



## MIRECS Import Process

### Instructions

- 1) Account Holder Submits Export from Compatible Tracking System; NAR or PJM-GATS.
- 2) Daily, the Exporting Registry will send pending transactions to MIRECS over night. (Until this nightly process runs, the Account Holder in the Exporting Registry can withdraw the export. After the nightly process runs, they are locked and withdrawals must be escalated to the Registry Administrator)
- 3) MIRECS Administrator reviews the Import to assure initial incoming import transfer has no issues; such as fuel-type verification and that the batch vintage is eligible in MIRECS. The MIRECS Administrator will then approve the import allowing it to feed into one of the following 3 processes.
  - a. Import Project Missing and needs to be Certified: go to Step 4
  - b. Import Project Approved but qualifies for IRECS and needs Additional Data: go to Step 7
  - c. Import Project Approved and all Data complete: go to Step 8
- 4) New Import Projects will need to go through the Import Certification Process. This process entails the MIRECS Administrator assigning a MIRECS Account Holder as a Certifier. The Certifier will be responsible for entering all required Import Project registration fields (similar to the standard Project Registration in MIRECS).
- 5) MIRECS Certifier Submits Import Project for approval
- 6) MIRECS Administrator Approves Import Project;
  - a. If Import Project qualifies for IRECS, the Certifier must provide additional Data before Credits are processed, go to Step 7.
  - b. If Import Project does NOT qualify for IRECs, the Imported Credits will process directly to the MIRECS Account Holder, Go to Step 8.
- 7) MIRECS Certifier Loads Total Generation and On-Peak Vintage Data per vintage month being imported into MIRECS.
- 8) Credits now populate in the MIRECS Account Holder Inbox to accept or reject.
  - a. Accepting will move the Credits into Account Holder designated Sub-account, and an overnight process runs which communicates the approval confirmation back to the Exporting Registry.
  - b. Rejecting will move the Credits into a pending status. The Importing Registry will send the Account Holder's rejection decision to the Exporting Registry over night. After the nightly process runs, the Credits will go back into the Exporting Registry's Account Holders account.

