is selected using the settings icon on the top right corner of the Bidding Table.</p>

	<p>Bids can be submitted, edited, or deleted only during the open bidding window.</p> <p>The Auction page will display all bids submitted by the PAR and all AARs for the entity that a user is logged in to represent.</p> <p>The Auction Page will be available until the event is certified by the Jurisdictions even after the bidding window is closed. The AR cannot perform any actions on the page.</p>
--	---

AUCTION PAGE: 24 HOURS BEFORE THE EVENT START:




Summary

The Auction page is accessible to the AR 24 hours prior to the event start. The screen will be a generic screen that only displays the countdown to the event start.

S.No.	Link/Button	Action
1.	Countdown timer	The timer displays the time remaining to start of event in HH:MM:SS format. Once the timer goes down to 00:00:00, the Auction page will be made accessible to the AR to place bids on behalf of the entity they chose to represent during login.

AUCTION PAGE: HEADER SECTION

LIVE AUCTION IN PROGRESS



WCI, Inc. Auction Platform

Welcome, J ▾


Home Reports Auction
FAQs & Resources

Welcome to the Allowance Auction and Reserve Sale Platform

ACCOUNT REPRESENTATIVE
CALIFORNIA
Utility+J (CA2944-3465) ▾

Joint Auction #1 May 2021

1.



BIDDING CLOSING IN
10:38:31

2. BID GUARANTEE AMOUNT
USD 3,093,750

3. Current Auction

HOLDING LIMIT	Auction Reserve Price	Total Allowances Bid
11,598,500	20.88 USD 21.43 CAD	0
Purchase Limit	Total Allowances Available	Total Bids Submitted
3,750,000	15,000,000	0

4. Advance Auction

HOLDING LIMIT	Auction Reserve Price	Total Allowances Bid
11,598,500	20.88 USD 21.43 CAD	0
Purchase Limit	Total Allowances Available	Total Bids Submitted
338,178	1,352,714	0

Summary

Once an auction bidding window is opened, the Header Section of the Auction page will present information specific to the Current Auction and Advance Auction (as applicable) including the Auction Reserve Price and the Total Allowances Available. Additionally, the section provides the Bid Guarantee amount and currency, as well as the holding limit and purchase limit applicable to the auction for the entity that a user is logged in to represent.

S.No.	Link/Button	Action
1.	Countdown Timer	Displays the countdown in HH:MM:SS to the close of the event.
2.	Bid Guarantee Amount	The Bid Guarantee Amount and Currency for the entity the AR has chosen to represent.
3.	Current Auction	This module displays all the information relevant to the current vintage auction to the entity the AR has chosen to represent. The information includes the following: <ul style="list-style-type: none"> a. Holding Limit b. Purchase Limit c. Auction Reserve Price (in both currencies with the Bid guarantee currency in bold) d. Total Allowances Available e. Total Allowances Bid f. Total Bids submitted
4.	Advanced Auction	This module displays all the information relevant to the Advance vintage auction to the entity the AR has chosen to represent. The information includes the following: <ul style="list-style-type: none"> a. Holding Limit b. Purchase Limit

		c. Auction Reserve Price (in both currencies with the Bid guarantee currency in bold) d. Total Allowances Available e. Total Allowances Bid f. Total Bids submitted
Workflow		
1. Access the event screen from Navigation Bar under Auction, during the bidding window open time. 2. Verify all the information in the header section is as expected.		

BIDDING WINDOW: ADD A SINGLE BID

Submitted Bids

How to Bid

1. ADD BID

UPLOAD BIDS

VIEW AUDIT REPORT

0 of 0 Bids Selected

<< 1 /1 >>

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	BID PRICE	BID LOTS	VINTAGE	TOTAL ALLOWANCES
<< 1 /1 >>									

BIDDING CLOSING IN

10:25:54

Current Auction

HOLDING LIMIT

11,598,500

Purchase Limit

3,750,000

Advance Auction

HOLDING LIMIT

11,598,500

Purchase Limit

338,178

Auction Reserve Price

20.88 USD | 21.43 CAD

Total Allowances Available

15,000,000

Total Allowances Bid

0

Total Bids Submitted

0

Submitted Bids

How to Bid

ADD BID

UPLOAD BIDS

VIEW AUDIT REPORT

0 of 0 Bids Selected

<< 1 /1 >>

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	BID PRICE	BID LOTS	VINTAGE	TOTAL ALLOWANCES
2. <input type="checkbox"/>	J Smith				USD	23	30	Select	
								Select	
								Current	
								Advance	

CANCEL

3. SUBMIT

<< 1 /1 >>

Submitted Bids

How to Bid

Enter Transaction ID to search bids

[ADD BID](#)
[UPLOAD BIDS](#)
[VIEW AUDIT REPORT](#)

0 of 0 Bids Selected

<< 1 /1 >>

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	BID PRICE	BID LOTS	VINTAGE	TOTAL ALLOWANCES	
<input type="checkbox"/>	J Smith				USD	23.00	30	Current	30,000	CANCEL CONFIRM 4.

<< 1 /1 >>



Current Auction

HOLDING LIMIT

11,598,500

Purchase Limit

3,750,000

Auction Reserve Price

20.88 USD | 21.43 CAD

Total Allowances Available

15,000,000

Total Allowances Bid

30,000

Total Bids Submitted

1

Advance Auction

HOLDING LIMIT

11,598,500

Purchase Limit

338,178

Auction Reserve Price

20.88 USD | 21.43 CAD

Total Allowances Available

1,352,714

Total Allowances Bid

0

Total Bids Submitted

0

Submitted Bids

How to Bid

Enter Transaction ID to search bids

[ADD BID](#)
[UPLOAD BIDS](#)
[VIEW AUDIT REPORT](#)

0 of 2 Bids Selected

<< 1 /1 >>

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	BID PRICE	BID LOTS	VINTAGE	TOTAL ALLOWANCES	
<input type="checkbox"/> 1	J Smith	13:47:18	KZ7gBSyy	00957225	USD	23.00	30	Current	30,000	EDIT DELETE

<< 1 /1 >>

Summary

There are two methods for submitting bids during an auction. A user can either submit bids by adding them one-by-one or by uploading multiple bids using a Bid Upload Template. This workflow explains how the AR can add a single bid on the Auction Page.

S.No.	Link/Button	Action
1.	Add Bid	Clicking on this adds a single row to the bidding table.
2.	Row in the Bidding Table	<p>The single row added to the table displays:</p> <p>Account Representative – Name of the account representative</p> <p>Currency - Bid guarantee currency. Also, the default currency in which the bids can be submitted.</p> <p>Bid Price - Editable box. The user can input the Bid Price up to two decimal places. The Bid Price needs to be higher than the Auction Reserve Price.</p> <p>Bid Lot – Editable box. The user can input the bid lot amount.</p> <p>Vintage – Dropdown box. Select the Current or Advance to specify the vintage you are bidding for.</p> <p>Total Allowances – Total Allowances calculated as Bid lot X the lot size (usually 1000).</p>

3.	Cancel and Submit button	Cancel button will cancel the transaction. Submit button will provide the first submission and calculate the Total Allowances.
4.	Confirm	Once the bid is submitted, the AR must either “Confirm” using the confirm button or cancel using the cancel button.
5.	Total Allowance and Total Bids placed	This section gets updated as soon as the bids are submitted and displays the cumulative of the allowances and bids that were placed for the entity the AR is representing.

Workflow

1. Click on the “Add Bid” button.
2. Enter the Bid Price, Bid Lots, and Vintage and click on “Submit”.
3. Verify the entered values and click “Confirm”.
4. Once the bid is submitted, it will be recorded on the Auction page in the bids table.

BIDDING WINDOW: BID UPLOAD TEMPLATE



Submitted Bids

Enter Transaction ID to search bids

How to Bid

ADD BID UPLOAD BIDS VIEW AUDIT REPORT

0 of 0 Bids Selected

« < 1 / 1 > »

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	BID PRICE	BID LOTS	VINTAGE	TOTAL ALLOWANCES
---	------------------------	-----------	---------------	----------------	----------	-----------	----------	---------	------------------

« < 1 / 1 > »

1	WCI, Inc. Auction Platform				
2	Auction Bid Upload Template				
3					
4	Currency	Select the currency in which you would like to bid from the drop down.			
5	Bid Price	Enter the price in dollars and whole cents.			
6	Tips: To minimize any effects of floating point arithmetic storage inaccuracy, you can also use the ROUND function to round numbers to the number of decimal places that is required by your calculation.				
7	Bid Lots	Enter the number of lots. Each lot is 1000 allowances.			
8	Bid Allowances	Total Bid Allowances is calculated as Bid Lots multiplied by 1000.			
9	Instrument Vintage	Select the allowance vintage from the drop down.			
10					
11	Currency Options				
12	USD				
13					
14					
15	Instrument Vintages Offered				
16	Current	The allowances offered in the Current Auction may include allowances of vintages prior to the current year. When submitting bids for the Current Auction, all bids are placed as "Current" vintage.			
17	Advance				
18					
19	Currency	Bid Price	Bid Lots	Bid Allowances	Instrument Vintage
20				0	3.
21				0	
22				0	
23				0	

Instrument Vintages Offered					
Current		The allowances offered in the Current Auction may include allowances of vintages prior to the current year. When submitting bids for the Current Auction, all bids are placed as "Current" vintage.			
Advance					
Currency	Bid Price	Bid Lots	Bid Allowances	Instrument Vintage	4.
USD	23.00	10	10000	Current	
USD	23.01	12	12000	Advance	
USD	23.02	23	23000	Current	
USD	23.03	20	20000	Current	
USD	23.04	10	10000	Current	
USD	23.05	10	10000	Advance	
					0

Current Auction

HOLDING LIMIT: 250,000

Purchase Limit: 3,750,000

Auction Reserve Price: 20.88 USD | 21.43 CAD

Total Allowances Available: 15,000,000

Total Allowances Bid: 0

Total Bids Submitted: 0

Advance Auction

HOLDING LIMIT: 11,598,500

Purchase Limit: 338,178

Auction Reserve Price: 20.88 USD | 21.43 CAD

Total Allowances Available: 15,000,000

Total Allowances Bid: 0

Total Bids Submitted: 0

Submitted Bids

Enter Transaction ID to search bids

0 of 0 Bids Selected

WARNING!

You have chosen to upload 6 bids using the following file:
Bid Upload Template - Joint Auction #1 May 2021.xlsx

Are you sure you want to upload this file?

5.

CANCEL CONTINUE

How to Bid

UPLOAD BIDS VIEW AUDIT REPORT

ACCOUNT REPRESENTATIVE TIME (ET) CLIENT BID ID TRANSACTION ID CURRENCY BID PRICE BID LOTS VINTAGE TOTAL ALLOWANCES

1 / 1

https://akami.pr-d-wci-auction.org/biddingscreen

Apps Cap-and-Trade Pro... User Guides - CITSS Regulation_Cap an... CITSS User Registra... Quarterly Auction L... Projects - Jira CITSS Environments... Test Users

Current Auction

HOLDING LIMIT: 250,000

Purchase Limit: 3,750,000

Auction Reserve Price: 20.88 USD | 21.43 CAD

Total Allowances Available: 15,000,000

Total Allowances Bid: 53,000

Total Bids Submitted: 2

Advance Auction

HOLDING LIMIT: 11,598,500

Purchase Limit: 338,178

Auction Reserve Price: 20.88 USD | 21.43 CAD

Total Allowances Available: 1,352,714

Total Allowances Bid: 22,000

Total Bids Submitted: 2

Submitted Bids

Enter Transaction ID to search bids

0 of 10 Bids Selected

ADD BID UPLOAD BIDS VIEW AUDIT REPORT

6.

Success

6 bids uploaded successfully.

7.

1 / 2

8.

Rows Per Page

10 Rows

25 Rows

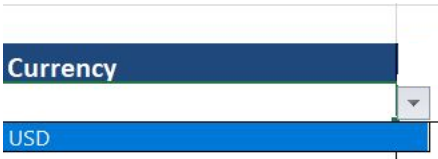
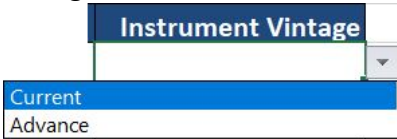
50 Rows

100 Rows

500 Rows

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	BID PRICE	BID LOTS	VINTAGE	TOTAL ALLOWANCES
1	J Smith	14:24:33	lY9RZbGz	00213083	USD	23.05	10	Advance	10,000
2	J Smith	14:24:33	OOSFK8Wf	00213083	USD	23.04	10	Current	10,000
3	J Smith	14:24:33	AH5Dn4YF	00213083	USD	23.03	20	Current	20,000
4	J Smith	14:24:33	ZVjcr1NV	00213083	USD	23.02	23	Current	23,000
5	J Smith	14:24:33	bpr8cdaG	00213083	USD	23.01	12	Advance	12,000
6	J Smith	14:24:33	e5jkszwz	00213083	USD	23.00	10	Current	10,000
7	J Smith	14:22:43	3VtnQrbY	00261170	USD	23.05	10	Advance	10,000
8	J Smith	14:22:43	VAoNhUHw	00261170	USD	23.04	10	Current	10,000
9	J Smith	14:22:43	K6zupwFe	00261170	USD	23.03	20	Current	20,000
10	J Smith	14:22:43	if2afdQq	00261170	USD	23.02	23	Current	23,000

1 / 2

Summary		
<p>The second method for entering bids is to complete and upload a Bid Upload Template. This workflow outlines how the template can be used.</p> <p>Note: The Bid Upload Template is specifically formatted for each event to allow only the currency options available, and the vintages offered for a specific event. Please ensure that a Bid Upload Template specific to the event is downloaded from the Auction Platform and used to upload bids to an event.</p>		
S.No.	Link/Button	Action
1.	Download Bid Template	Clicking on this button downloads the bid template specific to the event from the Auction Platform.
2.	Upload	Button used to upload the filled in Bids upload template to Auction Platform.
3.	Bids Upload Template	<p>The Bid Upload Template has the following columns:</p> <ul style="list-style-type: none"> a. Currency – Dropdown showing the currency the user can bid in.  <ul style="list-style-type: none"> b. Bid Price, c. Bid Lots d. Bid Allowances - calculated as the Bid Lots multiplied by 1,000. e. Instrument Vintage – Dropdown showing the vintage available for the event.  <p>A user may submit up to 1,000 bids at a time using this template.</p>
4.	Bids Filled in the Template	The user can enter the bids and save the template to their device.
5.	Confirm Upload	After user clicks on the “Upload” button and selects the filled in Bid Upload Template the system will confirm the number of bids being added and ask the user to “Confirm” prior to loading the bids onto the Auction Platform.
6.	Success Message	Platform adds the bids and shows the success message.
7.	Pagination	There are only 10 bids per page displayed in the Bidding table. The Pagination shows the page number on which

		the user is on currently and the total number of pages. User can navigate to any page by entering the page number and hitting enter.
8.	Row Display	The widget allows user to specify how many rows should be displayed per page. The user can select from 10, 25, 50, 100 or 500 rows.

Workflow

1. Download the event specific Bids Upload Template.
2. Complete the template by entering the Currency, Bid Price, Bid Lots, and Vintage and save it to the local device.
3. Click on the "Upload" button on the Auction Page and select the completed template from the local device.
4. If an uploaded file is in the correct file type and format, a File Confirmation message will be presented. To upload the bids for submittal, click the "Confirm" button.
5. After clicking the "Confirm" button, a success message will be presented. This allows a user to confirm that the number of bids uploaded is accurate.
6. The Auction page will display the submitted bids from the Bid Upload Template

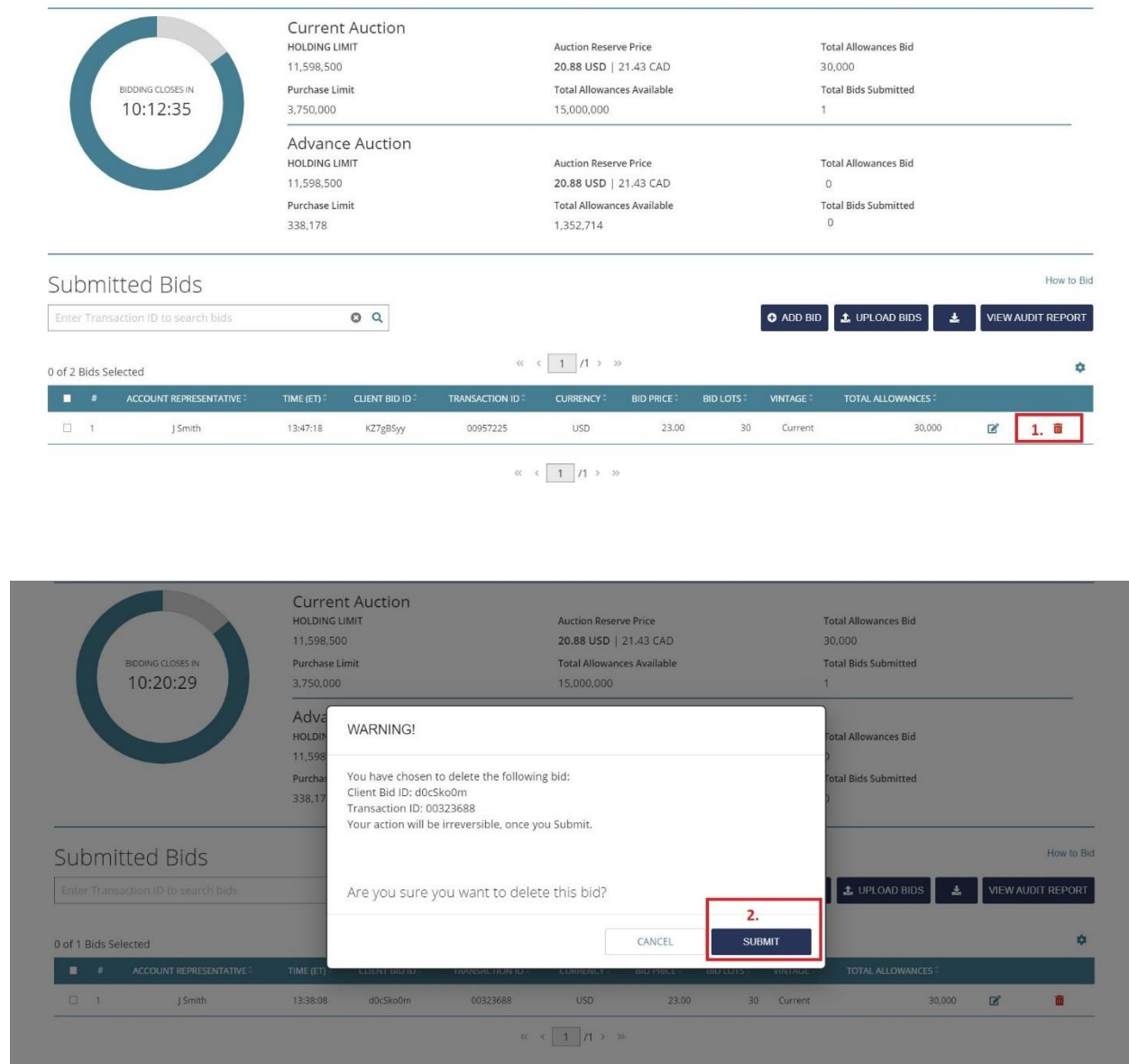
NOTE:

- a. Bids submitted via the template are cumulative and will not over-write previously entered bids or uploaded bids. If a new bid template is uploaded in the Auction Platform, the bids from the new bid template will be added to the existing bids previously submitted. All bids from bid template submitted during the 3-hour bidding window will be viewable on the Auction page.
- b. The Upload Bids process runs specific data validation checks of a Bid Upload Template before the file can be successfully submitted and uploaded to the Auction page. In the event the template does not meet all data validations, a Bid Upload Failed message will be presented with the specific reason why the bid upload failed. Common errors include:
 - A bid price is submitted that is not in dollars and whole cents.
 - A bid lot submitted is not a whole number.
 - An instrument vintage submitted does not match vintages available.
 - More than 1,000 bids are submitted in the spreadsheet.
 - Blank rows appear in the spreadsheet between completed rows.
 - The spreadsheet does not begin on the first available row.
- c. The system will not process any further rows even if one row has an error. **None of the bids will be uploaded to the Auction platform if there is any validation that fails.**
- d. It is recommended that the user does not copy and paste the bid schedule from a separate spreadsheet to avoid common bid upload errors.
- e. The template includes validation for some of the common errors but pasting data from a separate spreadsheet may overwrite these validations. Data copied from a separate spreadsheet may be displayed on the Bid Upload Template to two decimal points, while the data in the spreadsheet is not in dollars and whole cents (two

decimal points). This error can also occur if the user tries to drag the excel column to enter progressive values in the Bid Price.

- f. The template will not let you paste an entire row as the “Bid Allowances” column is locked.

BIDDING WINDOW: DELETING A BID



Current Auction

HOLDING LIMIT 11,598,500	Auction Reserve Price 20.88 USD 21.43 CAD	Total Allowances Bid 30,000
Purchase Limit 3,750,000	Total Allowances Available 15,000,000	Total Bids Submitted 1

Advance Auction

HOLDING LIMIT 11,598,500	Auction Reserve Price 20.88 USD 21.43 CAD	Total Allowances Bid 0
Purchase Limit 338,178	Total Allowances Available 1,352,714	Total Bids Submitted 0

Submitted Bids

Enter Transaction ID to search bids

ADD BID | UPLOAD BIDS | VIEW AUDIT REPORT

0 of 2 Bids Selected

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	BID PRICE	BID LOTS	VINTAGE	TOTAL ALLOWANCES
1	J Smith	13:47:18	KZ7gB5yy	00957225	USD	23.00	30	Current	30,000

1.

WARNING!

You have chosen to delete the following bid:
 Client Bid ID: d0cSko0m
 Transaction ID: 00323688
 Your action will be irreversible, once you Submit.

Are you sure you want to delete this bid?

CANCEL | SUBMIT

2.

BIDDING CLOSES IN
10:19:56

Success
Bid deleted successfully.

Current Auction
HOLDING LIMIT: 11,598,500
Purchase Limit: 3,750,000

Advance Auction
HOLDING LIMIT: 11,598,500
Purchase Limit: 338,178

Auction Reserve Price
20.88 USD | 21.43 CAD

Total Allowances Available
1,352,714

Total Allowances Bid
0

Total Bids Submitted
0

Submitted Bids

Enter Transaction ID to search bids

ADD BID | UPLOAD BIDS | VIEW AUDIT REPORT

0 of 0 Bids Selected

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	BID PRICE	BID LOTS	VINTAGE	TOTAL ALLOWANCES
---	------------------------	-----------	---------------	----------------	----------	-----------	----------	---------	------------------

Summary

This workflow details how the user can delete a single bid.

S.No.	Link/Button	Action
1.	Delete Bid	Clicking on this button starts the process to delete the bid on the row on which the delete has been clicked.
2.	Confirm Delete	The system confirms if selected bid is the bid the user wants to delete. Clicking on "Confirm" deletes the bid from the bidding table.

Workflow

- Click the icon beside the bid the user wants to delete.
- A delete confirmation pop up is displayed, the user can click on "confirm" to delete the bid. Clicking on "cancel" will cancel the transaction.
- Once the bid is deleted a Success message is displayed.

BIDDING WINDOW: DELETING MULTIPLE BIDS

Submitted Bids How to Bid

Enter Transaction ID to search bids 4.

ADD BID ADD BID UPLOAD BIDS VIEW AUDIT REPORT

1 of 2 Bids Selected Delete Selected Bids 2.

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	PRICE OFFERED	LOTS	VINTAGE	TOTAL EMISSION UNITS
1. <input checked="" type="checkbox"/>	J Smith	14:24:12	KZ7gBSyy	00957225	USD	23.00	30	Current	30,000
<input checked="" type="checkbox"/> 2	J Smith	14:23:40	BlI7Qrar	00330316	USD	22.00	10	Current	10,000

WARNING!

You have chosen to delete 2 bid

Your action will be irreversible, once you Submit.

Are you sure you want to delete this bid?

CANCEL 3. **SUBMIT**

Summary

This workflow details how the user can delete multiple bids at the same time.


S.No.	Link/Button	Action
1.	Checkbox	The user can select the bids that need to be deleted by selecting all the checkboxes in the particular rows.
2.	Delete Selected Bids	Clicking on this will delete the selected bids
3.	Confirm Delete	The system confirms if selected bids are the bids the user wants to delete. Clicking on "Confirm" deletes the bids from the bidding table.
4.	Search Transaction ID	The user can enter the transaction ID to filter out all records that belong to a single transaction ID.
5.	Select All Checkbox	User can use this to select all records displayed on the page.

Workflow

1. Select the checkbox beside the bids the user wants to delete.
2. Click on "Delete Selected Bids".

3. A delete confirmation pop up is displayed, the user can click on “confirm” to delete the bid. Clicking on “cancel” will cancel the transaction.
4. Using the Transaction ID search function, a user may also delete all bids submitted in a single transaction (i.e., through a Bid Upload Template).
 - a. To delete all bids submitted in a single transaction, the user must first enter the Transaction ID in the search box and click the “Search” button. Only the bids submitted in the transaction identified by the Transaction ID will be displayed on the Auction page. The number of bids displayed is limited to the pagination selection at the top of the page.
 - b. After searching for the Transaction ID, click the “Select All” button to select all the bids displayed on the page. The number of bids selected may be limited to the pagination selection.

BIDDING WINDOW: EDIT A BID



Current Auction		Advance Auction	
HOLDING LIMIT	11,598,500	HOLDING LIMIT	11,598,500
Purchase Limit	3,750,000	Purchase Limit	338,178
Auction Reserve Price	20.88 USD 21.43 CAD	Auction Reserve Price	20.88 USD 21.43 CAD
Total Allowances Available	15,000,000	Total Allowances Available	1,352,714
Total Allowances Bid	30,000	Total Allowances Bid	0
Total Bids Submitted	1	Total Bids Submitted	0

Submitted Bids

[ADD BID](#)
[UPLOAD BIDS](#)
[VIEW AUDIT REPORT](#)

0 of 2 Bids Selected

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	BID PRICE	BID LOTS	VINTAGE	TOTAL ALLOWANCES	
1	J Smith	13:47:18	KZ7gBSyy	00957225	USD	23.00	30	Current	30,000	<div style="border: 2px solid red; padding: 2px;">1.</div>

Purchase Limit
338,178

Total Allowances Available
1,352,714

Total Bids Submitted
0

Submitted Bids

0 of 0 Bids Selected

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	BID PRICE	BID LOTS	VINTAGE	TOTAL ALLOWANCES	
2.	J Smith	13:47:18	KZ7gBSyy	00957225	USD	33	20	Select	66 000	<input type="button" value="CANCEL"/> <input type="button" value="SUBMIT 3."/>

Submitted Bids

0 of 0 Bids Selected

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	BID PRICE	BID LOTS	VINTAGE	TOTAL ALLOWANCES	
	J Smith	13:47:18	KZ7gBSyy	00957225	USD	33.00	20	Current	66 000	<input type="button" value="CANCEL"/> <input type="button" value="CONFIRM 4."/>

Submitted Bids

0 of 2 Bids Selected

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	BID PRICE	BID LOTS	VINTAGE	TOTAL ALLOWANCES	
1	J Smith	13:47:18	KZ7gBSyy	00957225	USD	33.00	20	Current	66 000	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

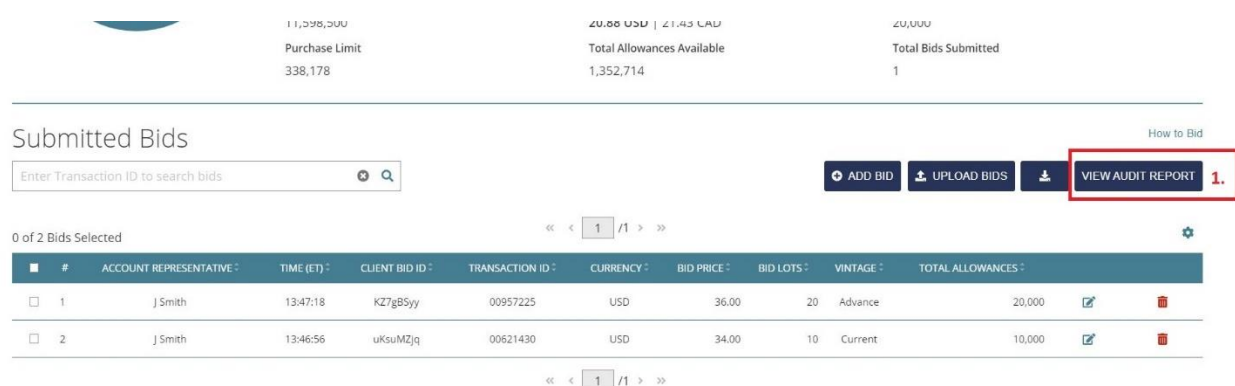
Summary		
This workflow details how the user can edit a bid during the bidding window.		
S.No.	Link/Button	Action
1.	Edit Bid	Clicking on this makes the Bid Price, Bid Lots and Vintage fields editable on the row.
2.	Edit	The user can edit the Bid Price, Bid lots and Vintage
3.	Submit	Clicking on this submits the bid for review.
4.	Confirm Update	Clicking on "Confirm" approves the update(s) on the bid
Workflow		
<ol style="list-style-type: none"> Click on the  icon to start the edit. This will make the row editable. Update the Bid Price, Bid lots and/or Vintage and click on Submit. 		

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3. Review and click on “Confirm” to confirm the updates.
4. The system gives a success message and the updated bid is displayed in the table.

BIDDING WINDOW: DOWNLOAD THE CLIENT BIDS AUDIT REPORT



Submitted Bids

Enter Transaction ID to search bids

ADD BID UPLOAD BIDS VIEW AUDIT REPORT 1.

0 of 2 Bids Selected

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	BID PRICE	BID LOTS	VINTAGE	TOTAL ALLOWANCES
1	J Smith	13:47:18	KZ7gBSyy	00957225	USD	36.00	20	Advance	20,000
2	J Smith	13:46:56	uKsuMZjq	00621430	USD	34.00	10	Current	10,000

Summary

The workflow outlines how the user can download the Client Bids Audit from the Auction Page.

S.No.	Link/Button	Action
1.	View Audit Report	Clicking on this allows user to download the Client Bids Audit report in real time.

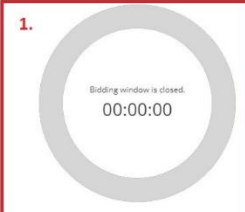
Workflow

1. Click on the “View Audit Report”.
2. The system generates the report in real time. It is a dynamic report.
3. User can save the report on to the local device.

AUCTION PAGE: POST BIDDING WINDOW CLOSE

Joint Auction #1 May 2021 BID GUARANTEE AMOUNT
USD 5,843,750

1.



Current Auction		Advance Auction	
HOLDING LIMIT	250,000	HOLDING LIMIT	11,598,500
Purchase Limit	3,750,000	Purchase Limit	338,178
Auction Reserve Price	20.88 USD 21.43 CAD	Auction Reserve Price	20.88 USD 21.43 CAD
Total Allowances Available	15,000,000	Total Allowances Available	1,352,714
Total Allowances Bid	126,000	Total Allowances Bid	44,000
Total Bids Submitted	8	Total Bids Submitted	4

Submitted Bids

2.

3.

ADD BID

4.

VIEW AUDIT REPORT

5.

0 of 10 Bids Selected

#	ACCOUNT REPRESENTATIVE	TIME (ET)	CLIENT BID ID	TRANSACTION ID	CURRENCY	BID PRICE	BID LOTS	VINTAGE	TOTAL ALLOWANCES	
1	J.Smith	14:24:33	HYR20GZ	00213083	USD	23.05	10	Advance	10,000	5.
2	J.Smith	14:24:33	OOSFKBWF	00213083	USD	23.04	10	Current	10,000	
3	J.Smith	14:24:33	AH5Dn4YF	00213083	USD	23.03	20	Current	20,000	

Summary

The Auction page is accessible to the AR post the bidding window closes until the event is certified by the Sponsors and the results are made available. However, the AR cannot perform any action on the page.

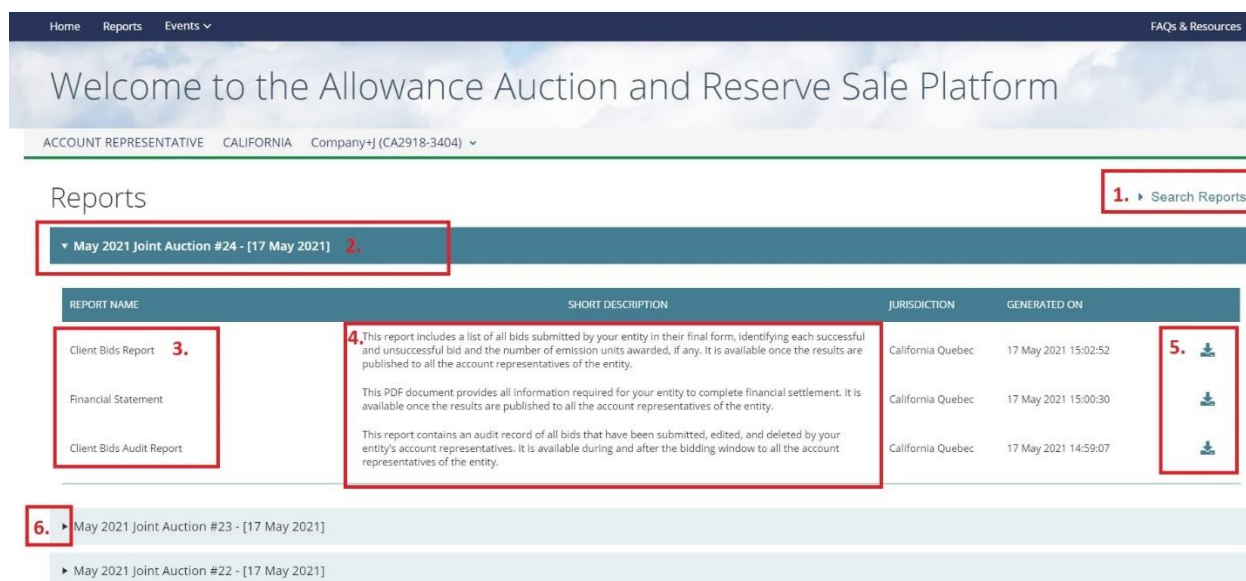
S.No.	Link/Button	Action
1.	Timer	The timer displays 00:00:00 and the fact that the Bidding window is closed.
2.	Search transaction ID	The AR can search by entering the Transaction ID. The results of the search will be displayed in the bidding table.
3.	Add Bid and Upload Bids	The user cannot add any bids once the bidding window is closed.
4.	Download Template or View Audit report	The user can download the Bids Upload Template and the Client Bids Audit Report.
5.	Edit or Delete	The user cannot edit or delete a bid.

REPORTS

FUNCTION	DESCRIPTION
Navigation	Navigate to the Reports screen from the Navigation Bar.
Summary	The Reports screens allows the user to view reports for the entity they are representing for all events where the entity was a Qualified Bidder

	<p>or is presently a Qualified Bidder. The user can filter the reports by year, Event Name and/or Report Name.</p> <p>There are three (3) reports available for download in the Auction Platform:</p> <ol style="list-style-type: none"> 1. Client Bids Audit Report 2. Client Bids Report 3. Financial Statement Report <p>Reports associated with each auction are listed accordingly under the event name. The user can download the reports from this page as well.</p>
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REPORTS SCREEN



Home Reports Events

FAQs & Resources

Welcome to the Allowance Auction and Reserve Sale Platform

ACCOUNT REPRESENTATIVE CALIFORNIA Company+J (CA2918-3404)

Reports

1. Search Reports

May 2021 Joint Auction #24 - [17 May 2021]

REPORT NAME	SHORT DESCRIPTION	JURISDICTION	GENERATED ON
Client Bids Report	This report includes a list of all bids submitted by your entity in their final form, identifying each successful and unsuccessful bid and the number of emission units awarded, if any. It is available once the results are published to all the account representatives of the entity.	California Quebec	17 May 2021 15:02:52
Financial Statement	This PDF document provides all information required for your entity to complete financial settlement. It is available once the results are published to all the account representatives of the entity.	California Quebec	17 May 2021 15:00:30
Client Bids Audit Report	This report contains an audit record of all bids that have been submitted, edited, and deleted by your entity's account representatives. It is available during and after the bidding window to all the account representatives of the entity.	California Quebec	17 May 2021 14:59:07

6. May 2021 Joint Auction #23 - [17 May 2021]

May 2021 Joint Auction #22 - [17 May 2021]

Summary

The Reports screen displays all the reports available to the AR by event name. The AR can download the reports that are available on the screen.

S.No.	Link/Button	Action
1.	Search Reports	Clicking on this opens the Search module.
2.	Event	All the events, where the entity the AR is representing was or is the Qualified Bidder, are listed from latest to earliest. The AR can see the three reports for each of the events for which results have been made available. The reports that are displayed are as follows:

		<ul style="list-style-type: none"> a. Prior to Event start - No report is available b. Bidding Window Start: <ul style="list-style-type: none"> • Client Bids Audit Report c. Bidding Window Close: <ul style="list-style-type: none"> • Client Bids Audit Report d. Results Available <ul style="list-style-type: none"> • Client Bids Audit Report • Client Bids Report • Financial Statement Report
3	Report Name	The column lists the reports that are available to the user.
4.	Short Description	Shows a brief description of the report
5.	Download Report	Clicking on this button downloads the report against which it was clicked.
6.	Open Event	Clicking on this will open the reports for that event.
Workflow		
<ol style="list-style-type: none"> 1. Navigate to the Report screen from the Navigation Bar. 2. Download any of the reports needed. 		

REPORTS SEARCH

ACCOUNT REPRESENTATIVE
CALIFORNIA
Company+J (CA2918-3404)

1.

Search Reports

2.

Year

Event Name

Report Name

Select

All

All




3.

RESET

4.

SEARCH

May 2021 Joint Auction #24 - [17 May 2021]

REPORT NAME	SHORT DESCRIPTION	JURISDICTION	GENERATED ON	
Client Bids Report	This report includes a list of all bids submitted by your entity in their final form, identifying each successful and unsuccessful bid and the number of emission units awarded, if any. It is available once the results are published to all the account representatives of the entity.	California Quebec	17 May 2021 15:02:52	
Financial Statement	This PDF document provides all information required for your entity to complete financial settlement. It is available once the results are published to all the account representatives of the entity.	California Quebec	17 May 2021 15:00:30	
Client Bids Audit Report	This report contains an audit record of all bids that have been submitted, edited, and deleted by your entity's account representatives. It is available during and after the bidding window to all the account representatives of the entity.	California Quebec	17 May 2021 14:59:07	

Welcome to the Allowance Auction and Reserve Sale Platform

ACCOUNT REPRESENTATIVE CALIFORNIA Company+J (CA2918-3404)

Reports

Search Reports

Year
Select

Event Name
5.
May
May 2021 Joint Auction #24
May 2021 Joint Auction #23
May 2021 Joint Auction #22
May 2021 Joint Auction #21

Report Name
All

RESET
SEARCH

May 2021 Joint Auction #24

REPORT NAME	SHORT DESCRIPTION	JURISDICTION	GENERATED ON
Client Bids Report	This report includes a list of all bids submitted by your entity in their final form, identifying each successful and unsuccessful bid and the number of emission units awarded, if any. It is available once the results are published to all the account representatives of the entity.	California Quebec	17 May 2021 15:02:52
Financial Statement	This PDF document provides all information required for your entity to complete financial settlement. It is available once the results are published to all the account representatives of the entity.	California Quebec	17 May 2021 15:00:30
Client Bids Audit Report	This report contains an audit record of all bids that have been submitted, edited, and deleted by your entity's account representatives. It is available during and after the bidding window to all the account representatives of the entity.	California Quebec	17 May 2021 14:59:07

ACCOUNT REPRESENTATIVE CALIFORNIA Company+J (CA2918-3404)

Reports

Search Reports

Year
Select

Event Name
All

Report Name
6.
Financial Statement

RESET
SEARCH

May 2021 Joint Auction #24 - [17 May 2021]

7.

REPORT NAME	SHORT DESCRIPTION	JURISDICTION	GENERATED ON
Financial Statement	This PDF document provides all information required for your entity to complete financial settlement. It is available once the results are published to all the account representatives of the entity.	California Quebec	17 May 2021 15:00:30

May 2021 Joint Auction #23 - [17 May 2021]

May 2021 Joint Auction #21 - [17 May 2021]

Summary

The AR can use the Search Module to filter the reports available on the screen.

S.No.	Link/Button	Action
1.	Search Reports	Clicking on this opens the Search module.
2.	Search Module	The Search Module has three filters. The AR can filter the results by year, Event or Report Name.
3.	Reset	The AR can reset the filters he may have put in.
4.	Search	Clicking on this button filters the results and displays them by Event name.
5.	Search By Event	This is a searchable dropdown. The AR can enter the event name and the list gets filtered. The AR can then select the event from the filtered dropdown list. The AR can also scroll through the dropdown and select an event.

6.	Search by Name	The AR can select any of the three report names from the drop down to filter. The AR must click on Search to display the results.
7.	Results	The results of the filter are displayed by Event name.
Workflow		
<ol style="list-style-type: none"> 1. Click on the Search link and open the search module. 2. Filter by year, Event or Report name and click Search. 3. Download any of the reports needed. 		

REPORTS: CLIENT BIDS AUDIT REPORT

	A	B	C	D	E	F	G	H	I	J	K
1	Report Date & Time	05-25-2021 14:37:14									
2	Event Name	Joint Auction #1 May 2021									
3	Event Date	05-24-2021									
4	Entity Legal Name	Company+J									
5	Entity Operating Name	Company+J									
6	Total Bids Submitted	12									
7											
8	Client Bid ID	Transaction ID	Update Type	Update By	Update Time (ET)	Bid Creation Time (ET)	Currency	Bid Price	Bid Lots	Allowances Bid	Vintage
9	F9NWxcdH	00261170	Add	Jsmith@dem	14:22:43	14:22:43	USD	23.00	10	10,000	Current
10	5RuHlmPb	00261170	Add	Jsmith@dem	14:22:43	14:22:43	USD	23.01	12	12,000	Advance
11	if2afdQq	00261170	Add	Jsmith@dem	14:22:43	14:22:43	USD	23.02	23	23,000	Current
12	K6zupwFe	00261170	Add	Jsmith@dem	14:22:43	14:22:43	USD	23.03	20	20,000	Current
13	VAoNhUHw	00261170	Add	Jsmith@dem	14:22:43	14:22:43	USD	23.04	10	10,000	Current
14	3VtnQrbY	00261170	Add	Jsmith@dem	14:22:43	14:22:43	USD	23.05	10	10,000	Advance
15	e5jksxwz	00213083	Add	Jsmith@dem	14:24:33	14:24:33	USD	23.00	10	10,000	Current
16	bpn8cdaG	00213083	Add	Jsmith@dem	14:24:33	14:24:33	USD	23.01	12	12,000	Advance
17	2Vlcr1NV	00213083	Add	Jsmith@dem	14:24:33	14:24:33	USD	23.02	23	23,000	Current
18	Ah5Dn4YF	00213083	Add	Jsmith@dem	14:24:33	14:24:33	USD	23.03	20	20,000	Current
19	OOSFK8Wf	00213083	Add	Jsmith@dem	14:24:33	14:24:33	USD	23.04	10	10,000	Current
20	IY9RZbGz	00213083	Add	Jsmith@dem	14:24:33	14:24:33	USD	23.05	10	10,000	Advance
21											
22											

Summary

This report contains an audit record of all bids that have been submitted, edited, and deleted by entity account representatives. Users may use this report to confirm all submitted bids and verify that bid schedules have been uploaded as intended. A bid that is created, edited once, and then deleted will be represented in the Client Bid Audit report with three separate records each with a unique Transaction ID. Multiple bids uploaded using one Bid Upload Template will be represented in the Client Bid Audit report with a separate record for each bid, each with a unique Client Bid ID, but all with the same Transaction ID. The report is in an Excel format. It is available to the AR once the bidding window of an event starts. The report is dynamic (real time) until the bidding window closes. The report then becomes static.

S.No.	Link/Button	Action
1.	Header Section	The Header section displays the following information:

		<ul style="list-style-type: none"> • Report Date and Time • Event Name – The name of the event for which the report was generated. • Event Date • Entity Legal Name – Legal name of the entity for which the report has been generated. • Entity Operating Name • Total Bids submitted – The cumulative number of bids submitted for the entity.
2.	Report Columns	<p>The report displays the following columns:</p> <ul style="list-style-type: none"> • Client Bid ID – Assigned at the time of bid creation this ID is unique to the specific bid and remains unchanged, regardless of whether the bid is edited or deleted. • Transaction ID – Assigned at the time of bid creation it is a reference number that is associated to specific transactions (i.e. creating, editing, or deleting a bid(s)). A single bid may be associated to multiple Transaction IDs and multiple bids may be associated to a single Transaction ID. • Update Type – Can be Add, Delete or Edit • Update By – AR who made the update. • Update Time (ET) – Time at which the transaction was done. • Bid Creation Time (ET) – The time when the bid is created in the system. • Currency – Currency in which the bid was submitted. • Bid Price • Bid Lots • Allowances Bid – Bid Lots * Bid lot size (usually 1000) • Vintage

 REPORTS: CLIENT BIDS REPORT

Event Name	Joint Auction #1 May 2021							
Event Date	05-24-2021							
Entity Legal Name	Company+J							
Entity Operating Name	Company+J							
Total Bids Submitted	12							
Settlement price USD (Current)	23.00							
Settlement price USD (Advance)	18.00							
Client Bid ID	Transaction ID	Bid By	Update Time (ET)	Currency	Bid Price	Allowances Bid	Vintage	Successful Bid Allowances
F9NWxcdH	00261170	Jsmith@demo.cits	14:22:43	USD	23.00	10,000	Current	5000
5RuHlmPb	00261170	Jsmith@demo.cits	14:22:43	USD	23.01	12,000	Advance	200
if2afdQq	00261170	Jsmith@demo.cits	14:22:43	USD	23.02	23,000	Current	10000
K6zupwFe	00261170	Jsmith@demo.cits	14:22:43	USD	23.03	20,000	Current	0
VAoNhUHw	00261170	Jsmith@demo.cits	14:22:43	USD	23.04	10,000	Current	0
3VtnQrbY	00261170	Jsmith@demo.cits	14:22:43	USD	23.05	10,000	Advance	0
e5jkxswz	00213083	Jsmith@demo.cits	14:24:33	USD	23.00	10,000	Current	0
bpn8cdaG	00213083	Jsmith@demo.cits	14:24:33	USD	23.01	12,000	Advance	0
2VJcr1NV	00213083	Jsmith@demo.cits	14:24:33	USD	23.02	23,000	Current	0
Ah5Dn4YF	00213083	Jsmith@demo.cits	14:24:33	USD	23.03	20,000	Current	5000
OOSFK8Wf	00213083	Jsmith@demo.cits	14:24:33	USD	23.04	10,000	Current	4000
IY9RZbGz	00213083	Jsmith@demo.cits	14:24:33	USD	23.05	10,000	Advance	3000

Summary

The Client Bids Report contains a record of all the bids submitted on behalf of an entity in final form after any edits were completed. The Client Bids Report is available once an auction is certified and includes information on whether each bid was successful, and the number of allowances awarded to the specific bid. This report is in excel format.

S.No.	Link/Button	Action
1.	Header Section	<p>The Header section displays the following information:</p> <ul style="list-style-type: none"> Event Name – The name of the event for which the report was generated. Event Date Entity Legal Name – Legal name of the entity for which the report has been generated. Entity Operating Name Total Bids submitted – The cumulative number of bids submitted for the entity. Settlement Price – The settlement price in USD for both Current and Advance vintages.
2.	Report Columns	<p>The report displays the following columns:</p> <ul style="list-style-type: none"> Client Bid ID – Assigned at the time of bid creation this ID is unique to the specific bid and remains unchanged, regardless of whether the bid is edited or deleted. Transaction ID – Assigned at the time of bid creation it is a reference number that is associated to specific transactions (i.e. creating, editing, or deleting a bid(s)). A single bid may be associated to multiple Transaction IDs and multiple bids may be associated to a single Transaction ID.

		<ul style="list-style-type: none">• Bid By – AR who made the update.• Update Time (ET) – Time at which the transaction was done.• Currency – Currency in which the bid was submitted.• Bid Price• Allowances Bid – Bid Lots * Bid lot size (usually 1000)• Vintage• Successful Bid allowances – The number of bid allowances allocated per each bid placed.
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REPORTS: FINANCIAL STATEMENT REPORT



Cap-and-Trade Program auctions are administered by Western Climate Initiative, Inc. as a service for WCI, Inc. Participating Jurisdictions. All financial services are administered by the WCI, Inc. Financial Services Administrator.

Terms: Payment is due in full within seven days of certification of the auction referenced below. All payments must be made to the Financial Services Administrator, Deutsche Bank National Trust Company, using the wiring instructions provided below.

Results Available Date	05-25-2021
Auction Name	Joint Auction #1 May 2021

Auction Participant Information

Entity Legal Name	Company+J
Entity Operating Name	Company+J
Reference Number	CA2918-05-24-2021
Currency of Bid Guarantee Submitted	USD

Auction Information

Settlement Price (Current Auction)	USD 20.88
# of Successful Bids (Current Auction)	8
Successful Bid Allowances (Current Auction)	126,000
Total Bid Cost (Current Auction)	USD 2,630,880.00
Settlement Price (Advance Auction)	USD 22.41
# of Successful Bids (Advance Auction)	4
Successful Bid Allowances (Advance Auction)	44,000
Total Bid Cost (Advance Auction)	USD 986,040.00
Total Bid Cost	USD 3,616,920.00

Account Information

Financial Services Account Name	Company+J
Registry General Account Number	CA2918-3404
Financial Services Account Number	S2918-34.0
Bid Guarantee Cash	USD 4,250,000.00

Bid Guarantee Bond	USD 531,250.00
Bid Guarantee LOC	USD 1,062,500.00
Bid Guarantee LOG	USD 0.00
Amount Due To FSA*	USD 0.00
Amount Due To Entity by FSA	USD 633,080.00
Amount Due By Date	06-01-2021

*Payment in the amount due to the FSA is due within seven days of certification of the above referenced auction.

Instructions for Wiring - USD

Bank Name	Deutsche Bank Trust Company Americas
Routing Number	021001033 - New York NY
SWIFT/Bank Identifier Code (for financial institutions outside the U S)	BKTRUS33
City	New York
State/Province	NY
DDA Number	01419647
Beneficiary	Trust And Agency Services
Payment Details	WCI Auction
Port	S2918-34.0

For questions on the financial settlement process, please contact the Financial Services Administrator. Financial Services Administrator contact information is available in the Auction Notice released 60 days prior to each auction.

Summary

The Financial Statement Report is the entity's financial settlement invoice from the auction. Information in this report includes the total allowances won by the entity, the total amounts owed, and payment instructions. This report is only available after the auction has been certified. This report is in PDF format.

S.No.	Link/Button	Action
1.	Report Information	<ul style="list-style-type: none"> Results Available Date Auction Name Auction Account Representative Information <ul style="list-style-type: none"> Entity Legal Name

		<ul style="list-style-type: none"> ○ Entity Operating Name ○ Reference Number: It is the <Entity number> <date of event> ○ Currency of Bids Guarantee Submitted ● Auction Information <ul style="list-style-type: none"> ○ Settlement Price (Current Auction) ○ # of Successful Bids (Current Auction): This refers to the cumulative of the number of bids against which at least one (1) allowance was awarded to the entity for Current Vintage. ○ Successful Bid Allowance (Current Auction): It is the total allowances awarded for current vintage. ○ Total Bid Cost (Current Auction) ○ Settlement Price (Advance Auction) ○ # of Successful Bids (Advance Auction): This refers to the cumulative of the number of bids against which at least one (1) allowance was awarded to the entity for Advance Vintage. ○ Successful Bid Allowance (Advance Auction): It is the total allowances awarded for advance vintage. ○ Total Bid Cost (Advance Auction) ○ Total Bid Cost ● Account Information <ul style="list-style-type: none"> ○ Financial Services Account Name ○ Registry General Account Number ○ Financial Services Account Number ○ Bid Guarantee Cash ○ Bid Guarantee Bond ○ Bid Guarantee LOC ○ Amount Due To FSA ○ Amount Due To Entity by FSA ○ Amount Due By Date ● Instructions for Wiring USD
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RESULTS AVAILABLE EMAIL:

Results available for Joint Auction #1 May 2021



noreply@wci-auction.org
to Jsmith ▾

Hello,

The results of Joint Auction #1 May 2021 for Company+J are now available to be viewed. Please log into the WCI, Inc. Auction Platform and download the Financial Statement for this event in the "Reports" tab.

Payment is due within seven (7) days of receipt of this notification. Payment instructions are provided in the Financial Statement.

For questions on the financial settlement process, please contact the Financial Services Administrator. Financial Services Administrator contact information is available in the Detailed Auction Requirements and Instructions available on jurisdiction web pages.

Thank you,

WCI, Inc. Auction Platform Support Team

Summary

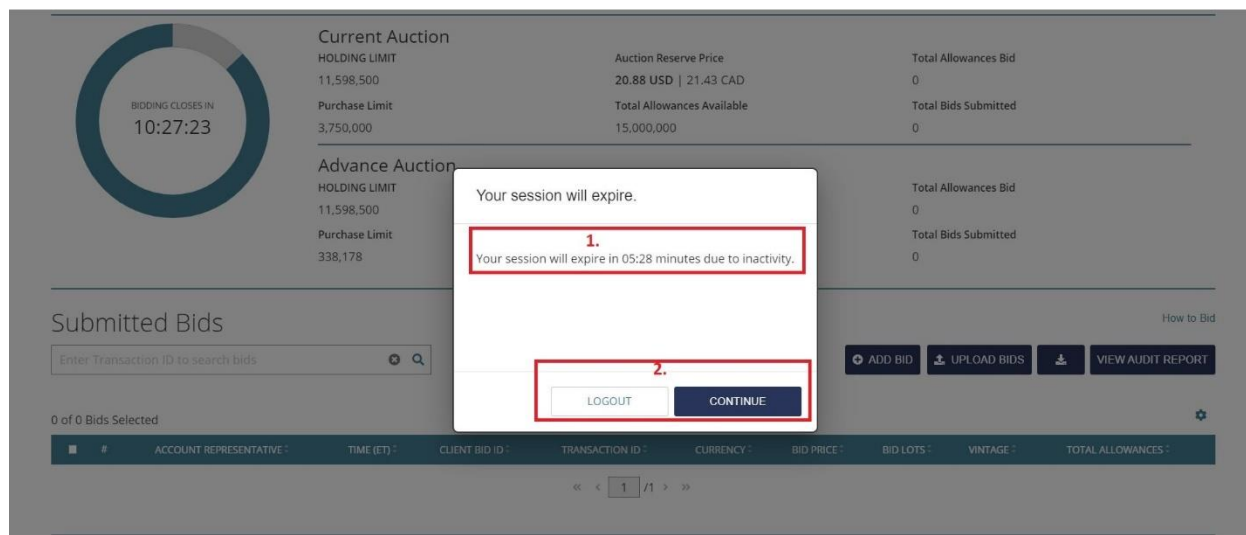
Once the auction is certified, an email will be sent to users notifying them that results of the auction are available.

The financial settlement process begins once the auction results are certified and is conducted outside of the Auction Platform. The auction will be closed once the financial settlement is completed and all funds and allowances have been appropriately transferred.

GENERAL CAPABILITIES ON AUCTION PLATFORM

FUNCTION	DESCRIPTION
Summary	The Auction Platform has some security features and informational resources like the Contact Us, FAQ and Resources and session timeouts. The section below highlights all these features of the application.

SESSION TIMEOUT:




Summary

If the user is idle within the application for a set period of time, the application will notify the user a few minutes in advance and if there is no activity detected, the application will log the user out.

S.No.	Link/Button	Action
1.	Message with time	The application displays a warning pop up message with a countdown stating by when the user will be automatically logged out of the application.
2.	Logout or Continue	The user logged out manually if he clicks "Logout". The application will return the user to the application in case the user clicks "Continue".

FAQ AND RESOURCES:

Information about Washington's cap-and-invest auctions and trading will be posted on the Washington Ecology Climate Commitment Act auctions and trading webpage. [Click here to read more](#)

 WCI, Inc. Auction Platform [Log In](#)

[Home](#) [FAQs & Resources](#)

Welcome to the Washington Allowance Auction and Allowance Price Containment Reserve Platform

FAQs & Resources - Washington


[FAQs](#) [RESOURCES](#)

- How do I access the Auction Platform?
- Is an entity required to submit an auction application for each auction in which it wishes to participate?
- May an entity that is incorporated outside of the United States qualify to bid in the GHG allowance auctions and reserve sales?
- How will the auction schedule be communicated to the potential auction participants?
- What is the Auction Floor Price?
- Is the bid price submitted for a single GHG allowance or for a lot of 1,000 GHG allowances?

For additional information on how to use the Compliance Instrument Tracking System Service (CITSS) to submit an auction application, see the Washington Ecology cap-and-invest program webpage.

For additional information on how to use the Auction Platform to participate in an auction, see the Auction Platform User Guide available on the RESOURCES Tab.

For all other questions regarding the Ecology cap-and-invest program, please contact Ecology at CCAMailbox@ecy.wa.gov.

 WCI, Inc. Auction Platform [Log In](#)

[Home](#) [FAQs & Resources](#)

Welcome to the Washington Allowance Auction and Allowance Price Containment Reserve Platform

FAQs & Resources - Washington

[FAQs](#) [RESOURCES](#)

User Guide
Auction Platform User Guide
December 5, 2022

Presentation
Auction Participant Training Presentation
December 5, 2022

Additional Resources

Detailed Auction Requirements-WA
December 5, 2022

Auction Examples
December 5, 2022

For additional information on how to use the Compliance Instrument Tracking System Service (CITSS) to submit an auction application, see Ecology CITSS Registration and Guidance Webpage.

For all other questions regarding the Ecology Cap-and-Invest program, please contact Ecology at: CCAMailbox@ecy.wa.gov

Summary

The FAQ and Resources section of the application has all the resource materials including Frequently asked questions, User Guides etc. The user can navigate here from the Navigation Bar on the right most corner.

CONTACT US:

Welcome to the Allowance Auction and Reserve Sale Platform

ACCOUNT REPRESENTATIVE WASHINGTON WA_Entity+X (WA6608-9984) ▾

Contact Us

If you have a question that has not been covered in the FAQs, you can submit it by entering your name, your phone number, your email address and your question into the appropriate fields.

1.

Name *

Phone *

J Smith

1234567890

Email address *

Jsmith@demo.citssdev.com

2.

Message *

Enter your message

3.

DISCARD

Send

SCHEDULE

 Monday to Friday
9:00 AM - 5:00 PM PT

LOCATION

 1107 Ninth Street, Suite 1070
Sacramento, CA 95814
USA

Summary

The user can contact the support by sending a message from this screen.

S.No.	Link/Button	Action
1.	User Details	The user's email ID, phone number and Name is pre-filled based on the information from their profile in CITSS.
2.	Message	The user can type in their message inside the text box.
3.	Discard/Send	Clicking on Discard will discard the message and clear the entire message. If the user clicks on "Send" the message will be sent to the support staff who will respond as soon as possible based on the nature of the query.

SUPPORTED BROWSERS

Currently the system supports the following browsers:

- Google Chrome
- Microsoft Edge
- Firefox
- Safari

VERSION HISTORY

Version No.	Change By	Change	Date
1	Updated by WA Ecology	First Posting	12/8/2022
2			
3			
4.			