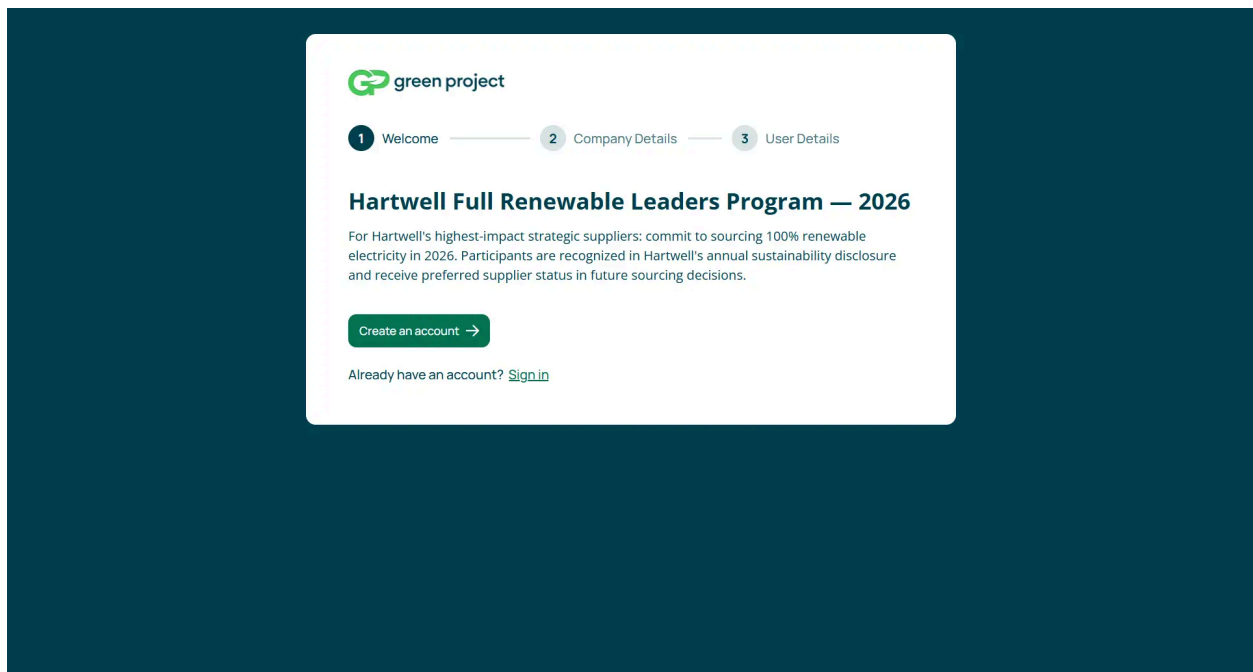


Act Marketplace User Guide

Thank you for choosing Green Project, an ACT company, as your partner in decarbonization. We're excited to get you started on Act, our renewable energy procurement platform! The steps below will walk you through the process, and our team is here if you have any questions.

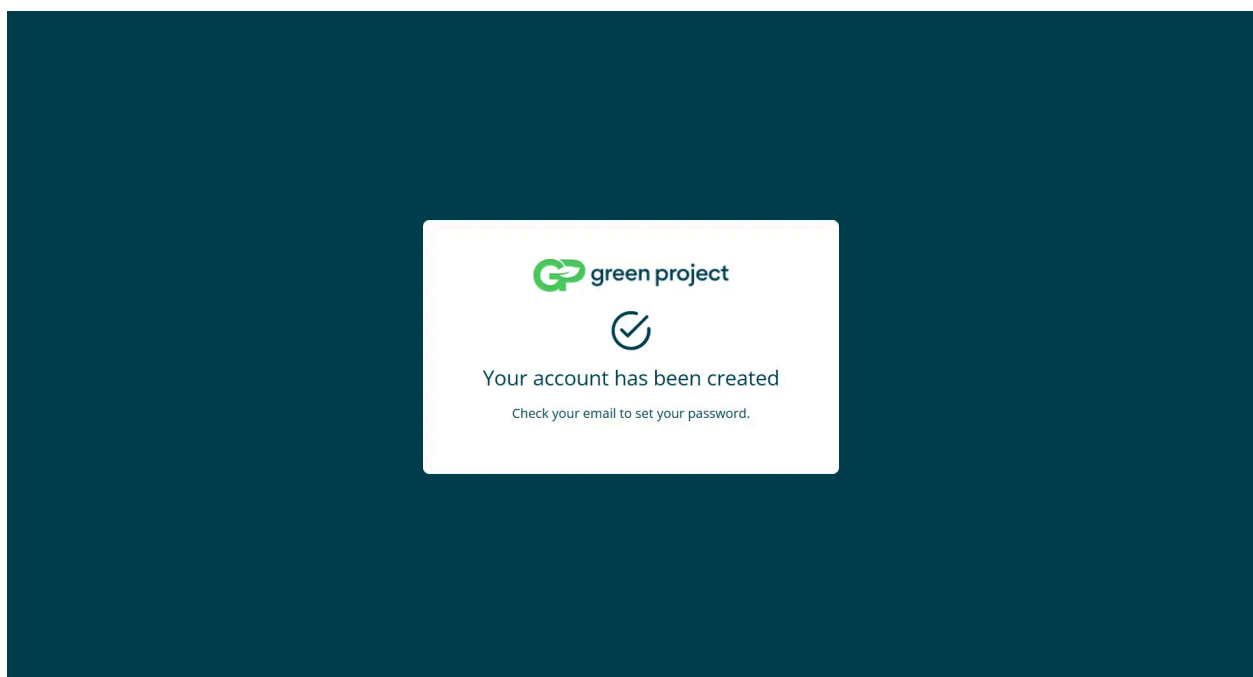
Step 1. Set Up Your Account

Look out for an email from your renewable energy campaign manager - it will include a link to your account creation page. To set up your account, fill in your company details and your own user details:



The screenshot shows a registration form for 'green project' on a dark teal background. The form is titled 'Company Details' and includes a progress bar with three steps: 1 Welcome, 2 Company Details (current), and 3 User Details. The form fields are: Company Name (required), Company Domain (required, with 'example.com' entered), a checkbox for 'My company does not have a website', Industry (dropdown), Sub-Industry (dropdown), and Country/Region (dropdown). Navigation buttons for 'Back' and 'Next' are at the bottom.

Only your company name, company domain, and your name and email are required, everything else is optional and can be added later. If your company doesn't have a website, tick **My company does not have a website** and continue. You'll then receive an activation email to set your password and log in for the first time. If it doesn't arrive within a few minutes, please check your spam folder.



Step 2. Enter Your Electricity Data

In the sidebar, navigate to the **Electricity** screen. Choose your reporting year, then enter your electricity usage: your total consumption, and any portion that's already renewable.

You can organize your data **by facility** (recommended, so your certificates match each site's market) or **by country** if you only have country-level totals.

green project

CR Crypticor...

Electricity

Marketplace

Orders

Users

SH Scott Huff

1 Choose Aggregation Type 2 Enter Electricity Consumption 3 Renewable Proof 4 Review

Enter Your Electricity Consumption

Total electricity consumed across your operations, including purchased electricity and on-site generation.

Search

Upload File Add Row Edit Data

Facility	Country	Total Consumption (MWh)	Renewables (MWh) Purchased from Green Project	Renewables (MWh) Purchased elsewhere	Renewable %
No data					
Total		0.000	0	0.000	

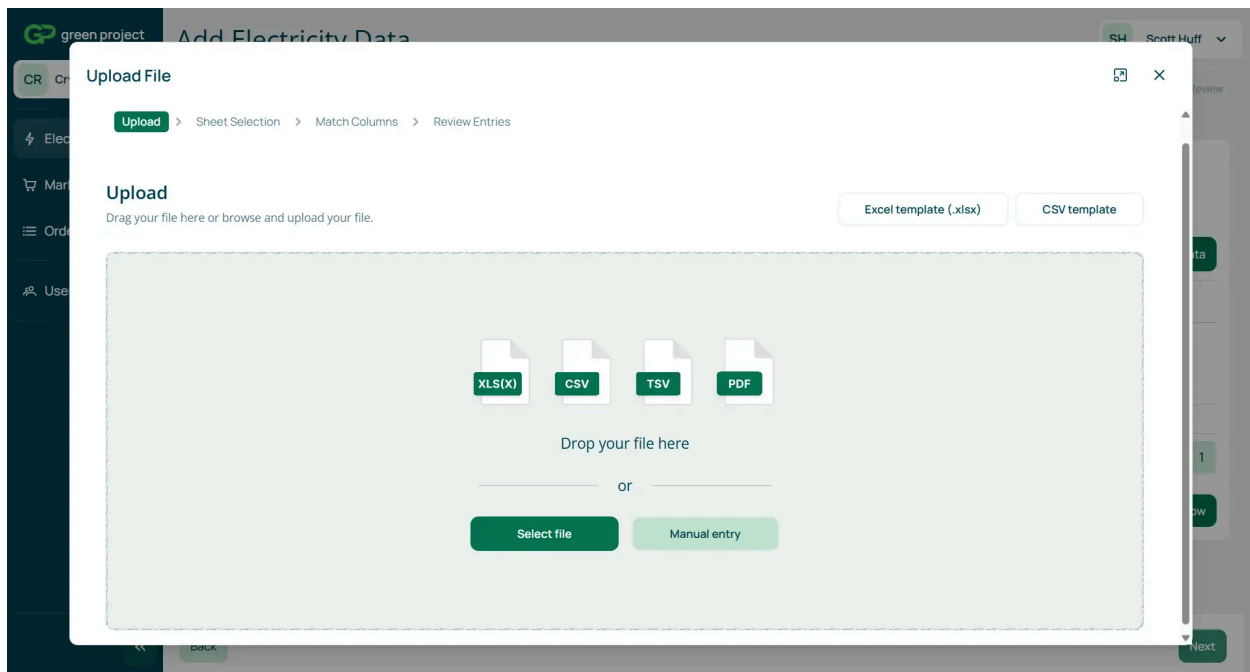
20 50 100

Page 1 of 1 (0 items) 1

Add Row

Back Next

You have two choices for entering data, either individually row by row (image above) or in bulk for all facilities (below) using **Bulk Manage Electricity Data** and our upload template.



Enter figures straight from your utility bills, choose **kWh** or **MWh** per row and we'll handle the conversion.

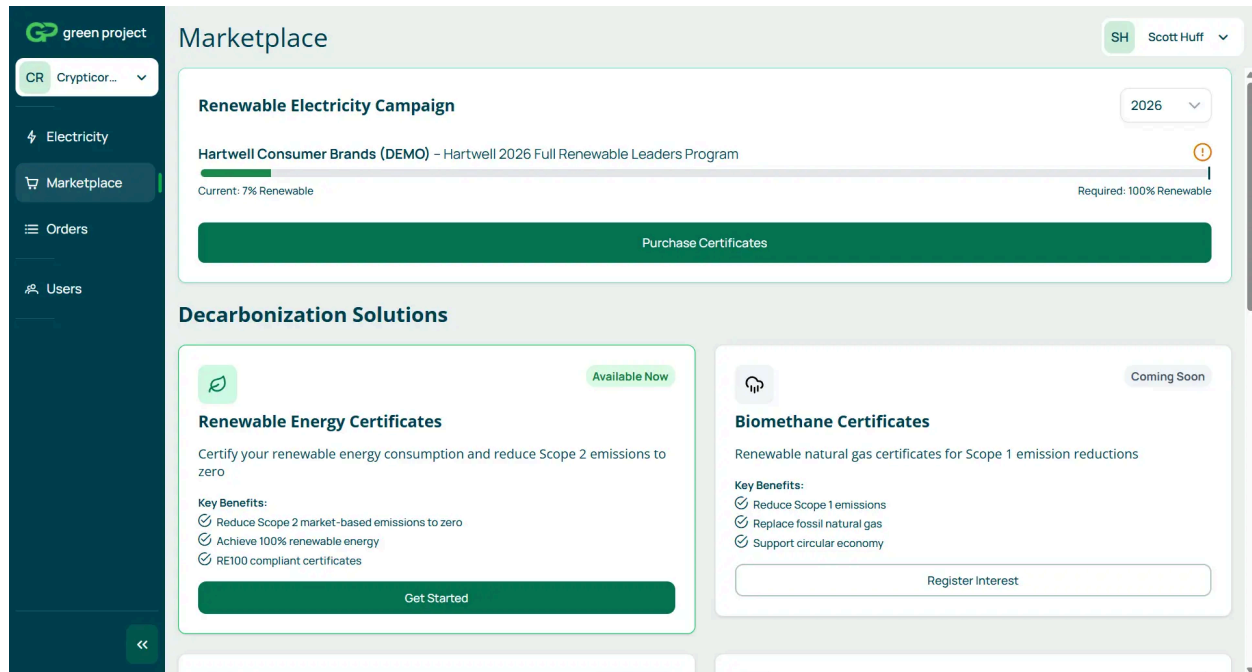
If your campaign manager has set a renewable target, you'll see your progress toward it on this screen once your data is entered.

The 'Electricity Data' dashboard is shown. At the top, there's a 'Renewable Electricity Campaign' section for 'Hartwell Consumer Brands (DEMO) - Hartwell 2026 Full Renewable Leaders Program'. It displays a progress bar from 'Current: 7% Renewable' to 'Required: 100% Renewable' and a 'Purchase Certificates' button. Below this is the 'Electricity Consumption' section, which states 'Total electricity consumed across your operations, including purchased electricity and on-site generation.' It includes a search bar, a 'All Countries' dropdown, and buttons for 'Bulk Manage Electricity Data', '+ Add Row', and 'Edit Data'.

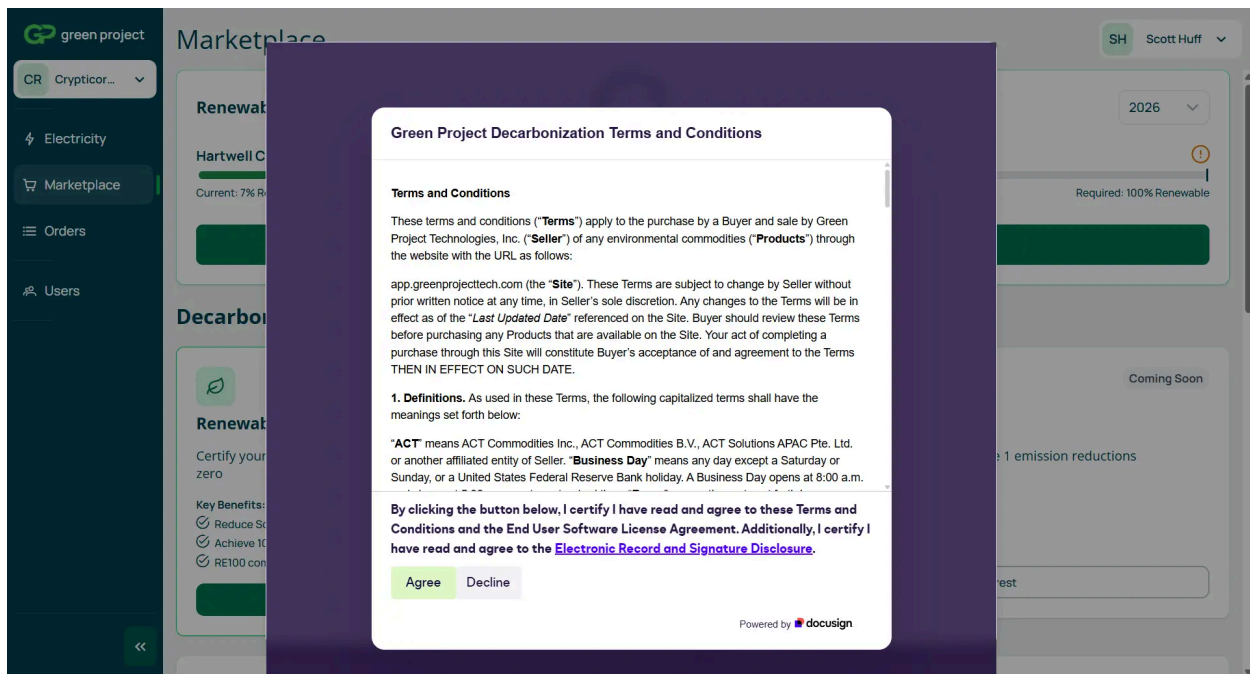
Facility	Country	Total Consumption (MWh)	Renewables (MWh) Purchased from Green Project	Renewables (MWh) Purchased elsewhere	Renewable %
HQ	United States	785	0	0	0%
Factory 1	United States	5437	0	0	0%
Factory 2	Canada	7358	0	0	0%
Factory 3	Canada	213	0	0	0%
Factory 4	United Kingdom	435	0	0	0%

Step 3. Review the Terms & Conditions

Go to the **Marketplace** screen and click **Get Started** on the Renewable Energy Certificates card.



The first time you do this, you'll be asked to review our platform Terms & Conditions before continuing to your order. Scroll to the bottom and click **Agree** to confirm your agreement.



Each user on your account agrees separately the first time they go to order.

Step 4. Build Your Order

On the order page, select your reporting year - the year of electricity usage you're looking to cover with renewable energy - and review the certificates we've matched to your consumption. To adjust how much to cover at each facility, click **Configure** and set your target percentages.

Review Your Order

Available Now

These certificates are in our automated inventory and ready for immediate purchase. Place your order and your emissions will go down right away.

Region	MWh	per MWh	Total
Australia Australia LGC 2026	867	\$2.50	\$2,167.50

Sourced for you

These certificates aren't in our automated inventory yet. An ACT trader will reach out within 2-3 business days with pricing and sourcing options. You review their terms and decide whether to proceed. Your available now items are processed regardless of your decision here.

Region	MWh	per MWh	Total
US/Canada	13,793	-	-
United Kingdom	435	-	-

Total
\$2,167.50

RE100 compliant ⓘ
Brings you to 100% renewable

RENEWABLE REQUESTS - 2026

Hartwell Consumer Brands (DEMO) - Hartwell 2026 Full Renewable Leaders Program

Required 100% 7% now → 100% after this order

Current This order Target

Pay today → estimated delivery by December 31, 2026. Your delivery date is based on when payment is received. ⓘ

Share as PDF Place Order...

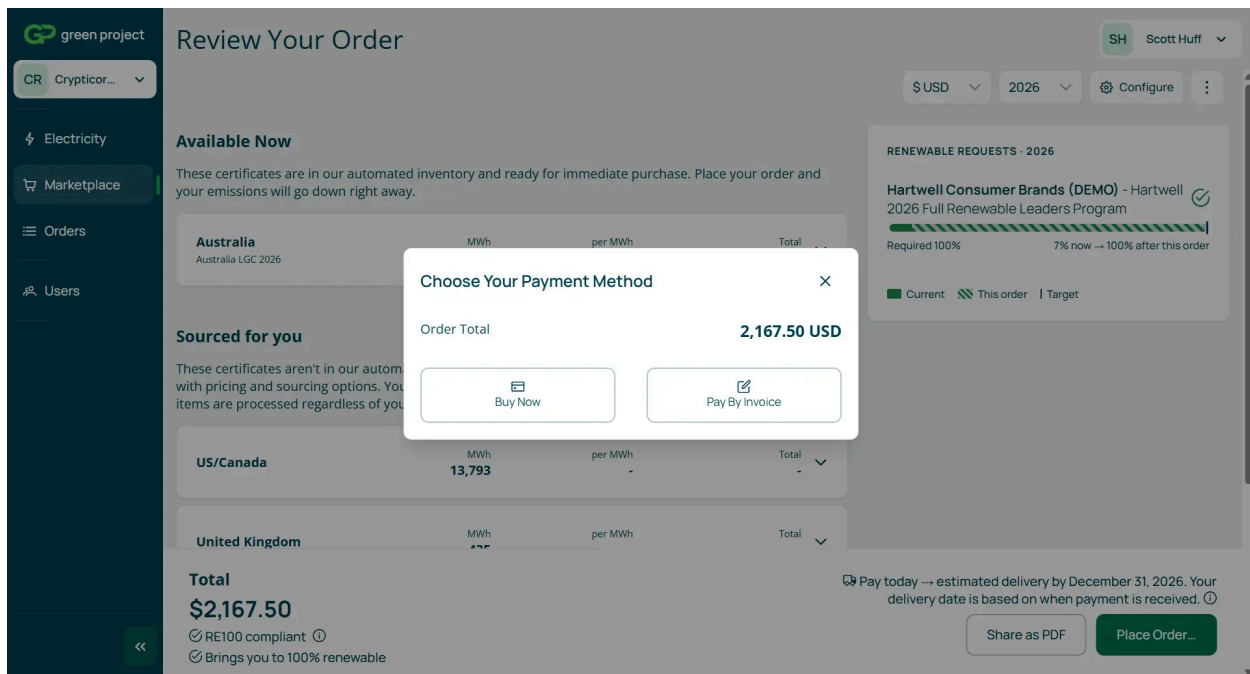
If you're enrolled in a campaign, the **Renewable Requests** panel shows your current coverage and where this order will take you. Click **Auto-adjust order to meet requests** to build an order that meets your target.

Items shown under **Sourced for you** aren't in our automated inventory, but an ACT trader will reach out within 2–3 business days with pricing and options.

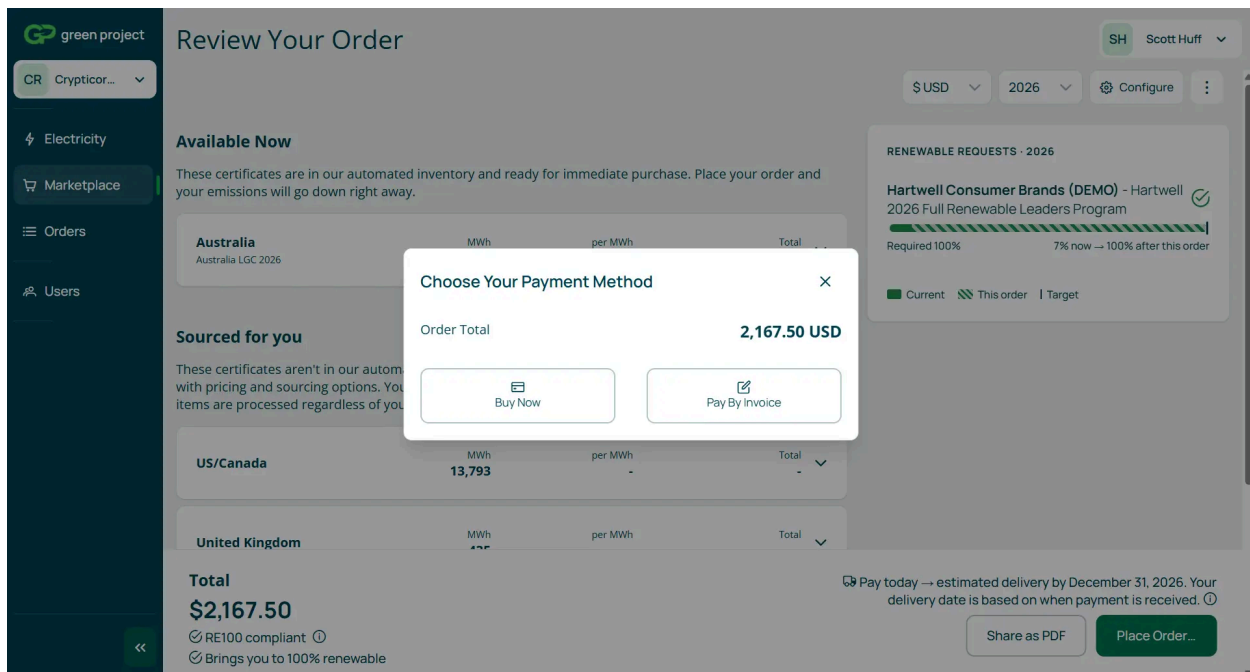
Step 5. Complete Your Purchase

When ready, choose your preferred currency (note, if you're paying via bank payment, you must choose USD to transfer from US-domiciled banks and EUR to transfer from EU-domiciled banks).

Next, click **Place Order** and choose how you'd like to pay: **Buy Now** by credit card or online bank payment, or **Pay By Invoice**.



If you're paying by invoice, review your billing address and invoice payer email, then click **Confirm and Generate Invoice**. Your order confirmation will be sent to the invoice payer email you provide, so please use an address where you'd like to receive it.



Step 6. Check Your Order Status

Congratulations! You've placed your order. You will receive a confirmation email to the email associated with your account and be able to view your order details on the **Orders** screen.

Your invoice and Statement of Sustainability will be posted for each order, and your Retirement Statement(s) will also be available for download once processed. Retirement documentation follows a quarterly schedule based on when your payment is received:

Payment received	Documentation available by
January – March	June 30
April – June	September 30
July – September	December 31
October – December	March 31 of the following year

The screenshot displays the 'green project' web application interface. On the left is a dark sidebar with navigation links: 'Electricity', 'Marketplace', 'Orders' (highlighted), and 'Users'. The top bar shows the user 'SH Scott Huff'. The main content area is titled 'Order' and shows details for 'MHXR'. It includes a 'Back to Orders' link, a 'Download Invoice' button, and a table of order information. Below this are sections for 'Statement of Sustainability' (showing 'No Statement of Sustainability available') and 'Certificates Purchased' (showing 'Australia LGC 2026' with details: AU · 867 MWh · \$2.50/MWh · \$2,167.50, Facilities: Factory 5, and a status of 'Pending').

Ordered By	Ordered Date	Date Paid	Invoice #
Scott Huff	Aug 20, 2026	—	YLZG1H0I-0001
Consumption Year	Total MWh	Total Price	Estimated Delivery Date
2026	16,327	—	Dec 31, 2026 Projected – finalized once payment is received

Statement of Sustainability

① No Statement of Sustainability available

Certificates Purchased

Australia LGC 2026
AU · 867 MWh · \$2.50/MWh · \$2,167.50
Facilities: Factory 5
Awaiting retirement statement

Pending

Your purchase is reflected in your renewable coverage right away - you don't need to wait for the documentation.

Need Assistance?

If you have any questions or need further help, please contact us at support@greenprojecttech.com.