CBL Markets Quick User Guide

VERSION 2.0



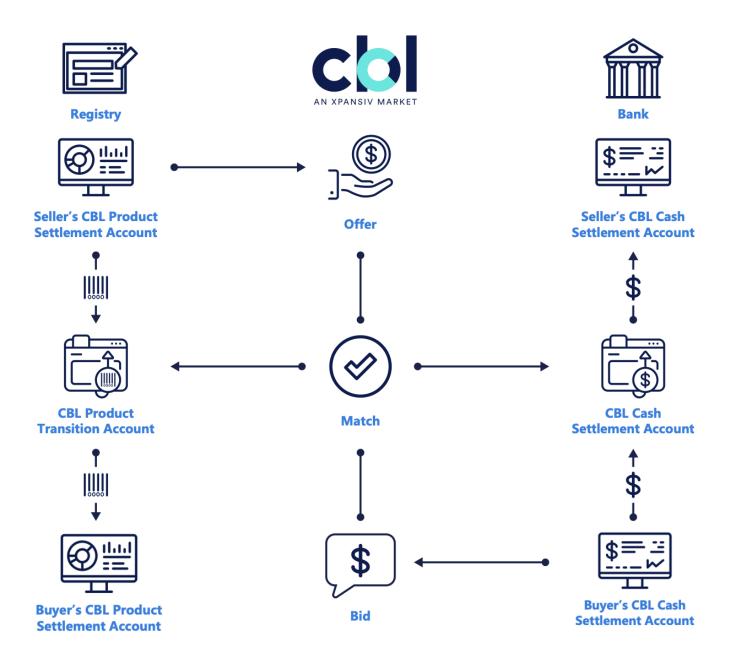
Table of Contents

PART 1: Getting Set up on CBL	3
CBL Overview	4
What Is EMA?	6
Access CBL Markets	7
PART 2: User Guide	8
Navigating Workspaces	9
Entering Orders on CBL	14
Lifting an Offer	15
EMA Portfolio Access	17
Portfolio Inventory	18
Initiating a Transfer	19
Listing a Voluntary Offer	21
Withdrawing an Open Offer	23
Depositing SIP to CBL	24
Managing SIP Deposits	26
Encumbering RECs	29
Unencumbering RECs	31
REC Selection for Trade Settlement	33
Retire Credits	35
View: Retired Positions	37
PART 3: Reported Transactions	38
Reporting a Trade: Voluntary	39
Reporting a Trade: SIP	40
Reporting a Trade: Compliance	41
PART 4: Post Trade Execution	42
Trade Report Notification	43
Purchased Holdings	44
Settlement of Funds	45
Training Opportunities	46

Getting Set up on CBL

CBL Overview

- The CBL Platform is a transaction facilitator bringing buyers and sellers together.
- CBL facilitates the transfer of both product (i.e., emission units, RECs) and cash, which are settled via secure connections to both registry and bank accounts, respectively.
- To trade on CBL Market, Participants are required to have registry accounts connected to EMA and an external bank account from which funds can be deposited to and withdrawn from the Market.



Available Registries

Participants must have the relevant registry accounts they wish to connect to CBL Markets.

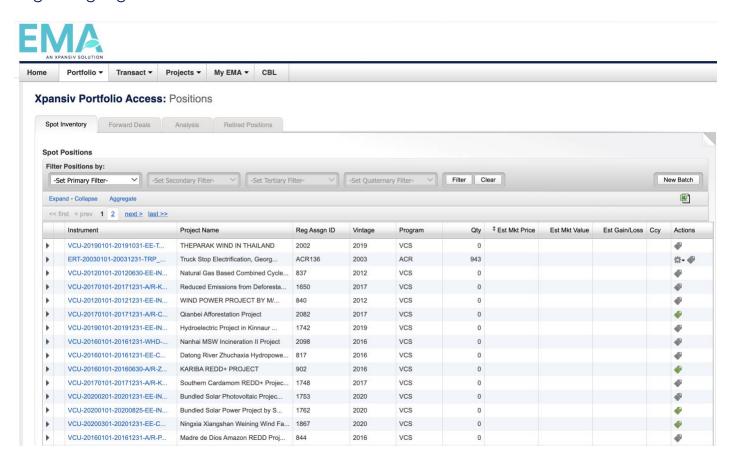
Registry Name	Connected Via EMA (Required to link in EMA to transact on CBL)
American Carbon Registry (ACR)	YES
Climate Action Reserve (CAR)	YES
Gold Standard (GS)	NO
Verified Carbon Standard (VCS) managed by Verra	YES
Global Emissions Offset (GEO)	YES
Nature Based Global Emissions Offset (NGEO)	YES
Core Global Emissions Offset (CGEO)	YES
Renewable Energy Target (LRET and SRES)	NO
NSW Energy Saving Scheme (NSW ESS)	NO
New England Power Pool Generation Information Systems (NEPOOL-GIS)	YES
PJM EIS Generation Attribute Tracking System (PJM-GATS)	YES
Texas Renewable Energy Credit Trading Program (ERCOT)	YES
North American Renewables (NAR)	YES
New York Generation Attribute Tracking Systems (NYGATS)	YES
Michigan Renewable Energy Certificates (MIRECS)	YES
California Cap and Trade (CCA)	NO
Regional Greenhouse Gas Initiative (RGGI)	NO
Clean Air Markets Division (CAMD)	NO

What Is EMA?

EMA is the Environmental Management Account, which is a platform owned by CBL's parent company Xpansiv.

EMA is a powerful tool that provides CBL Market Participants with a single account to view your entire environmental asset portfolio in one place.

EMA also enables real-time transfer initiation and settlement, including retirement within originating registries.



Access CBL Markets

The CBL portal can be accessed at: www.cblmarkets.net

As a new Participant, you will receive a username and temporary password from CBL's Client On-Boarding team.

You will be asked to select a new password upon your first login to ensure secure access.



PART 2: User Guide

Navigating Workspaces

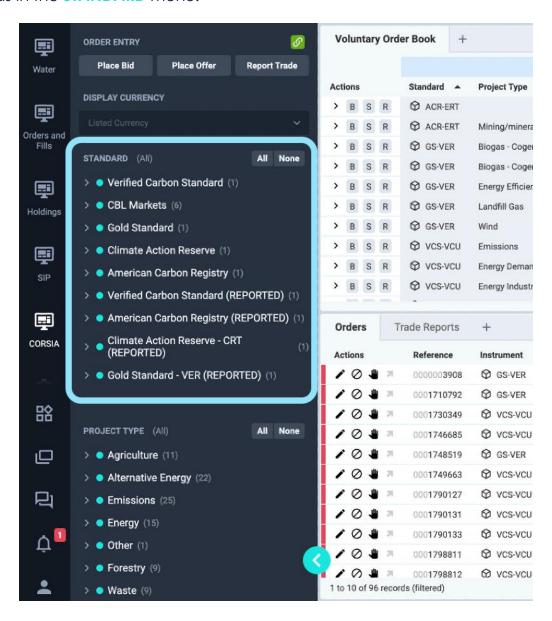
VOLUNTARY WORKSPACE:

All listed offsets for the voluntary carbon market will display here. These offsets can be purchased towards your voluntary initiatives.

STANDARD:

CBL has established connections to the major standards via their registries.

The Voluntary workspace offers Participants the ability to filter offers based on any of the standards listed by selecting or de-selecting the radio icons for each of the standards in the **STANDARD** menu.



PROJECT TYPE:

Participants can filter offers on the screen by selecting the radio icons under "Project Type".

The drop-down menu under each type also expands to allow filtering by specific methodology/technology type.

VINTAGE:

Participants can filter offers on the screen by selecting the slide bar under "Vintage".

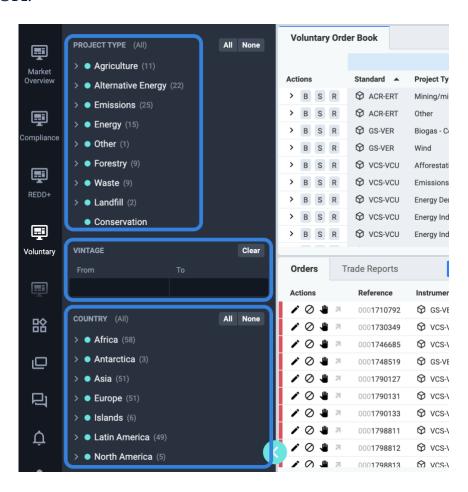
The Voluntary Market will show all vintage ranges available to trade.

COUNTRY/REGION:

Participants can filter offers on the screen by selecting the radio icons under "Country", beginning at a regional level.

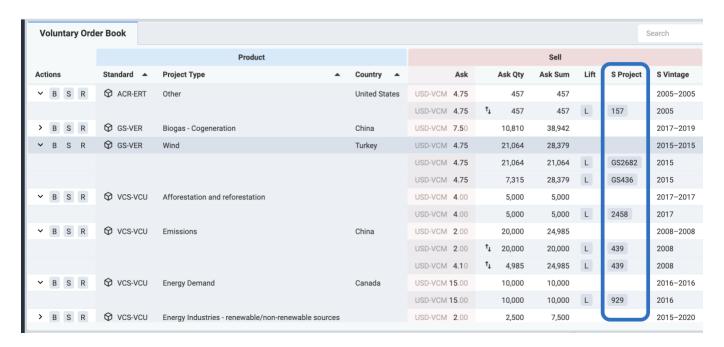
The drop-down menu can be expanded to show all countries within a region.

Participants can select all regions, specific regions or specific countries to view credits available via CBI.

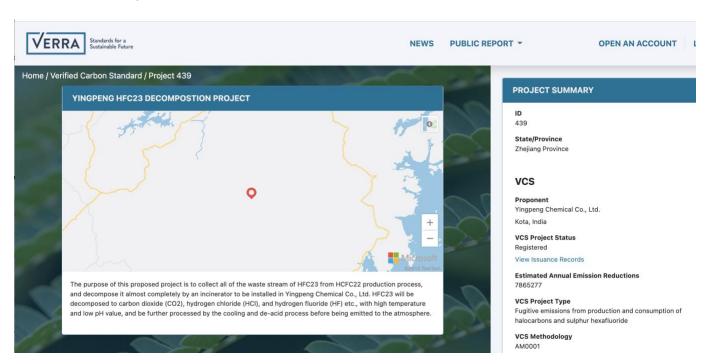


PROJECT DETAILS:

To learn more about each project, click the **Project ID** buttons in the Project column.



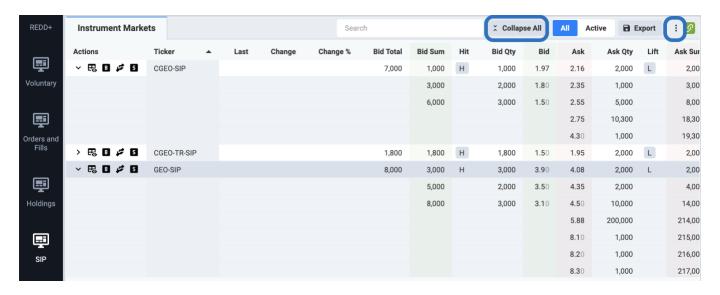
Clicking on the **Project ID** will direct you to the registry project page and provide project information, project validation documents, and details on issuance.



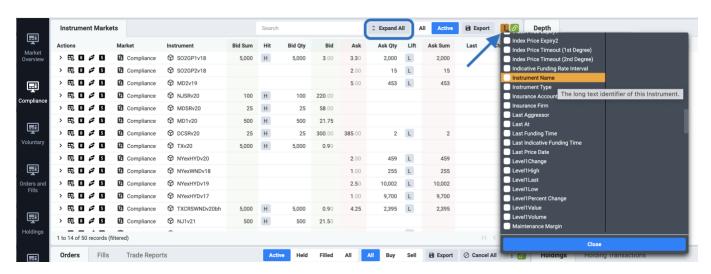
SIP AND COMPLIANCE WORKSPACES:

Click Expand All (Collapse All) to view the depth of book.

Click the three dots in the upper right of any widget or page to customize your view.



By hovering over each field option, you will see an explanation of what that column provides.

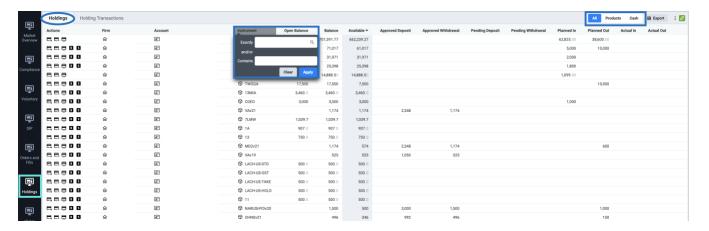


CBL HOLDINGS:

You can view your Market Inventory by navigating to Holdings > Holdings. Filter your holdings in the upper right by toggling between the All, Products, or Cash buttons.

You can further filter by right clicking over **Instrument**, enter your preferred criteria, and click Apply.

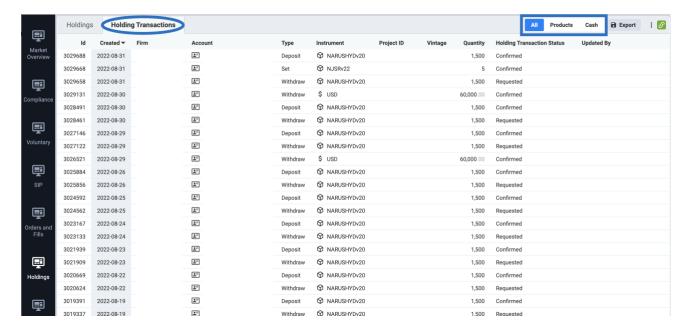
Click Export in the upper right of any page to download your data in csv format.



CBL HOLDINGS TRANSACTIONS:

You can view Holding Transaction by navigating to **Holdings** > **Holdings Transactions**. Filter your holdings in the upper right by toggling between the **All**, **Products**, or **Cash** buttons.

You can further filter by right clicking over **Created** and/or **Instrument**, enter your preferred criteria, and click Apply.



Entering Orders on CBL

INITIATING A SELL

VCS, CAR, ACR: seller must initiate listing via EMA; refer to <u>Listing a Voluntary Offer</u>. Buyer is the initiator on the CBL Platform and lifts offers from the Voluntary Order Book.

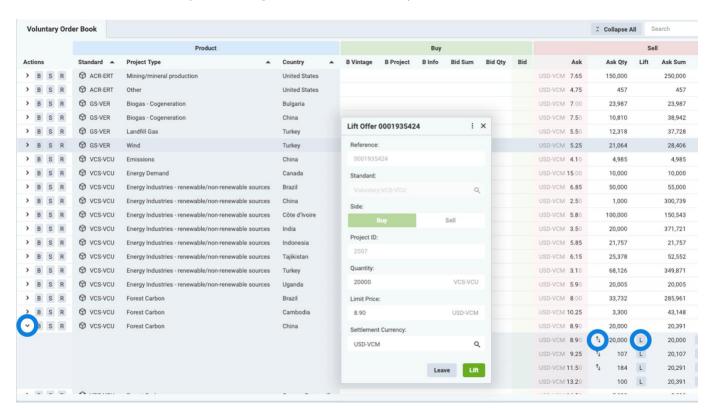
Gold Standard: seller must initiate listing by emailing the following format Gold Standard Administrator at gsf.cbl@goldstandard.org. All fields are required to ensure timely listing of your order to CBL. Buyer is the initiator on the CBL Platform and lifts offers from the Voluntary Order Book.

Project Name:	
Project Type:	
Quantity of Credits:	
Whole or Partial Listing:	
Offer Price:	
Offer Currency (USD):	
GSF Account #:	
Company Name:	
CBL Login Username:	

All SIP and Compliance: after depositing inventory to CBL Market, seller initiates listing directly on CBL Platform; for deposit instructions; refer to Depositing SIP and Encumbering RECs.

Lifting an Offer

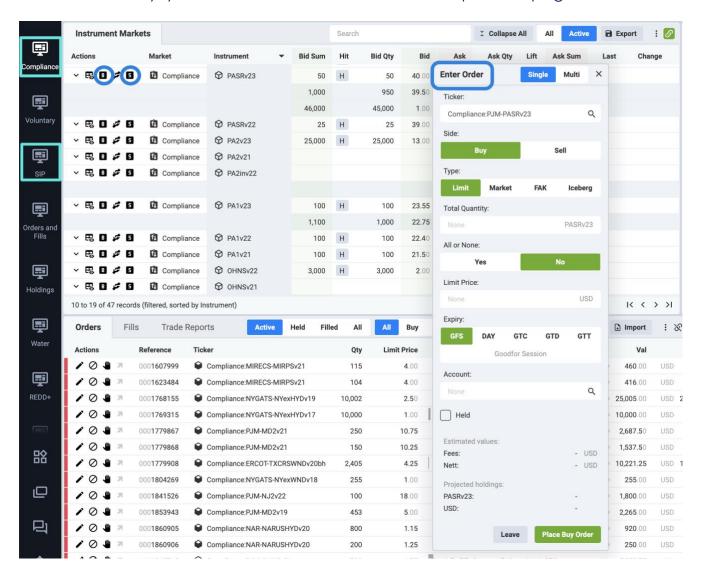
- Within the Order Book on any screen, click the arrow downward to view the depth of book, and then the "L" button to lift (buy) an offer.
- Selecting "L" means you agree to the offer price listed.
- Order Ticket will auto populate with the offer parameters.
- You can lift partial Quantity only if you see the up/down arrows next to the Ask Qty.
- A seller can similarly Hit a Bid by pressing the "H" button next to a live bid. Note, you cannot Hit a bid as a Voluntary seller – your offer must be listed on CBL via EMA order entry (see <u>Lifting a Voluntary Offer</u>).



SIP or Compliance – Buy or Sell

ORDER ENTRY:

- In the Order Book, under Actions, select the "B" or "S" button. An Order Ticket will open.
- You can enter multiple orders by clicking Multi in upper right corner of the Order Ticket.
- Enter your order preferences within the Order Ticket.
 - Order Type
 - Quantity
 - All or None
 - Limit Price
 - Expiry
 - Account: your Participant Account
- Alternatively, you can Hit or Lift as described on the previous page.



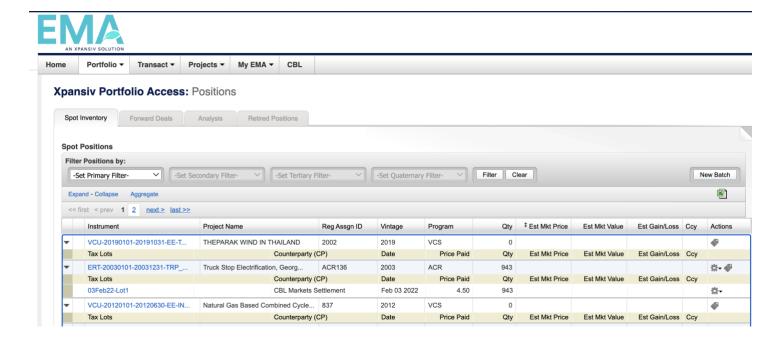
EMA Portfolio Access

PORTFOLIO ACCESS IN EMA

Consolidated view of your portfolio of assets across multiple standards/registries and offset types in a single account.

Monitor your account through extensive reporting and valuation capabilities

- Tax & Compliance
- Accounting & Transaction
- Audit Trail

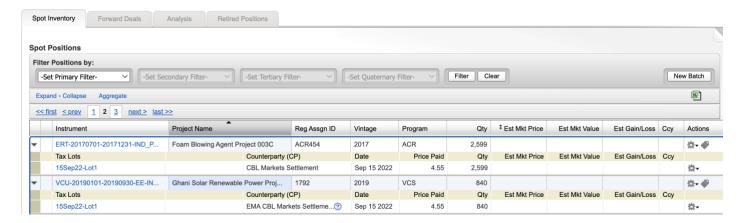


Portfolio Inventory

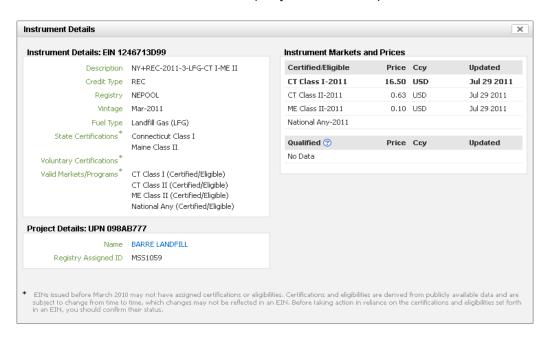
Portfolio > Overview displays holdings associated with linked registry accounts.



 View instrument holdings and quantities under the Spot Inventory tab. Click on Instrument hyperlink for additional details.

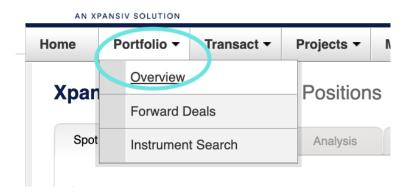


Review Instrument Details down to project or facility level.



Initiating a Transfer

Log into EMA and click on Portfolio > Overview

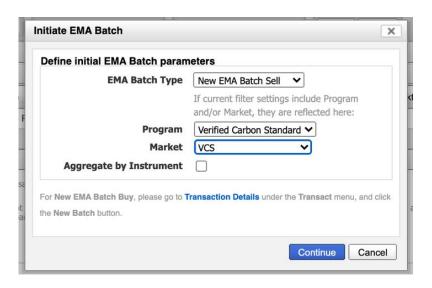


From the Spot Inventory tab, on the right click New Batch.

Xpansiv Portfolio Access: Positions

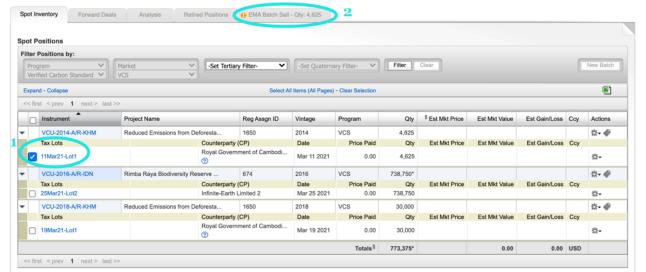


- In the pop-up window select the following: EMA Batch Sell
- EMA batch type = New EMA Batch Sell
- Program = Select the program or registry you are transferring
- Market = Select the Market you are transferring
- Click Continue

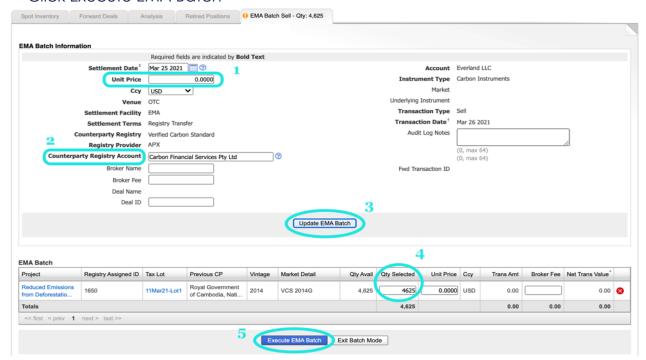


Initiating a Transfer (cont.)

 Select which position(s) you want to transfer by clicking the checkbox(s) on the left.

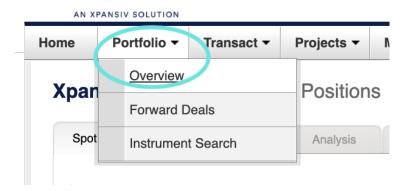


- Select the EMA Batch Sell tab and a new screen will appear. Input the price per unit in Unit Price. If you do not use EMA for accounting purposes, you can simply enter the unit price as 0.
- Begin typing your Counterparty Name, it will auto populate in a list below for you to select.
- Click Update EMA Batch.
- Edit the Qty Selected, if you do not want to transfer the full amount.
- Review your transaction details for accuracy
- Click Execute EMA Batch



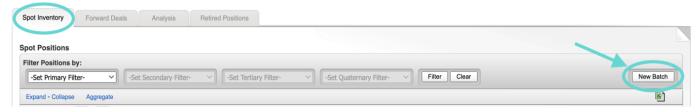
Listing a Voluntary Offer

Log into EMA and click on Portfolio > Overview.

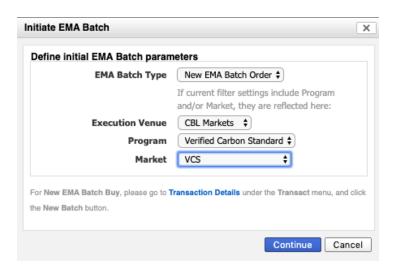


From the Spot Inventory tab, on the right click New Batch.

Xpansiv Portfolio Access: Positions

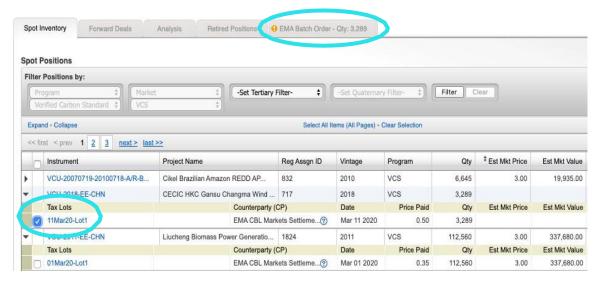


- In the pop-up window select the following:
- EMA Batch Type = New EMA Batch Order
- Execution Venue = CBL Markets
- Program = Select the program/registry you are listing on CBL
- Market = Select the Market you are listing on CBL
- Click Continue

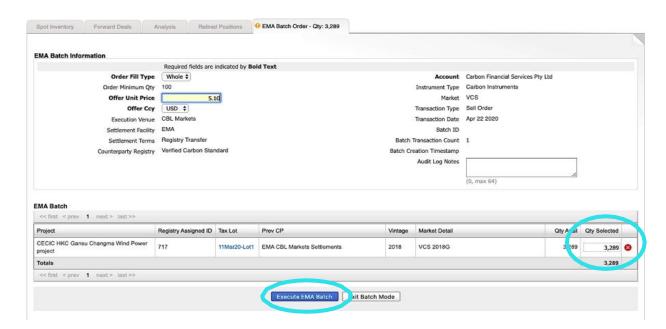


Listing a Voluntary Offer (cont.)

- Select which position(s) you want to list by clicking the checkbox(s) on the left.
- Select the EMA Batch Order tab and a new screen will appear.

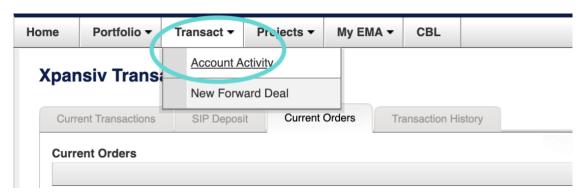


- Select Order Fill Type to list a Whole or Partial (minimum quantity is 100) amount.
- Input the price per ton in Offer Unit Price. This is the price that will appear on the CBL screen. Be sure to calculate the \$0.10/unit transaction fee so that you net the amount you intend to receive.
- Edit the Qty Selected, if you do not want to list the full amount.
- Review your order details for accuracy.
- Click Execute EMA Batch.



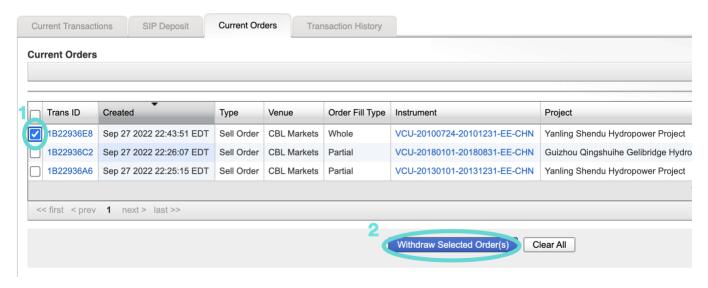
Withdrawing an Open Offer

Log into EMA and click on Transact > Account Activity.



- Proceed to the Current Orders tab. Select the orders you want to withdraw/cancel by clicking the checkbox(es) on the left side.
- Once selected > click Withdraw Selected Order(s).
- **NOTE**: you need to use this function if you want to amend offers on the Voluntary spot market.

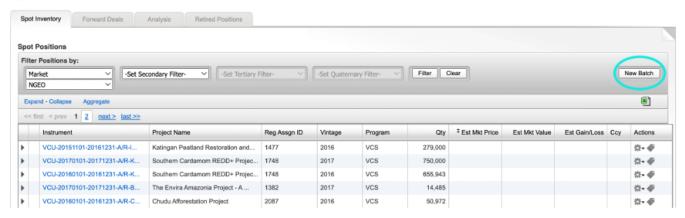
Xpansiv Transact: Account Activity



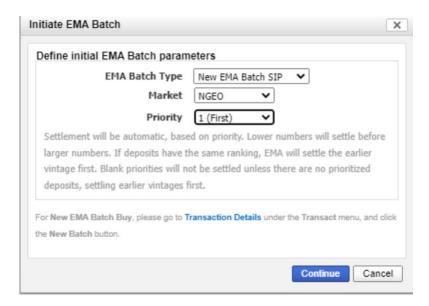
Depositing SIP to CBL

 Log into EMA and click on Portfolio > Overview. From the Spot Inventory tab, on the right click New Batch.

Xpansiv Portfolio Access: Positions



- In the pop-up window select the following:
- EMA Batch Type = New EMA Batch SIP
- Market = Select the appropriate market (NGEO for this example)
- Priority = The Priority option shown determines how the deposited inventory will be settled when traded on the CBL Platform.
- Click Continue



Depositing SIP to CBL (cont.)

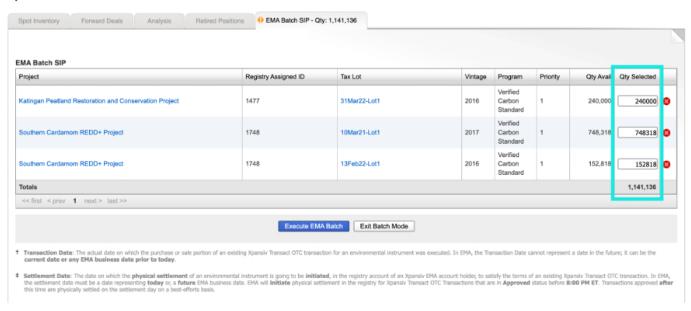
 Select which position(s) you want to transfer by clicking the checkbox(s) on the left.

Xpansiv Portfolio Access: Positions



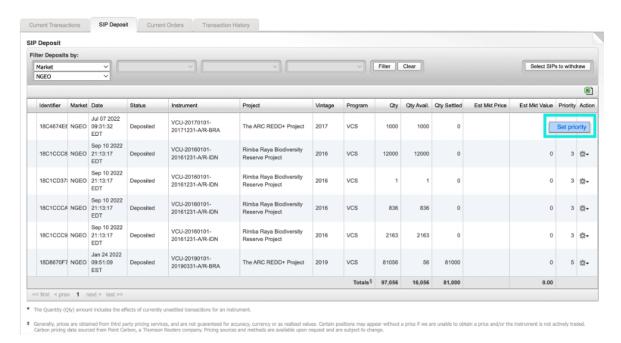
- Select the EMA Batch SIP tab and a new screen will appear.
- On this screen you have the option to edit the quantity for the SIP Deposit in the Qty Selected column for each Tax Lot.
- Leave unedited to deposit the full Tax Lot quantity if desired.
- Review your deposit details for accuracy.
- Click Execute EMA Batch.

Xpansiv Portfolio Access: Positions

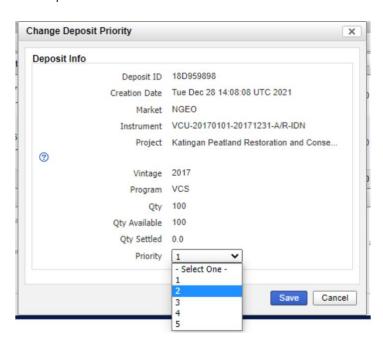


Managing SIP Deposits

- Log into EMA and click on Transact > Account Activity > SIP Deposit. This is where
 you can see what projects/vintages are deposited on CBL to trade SIP.
- If needed, you can amend the priority of certain SIP products deposit on CBL by clicking the gear wheel icon (**). The ability to Set Priority will appear.

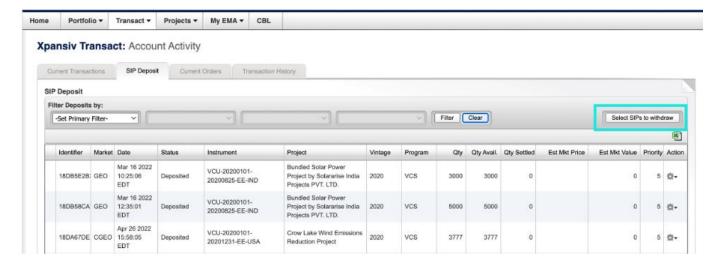


 The Change Deposit Priority pop up will be displayed. Select the appropriate value for the Priority and tap the Save button.

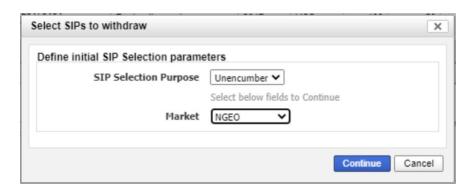


Managing SIP Deposits (cont.)

- To Withdraw all, or a portion of, a SIP Deposit from the CBL Platform:
- Select Transact > Account Activity and navigate to the SIP Deposit tab.
- Click the Select SIP to withdraw button

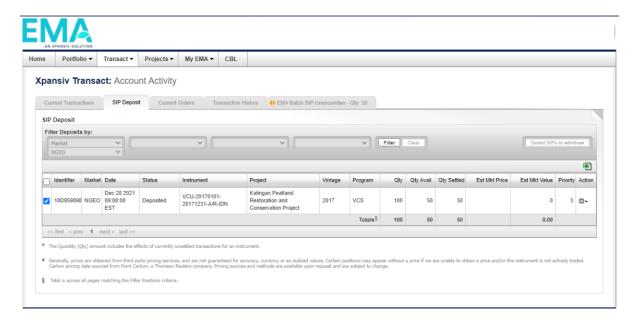


- When the Select SIP to withdraw option is selected a pop up will appear.
 - On this pop up select the <u>Unencumber</u> option and the appropriate Market (NGEO in this example).
 - Click Continue.

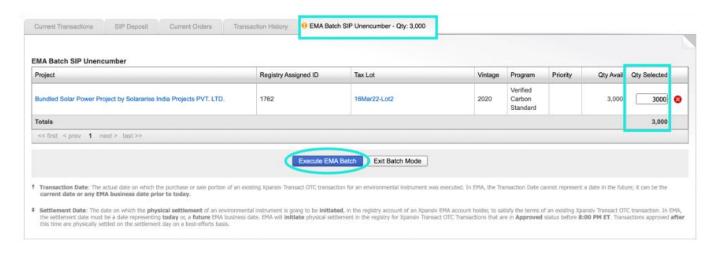


Manage SIP Deposits (cont.)

 The screen will show the rows that are available for Withdrawal, select the rows to be withdrawn by checking the selection box for each row to be processed.

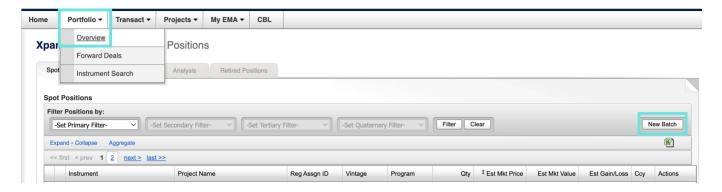


- Then select the new tab that appears at the top entitled EMA Batch SIP Unencumber.
- The withdrawal quantity can be amended under the column Qty Selected.
- Review for accuracy. Then, click Execute EMA Batch.

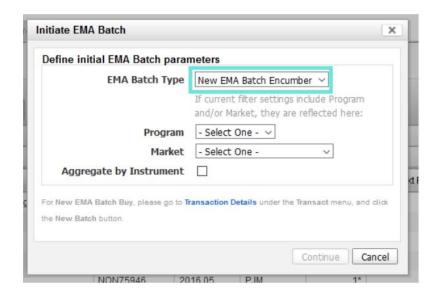


Encumbering RECs

 Log into EMA and click on Portfolio > Overview. From the Spot Inventory tab, on the right click New Batch.

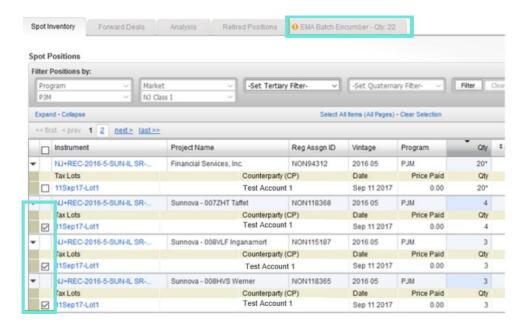


- In the pop-up window select the following:
- EMA Batch Type = New EMA Batch Encumber
- Program = The registry you are looking to deposit RECs from (NEPOOL, NAR, NYGATS, MIRECS, PJM or ERCOT)
- Please Note: For PJM and ERCOT, you will have to transfer the RECs from your primary account to your CBL Settlement Registry Account before this step.
- Market = Specific Market of RECs or 'National Any'
- Click Continue

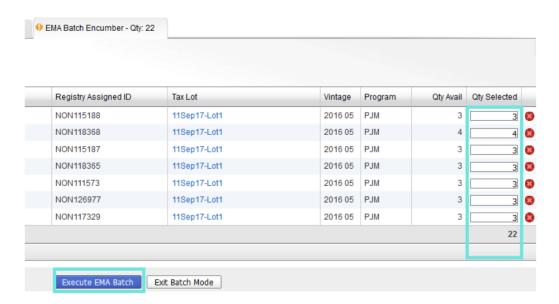


Encumbering RECs (cont.)

 Select which position(s) you want to transfer by clicking the checkbox(s) on the left.



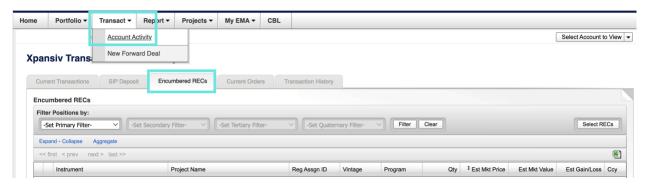
- Select the EMA Batch Encumber tab and a new screen will appear.
- On this screen you have the option to edit the quantity for the REC encumbrance in the Qty Selected column for each Tax Lot.
- Leave unedited to deposit the full Tax Lot quantity if desired.
- You may also delete a Tax Lot using the red 'X' next to Qty Selected.
- Review the details for accuracy.
- Click Execute EMA Batch.



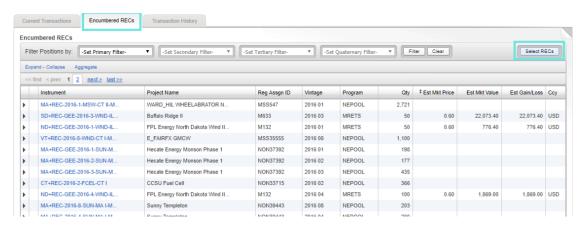
Unencumbering RECs

Unencumbrance is available outside of REC Market hours (08:30-16:00 ET). You may unencumber RECs beginning at 16:15 EST.

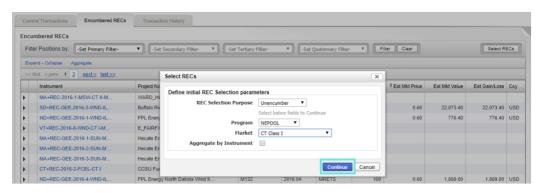
 Select Transact > Account Activity and navigate to the Encumbered RECs tab.



Click the 'Select RECs' button.

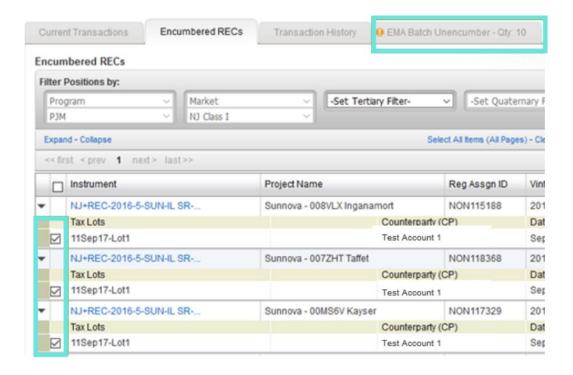


- REC Selection Purpose = Unencumber
- Program = The registry you are looking to unencumber RECs from (NEPOOL, NAR, NYGATS, MIRECS, PJM or ERCOT)
- Market = Specific Market of RECs or 'National Any'
- Click Continue

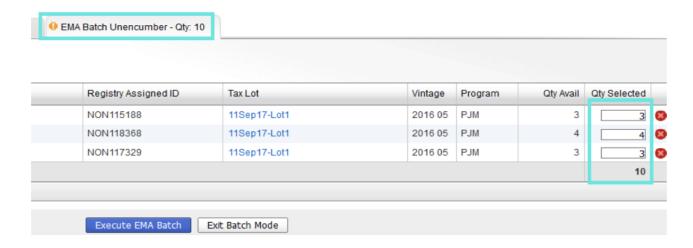


Unencumbering RECs (cont.)

 In the Encumbered RECs tab, select the REC Tax Lots that you want to unencumber.



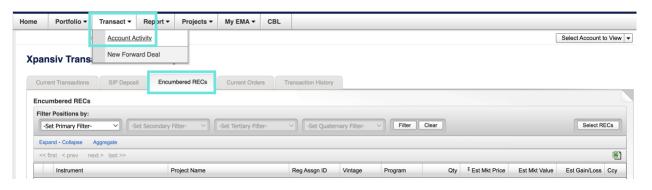
- Then select the new tab that appears at the top entitled EMA Batch Unencumber.
- The unencumbrance quantity can be amended under the column Qty Selected.
- You may also delete a Tax Lot using the red 'X' next to Qty Selected.
- Review for accuracy. Then, click Execute EMA Batch.



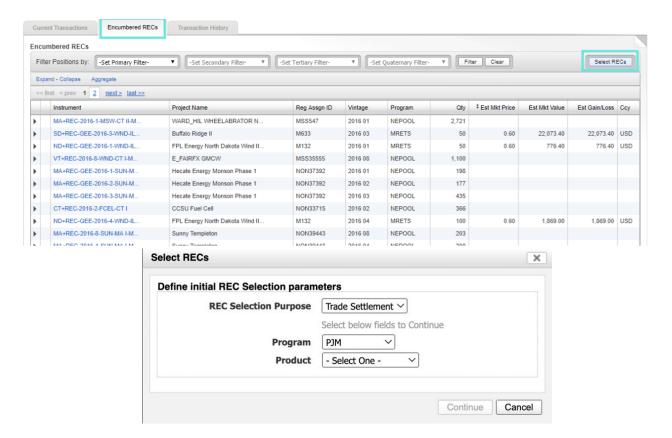
REC Selection for Trade Settlement

After Market close, the ability to select RECs for trade settlement is available at 4:15 EST for Net Sellers.

Select Transact > Account Activity and navigate to the Encumbered RECs tab.

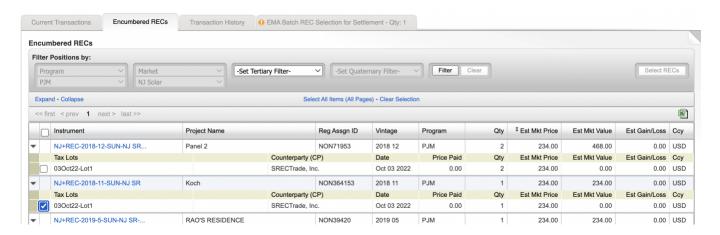


- Click the 'Select RECs' button.
 - REC Selection Purpose = Trade Settlement
 - Program = The registry in which your sold RECs within
 - Product = Market/Vintage of RECs Sold
 - Click Continue



REC Selection for Trade Settlement (cont.)

 In the Encumbered RECs tab, select the REC Tax Lots that you want for trade settlement.



- Then select the new tab that appears at the top entitled EMA Batch REC Selection for Settlement.
- The settlement quantity can be amended under the column Qty Selected.
- You may also delete a Tax Lot using the red 'X' next to Qty Selected.
- Review for accuracy.
- Then, click Execute EMA Batch.

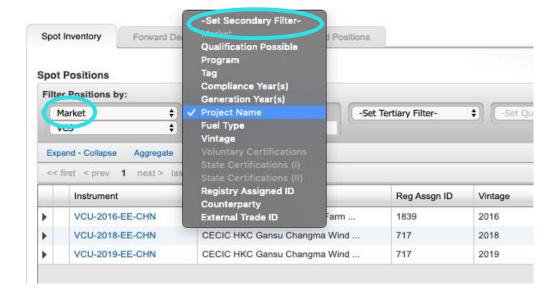


Retire Credits

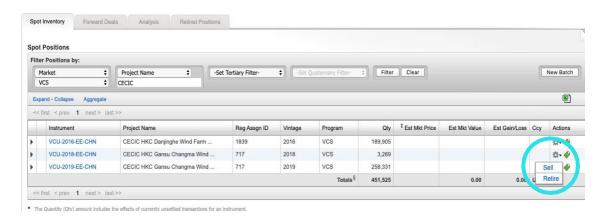
Log into EMA and click on Portfolio > Overview.



- From the Spot Inventory tab, use the filter(s) to find the credits you want to retire.
- Filter the positions by Market and Secondary Filter of your requirement if needed.



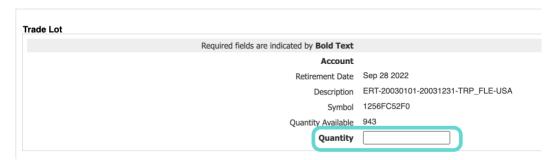
- Once selected, click on the gear wheel icon under Actions on the right.
- Select Retire and a new screen will open.



Retire Credits (cont.)

Enter Quantity of credits you want to retire.

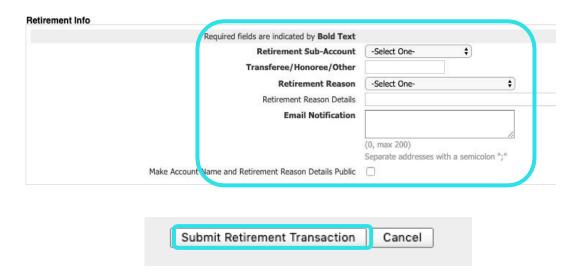
Xpansiv Transact: Retire Credits



Re-enter the quantity you want to retire in the Tax Lot Info section.



- Complete the Retirement Info
- Retirement sub-account
- Beneficial owner/Transferee/Honoree (who the retirement is for)
- Retirement reason
- All email addresses you want notifications sent to, separated by semicolon
- Select check box if you want the make the retirement reason and details public.
 Select Submit and then CONFIRM.
- NOTE: Retirement certificates can be generated by the Registry Administrator if needed.

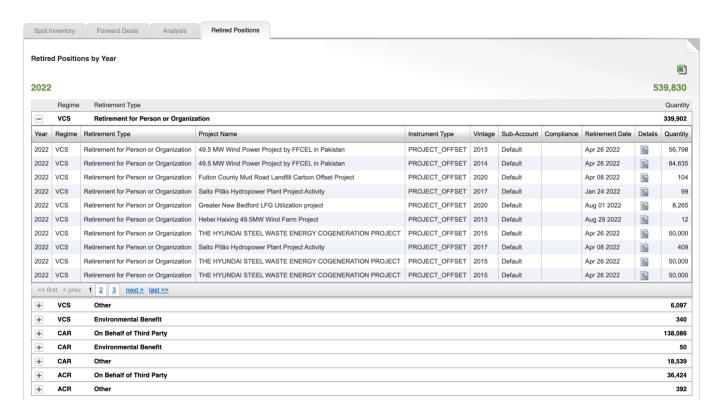


View: Retired Positions

Under Portfolio > Overview, the Retired Positions screen organizes and displays your retired positions by year, regime, retirement type, and quantity.

Your retired positions can be viewed in the aggregate or at the transaction level by clicking on the \blacksquare and \blacksquare icons.

All your retired positions can be exported to a CSV file by clicking on the



PART 3: Reported Transactions

Reporting a Trade: Voluntary

Seller transfers the negotiated units to CBL's Settlement Account

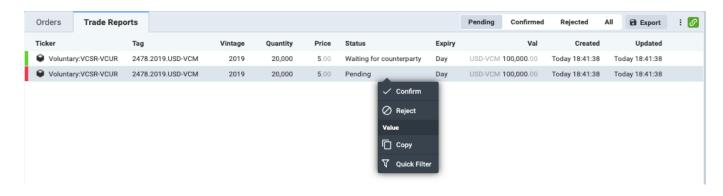
- VCSR, CARR, ACRR: transfer product to EMA CBL Markets Settlement, 098A16E2
- VERR: transfer product to CBL Markets Settlement, 1081837 in Gold Standard
- CBL Market Operations will accept the incoming units and deposit to the respective seller's account on the Market.

Buyer must be in-funds, inclusive of CBL fees, in their respective Market Bank Account (USD-VCM) to accept their side of the order. This is CBL Markets Voluntary Master Funding Account (MFA), x2572 in Wells Fargo.

CBL Market Operations will enter the Reported Transaction on CBL and notify the respective sides when ready to accept.

Log in to CBL Markets and select Voluntary Market workspace, then select Trade Reports tab at bottom of the screen

Right click the **Status** a pop up will appear where you can either **Confirm** or **Reject** the trade.



Reporting a Trade: SIP

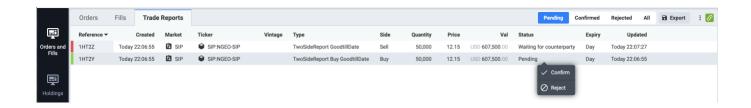
Seller deposits SIP eligible product to CBL Market with priority 1 (ONE). All other SIP deposits in the same instrument must be priority 2 or higher to ensure delivery of the negotiated project, vintage, and quantity. See **CBL EMA SIP Deposits User Guide** for details on depositing and withdrawing SIP units.

Buyer must be in-funds, inclusive of CBL fees, in their respective Market Bank Account (USD) to accept their side of the order. This is either a Participant's dedicated CDM account or the CBL Markets US Master Funding Account (MFA), x6526 in Wells Fargo.

CBL Market Operations will enter the Reported Transaction on CBL and notify the respective sides when ready to accept.

Log in to CBL Markets and select SIP workspace, then select Trade Reports tab at bottom of the screen

Right click the **Status** a pop up will appear where you can either **Confirm** or **Reject** the trade.



Reporting a Trade: Compliance

Seller encumbers or deposits the negotiated units to CBL Market

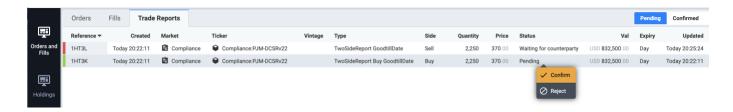
- US RECS: encumber to CBL Market via EMA
- RGGI, CAMD: transfer product to Participant CBL Registry Account
- CITSS: transfer product to MGEX holding account
- CBL Market Operations will accept the incoming units and deposit to the respective seller's account on the Market.

Buyer must be in-funds, inclusive of CBL fees, in their respective Market Bank Account (USD) to accept their side of the order. This is either a Participant's dedicated CDM account or the CBL Markets US Master Funding Account (MFA), x6526 in Wells Fargo.

CBL Market Operations will enter the Reported Transaction on CBL and notify the respective sides when ready to accept.

Log in to CBL Markets and select **Voluntary Market** workspace, then select **Trade Reports** tab at bottom of the screen

Right click the **Status** a pop up will appear where you can either **Confirm** or **Reject** the trade.



Part 4: Post Trade Execution

Trade Report Notification

Upon matching on CBL Market, the user which executed will receive a **trade report notification email**.

Sample trade report email:

Subject: CBL TRADE ALERT: SALE 0000099999

Date: Monday, September 26, 2022 at 8:14:34 AM Eastern Standard Time

To:

Dear Client,

TRADE ALERT: SALE

Account Name: Trade Capital USA, Inc

CBL Membership No: 321123

Transaction No: 0000099999

Status: matched

Date/Time: 08/07/2020 13:12:14 (UTC)

Product: VCU-Voluntary

Vintage: 2018 Standard: VCS

Project Type: Energy Industries – renewable/non-renewable sources

Region/Country: Asia/China
Volume Traded: 10,000.0t
Unit Price: USD \$6.60

Total Price: USD \$66,000.00

Additional email addresses can be added to receive trade report notifications. You will need to provide CBL with a group distribution email address to add. This way you, the Participant, controls who receives these reports.

Purchased Holdings

Voluntary

 As a buyer, product is automatically withdrawn from the Market to Participant's registry account.

SIP

- SIP buyers retain deposits on CBL
- It is recommended buyer prioritize these holdings in EMA in the event they plan to list.
- Participant can withdraw SIP holdings from CBL within EMA by referring to their SIP Deposit inventory and initiating a withdrawal of product; once selected, the product is returned to the EMA portfolio within 1-2 minutes.

US RECs

 As a buyer, product is withdrawn from the Market to Participant's EMA account the following morning and, by default, is no longer encumbered for listing on CBL.

RGGI and CAMD

- Purchased holdings remain on the Market available in buying Participant's inventory.
- If Participant wishes to withdraw holdings, they email CBL Market Operations
 @ <u>operations@cblmarkets.com</u>. The individual requesting withdrawal must be listed on the CBL Authorized Persons form with product access.
- CBL Market Operations enters holdings withdrawal on CBL Market Platform and initiates transfer in the registry to the Participant's primary account

CITSS

- Participant may request withdrawal of purchased or unsold CITSS holdings by emailing CBL Market Operations @ <u>operations@cblmarkets.com</u>. The individual requesting withdrawal must be listed on the CBL Authorized Persons form with product access.
- CBL Market Operations enters holdings withdrawal on CBL Market Platform and initiates transfer in CITSS registry back to the Participant's CITSS account.
- Unless otherwise requested, CBL Market Operations will automatically return all CITSS units to Participants at week's end.

Settlement of Funds

Participant may submit request to **withdraw funds** from the CBL Market by emailing **CBL Market Operations** at **operations@cblmarkets.com**.

The individual requesting withdrawal must be listed on the CBL Authorized Persons form with **funds access** to make the request.

External bank instructions require **verbal confirmation** prior to the first withdrawal being processed.

Funds Withdrawals will be processed to your **nominated external bank account** within 24-48 hours upon request.

Training Opportunities

To schedule a training session for CBL, please contact:

International Carbon – international carbon@cblmarkets.com

North American Markets – na-markets@cblmarkets.com

Market Operations - operations@cblmarkets.com

EMA Operations - ema@cblmarkets.com

Phone: +1-833-972-6677

