



Auction Platform Training, Troubleshooting, and Support

RGGI CO₂ Budget Trading Programs CO₂ Allowance Auction

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Section 1 – Auction Platform Training Webinar

Introductions

- **Erica Martunas**
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 - RGGI CO2 Budget Trading Programs Auction Manager
 - EnerNOC, Inc.
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Training Session Overview

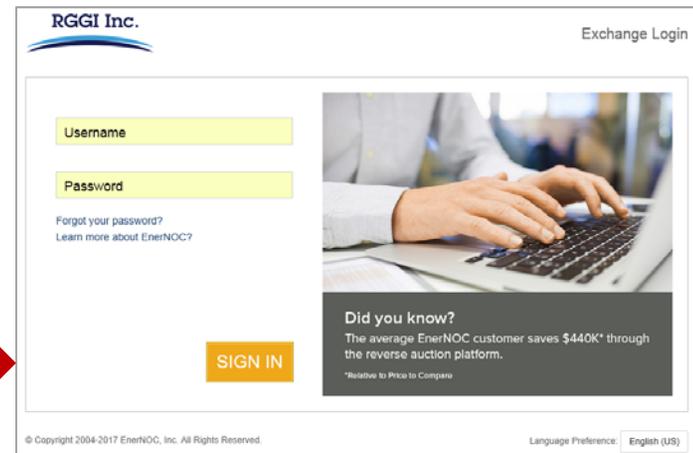
- Auction Platform Training Webinar
 - Step-by-step demonstration of how to sign in to RGGI's Auction Platform and place a bid
- Demo Auction on the Auction Platform
 - All training session participants will get an opportunity to bid in an auction that mirrors the upcoming auction

Training Session Objectives

- Familiarize qualified applicants with RGGI's Auction Platform
- Provide an opportunity for qualified applicants to practice bidding in an auction that mirrors the upcoming auction in terms of:
 - Auction format
 - Auction procedures
 - Number of CO₂ allowances to be auctioned
 - A bidder's financial security limitation
 - A bidder's quantity limitation
- Provide information on how to troubleshoot and resolve technical problems

Training Session Access Information

- Webinar Instructions – Participants
 - To register for the webinar, please follow the link provided in the Auction Notice
 - After registering you will receive a confirmation email containing information about joining the Webinar.
- Demo Auction on the Auction Platform – Participants
 - Point your browser to: rggi.exchange.enernoc.com
 - Type in your assigned username and password and click the “Sign In” Button



The screenshot shows the RGGI Inc. Exchange Login page. At the top left is the RGGI Inc. logo, and at the top right is the text "Exchange Login". The main content area contains a login form with two input fields: "Username" and "Password". Below the "Password" field are links for "Forgot your password?" and "Learn more about EnerNOC?". A prominent orange "SIGN IN" button is located below the form. To the right of the form is a photograph of a person's hands typing on a laptop keyboard. Below the photo is a "Did you know?" section with the text: "The average EnerNOC customer saves \$440K* through the reverse auction platform." and a small asterisked note: "*Relative to Price to Compare". At the bottom left of the page is the copyright notice: "© Copyright 2004-2017 EnerNOC, Inc. All Rights Reserved." and at the bottom right is the language preference: "Language Preference: English (US)". A red arrow points from the text in the list to the "SIGN IN" button.

Training Session Rules

- Questions should only pertain to the auction platform (i.e., how to submit a bid, view results, etc.)
- All training participants are on “Listen Only” mode
- All training participants are provided one way to ask questions during each training session:
 - There will be a “chat” feature available during the webinar
 - Training participants can submit questions at any time during the session
 - EnerNOC will attempt address questions either verbally or through the “chat” function during the webinar
 - All questions submitted through the “chat” function will only be seen by EnerNOC and not by any other training participants
 - In the event you experience a significant problem, please call Erica Martunas at (508) 459-8143

Webinar – Sign In Page

- This is the RGGI Auction Platform’s Sign In Page
- To sign in, go to rggi.exchange.enernoc.com
- Type in your assigned user name and password and click the “Sign In” button
 - If you have any sign in issues, please contact the Webinar host via the chat function



RGGI Inc. Exchange Login

Username

Password

[Forgot your password?](#)
[Learn more about EnerNOC?](#)

SIGN IN

Did you know?
The average EnerNOC customer saves \$440K* through the reverse auction platform.
*Relative to Price to Compare

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Webinar – Start Page

The Bidder's landing page

- This is the RGGI Auction Platform's Start Page
- After signing in to the auction platform you are automatically directed to this page



Webinar – RFPs Start Page

Where to find active pricing events (RFPs)

- This is the RGGI Auction Platform's RFPs Start Page
- All active RGGI RFPs a bidder is approved for are listed here
- Bidders can filter and search for old RGGI RFPs using the fields at the top of the page
- To view a RGGI RFP, click on the RFP number which is a hyperlink

The screenshot shows the RGGI Inc. TRANSACTIONS RFPs Start Page. The page includes a search bar with filters for Customer, Business, Country, Event Type, RFP No., Commodity, State/Province, Auction Ends, Description, Type, Delivery Point, Status, Format, and Sub-Delivery Point. A table lists RFPs with columns for RFP ID, Customer, CC, Description, Priv, St, Type, Fmt, Delivery Point, Term, Delivery Start, Pricing, Quantity, UOM, Best Bid/Offer, Auction Start Time, and Time Left. A red arrow points to the RFP ID '59676' in the first row of the table.

RFP ID	Customer	CC	Description	Priv	St	Type	Fmt	Delivery Point	Term	Delivery Start	Pricing	Quantity	UOM	Best Bid/Offer	Auction Start Time	Time Left
59676	RGGI Inc.	GCR	RGGI-Training			Sealed	Sell		1	6/1/2017	Fixed	13,500,500	All		4/5/2017 9:00:00 AM	00:00:25m

Webinar – RFP View Page

Where to find all pricing event related information

- This is the RGGI Auction Platform's RFP View Page
- The RFP View contains all auction information, such as start and end time, time remaining, contract info, amongst others
- To place a bid for this RFP, click on the "Place Bid" button

The screenshot shows the RGGI Auction Platform interface for RFP 59076 - GREEN CREDITS. The page is titled "TRANSACTIONS" and includes a navigation menu with "Start", "Announcements", "RFPs", and "Bids/Offers". The "RFPs" tab is selected, showing "View RFP", "Bid History", and "Awards". The time is 2:35:55 PM EPT. A "PLACE BID" button is prominently displayed in the center of the page. The page is divided into three main sections: General Information, Auction Information, and Multiple Unit Auction Information. A red arrow points to the "PLACE BID" button.

General Information	
Description:	RGGI-Training
Customer Name:	RGGI, Inc.
Customer Contact:	*****
Deal Number:	33378 Announcement
State/Province:	Multiple
Country:	USA
Total Quantity:	13,500,500 AIL
Number of Accounts:	
Product Type:	Current Control Period Allowances
Last Updated:	Erica Martunas, 4/6/2017 9:55:01 AM

Auction Information	
Auction Start Time:	4/6/2017 9:00:00 AM
Auction End Time:	4/6/2017 3:00:00 PM
Auction Type:	Sealed
Auction Format:	Forward - Sell
Auction Currency:	USD - US Dollar
Bid Significant Digits:	2
Bid Increment (\$/AIL):	0.01000
RFP Status:	Active
Opening Bid (\$/AIL):	2.00000
Reserve Price (\$/AIL):	2.00000
Time Left:	04:59:24m:4s
Your Total Bids:	0
High Bid (\$/AIL):	*****
High Bidder:	*****

Multiple Unit Auction Information	
Multiple Unit:	True
Rounds:	Single
Quantity Significant Digits:	0
Minimum Bid Quantity (AIL):	1,000
Minimum Lot Size Increment (AIL):	1,000
Fixed Bid:	False
Bidder Quantity Cap Type:	Participant
Settlement Rule:	Uniform
Tie Breaker:	Random
Anglo Dutch Style:	False

Contract Information

Webinar – Place Bid Acknowledgement Page

Terms and conditions must be acknowledged prior to the submission of the first bid

- This is the RGGI Auction Platform's Place Bid Acknowledgement Page
- Prior to the submission of the first bid, bidders must acknowledge the terms and conditions contained in the Auction Notice
- Click the "I Accept" button to proceed

The screenshot shows the RGGI Inc. Place Bid Acknowledgement Page. At the top, there is a navigation bar with the RGGI Inc. logo and the word 'TRANSACTIONS'. Below this, there are tabs for 'Start', 'Announcements', 'RFPs', and 'Bids/Offers'. A user profile dropdown menu is visible in the top right corner, showing 'Test Green Bidder A' and 'Test Green Bidder AV'. The main content area is titled 'PLACE BID: 59676 - GREEN CREDIT'. Below this, there is a section for 'Terms And Conditions' with a paragraph of text. At the bottom of this section, there are two buttons: 'I AGREE' and 'CANCEL'. The page footer includes 'Language Preference: English (US)', 'Powered by EnerNOC', and '© EnerNOC, Inc. 2004-2017. All rights reserved. | Data Disclaimer & Privacy Statement'.

Webinar – Place Bid Page [1]

Bidding is a 2 step process, submitting the bid on this page is the first step

- This is the RGGI Auction Platform's Place Bid Page
- Bidders must submit their bid price according to the rules stipulated on the RFP View Page
- Bidding is a 2 step process
- Time remaining in the pricing event, reserve price, minimum lot size, and bid quantity are listed
- Click the "Confirm Bid" button to submit a bid

The screenshot displays the RGGI Inc. Place Bid Page for RFP 59676 - Green Credits. The page includes a header with the RGGI logo and navigation tabs for Start, Announcements, RFPs, and Bids/Offers. Below the header, there are links for View RFP, Bid History, and Awards, along with the current time (2:38:24 PM EPT) and the RFP title. The main content area shows the RFP details, including the opening bid amount, total quantity, minimum bid quantity, minimum lot size, reserve price, and high bid amount. There are input fields for Bid Amount and Bid Quantity, and a CONFIRM BID button. A red arrow points to the CONFIRM BID button, and another red arrow points to the bid details section.

RGGI Inc. TRANSACTIONS Test Green Bidder A Test Green Bidder A

Start Announcements RFPs Bids/Offers

View RFP Bid History Awards Time 2:38:24 PM EPT

PLACE BID: 59676 - GREEN CREDIT RGGI, INC. Fixed - 1 mo. - RGGI-Training

RFP 59676 - Green Credits

Time Left: 0d 0h 21m 34s
(time remaining as of last refresh)

Opening Bid Amount (\$/M): 2,80000
Total Quantity (M): 13,500,500
Minimum Bid Quantity (M): 1,000
Minimum Lot Size Increment (M): 1,000
Reserve Price (\$/M): 2,80000
High Bid Amount (\$/M): *****

Bid Amount (\$/M):
Bid Quantity (M):

CONFIRM BID
(you will confirm bid on next page)

Language Preference: English (US)

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Webinar – Place Bid Page [2]

All bids are evaluated against the auction rules

- All bids are evaluated in real time against the bidding rules and constraints
- These include the number of significant digits, the bid increment, the reserve price, and the minimum lot size
- If any errors occur, a message appears listing all the errors that must be corrected
- The bid makes the corrections on this page



RGGI Inc. TRANSACTIONS Test Green Bidder A Test Green Bidder

Start Announcements RFPs Bids/Offers

View RFP Bid History Awards Time 2:44:15 PM EPT

PLACE BID: 59676 - GREEN CREDIT RGGI, INC.
Fixed - 1 mo. - RGGI-Training

Please correct the following errors:

- Bid must be a multiple of Bid Increment of 0.01000.
- Bid Amount does not conform with Bid Significant Digits.
- Bid Quantity must be integer.

RFP 59676 - Green Credits

Time Left: 0d 0h 15m 19s
(time remaining as of last refresh)

Opening Bid Amount (\$/M): 2.00000
Total Quantity (M): 13,500,500
Minimum Bid Quantity (M): 1,000
Minimum Lot Size Increment (M): 1,000
Reserve Price (\$/M): 2.00000
High Bid Amount (\$/M): *****

Bid Amount (\$/M): 5.123 ** (New Low Bid)
Bid Quantity (M): 10015.5 * 1,500,000

CONFIRM BID
(you will confirm bid on next page)

Language Preference: **English (US)**

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Webinar – Place Bid Page [3]

All bids are evaluated against the bidder's unique bidding limitations

- All bids are then evaluated in real time against the bidding limitations
- These include the bid quantity and financial security limitations
- If any limitation is exceeded, a message appears listing all the errors that must be corrected
- The bidder clicks the “Bid Again” button to go back to the Place Bid Page



The screenshot displays the RGGI Inc. TRANSACTIONS interface. At the top, there are navigation tabs for Start, Announcements, RFPs, and Bids/Offers. Below these, there are sub-tabs for View RFP, Bid History, and Awards. The main content area shows a message: "PLACE BID: 59676 - GREEN CREDIT". Below this, it states "Your bid was unsuccessful." and provides the reason: "Your bid amount of 7.35000 (\$/M) failed for the following reason: Cumulative Quantity of your bids exceeded Quantity Cap per Bidder of 25.00%." It also offers a "BID AGAIN" button and a "View RFP" link. The footer includes "Language Preference: English (US)", "Powered by EnerNOC", and copyright information for EnerNOC, Inc. 2004-2017.

Webinar – Place Bid Page [4]

Bidding is a 2 step process, submitting the bid is the second step

- If the bid submitted by the bidder meets all bidding rules and limitations, the Auction Platform proceeds to the second step in the bidding process
- At this point, the bidder must click the “Submit Bid” button to officially register the bid or the bidder can click the “Cancel” button to withdraw the bid



The screenshot shows the RGGI Inc. Place Bid page. The page title is "TRANSACTIONS" and the user is logged in as "Test Green Bidder A". The page displays the following information:

- Start Announcements RFPs Bids/Offers
- View RFP Bid History Awards
- Time 2:40:05 PM EPT
- PLACE BID: 50076 - GREEN CREDIT
- RGGI, INC.
- Fixed - 1 mo. - RGGI-Training
- Please confirm your bid amount is correct and then click the "Submit Bid" button. To cancel your bid and return to place bid entry, click the "Cancel" button.
- Your Bid Amount (\$/M): 2.15000
- Your Bid Quantity (M): 250,000
- SUBMIT BID CANCEL
- Language Preference: English (US)
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Webinar – Place Bid Page [5]

Once a bid is submitted, the Auction Platform officially registers the bid

- Once a bid is officially submitted the Auction Platform will report that the bid has been registered
- A bidder can immediately bid again by clicking the “Bid Again” button

The screenshot displays the RGGI Inc. Transactions page. At the top, there is a navigation bar with 'Start', 'Announcements', 'RFPs', and 'Bids/Offers'. Below this, there are links for 'View RFP', 'Bid History', and 'Awards'. The main content area shows a confirmation message: 'Your bid has been registered.' followed by bid details: 'Your Bid Amount (\$/M): 2.15000', 'Your Bid Quantity (M): 250,000', and 'High Bid Amount (\$/M): *****'. A red arrow points to the confirmation message. Below the details is a 'BID AGAIN' button and a note '(you will return to Bid Entry Page)'. The page footer includes 'Language Preference: English (US)', 'Powered by EnerNOC', and copyright information: '© EnerNOC, Inc. 2004-2017. All rights reserved. | Data Disclaimer & Privacy Statement'.

Webinar – Bid History Page

All of a bidder's bids on a RFP are summarized here

- This is the RGGI Auction Platform's Bid History Page
- All registered bids for a bidder are displayed
- Time remaining in the pricing event is listed
- Remaining quantity and security balances are also displayed
- Bidders can cancel individual bids from this page

RGGI Inc. TRANSACTIONS Test Green Bidder A Test Green Bidder A

Start Announcements RFPs Bids/Offers
View RFP Bid History Awards Time 2:46:01 PM EPT

RFP BID HISTORY: 59676 - GREEN CREDITS RGGI, INC.
Fixed - 1 mo. - RGGI-Training

PLACE BID

Auction Information

Auction Start Time: 4/6/2017 9:00:00 AM EPT	RFP Status: Active
Auction End Time: 4/6/2017 3:00:00 PM EPT	Time Left: 01:01:13m 50s
Total Quantity: 13,500,500 All.	Your Total Bids: 4
Opening Bid (\$/All.): 2.00000	High Bid (\$/All.): *****
Reserve Price (\$/All.): 2.00000	High Bidder: *****
Reserve Status: *****	Clearing Price (\$/All.): *****

Bid Summary

Bid Value: \$8,552,500.00	Bid Quantity Total: 3,360,000 All.
Remaining Balance: \$91,447,500.00	Remaining Balance: 15,125 All.

Bid History Total Bids in View: 4

Company Name	Contact Name	Bid Amount	Bid Quantity	Bid Value*	Cumulative Quantity	Date and Time of Bid	Action
Test Green Bidder A	Test Green Bidder A Test Green Bidder A	\$7.50000	10,000	\$75,000.00	10,000	4/6/2017 2:45:18 PM	Cancel
Test Green Bidder A	Test Green Bidder A Test Green Bidder A	\$5.00000	1,500,000	\$7,550,000.00	1,510,000	4/6/2017 2:42:24 PM	Cancel
Test Green Bidder A	Test Green Bidder A Test Green Bidder A	\$2.75000	1,600,000	\$8,552,500.00	3,110,000	4/6/2017 2:45:57 PM	Cancel
Test Green Bidder A	Test Green Bidder A Test Green Bidder A	\$2.15000	250,000	\$7,224,000.00	3,360,000	4/6/2017 2:40:51 PM	Cancel

*Bid Value calculation based on Uniform Settlement Rule

Language Preference: **English (US)**

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Webinar – Award History Page

All of a bidder's awards appear here along with the total cost

- This is the RGGI Auction Platform's Award History Page
- After auction is approved by RGGI, Inc. and clearing price is announced on www.rggi.org, all awarded bids for a bidder appear here
- The clearing price is displayed along with a summary of allowances won and total cost

RGGI Inc. TRANSACTIONS Test Green Bidder A Test Green Bidder A

Start Announcements RFPs Bids/Offer

View RFP Bid History Awards Time 4:49:06 PM EPT

RFP AWARDS VIEW: 59676 - GREEN CREDITS RGGI, INC.
Fixed - 1 mo. - RGGI-Training

Auction Information

Auction Start Time: 4/6/2017 9:00:00 AM EPT	RFP Status: Closed: Awarded
Auction End Time: 4/6/2017 3:00:00 PM EPT	Time Left: Auction Ended
Total Quantity: 13,500,500 All.	Your Total Bids: 4
Reserve Price (S/All.): 2.00000	Auction Format: Forward - Sell
Reserve Status: *****	Settlement Rule: Uniform
Clearing Price (S/All.): 2.00000	Tie Breaker: Random

Award Summary

Total Cost: \$6,726,000.00 Total Quantity Awarded: 3,360,000 All.

Award Allocation Total Awards in View: 4

Company Name	Contact Name	Bid Amount	Bid Quantity	Cumulative Quantity	Date and Time of Bid	Random	Award Price	Award Quantity
Test Green Bidder A	Test Green Bidder A Test Green Bidder A	\$7.50000	10,000	10,000	4/6/2017 2:45:18 PM		\$2.00000	10,000
Test Green Bidder A	Test Green Bidder A Test Green Bidder A	\$5.00000	1,500,000	1,510,000	4/6/2017 2:42:24 PM		\$2.00000	1,500,000
Test Green Bidder A	Test Green Bidder A Test Green Bidder A	\$2.75000	1,600,000	3,110,000	4/6/2017 2:45:57 PM		\$2.00000	1,600,000
Test Green Bidder A	Test Green Bidder A Test Green Bidder A	\$2.15000	250,000	3,360,000	4/6/2017 2:40:51 PM		\$2.00000	250,000

Page 1

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Section 2 – Auction Platform Troubleshooting and Support

Auction Platform Troubleshooting

Problem	Possible Solution
Forgotten Password	You should step through password recovery process by clicking on the “Forgot your password?” link located on the Sign In Page (see Slides 6 and 8).
Invalid Username and Password Error	You may be locked out of the account. Contact the Deputy Auction Manager via email or phone (see Slide 22).
Poor or Degraded Performance When Navigating the Auction Platform	You should close all applications except for the auction platform browser window. If the problem persists (and you are on a PC), you should check your PC’s performance by pressing Ctrl+Alt+Del and clicking the performance tab. If the CPU usage is high and/or available RAM is below 256k, PC performance will be poor. You should contact your IT department for support.
User Gets an Application Error When Signing In	<p>The platform utilizes JavaScript for certain UI features and cookies to manage session state between the client and server. These settings must be enabled for the auction platform to function properly. These are browser specific settings and can be found under the “privacy” section. You should contact your IT department for support with making these changes.</p> <p>If the problem still persists, there may be an issue with your firewall or other network device tampering with cookies/session state resulting in an error. If possible, you should to attempt access from an alternate location or PC. You should contact your IT department to make the necessary changes to support cookies and JavaScript for www.exchange.enernoc.com.</p>

Contacting EnerNOC for Auction Platform Support

If you're having issues, let us know!

- If you experience any technical problems during the auction and cannot resolve the issue using the previous guidance, please contact Erica Martunas, RGGI CO₂ Budget Trading Programs Deputy Auction Manager, immediately at:
- Phone: (508) 459-8143
- Email: auctionmanager@enernoc.com

Thank you!

