



# Auction Platform Training, Troubleshooting, and Support

RGGI CO<sub>2</sub> Budget Trading Programs CO<sub>2</sub> Allowance Auction

# Outline



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## Section 2 – Auction Platform Troubleshooting and Support



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# Section 1 – Auction Platform Training Webinar



# Introductions



## **Mike Simari**

- Deputy Program Manager
- Enel X
- Email: [auctionmanager.enelxnorthamerica@enel.com](mailto:auctionmanager.enelxnorthamerica@enel.com)
- Phone: (978) 804-2021

## **Jon Harvey**

- RGGI CO<sub>2</sub> Budget Trading Programs Auction Manager
- Enel X
- Email: [auctionmanager.enelxnorthamerica@enel.com](mailto:auctionmanager.enelxnorthamerica@enel.com)
- Phone: (703) 795-8927

# 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 CO<sub>2</sub> 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

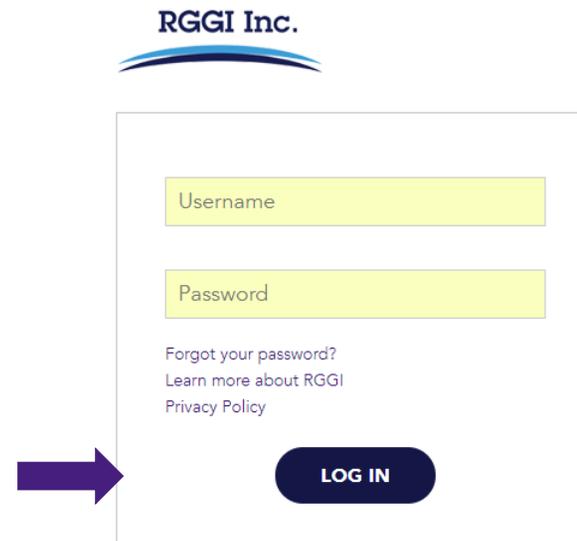


## Webinar Instructions – Participants

- 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:  
<https://rggi.exchange.apps.enelx.com>
- Type in your assigned username and password and click the “Sign In” Button

A screenshot of the RGGI Inc. login page. At the top, the text "RGGI Inc." is displayed above a blue curved line. Below this, there are two yellow input fields: the first is labeled "Username" and the second is labeled "Password". Underneath the password field, there are three links: "Forgot your password?", "Learn more about RGGI", and "Privacy Policy". At the bottom of the form is a dark blue button with the text "LOG IN" in white. A large purple arrow points from the left towards the "LOG IN" button.

RGGI Inc.

Username

Password

[Forgot your password?](#)  
[Learn more about RGGI](#)  
[Privacy Policy](#)

**LOG IN**

# 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
  - Enel X 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 Enel X and not by any other training participants
- In the event you experience a significant problem, please call Mike Simari at (978) 804-2021

## Webinar – Sign In Page



This is the RGGI Auction Platform's Sign In Page

To sign in, go to <https://rggi.exchange.apps.enelx.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 RGGI Inc. sign-in interface. At the top, the "RGGI Inc." logo is displayed with a blue swoosh underneath. Below the logo is a white rectangular box containing the sign-in form. The form has two input fields: "Username" and "Password", both highlighted in yellow. Below these fields are three links: "Forgot your password?", "Learn more about RGGI", and "Privacy Policy". At the bottom of the form is a dark blue rounded button labeled "LOG IN". At the very bottom of the page, there is a copyright notice: "© 2014-2018 Enel X S.r.l. All Rights Reserved."

# 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

The screenshot shows the RGGI Inc. Transactions page. At the top left is the RGGI Inc. logo. To its right is the word "TRANSACTIONS" in all caps. Further right is a user profile dropdown menu showing "Erica Demo 1". Below the header is a navigation bar with tabs for "Start", "Announcements", "RFPs", and "Bids/Offers". The "Start" tab is active. In the top right corner of the page content, it says "Time 1:32:31 PM EPT". The main content area is titled "START PAGE" and contains a welcome message: "Welcome Erica Demo 1 of Demo Supplier 1". Below this is a section titled "New to the Exchange? Here's an overview of how to get started:" followed by three paragraphs of introductory text. The first paragraph explains Announcements, the second explains RFPs, and the third explains Bids/Offers. At the bottom of the page, there is a "Language Preference" dropdown menu set to "English (US)", a "Powered by EnerNOC" logo, and a copyright notice: "© EnerNOC, Inc. 2004-2017. All rights reserved. | Data Disclaimer & Privacy Statement".

# 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/Offers Time 2:34:34 PM EPT

RFPs: START Sticky Filters: On (Save | Clear)

Customer: RGGI Business: All Country: United States Event Type: All **SEARCH**

RFP No: Commodity: All State/Province: All Auction Ends: All

Description: Type: All Delivery Point: All

Status: Active Format: All Sub Delivery Point: All

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

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		4/6/2017 9:00:00 AM	0d 0h 25m

< 1 > 25 items per page 1 - 1 of 1 items

Language Preference: English (US)

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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 AV

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

RFP VIEW: 59676 - GREEN CREDITS PLACE BID

**General Information**

Description: RGGI-Training	Total Quantity: 13,500,500 All.
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 (\$/All.): 2.00000
Auction Type: Sealed	Reserve Price (\$/All.): 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 (\$/All.): *****
Bid Increment (\$/All.): 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 (All.): 1,000	Anglo Dutch Style: False
Minimum Lot Size Increment (All.): 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



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

Start Announcements RFPs Bids/Offers

View RFP Bid History Awards Time 2:37:24 PM EPT

PLACE BID: 59676 - GREEN CREDIT

**Terms And Conditions**

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.

**I AGREE** **CANCEL**

Language Preference: **English (US)**

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# 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

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

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

**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

Start Announcements RFPs Bids/Offers

View RFP Bid History Awards

PLACE BID: 59676 - GREEN CREDIT

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 16m 19s  
(time remaining as of last refresh)

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

Bid Amount (\$All.): 5.123 \*\* 5.00000 (Your Last Bid)  
Bid Quantity (All.): 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 is a navigation bar with "RGGI Inc." on the left and "TRANSACTIONS" in the center. On the right of the navigation bar, there is a user profile dropdown menu showing "Test Green Bidder A Test Green Bidder A". Below the navigation bar, there are tabs for "Start", "Announcements", "RFPs", and "Bids/Offers". Under "Bids/Offers", there are sub-tabs for "View RFP", "Bid History", and "Awards". The main content area displays "PLACE BID: 59676 - GREEN CREDIT" and "RGGI, INC." with a "Fixed - 1 mo. - RGGI-Training" status. A message states "Your bid was unsuccessful." and provides the reason: "Your bid amount of 7.35000 (\$/All) failed for the following reason: Cumulative Quantity of your bids exceeded Quantity Cap per Bidder of 25.00%." Below this message is a "BID AGAIN" button and a note "(you will return to Bid Entry Page)". At the bottom, there is a "Language Preference: English (US)" dropdown and a footer with "Powered by EnerNOC" and "© EnerNOC, Inc. 2004-2017. All rights reserved. | Data Disclaimer &amp; Privacy Statement".

## 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. TRANSACTIONS page. The user is logged in as 'Test Green Bidder A'. The page title is 'PLACE BID: 59676 - GREEN CREDIT'. The user's bid amount is \$2,150,000 and the quantity is 250,000. There are two buttons: 'SUBMIT BID' and 'CANCEL'. A purple arrow points to the 'SUBMIT BID' button.

Your Bid Amount (\$All):	2,150,000
Your Bid Quantity (All):	250,000

## 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 'RGGI Inc.' on the left and 'TRANSACTIONS' in the center. On the right, a user profile dropdown shows 'Test Green Bidder A Test Green Bidder A'. Below the navigation bar, there are tabs for 'Start', 'Announcements', 'RFPs', and 'Bids/Offers'. Under 'Bids/Offers', there are sub-tabs for 'View RFP', 'Bid History', and 'Awards'. The main content area shows 'PLACE BID: 59676 - GREEN CREDIT' with a timestamp of 'Time 2:40:51 PM EPT'. A green message states 'Your bid has been registered.' Below this, a table shows bid details: 'Your Bid Amount (\$All.): 2,150,000', 'Your Bid Quantity (All.): 250,000', and 'High Bid Amount (\$All.): \*\*\*\*\*'. A blue 'BID AGAIN' button is visible, with a note '(you will return to Bid Entry Page)'. At the bottom, there is a 'Language Preference: English (US)' dropdown and a footer with 'Powered by EnerNOC' and '© 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: 0d 0h 13m 58s
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	\$7,500,000	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	\$5,000,000	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	\$2,750,000	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	\$2,150,000	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](http://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/Offers

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 (\$/All.): 2.00000 Auction Format: Forward - Sell  
Reserve Status: \*\*\*\*\* Settlement Rule: Uniform  
Clearing Price (\$/All.): 2.00000 Tie Breaker: Random

**Award Summary**

Total Cost: \$6,720,000.00 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

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 their 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 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 <a href="https://exchange.apps.enelx.com">https://exchange.apps.enelx.com</a>.</p>

## Contacting Enel X 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 Mike Simari, RGGI CO<sub>2</sub> Budget Trading Programs Deputy Auction Manager, immediately at:

- Phone: (978) 804-2021
- Email: [auctionmanager.enelxnorthamerica@enel.com](mailto:auctionmanager.enelxnorthamerica@enel.com)

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Thank you!

