

# INTRODUCTION TO THE WCI, INC. AUCTION PLATFORM

for

Washington Ecology Cap-and-Invest Program



# INTRODUCTION TO THE WCI, INC. AUCTION PLATFORM

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## Glossary of Terms

| <b>Term/Acronym</b>                     | <b>Definition</b>   |
|---|---|
| <b>Advance Auction</b>                  | The auction of future vintage allowances.   |
| <b>APCR</b>                             | Allowance Price Containment Reserve is an account maintained by ecology with allowances available for sale through separate reserve auctions at predefined dates.   |
| <b>CITSS</b>                            | Compliance Instrument Tracking System Service. CITSS is the market registry.  |
| <b>Current Auction</b>                  | The auction of allowances with a vintage of current and earlier budget years.   |
| <b>FAQs</b>                             | Frequently Asked Questions.   |
| <b>Jurisdiction</b>                     | WCI, Inc. provides services to governmental bodies that operate cap- and-Invest programs. Each governmental body is referred to as a jurisdiction.  |
| <b>Qualified Bidder</b>                 | An entity that applied to participate in an event, whose bid guarantee was accepted by the Financial Services Administrator (FSA) , and is approved by a jurisdiction.  |
| <b>Representative</b>                   | Individuals who are designated or authorized to act on behalf of a registered entity. Account Representatives may include a Primary Account Representative (PAR) or an Alternative Account Representative (AAR) in CITSS. |
| <b>Sponsor</b>                          | A jurisdiction role supporting auction activities.  |
| <b>Tier/Category</b>                    | A fixed price at which allowances are offered for sale.   |
| <b>Two-step approval /dual approval</b> | A process that requires two users to approve a single action.   |
| <b>WCI, Inc.</b>                        | Western Climate Initiative, Inc.  |

# 1 INTRODUCTION

This document introduces the Western Climate Initiative, Inc. (WCI, Inc.) Auction Platform.

The Washington Department of Ecology uses two key internet services, the Compliance Instrument Tracking System Service (CITSS) and the Auction Platform, to administer the Cap-and-Invest Program. These services exchange data to maintain user and entity information. CITSS is the registry of record. User guides and detailed information on the use of CITSS are provided on the Ecology webpage at <https://ecology.wa.gov/Air-Climate/Climate-Commitment-Act/Cap-and-invest/Auctions-and-trading>.

The Auction Platform allows account representatives to create user accounts in the Auction Platform, submit bids during an auction or Allowance Price Containment Reserve Auction (also referred to as APCR Sale or Reserve Sale), and review results of past auction and APCR Auction events in which the entity participated.

To have a user account in the Auction Platform, an individual must be an account representative of a CITSS entity that has participated in a past auction or has submitted an event application to the current event.

A Primary Account Representative (PAR) or an Alternate Account Representative (AAR) applies in CITSS to each auction or APCR Auction that an entity desires to participate in. Application to an auction or APCR Auction includes entity consent to exchange specific CITSS user and entity information with the Auction and APCR Auction Administrator (Auction Administrator) and Financial Services Administrator (FSA).

## 1.1 CITSS and Auction Platform Reconciliation

CITSS user and entity accounts are reconciled with the Auction Platform (this includes all types of entities, including covered entities, opt-in entities, and general market participants). Once a CITSS user becomes the PAR or AAR of an entity that has been a qualified bidder to a past auction or APCR Auction, or an entity that is an applicant to an upcoming auction or APCR Auction, CITSS reconciles user and entity information with the Auction Platform. First time users receive an automated account activation email from the WCI Inc. Support Team. Accounts only need to be activated once.

Active account representatives associated with an entity have access to entity records in the Auction Platform, including records of past auction and APCR Auctions. Representatives retired or suspended from an entity account no longer have access to entity information in the Auction Platform.

## 1.2 Account Representative Screens

The table below shows the screens and functionality available to an Account Representative in the Auction Platform.

Figure 1-1: Account Representative Screens

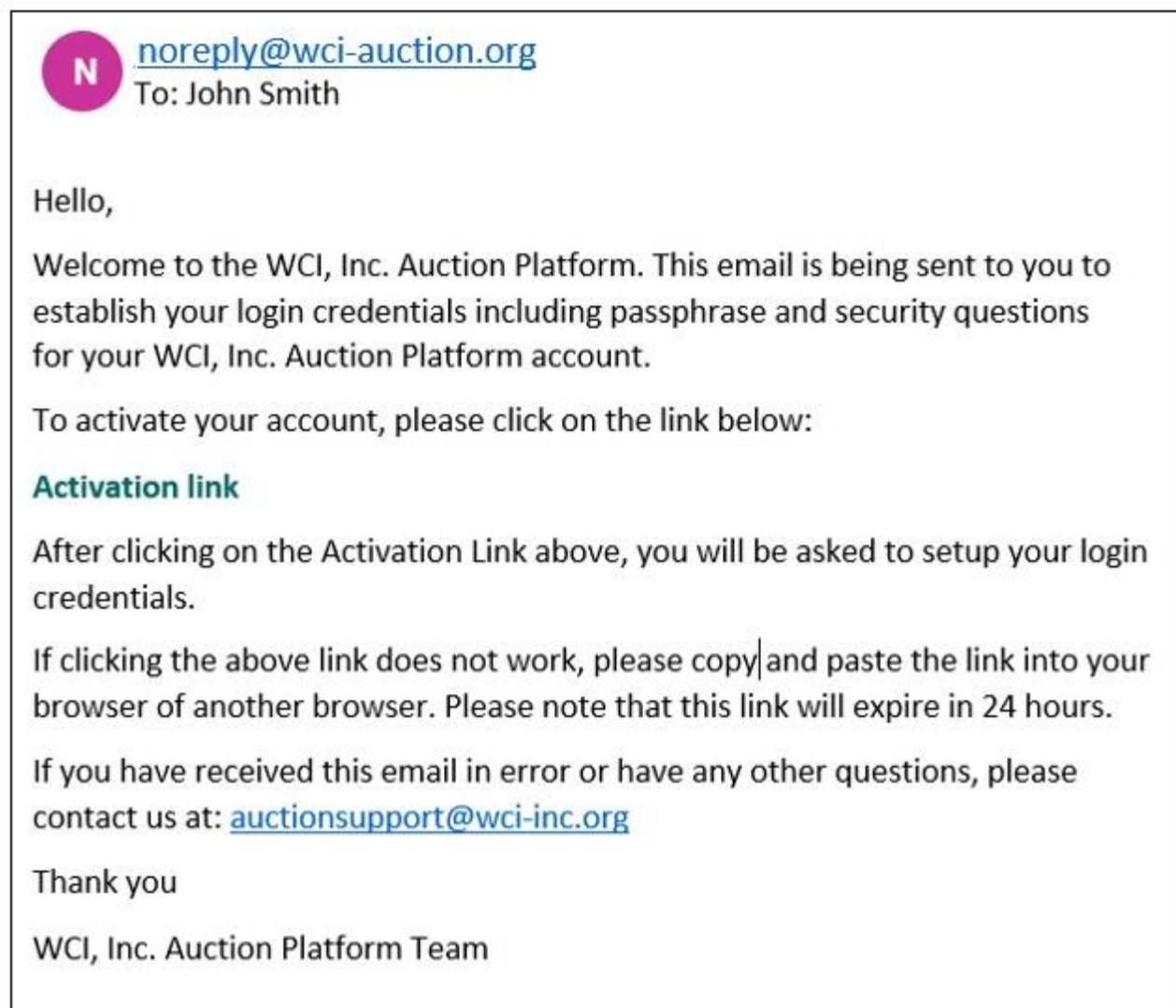
| User Menu          | Page Name   | Functionality  |
|--------------------|---|--|
| Home               | Public Home Page  | The Home page of the application accessible to everyone without logging in.  |
| Home               | Private Home Page   | The Landing page when a user logs into the application.                      |
| Reports            | Reports   | Displays the list of event reports and provides search capabilities.         |
| Event/Auction      | Bidding Page open during an event (displays as the name of the event) | Allows a representative to submit and manage bids during the bidding window. |
| FAQs and Resources | FAQs and Resources  | Displays FAQs and Resources.   |
| User Profile       | Change Passphrase   | Allows user to change passphrase.  |
|                    | Reset Security Questions  | Allows user to reset security questions.                                     |
|                    | Logout  | Allows user to exit the application.   |

## 2 NEW ACCOUNT SETUP

This section explains how to set up Auction Platform credentials. In addition to a CITSS account, an account representative (PAR or AAR) must have a user account in the Auction Platform to participate in an auction or APCR Auction event.

CITSS notifies the Auction Platform when an entity submits an event application. If any active representative of that entity does not have an Auction Platform account, the Auction Platform will send a message to the representative's email address obtained from CITSS with an Activation Link to setup an Auction Platform account. The Activation Link is valid for 24 hours.

Figure 2-1: New User Account Activation Email





## 2.1 Setup User Credentials

Selecting the Activation Link in the email message directs the recipient to the “Let’s set up your auction platform credentials” webpage in the auction platform.

Figure 2-2: Let’s Set Up Your Auction Platform Credentials Webpage

Let's set up your auction platform credentials

Language \*  
English

Email address \*  
casponsor@demo.citssdev.com

Create new passphrase \*  
Confirm new passphrase \*

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

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 must agree to [Terms of Use](#) to setup credentials.\*

CLEAR FORM SET UP MY CREDENTIALS

The information available on the “Let’s set up your auction platform credentials” webpage is summarized below:

- **Language.** This is the language assigned in CITSS according to the jurisdiction a user selected during their initial user registration process. Users registered in the Washington Cap-and-Invest program are assigned English.
- **Email.** This is a user’s active email address from their CITSS account. This email address becomes the User Email ID used to login to the Auction Platform.
- **Passphrase.** A passphrase is like a password except longer and allows blank spaces, enabling a user to enter a phrase or sentence. The rules for an acceptable passphrase in the Auction Platform are:
  - 8-50 characters in length
  - First and last character must be a letter or number

- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one special character (no quotes or apostrophes)
- No non-printing characters

While a user is entering a passphrase, the Auction Platform will place an “x” beside any rule that is not met in a new passphrase. A user must enter a new paraphrase twice, once in the “Create New Passphrase” field and again in the “Confirm New Passphrase” fields.

- **Security Questions.** Security questions are used to authenticate logins and verify account holders. A user must select three security questions and provide a unique answer to each question. Each answer must contain four or more characters.
- **Terms of Use.** By checking this box, a user agrees to the Terms of Use for the application. A User can view The Terms of Use by clicking the link on the screen.
- **Clear Form.** Clears all the entered data.
- **Set up my Credentials.** This button becomes active when a user completes all the required fields. Following selection of this button, the Auction Platform provides a confirmation message indicating that a user has properly completed the setup and redirects the user to the Public Home Page to login with the new credentials.

### 3 PUBLIC HOME PAGE

The Public Home Page is the Auction Platform landing page for anyone accessing the website: <https://www.wci-auction.org>.

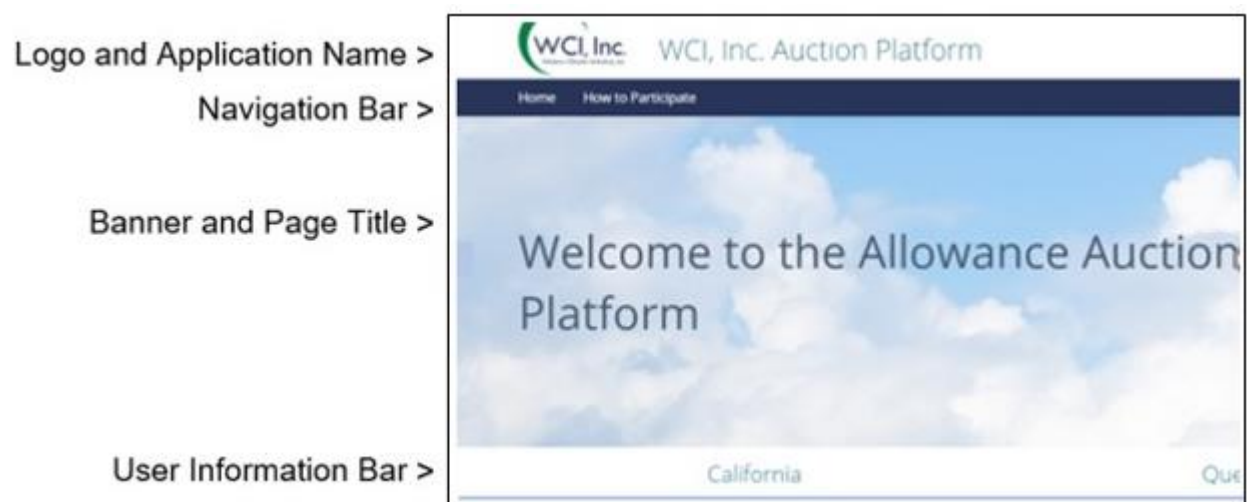
The Public Home Page provides a great deal of information including auction results, notices, reports from past events, instructions to participate in an event, and contact information for WCI, Inc. and participating jurisdictions.

Description of the Public Home Page is divided into the Header (top), Body (middle) and Footer (bottom).

#### 3.1 Public Home Page – Header

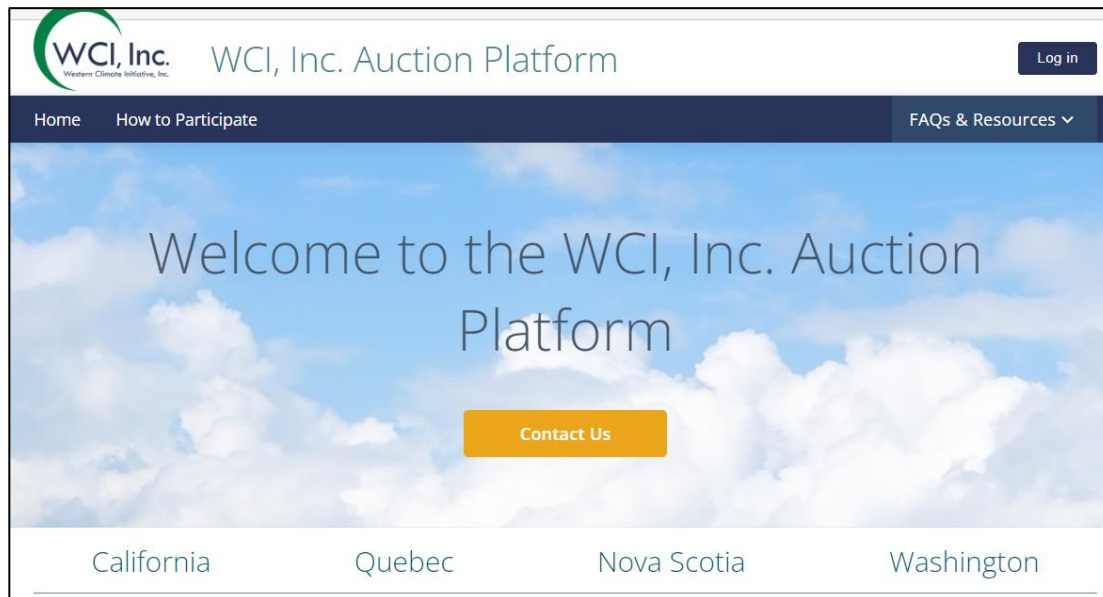
The Header section of the Public Home Page includes the WCI, Inc. logo and Application Name Line, the Navigation Bar, the Banner and Page Title, and the User Information Bar as shown below.

Figure 3-1: Definition of Page Header Parts



Users will primarily navigate within the Auction Platform using the dark blue Navigation Bar and the white/grey User Information Bar. These bars are available on all pages of the Auction Platform. The functionality located on these bars differs on the Public Home Page and the Private Home Page.

Figure 3-2: Public Home Page Header



On the Public Home Page, the Navigation bar includes:

- **Home.** Returns a user to the Public Home Page.
- **How to Participate.** Takes a user to the referenced section located farther down on the Public Home Page.
- **FAQs & Resources.** Provides answers to commonly asked questions and identifies contacts for additional support.

The “Contact Us” button in the Banner provides contact information for the WCI, Inc. Support Team. Links to the webpages of the participating jurisdictions are located on a User Information Bar immediately below the banner.


The homepage presents a slightly different layout if the internet connection is from a known participant in the auction program that has previously accessed the Auction Platform from the same location.

If the Auction Platform recognizes a returning user, a “Welcome Back” login menu (see inset below) is presented replacing the login button and the WCI, Inc. Contact Us button.

Figure 3-3: Public Home Page – Login Menu

Log in

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.

### 3.2 Public Home Page – Body

The portion of the webpage below the Header is the Body. The Body of the Public Home Page contains the “About the WCI, Inc. Auction Platform” introduction, “Current Events” section, and “How to Participate in an Auction” section.

Figure 3-4: Public Home Page – Body

The screenshot displays the 'Upcoming Events' section of the Public Home Page. At the top, there are four tabs: California, Quebec, Nova Scotia, and Washington. The main content area is titled 'Upcoming Events' and features a dark blue header for 'WA Auction 14'. Below this, a countdown timer shows '00 00 12' with labels 'DAY', 'HOUR', and 'MINS'. The 'Auction Floor Price' is listed as 'USD 24.55'. A table provides details for the event, including the 'Event Date' (16 Aug 2022), 'Application Period' (17 Jun 2022 - 18 Jul 2022), 'Results Published' (24 Aug 2022), and 'Webinar' (16 Aug 2022). A link to 'View calendar for previous events' is located at the bottom of the table. On the right side, there is a 'NOTICES' section with a scrollable list of items: 'Auction event notice' (18 Jun 2021), 'Detailed Auction Requirements and Instructions' (18 Jun 2021), and 'WA FAQ' (18 Jun 2021). Below the notices is a 'RELEASES' section with a link to 'May 2021 Auction #27 Summary'.

| Event Date  | Application Period        | Results Published | Webinar     |
|-------------|---------------------------|-------------------|-------------|
| 16 Aug 2022 | 17 Jun 2022 - 18 Jul 2022 | 24 Aug 2022       | 16 Aug 2022 |

► View calendar for previous events

**NOTICES**

- Auction event notice  
18 Jun 2021
- Detailed Auction Requirements and Instructions  
18 Jun 2021
- WA FAQ  
18 Jun 2021

**RELEASES**

- May 2021 Auction #27 Summary

The “Current Events” section provides information about the current or forthcoming auction and/or APCR Auction events. This section includes the Notices inset that provides links to auction documentation including the current Auction Notice, Detail Auction Requirements and Instructions, Auction Examples documents, etc. The inset is scrollable to access additional items located lower in the list.

The “How to Participate in an Auction” section provides step-by-step instructions to apply, participate, and view results of an auction. This is a static portion of the webpage that does not change except as warranted to clarify content or reflect changes to auction participation requirements of the supported cap-and-Invest programs.

### 3.3 Page Footer

The Page Footer is common to all pages in the Auction Platform. The Page Footer displays the “Disclaimer” and contains links to the “Terms of Use,” “Privacy Policy,” and “Contact Us.”

Figure 3-5: Page Footer



The Page Footer provides the following navigation:

- **About WCI, Inc.** Navigates to the WCI, Inc. website.
- **Terms of Use.** Displays the Terms of Use for the website.
- **Privacy Policy.** Displays the Privacy Policy document.
- **Contact Us.** Navigates to the WCI, Inc. Support Team page.

## 4 USER LOGIN

### 4.1 Login

Users access the Auction Platform by logging in at the Public Home Page, via either the “Log in” button on the right of the WCI, Inc. logo line for new users or “Welcome Back” menu presented to returning users. These menus are essentially identical. The “Welcome Back” inset autocompletes a user’s Email ID to login.

Figure 4-1: Login Menus

The image displays two side-by-side login forms. The left form, titled "Log in", features an "Email address" input field, a "Passphrase" input field with a visibility toggle icon, a "Remember Me" checkbox, a "Forgot Passphrase?" link, a "Log in" button, and a footer stating "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply." The right form, titled "Welcome Back!", shows the same layout but with the email address "Mary.User@company.com" pre-filled in the "Email address" field. It also includes the "Remember Me" checkbox, "Forgot Passphrase?" link, "Log in" button, and the same footer.

The login menus include the following elements:

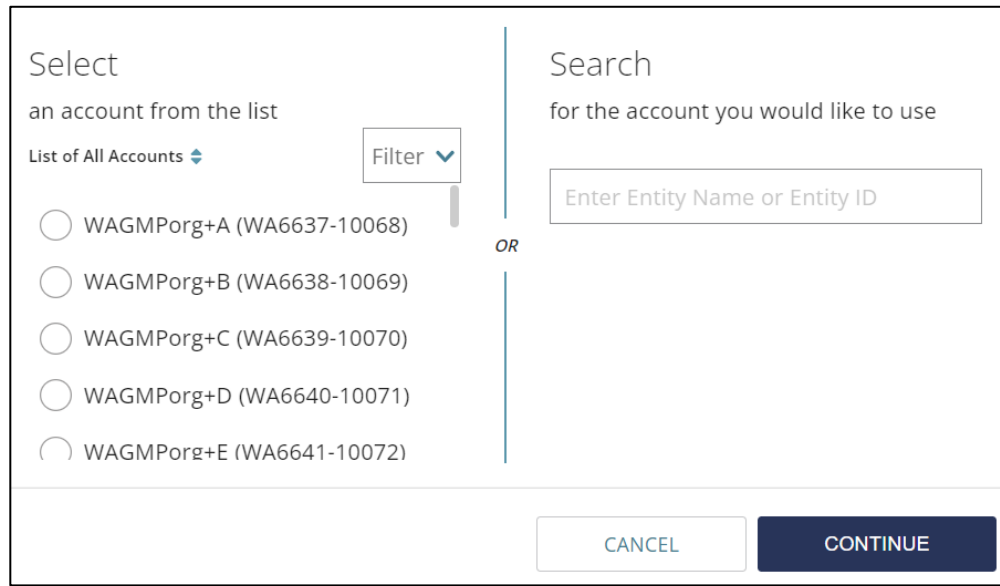
- **Login credentials.** Enter user Email ID and passphrase. A user Email ID in the Auction Platform is the user email address obtained from CITSS.
- **Remember Me.** Allows the system to remember the email address in the login module for a limited time.
- **Forgot Passphrase.** Allows user to enter their email address. The Auction Platform sends a reset passphrase link to the email address if the email address is valid in the system. If a user does not receive a reset message, the email address entered does not match the email address that exists in the Auction Platform.
- **Answer a security question.** After entering user login credentials, a user must correctly answer one of the security questions established during credential setup.
- **reCAPTCHA.** The Auction Platform is protected using reCAPTCHA from Google. A user must correctly enter the values presented by the reCAPTCHA. If a user cannot decipher the reCAPTCHA, a user can refresh with a new reCAPTCHA.



## 4.2 Entity Selection

A user that is an account representative (PARs or AARs) for multiple CITSS entities must select which entity they are representing when they login. Upon successful entry of login credentials, the Auction Platform will present a menu with a list of entity accounts.

Figure 4-2: Entity Selection during Login



The interface is a modal window titled "Select an account from the list" on the left and "Search for the account you would like to use" on the right. The left side features a "List of All Accounts" dropdown menu and a "Filter" button. Below these are five radio button options: "WAGMPorg+A (WA6637-10068)", "WAGMPorg+B (WA6638-10069)", "WAGMPorg+C (WA6639-10070)", "WAGMPorg+D (WA6640-10071)", and "WAGMPorg+E (WA6641-10072)". The right side has a search input field labeled "Enter Entity Name or Entity ID". A vertical line with the word "OR" in the center separates the two sections. At the bottom right are "CANCEL" and "CONTINUE" buttons.

The menu provides the functionality to perform the following actions:

- **Select the Entity.** Select the entity to represent.
- **Search.** If the list of represented entities is lengthy, a search feature is provided.
- **Continue.** Associate the login to the selected entity account.

## 4.3 Switching Entities within the Auction Platform

After logging in and selecting an entity, a user can switch entities without logging out of the application. The User Information Bar displays a user's role, jurisdiction, and entity. A user that represents multiple entities can change the entity they represent by selecting from the dropdown menu available at the entity label (refer to following figure).

Figure 4-3: Entity Selection after Login

The screenshot shows a web portal for WCI, Inc. At the top, there is a banner with the text "Welcome to the WCI, Inc. App" over a background image of a building and cherry blossoms. Below the banner, a navigation bar contains the text "ACCOUNT REPRESENTATIVE" and "WASHINGTON". To the right of this bar is a dropdown menu for entity selection, currently showing "WAGMPorg+A (WA6637-10068)". This dropdown menu is circled in red. Below the navigation bar, the section "Previous Events" is visible, with a sub-section "WA Event 14" indicated by a downward arrow. Below this, a table displays event information.

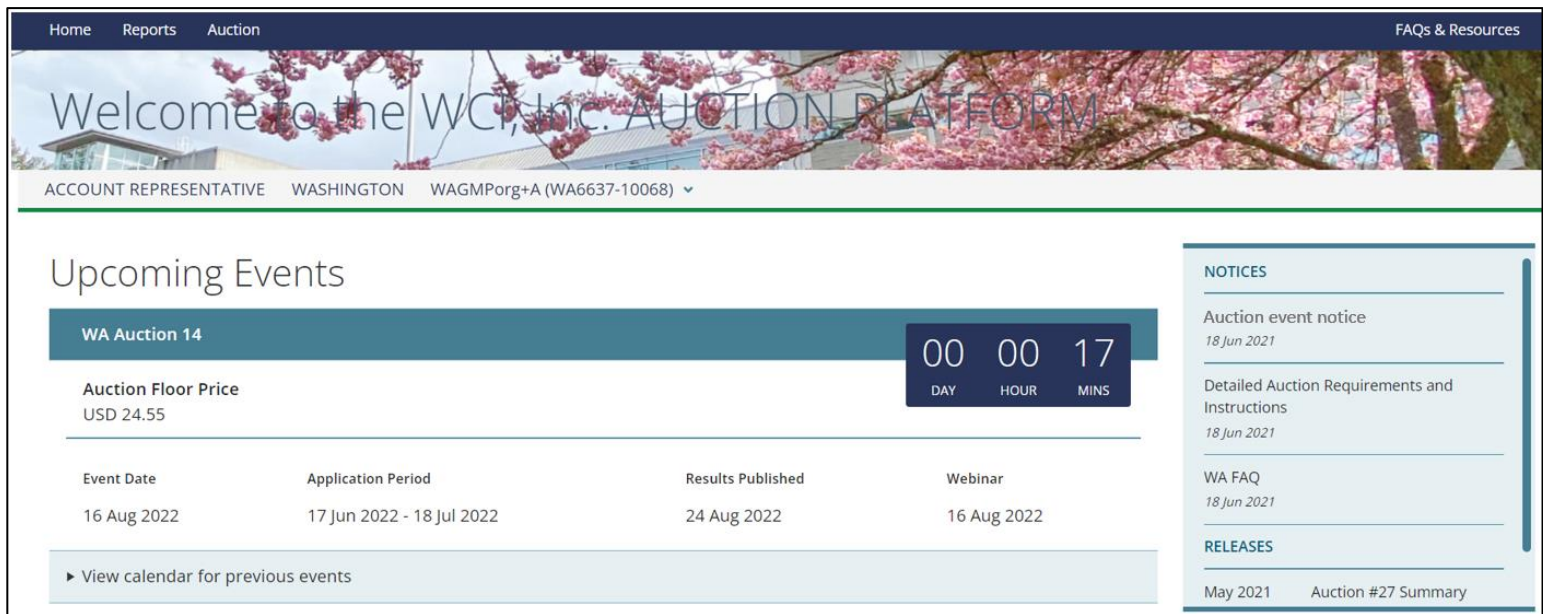
| Event Date  | Application               |
|-------------|---------------------------|
| 22 Jul 2022 | 02 Jul 2022 - 22 Jul 2022 |

## 5 PRIVATE HOME PAGE

### 5.1 Private Home Page

After a user has successfully logged into the application, the Auction Platform takes the user to the Private Home Page. During an auction event while the bidding window is open, the platform displays a green banner at the top of the page indicating “Live Auction in Progress.”

Figure 5-1: Private Home Page



Home Reports Auction FAQs & Resources

Welcome to the WCI, Inc. AUCTION PLATFORM

ACCOUNT REPRESENTATIVE WASHINGTON WAGMPorg+A (WA6637-10068) ▾

### Upcoming Events

**WA Auction 14**

**Auction Floor Price**  
USD 24.55

**00 00 17**  
DAY HOUR MINS

| Event Date  | Application Period        | Results Published | Webinar     |
|-------------|---------------------------|-------------------|-------------|
| 16 Aug 2022 | 17 Jun 2022 - 18 Jul 2022 | 24 Aug 2022       | 16 Aug 2022 |

► View calendar for previous events

#### NOTICES

Auction event notice  
18 Jun 2021

Detailed Auction Requirements and Instructions  
18 Jun 2021

WA FAQ  
18 Jun 2021

#### RELEASES

May 2021 Auction #27 Summary

### 5.1.1 Navigation Bar

A user can navigate to any of the pages in the application from the Navigation Bar. The Navigation Bar choices are:

- **Home.** Returns a user to the Private Home Page.
- **Reports.** Opens a list of reports from past auction or APCR Auction participation.

### 5.1.2 User Information Bar

The User Information Bar is the light grey bar located beneath the banner picture. The information shown on the User Information Bar includes:

- **Role.** Role of the logged in user (Account Representative).
- **Jurisdiction.** Jurisdiction of the entity account.
- **Entity.** Entity Account a user is currently representing.

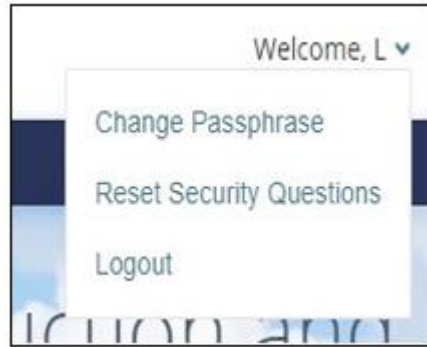
### 5.1.3 Current Events Section

The “Current Events” Section is the same as that of the Public Home Page, displaying information about current and future events.

- **Upcoming Events.** This section displays upcoming events and/or any ongoing events. The events are displayed in the order of earliest to latest.
  - Event Timer.** The event timer is shown for any event displayed in the Upcoming Events section. The timer displays the following:
    - For an upcoming event, the time is displayed in Days, Hours, and Minutes. The countdown is to when the event will start and the bidding window will open. For the last minute before the event start, the timer will show 00:00:00. A 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 until the bidding window closes in Hours, Minutes, and Seconds.
    - For a paused event, the timer displays the title “Event Paused.” The countdown does not stop.
- **Previous Events.** The section displays the information about the four most recently closed events.

## 5.2 User Profile

The “Welcome *username*” is displayed at the right side of the WCI, Inc. banner line. Selecting the username opens the user profile dropdown menu allowing a user to “Change Passphrase,” “Reset Security Questions,” or “Logout.”



### 5.2.1 Resetting Security Questions

A user can reset previously selected security questions and answers. The only prerequisite to reset the security questions is that a user must be logged into the application. A user should contact the CCA Auction help desk ([CCAAuctions@ecy.wa.gov](mailto:CCAAuctions@ecy.wa.gov)) if they encounter difficulties resetting the passphrase or security questions.

To reset the security questions, login to the Auction Platform and select the welcome menu to view the menu options. From the menu options, select “Reset Security Questions.” The application will load the “Reset security questions” screen. On the “Reset security questions” screen, select the security questions and enter answers. After a user enters the required answers, select “Reset my security questions” to submit the information and complete the reset security questions process.

Selecting the “Clear Form” button clears the entered data allowing a user to start over.

Figure 5-2: Reset Security Questions

Reset security questions

Email address \*

ascott@demo.citssdev.com

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

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 RESET MY SECURITY QUESTIONS

The fields on the “Reset security questions” page are:

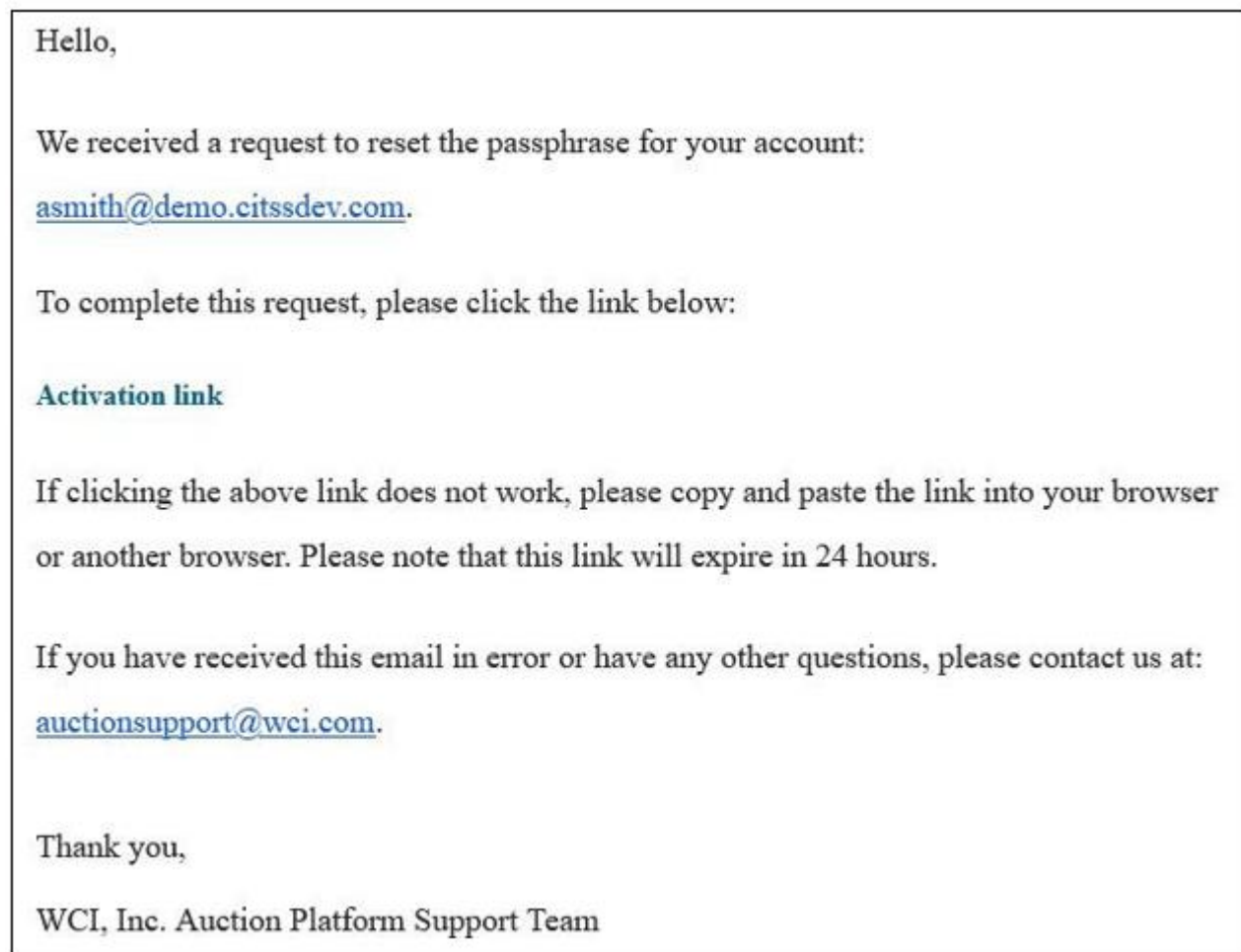
- **Email address.** Auto populates a read only view of a user’s email address from CITSS.
- **Select security question.** Allows a user to select from a dropdown list of security questions.
- **Enter security answer.** Allows a user to provide answers to selected security questions.
- **Clear form.** Clears all the data entered in the fields. Allows user to start over if needed.
- **Reset My Security Questions.** Submits the security questions and answers. Upon submittal, the application provides confirmation of successful reset.

### 5.2.2 Forgotten Passphrase

When a user has forgotten their passphrase, they are unable to login to the Auction Platform. In this situation, a user must select “Forgot Passphrase” from the Auction Platform login menu.

When a user selects “Forgot Passphrase,” they are required to enter their Email ID obtained from CITSS. If the address entered matches the email address on record, the auction platform sends a message with a “Reset the Passphrase” link. The link is valid for one use within 24 hours.

Figure 5-3: Reset Passphrase Email Message



Selecting the Activation Link opens the “Let’s set up your Passphrase” with a security question (Figure 4-6.) A user must provide the correct response to the selected security question before the platform will allow entering a new passphrase.

When a user provides the correct response to the security question, the Auction Platform presents the page to enter a new passphrase (Figure 4-7.) All passphrase criteria rules apply, and the new passphrase cannot be the same as previous passphrases.

Figure 5-4: Reset Passphrase Security Question

Now let's set up your Passphrase

Please provide the answer to the security question below.

What is your maternal grandmother's maiden name? \*

NEXT

Figure 5-5: Reset Passphrase

Now let's set up your Passphrase

Email address \*

Create new passphrase ⓘ \*

Confirm new passphrase \*

SAVE NEW PASSPHRASE