



Auction Platform Training, Troubleshooting, and Support

RGGI CO₂ Budget Trading Programs CO₂ Allowance Auction

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 - Demo Auction on the Auction Platform
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Section 1 – Auction Platform Training Webinar

Introductions

- **Erica Martunas**
 - Deputy Program Manager
 - EnerNOC, Inc.
 - Email: auctionmanager@enernoc.com
 - Phone: (508) 459-8143

- **Jon Harvey**
 - RGGI CO2 Budget Trading Programs Auction Manager
 - EnerNOC, Inc.
 - Email: auctionmanager@enernoc.com
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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 'Exchange Login' page for RGGI Inc. It features a login form with fields for 'Username' and 'Password', both highlighted in yellow. Below the password field are links for 'Forgot your password?' and 'Learn more about EnerNOC?'. A prominent orange 'SIGN IN' button is located at the bottom right of the form. To the right of the form is a promotional image of hands typing on a laptop, with a text box below it stating: 'Did you know? The average EnerNOC customer saves \$440K* through the reverse auction platform. *Relative to Price to Compare'. The footer contains copyright information '© Copyright 2004-2017 EnerNOC, Inc. All Rights Reserved.' and a language preference dropdown set to 'English (US)'.

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

The screenshot shows the 'Exchange Login' page for RGGI Inc. At the top left is the RGGI Inc. logo. At the top right is the text 'Exchange Login'. The main content area contains two yellow input fields labeled 'Username' and 'Password'. Below the password field are two links: 'Forgot your password?' and 'Learn more about EnerNOC?'. To the right of the input fields is a photograph of a person's hands typing on a laptop keyboard. Below the photo is a dark grey box with white text that reads: 'Did you know? The average EnerNOC customer saves \$440K* through the reverse auction platform. *Relative to Price to Compare'. At the bottom center is an orange 'SIGN IN' button. The footer contains the copyright notice '© Copyright 2004-2017 EnerNOC, Inc. All Rights Reserved.' on the left and a 'Language Preference: English (US)' dropdown menu on the right.

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



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

Start Announcements RFPs Bids/Offer

Time 2:34:34 PM EDT
Sticky Filters: On (Save | Clear)

RFPs: START

Customer: Business: Country: Event Type:
RFP No: Commodity: State/Province: Auction Ends:
Description: Type: Delivery Point:
Status: Format: Sub-Delivery Point:

Data last refreshed: 2:34:36 PM. Click Search to Refresh

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
59678	RGGI, Inc.	GCR	RGGI-Training		~	Sealed	Sell		1	6/1/2017	Fixed	13,500,500	All		4/5/2017 9:00:00 AM	Bd On 25m

1 25 Items per page 1 - 1 of 1 Items

Language Preference:
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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

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

Start Announcements RFPs Bids/Offers
View RFP Bid History Awards Time 2:35:55 PM EPT

RFP VIEW: 59076 - GREEN CREDITS

PLACE BID

General Information

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

Auction Information

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

Multiple Unit Auction Information

Multiple Unit: True	Bidder Quantity Cap Type: Participant
Rounds: Single	Settlement Rule: Uniform
Quantity Significant Digits: 0	Tie Breaker: Random
Minimum Bid Quantity (AIL): 1,000	Anglo Dutch Style: False
Minimum Lot Size Increment (AIL): 1,000	
Fixed Bid: 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 header with the RGGI Inc. logo and the word "TRANSACTIONS". Below the header, there are navigation tabs: "Start", "Announcements", "RFPs", and "Bids/Offer". Under "RFPs", there are sub-tabs: "View RFP", "Bid History", and "Awards". The main content area is titled "PLACE BID: 59576 - GREEN CREDIT". Below this, there is a section titled "Terms And Conditions" with a text block stating: "By bidding on this RFP you agree to abide by (in order of precedence) the requirements of the Customer's solicitation/auction notice/contract, and any other contracts currently in place between you and World Energy and/or EnerNOC, Inc." Below the text are two buttons: "I AGREE" and "CANCEL". At the bottom of the page, there is a footer with the text "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

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

Start Announcements RFPs Bids/Others
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): 2,00000
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):
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 A

Start Announcements RFPs Bids/Offers
View RFP Bid History Awards Time 2:44:15 PM EPT

PLACE BID: 50676 - 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 50676 - 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): 8.00000
High Bid Amount (\$/M): *****

Bid Amount (\$/M): 5.123 ** 8.00000
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 shows the RGGI Inc. Transactions page. At the top, there's a navigation bar with 'Start', 'Announcements', 'RFPs', and 'Bids/Offers'. Below this, there's a sub-navigation bar with 'View RFP', 'Bid History', and 'Awards'. The main content area displays a message: 'PLACE BID: 59576 - GREEN CREDIT'. Below this, it states 'Your bid was unsuccessful.' and provides a 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 solution: 'If you would like to bid again, click the "Bid Again" button or click "View RFP" to return to RFP View page.' At the bottom of the message, there is a 'BID AGAIN' button with the text '(you will return to Bid Entry Page)' below it. The footer of the page 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

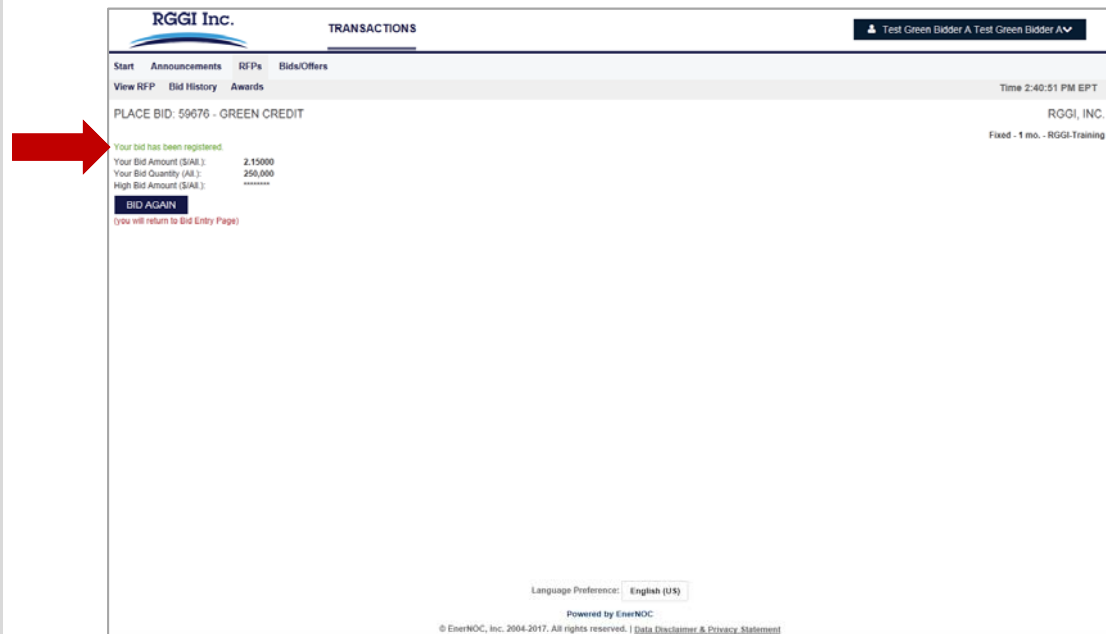
- If the bid submitted by the bidder meets all bidding rules and limitations, the Auction Platform proceeds to the second step in the bidding process
- At this point, the bidder must click the “Submit Bid” button to officially register the bid or the bidder can click the “Cancel” button to withdraw the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

A screenshot of the RGGI Inc. 'Place Bid' page. The page header includes the RGGI Inc. logo and a 'TRANSACTIONS' tab. Below the header, there are navigation links: 'Start', 'Announcements', 'RFPs', and 'Bids/Offer'. A sub-header shows 'View RFP', 'Bid History', and 'Awards'. The main content area is titled 'PLACE BID: 50076 - GREEN CREDIT'. It includes a confirmation message: '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.' Below this, it displays 'Your Bid Amount (\$/M): 2.15000' and 'Your Bid Quantity (M): 250,000'. At the bottom of the form are two buttons: 'SUBMIT BID' and 'CANCEL'. The footer contains 'Language Preference: English (US)', 'Powered by EnerNOC', and copyright information: '© EnerNOC, Inc. 2004-2017. All rights reserved. | Data Disclaimer & Privacy Statement'.

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



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/Offer 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: 5d 1h 13m 58s
Total Quantity: 13,500,500 AIL Your Total Bids: 4
Opening Bid (\$/AIL): 2.00000 High Bid (\$/AIL): *****
Reserve Price (\$/AIL): 2.00000 High Bidder: *****
Reserve Status: ***** Clearing Price (\$/AIL): *****

Bid Summary

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

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)

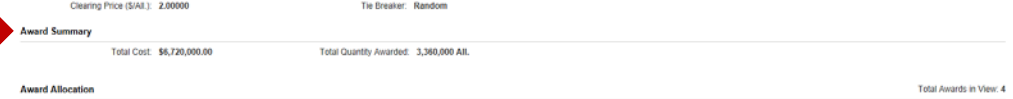
Powered by EnerNOC

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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: 13,500,000 AIL	Your Total Bids: 4
Reserve Price (\$/AIL): 2.00000	Auction Format: Forward - Sell
Reserve Status: *****	Settlement Rule: Uniform
Clearing Price (\$/AIL): 2.00000	Tie Breaker: Random

Award Summary

Total Cost: \$6,720,000.00 Total Quantity Awarded: 3,360,000 AIL

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	1,000,000	3,110,000	4/6/2017 2:45:57 PM		\$2.00000	1,000,000
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

Language Preference: English (US)

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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!

