GreenPower®
Renewable Energy

Trader Registry User Guide

GreenPower Renewable Gas Certification

Version 2.0 | September 2026



First published September 2026

Copyright and disclaimer © State of New South Wales through Department of Climate Change, Energy, the Environment and Water 2026. Information contained in this publication is based on knowledge and understanding at the time of writing, September, and is subject to change. For more information, please visit the following website: https://www.energy.nsw.gov.au/copyright

National GreenPower Accreditation Program
NSW Department of Climate Change, Energy, the Environment and Water

Locked Bag 5022
Parramatta NSW 2124
Phone: 02 9995 5468
Renewable Electricity enquiries: greenpower.admin@planning.nsw.gov.au
Renewable Gas enquiries: greenpower.gas@dpie.nsw.gov.au

www.greenpower.gov.au

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.

Contents

Overview 5

Portal Access 7

RGGO Transfer 14

RGGO Retirement 28

Holdings 38

Historical Transactions 41

Pending Transactions 44

Email Notifications 47

Filter and Sort 51

Export 53

1

Overview

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

All actions within the Registry must be carried out in accordance with this guidance document and within the Certification Rules that govern the scheme.

The GreenPower Registry allows Traders to:

- Accept or decline Renewable Gas Guarantee of Origin (RGGO) transfer requests from Producers and other Traders.
- Initiate RGGO transfers to other Traders.
- Retire RGGO to a chosen beneficiary, which may be another customer or the Trader account.
- Download RGGO retirement statement.

Individuals with access to a Trader's account are expected to be familiar with the contents of this guide to ensure accurate and compliant use of the Registry. They are also responsible for keeping login details confidential and for all actions taken within the Registry, including accepting or rejecting Transfer Requests and making Retirement Requests.

For any questions 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 Traders set up and manage secure access to the GreenPower Renewable Gas Certification Registry Portal.

It includes guidance on:

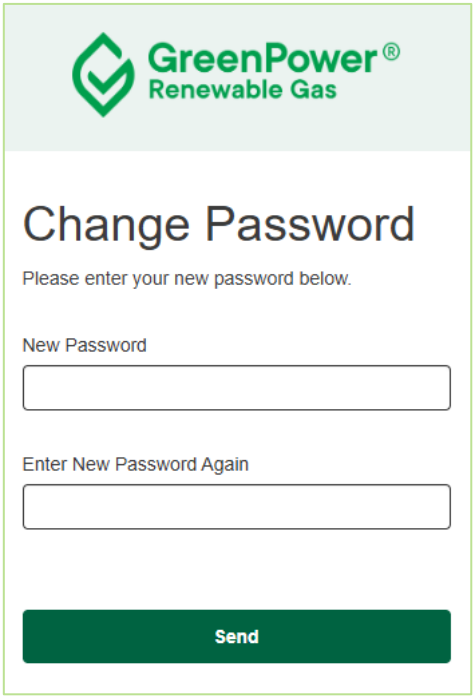
- configuring Multi-Factor Authentication (MFA) for enhanced account security,
- signing in and signing out of the portal correctly, and
- ensuring proper access management and session security.

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 Trader 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

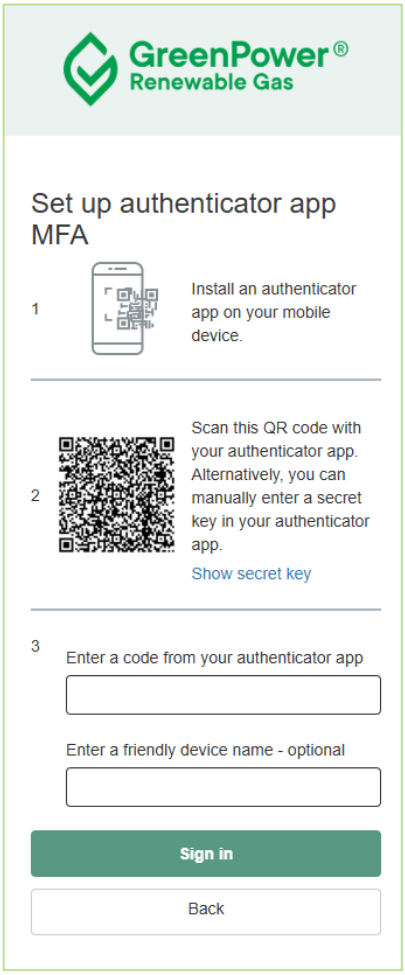
ii) **Microsoft Authenticator:**
Available on Google Play / on App Store

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

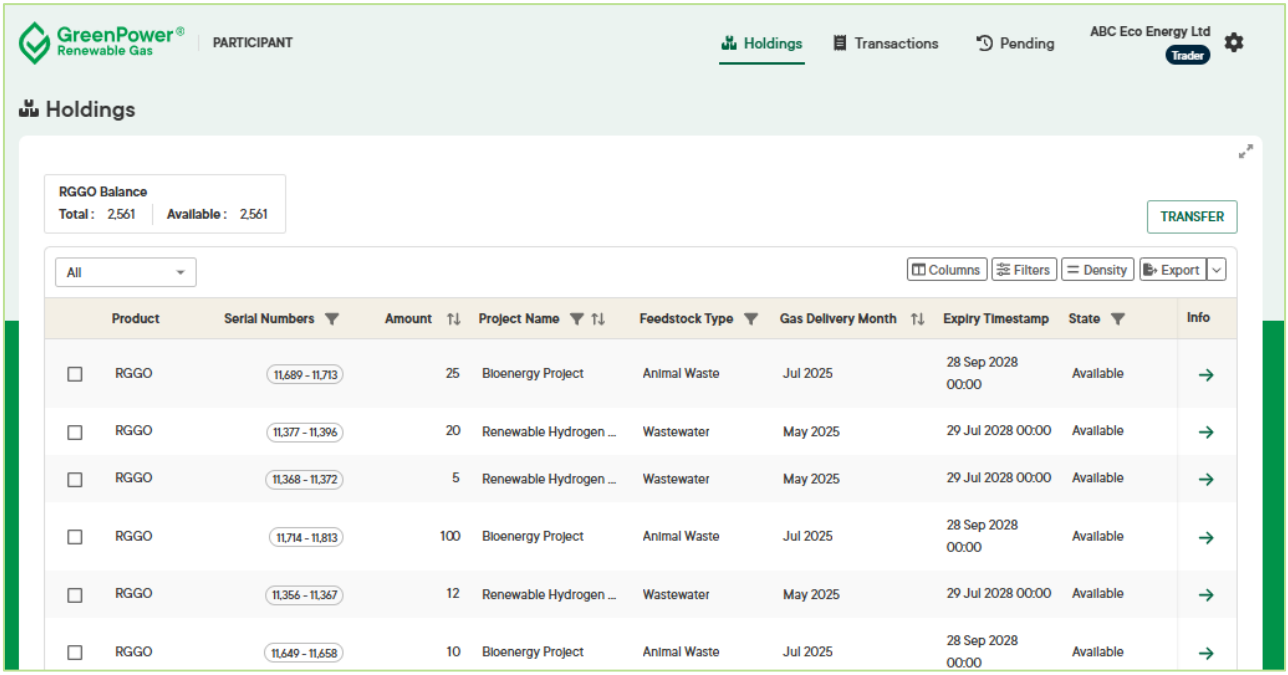
b) The user account should get added successfully to the Authenticator app.

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 Trader portal is displayed.



Sign-in to Portal

This section details the login process to the Trader portal after portal access and MFA has been setup.

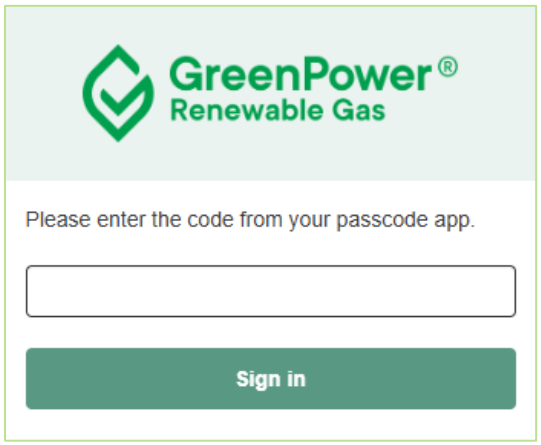
1) Enter the URL to the GreenPower Trader portal in web browser https://registry.greenpower.gov.au/

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



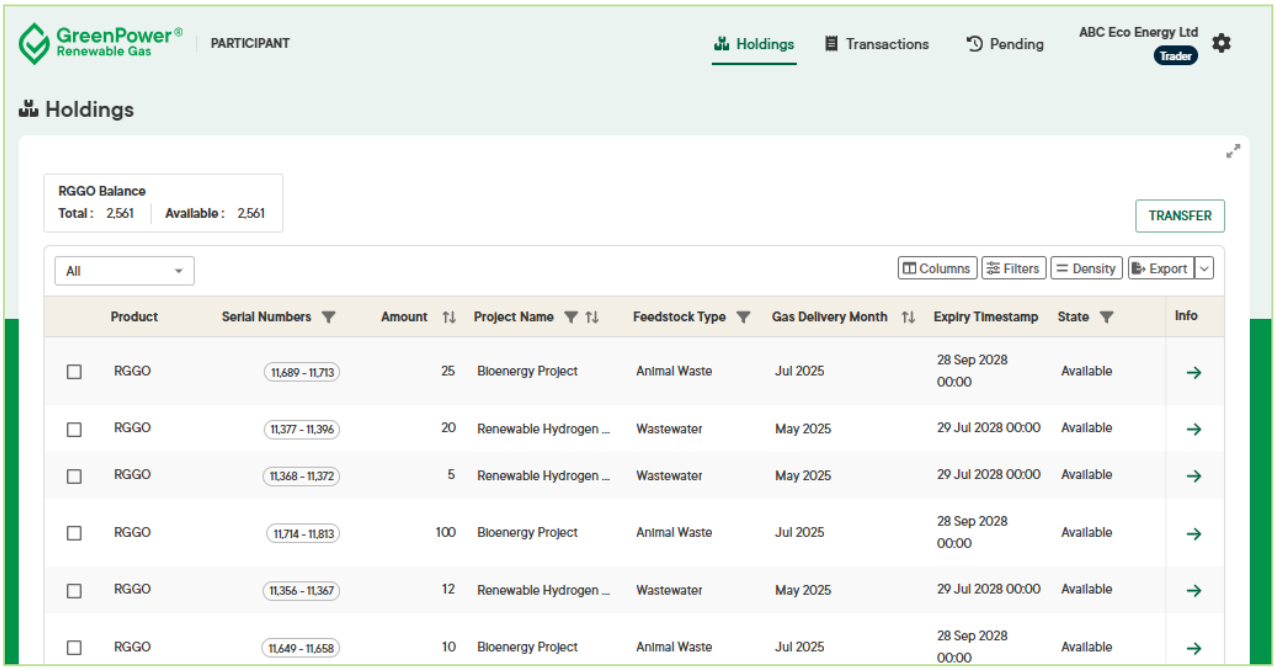
In case of a lost or forgotten, username or password please contact GreenPower Program Manager at: greenpower.gas@dpie.nsw.gov.au

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



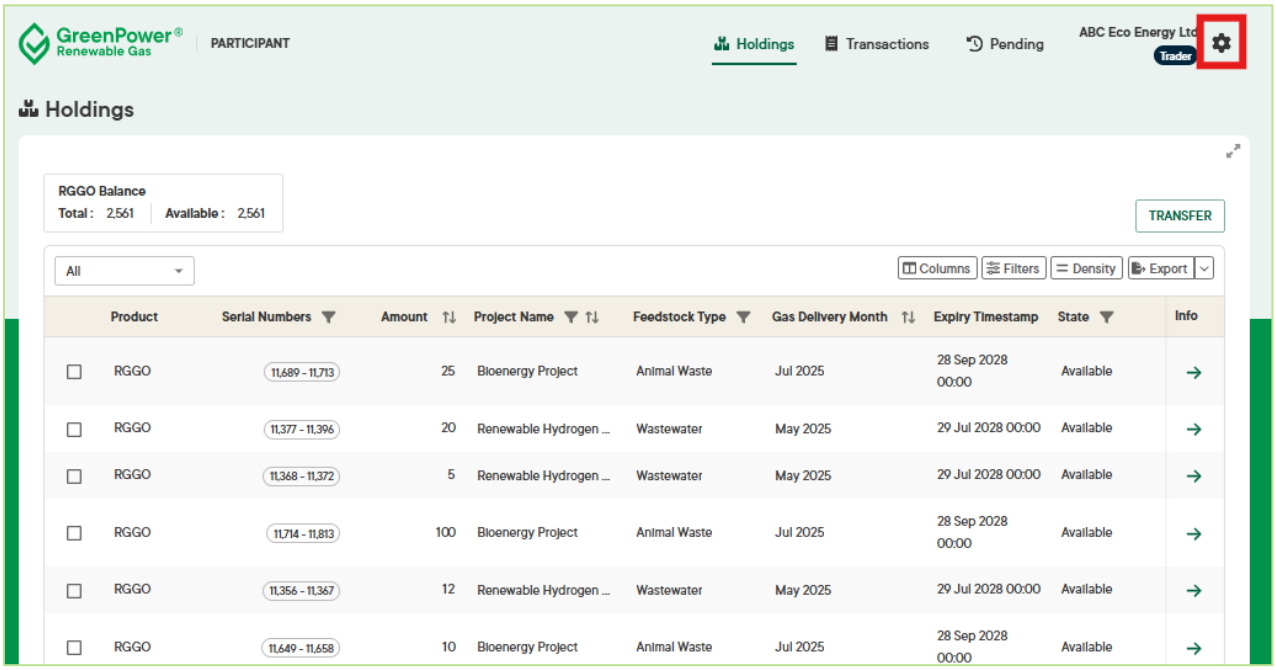
In case access to the authenticator app is lost please contact GreenPower Program Manager at: greenpower.gas@dpie.nsw.gov.au

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

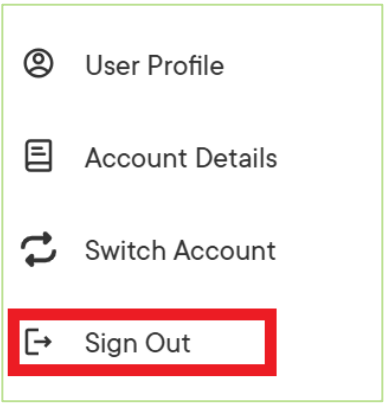


Sign-out of Portal

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

RGGO Transfer

This section outlines the process actioning incoming RGGO transfers to a Traders account and transferring RGGOs to another registered Trader.

It includes guidance on:

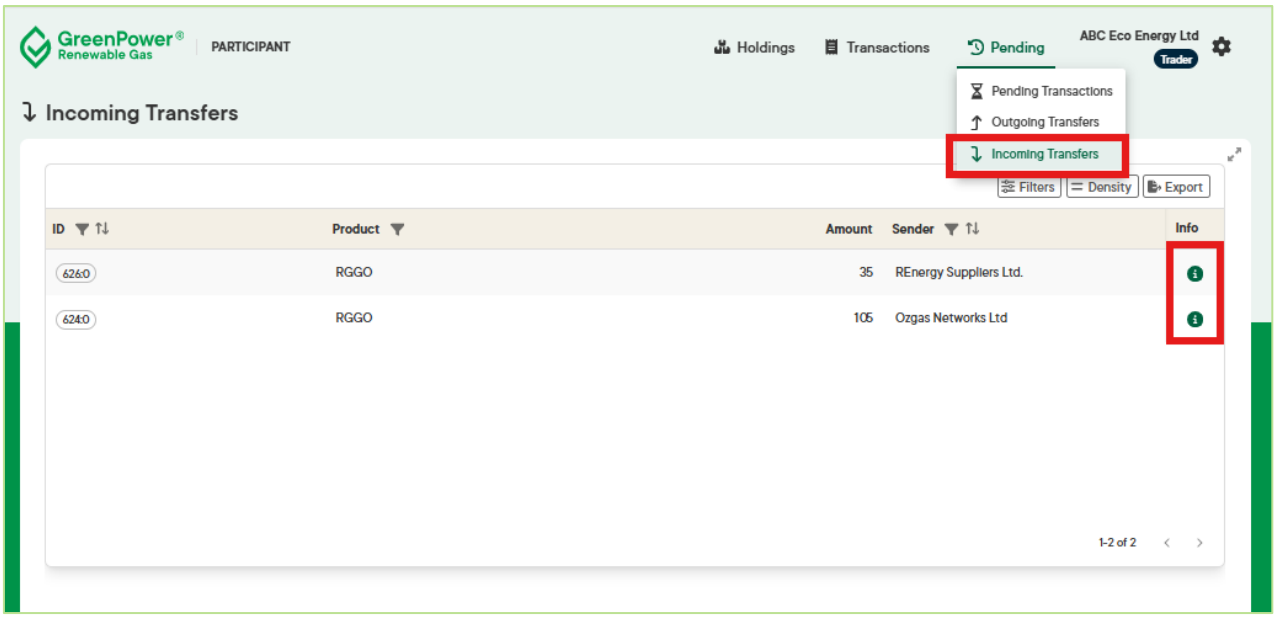
- reviewing incoming RGGO transfers
- accepting/rejecting incoming RGGO transfers
- selecting issued RGGOs for transfer, based on renewable gas project and RGGO expiry details
- initiating the transfer request within the portal, and
- tracking and reviewing the status of the transfer transaction.

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

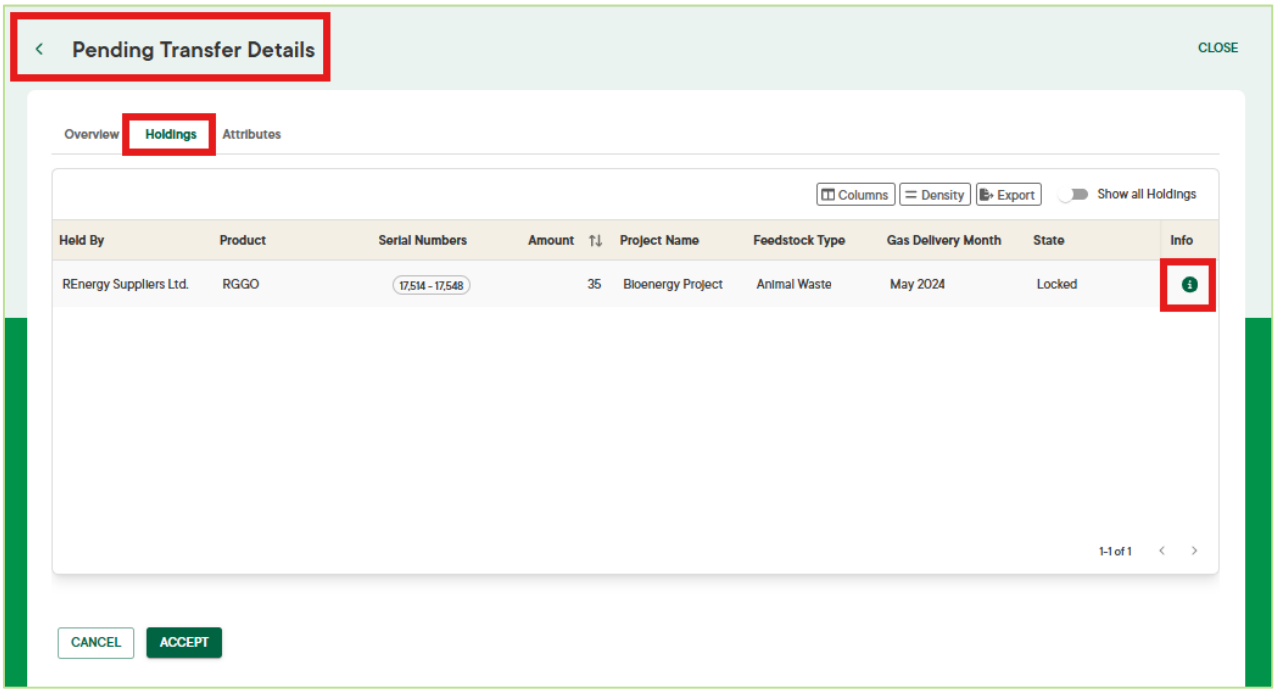


Review Pending Transfer

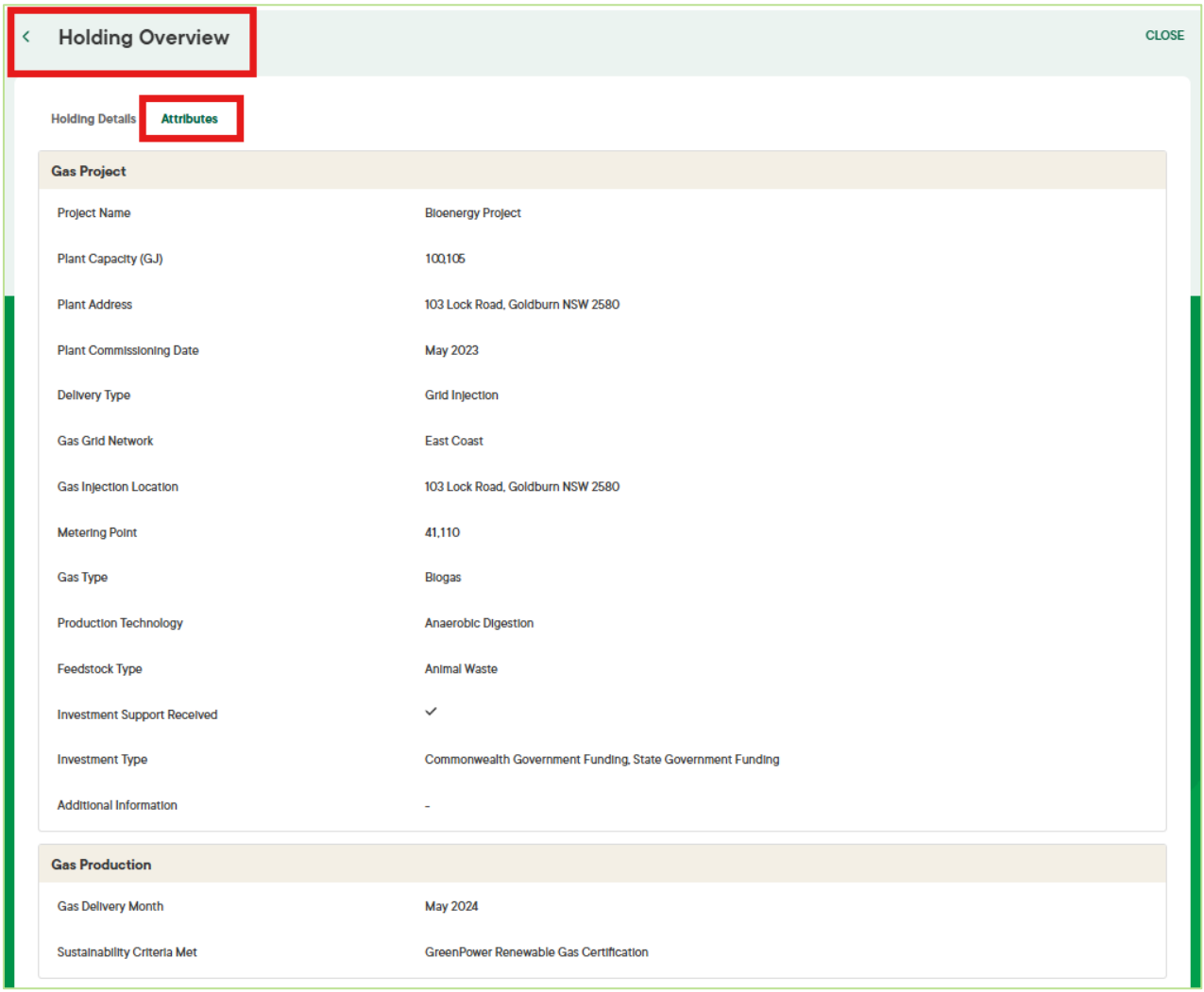
1) When a Trader account receives an RGGO transfer request, the transaction will be listed in the '**Incoming Transfers**' view. To see details of a specific pending transfer click on the associated '**info**' icon.



2) To review RGGO details, in the '**Pending Transfer Details**' tab click on '**Holdings**' and then click on the '**Info**' icon associated with the RGGO of interest.

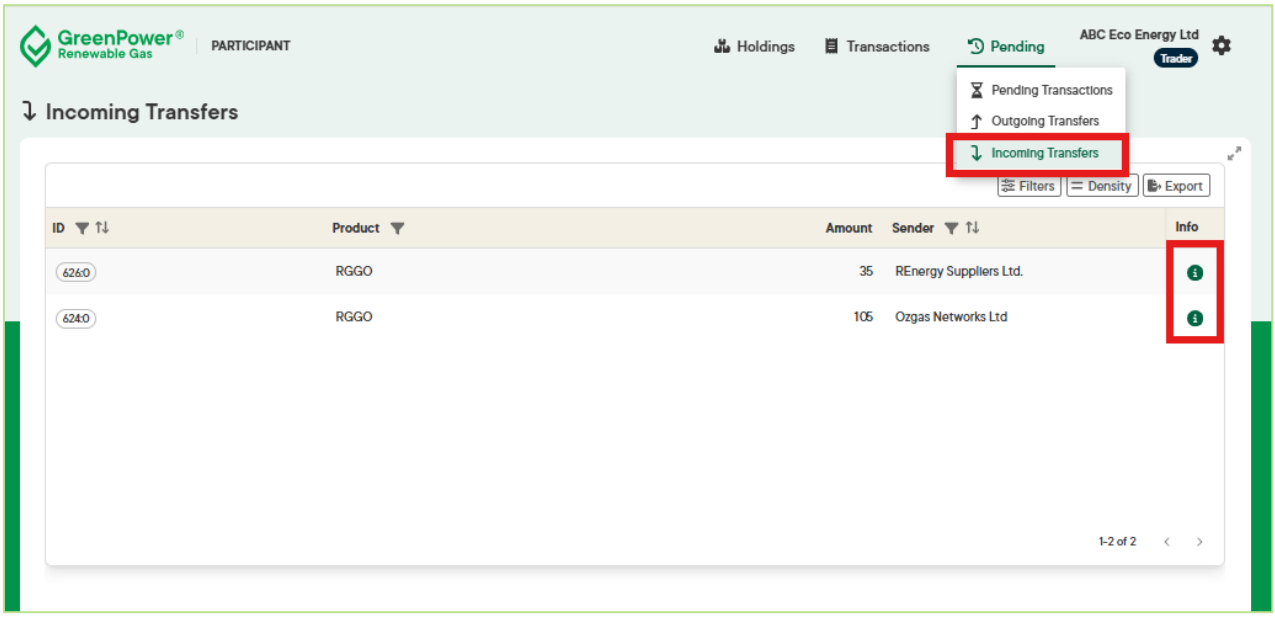


3) To view the sustainability characteristics of the RGGOs, including Gas Project details, click the '**Attributes**' tab in '**Holdings Overview**'.



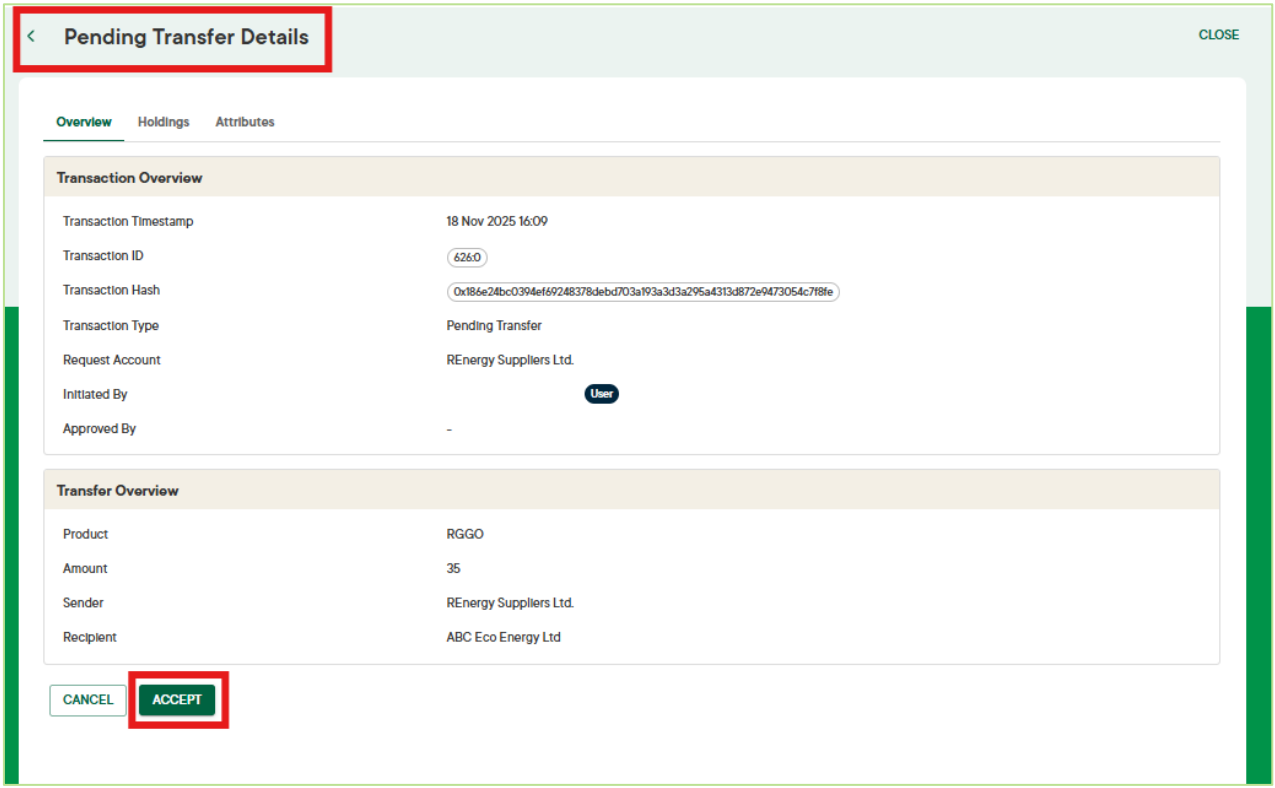
Accept Pending Transfer

1) RGGO transfers awaiting Trader action appear in the '**Pending Transfers**' view. Click the '**Info**' icon associated with the RGGO transfer transaction of interest.

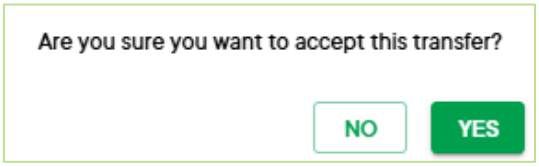


The Trader has the option to review RGGO details, by following the steps specified in the section above.

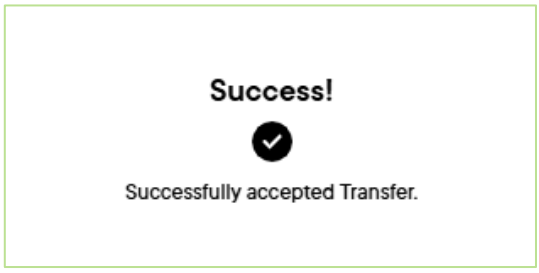
2) To accept the RGGOs in your Trader account, click '**ACCEPT**' in '**Pending Transfer Details**'.



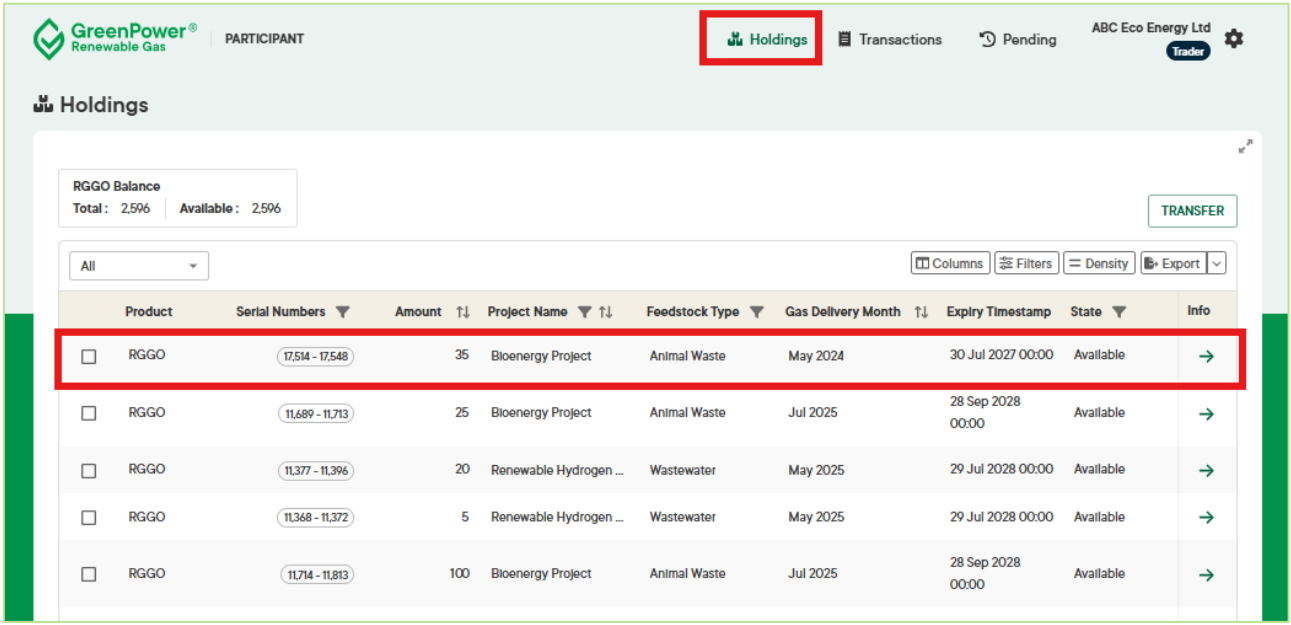
3) Click '**YES**' to confirm the RGGO transfer acceptance.



4) A confirmation message is displayed indicating that the RGGO transfer has been completed successfully.

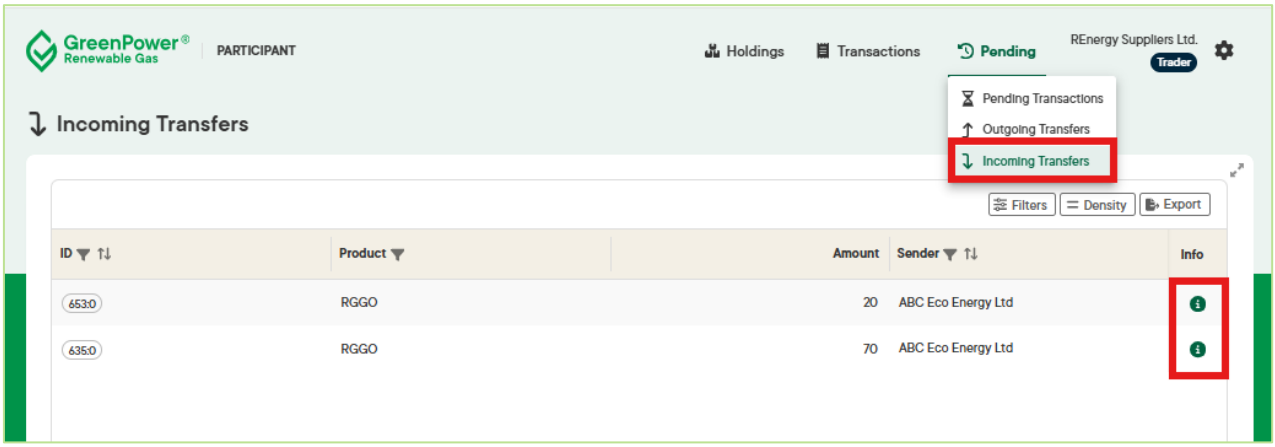


5) The RGGO holdings in the Trader's account is updated with the transferred RGGOs.



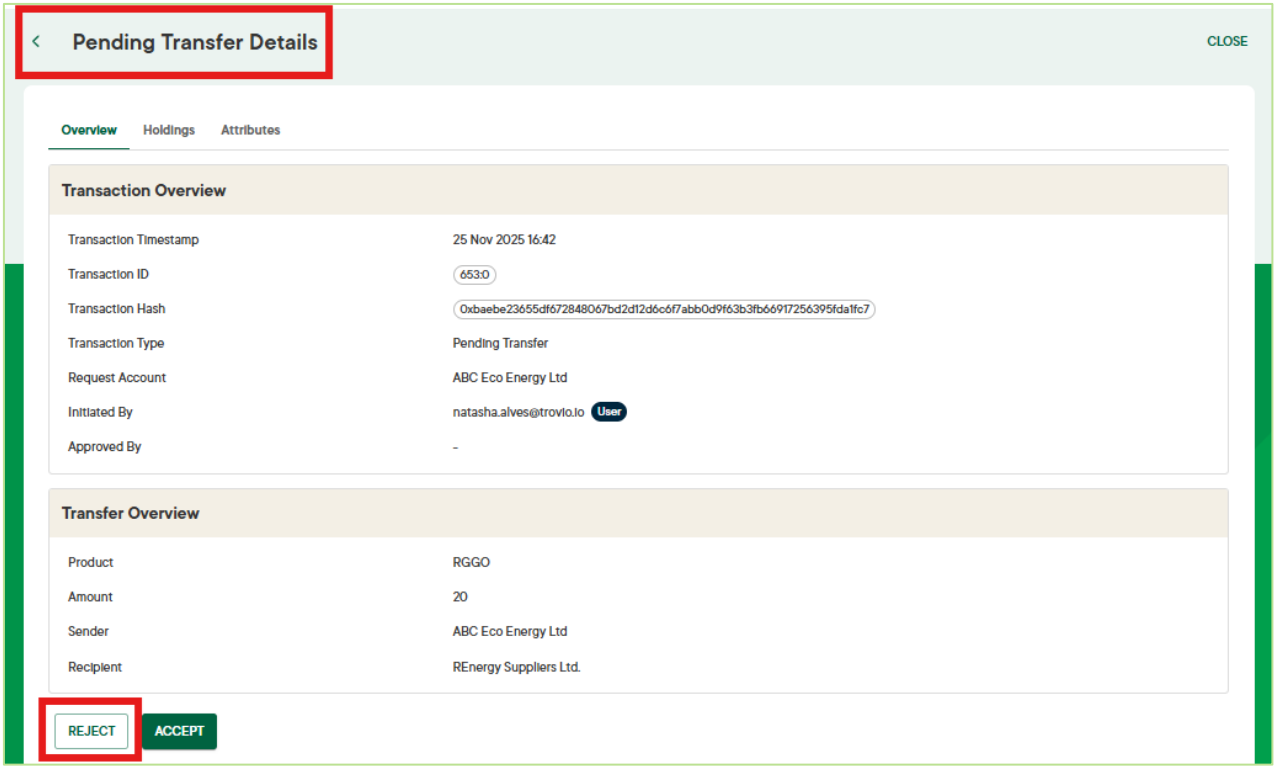
Reject Transfer

1) RGGO transfers awaiting Trader action appear in the **'Pending'** view under '**Incoming Transfers**'. Click the '**Info**' icon associated with the RGGO transfer transaction of interest.

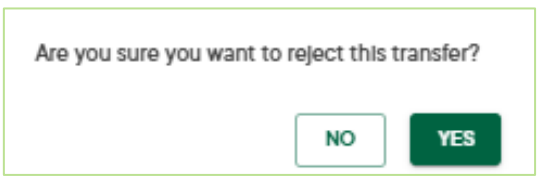


The Trader has the option to review RGGO details, by following the steps specified in the section above.

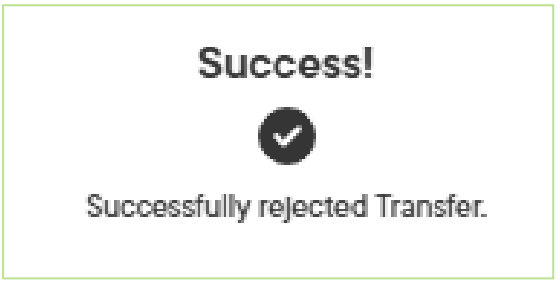
2) Click '**REJECT**', to decline the pending RGGO transfer, in '**Pending Transfer Details**' view.



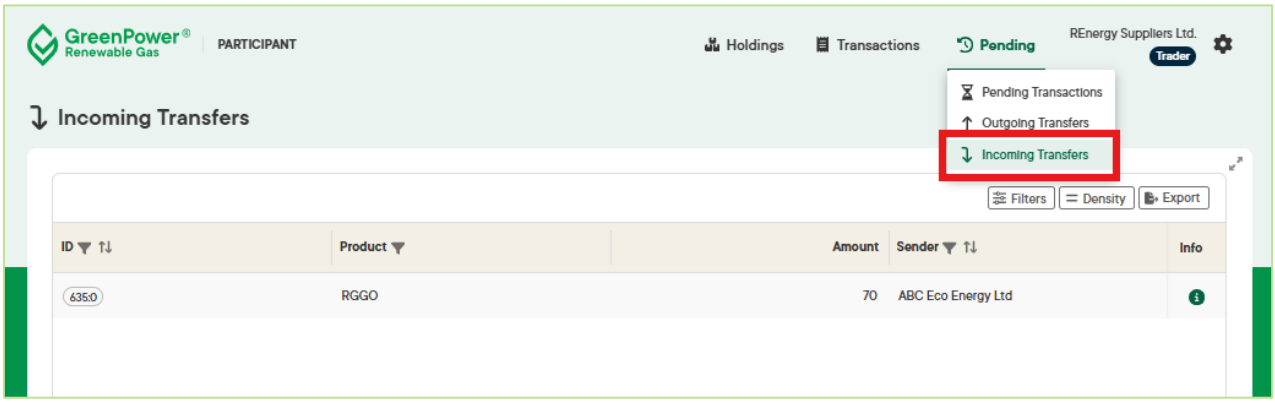
3) Click '**YES**' to confirm, rejection of the transfer request.



4) A confirmation message is displayed indicating that the RGGO transfer has been rejected successfully.

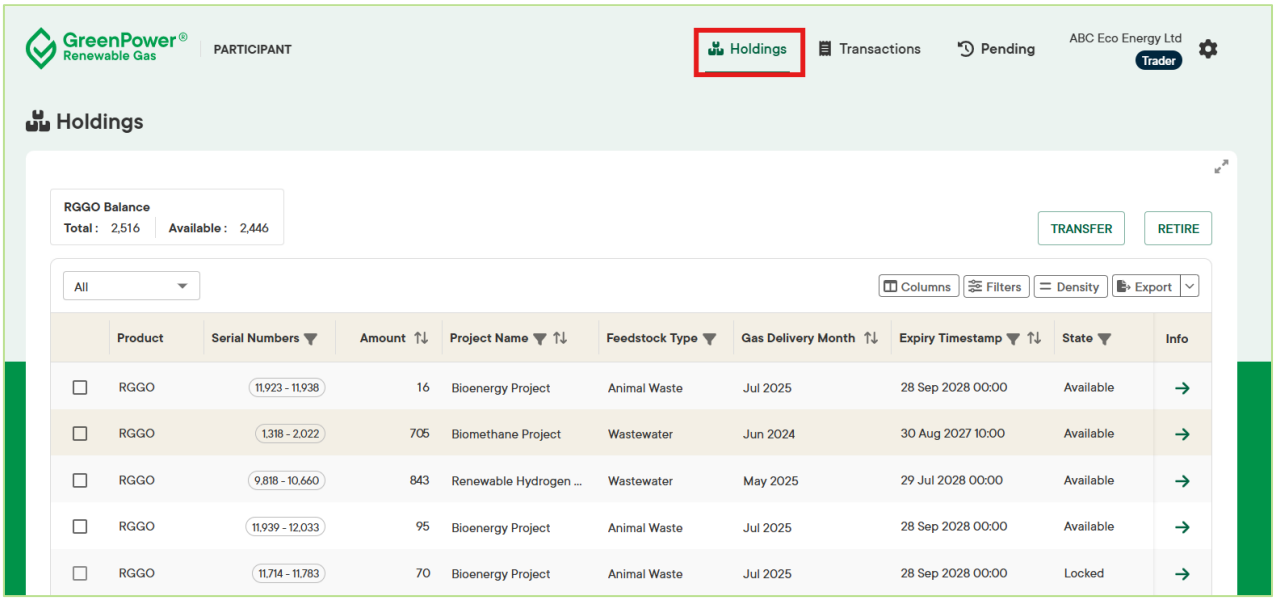


5) The pending RGGO transfer transaction is removed from the '**Incoming Transfers**' view.



Initiate Transfer to another Trader Account

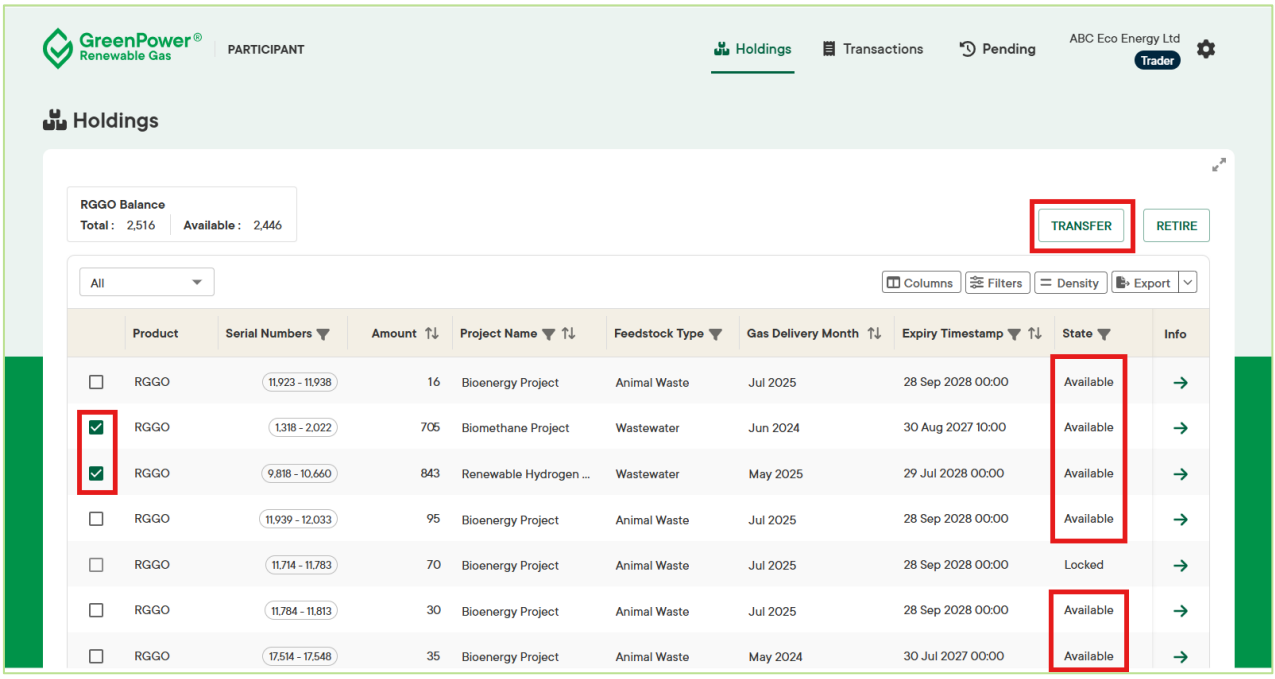
1) Select '**Holdings**' view in the navigation bar.



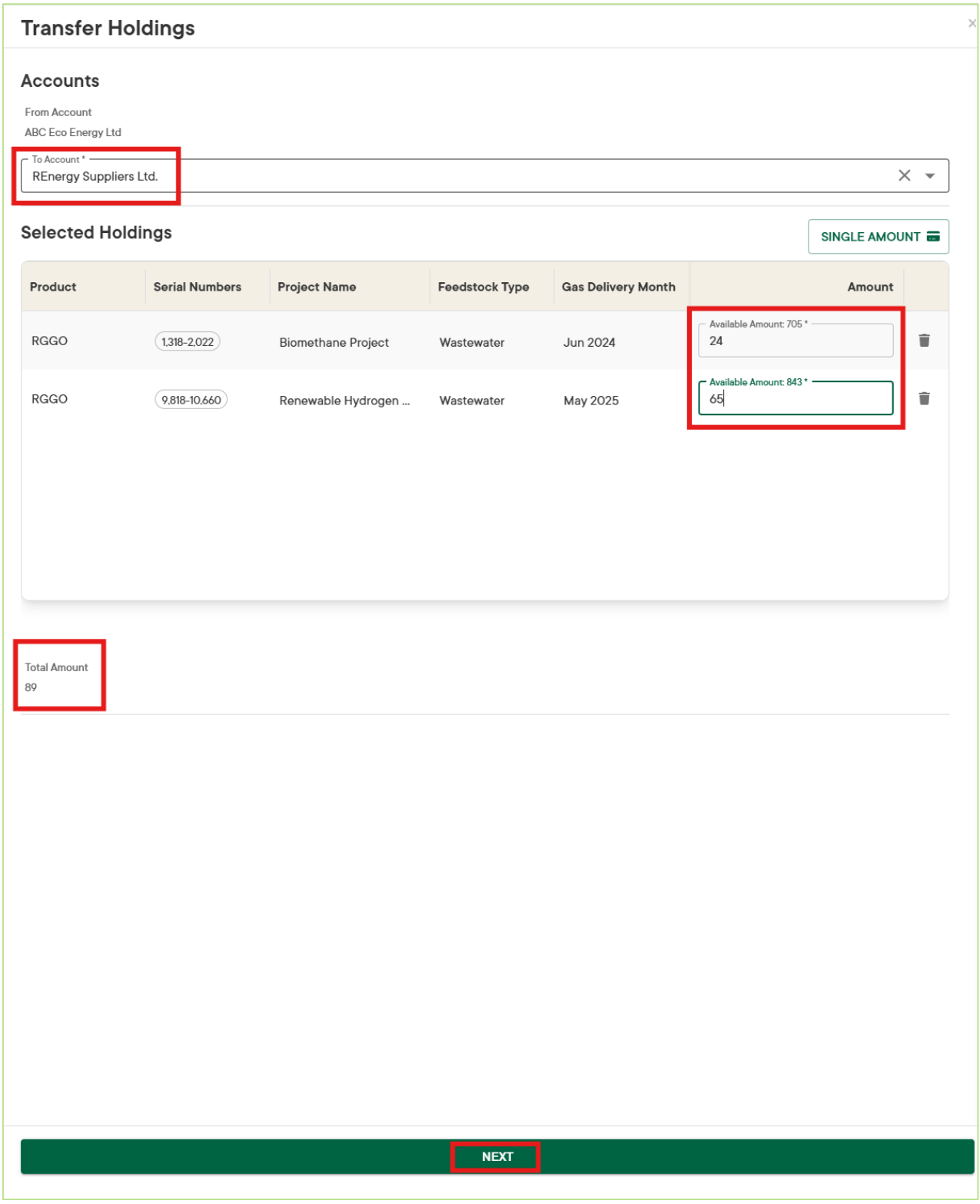
2) Only RGGOs marked as '**Available**' can be transferred

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

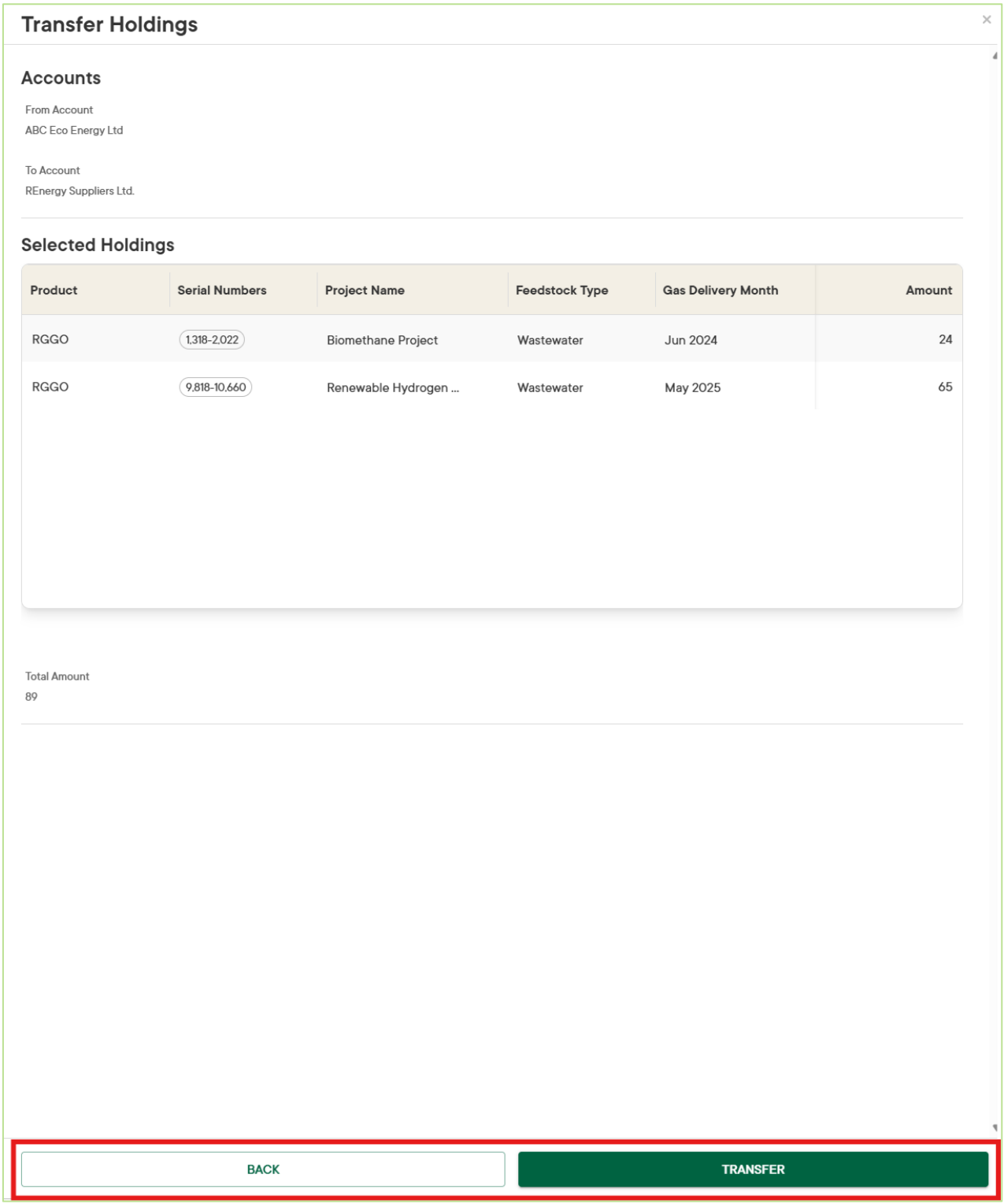
b) Click '**TRANSFER**' and oldest RGGOs will be automatically selected.



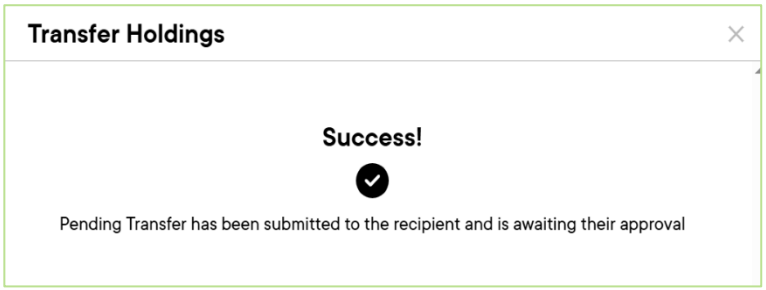
3) Select the Trader account, enter the amount of RGGOs to be transferred, the total amount will get updated automatically, then click '**NEXT**'.



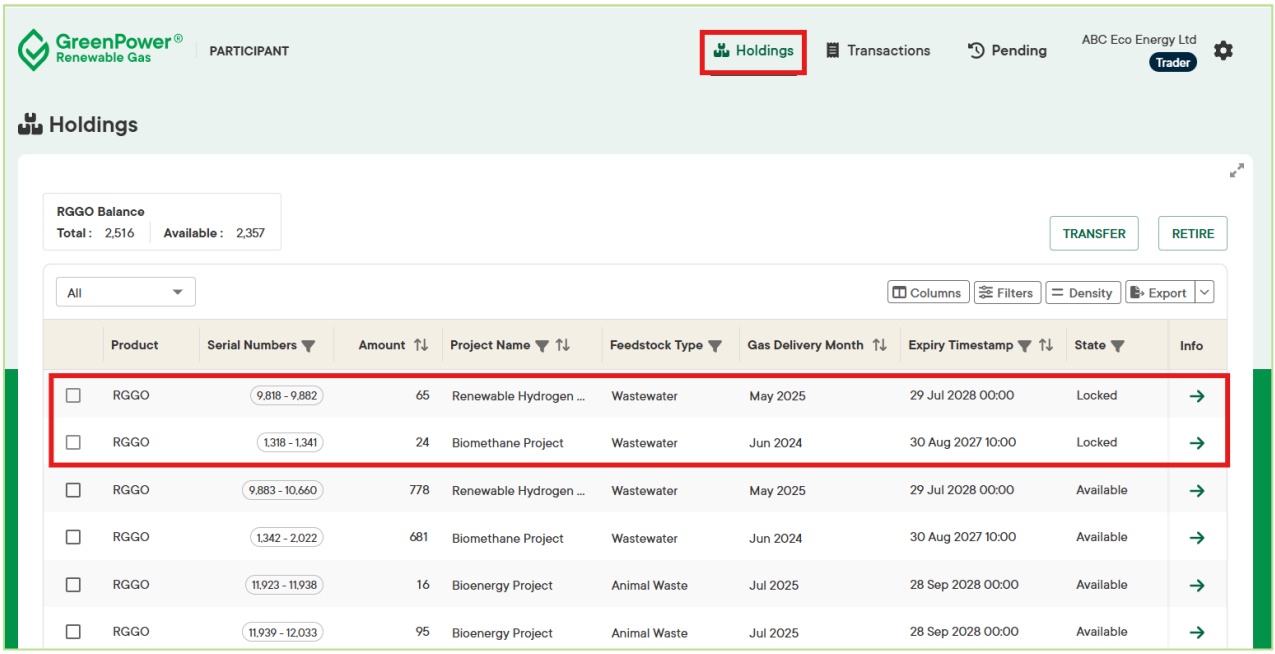
4) Review transfer details and click '**TRANSFER**' to initiate the RGGO transfer for approval by the recipient Trader. In case changes are required click '**BACK**' and update accordingly.



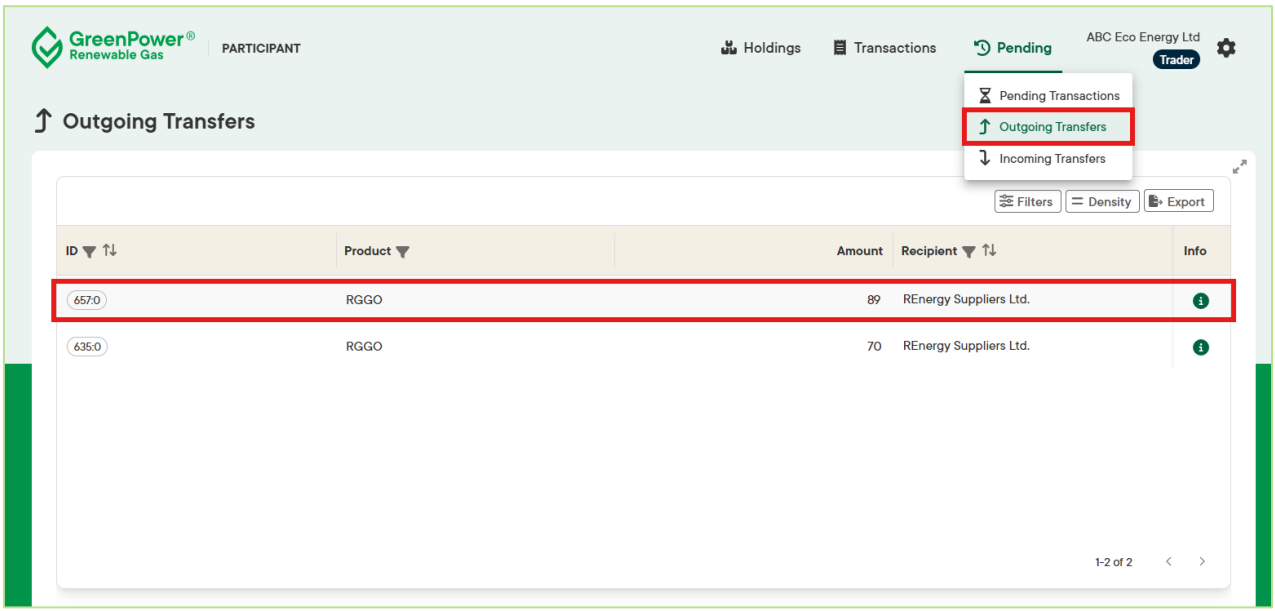
5) The RGGO transfer will be submitted to the Trader for acceptance.



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

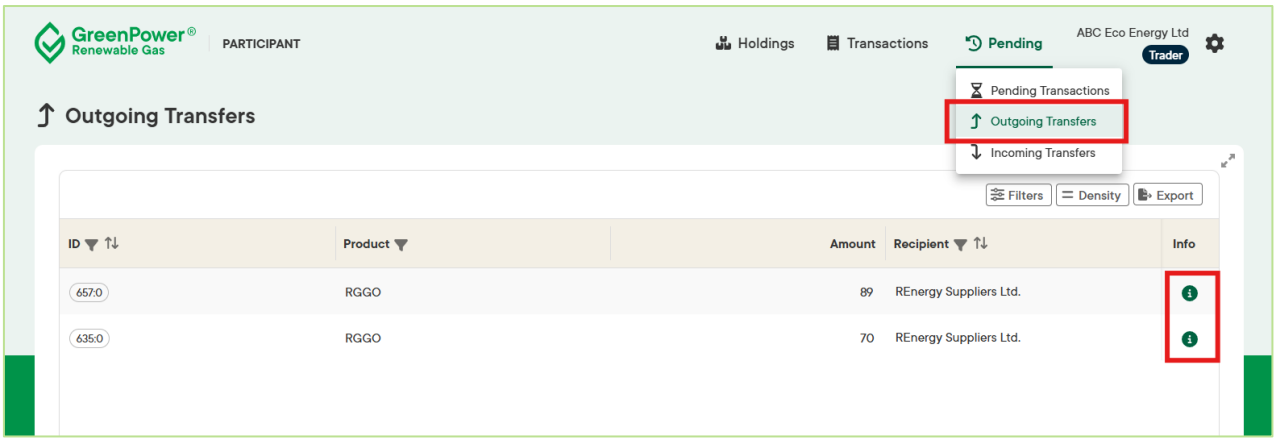


7) Additionally, the transfer can be tracked in the '**Pending**' view under '**Outgoing Transfers**'.

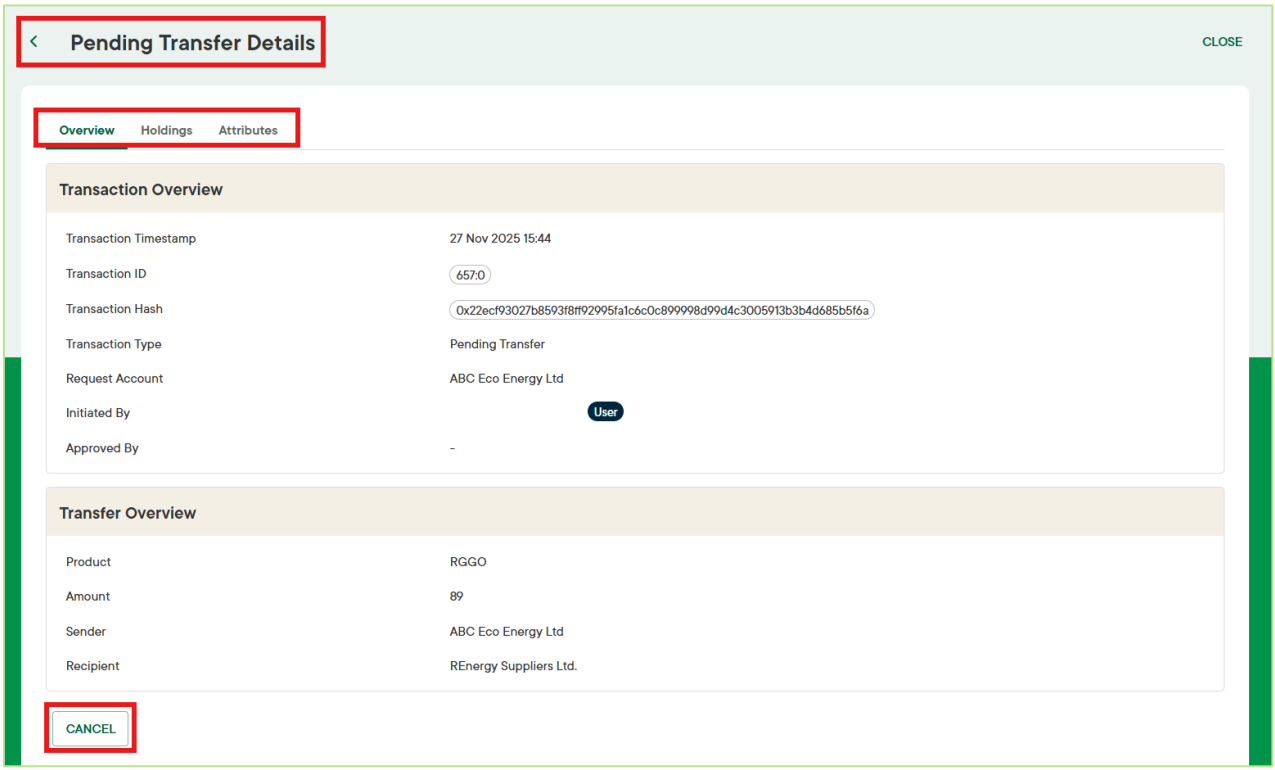


Cancel Pending Transfer

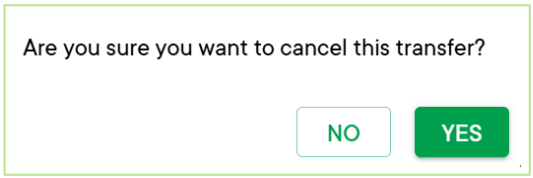
1) Select '**Pending**' view in the navigation bar, select '**Outgoing Transfers**' in the menu. Then click on the info icon associated with the RGGOs of interest. Note that transfers can only be cancelled, if they have not been accepted by the recipient Trader.



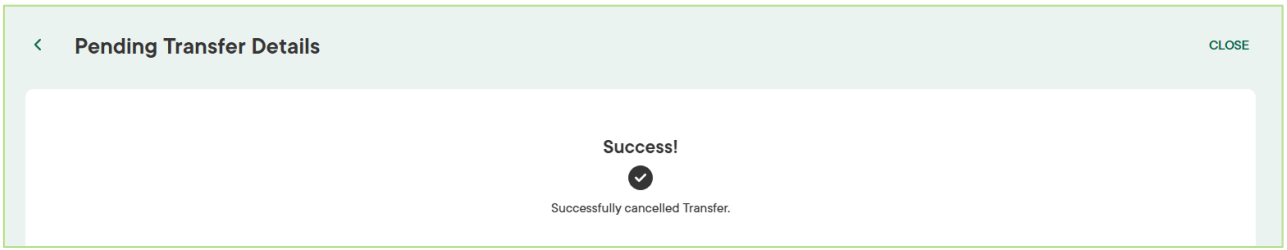
2) Review pending transfer information in '**Overview**', '**Holdings**' and/or '**Attributes**' tabs and click on the '**CANCEL**' button.



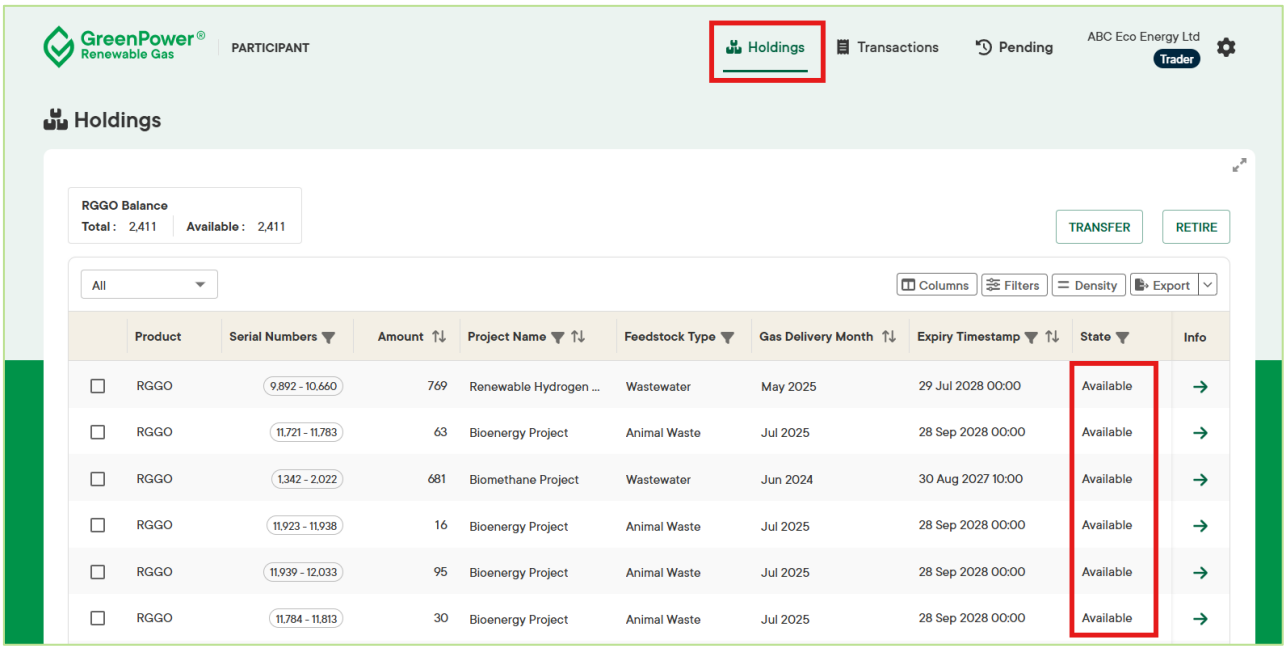
3) A confirmation message is displayed, click '**YES**' to confirm cancellation of RGGO transfer or '**NO**' to leave as is.



4) A message confirming that the RGGO transfer has been cancelled is displayed.



5) The status of the RGGOs in the '**Holdings**' view are marked as available and can be transacted with.



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.

4

RGGO Retirement

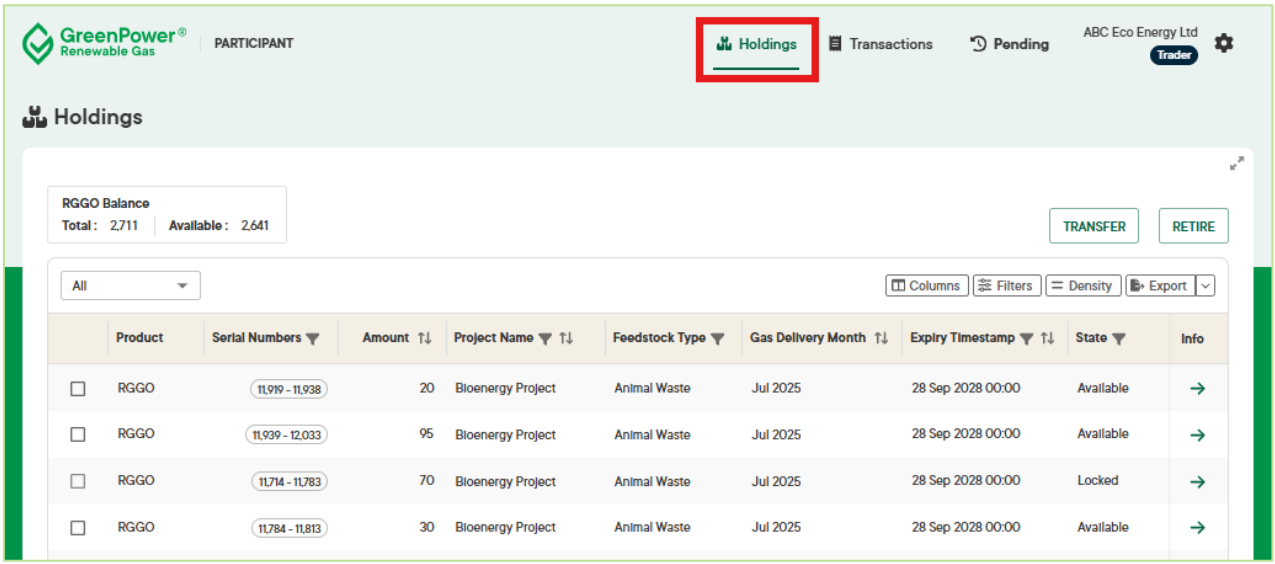
This section provides guidance for Traders on how to:

- Retire a specified amount of RGGOs to a chosen beneficiary, which may be another customer or the Trader account.
- Add beneficiary details for retiring RGGOs to the Trader account or another customer and reuse those beneficiary details for future retirements.
- Download the Retirement Statement for retired RGGOs.



Retire RGGOs

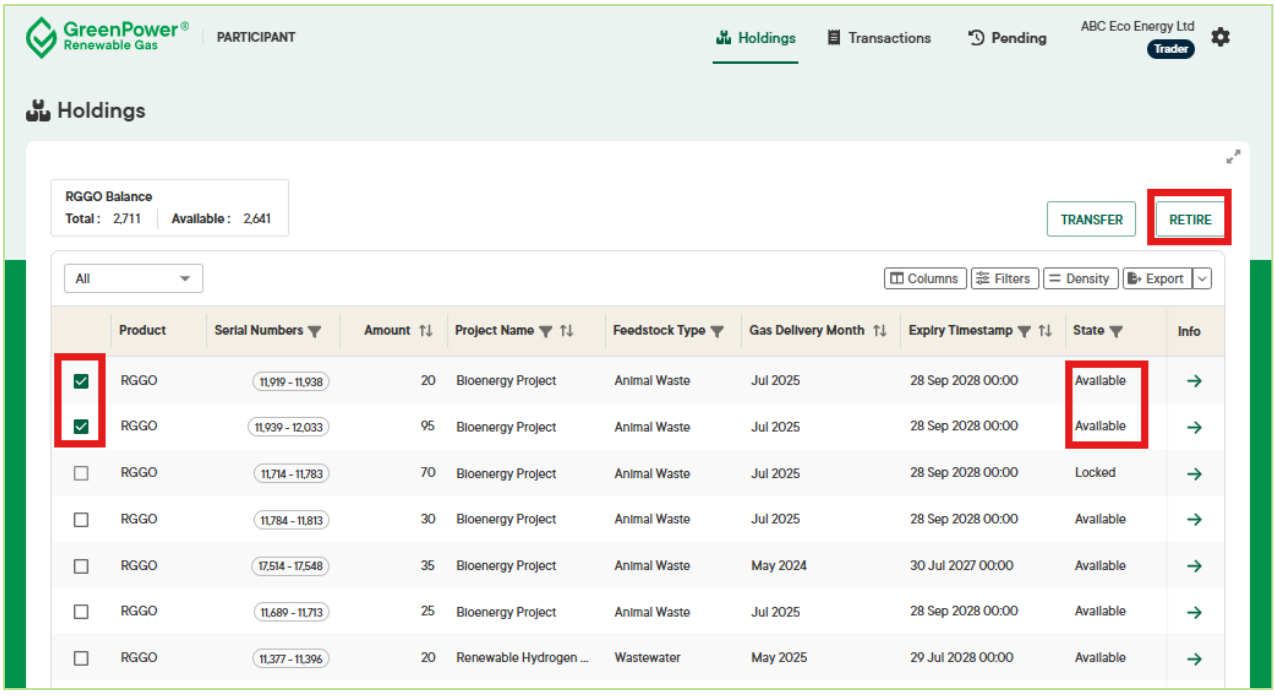
1) Select '**Holdings**' view in the navigation bar.



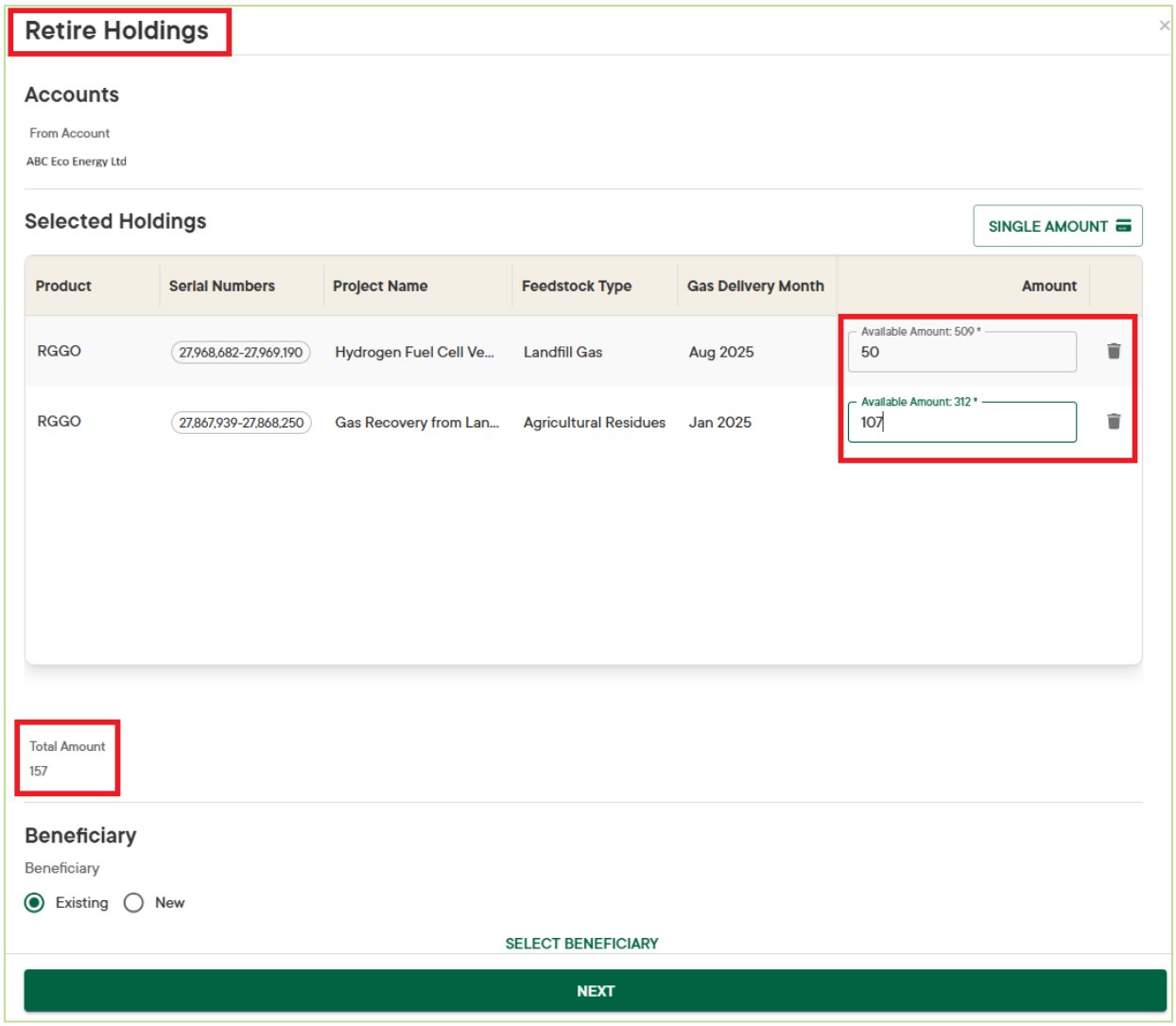
2) Only RGGOs that are marked as '**Available**' can be retired.

a) Either select the RGGO batch to be retired, by ticking the associated checkbox and clicking '**RETIRE**', or

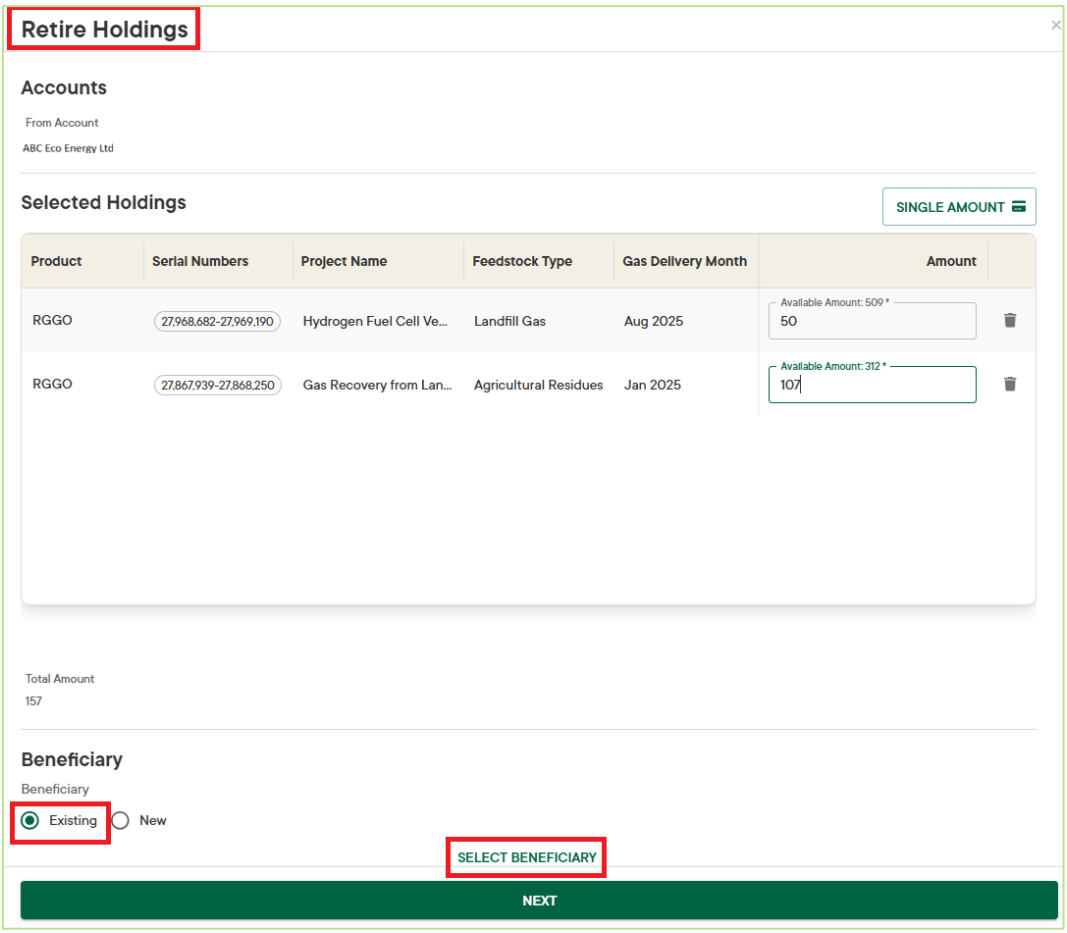
b) Click '**RETIRE**' and oldest RGGO will be automatically selected.



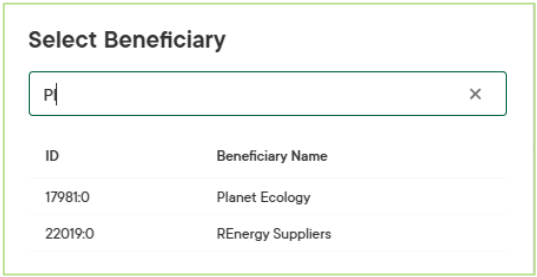
3) In the '**Retire Holdings**' form, enter the RGGO amount to be retired. If multiple RGGO batches are selected, then enter the amount for each RGGO batch, the total amount will get updated automatically.



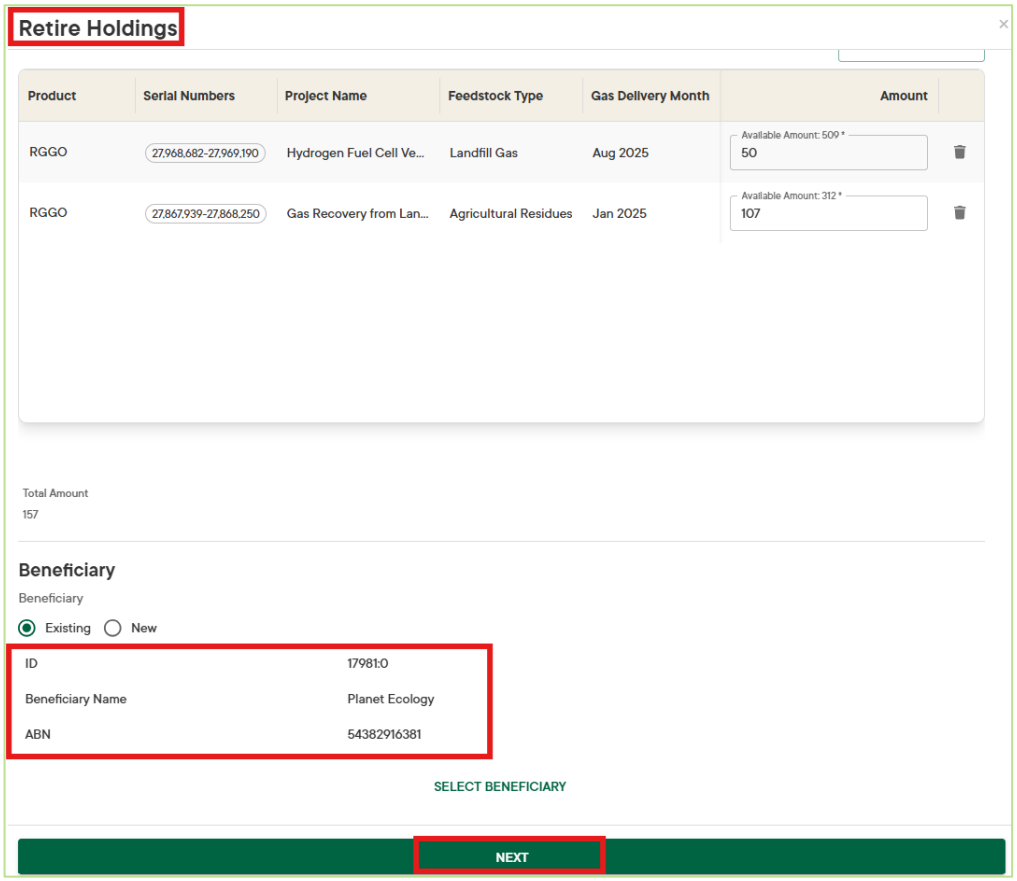
a) **Existing Beneficiary** – If beneficiary details have been registered previously select '**Existing**' and click '**SELECT BENEFICIARY**'.



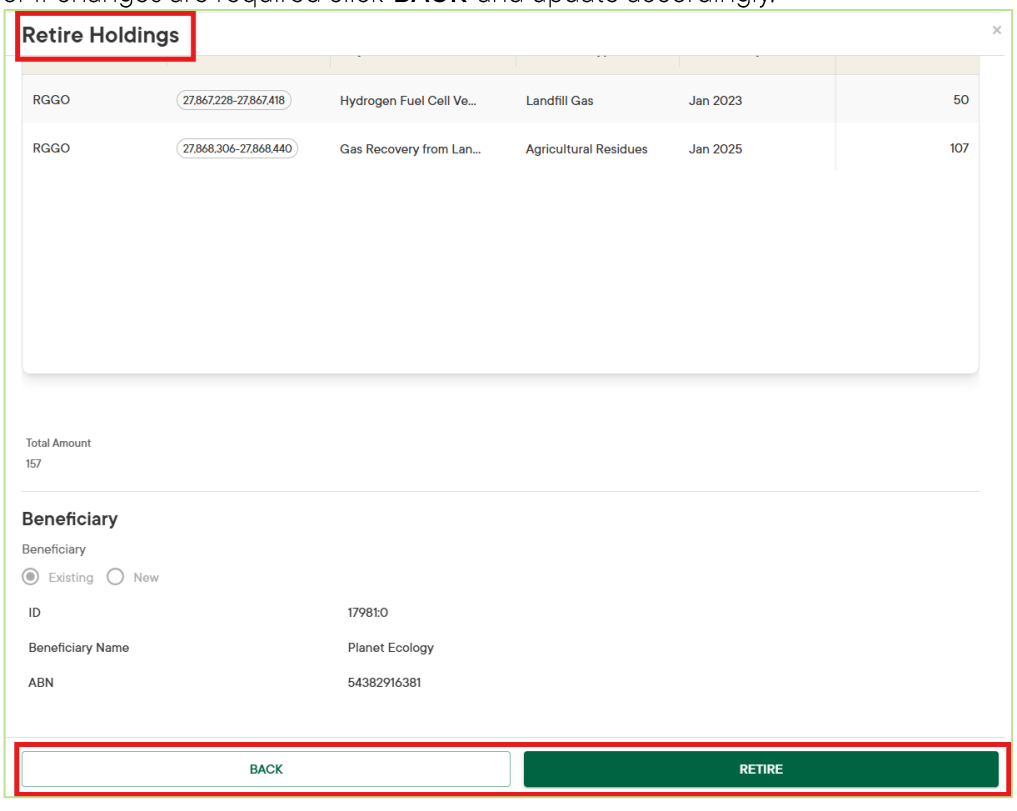
i) In the '**Select Beneficiary**' interface simply choose a beneficiary from the list, by clicking on it.



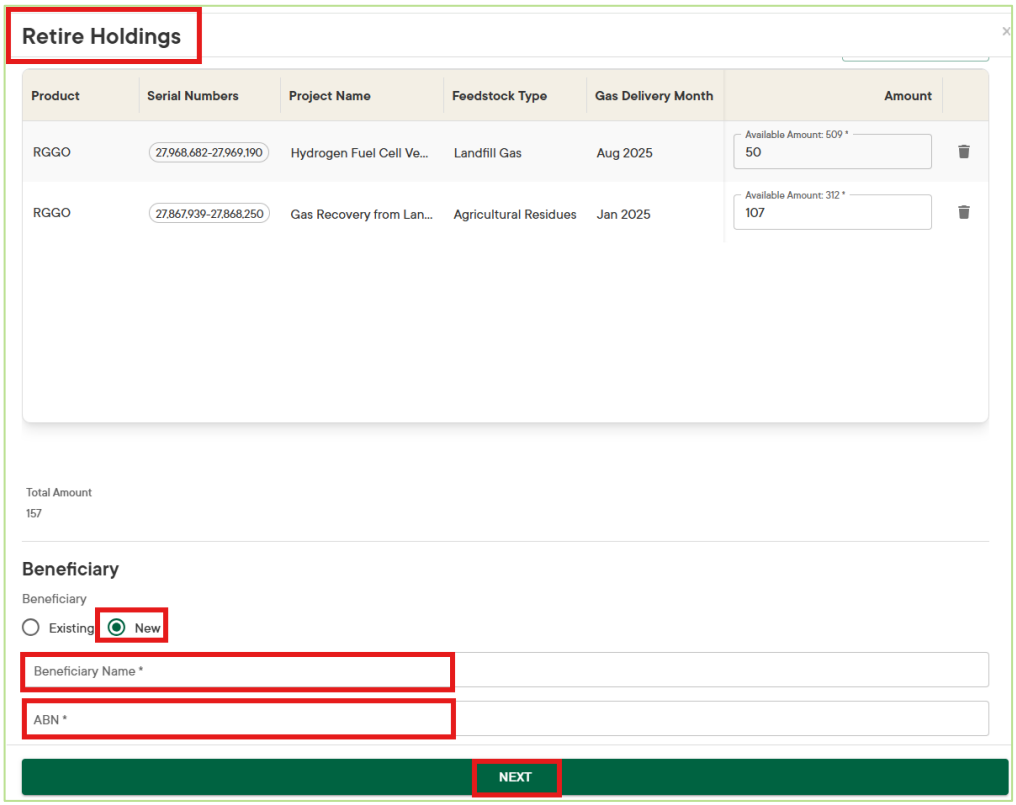
ii) The selected beneficiary details are displayed in the '**Retire Holdings**' dialog, click '**NEXT**' to review details.



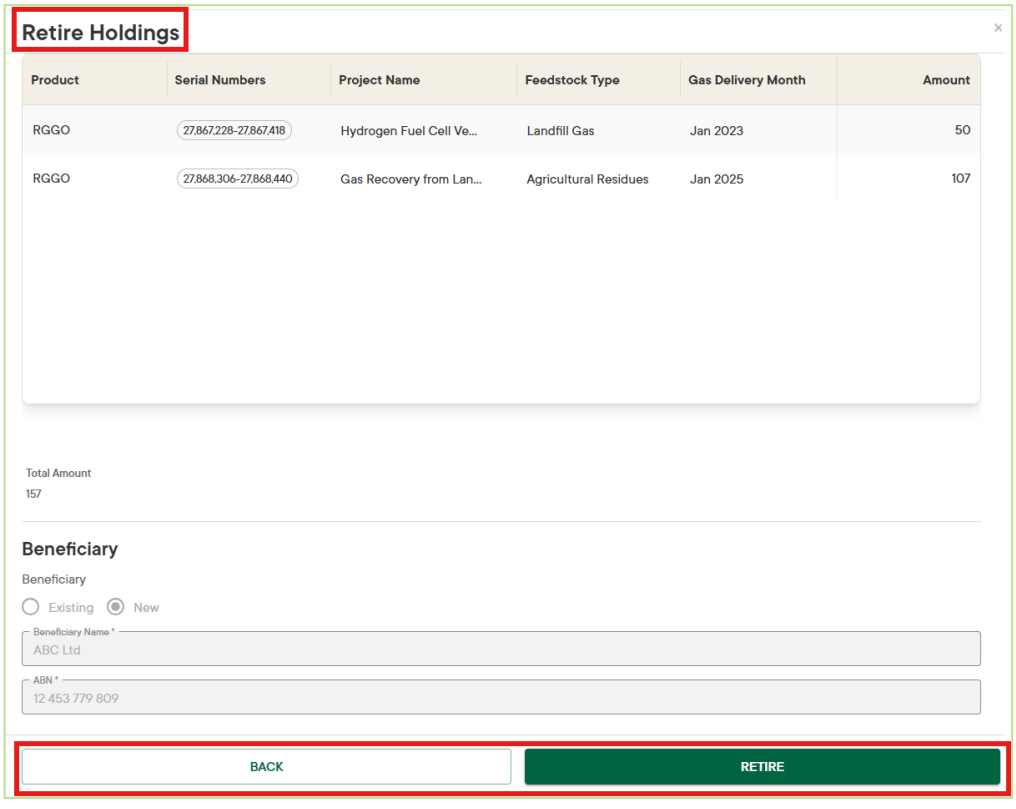
iii) Review retirement details and click '**RETIRE**' to confirm the retirement of RGGOs or if changes are required click '**BACK**' and update accordingly.



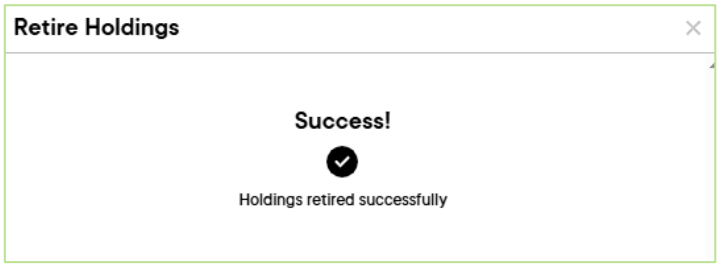
b) **New Beneficiary** – If adding a new beneficiary , select 'New' in the '**Retire Holdings**' dialog to add beneficiary details, then click '**NEXT**'.



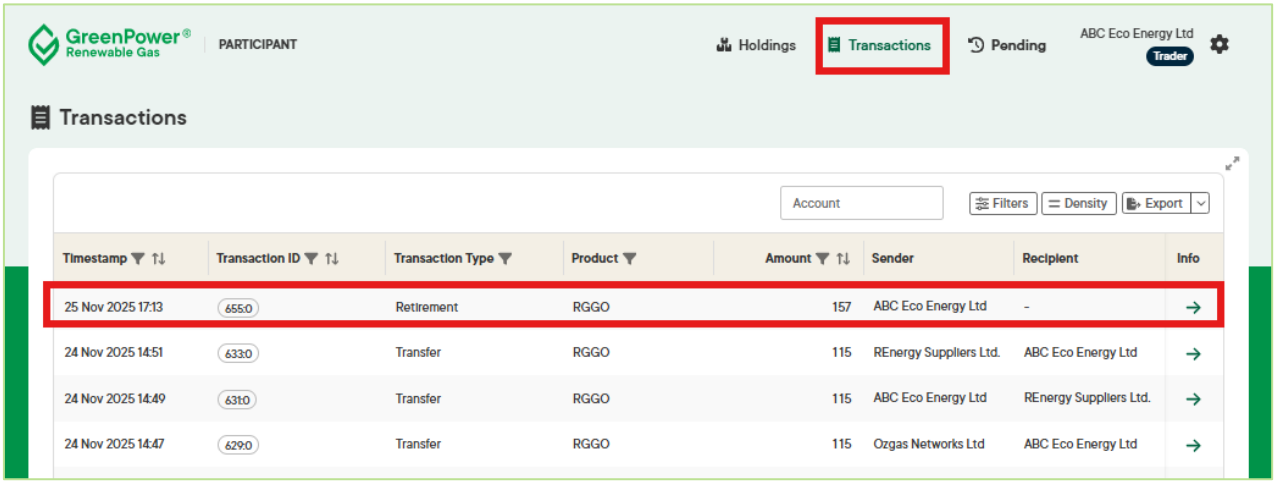
i) Review retirement details and click '**RETIRE**' to confirm the retirement of RGGOs or if changes are required click '**BACK**' and update accordingly.



4) A confirmation message indicating that the RGGOs have been retired successfully is displayed

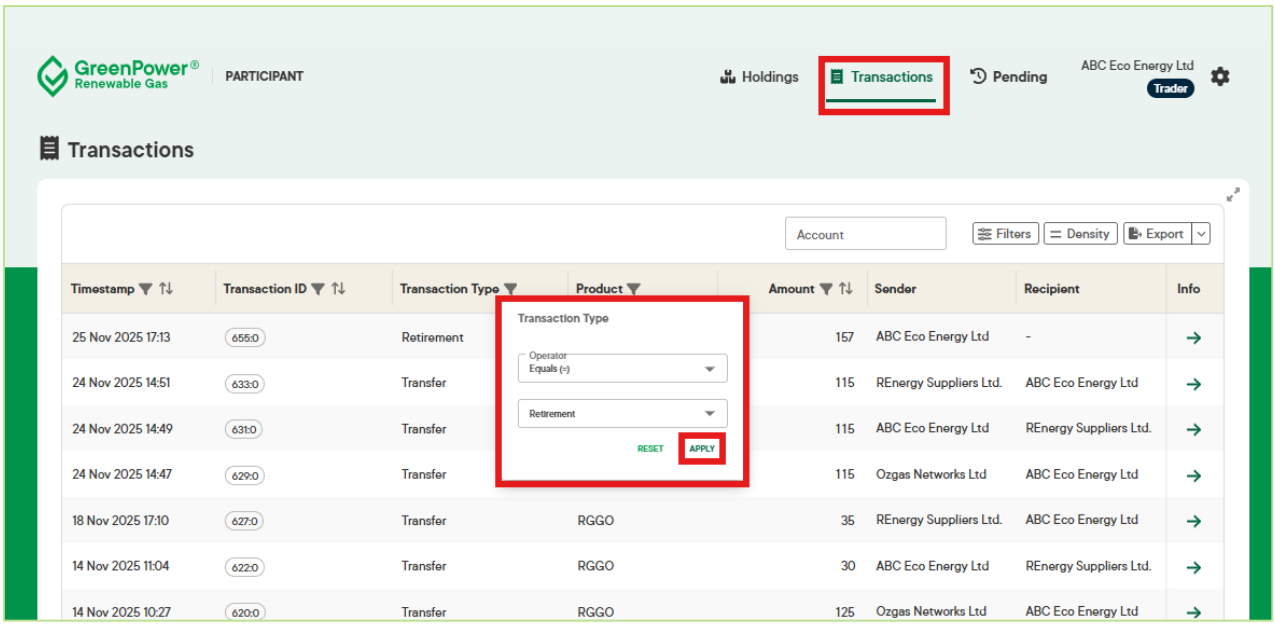


5) A record of the RGGO retirement transaction can be found in the '**Transactions**' view.

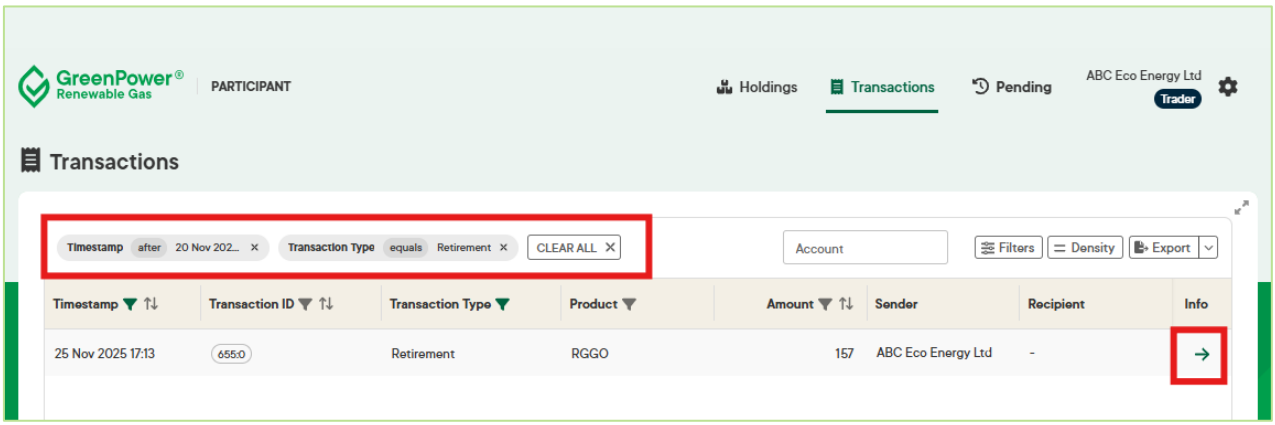


Download Retirement Statement

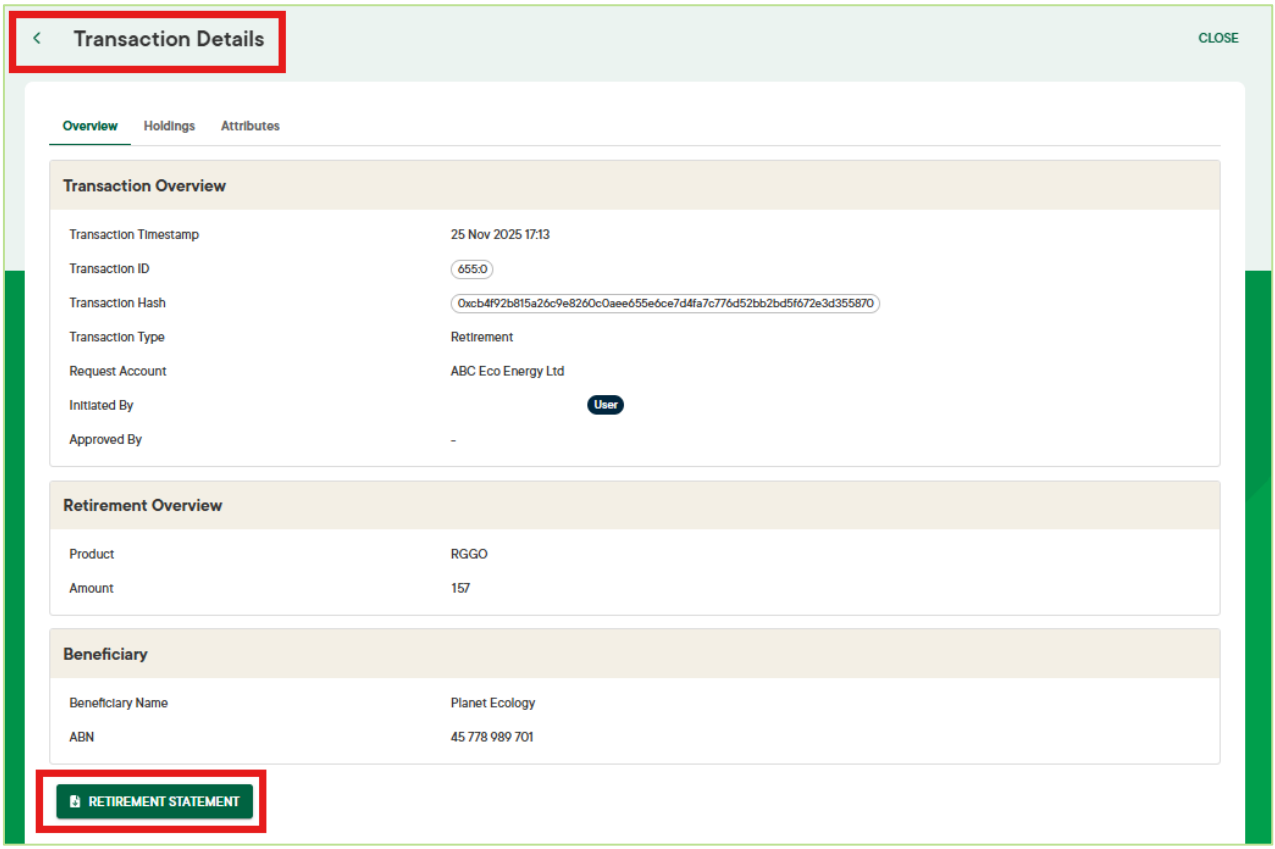
1) To find the RGGO retirement transaction for which a retirement statement is required, go to the '**Transactions**' view in the navigation bar, then set the filter on '**Transaction Type**' to '**Retire**' and click '**Apply**'.



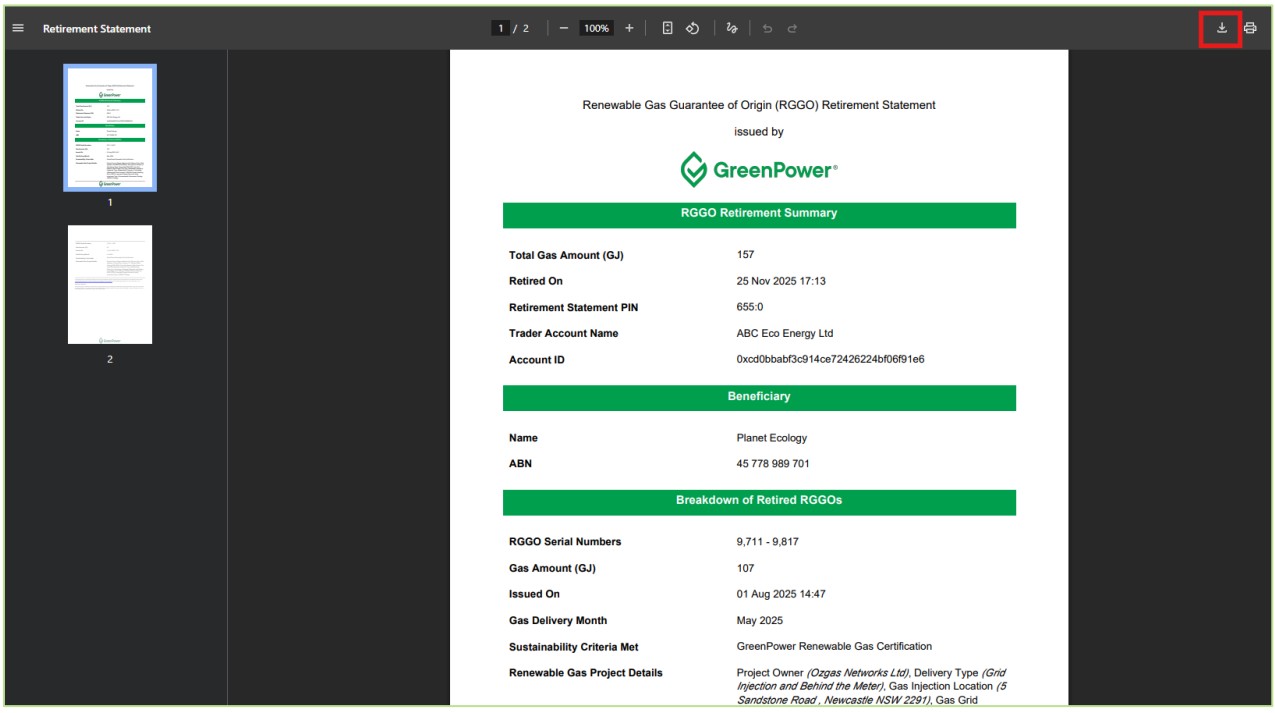
2) Other search criteria can also be applied such as, '**Timestamp**', if the timeframe of the retirement transaction is known. Then click on the '**info**' icon associated with the RGGO retirement transaction of interest.



3) Click '**RETIREMENT STATEMENT**' to access the RGGO retirement statement, in the '**Transaction Details**' view.



4) The RGGO retirement statement is displayed in the browser and can be downloaded and saved locally, by clicking on the download icon in the browser.



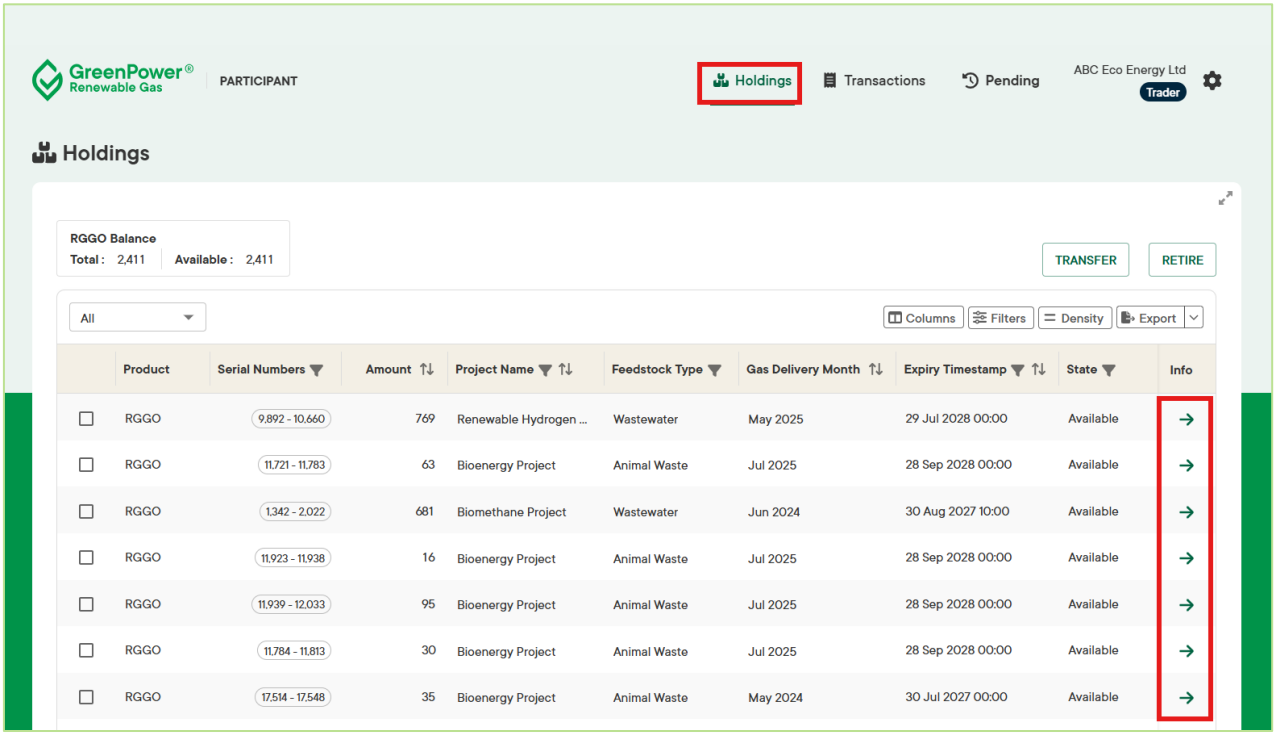
5

Holdings

The Holdings view provides a detailed summary of RGGOs currently issued to the Trader account.

It includes the following key information:

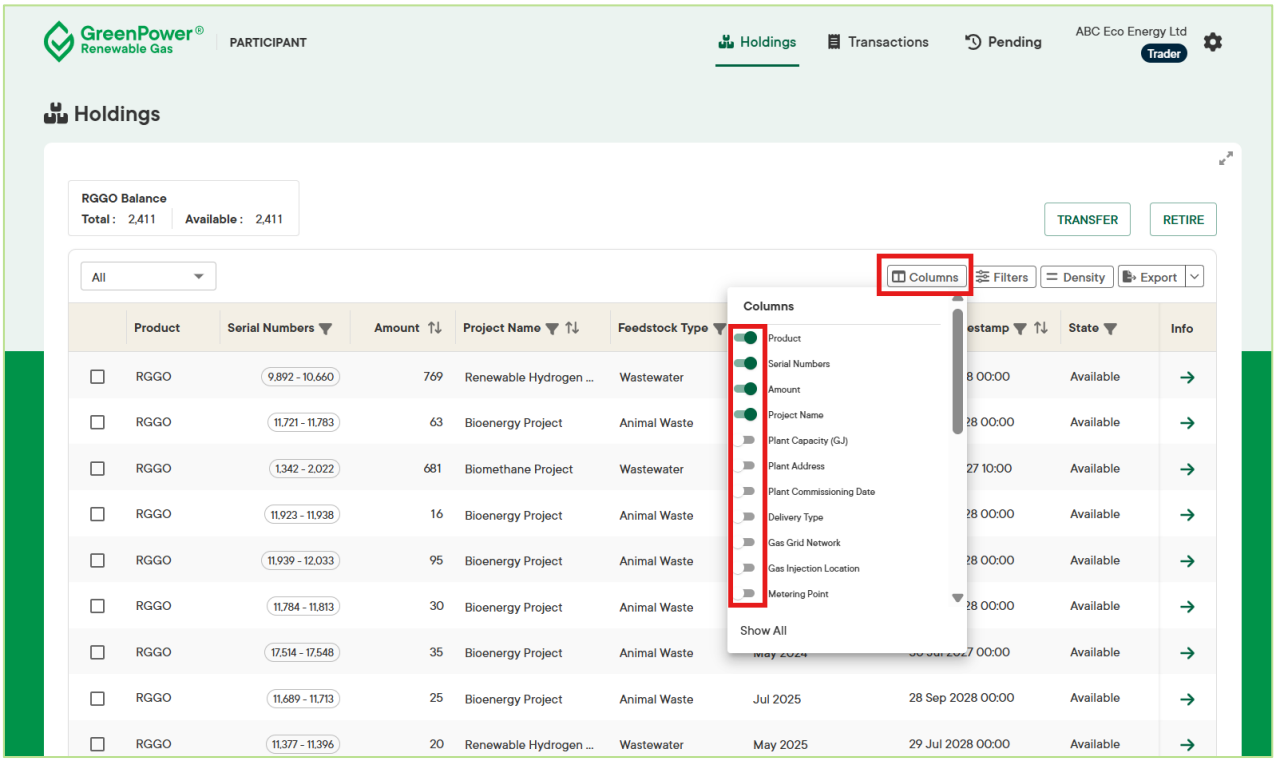
- **Gas production batch details:** Comprehensive information about each batch of gas associated with the RGGO, including relevant project identifiers and sustainability characteristics.
- **Project Information:** Identifies the renewable gas project linked to each issuance, including project name, location,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



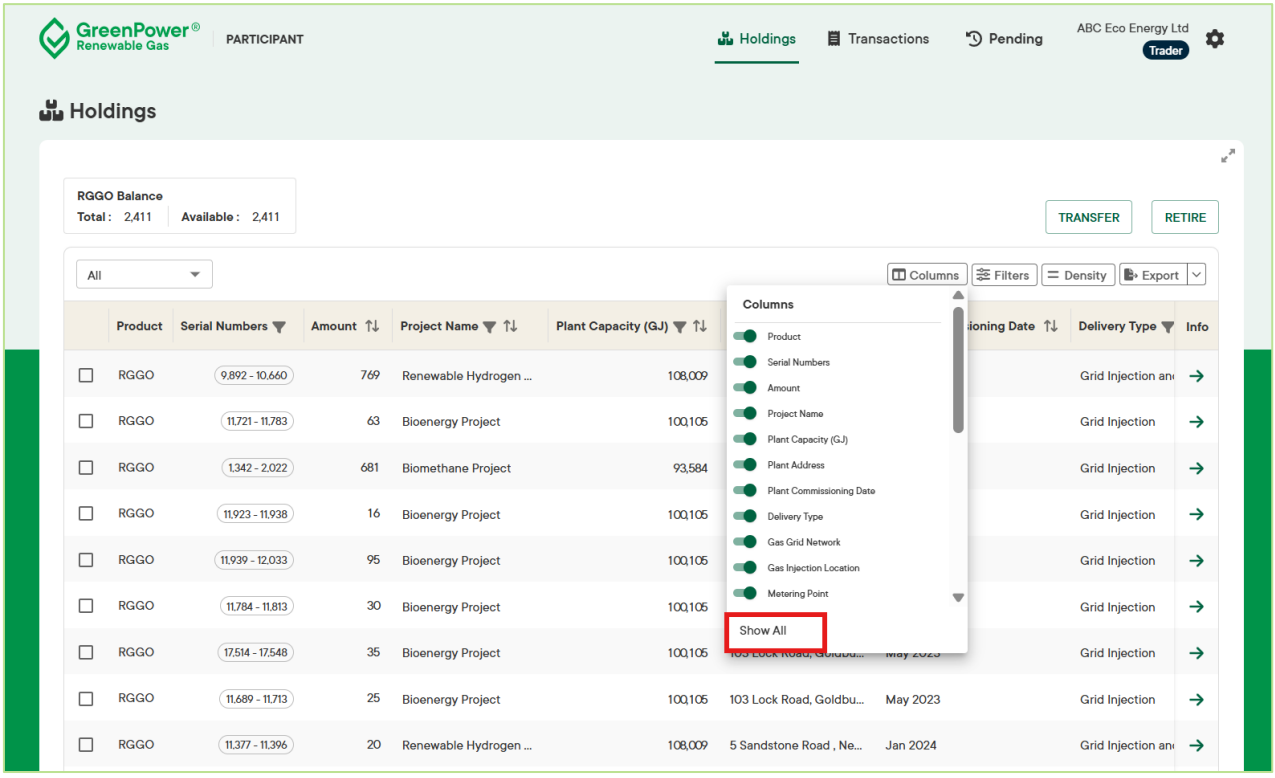
By clicking the **info** icon next to an RGGO batch, Traders can access a comprehensive view of the certificate's details. Within this view, the Attributes tab provides key information about the associated gas project and production batch, including project identifiers, production month, and facility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

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.

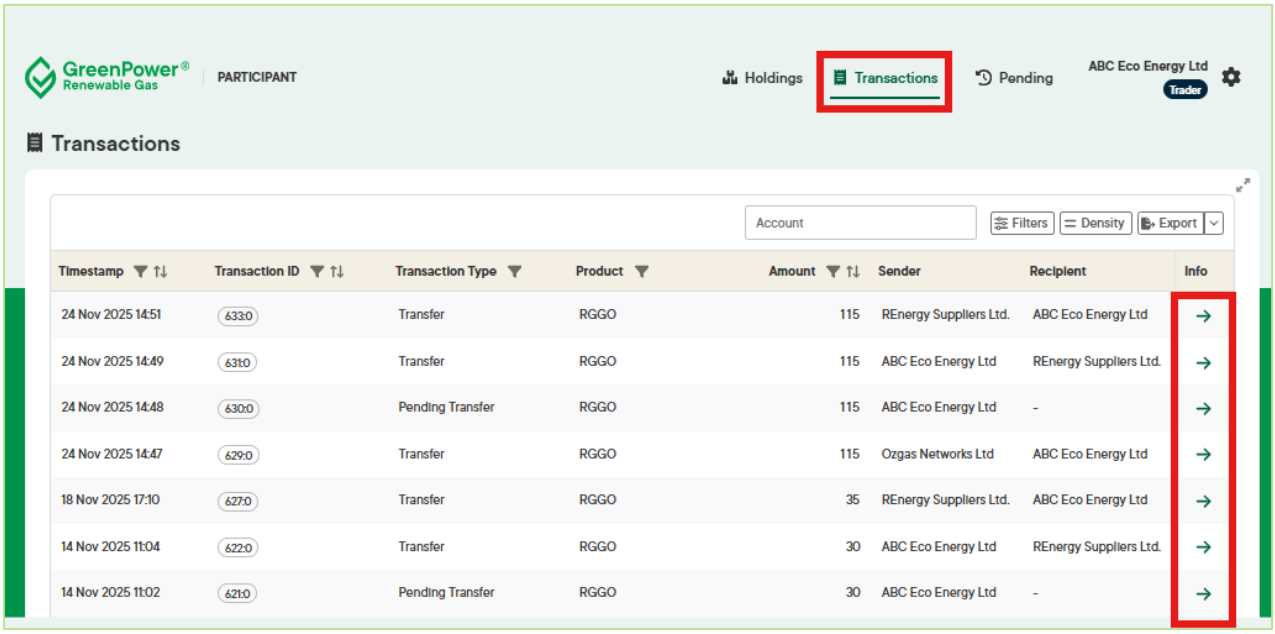


6

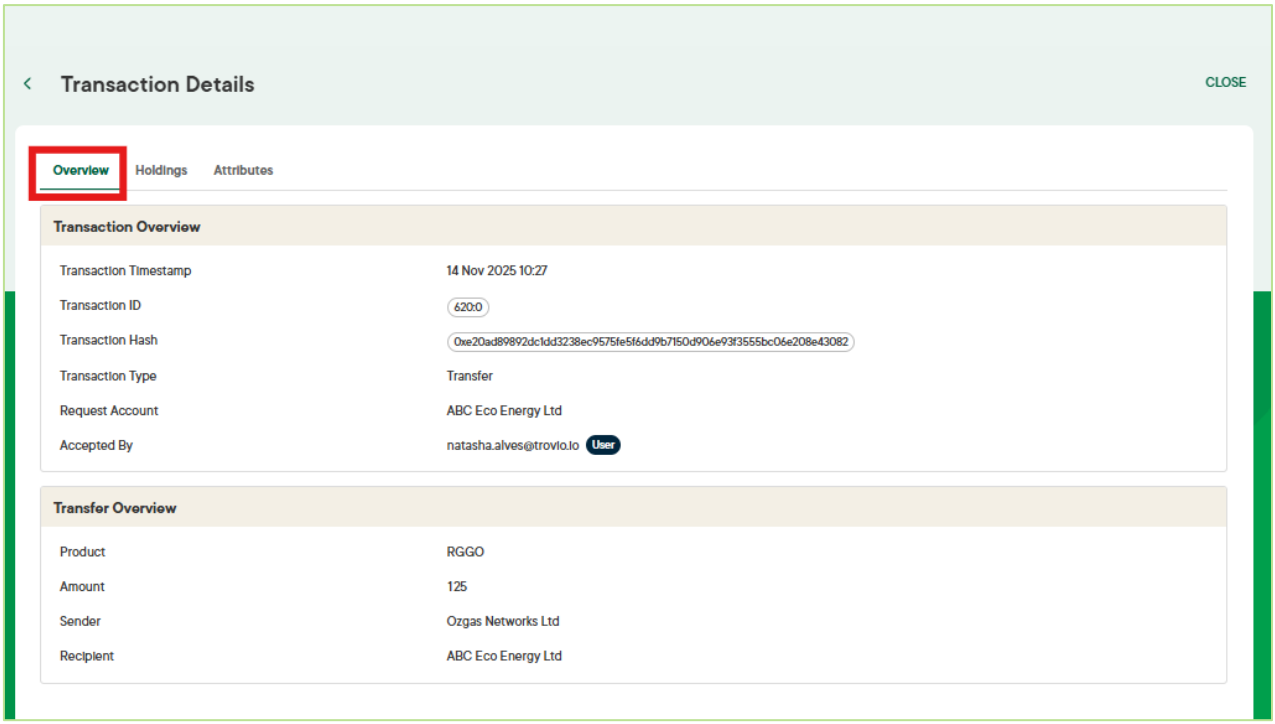
Historical Transactions

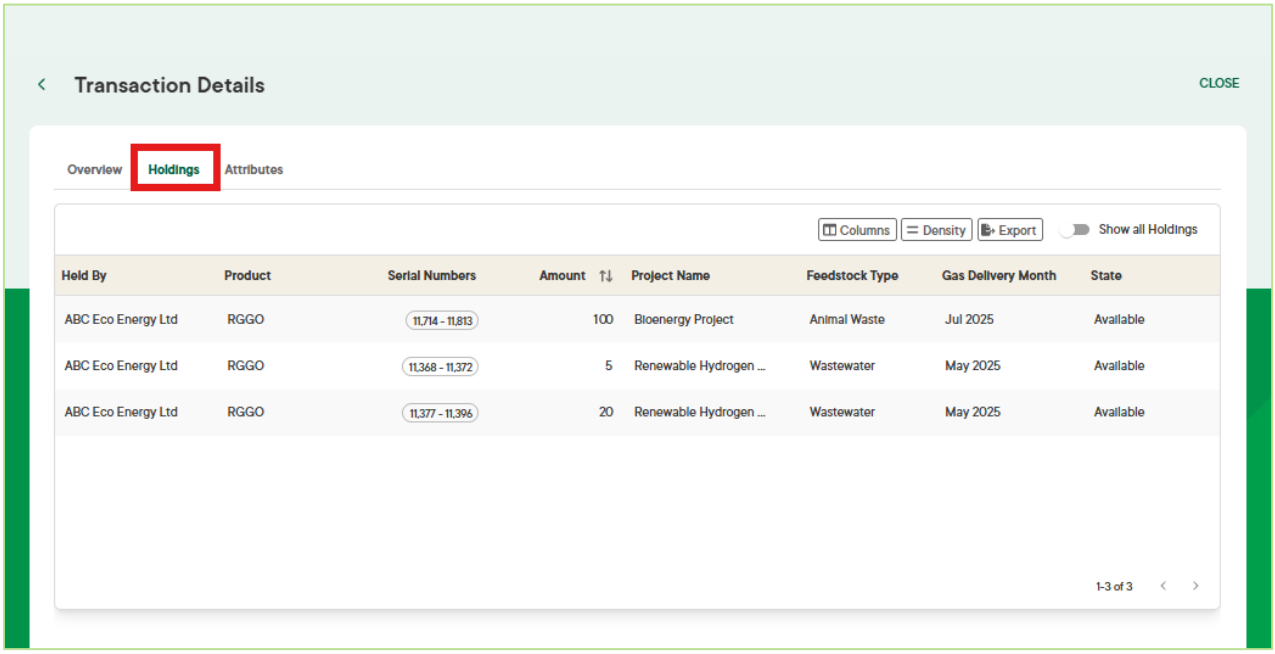
The Transactions view offers a comprehensive record of all historical transactions related to RGGOs, enabling full traceability and auditability. It captures essential details such as the transaction type (e.g., transfer, retirement), transaction timestamp, and the associated account and user responsible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

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



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




Transaction Details
CLOSE
Overview
Holdings
Attributes
Columns
Density
Export
Show all Holdings
Held By
Product
Serial Numbers
Amount
Project Name
Feedstock Type
Gas Delivery Month
State
ABC Eco Energy Ltd
RGGO
11,714 - 11,813
100
Bioenergy Project
Animal Waste
Jul 2025
Available
ABC Eco Energy Ltd
RGGO
11,368 - 11,372
5
Renewable Hydrogen ...
Wastewater
May 2025
Available
ABC Eco Energy Ltd
RGGO
11,377 - 11,396
20
Renewable Hydrogen ...
Wastewater
May 2025
Available
1-3 of 3

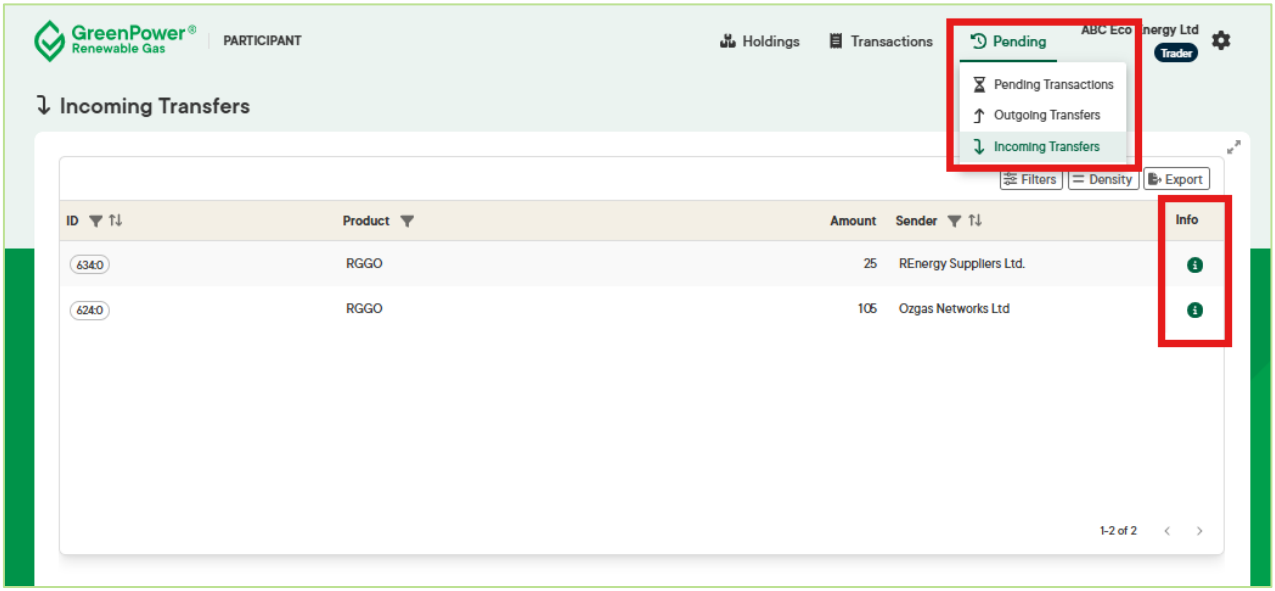
7

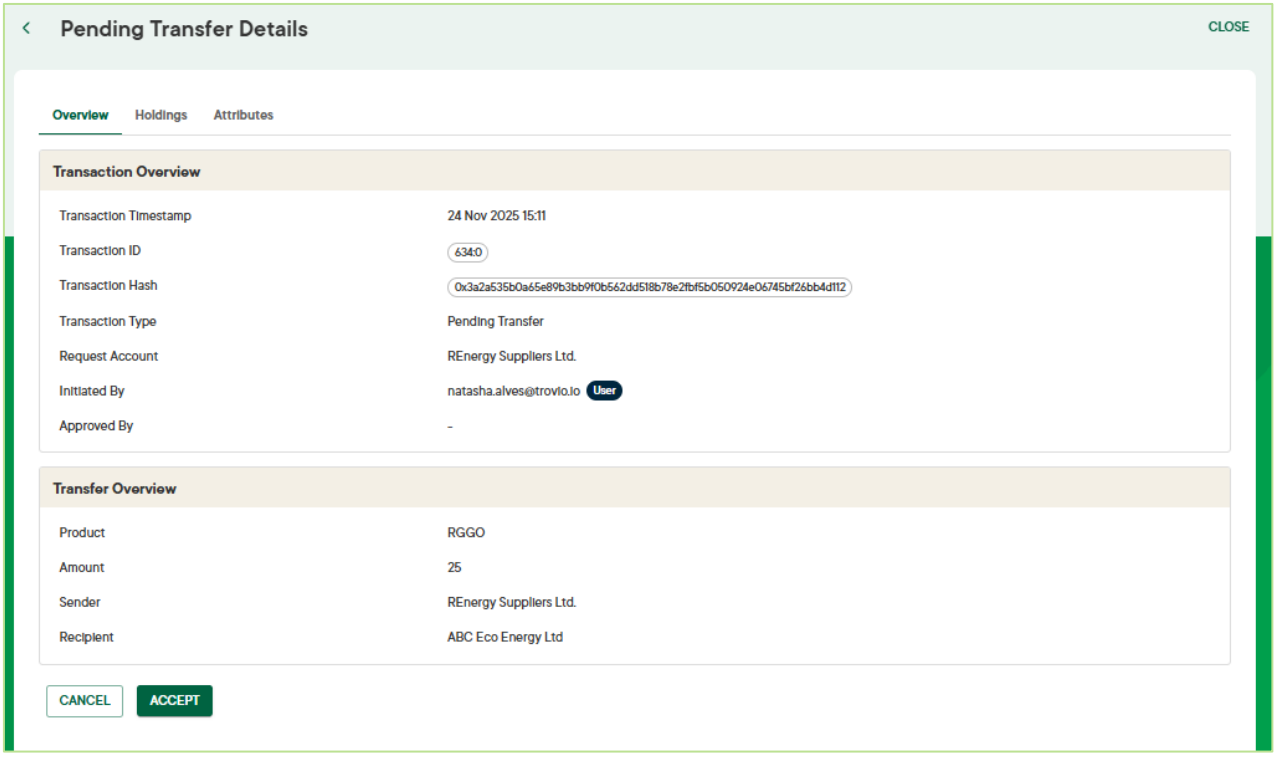
Pending Transactions

The Pending view displays transactions that have been initiated but are not yet finalised, as they are 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, including 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.

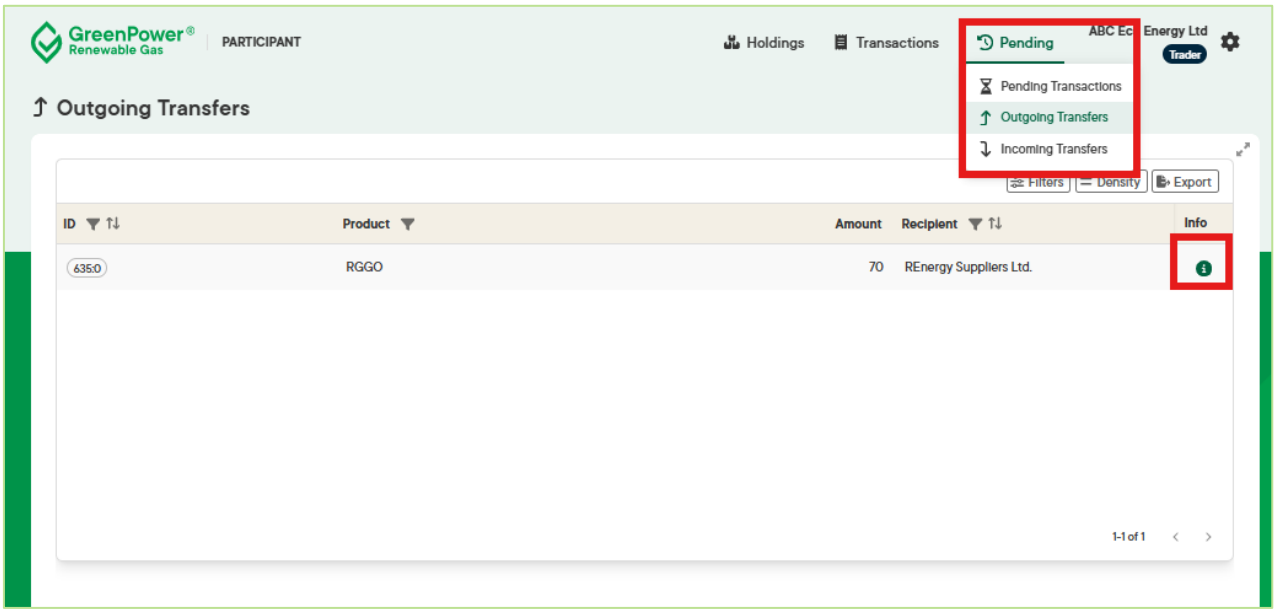
In the '**Incoming Transfers**' view click on the info icon to view transaction details.

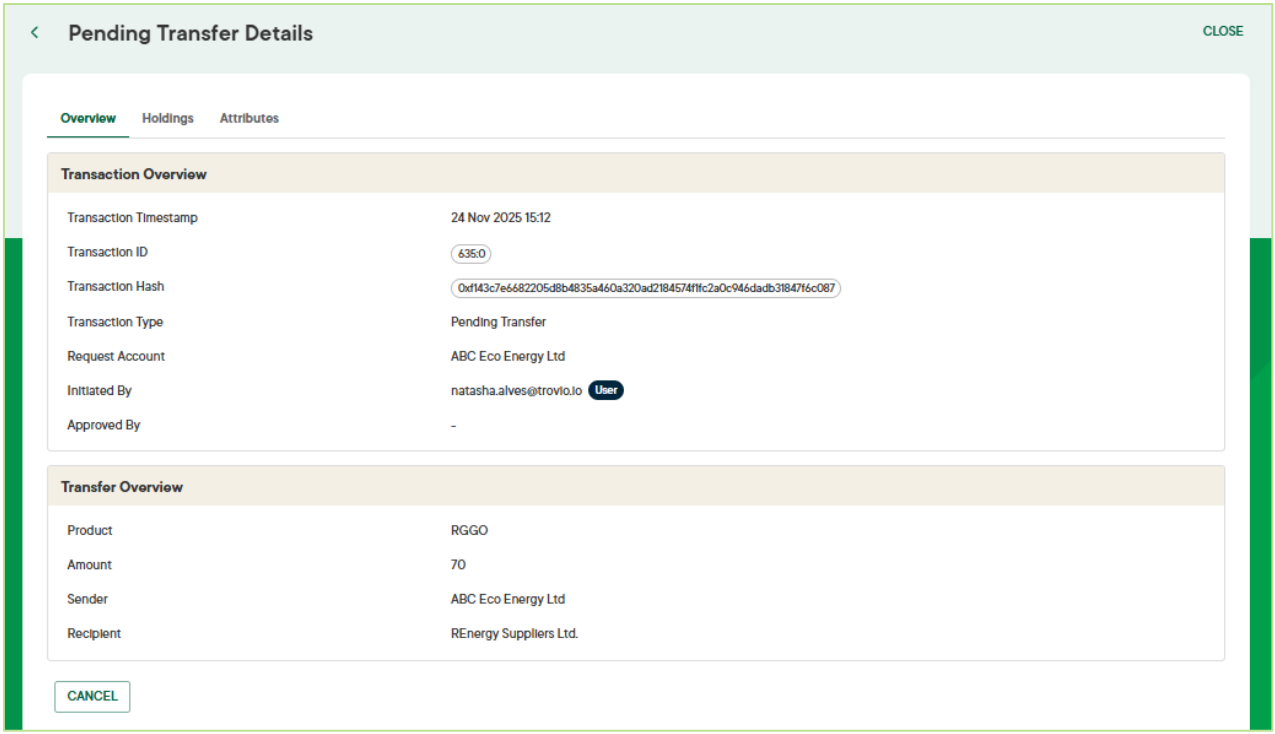




The '**Outgoing Transfers**' view provides visibility into transfers initiated by the holding account that are awaiting action by the recipient.

Click on the **info** icon to view transaction details.





8

Email Notifications

The following section outlines email notifications:

- Sent to Trader holding account users at their registered email address.
- Sent to the recipient of RGGO transfer request.



Registry events that trigger notifications to Traders

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

- **Receipt of RGGO Transfer:** Notification of an RGGO transfer request received from another Trader or Producer account.
- **Outcome of RGGO Transfer:** Notification of the outcome of a RGGO transfer request to another Trader holding account.
- **RGGO Retirement:** Notification confirming RGGOs have been retired from the Trader's holding account.



Trader-initiated requests that trigger notifications to another Trader

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

- **Transfer RGGO**: Notification sent to the recipient Trader's account when an RGGO transfer is requested.

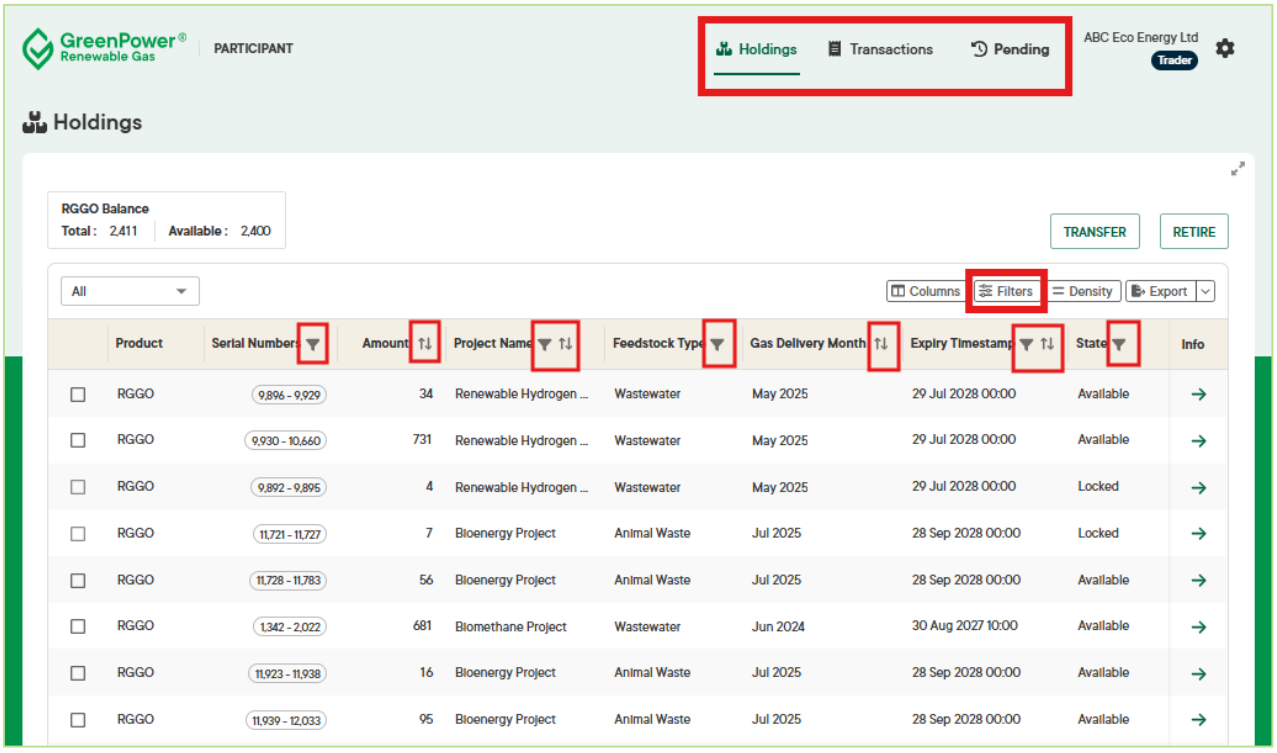


9

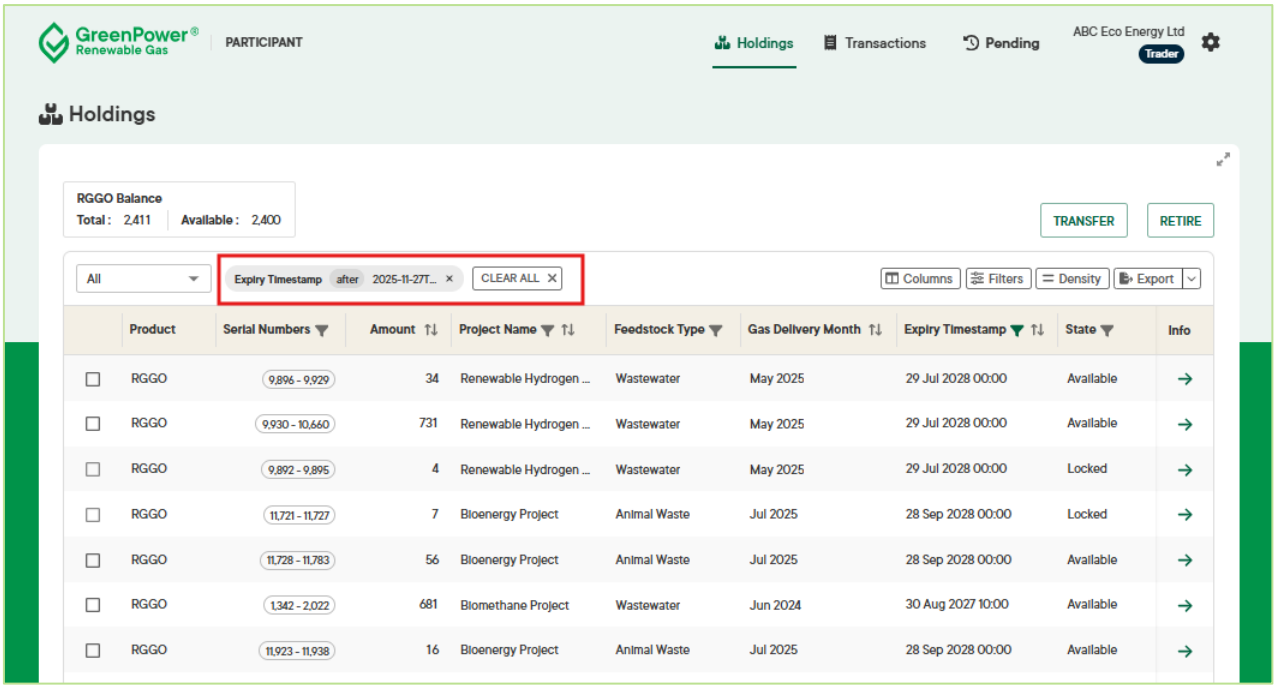
Filter and Sort

The Holdings, Transactions and Pending views allows 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**'

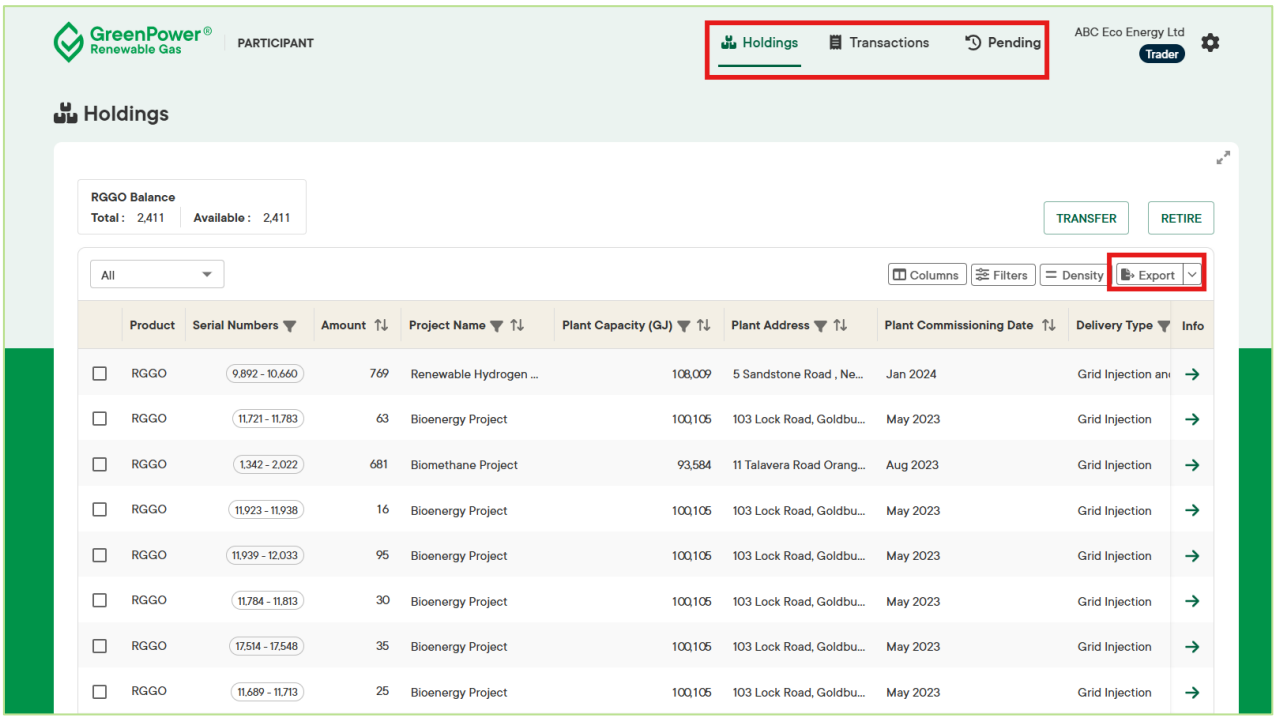


10

Export

Information displayed in the Projects, Holdings, Transactions and Pending views can be exported to a CSV (Comma-Separated Values) file, allowing Traders 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.

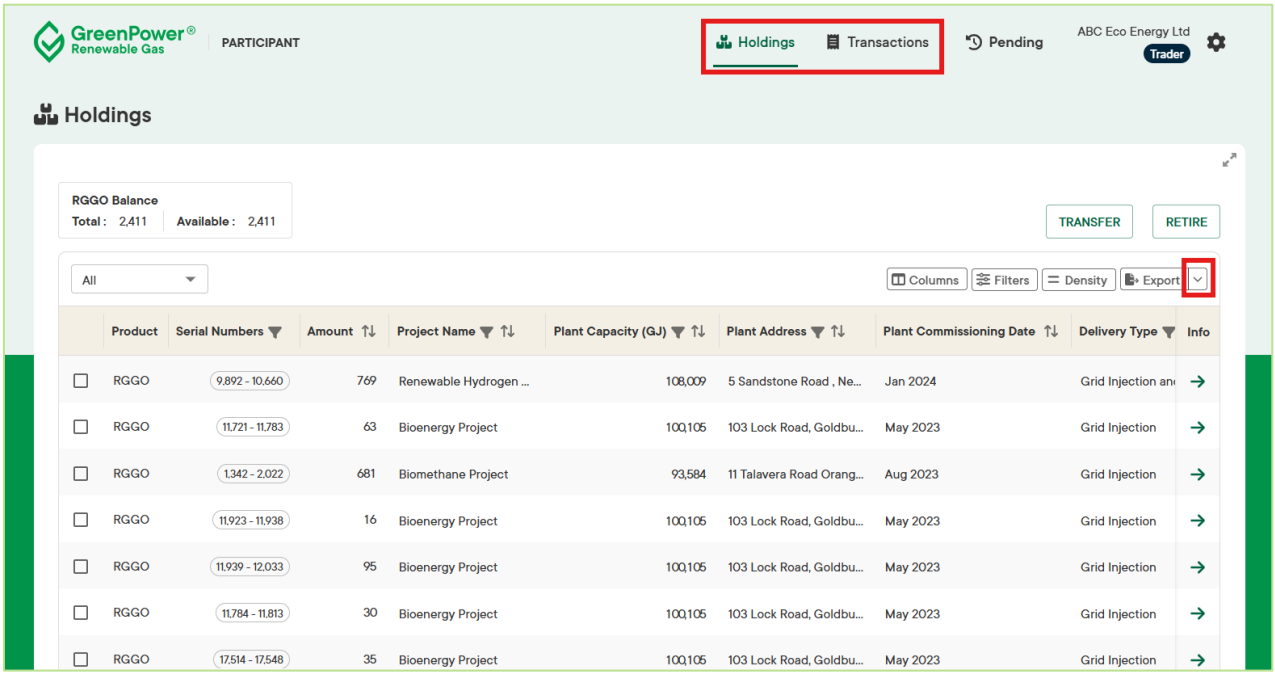


If a '**filter**' or '**sort**' is applied to the data, the same configuration will be reflected in the exported CSV file. This ensures that the exported data accurately matches what is displayed on screen, preserving the selected criteria. This functionality streamlines reporting and analysis by eliminating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

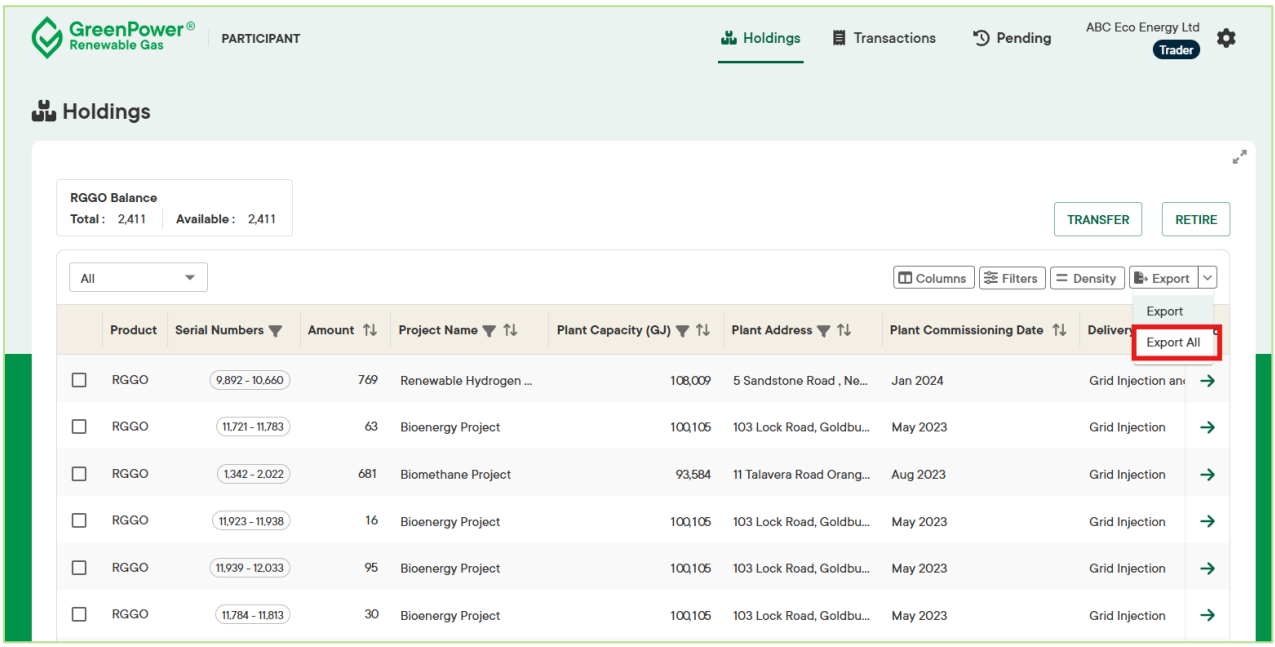
Export-All

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.

GreenPower®
Renewable Energy

National GreenPower Accreditation Program

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

Locked Bag 5022
Parramatta NSW 2124
Phone: 02 9995 5468
Renewable Electricity enquiries:
greenpower.admin@planning.nsw.gov.au
Renewable Gas enquiries:
greenpower.gas@dpie.nsw.gov.au

www.greenpower.gov.au