GreenPower®
Renewable Energy

Producer Registry User Guide

GreenPower Renewable Gas Certification

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Acknowledgement of Country



GreenPower acknowledges the Traditional Owners and Custodians of Country throughout Australia and pays our respects to them, and their Elders, past and present.

We recognise their enduring connection to the land, waters, and culture, and honour their vital role as the first and most knowledgeable custodians of the land.

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1

Overview

This User Guide is designed to assist GreenPower-accredited Producers with step-by-step instructions for accessing and using the GreenPower Renewable Gas Certification Registry (the Registry).

The Registry allows Producers to:

- Register renewable gas projects.
- Declare (register) renewable gas injected into the gas network, delivered directly to consumers, or used in behind-the-meter (BTM) projects.
- Be issued with Renewable Gas Guarantees of Origin (RGGO) certificates.
- Transfer RGGOs to GreenPower-registered Traders.

The gas registration process follows the GreenPower Renewable Gas Certification framework, requiring Producers to register renewable gas monthly via the Registry. This complements renewable gas injected into the natural gas grid, delivered directly to consumer premises, or supplied to behind-the-meter (BTM) projects.

Producers are required to submit supporting evidence when registering renewable gas on the Registry. The GreenPower Certification Program Manager will review the evidence and approve or reject the gas registration. Producers will only be able to transfer the relevant RGGOs to a Trader when the gas registration is approved.

Please note that RGGOs expire 1,185 days (equivalent to 3 years and 3 months) from and including the first day of the gas production and delivery month stated in the relevant gas declaration.

All individuals with access to a Producer's account are expected to be familiar with the contents of this guide to ensure accurate and compliant use of the Registry.

For any questions or clarification regarding this guide or the Registry processes, you may contact the GreenPower Program Manager at: greenpower.gas@dpie.nsw.gov.au

For definitions of key terms used throughout this guide, please refer to the GreenPower Renewable Gas Certification Rules.

2

Portal Access

This section provides detailed, step-by-step instructions to help Producers set up and manage secure access to the GreenPower Renewable Gas Certification Registry portal.

It includes guidance on:

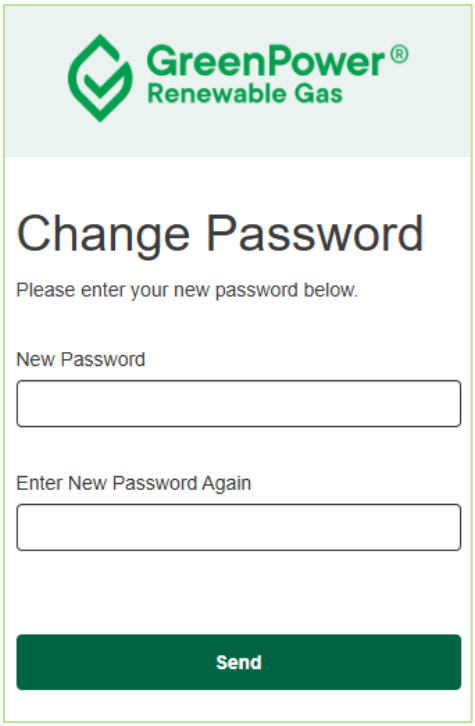
- configuring Multi-Factor Authentication (MFA) for enhanced account security,
- signing in and signing out of the portal correctly, and
- ensuring proper access management and session security.

These instructions are intended to support a secure and reliable user experience while maintaining the integrity of the portal's access controls.



Setup Access and Multi-Factor Authentication

1) Enter the URL to the GreenPower Producer portal in web browser https://registry.greenpower.gov.au/
2) Enter username and temporary password received via e-mail from noreply@registry.greenpower.gov.au
3) Set a new password in the change password dialog.





4) A dialog to setup MFA (Multi-Factor Authentication) is displayed.

a) Scan the QR code using an authenticator app, such as Microsoft Authenticator, Google Authenticator or Authy.

i) **Google Authenticator:**
Available on Google Play / on App Store

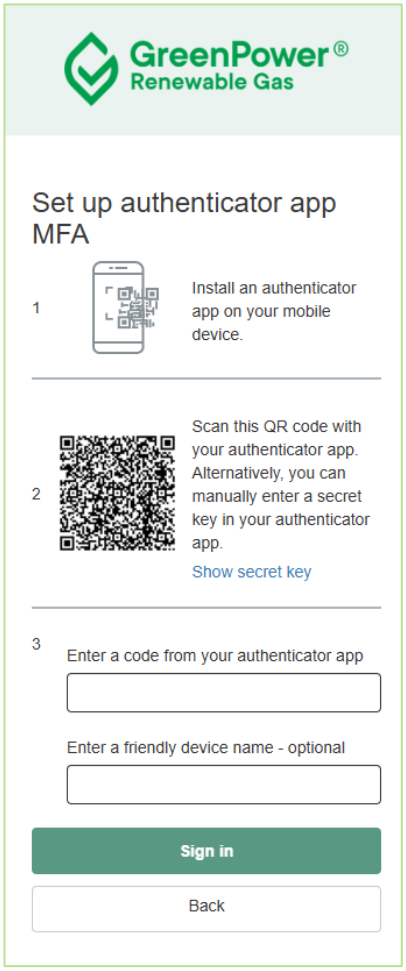
ii) **Microsoft Authenticator:**
Available on Google Play / on App Store

iii) **Authy:**
Available on authy.com / Google Play / on App Store

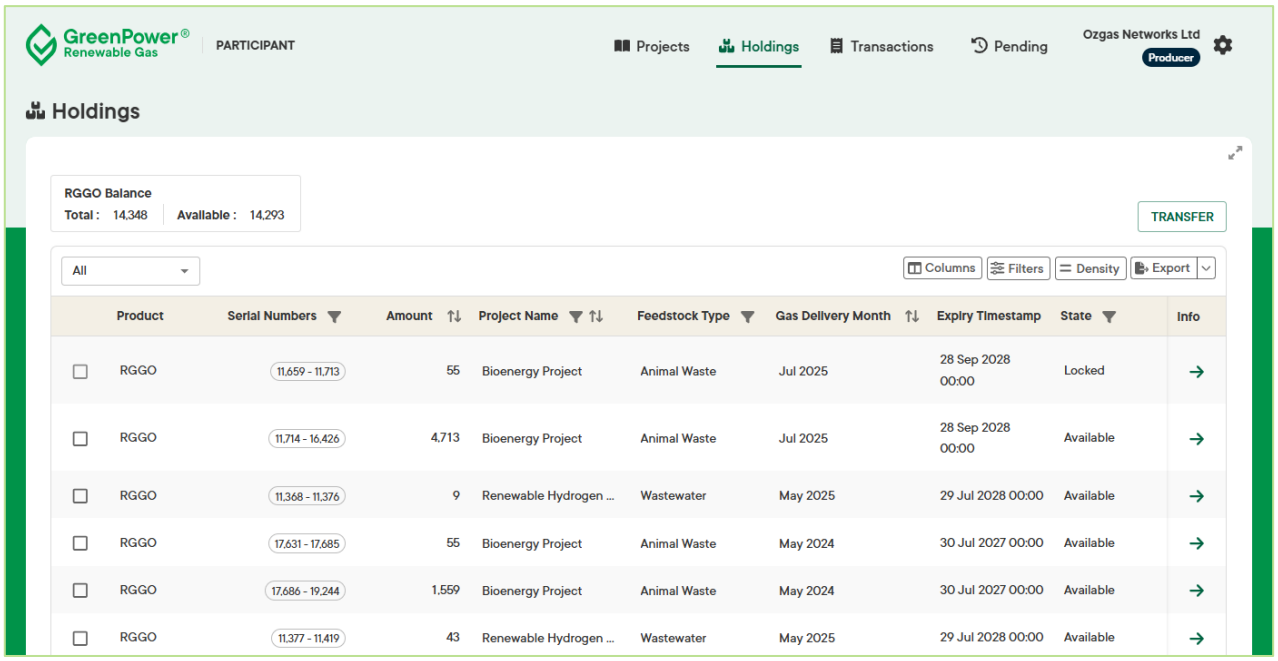
b) The user account should get added successfully to the Authenticator app.

i) Enter the one-time-passcode from the Authenticator app (into step 3)

c) Click '**Sign In**' to log into the portal.



5) The Holdings page of the Producer portal is displayed upon sign-in.



Sign-in to Portal

This section details the login process to the Producer portal, after portal access and MFA has been set up.

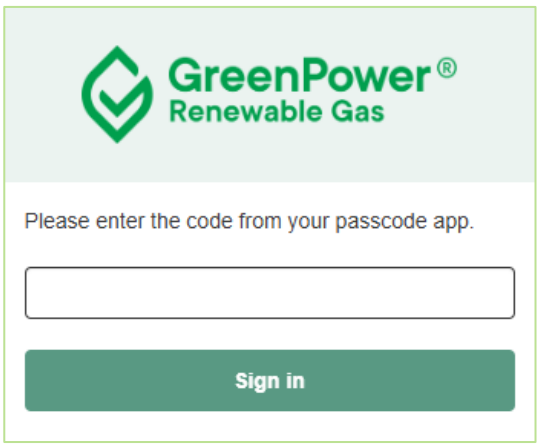
1) Enter the URL to the GreenPower Producer portal in web browser https://registry.greenpower.gov.au/

2) Enter your **username** and **password**.



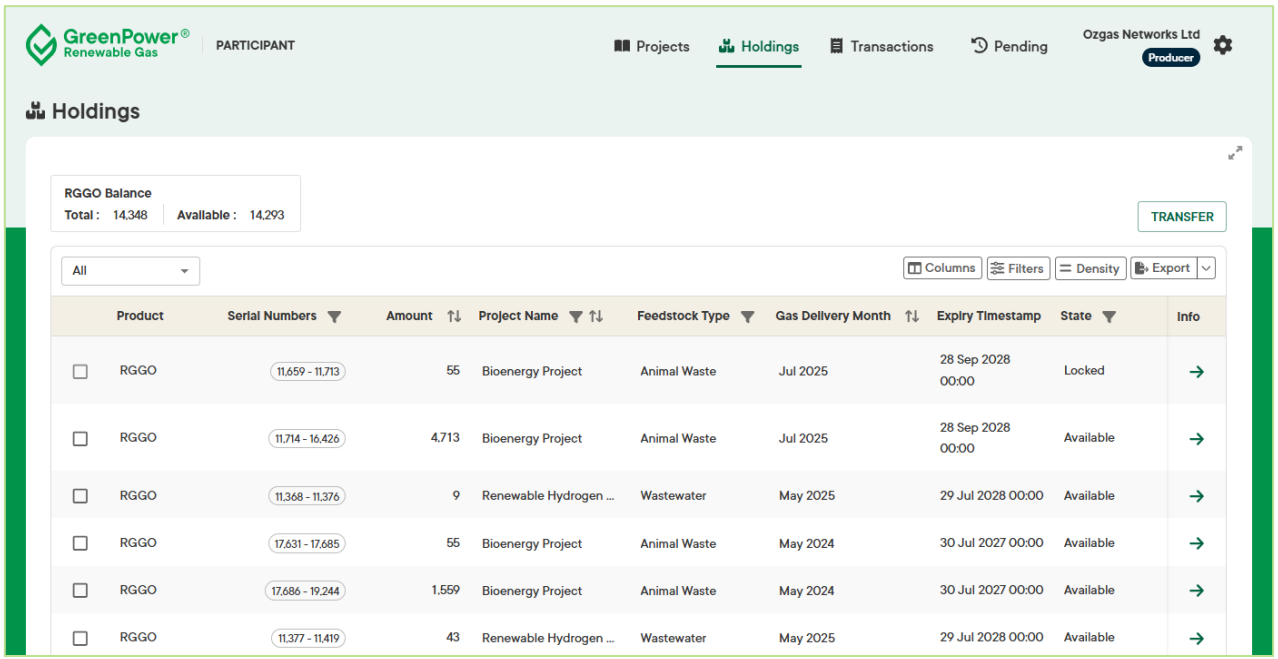
In case of a lost or forgotten, username or password please contact GreenPower Program Manager at: greenpower.gas@dpie.nsw.gov.au

3) Enter the **passcode** from the authenticator app.



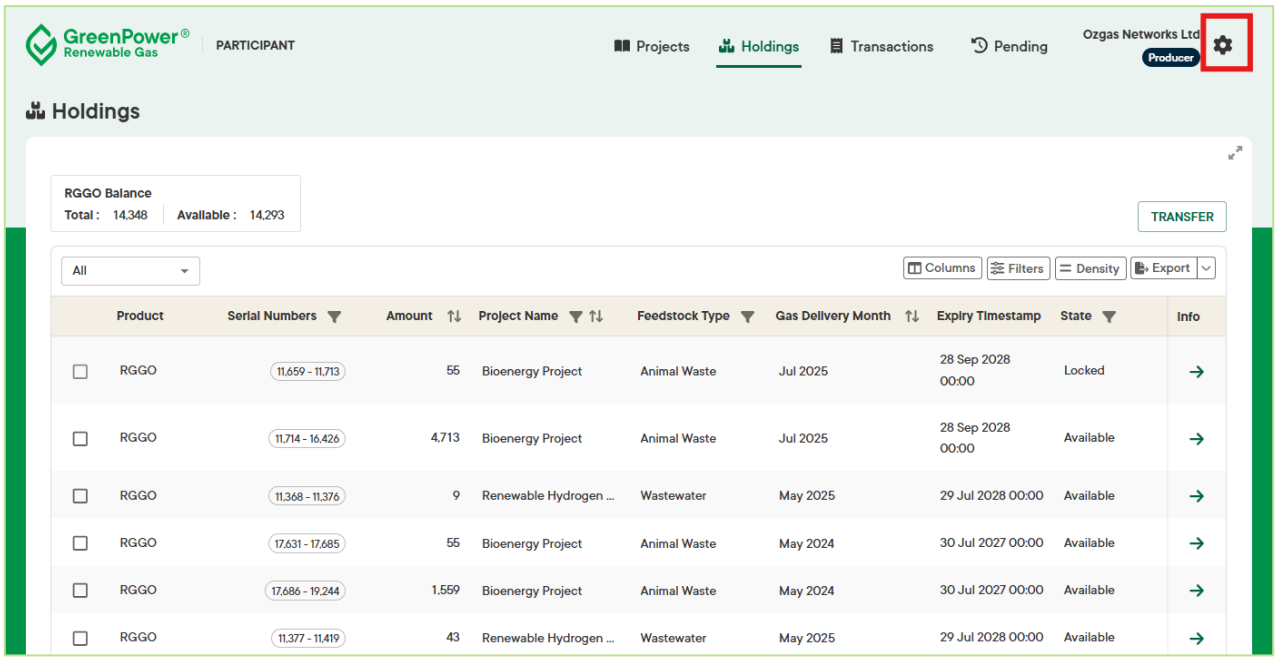
In case access to the authenticator app is lost please contact GreenPower Program Manager at: greenpower.gas@dpie.nsw.gov.au

4) The Holdings page of the Producer portal is displayed upon sign-in.

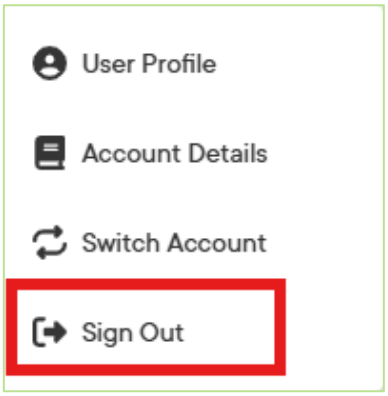


Sign-out of Portal

1) To sign-out of portal, click on the settings icon at the top-right corner of the navigation bar.



2) The settings dialog is displayed, select the '**Sign Out**' option.



3

Renewable Gas Project Registration

This section outlines the step-by-step process for Producers to:

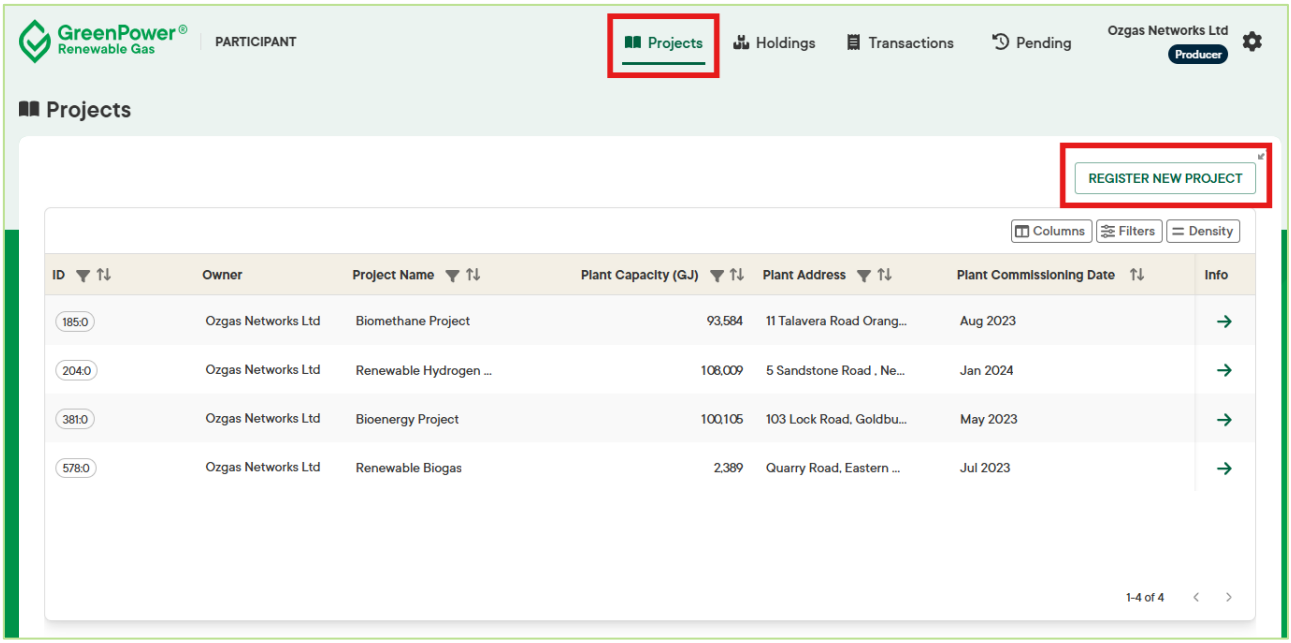
- register a new renewable gas project,
- update the details of an existing project, and
- submit the information to the GreenPower Administrator for review and approval.

It is designed to guide Producers through each stage of the submission process to ensure accuracy, compliance, and timely assessment by GreenPower Administrator.

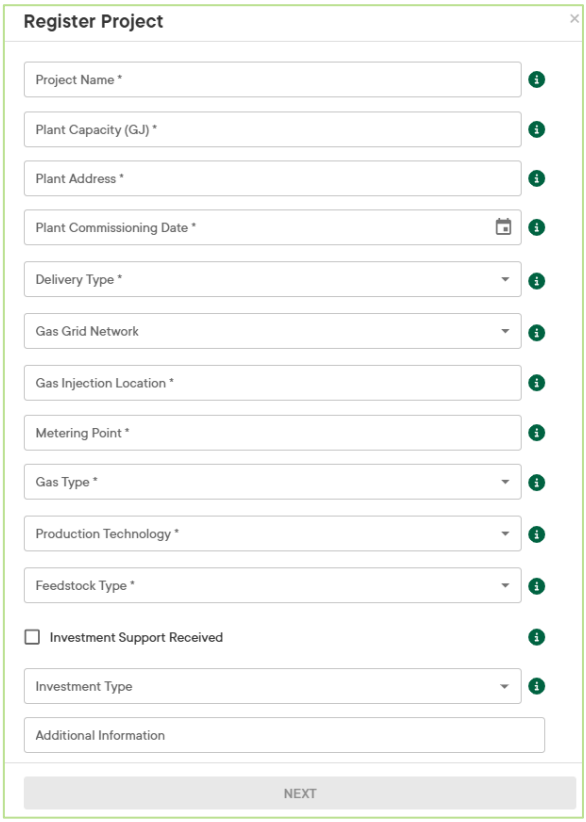


Register Gas Project

1) Select 'Projects' view in the navigation bar and click on '**REGISTER NEW PROJECT**'.

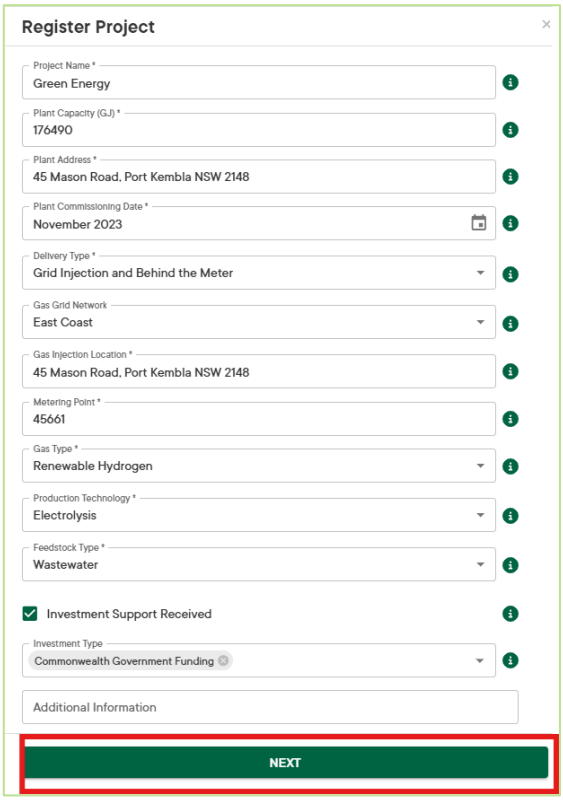


2) Add the details of the new renewable gas project.

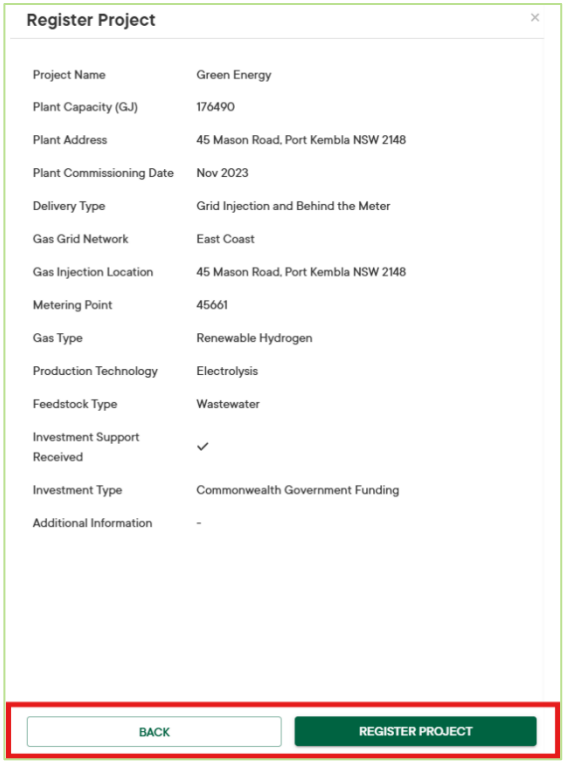


- **Project name** – Name of the renewable gas project.
- **Plant Capacity** – Production capacity of the plant in units of gigajoules (GJ).
- **Plant Address** – Registered address of the renewable gas plant.
- **Plant Commissioning Date** – Month and year that the plant was commissioned.
- **Delivery Type** – Method for delivering renewable gas. Select from the dropdown list out of grid injection, behind the meter (BTM), and grid injection and BTM.
- **Gas Grid Network** – If delivery type is grid injection, then region covered by gas grid network. Select from the dropdown list of East Coast or West Coast. West Coast is within Western Australia, East Coast is the rest of Australia.
- **Gas Injection Location** – Address where gas gets injected into the network or is used behind the meter.
- **Metering point** – Unique identifier assigned by the gas network operator or metering service provider.
- **Gas type** – Type of renewable gas produced by the project. Select from the dropdown list of GreenPower eligible renewable gas types such as biogas, biomethane, e-methane or renewable hydrogen.
- **Production Technology** – The specific production technology used to generate renewable gas. Select the production technology from the dropdown list of options.
- **Feedstock Type** – The raw material or input substance used to produce renewable gas. Select from the dropdown list of feedstock options related to gas type and production technology.
- **Investment support received** – Indicates whether investment support, such as government grant funding, was received for the gas project.
- **Investment Type** – If investment support was received, provide details on the type.
- **Additional Information** – Any additional information on the Gas Project.

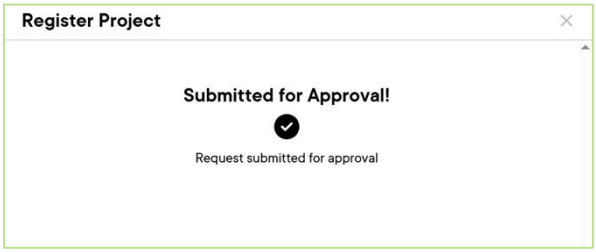
3) After entering details of the Gas Project, click '**NEXT**'



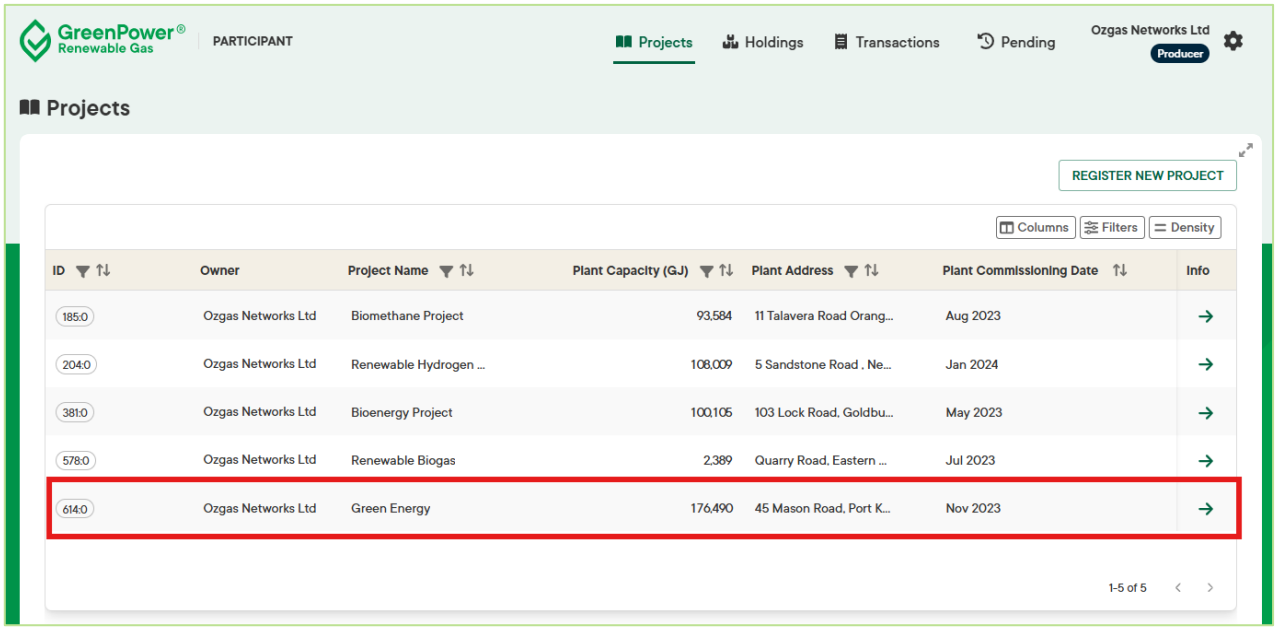
4) Review gas project details and click '**REGISTER PROJECT**' to confirm and submit to GreenPower for approval. If any changes are required, click '**BACK**' and update the project information and then submit via the '**REGISTER PROJECT**' button.



5) Upon successful submission a '**submitted for approval**', message is displayed



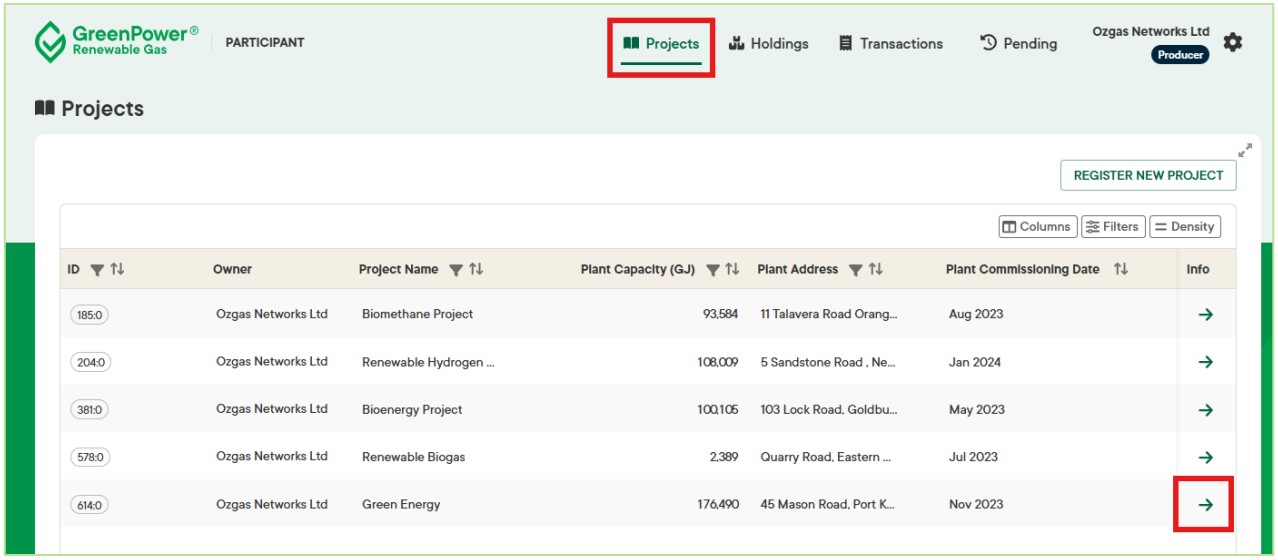
6) GreenPower will then review the project registration. After approval by GreenPower, the renewable gas project will be listed in the Producer's Projects view and can be selected when making a Gas Production Declaration.



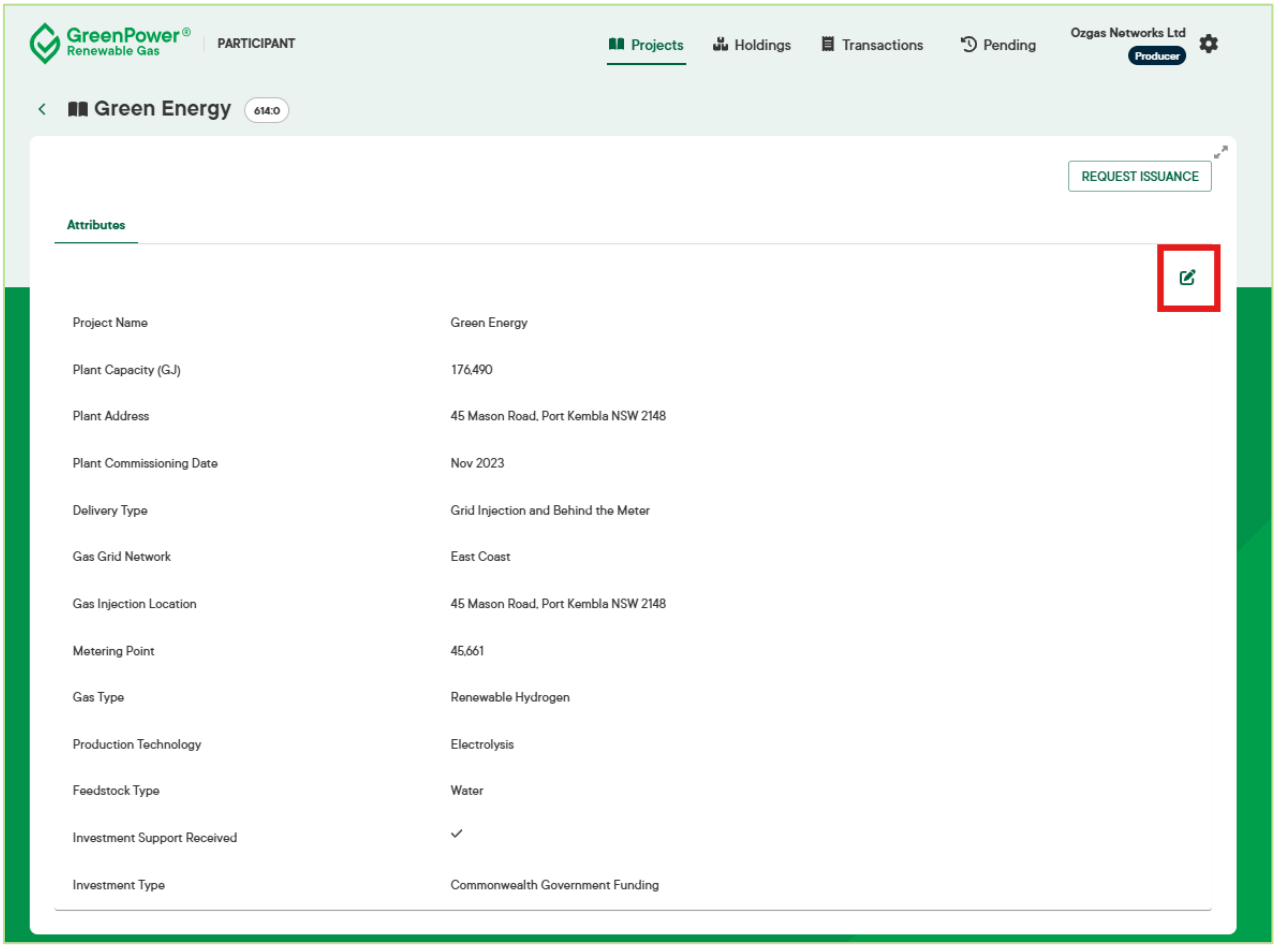
7) Where GreenPower requires further information on new gas project, the Producer will be notified via e-mail sent directly by GreenPower, outside of the Registry.

Update existing Gas Project

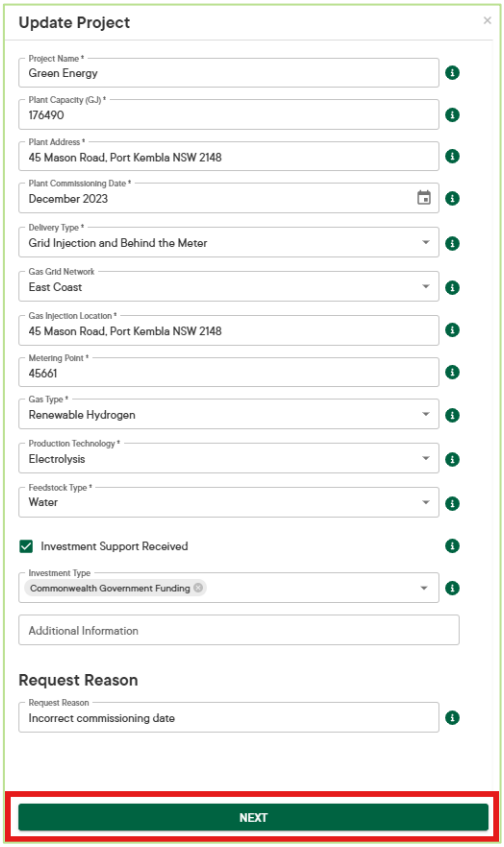
1) Select '**Projects**' view in the navigation bar and click on the arrow icon for the project that needs to be updated.



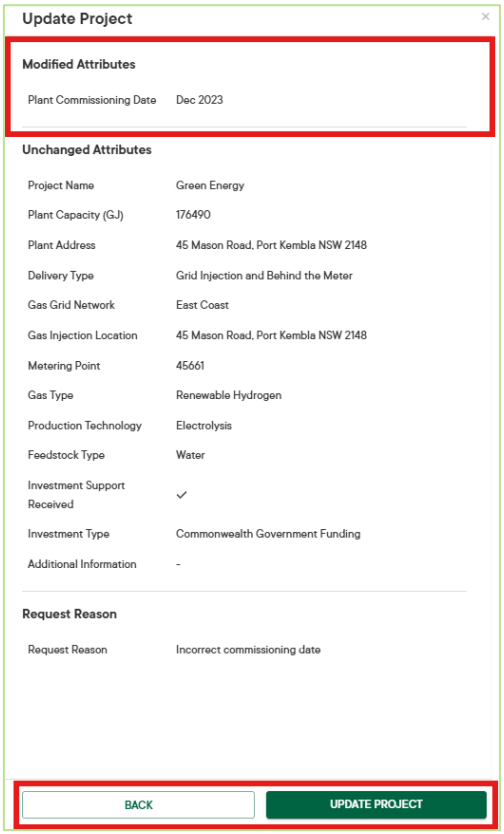
2) Click on the edit icon available in the project attributes page.



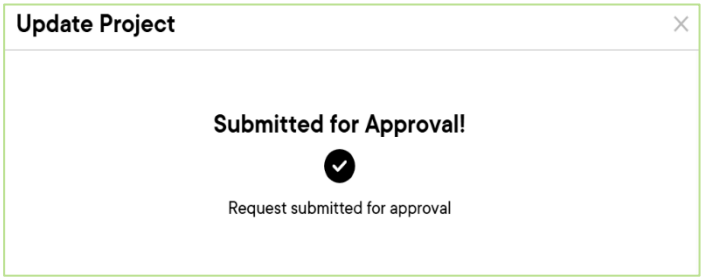
3) Update the desired project details and click '**NEXT**'.



4) Review updated project details and click '**UPDATE PROJECT**' to confirm changes. If any modifications are required, click '**BACK**'.



5) The request will be submitted to the GreenPower Administrator for approval.





4

Gas Production Declaration

This section outlines the step-by-step process for Producers to:

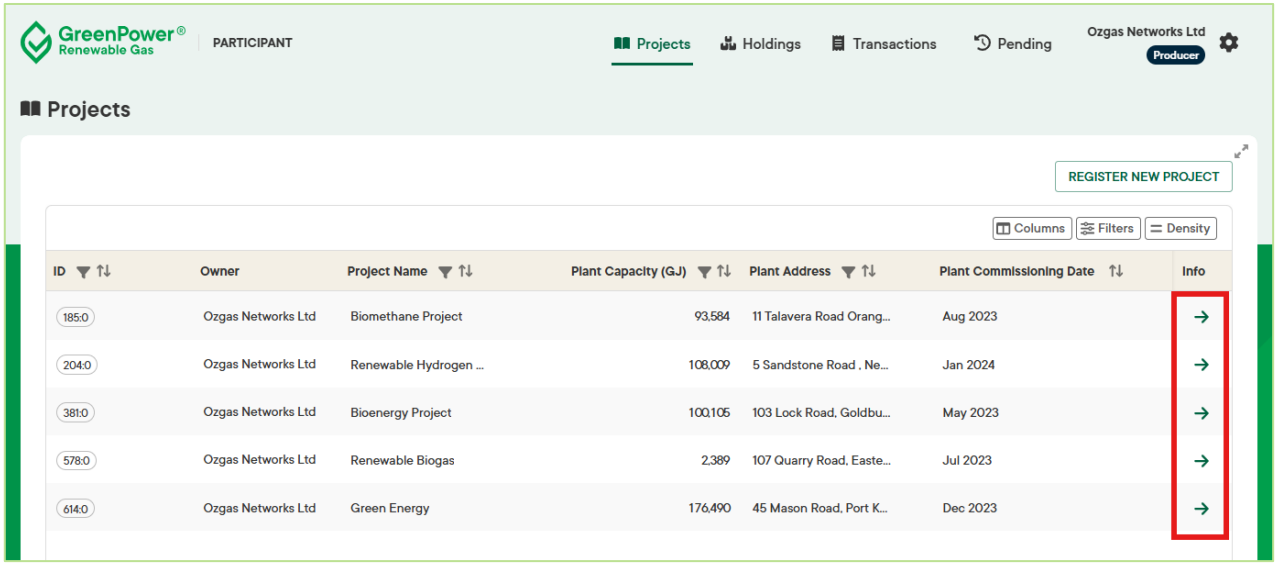
- submit a gas production declaration (RGGO issuance) request with supporting evidence to the GreenPower Administrator for review and verification, and
- cancel a pending renewable gas production declaration (RGGO issuance) request.

This section is designed to guide Producers through each stage of the gas production declaration (RGGO issuance) process to ensure accuracy, compliance, and timely assessment by GreenPower Administrator.

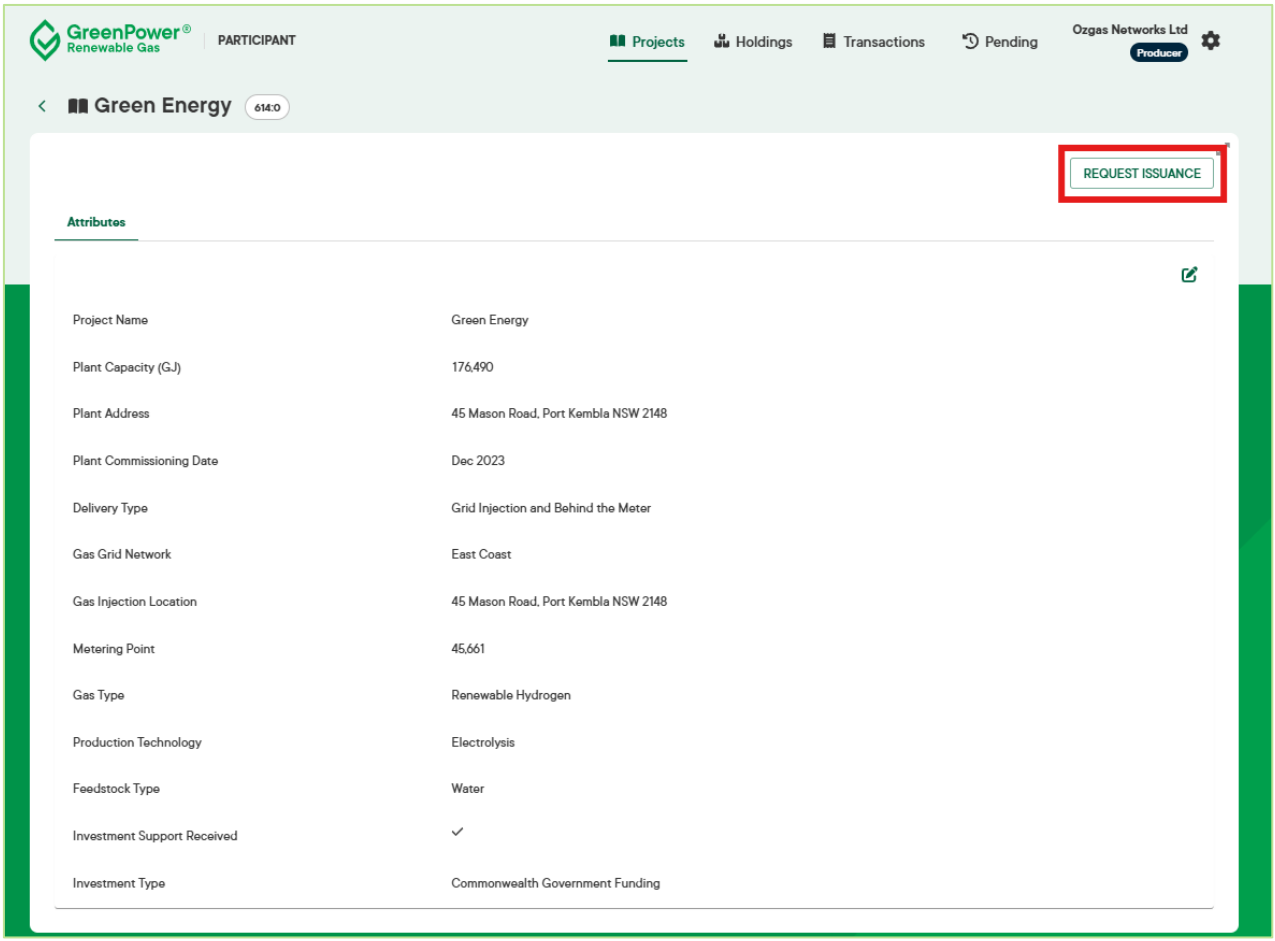


Request RGGO Issuance

1) In the '**Projects**' view, select the renewable gas project used to produce the renewable gas being declared, by clicking on the associated arrow.

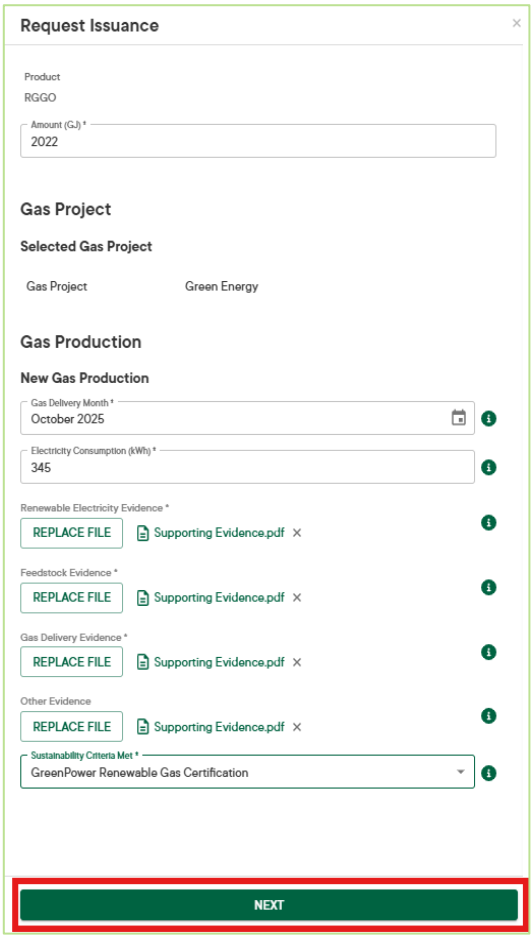


2) Click on '**REQUEST ISSUANCE**'.

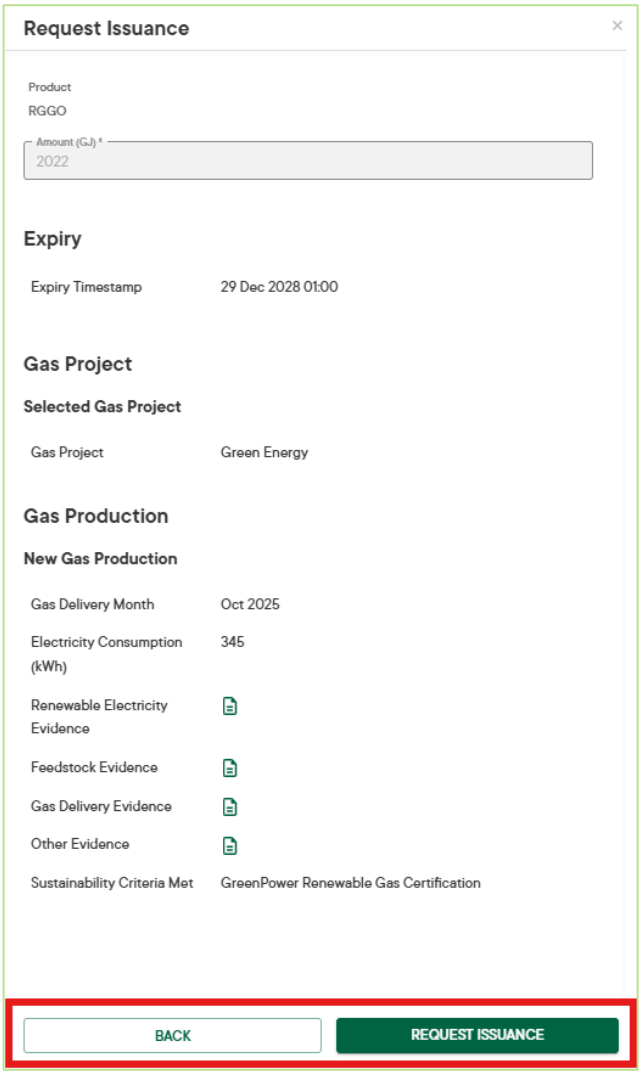


3) Complete the '**Request Issuance**' form with renewable Gas Production Declaration details and supporting evidence, then click '**NEXT**'.

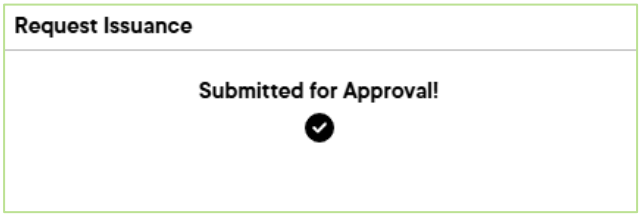
- **Amount** - Amount of renewable gas to be declared in GJ.
- **Gas Delivery Month** - The calendar month and year when the renewable gas was delivered.
- **Electricity Consumption** - Amount of electricity used to produce renewable gas in kilowatt-hour.
- **Renewable Electricity Evidence** - PDF or Excel file evidencing renewable electricity consumption.
- **Feedstock Evidence** - PDF or Excel file evidencing feedstock consumption.
- **Gas Delivery Evidence** - PDF or Excel file that provides evidence for the gas delivery.
- **Other Evidence** - PDF or Excel file for any additional supporting evidence.
- **Sustainability Criteria Met** - Indicates that renewable gas production meets GreenPower's sustainability criteria as per the Rules.



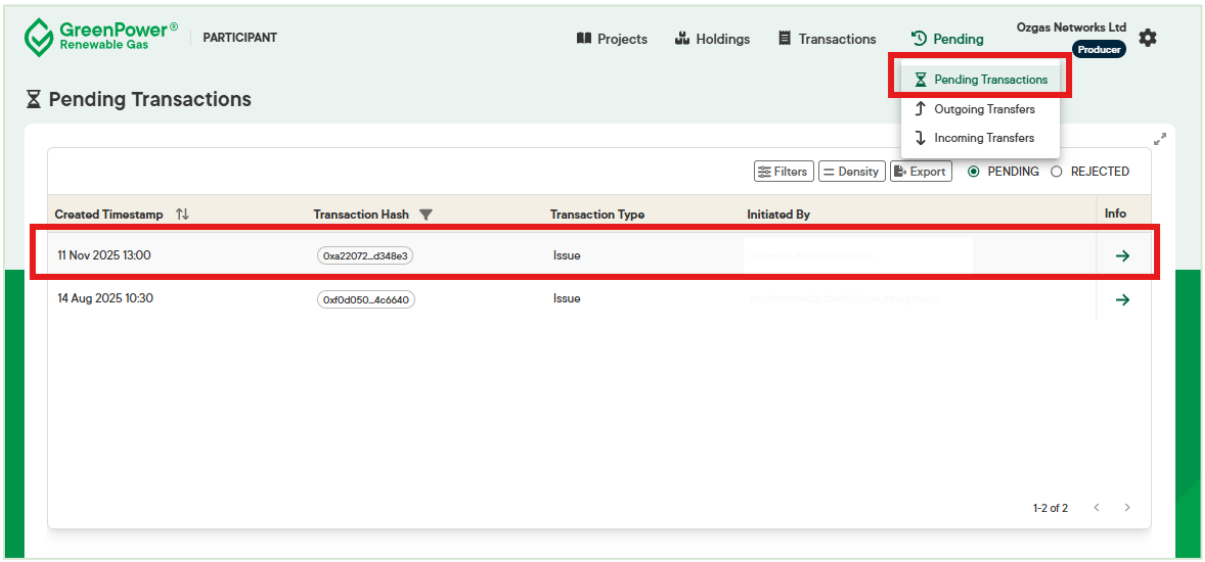
4) Review details, if changes are required click '**BACK**' otherwise click '**REQUEST ISSUANCE**' and submit the Gas Declaration request.



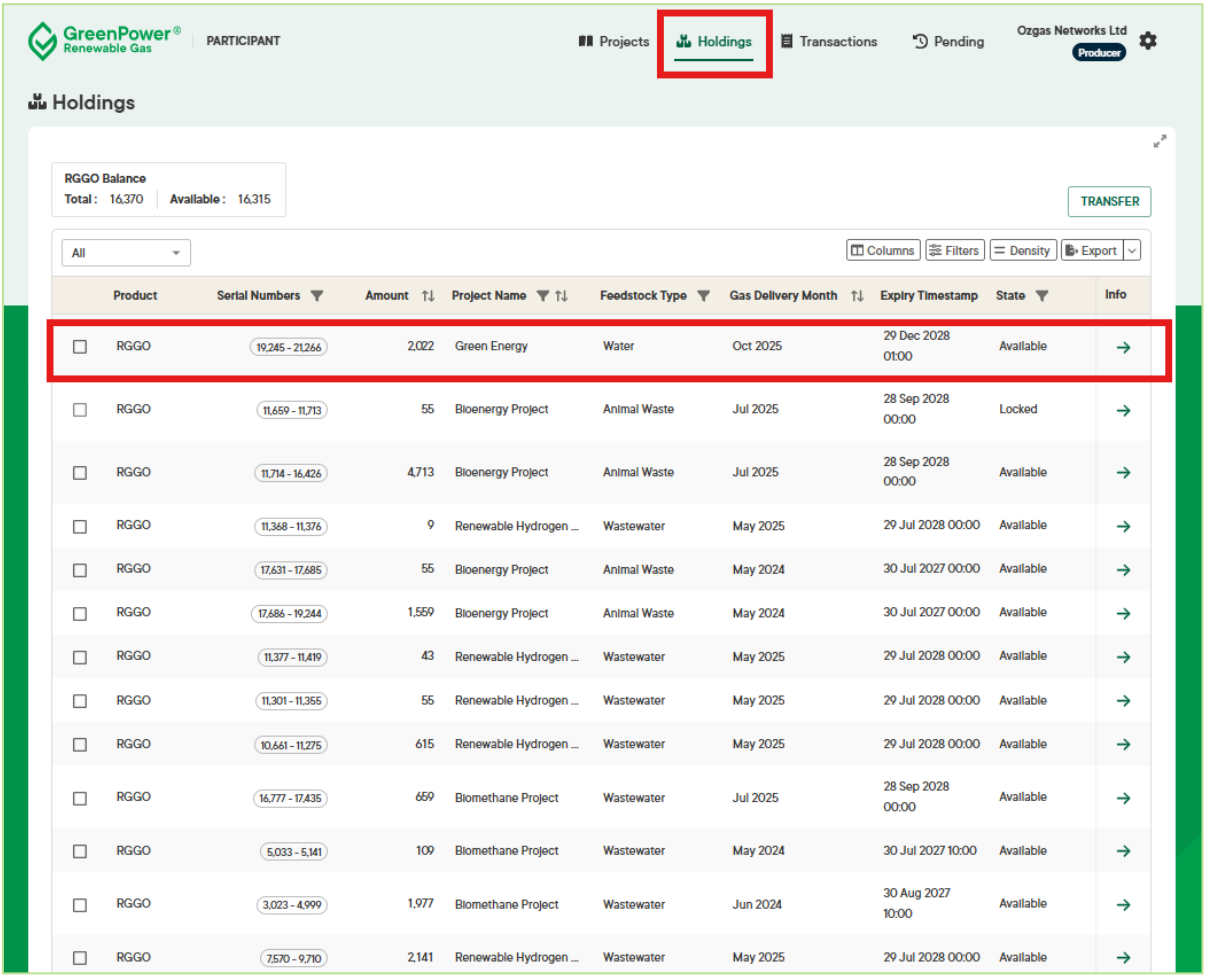
5) '**Submitted for Approval**' message is displayed, indicating that the request has been submitted to GreenPower for approval.



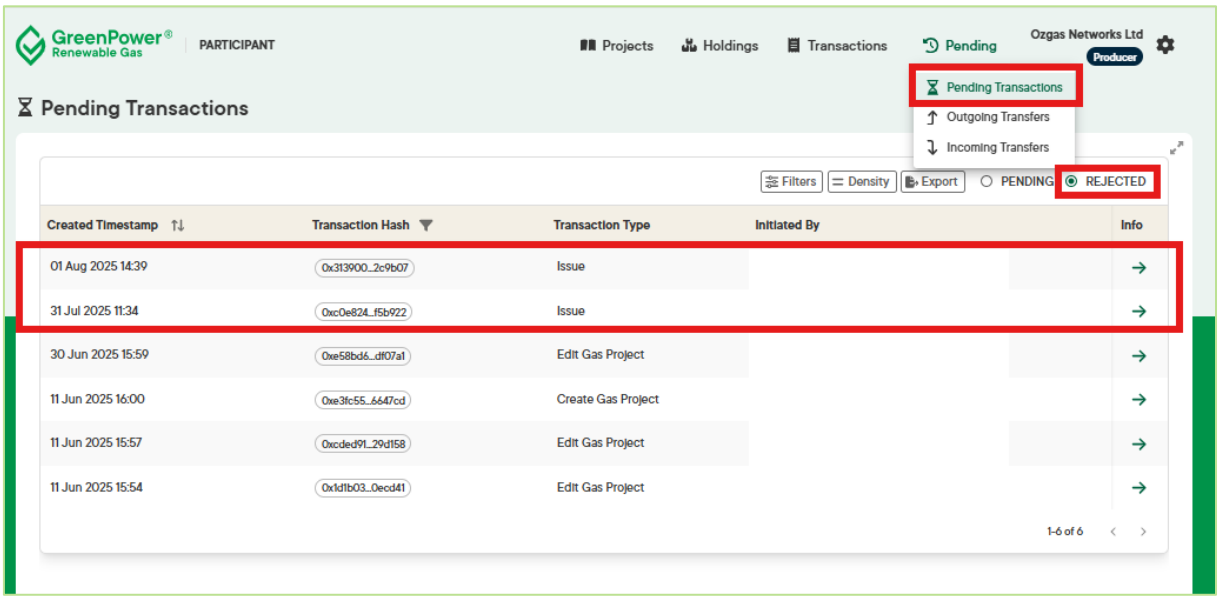
6) The transaction is listed in the '**Pending Transactions**' view.



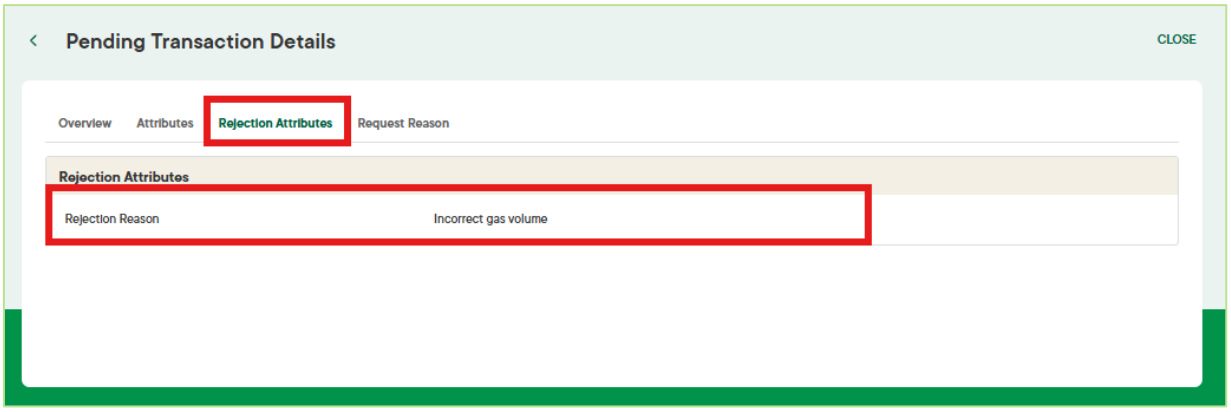
- Transaction Approved – If the RGGO issuance request is Approved by GreenPower Administrator, then the RGGOs are assigned to the Producer's account, and the Producer can transact with the RGGO.



- **Transaction Rejected** – If the RGGO issuance request is Rejected by GreenPower Administrator, then the transaction is recorded under '**Pending Transactions**' as '**REJECTED**'.

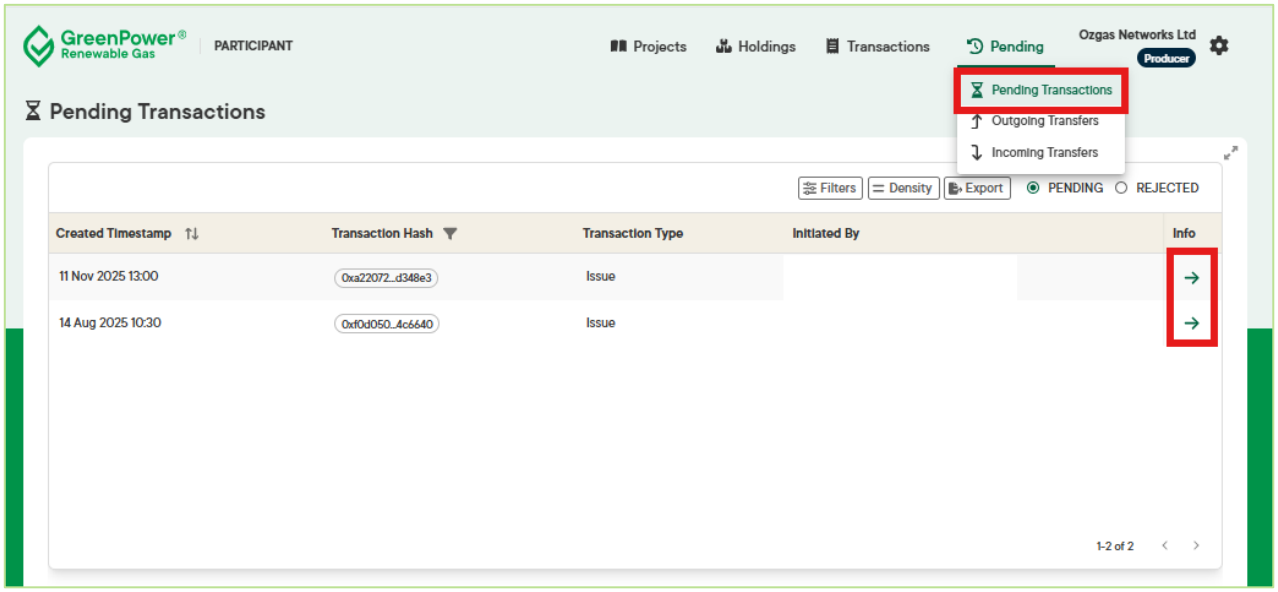


Click on the 'arrow icon and the rejection details for the RGGO issuance request can be viewed in the 'Rejection **Attributes**' tab.

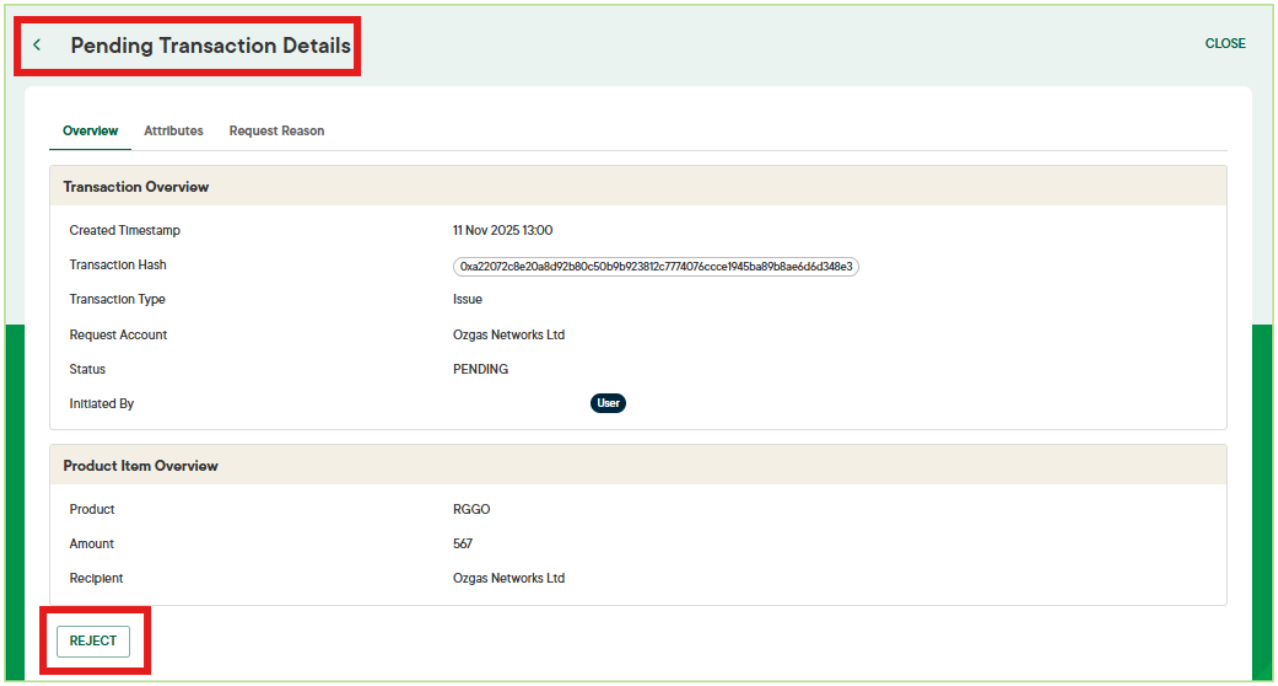


Cancel Pending RGGO Issuance Request

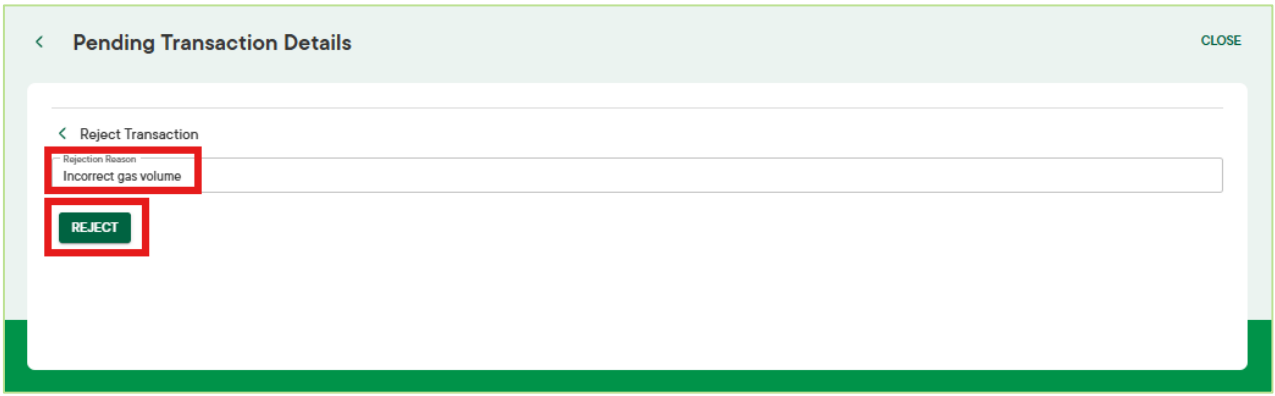
1) In the '**Pending Transactions**' view click on the '**Info**' icon associated with the pending transaction to be cancelled.



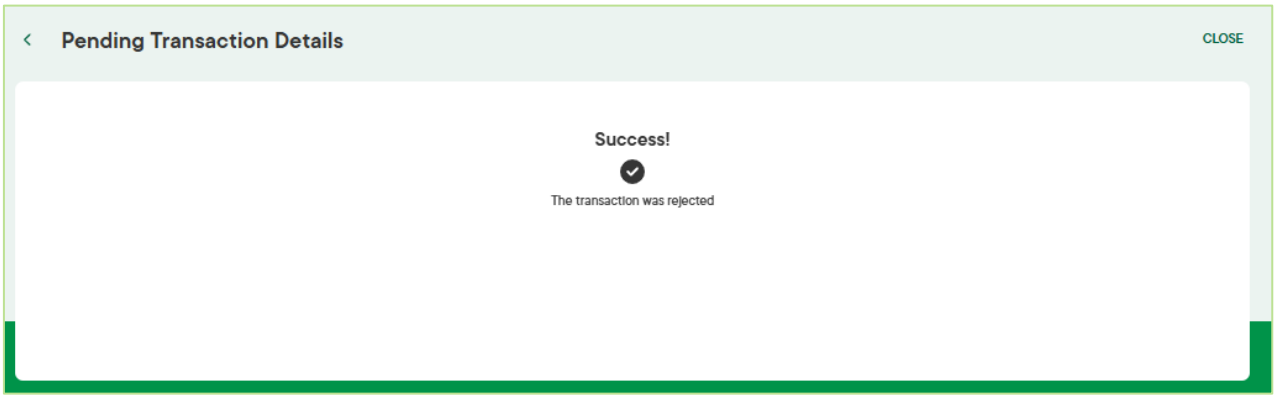
2) In the '**Pending Transactions Details**' view click on '**REJECT**'.



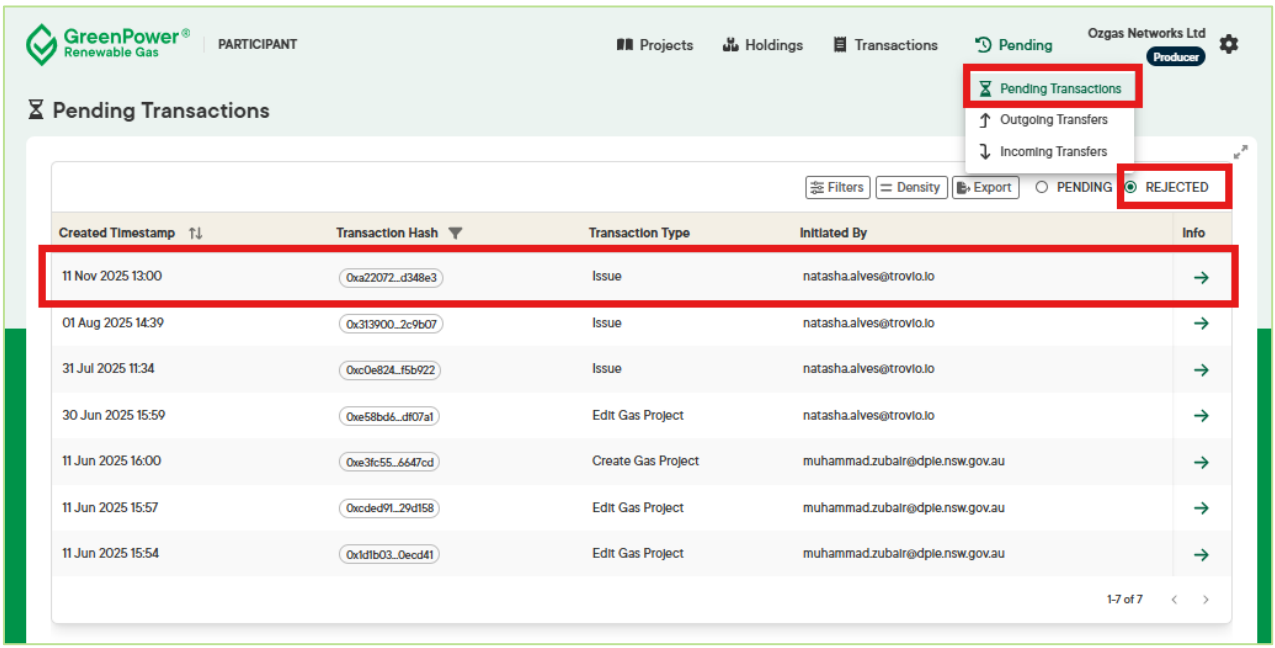
3) Enter the reason for cancelling the transaction and click '**REJECT**'.



4) A notification message indicates that the transaction has been cancelled.



5) The transaction is then listed as '**REJECTED**' in the '**Pending Transactions**' view.



5

RGGO Transfer

This section outlines the process for transferring RGGO certificates to a registered Trader.

It includes guidance on:

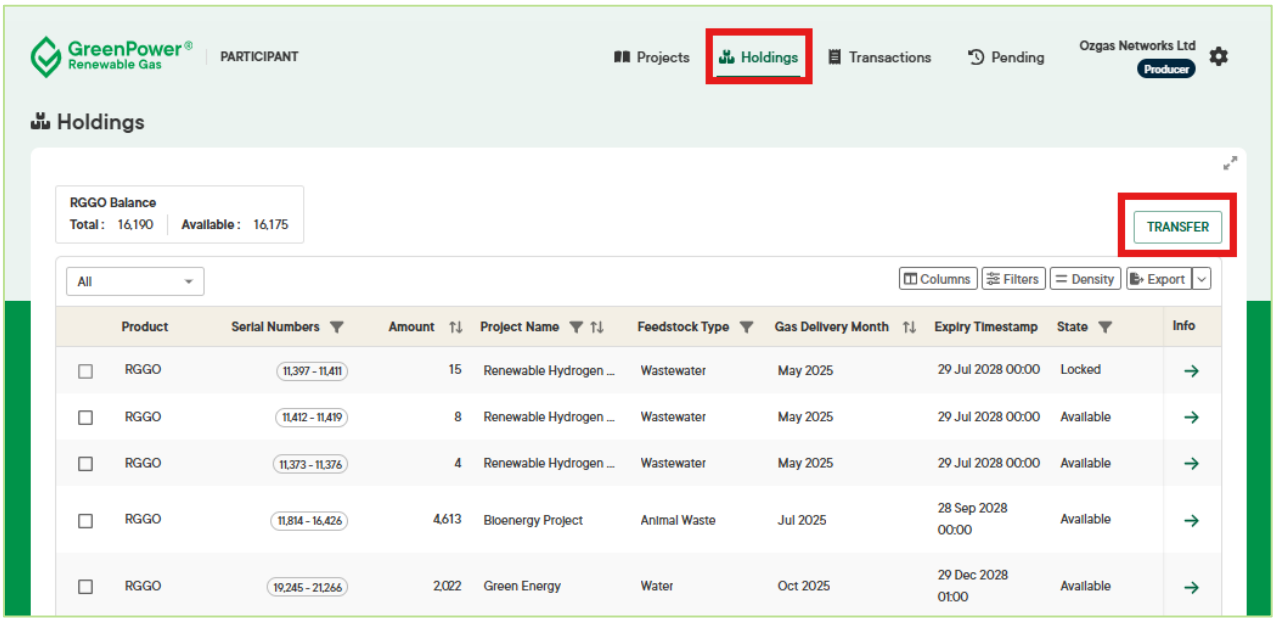
- selecting issued RGGOs for transfer, based on renewable gas project and RGGO expiry details,
- initiating the transfer request within the portal, and
- tracking and reviewing the status of the transfer transaction.

These steps ensure transparency, traceability, and compliance with GreenPower Renewable Gas Certification rules throughout the RGGO transfer process.



Request Transfer

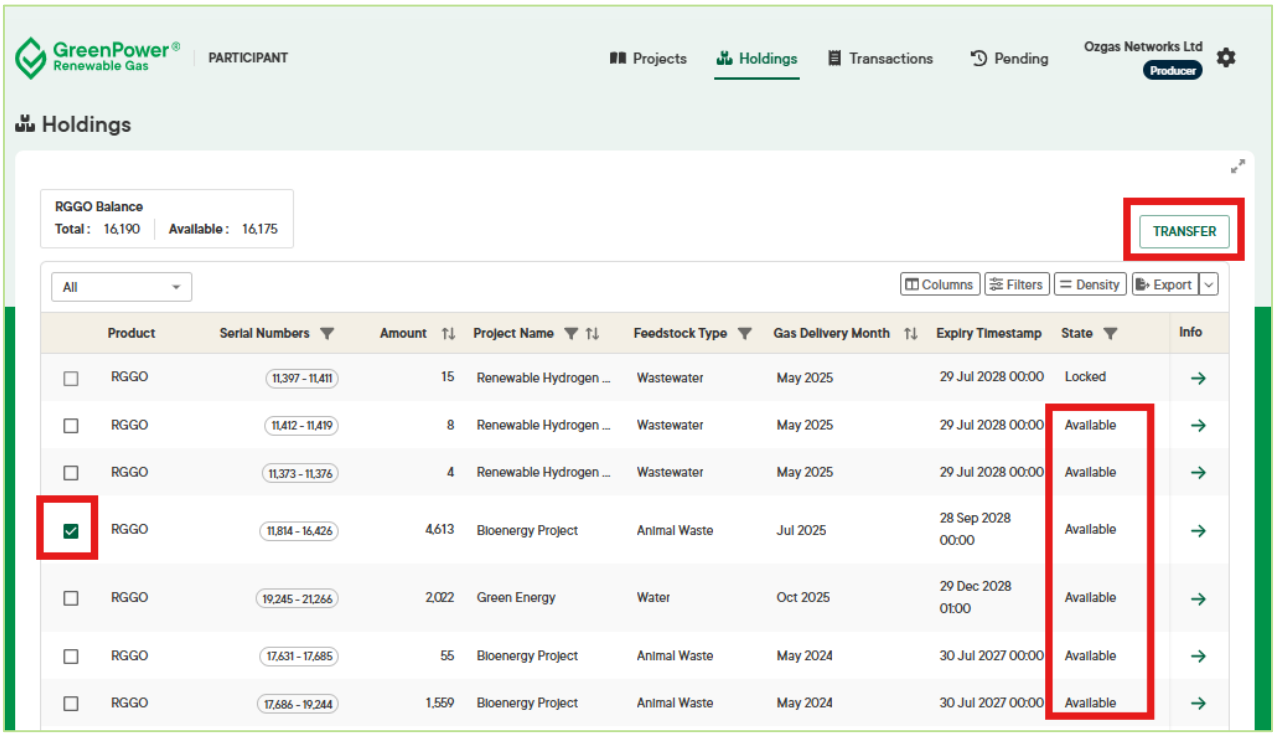
1) Select '**Holdings**' view in the navigation bar.



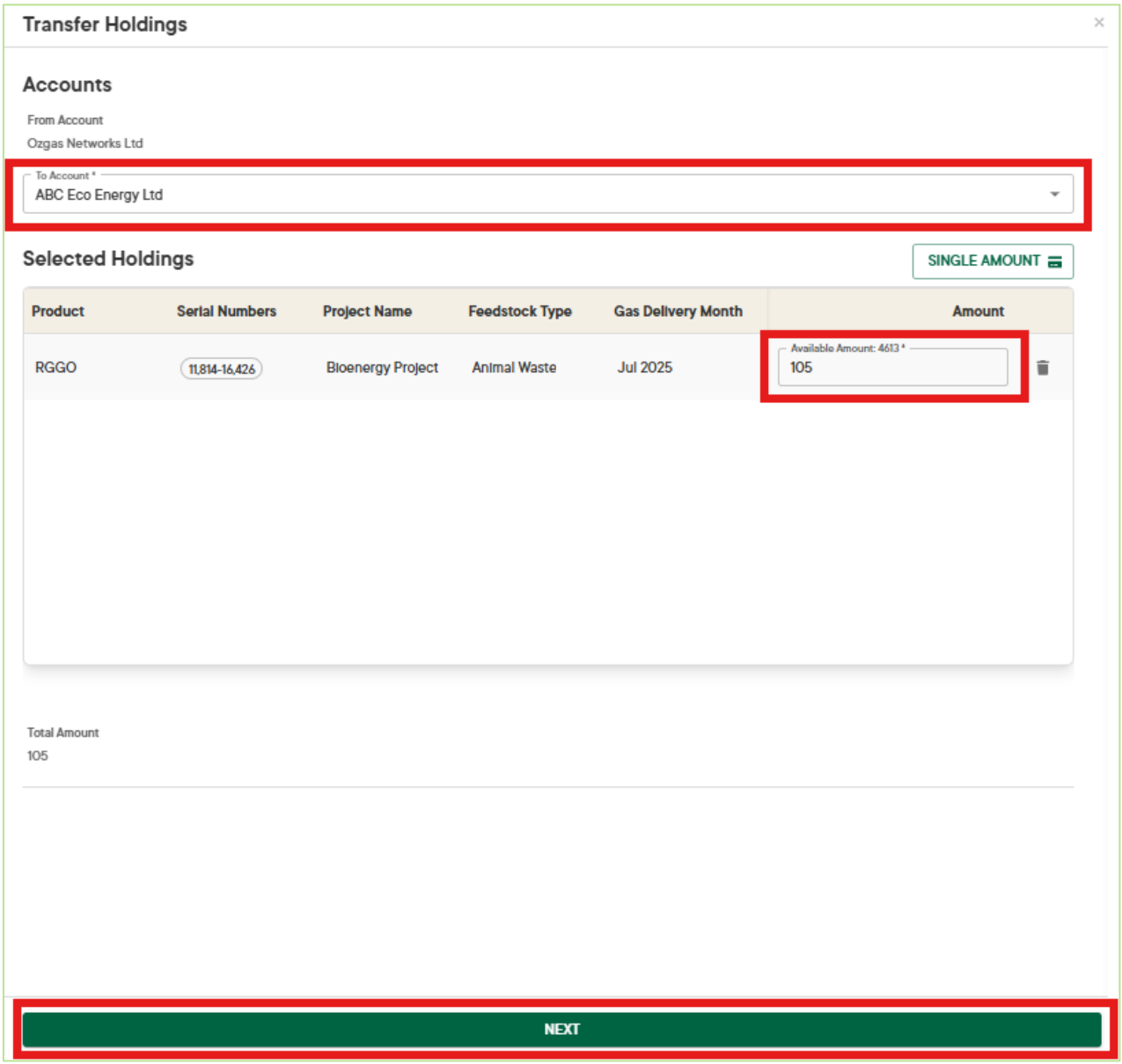
2) Only RGGOs marked as '**Available**' can be transferred.

a) Either select the RGGO batch from which the transfer is desired by ticking the associated checkbox and clicking '**TRANSFER**', or

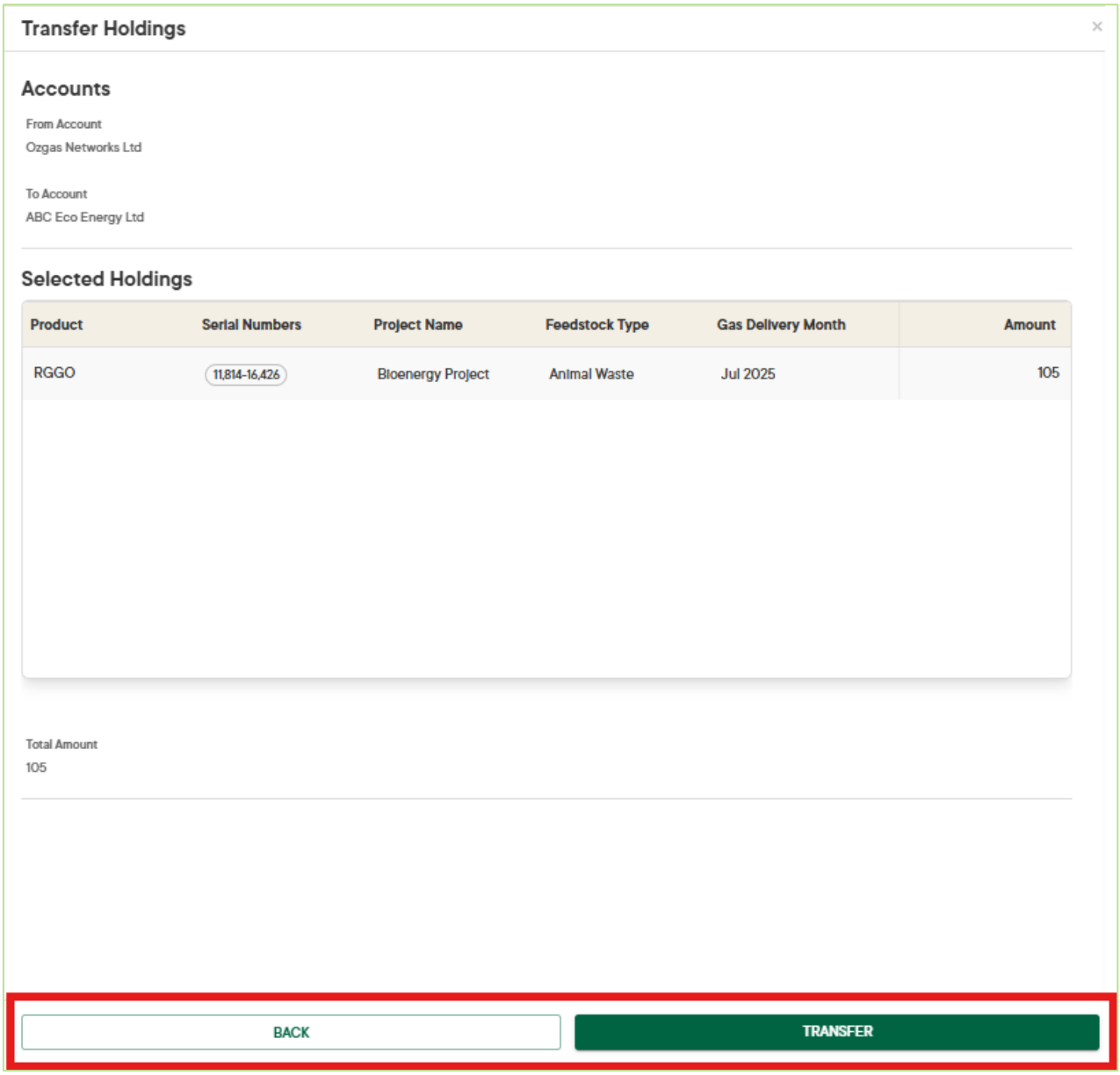
b) Click '**TRANSFER**' and oldest RGGOs will be automatically selected.



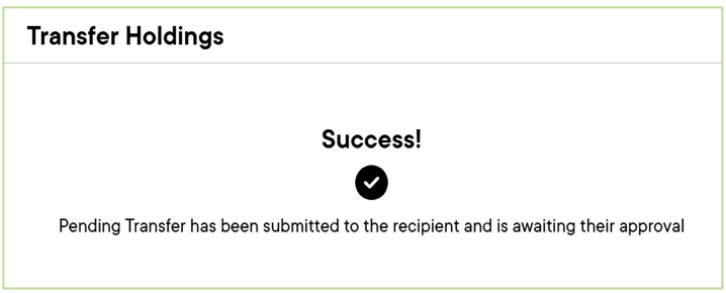
3) Select the Trader account and enter the amount of RGGOs to be transferred, then click '**NEXT**'.



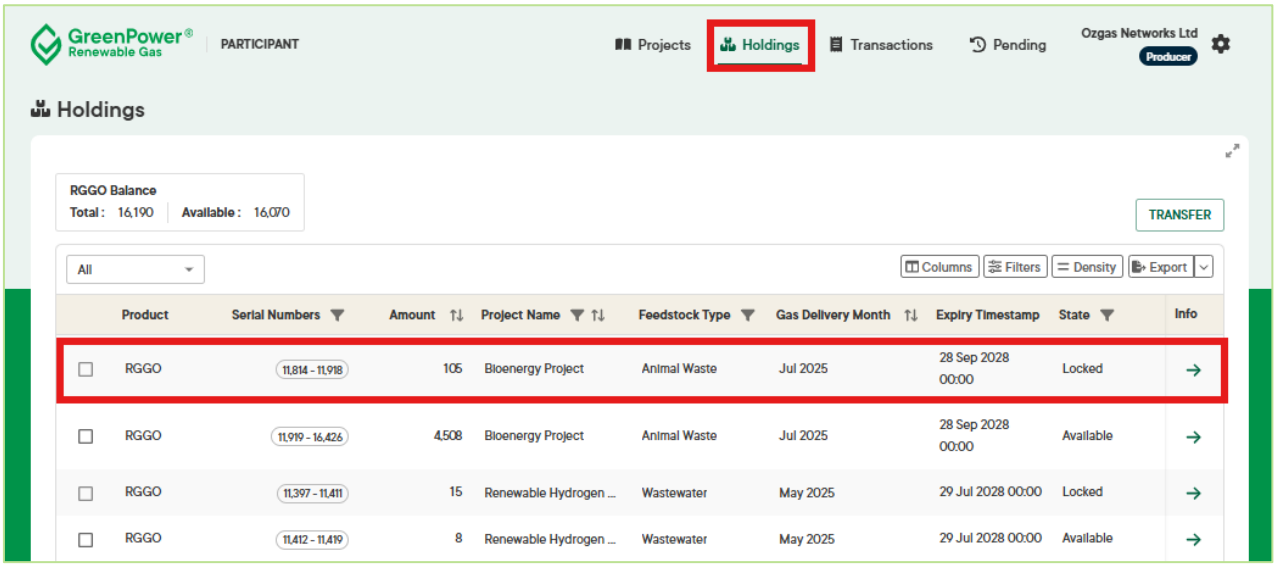
4) Review transfer details and click '**TRANSFER**' to initiate the RGGO transfer for approval by the recipient Trader. In cases where changes are required, click '**BACK**' and update accordingly.



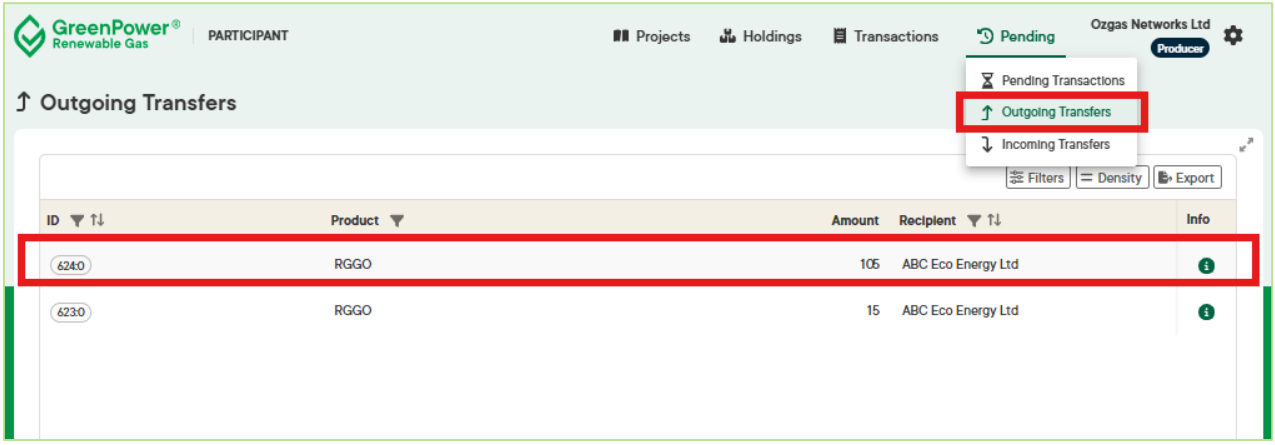
5) The RGGO transfer will be submitted to the Trader for acceptance.



6) Until the Trader accepts or rejects the RGGO transfer, the selected RGGOs remain '**Locked**' in the Producer's holding account and cannot be transacted.

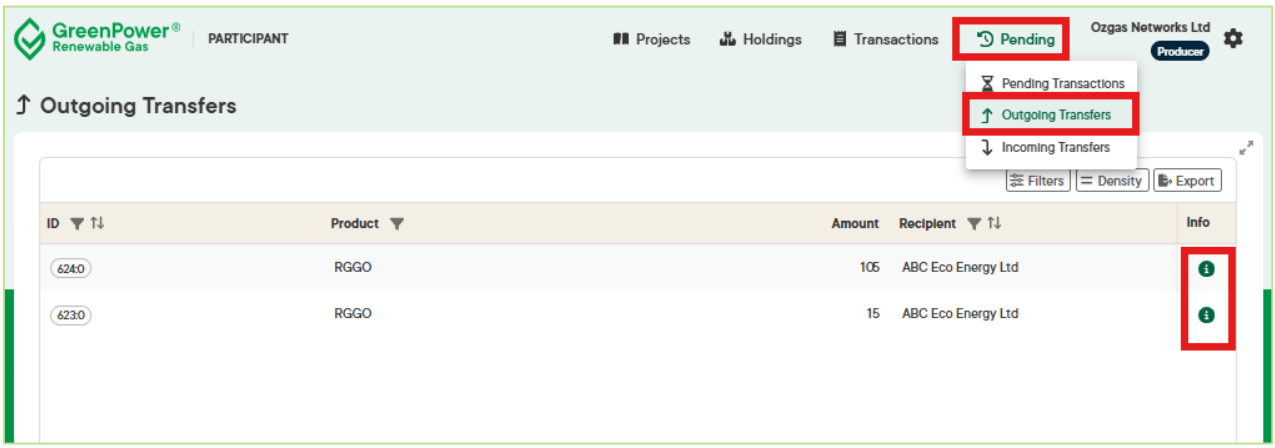


7) Additionally, the transfer can be tracked in the '**Pending**' view under '**Outgoing Transfers**'.

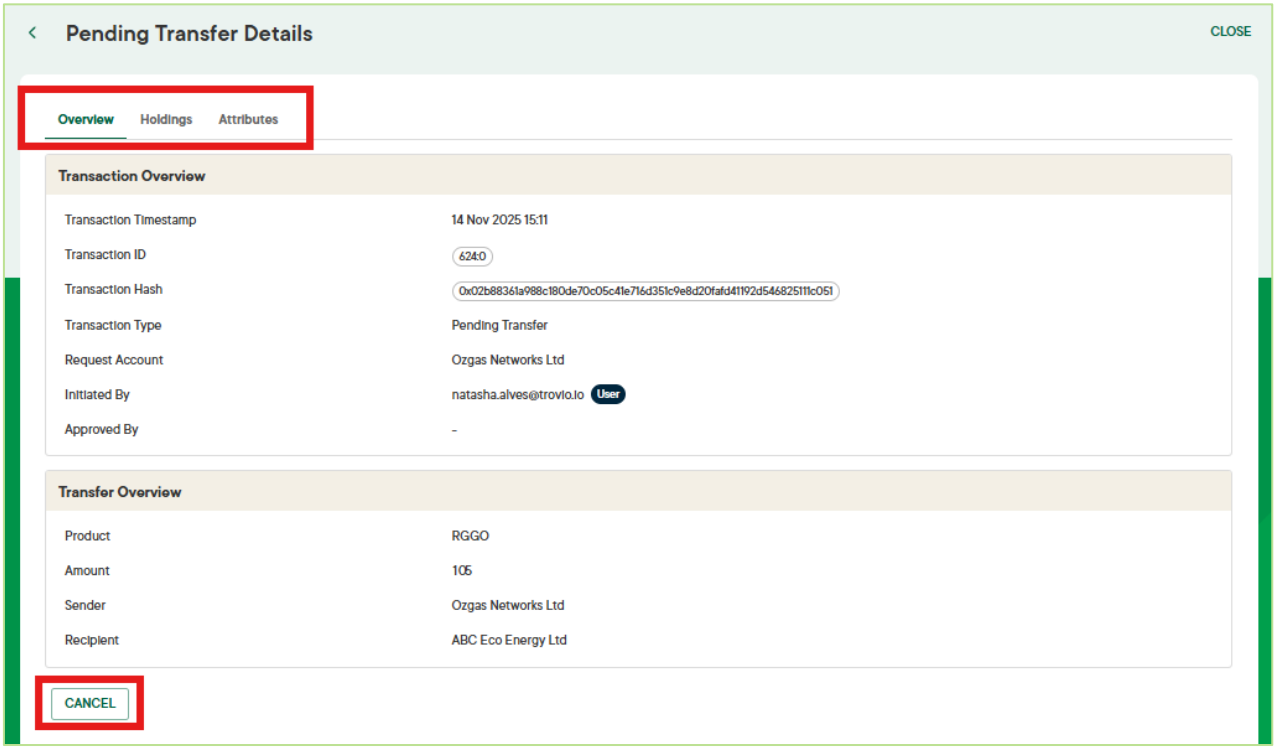


Cancel Pending Transfer

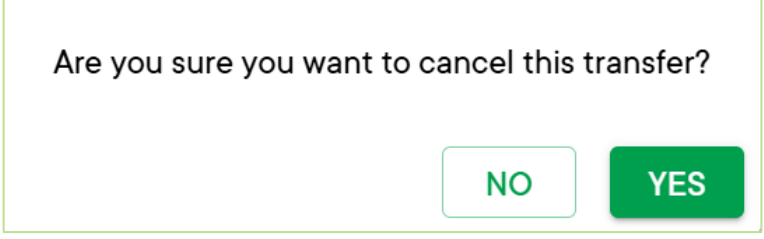
1) Select '**Pending**' view in the navigation bar, select '**Outgoing Transfers**' in the menu. Then click on the '**Info**' icon associated with the RGGO transfer transaction of interest.



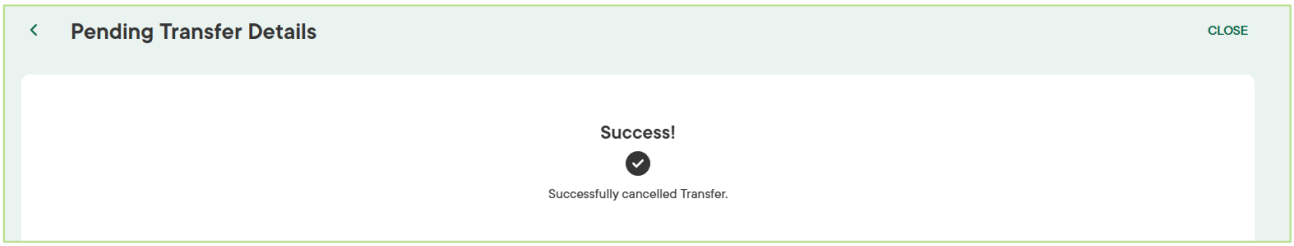
2) Review pending transfer information in '**Overview**', '**Holdings**' and/or '**Attributes**' tabs and click on the '**CANCEL**' button.



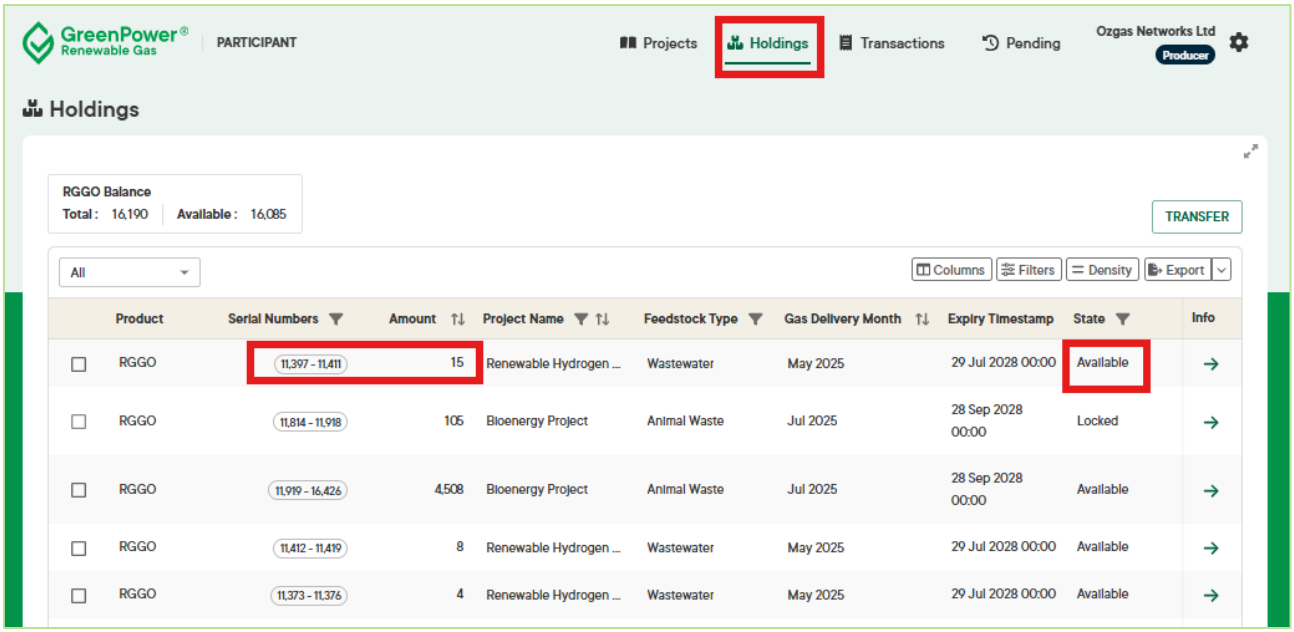
3) A confirmation message is displayed, click '**YES**' to confirm cancellation of RGGO transfer or '**NO**' to not cancel.



4) If '**YES**' is selected, a message confirming that the RGGO transfer has been cancelled is displayed.



5) To review remaining available RGGO holdings following the cancellation of a pending Transfer, click in the '**Holdings**' view.



Why is a new Holding created when a Pending Transfer is cancelled or rejected?

When a Pending Transfer is created, the selected RGGOs are split from the original Holding(s) into new, locked Holdings tied to the transfer. This locking occurs because creating a Pending Transfer is recorded as a Transaction in the Registry, **ensuring the same serialised RGGO cannot be used in multiple transfers**. If the transfer is cancelled or rejected, the RGGOs are unlocked but remain in separate Holdings.

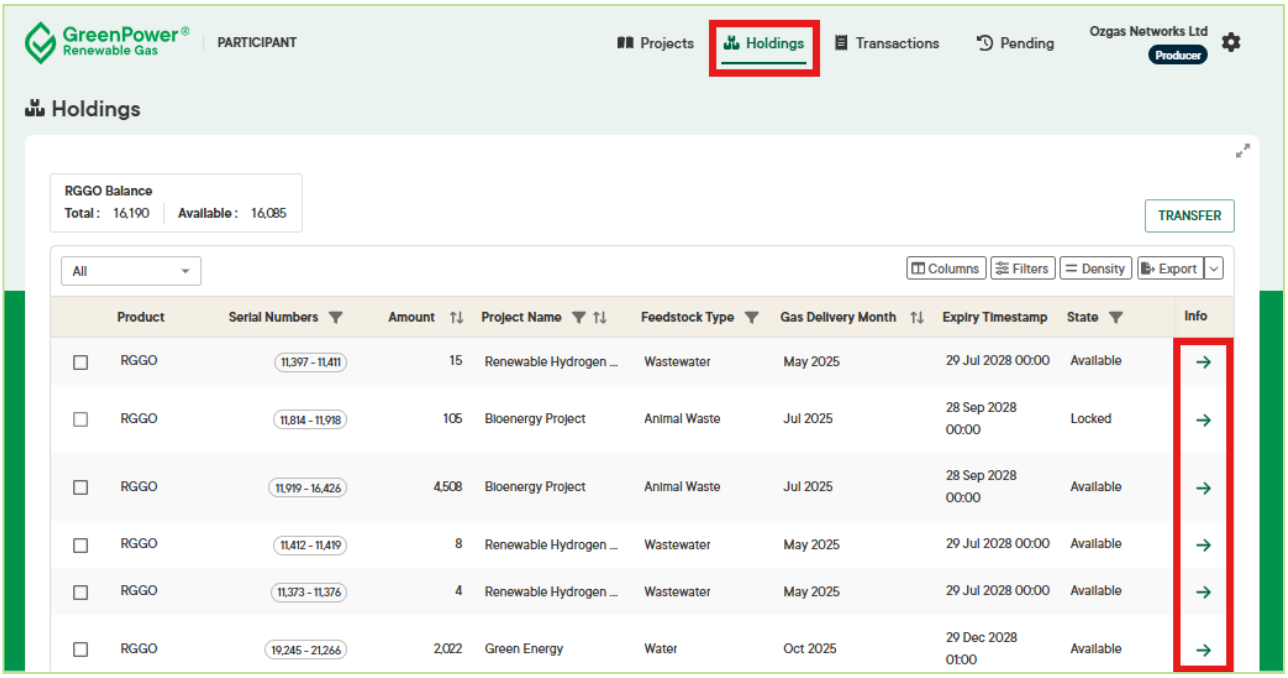
All original details, serial number, project, and gas production data, are retained in the new Holding.

6

Holdings

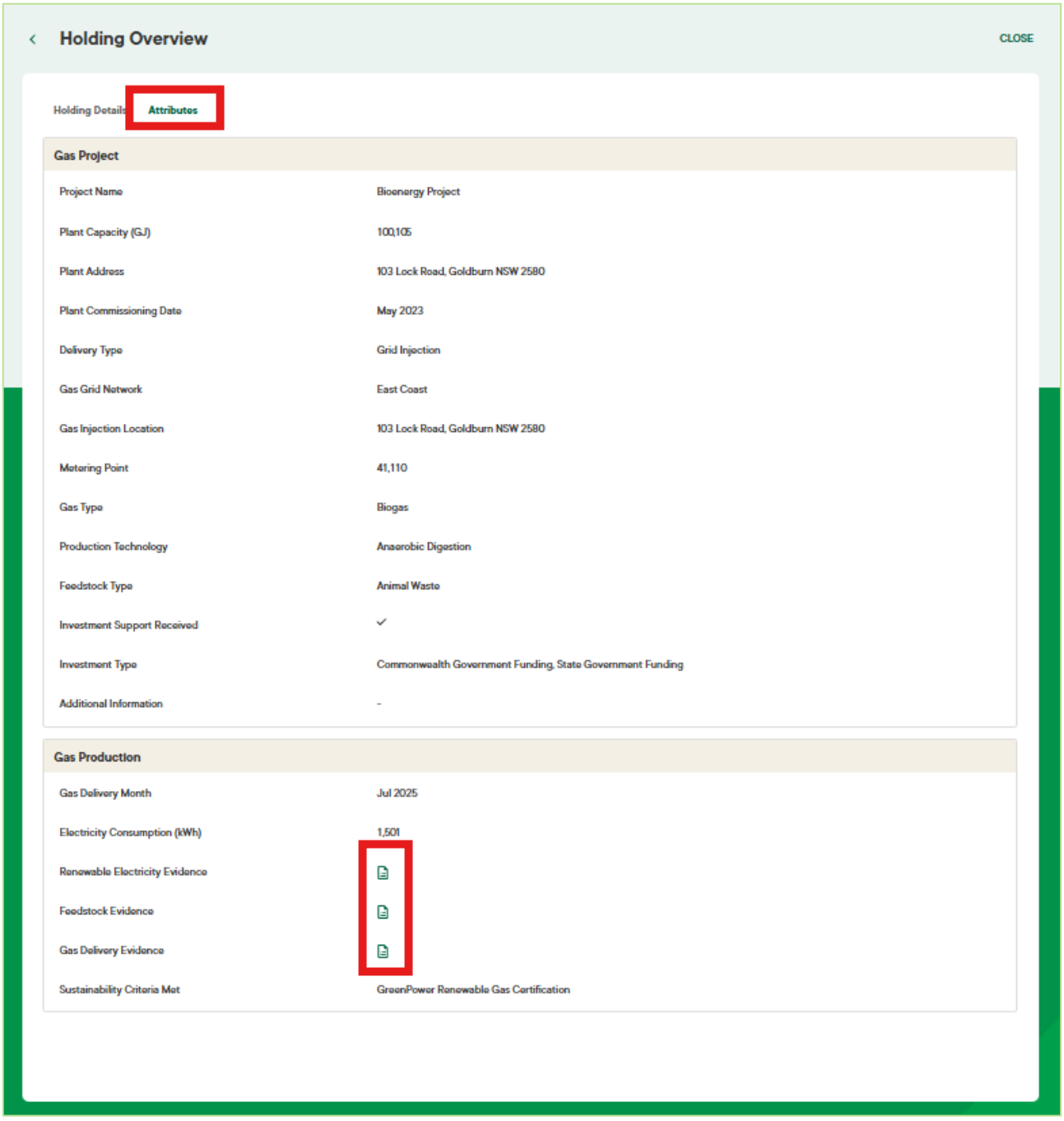
The Holdings view provides a detailed summary of RGGOs currently issued to the Producer account. It includes the following key information:

- **Gas Production Batch Details:** Comprehensive information about each batch of gas associated with the RGGO, including relevant project identifiers, number of RGGOs and sustainability characteristics.
- **Project Information:** Identifies the renewable gas project linked to each issuance, including project name, location, and production technology type.
- **Expiry Date:** The date by which the RGGO must be retired before becoming invalid.
- **RGGO State:** Indicates the current lifecycle status of each RGGO batch, allowing users to easily track the availability and use of each RGGO.



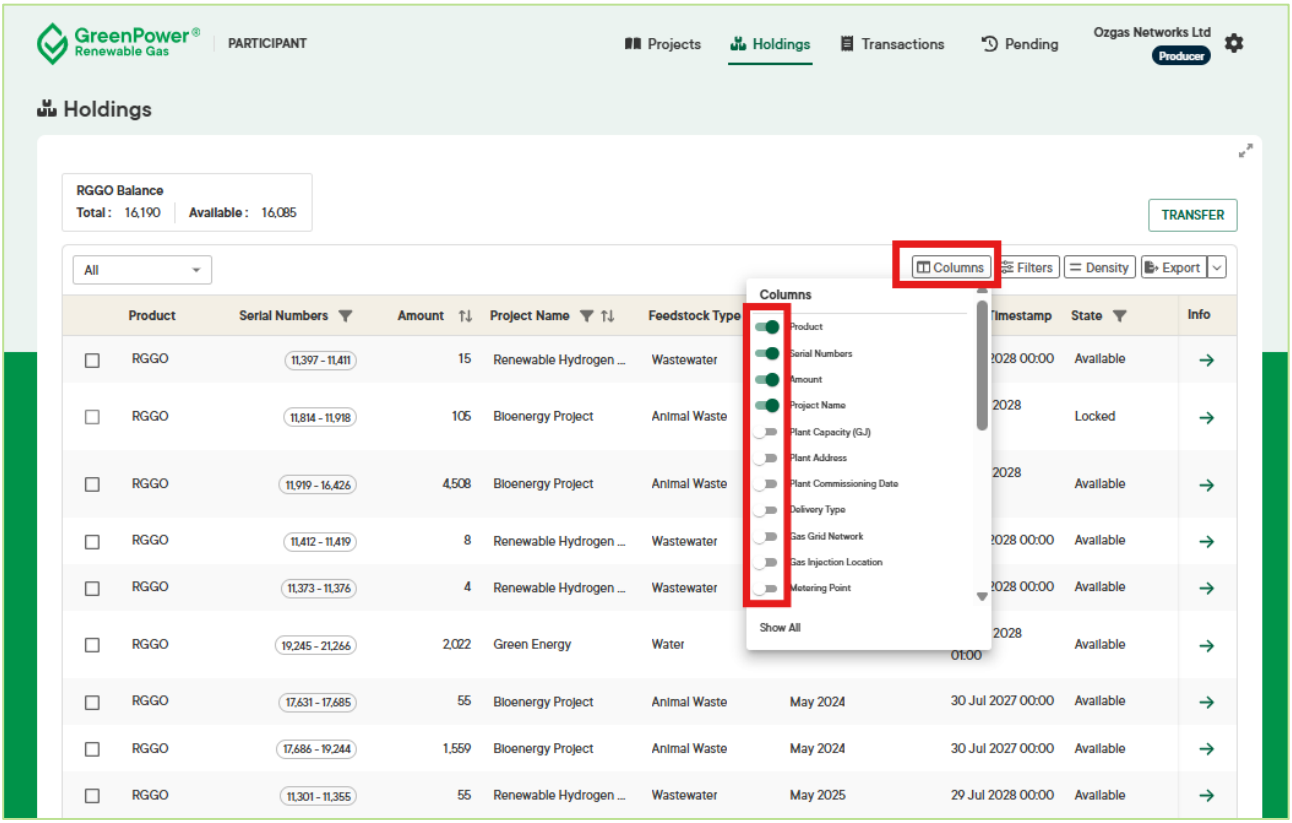
By clicking the '**Info**' icon next to an RGGO batch, Producers can access a comprehensive view of the batch details. Within this view, the 'Attributes' tab provides key information about the associated gas project and production batch, including project identifiers, production month, and facility details.

Additionally, any supporting documentation submitted as part of the Gas Production Declaration, such as compliance evidence, can be downloaded for further reference if required.

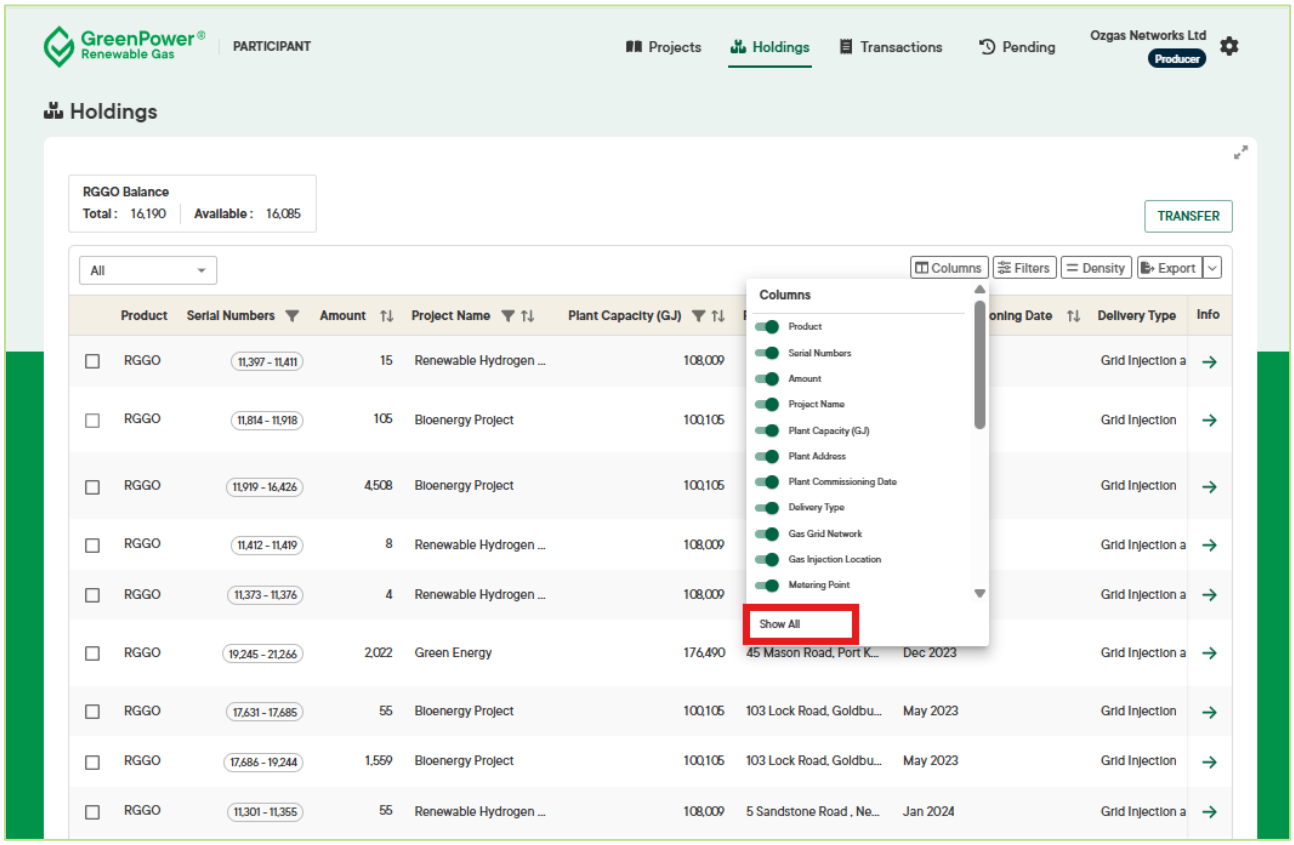


Configure display of Holding attributes

A Producer can choose which RGGO attributes appear in the Holdings table by clicking '**Columns**' and toggling each attribute on or off.



Additionally clicking '**Show All**', will display all configurable columns

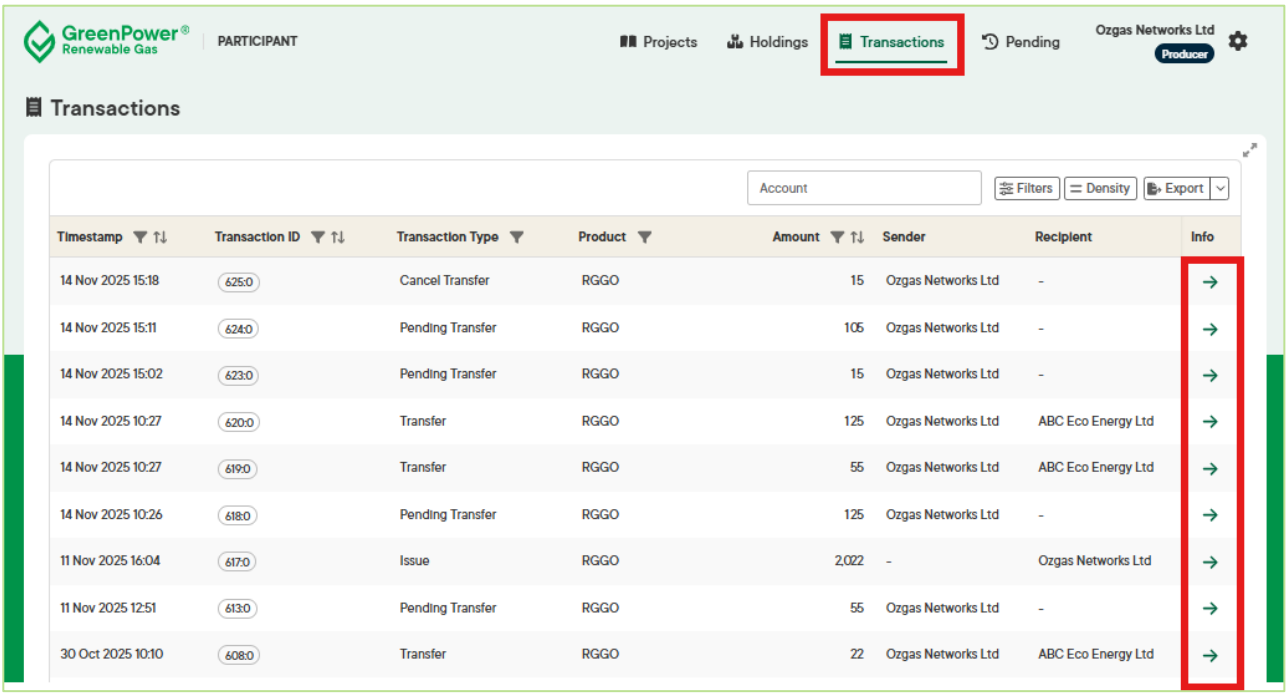


7

Historical Transactions

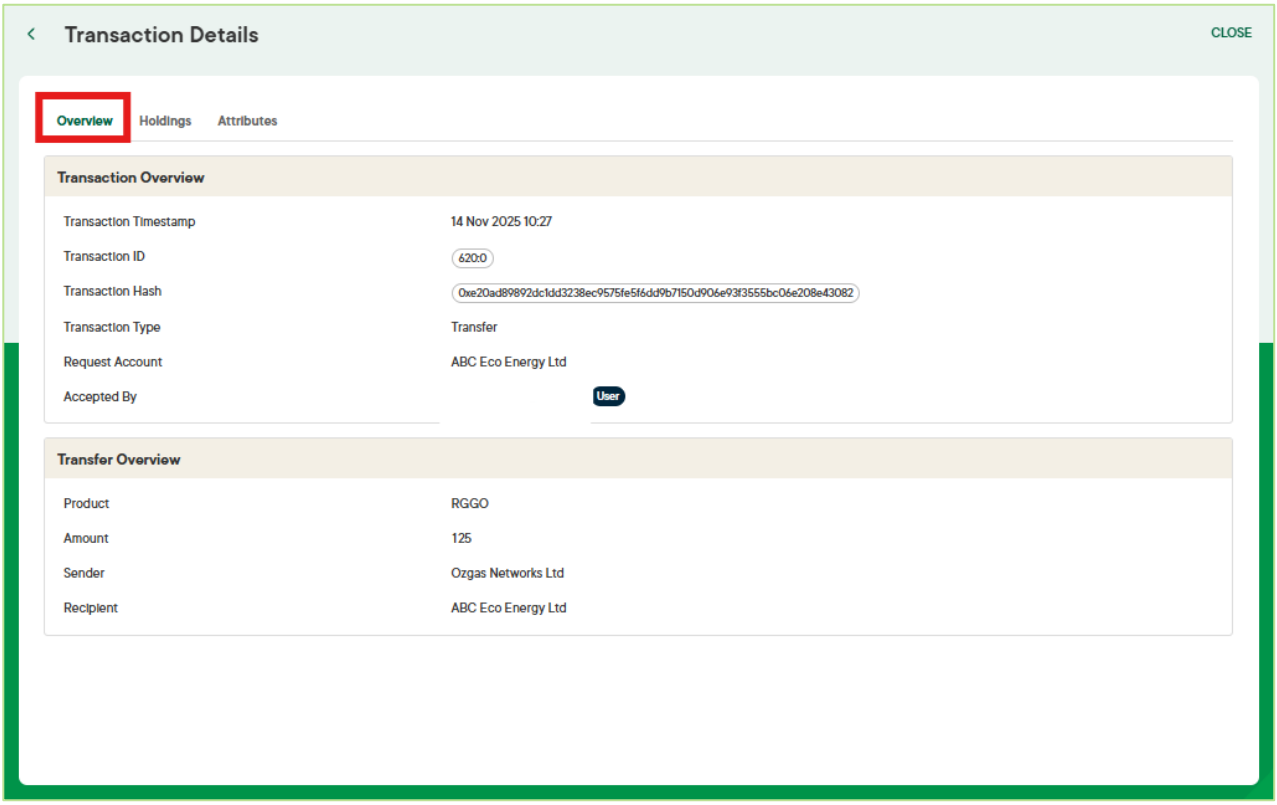
The Transactions view offers a comprehensive record of all historical transactions related to RGGOs, enabling full traceability and auditability. It captures essential details such as the transaction type (e.g., issuance, transfer), transaction timestamp, and the associated account and user responsible for initiating or receiving the action.

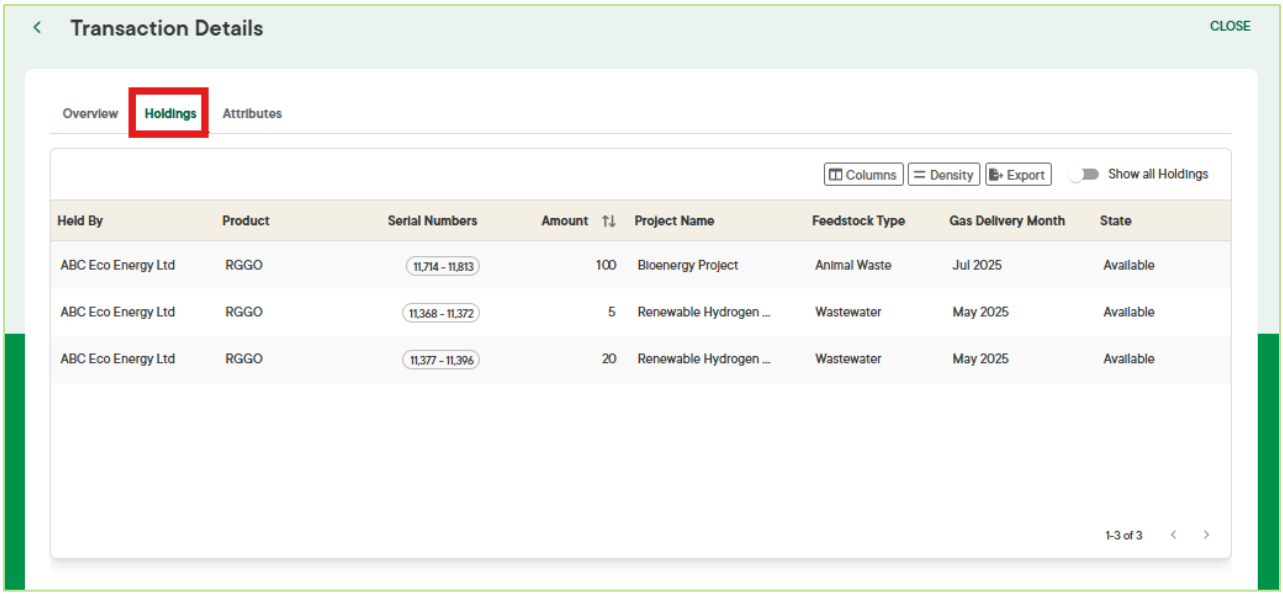
Click on the '**Info**' icon to access Transaction Details.



Timestamp	Transaction ID	Transaction Type	Product	Amount	Sender	Recipient	Info
14 Nov 2025 15:18	625:0	Cancel Transfer	RGGO	15	Ozgas Networks Ltd	-	→
14 Nov 2025 15:11	624:0	Pending Transfer	RGGO	105	Ozgas Networks Ltd	-	→
14 Nov 2025 15:02	623:0	Pending Transfer	RGGO	15	Ozgas Networks Ltd	-	→
14 Nov 2025 10:27	620:0	Transfer	RGGO	125	Ozgas Networks Ltd	ABC Eco Energy Ltd	→
14 Nov 2025 10:27	619:0	Transfer	RGGO	55	Ozgas Networks Ltd	ABC Eco Energy Ltd	→
14 Nov 2025 10:26	618:0	Pending Transfer	RGGO	125	Ozgas Networks Ltd	-	→
11 Nov 2025 16:04	617:0	Issue	RGGO	2,022	-	Ozgas Networks Ltd	→
11 Nov 2025 12:51	613:0	Pending Transfer	RGGO	55	Ozgas Networks Ltd	-	→
30 Oct 2025 10:10	608:0	Transfer	RGGO	22	Ozgas Networks Ltd	ABC Eco Energy Ltd	→

Click on the '**Overview**' tab to view information on the transaction and then the '**Holdings**' tab to see the Holding details.





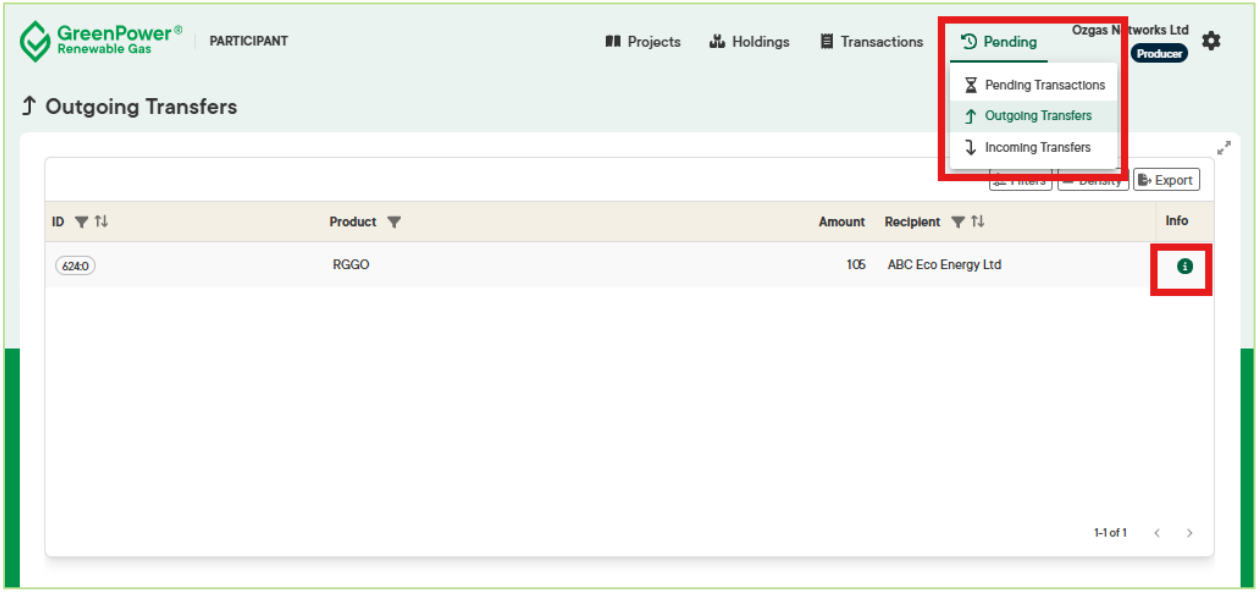
8

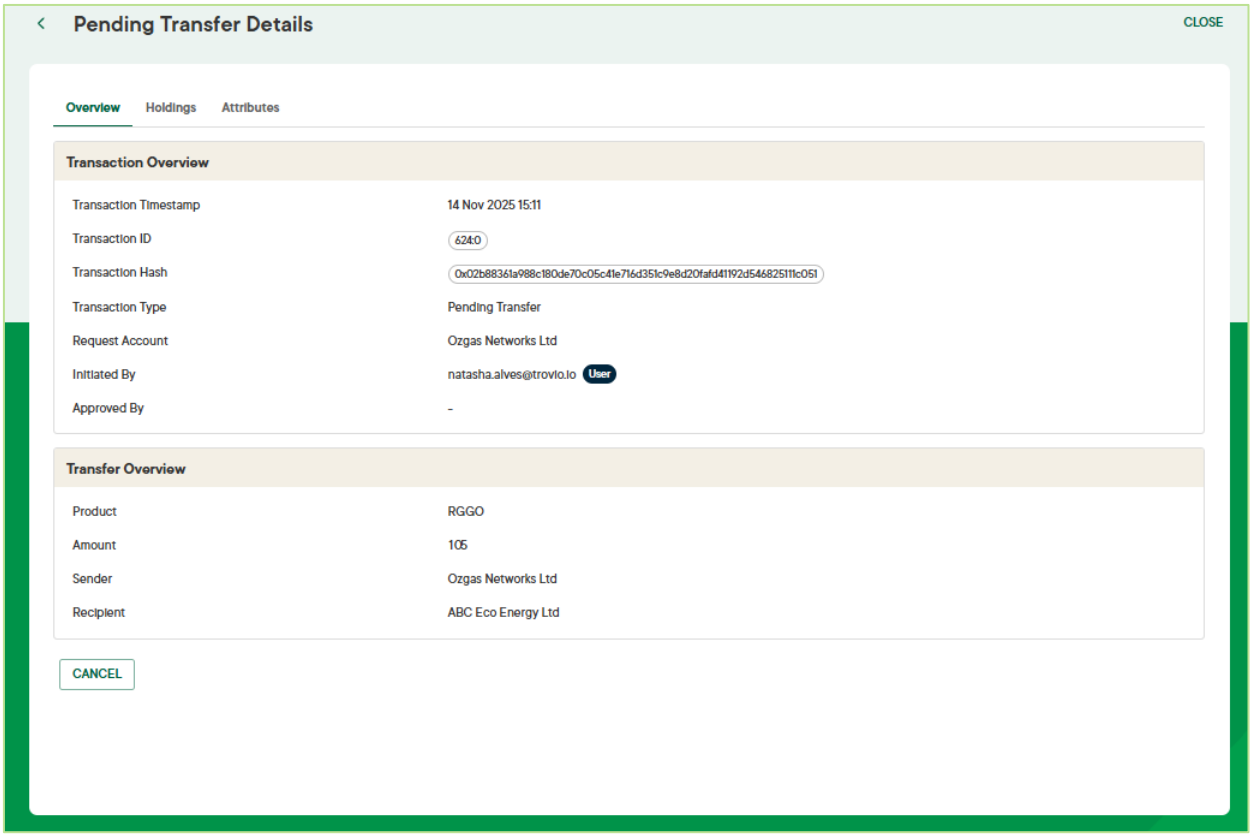
Pending Transactions

The Pending view displays transactions that have been initiated but are not yet finalised because they're still awaiting approval, acceptance, or further action by relevant parties.

This includes actions such as RGGO transfers that require recipient acceptance or transactions pending review or authorisation. Each entry in the Pending view includes key details, such as the transaction type, initiating account, timestamp, and status, allowing users to track progress, follow up on outstanding actions, and ensure timely completion of transactions. It serves as a central point for monitoring and managing in-progress activity within the portal.

Click on the '**Info**' icon to view transaction details.

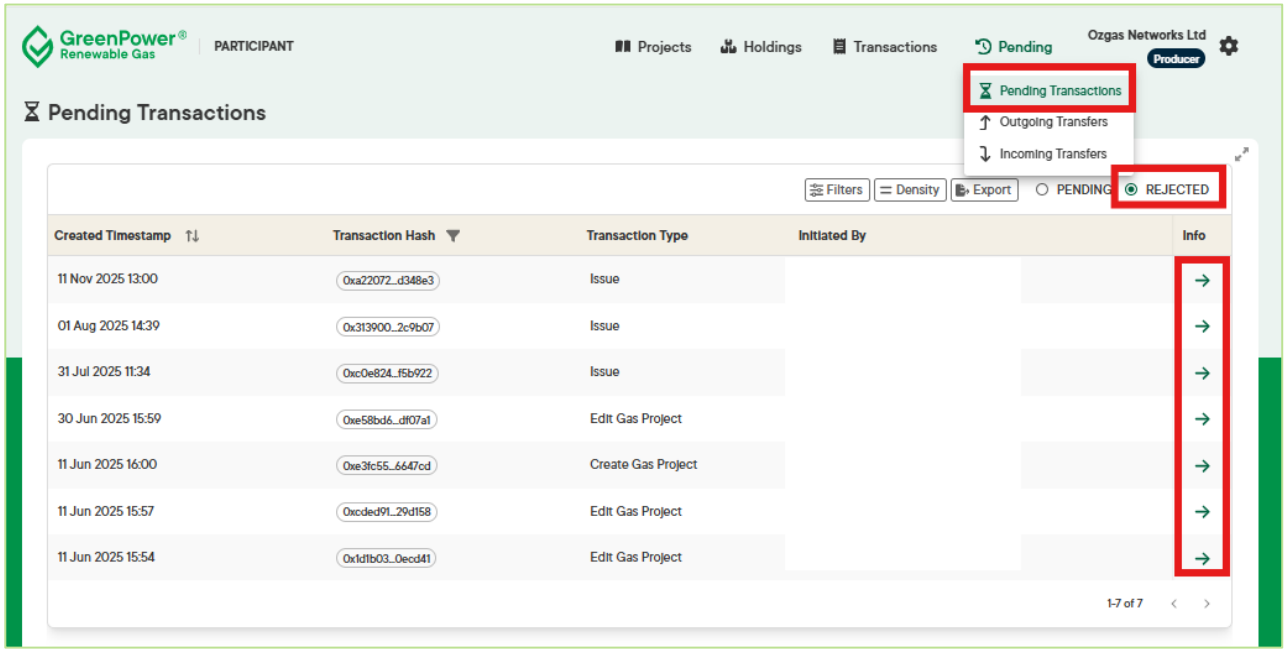


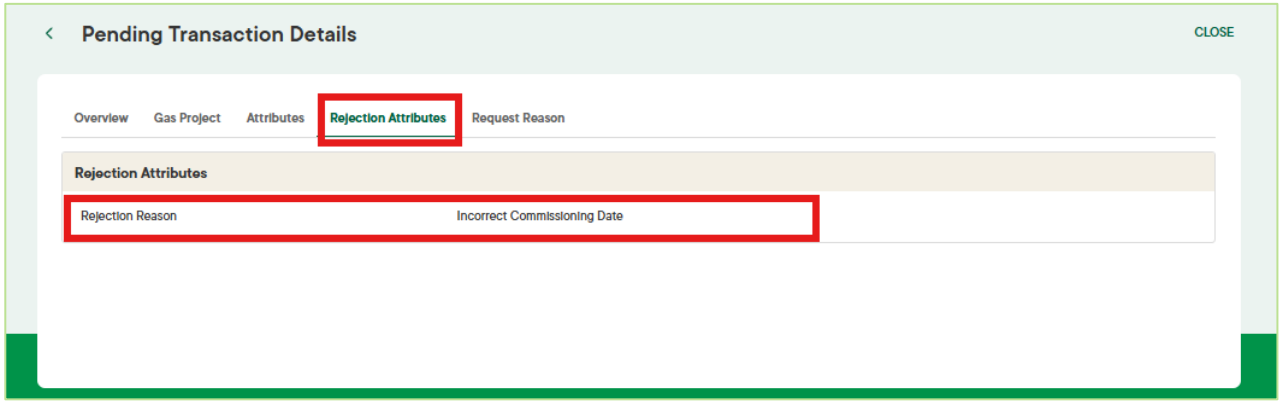


Transaction Rejection Reason

When a pending transaction is cancelled by the Producer or rejected by the GreenPower Administrator, it appears under '**REJECTED**' in the Pending Transactions view.

Details such as timestamp, type, ID, and initiator are shown. Click the '**Info**' icon to see additional transaction attributes, including the rejection reason.





The rejection reason can be viewed in the '**Rejection Attributes**' tab.

9

Email Notifications

The following section outlines email notifications:

- Sent to Producer holding account users at their registered email address.
- Sent to the GreenPower Administrator for Producer-initiated requests.
- Sent to the recipient Trader holding account for Producer-initiated requests.



Registry events that trigger notifications to Producers

Producer holding account users will receive email notifications at their registered email address for the following events:

- **Outcome of Gas Project Registration**: Notification of the outcome of a request to register a new Gas Project or update an existing one.
- **Outcome of Gas Production Declaration**: Notification of the outcome of a Gas Production Declaration request (RGGO issuance).
- **Outcome of RGGO Transfer**: Notification of the outcome of a request to transfer RGGOs to a Trader holding account.



Producer-initiated requests that trigger notifications to GreenPower Administrators

GreenPower Administrators will receive email notifications when a Producer performs the following actions:

- **Gas Production Declaration**: Notification that a Producer has requested Gas Production Declaration (RGGO issuance)
- **New Gas Project**: Notification that a Producer has requested registration of a new Gas Project.
- **Update to Gas Project**: Notification that a Producer has requested an update to an existing Gas Project.



Producer-initiated requests that trigger notifications to Trader

Trader account will receive email notifications when a Producer performs the following action:

- **Transfer RGGO**: Notification sent to the Trader's holding account users when a Producer requests an RGGO transfer to the Trader's holding account.

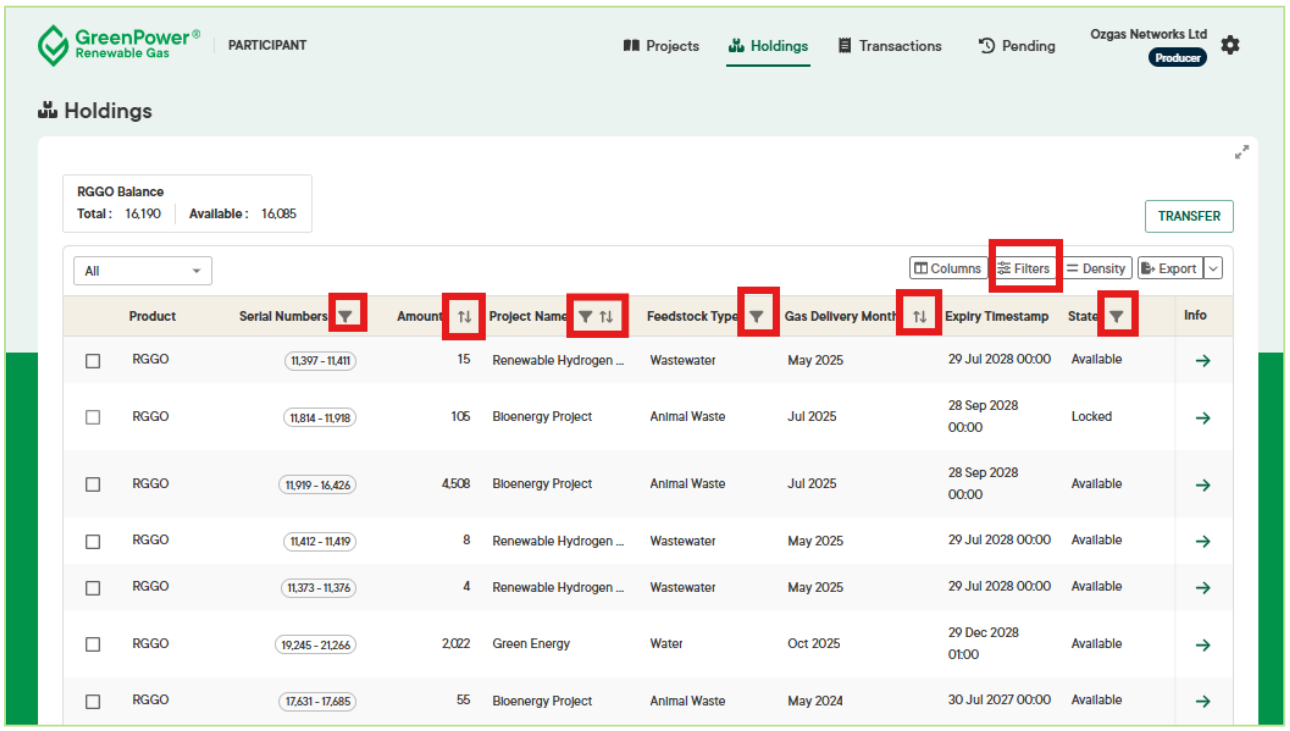


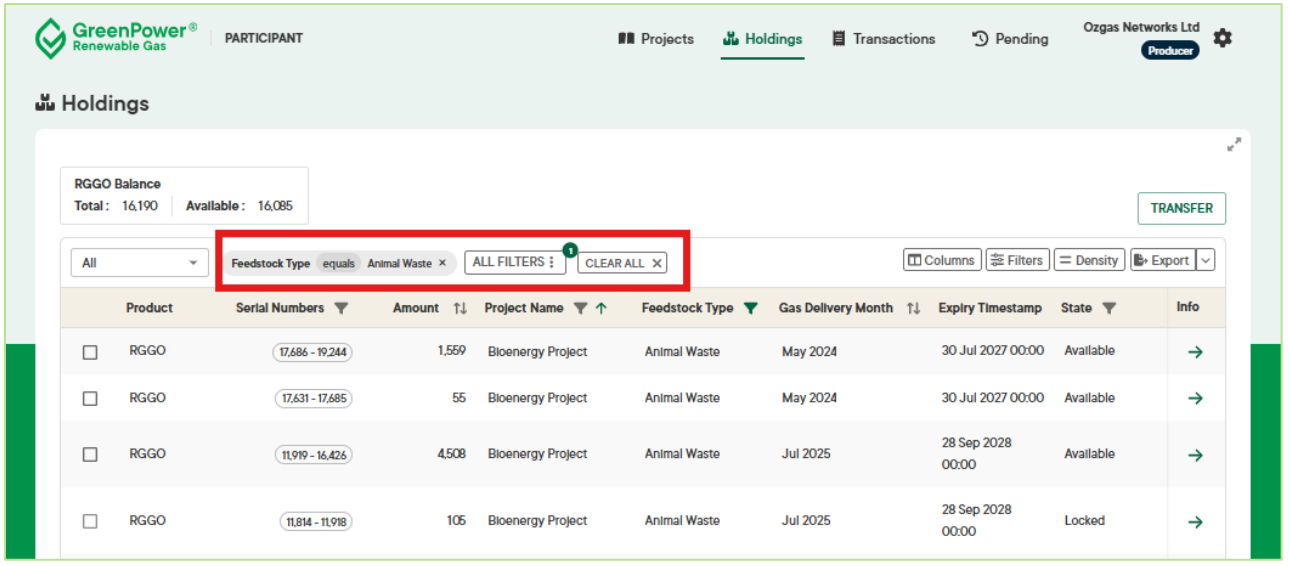
10

Filter and Sort

The Project, Holdings, Transactions and Pending views allow users to efficiently navigate and analyse data by applying filters and sorting options.

Information can be refined or organised by using the filter and sort icons available, or through the dedicated filter menu. These tools enable users to quickly locate specific data, or group related records based on attributes, enhancing both visibility and usability.





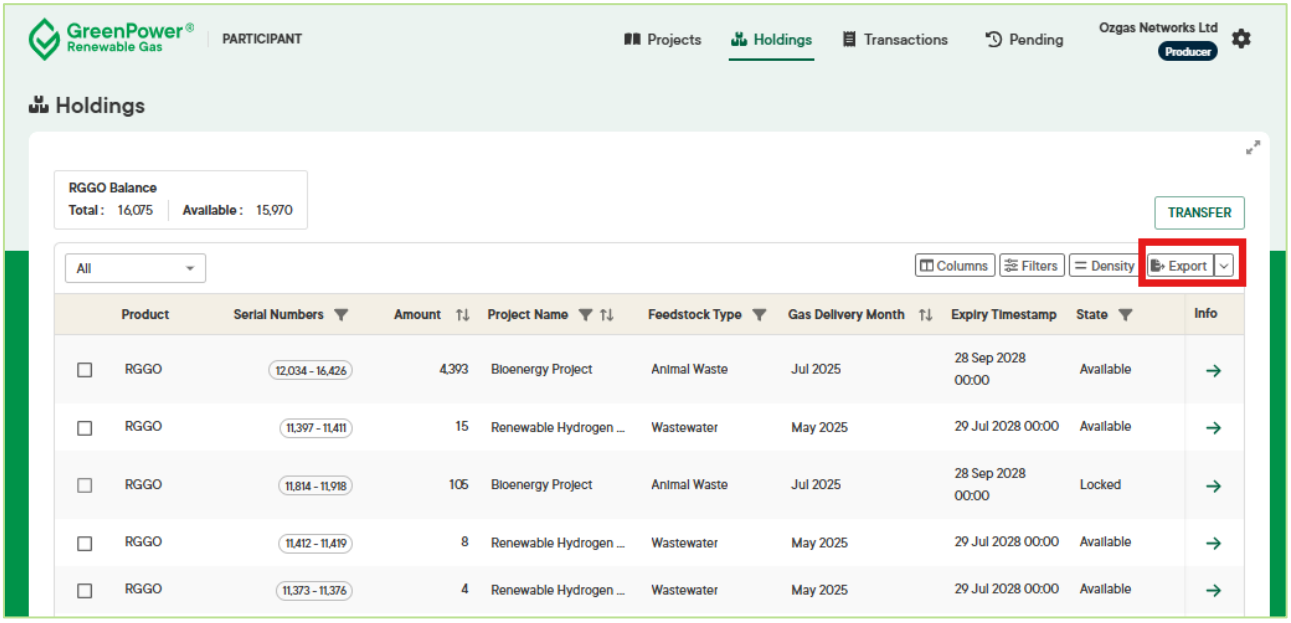
The summary of configured filters is displayed. To remove all filters, click on '**CLEAR ALL**'.

11

Export

Information displayed in the Projects, Holdings, Transactions and Pending views can be exported to a CSV (Comma-Separated Values) file, allowing Producers to extract and save the data for offline access, reporting, or further analysis.

The exported file includes all visible fields in the table for that view such as RGGO identifiers, project details, production volumes, expiry dates, and/or status, formatted in a structured spreadsheet-friendly layout.

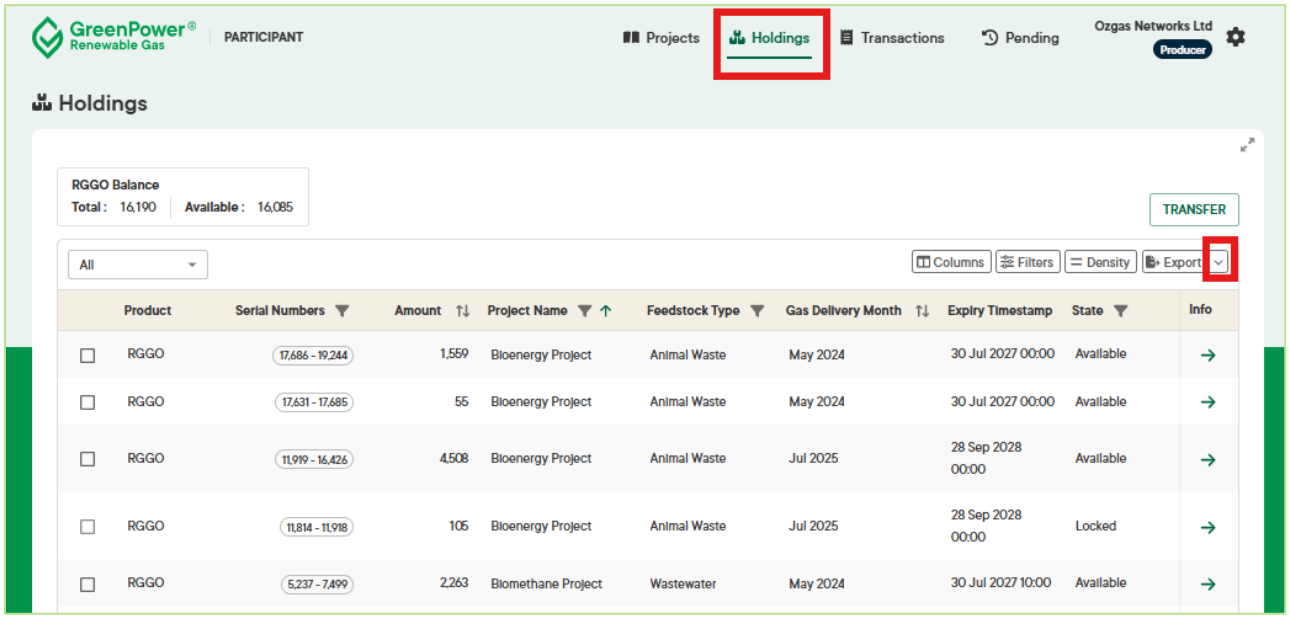


If a '**filter**' or '**sort**' is applied to the data, the same configuration will be reflected in the exported CSV file. This ensures that the exported data accurately matches what is displayed on screen, preserving the selected criteria. This functionality streamlines reporting and analysis by eliminating the need to reapply filters or rearrange data manually after export.

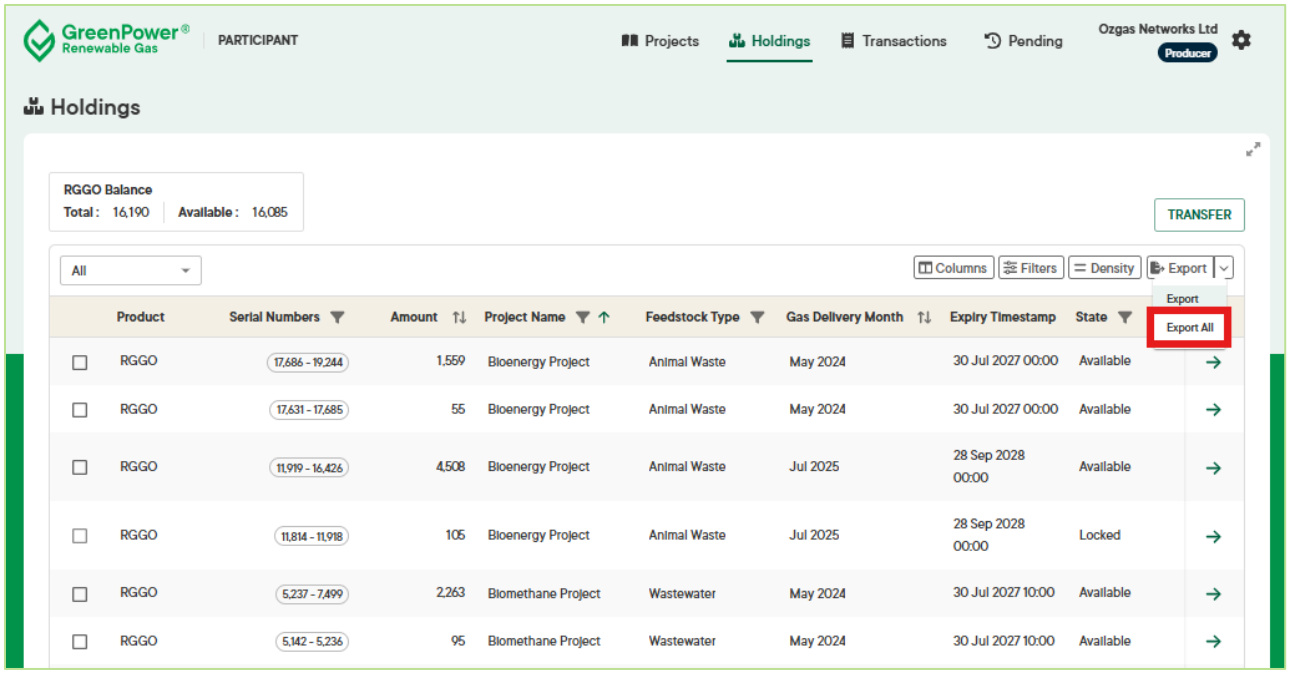
Export-All

The Holdings and Transactions views provide an export function that allows users to download the complete dataset across all pages, not just the information currently displayed on screen. This ensures that users can access a full record of their holdings and transactions for reporting, reconciliation, or further analysis.

1) In the Holdings or Transactions view click on the down-arrow to expand the Export menu.



2) Select the '**Export All**' option.



3) A CSV file will be downloaded, that includes the complete data-set for all applicable records.

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Renewable Energy

National GreenPower Accreditation Program

NSW Department of Climate Change, Energy,
the Environment and Water

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