



natural forest standard registry

EXISTING USERS – FIRST TIME LOG IN TO NEW SYSTEM

Please note the new URL for the Natural Forest Standard Registry:

<https://www.nfsregistry.com>

To allow you to access your Natural Forest Standard Registry account on the new Registry system, please follow these 'first-time' instructions below:

1. Please visit: <https://www.nfsregistry.com/>
2. In the log in box, please enter your existing NFS Registry login email address
3. Leave the Password field blank and click Login
4. The system will recognise that you are an existing user and will take you to a new screen that will prompt you to set up a new password.
5. Once completed, the system will allow you to log in, and access your NFS Registry account.

SUMMARY OF NEW AND UPDATED FEATURES

 Home

The icons under Natural Forest Standard Registry give the public view information of the summary totals of the entire registry.

The icons under Your Registry give the summary information specific to your registry account. The icons under Your Registry are all clickable and will take you to the specific page of relevant information.

 My Certificates

This page gives an account summary of received/claimed certificates to date. There are now a number of tabs along the top of the page which are used for providing various information and account actions.

Claimed - The default page giving the overview summary of your Registry account. Each certificate has a 'Details' button which includes all the relevant actions that allow you to transact the credits. Please see instructions for transacting credits below.

Retired – This shows the number of retired certificates you have within your Registry account.

Claim – If you have received some credits to your account you can claim them here, or via the automated claim email that is sent when the transaction is carried out.

Waiting – This is a holding area for when transactions have been made but which are not yet claimed by the recipient, it gives an opportunity for the transaction to be edited, if required.

Transactions – This gives a detailed summary of the transactions carried out within your Registry account.



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TRANSACTIONING NATURAL CAPITAL CREDITS

Details

In the Claimed Certificates summary page, each certificate has the details button that allows you to carry out various actions on each specific certificate.

Issue – This allows you to transact any number of credits from the balance remaining on the certificate to another account holder or a new user. The pop up box gives you the summary information of the number of NCCs available. To transact NCCs, enter the number of NCCs to transfer, the email address of the recipient and any relevant message you wish to add and click on issue. The recipient will receive a claim email by following the instructions in the email (please allow up to 5 minutes for this to arrive). Alternatively if you have sent the NCCs to an existing user, they will be able to claim their certificate by logging into their account and clicking on either the Pending Certificates icon on the homepage, or by going to the Claim tab in 'My Certificates', and clicking accept.

Retire – This allows you to retire credits. Enter the number of credits you wish to retire (this can be any number of NCCs up to the total certificate balance) plus any relevant message required on the retirement transaction and click retire. This will prompt you to enter password confirmation to complete the retirement transaction.

Transactions – This allows you to view the detailed transaction log associated with each specific certificate.

CLAIMING CERTIFICATES

There are a number of options that allow you to claim NCCs that have been sent to you:



Claim Email – All transactions generate an automated email to the recipient email address added by the actioning account holder. Within this email there is a link to use that allows you to claim the certificate.



Pending Certificates - When you are logged into your NFS Registry Account, if you have NCCs waiting to be claimed, it will show under the Pending Certificates icon on the homepage.



Claim

Claim - In the My Certificates section of your NFS Registry Account, if an eye icon is showing on the Claim tab, this indicates that you have unclaimed certificate(s). By clicking into this section you will be able to claim the certificate from there.

If you have any questions, please do not hesitate to contact the NFS Registry Administration team via email at administration@nfsregistry.com or by telephone on +44 (0)208 123 2081.