Project registration

Single Project:

- Create as a New Project

- All documents are stored together in the single project

- Workflow status can be changed as soon as individual project is ready

Group Project

- Create one Master Project for the group, and one sub-project for each project in the group. An additional sub-project is created so that all group project documents may be stored in one place

- Map of Site may be stored with each sub-project; all other documents are stored in the 'group documents' subproject'

- Workflow status must be changed for all sub-projects at the same time

Project registration- Under Development
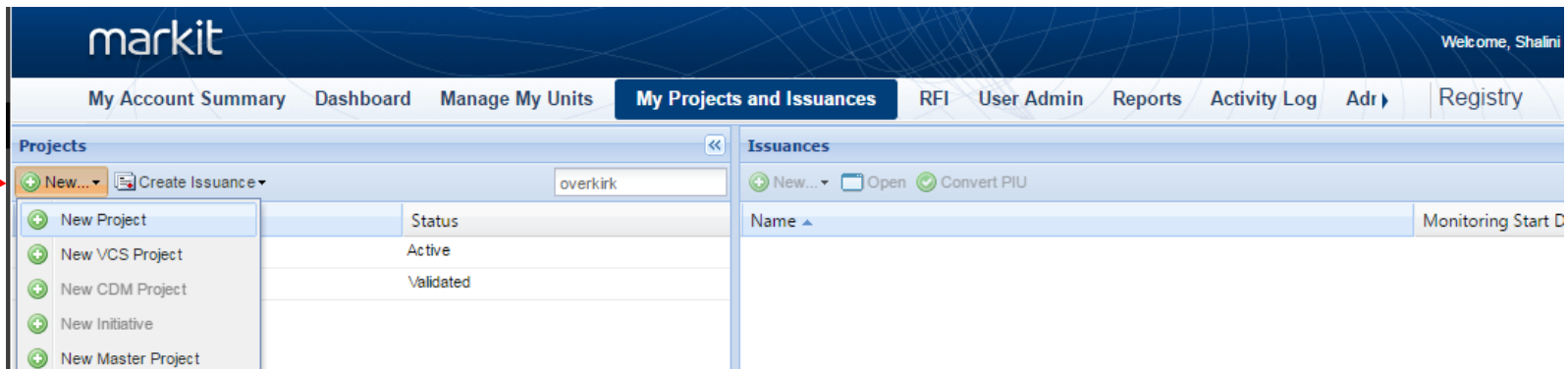
1. Go to "My projects and Issuances" Menu

2. Select your account from the "Projects" window on the left side of the page
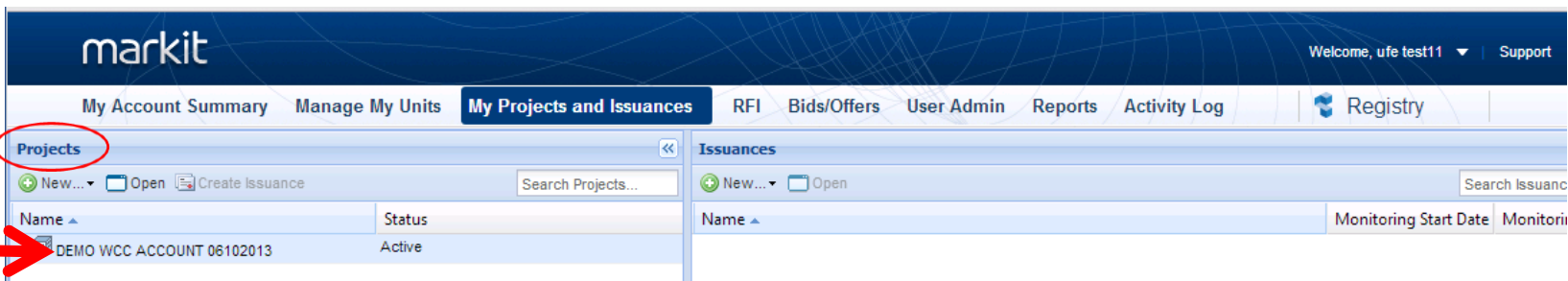
Project Under Development – Single project

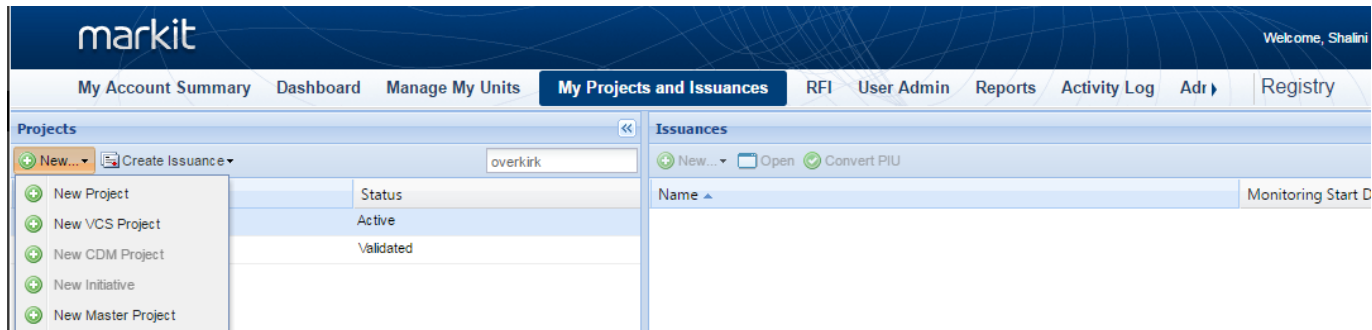3. Click on the **New** button and select **New Project** to display the Project Details Window
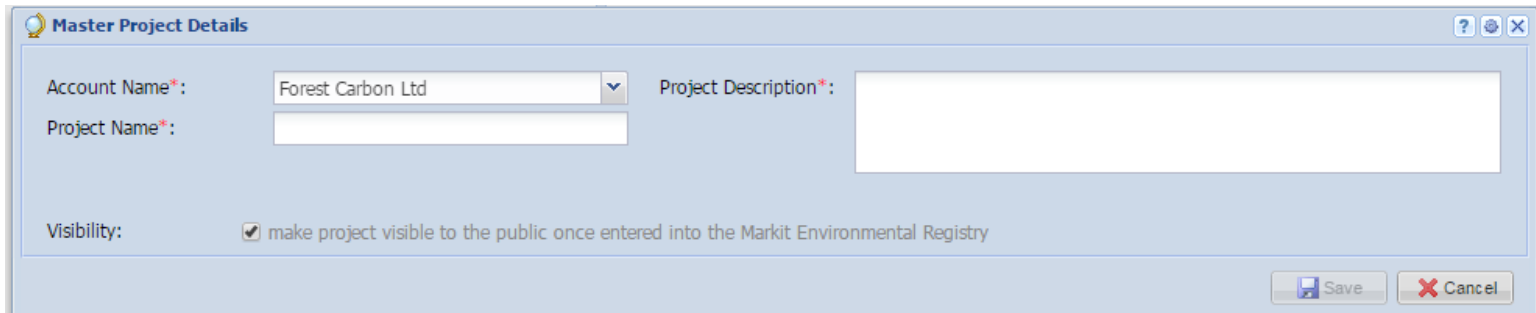
Project Under Development – Group project

4. Click the "New Master Project" button to display the Master Project Details window. Add the Project Name and Project Details, then click the **Save** button.
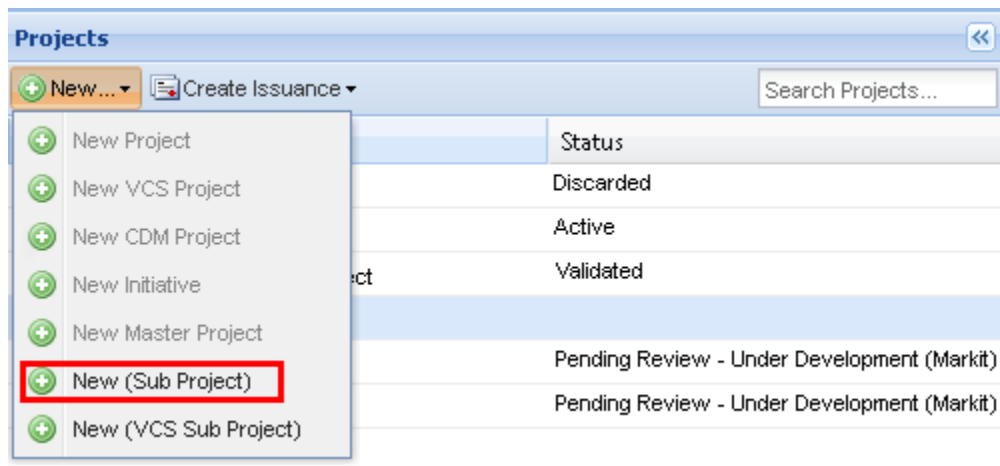
Project Under Development – Group project

4. To add a sub-project to a group select the Master Project Name and click the **New** button.   Click **New (Sub Project)** button to display the Project Details window
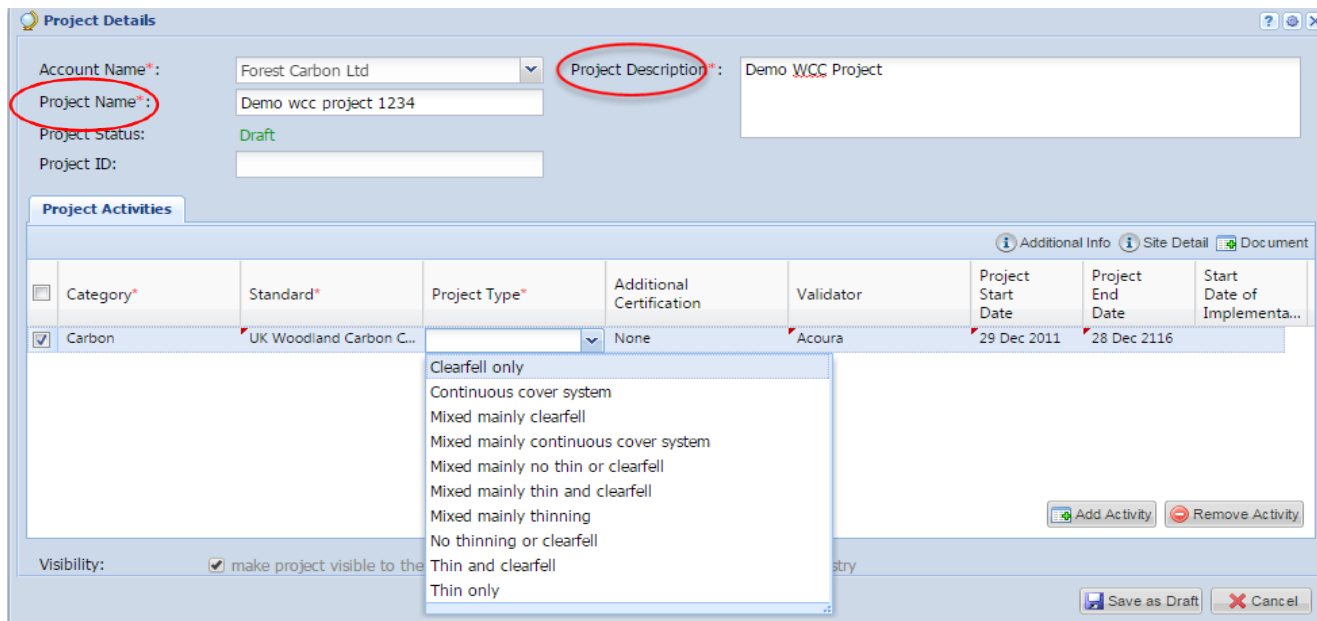
Project Under Development
The Project Details window is used for both individual projects and sub-projects

5. Enter project name, project description and click "Add Activity"

6. A row will be added to your project activity

7. Select Category, Standard from drop down menu the Project type

8. Enter the Start Date of Implementation, Start and End date for Crediting Period

9. You may or may not select a Validator at this step

Project Under Development

10. Select "Site details"
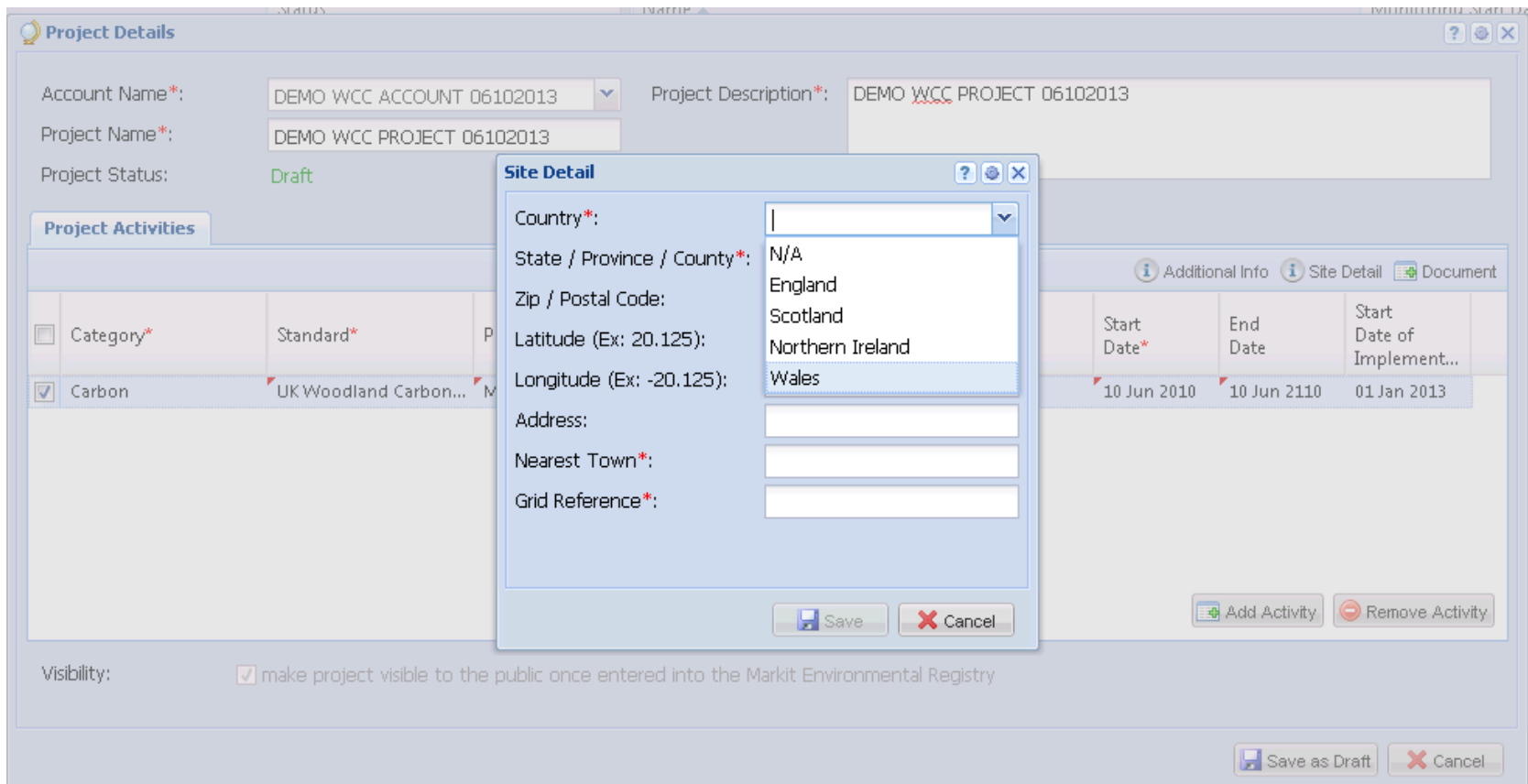
Project Under Development

11. Complete the "Site detail" form and "Save". The Markit Operations team will convert the Grid reference to Latitude/Longitude coordinates if you do not know them.

Project Under Development

12. Select "Additional Info"
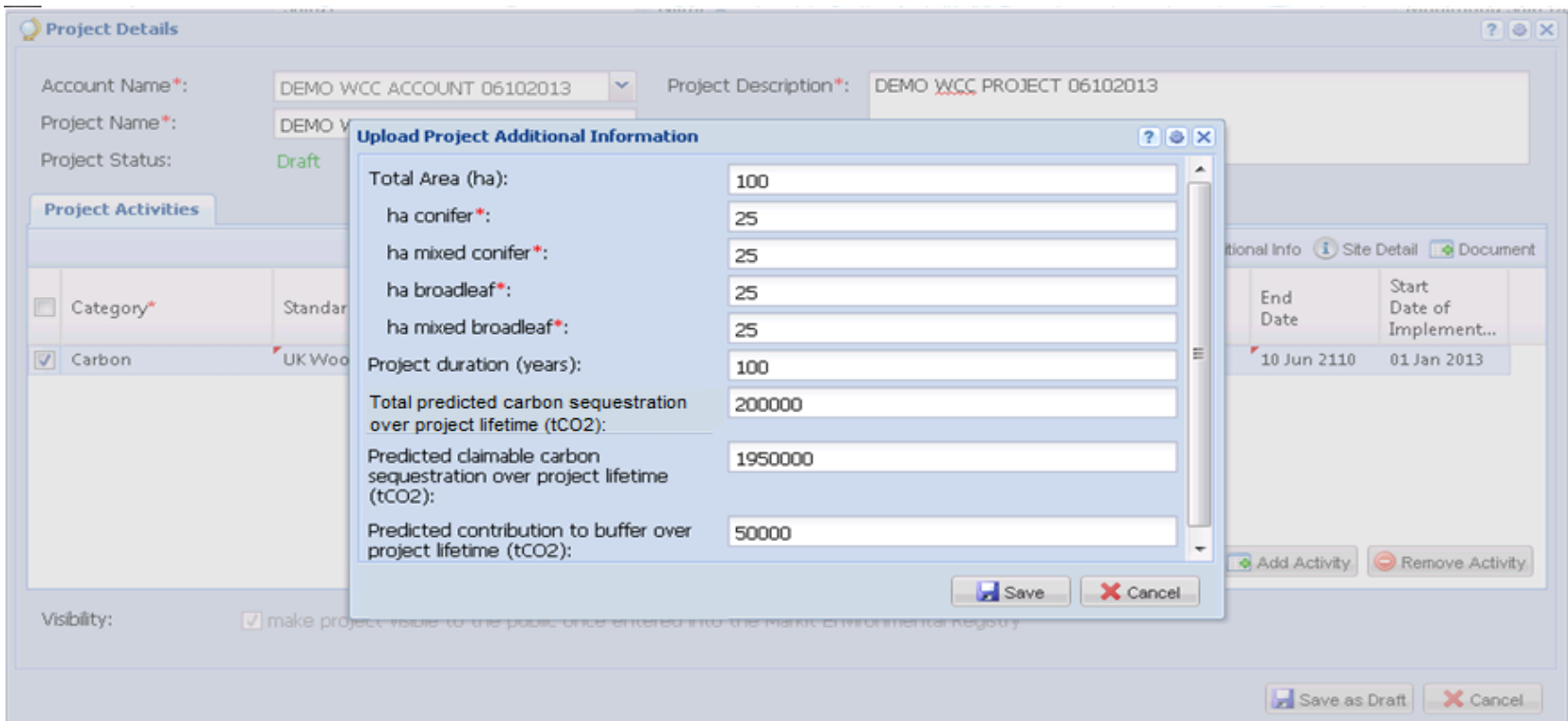
Project Under Development

13. Complete "Additional Info" and Save

Project Under Development

14. Click on 'Save as Draft'

15. To upload documents, select "Document" and a list of required documents will be displayed

IHS Markit

Project Under Development

16. Select "Choose a file" and browse for the document, then click "Upload"
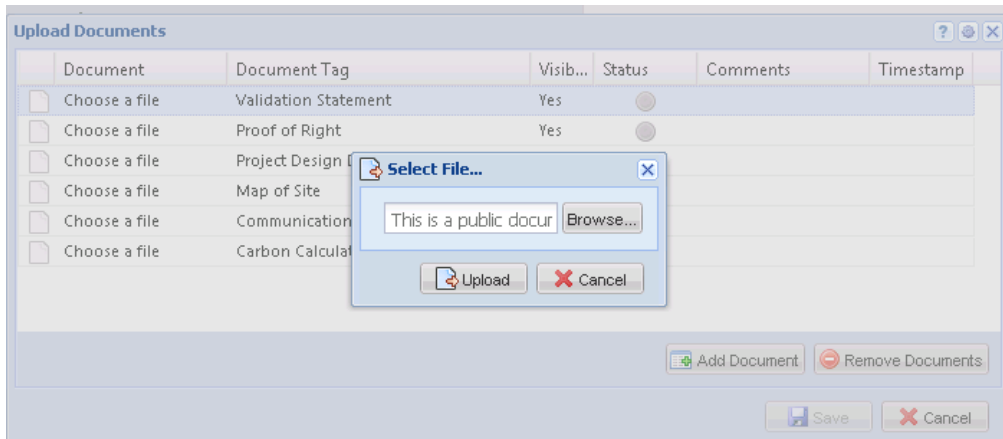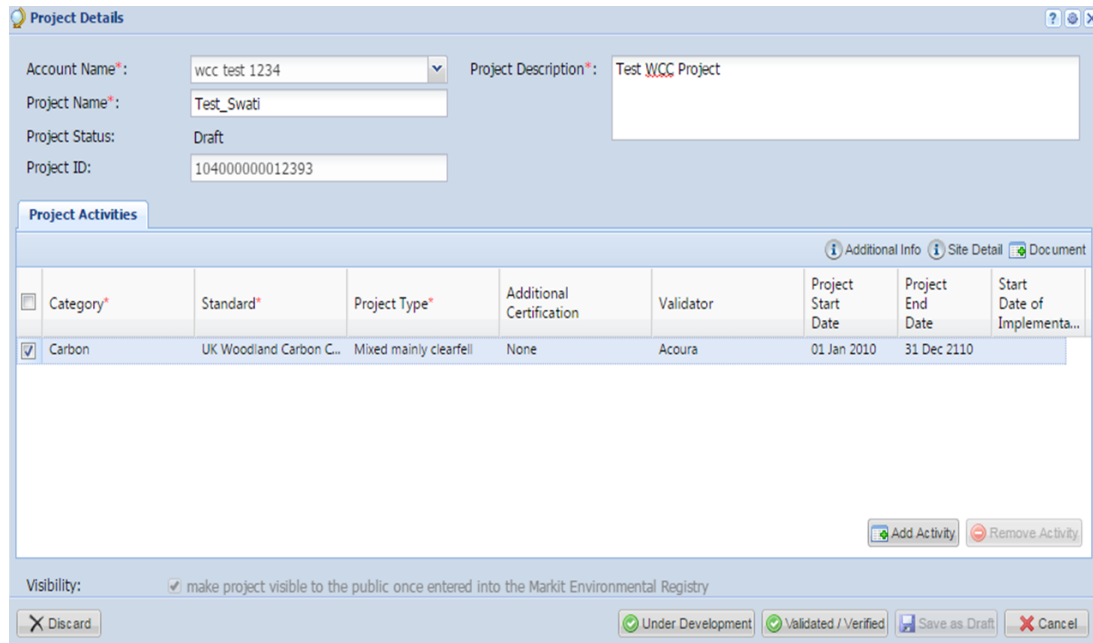
17. You can add additional documents by clicking "Add Document" and remove any document uploaded by clicking "Remove Document"
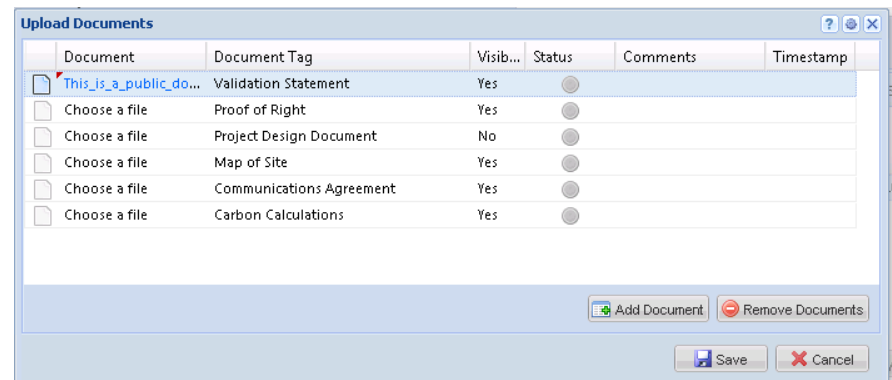
Project Under Development

18. Click "Save as a draft", then click "Under Development"

19. The project will be reviewed by the Regulator (Forestry Commission) and Markit Operations

20. You will receive an email confirming the result of project review

Project Under Development

21. If the Regulator (Forestry Commission) REJECTS the status changes back to Pending Review – Under Development (Customer)

Project Rejected

The project developer will receive an email with any comments that have been added by the Forestry Commission or Markit.

Project Developer reviews the comments, makes necessary changes and re-submits the project again.

markit

Action Item Completion Notification

Dear UK WCC Registry Administrator,

Please note that the following project was rejected for 'Under Development' in Markit Registry.

Project details:

Project ID: 104000000012494
Project Name: Rejected WCC Project
Project Status: Pending Review - Under Development (Customer)
Comments: This project is not using the correct document templates. Please correct them and resubmit.
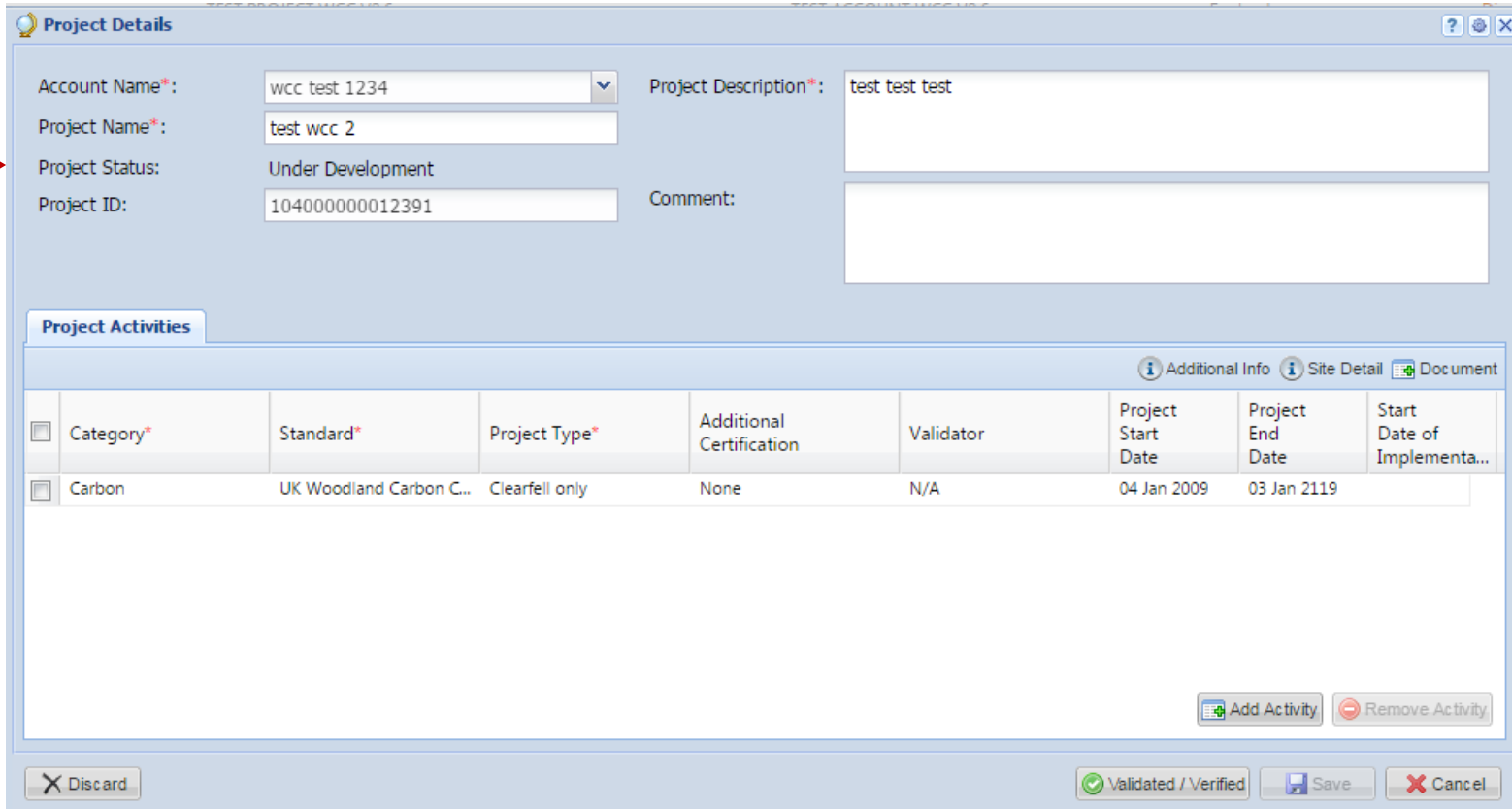
About Markit
Markit is a leading, global financial information services company with over 3,000 employees. The company provides independent data, valuations and trade processing across all asset classes in order to enhance transparency, reduce risk and improve operational efficiency. Its client base includes the most significant institutional participants in the financial marketplace.

Markit Group Limited is registered and incorporated in England & Wales (company number 04185146).
Registered office: 4th floor Ropemaker Place, 25 Ropemaker Street, London, EC2Y 9LY

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Project Under Development

When Regulator (Forestry Commission) & Markit both approve the project the status gets updated to Under Development

Project Under Development

You will receive the following mail

Action Item Completion Notification

Dear MER TEST USER (PD),

Please note that the following project was accepted for 'Under Development' in Markit Registry.

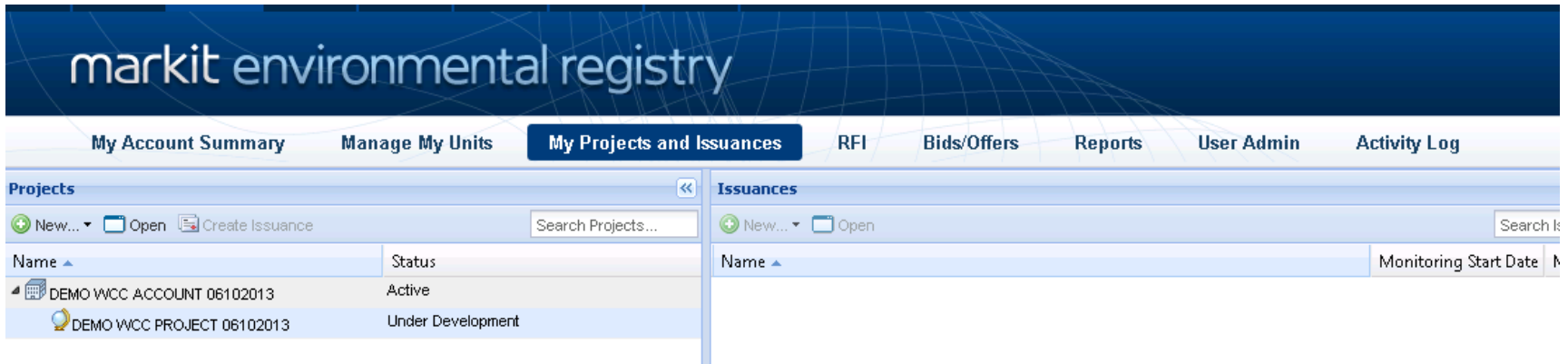**Project details:**

Project ID: 104000000012393
Project Name: Test_Swati
Project Status: Under Development

Project Under Development

- After the project is "Approved" it will change status and become activated with the selected status