

California Air Resources Board
February 2013 Auction
Participant
Training Webinar

Tuesday, January 15, 2013
1:00 PM – 3:00 PM

Training Webinar Agenda

- Auction Schedule
- Auction Format
- Auction Platform
 - Overview
 - Changes Since November 2012 Auction
 - Auction Platform Emails
 - Auction Platform Account Activation
 - Auction Participation Overview
 - Auction Application and Intent to Bid
 - Bid Submission
 - Auction Results
- Financial Services Administration
- Auction Resources and Training Materials
- Questions and Answer Session #2

February 2013 Auction Schedule

Activities	Date	Time
Auction application window closes in the Auction Platform	Tuesday, January 22, 2013	11:59 PM PT
All bid guarantees due to Financial Services Administrator	Thursday, February 7, 2013	No later than 2:00 PM PT
ARB approves auction participants and participants notified	Friday, February 15, 2013	No later than 5:00 PM PT
Auction held	Tuesday, February 19, 2013	Bidding window open from 10:00 AM – 1:00 PM PT

To participate in the February 2013 auction, a PAR or AAR must complete an auction application (first time participant) or intent to bid (previous participant) prior to the auction application window closing.

February 2013

Auction Schedule (cont.)

Activities	Date	Time
Public notice of auction results released	Friday, February 22, 2013	12:00 (Noon) PT
Notification of financial settlement invoice sent to auction participants	Friday, February 22, 2013	12:00 (Noon) PT
Financial settlement in cash due to Financial Services Administrator	Friday, March 01, 2013	No later than 2:00 PM PT
Financial settlement complete	Wednesday, March 06, 2013	
Transfer of allowances into CITSS Accounts	Friday, March 08, 2013	12:00 (Noon) PT
Auction proceeds distributed	Monday, March 11, 2013	

Auction Format

- The February 19, 2013 auction is scheduled to take place from 10:00 AM Pacific Time (PT) until 1:00 PM PT.
- The number of GHG allowances that will be available for sale during the February 2013 auction are:
 - Current Auction (2013 vintage): 12,924,822
 - Advance Auction (2016 vintage): 9,560,000
- Reserve Price: USD \$10.71 (for both the Current Auction and Advance Auction)

Auction Platform Overview

- The Auction Platform has been designed to provide a state-of-the-art auction application for California's Cap-and-Trade Program.
- The Auction Platform is the central platform for most of the administration of auction and reserve sales that has been designed and developed to integrate with the other platforms.
- The Auction Platform allows participants to apply for, post bids to, and review results for the auction and reserve sales.

Auction Platform Overview (cont.)

- Once the auction application period is open, the representatives (PAR and AARs) will be able to access the Auction Platform to complete an application or submit an intent to bid for the entity.
 - If the representative has previously activated an Auction Platform account, they will use their established credentials to access the platform and conduct activities on behalf of all entities they represent.
 - Representatives that are first time participants will receive an account activation email.

Auction Platform Overview (cont.)

The screenshot shows the homepage of the WCI, Inc. GHG Allowance Auction & Reserve Sale Platform. The header includes the WCI, Inc. logo and navigation links for Home, Resources, and Archive. A 'Platform User Login' form is visible on the right side of the main banner, with fields for Username and Password, a 'Remember Me' checkbox, and a 'Login' button. Below the banner, a central announcement states: 'The next Quarterly Auction will be held on February 19, 2013' with a digital countdown timer showing 53 days, 18 hours, and 13 minutes. To the left of the timer, the 'Auction Reserve Price' is listed as \$10.71 USD. The main content area is divided into three columns: 'Auctions and Reserve Sale Descriptions', 'About the Auctions and Reserve Sales', and 'AUCTION HIGHLIGHTS'. The 'AUCTION HIGHLIGHTS' section includes 'NOTICES' and 'RELEASES' with links to view all items.

WCI, Inc. Welcome, Already a User? | LOGIN | SUPPORT

Home Resources Archive

Welcome to the GHG Allowance Auction & Reserve Sale Platform

Platform User Login

Username
Password

Forgot your password?

Remember Me

The next Quarterly Auction will be held on February 19, 2013

53 18 13
DAYS HOURS MINS

Auction Reserve Price **\$10.71 USD**

Auctions and Reserve Sale Descriptions

This page is the entry point for information and access to the auction and reserve sale platform. The GHG allowance auction and allowance price containment reserve sales (reserve sales) are the mechanisms utilized by ARB to sell allowances within the California cap-and-trade program.

The clearing price and the total number of allowances purchased will be disclosed publically after the auction or reserve sale on the results page. The disclosure of auction and reserve sale results allows for market transparency and price discovery.

About the Auctions and Reserve Sales

The GHG allowance auctions follow a sealed bid, single round, uniform price (lowest winning bid) format. Each bidder may submit multiple bids and bid schedules for current or future vintage allowances. Allowances from current and future vintages will be offered in separate auctions in lot sizes of 1,000 allowances

AUCTION HIGHLIGHTS

NOTICES [VIEW ALL](#)

- NOTICE 2013 Q1 AUCTION FEBRUARY 19 DECEMBER 21, 2012
- NOTICE 2013 Q1 AUCTION FEBRUARY 19 ATTACHMENT A DECEMBER 21, 2012
- NOTICE 2013 Q1 AUCTION FEBRUARY 19 ATTACHMENT B DECEMBER 21, 2012

RELEASES [VIEW ALL](#)

- RESULTS 2012 Q4 AUCTION NOVEMBER 14 SUMMARY REPORT AUCTION 1 NOTICE

Auction Platform Accounts Changes Since November

- Multiple entity associations per individual user.
- Auction Platform now requires each individual to establish security questions on first log-in during or after the February Auction period.
- You can update your password using the links on the secure content areas.
 - Passwords must be updated every 60 days.
 - Individuals will be prompted prior to the 60 day expiration to update the password or required to after 60 days.
- If a password is forgotten, you can access the “Forgot Password” link on the public page, answer the security questions, and receive a new activation link to reset your password.

Auction Platform Security Questions

The screenshot shows the 'Auction & Reserve Sale Platform' website. At the top, there is a navigation bar with 'Home', 'Resources', 'Archive', 'ARB Admin', and 'Auction Monitoring'. A 'Welcome' message is visible in the top right corner. The main content area features a 'Welcome to the GHG Allowance Auction & Reserve Sale Platform' message. A modal dialog box titled 'Set Up Security Questions' is open, displaying instructions and a list of security questions. The dialog box includes a progress indicator with three steps, and the first step is active. The list of questions includes: 'In what city did you meet your spouse/significant...', 'In what city did you meet your spouse/significant other?', 'In what city does your nearest sibling live?', 'In what city/town was your first job?', 'What is the first and last name of your oldest cousin?', 'What is the middle name of your youngest child?', and 'What is the name of the first undergraduate college/university you attended?'. The background of the website is dimmed, showing an 'Auctions Calendar' for Q4 2012 and a list of auction notices.

Set Up Security Questions

Please set up your security questions.

Please set up security questions to use when changing your Auction and Reserve Sale Platform password. These security questions provide greater security to identify you as the account holder.

If you need assistance to set up your security questions, please contact Markit Support at auctionsupport@markit.com.

Select Security Question

In what city did you meet your spouse/significant...

Select Question

- In what city did you meet your spouse/significant other? ✓
- In what city does your nearest sibling live?
- In what city/town was your first job?
- What is the first and last name of your oldest cousin?
- What is the middle name of your youngest child?
- What is the name of the first undergraduate college/university you attended?

Representatives of Multiple Entities

The screenshot displays the 'Auction & Reserve Sale Platform' website. A modal dialog box titled 'Select an Account' is centered on the screen. The dialog contains the following text:

Select an Account

Please select an account.

You are a Primary or Alternate Account Representative for multiple entities.

Select the Participant Account that you are representing during this session in the Auction and Reserve Sale Platform by clicking on the check box and click Log in.

To change the Participant Account that you are representing, you must log out of the Auction and Reserve Sale Platform and log in again to select a different Participant Account.

If you need further assistance in selecting the correct Participant Account, please contact Market Support at auctionsupport@market.com.

Select Participant Account

- Covered Entity 1
- Covered Entity 2 - CA1000-1000
- Covered Entity #1
- Covered Entity #1 - CA1008-1018
- LL Jones - CA1009-1017
- Utility #1
- Utility #1 - CA1001-1002

Buttons for 'Cancel' and 'Log In' are located at the bottom right of the dialog.

The background interface includes a navigation menu with 'Home', 'Reserves', 'Archive', 'Application', and 'Auction'. A status indicator at the top right reads 'AUCTION IS CLOSED'. Below the dialog, an 'Auctions Calendar' is visible, showing a grid for Q4 2012 with tabs for Oct 2012, Nov 2012, and Dec 2012.

Auction Platform Emails

- Account Activation for Auction Platform
- Entity Application Received
- Entity Application Reviewed and Financial Services Administrator Account Established
- Bid Guarantee Received
- Entity Application Approval (or Denial)
- Auction Results Available
- Auction Final

Auction Platform Account Activation

- A participant (representative) with an Auction Platform account from the November auction can log into the Auction Platform with the user name and password established in November.
- A first time representative receives an Account Activation for Auction Platform email from auctionsupport@markit.com.
- The account activation email will contain a link to the Auction Platform – “Set Password” page where the representative will activate their auction account. The link will expire within 24 hours.
- Once your password is set, a user will be directed to the Auction and Reserve Sale Landing Page (<https://www.wci-auction.org>) and can log into the Auction Platform.

Auction Platform Account Activation



Hello from Auction Administrator

We are pleased to invite you to review and confirm your application details and confirm your intent to bid in the upcoming [Auction Name].

To activate your account, please click on the link below:

[Activation Link](#)

After clicking on the Activation Link above, you will be taken to the Auction Platform login page. Your username in the Auction Platform is your email address that this notification was sent to:

John.Doe@Company.com.

Please note that for an entity, the Primary Account Representative and Alternate Account Representative must both click on the activation link in order to both receive email notifications and to be able to log into the Auction Platform. The Primary Account Representative or the Alternate Account Representative must submit an intent to bid and complete the auction application process in the Auction Platform.

If clicking the above link does not work, please copy and paste the link location into a new browser window. Please note that this link will expire in 24 hours. If you have received this email in error or have any other questions, please contact us at auctionsupport@markit.com.

Thank you

Markit Auction Administrator Support Team

Note: your username for the Auction Platform is the email address that the email invitation was sent to and NOT your CITSS username.

Auction Participation Overview

- Step 1: Apply to participate or confirm intent to bid in the auction (PAR or AAR)
 - Step 1a: Confirm intent to bid
 - Step 1b: Verify entity and account representative information
 - Step 1c: Provide information on bid guarantee format
 - Step 1d: Complete attestation and submit auction application
- Step 2: Participate in pre-auction activities
- Step 3: Submit physical bid guarantee

Auction Participation Overview (cont.)

- Step 5: Participate in the auction
- Step 6: Access auction results
- Step 7: Financial Settlement

Auction Application and Intent to Bid

- Once you log into the Auction Platform you will be directed to the Auction Platform landing page and then you should proceed to the Application tab on the top banner.

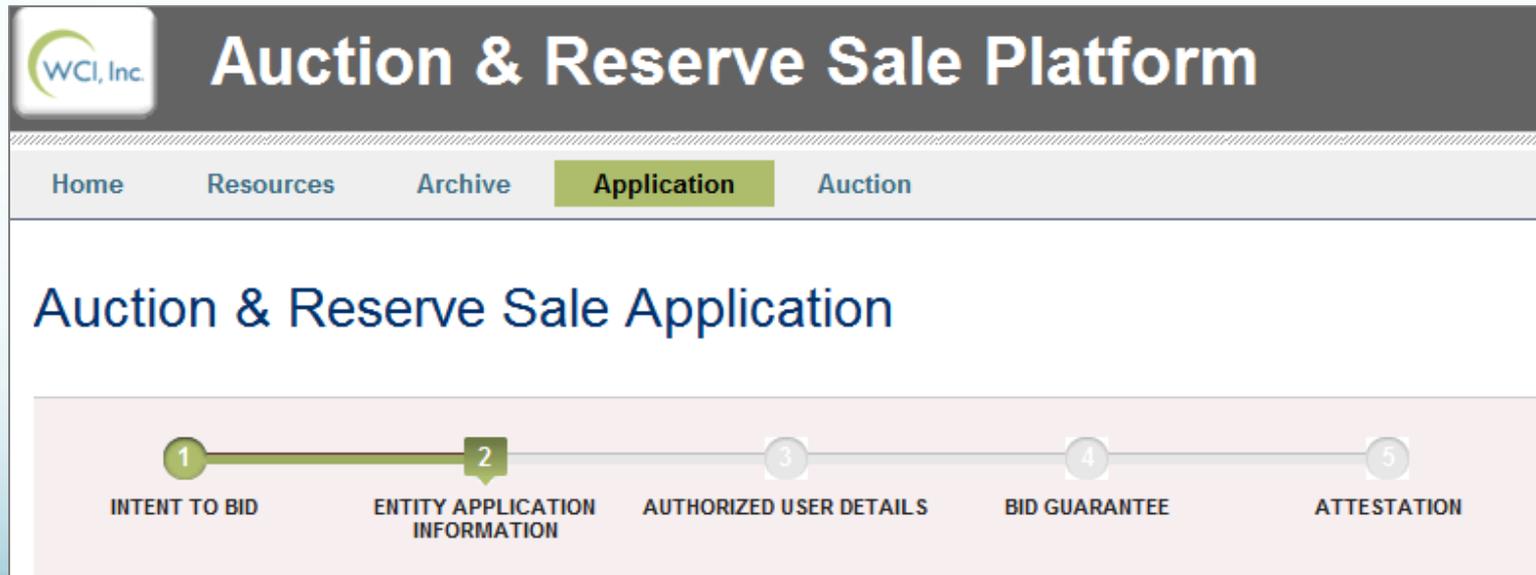
The screenshot shows the 'Auction & Reserve Sale Platform' landing page. At the top, there is a header with the WCL Inc. logo and the text 'Auction & Reserve Sale Platform'. Below the header is a navigation bar with tabs for 'Home', 'Resources', 'Archive', 'Application', and 'Auction'. A status indicator on the right of the navigation bar says 'AUCTION IS CLOSED'. The main content area features a large blue banner with the text 'Welcome to the GHG Allowance Auction & Reserve Sale Platform'. Below this, there is a section for the next quarterly auction, scheduled for September 04, 2012, with a countdown timer showing 28 days, 07 hours, and 45 minutes. A table below the timer displays the auction reserve price as \$10.00 USD, with options for CAD and US Dollar. The page is divided into three columns: 'Auctions Welcome' on the left, 'About the Platform' in the middle with a video player, and 'REPORTS' on the right. The 'REPORTS' section includes a 'Document Type' dropdown set to 'Auction', a 'Report or Document' dropdown, and radio buttons for 'CSV' and 'XML'. Below this is an 'AUCTION HIGHLIGHTS' section and a 'NOTICES' section with a 'VIEW ALL' link and a notice for 'PRACTICE AUCTION NOTICE: 2012 Q3 AUGUST 30'.

Auction Application and Intent to Bid

- All account representatives should activate their Auction Platform accounts. If previous participant, the representative will need to update security questions and/or password.
- One account representative must submit an auction application or intent to bid in the Auction Platform for the entity.
- Any changes to entity or representative data must be made in the CITSS and approved no later than January 21.
- An auction application or intent to bid must be submitted by January 22.
- For simplicity, the Auction Platform uses the term auction application whether an initial auction application or intent to bid is being submitted.

Auction Application and Intent to Bid

- One representative from each entity will access the Auction Platform to complete the entity application or intent to bid process.
- The processes are designed to be user friendly with visual cues and easily accessible information on how to proceed.



Auction Application or Intent to Bid

Step 1: Confirm Intent to Bid

- To confirm your intent to bid in the auction, you will need to select the 2013 Q1 Auction February 19 from the drop down list.

Do you intend to bid?

Our entity intends to bid in the upcoming auction or reserve sale:

Select Auction

Please note: *If you are a covered entity and would like to participate in both the auction and reserve sale, please submit your intent to bid and complete your application for the upcoming auction. You will need to submit a separate intent to bid for the reserve sale.*

Back

Cancel

Confirm & Continue

Auction Application or Intent to Bid

Step 2: Verify your entity or individual application information

- Entity and individual application details will be pre-populated from the CITSS account information. Please review the pre-populated fields for consistency with your CITSS information.
- Any changes must be made through the CITSS and, if required, approved by the California Registrar at least 1 day prior to the close of the Auction Application window.
- For individual applicants participating in the auction, please download and complete the ARB Individual Auction Participant Documentation Form on the individual applicant page and mail it along with the required supporting documentation to the Financial Services Administrator.

Auction Application or Intent to Bid

Step 3: Verify Account Representatives

Review the pre-populated fields for consistency with your CITSS account information.

Verify your account representative details.

Primary Account Representative

Name
Lucy Lee

Email
lucy.lee@markitco.com

Phone
7032846104

Alternate Account Representative

Name
John Black

Email
john.black@markitco.com

Phone
1234567892

[Back](#) [Cancel](#) [Confirm & Continue](#)

Auction Application or Intent to Bid

Step 4: Submit Bid Guarantee Information

- Entities and individuals must indicate the form of bid guarantee (cash or wire transfer, letter of credit, or bank bond) in the Auction Platform as part of the auction application process, but will submit cash or physical bid guarantee documents to the Financial Services Administrator no later than February 7th.

Please submit your bid guarantee in one or a combination of the following forms from a financial institution.

Which form do you plan to submit?

- Cash in the form of a wire transfer or certified funds, such as a bank check or cashier's check
- Irrevocable Letter of Credit
- Surety Bond / Bank Bond

Auction Application or Intent to Bid

Step 4: Submit Bid Guarantee Information (cont.)

- Once you make the bid guarantee selections, forms for return information will be automatically generated in the Auction Platform:
 - Irrevocable Letters of Credit and Bank Bonds, complete the required Post Auction Return Address form (as shown below).

Return Instructions for Bond or Irrevocable Letter of Credit

Same as mailing address

Entity Legal Name	Individual Name
<input type="text" value="Application Org 3"/>	<input type="text"/>
Street Address	Street Address 2
<input type="text"/>	<input type="text"/>
City	State
<input type="text"/>	<input type="text"/>
Country	Zip Code
<input type="text" value="Select Country"/>	<input type="text"/>
Phone	
<input type="text"/> - <input type="text"/> - <input type="text"/>	

Auction Application or Intent to Bid

Step 5: Attestation

- The final step of the application process is to certify to the attestation as shown below. This step is required by all auction participants.

Do you attest that all information is correct?

The following attestation is required.

I certify that the entity has not been the subject of any previous or currently pending investigations related to any alleged violation of any law, rule, or regulation in connection with any commodity market, exchange, or by the Securities and Exchange Commission or Commodity Futures Trading Commission.

Yes No

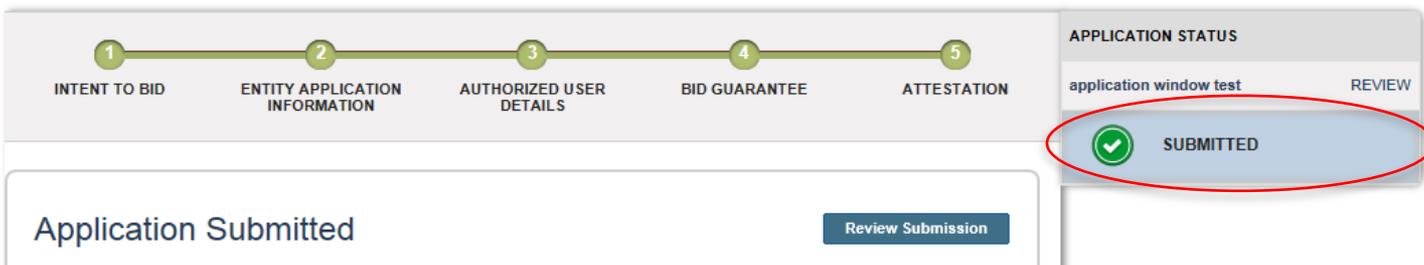
If no, please provide an explanation:

Explanation

Auction Application Status

- Once an auction participant has submitted their application or intent to bid, the Application Status bar on the right hand side of the Auction Platform will show the auction as submitted with a green check box.

Auction & Reserve Sale Application



- Participants will receive an email from auctionsupport@markit.com confirming receipt of the auction application.

Example Application Received Email



Hello from Auction Administrator

Thank you for applying for the upcoming [Auction Name]. Your request is under review.

Outlined below are the next steps in the auction and reserve sale application approval process:

- The Financial Services Administrator, Deutsche Bank National Trust Company, will establish your account.
- Once your account is established, you will be informed of the process to submit your bid guarantee for the upcoming [Auction Name].
- Once the Financial Services Administrator receives your bid guarantee, ARB will complete the final application review. You will be informed of your qualification status to participate in the Auction no later than two business days prior to the Auction.

If you have any questions, please contact us at auctionsupport@markit.com.

Thank you

Markit Auction Administrator Support Team

Example Application Approved



Hello from Auction Administrator

Your application for the upcoming [Auction Name] has been approved.

The auction window will be open from [10:00 AM to 1:00 PM PST on [Auction Date]]. More information on the auction, including an instructional video and user guide, can be found in the Auction Platform under the Resources tab.

If you have any questions, please contact us at auctionsupport@markit.com.

Thank you

Markit Auction Administrator Support Team

Bid Submission Bidding Window



- The bidding window can be accessed by clicking on the Auction tab on the top banner of the Auction Platform. The bidding window will be accessible Tuesday, February 19th, 2013, from 10:00 AM to 1:00 PM PT.
- The auction participants will be able to see whether the auction window is open or closed on the right hand side of the top banner of the Auction Platform by either a green or red light (a green light as shown above signifies the auction bidding window is open).

Bid Submission

- Participants will be able to submit bids manually and upload bid schedules in the Auction Platform during the 3-hour bidding window.
- For each bid the following must be entered:
 - Number of Bid Lots (1 lot = 1,000 allowances)
 - Bid Price
 - Vintage
- The Number of Total Allowances will be calculated based on Number of Bid Lots entered.

Bid Submission Auction Page

- Auction participants will be prompted to enter their bids in whole United States Dollars (“USD”) and whole cents, only.
- Participants can edit or withdraw their bids submitted during the 3-hour auction bidding window.

The screenshot shows the 'Auction' page for 'External UAT Dec 24 (Bidding and Monitoring) Details'. The page is divided into several sections:

- Navigation:** Home, Resources, Archive, Application, Auction (highlighted), and a status indicator 'AUCTION IS OPEN' with a green dot.
- Current Vintage: 2013 YEAR:** Reserve Price: \$10.71, Total Allowance: 60,000,000, Total Allowance Bid: --, Total Bids: --.
- Future Vintage: 2016 YEAR:** Reserve Price: \$10.71, Total Allowance: 40,000,000, Total Allowance Bid: --, Total Bids: --.
- Bidding Closes In:** A progress bar shows 79:59:02 remaining. Time zones PST (16:00:55) and EST (19:00:55) are also displayed.
- Submitted Bids:** Includes 'Add Bid' and 'Upload Bids' buttons. Below is a table with columns: Bid Number, User, Time, Client Bid ID, Transaction ID, Currency, Bid Price, Bid Log x 1000, Vintage, Total Allowances. A row shows Bid Number 1, User 15:59:50, Currency USD, Bid Price 25.33, Bid Log 1.2, Vintage 2013, and Total Allowances 0. 'Cancel' and 'Submit' buttons are present.
- QUICK TIPS:** 'Adding Bids' section with instructions: 'To add a single bid, select the Add Bid button and a new row will be created for your bid.' and 'To add multiple bids via spreadsheet, select the Upload Bids button to'.

Bid Submission

Upload Bid Schedule

- Bid schedules are uploaded based on a pre-formatted spreadsheet available in the Auction screen and on the Auction Platform landing page to the right under Reports template.

The screenshot shows the 'Auction & Reserve Sale Platform' landing page. At the top, there is a dark grey header with the WCI, Inc. logo on the left, the platform name in the center, and 'Welcome, Test Org LOGOUT | SUPPORT' on the right. Below this is a light grey navigation bar with tabs for 'Home', 'Resources', 'Archive', 'Application', and 'Auction'. The 'Home' tab is highlighted in green. On the right side of the navigation bar, it says 'AUCTION IS OPEN' with a green circular indicator. The main content area has a dark blue banner with the text 'Welcome to the GHG Allowance Auction & Reserve Sale Platform'. Below the banner, there are three columns. The left column is titled 'Auctions Welcome' and contains text explaining the page's purpose and navigation. The middle column is titled 'About the Platform' and features a video player with a play button over a cloudy sky background. The right column is titled 'REPORTS' and contains a 'Document Type' section with 'Auction' and 'Template' buttons, a 'Report or Document' dropdown menu set to 'Bids Upload', and a 'Download' button.

Bid Submission

Upload Bid Schedule Example

Upload Bids Template - 277

	A	B	C	D	E	F	G	H	I	
1	 Auction and Reserve Sale Platform									
2	Auction Bid Upload Template									
3										
4	Currency:	Select the currency in which you would like to bid from the drop down.								
5	Bid Price:	Enter the price in whole dollars and whole cents.						Vintages	Currencies	
6	Bid Lots:	Enter the number of lots. Each lot is 1,000 allowances.						2013	USD	
7	Bid Allowances:	Total Bid Allowances is calculated as Bid Lots multiplied by 1,000.						2015		
8	Instrument Vintage:	Select the allowance vintage from the drop down.								
9										
10	Currency	Bid Price	Bid Lots	Bid Allowances	Instrument Vintage					
11				0						
12				0						
13				0						
14				0						
15				0						
16				0						
17				0						
18				0						
19				0						
20				0						
21				0						
22				0						
23				0						
24				0						
25				0						
26				0						
27				0						
28				0						
29				0						
30				0						
31				0						
32				0						
33				0						
34				0						

Bulk Upload Bids

- All bids will be uploaded until the upload process reaches an empty line in the spreadsheet. During the bidding window a bid may be deleted or edited.

Bid Submission

Upload Bid Schedule Example (cont.)

- Bid schedules can be uploaded during the bidding window using the Upload Bids function.
- The Upload Bids function is completed in 3 easy steps:
 1. Select Document – Excel spreadsheet with bids
 2. Process Spreadsheet – upload bids from the spreadsheet for submittal
 3. Submit Bids – Confirm the spreadsheet and Submit the bids uploaded from the selected spreadsheet

The screenshot displays a web application window titled "Upload Bids". At the top, a progress bar indicates three steps: "1 SELECT DOCUMENT", "2 PROCESS SPREADSHEET", and "3 SUBMIT BIDS". The first step, "1 SELECT DOCUMENT", is active and highlighted with a red square. Below this step, there is a "Select Document" section containing a text input field, a "Browse" button, and a link for "Download Excel Template". A note below the link states: "Note: After adding event data, save the template as an .xls or .xlsx file". To the right of the "Select Document" section are two large, empty rectangular boxes, each containing a large, light blue number: "2" and "3", representing the subsequent steps in the process.

Bid Submission

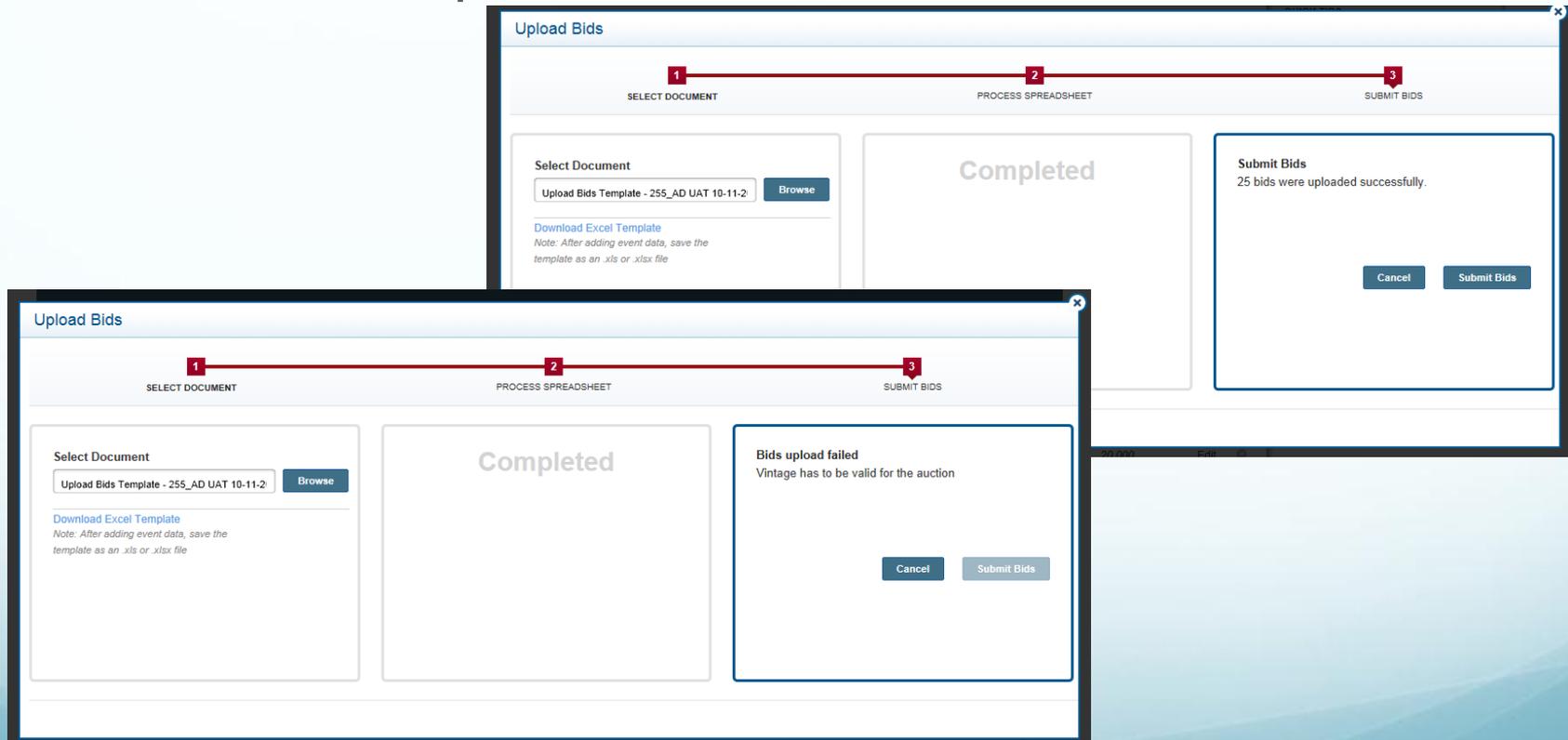
Upload Bid Schedule Example (cont.)

- Bid Upload function Step 3

The image displays two sequential screenshots of a web application's 'Upload Bids' dialog box. The dialog box is titled 'Upload Bids' and features a progress bar at the top with three steps: 1. SELECT DOCUMENT, 2. PROCESS SPREAD SHEET, and 3. SUBMIT BIDS. The first screenshot shows the 'SELECT DOCUMENT' step, where a file named 'Upload Bids Template - 323(EtoE1).xlsx' is selected. A 'Browse' button is visible, along with a 'Download Excel Template' link and a note: 'Note: To select a spreadsheet, select Browse. File uploaded must be in Excel .xlsx or .xls format.' The second screenshot shows the 'SUBMIT BIDS' step, where a confirmation message reads: 'Excel Template Upload Bids Template - 323(EtoE1).xlsx has been selected to be uploaded. Please confirm this is the correct file.' Below this message are instructions: 'Click "Confirm" to upload the bids.', 'Or, Click "Cancel" to close the Upload Bids dialog box.', and 'OR Click "Browse" (Step 1) to upload a different file.' The 'Confirm' button is highlighted. The third screenshot shows the 'SUBMIT BIDS' step with a success message: 'Bids Successfully Uploaded for Submittal' and '6 bids were successfully uploaded.' Below this message are instructions: 'Click "Submit" to complete the bid submittal process.', 'OR Click "Cancel" to close the upload bid dialog box.', and 'OR Click "Browse" (Step 1) to upload a different file.' The 'Submit' button is highlighted. At the bottom of the dialog box, the text 'submitted bid is accurate' is visible.

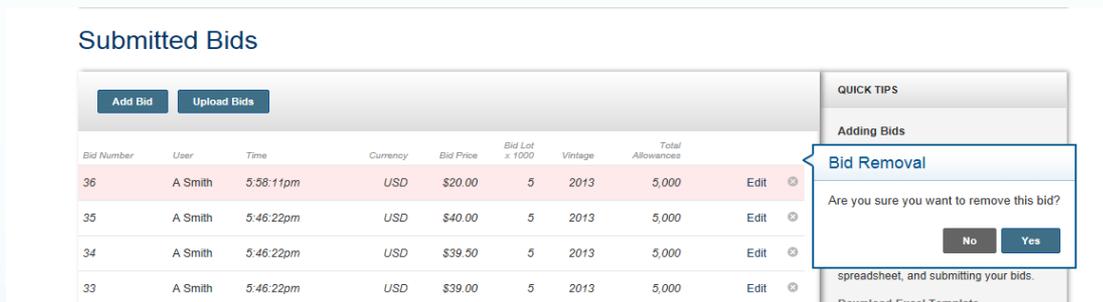
Bid Schedule Submission

- The Auction Platform will confirm successful or failed bid schedule upload.



Bid Deletion and Editing

- During the bidding window a bid may be deleted or edited.
 - To delete, click the  and then click “Yes” to confirm the Bid Removal



The screenshot shows a web interface titled "Submitted Bids". At the top left are two buttons: "Add Bid" and "Upload Bids". Below these is a table with the following columns: Bid Number, User, Time, Currency, Bid Price, Bid Lot x 1000, Vintage, Total Allowances, and an "Edit" column with a trash icon. The table contains four rows of data for bid numbers 36, 35, 34, and 33. A "Bid Removal" dialog box is open over the table, asking "Are you sure you want to remove this bid?" with "No" and "Yes" buttons. To the right of the table is a "QUICK TIPS" section with the heading "Adding Bids" and some text about submitting bids.

Bid Number	User	Time	Currency	Bid Price	Bid Lot x 1000	Vintage	Total Allowances	Edit
36	A Smith	5:56:11pm	USD	\$20.00	5	2013	5,000	Edit 
35	A Smith	5:46:22pm	USD	\$40.00	5	2013	5,000	Edit 
34	A Smith	5:46:22pm	USD	\$39.50	5	2013	5,000	Edit 
33	A Smith	5:46:22pm	USD	\$39.00	5	2013	5,000	Edit 

- To edit, click “Edit” and make required changes. Changes are confirmed by clicking “Submit,” similar to the process of initial entry of the bid.

Bid Submission Confirmation

The screenshot shows the 'Auction & Reserve Sale Platform' website. At the top, there is a navigation bar with the WCI Inc. logo, the platform name, and user information: 'Welcome uat - arb - par 4, Test_Primary | SUPPORT CHANGE PASSWORD | LOGOUT Last login 28-Dec-2012 10:35AM PST'. Below this is a secondary navigation bar with 'Home', 'Resources', 'Archive', 'Application', and 'Auction' links, and a status indicator 'AUCTION IS CLOSED'. A large blue banner reads 'Welcome to the GHG Allowance Auction & Reserve Sale Platform'. The main content area features a countdown timer for the next quarterly auction on January 01, 2013, showing 04 days, 10 hours, and 08 minutes. Below the timer, the auction reserve price is listed as \$10.00 USD. The page is divided into several sections: 'Auctions Welcome' with a detailed description of the auction process; 'About the Platform' with a video player and a list of recent auctions (ARB December UAT Auction_Dec 6, ARB December UAT Auction_Dec 11, 2012 Q4 UAT Auction #2, 2012 Q4 UAT Auction #1); 'Auctions Calendar'; and a right-hand sidebar with 'REPORTS' (Document Type: Auction, Report of Document: Bids Audit), 'AUCTION HIGHLIGHTS', and 'NOTICES' (including notices for the 2013 Q1 Auction on February 19, 2012).

Example Client Bid Audit Report

	A	B	C	D	E	F	G	H	I	J	K	L
1	Date	1/6/2013										
2	Auction	Auction Name										
3												
4	Update Type	Update Time	Update By	Account Holding Number	Client Bid ID	Transaction ID	Bid Submission Time	Currency	Bid Price	Bid Lots	Vintage	Total Allowance
5	Created	13:30:52 PST	John.Doe2@company.com	CAXXXX-XX	0DA2	5244	13:30:52 PST	USD	18.75	130	2013	130,000
6	Created	15:13:47 PST	Jane.Doe@company.com	CAXXXX-XX	70B2	5372	15:13:47 PST	USD	15.25	190	2016	190,000
7	Updated	15:21:59 PST	Jane.Doe@company.com	CAXXXX-XX	70B2	5377	15:13:47 PST	USD	15.25	190	2013	190,000
8												

Example Auction Results Available Email



Hello from Auction Administrator

This is to notify you that the results of the recently conducted auction on [Auction Date] are now available to be viewed. Please log into the Auction Platform and download the Organization Results Report from the Home Page. To download your Organization Results Report, click on Auction on the right hand side of the screen. Under Report or Document, select Organization Results, then click on [Auction Name] and download the Organization Results Report.

Payment is due within seven days of receipt of this notification. This notification provides availability of the invoice in the Auction Platform. Payment instructions are available for download in the Auction Platform. Account numbers are not shown in full for security reasons.

Wiring Instructions for settlement:

Deutsche Bank Trust Company Americas
ABA# *****033 - New York NY

...

To download your wiring instructions, which include the Deutsche Bank Account Name, Port number, ABA number, and DDA number, please log into the Auction Platform. Once logged into the Auction Platform, click on Templates on the right hand side of the screen. Under Report or Document, select Wiring Instructions, then click on [Auction Name] and download the wiring instructions form.

If you have any questions, please contact us at auctionsupport@markit.com.

Thank you

Markit Auction Administrator Support Team

Financial Services Administration

- Auction Application Review and Account Established
- Bid Guarantee Process
- Bid Guarantee Requirements
- Bid Guarantee Review
- Bid Guarantee Revisions
- Financial Settlement
- Bid Guarantee Return
- Auction Consignment

Auction Application Review and Account Established

- Applicants will receive an email from auctionsupport@markit.com after their auction application has been submitted with the subject line: Application Reviewed by Financial Services Administrator.
- This email is notification that your account has been established with the Financial Services Administrator and provides delivery instructions for submitting your bid guarantee.
- Upon receipt of this email, you can deposit your bid guarantee with the Financial Services Administrator.

Example Auction Application Review and Account Established Email



Hello from Auction Administrator

This is to inform you that your application has been reviewed and your account has been established with the Financial Services Administrator - Deutsche Bank National Trust Company. The next step in the application process is to submit your bid guarantee for the upcoming [Auction Name]. Please be sure to submit your bid guarantee by no later than 2:00 PM Pacific Time on [Bid Guarantee Due Date].

Below is your bid guarantee account information. Account numbers are not shown in full for security reasons.

Deutsche Bank Account Number: *****

Deutsche Bank Account Name: Company Name

Wiring Instructions for cash:

Deutsche Bank Trust Company Americas

ABA#

...

Mailing/Federal Express Instructions for Certified Checks, Letters of Credit and Bond forms:

Payable to Deutsche Bank National Trust Company

Mailing Address:

...

To download your wiring instructions, which include the Deutsche Bank Account Name, Port number, ABA number, and DDA number, please log into the Auction Platform. Once logged into the Auction Platform, click on Templates on the right hand side of the screen. Under Report or Document, select Wiring Instructions, then click on [Auction Name] and download the wiring instructions form.

...

Bid Guarantee Process

- Once your bid guarantee is received, reviewed and deposited by the Financial Services Administrator, you will receive an email from auctionsupport@markit.com confirming your bid guarantee was received by the Financial Services Administrator.
- All bid guarantees must be received by the Financial Services Administrator by February 7th at 2:00 PM PT.
- You are encouraged to send in your bid guarantee as soon as you receive the email that your account has been established with the Financial Services Administrator.

Bid Guarantee Requirements

– Cash or Wire Transfer

- Cash wire transfers or certified funds must be received by the Financial Services Administrator no later than 2:00 Pacific Time on February 7th.
- The cash wire details will include the following information:
 - Bank Name
 - Beneficiary name
 - Account number
 - ABA routing number
 - Payment Details

Bid Guarantee Requirements

– LOC or Bank Bond

- LOC or Bank Bond must be issued by a financial institution with a U.S. banking license.
- The required terms for an LOC or Bank Bond are:
 - Party named as Applicant on LOC or Bank Bond must be identical to that named in the participant's application.
 - Deutsche Bank National Trust Company must be named as beneficiary.
 - LOC must be irrevocable.
- The amount of the LOC or Bank Bond must be included.

Bid Guarantee Requirements

– LOC or Bank Bond (cont.)

- The expiration or maturity date must be no earlier than March 12th (i.e. 21 days after the scheduled auction or reserve sale).
- There must be instructions on where to submit the LOC or Bank Bond for payment and contact information for the LOC or Bank Bond provider.
- LOC must include a payment certificate/form of draw as an annex or exhibit.
- LOC and Bank Bond must be payable within 1 business day.

Bid Guarantee Review

- The Financial Services Administrator will review and communicate any deficiencies with bid guarantees submitted to the bidder.
- The bidder will need to work with their financial institution to resolve deficiencies.
- Bidders that intend to submit either an LOC or Bank Bond are encouraged to remit it as soon as they are notified that their account has been established with the Financial Services Administrator.

Bid Guarantee Revisions

- If a bid guarantee provided to the Financial Services Administrator needs to be revised:
 - Auction participants would be notified by the Financial Services Administrator.
 - Auction participants would contact their financial institution in advance of the bid guarantee submittal deadline of Thursday, February 7, 2013, and request an amendment to their bid guarantee.
- If a bidder after submitting a bid guarantee finds they need to revise the guarantee, they should contact the Financial Services Administrator.

Example Bid Guarantee Received Email



Hello from Auction Administrator

This is to notify you that the Financial Services Administrator has received and successfully processed your bid guarantee for the upcoming [Auction Name]. Your application is now pending ARB approval.

If you have any questions, please contact us at auctionsupport@markit.com.

Thank you

Markit Auction Administrator Support Team

Note: your username for the Auction Platform is the email address that the email invitation was sent to and NOT your CITSS username

Financial Settlement

- Successful bidders should download their Organization Results Report (settlement invoice) from the Auction Platform and submit the financial settlement amount no later than March 1, by 2:00 PM PT.
- Financial Services Administrator will draw/liquidate the bid guarantees on March 4, to cover any amounts due but not received from a successful bidder by the March 1 deadline.
- Wiring instructions can be downloaded from the Auction Platform.
- No bank/cashiers checks will be accepted
 - Any checks received will be returned and the Financial Services Administrator will draw on the bid guarantee to settle the invoice

Financial Settlement Invoice

- Auction Information
 - Settlement Price
 - # of Successful Bids
 - Total Bid Cost
- Account Information
 - Bid Guarantee
 - Amount Due to Financial Services Administrator
 - Wiring Instructions
- Bid Information
 - Successful Bids – Quantity and Cost
 - Instrument Vintage
 - Bid Price

Bid Guarantee Return

- All bid guarantees for unsuccessful bidders, regardless of type, will be returned within 2 - 3 business days after the auction is certified.
- For successful bidders, any unused cash bid guarantee will be returned by March 5th.
- Any LOC or Bank Bond will be returned by March 7th.

Auction Consignment

- Those consigning allowances should indicate the entity's interest in participating in upcoming auctions by enabling the Auction Participation box in the CITSS.
- The steps to enabling the Auction Participation box in the CITSS are:
 - Log into the CITSS (<https://www.wci-citss.org>)
 - Select the “View” button for your organizations General Account
 - Select the “Account Detail” button for your organization
 - Select the “Auction” tab
 - Select the “Auction Participation” box

Auction Consignment (cont.)

Payment Instructions

- **Option 1: Utilize the Auction Platform**
 - Entities consigning allowances may complete the auction application or intent to bid process in the Auction Platform to provide payment instructions to the Financial Services Administrator.
- **Option 2: Provide on the ARB Consignment Participant Wire Instructions Form**
 - Entities consigning allowances may use the ARB Consignment Participant Wire Instructions Form to provide payment instructions to the Financial Services Administrator.

Example Auction Final Email



Hello from Auction Administrator

This email is to notify you that the recent [Auction Name] is final. Financial settlement is complete and the Auction is now closed.

If you have any questions, please contact us at auctionsupport@markit.com.

Thank you

Markit Auction Administrator Support Team

Note: your username for the Auction Platform is the email address that the email invitation was sent to and NOT your CITSS username

Auction Resources & Training Material

- Training materials are available on the Resources tab of the Auction Platform.
- Training materials available from the public page of the Auction Platform include:
 - Auction Guide
 - Frequently Asked Questions (FAQs)
 - Training webinar video
 - Calendar of auction activities
- Additional materials will be available to auction participants once they have received an account in the Auction Platform.
- Today's presentation is available at:
<http://www.arb.ca.gov/cc/capandtrade/auction/auction.htm>.

Auction and Financial Services Contact Information

- Auction Administrator
 - Email support available 24 hours M-F
auctionsupport@markit.com
 - Call from 8 AM to 6 PM PT 1(877) 762-7548
- Financial Services Administrator
 - Email support CAARB.inbox@db.com
 - Call (212) 250-6645

Air Resources Board Contact Information

- If you have any questions about completing the CITSS registration and account application process, please contact the CITSS Help Desk at: help@wci-citss.org or by phone at: (916) 324-7659.
- If you have policy related questions regarding the Cap-and-Trade Program, please contact the Air Resources Board at: (916) 322-2037.

Question and Answer Session

- Please submit questions through the webinar system in the Q&A section of the webinar.