



The Climate Registry

## Granting Access to Your Verification Body

In order for your verification body to see your data their organization needs to be added and your data needs to be locked.

### 1. Add your Verification Body

Navigate to: Physical Inventory → Entity → Emissions Year → Select year you wish to assign a verification body to → Choose the ANSI accredited Registry-approved verification body from the drop-down menu

Home | [Physical Inventory](#) | [Emissions Inventory](#) | [Analysis and Reports](#) | [Resources](#)

Entity Details | Salamander, Jones & Bettinson LLC

TCR: An entity is the company or organization that is a Member of The Climate Registry and is responsible for reporting a complete footprint of their GHG emissions. Use this page to manage entity information. Use the Related Items links on the right hand side to navigate to other aspects of your

Entity Name *	<input type="text" value="Salamander, Jones &amp; Bettinson LLC"/>	Related Items <a href="#">Facilities</a> <a href="#">Contacts</a> <a href="#">Emissions Years</a> <a href="#">Additional Information</a> <a href="#">Documents</a> <a href="#">Submission</a> <a href="#">Address History</a>
Description	<input type="text" value="description - appears on public report"/>	
Entity Type *	<input type="text" value="Commercial &amp; Industrial"/>	
Entity Active From Date *	February 3 2011	
<input type="checkbox"/> Entity Active To Date		

Emissions Years Details | Salamander, Jones & Bettinson LLC | 2009

TCR: On this page you can select a level of reporting and your organization's consolidation methodology that applies to an entire year of emissions data. GRP Tip: The Registry recommends selecting consolidation methodology prior to creating facilities.

Consolidation Methodology	<input type="text" value="Operational Control Only"/>
Reporter Type	<input type="text" value="Complete"/>
Reason for Transitional Reporting	<input type="text"/>
Verification Body	<input type="text" value="[Please Select]"/> [Please Select] Advanced Waste Management Systems, Inc. Alliant Environmental, LLC BSI Management Systems America, Inc. Bureau Veritas Certification North America Cameron-Cole, LLC Complete Integrated Certification Services Ltd. ERM Certification and Verification Services First Environment, Inc.

Save & Close Save Cancel

Climate Registry Information System Version 3.0

## 2. Lock your Data

Once all of your facilities are in final review you can begin to make your data available for your verification body by walking through the following steps. Navigate to your submissions page by clicking Emissions Inventory → Submission → Entity Name as long as the correct emissions year is selected.

a. Lock your data by clicking the **Make Ready to Submit** button. This step generates a snapshot of your CRIS data for each facility. Please be patient while these snapshots are created.

Entity Submissions | Salamander, Jones & Bettinson LLC | 2009

Program Guidelines [Hide](#)

TCR: Once all facility data is in Final Review, the status of submissions is changed for all facilities in the entity at the same time. The buttons that appear depend on your user role and the current status of the report. See the Getting Started Guide for more detailed information

Reporting Program : TCR | Primary Entity Administrator : Oliver Smith  
Entity State: Final Review  
Entity Address : 1000 Main St., Seattle, United States, Washington, 98122

10

Facility ID	Facility	Facility Address	Status	Status Date	Program
<a href="#">F-1770397</a>	<a href="#">Headquarters</a>	2000, Main St., United States, Washington, 98122	Final Review	Feb-04-2011	TCR

Results 1 - 1 of 1.

[Make Ready to Submit](#) [View OA Logs](#)

b. Click the **Ready for Verification** button

Entity Submissions | Salamander, Jones & Bettinson LLC | 2009

Program Guidelines [Hide](#)

TCR: Once all facility data is in Final Review, the status of submissions is changed for all facilities in the entity at the same time. The buttons that appear depend on your user role and the current status of the report. See the Getting Started Guide for more detailed information

Submission successfully moved to Ready to Submit. Please check the submittal receipt under the submission documents.

Reporting Program : TCR | Primary Entity Administrator : Oliver Smith  
Entity State: Ready to Submit  
Entity Address : 1000 Main St., Seattle, United States, Washington, 98122

10

Facility ID	Facility	Facility Address	Status	Status Date	Program
<a href="#">F-1770397</a>	<a href="#">Headquarters</a>	2000, Main St., United States, Washington, 98122	Ready to Submit	Feb-04-2011	TCR

Results 1 - 1 of 1.

[Ready for Verification](#) [Edit - Unlock Data](#) [View OA Logs](#)

Documents(1) [More >](#)

c. Click the **Begin Verification** button and then enter your password. This password is the same password used to log into the system.

Entity Submissions | Salamander, Jones & Bettinson LLC | 2009

Program Guidelines

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Submission successfully moved to Ready for Verification

Reporting Program : TCR | Primary Entity Administrator : Oliver Smith  
 Entity State: Ready for Verification  
 Entity Address : 1000 Main St.,Seattle,United States,Washington,98122

Navigation: 10

Facility ID	Facility	Facility Address	Status	Status Date	Program
F-1770397	Headquarters	2000,Main St.,United States,Washington,98122	Ready for Verification	Feb-04-2011	TCR

Results 1 - 1 of 1.

Buttons: Edit - Unlock Data, **Begin Verification**, View OA Logs

Entity Submissions | Salamander, Jones & Bettinson LLC | 2009

Program Guidelines [Hide]

TCR: Once all facility data is in Final Review, the status of submissions is changed for all facilities in the entity at the same time. The buttons that appear depend on your user role and the current status of the report. See the Getting Started Guide for more detailed information.

Submission successfully moved to Ready for Verification

Reporting Program : TCR | Primary Entity Administrator : Oliver Smith  
 Entity State: Ready for Verification  
 Entity Address : 1000 Main St.,Seattle,United States,Washington,98122

Navigation: 10

**Message**

You are about to move this facility to the next state. All Facilities belonging to this Entity will be moved.

I confirm that this data for my entity is accurate. By clicking Okay, I acknowledge I have completed the reporting process and that I am granting my Verification Body read-only access.

Please re-enter your password:

OK Cancel

Facility ID	Facility	Facility Address	Status	Status Date	Program
F-1770397	Headquarters	2000,Main St.,United States,Washington,98122	Ready for Verification	Feb-04-2011	TCR

Congratulations now that your data is in Verification in Progress (VIP) status, your verification body can now see your data.

**Troubleshooting granting access to your verification body:**

Occasionally the following error message may appear as part of the quality assurance checks:

Submission failed to move to Ready to Submit. Reason: one or more QA Checks failed. Please view the OALog for details.

Reporting Program : TCR | Primary Entity Administrator : Oliver Smith  
 Entity State: Final Review  
 Entity Address : 1000 Main St.,Seattle,United States,Washington,98122

Navigation: 10

Facility ID	Facility	Facility Address	Status	Status Date	Program
F-1770397	Headquarters	2000,Main St.,United States,Washington,98122	Final Review	Feb-05-2011	TCR

Results 1 - 1 of 1.

Buttons: Make Ready to Submit, View OA Logs

This message is a result of:

1. A source that was listed as operating does not have any data reported
2. A facility does not have any data entered

To remedy this, please check both your QA checks and list of facilities to see if any facilities did not report. Running a report may also help identifying which report or source was not reported for.