GRI Standards Report Registration System

Guide to Registering a GRI Standards Report
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Guide to Registering a GRI Standards Report

GRI Standards Report Registration System

The GRI Standards Report Registration System is a tool that allows reporters to register a GRI Standards-based report or any published material referencing the GRI Sustainability Reporting Standards (GRI Standards).

The system enables an organization to maintain an account for its current and future GRI Standards-based reports. By uploading reports using this system, the organization notifies GRI of the use of the GRI Standards in its reports, as required in clause 3.4 of GRI 101: Foundation.

How to register your GRI Standards-based report or published material

Use the GRI Standards Report Registration System to register a GRI Standards-based report or any published material referencing the GRI Standards.

Click on the above link to access the GRI Standards Report Registration System. If you already have a MyGRI account, log in using those details. If you do not yet have an account, create one by clicking on ‘Sign up now’ and follow the steps outlined in this document on the page 3 onwards.
Step 1 – Submit your details

If you are signing up for an account, you will need to submit your details. Enter these in and click on ‘Save & next’.
Step 2 – Connect to your organization

To be able to manage your organization’s data, you (as an individual user) must first be connected to your organization on the GRI website. *Already connected? Jump to page 10* (sub-heading: If you are already connected to a reporting organization).

- **If you are not yet connected to a reporting organization**

Add your organization details by either: (a) connecting to an existing organization, or (b) creating a new organization profile.

### a. To connect to an existing organization

Use the search function to select your organization and click on ‘Connect & next’. Try not to be too restrictive in the search term (e.g., if you work for ‘XYZ Corporation’, try just searching for XYZ or be careful when adding too many spaces).

### b. To create a new organization

If you cannot find your organization in the search results, it may not yet have a profile on the system. In this case, click on ‘Create new organization’ to enter your organization details.
b. To create a new organization profile, fill in the details of your organization and click on ‘Save & next’.

Create a new organization

- If you are already connected to a reporting organization

You can either use:

a. The ‘Register a report’ button under ‘My Pages’ which will take you directly to the registration page.

b. Or select your reporting organization directly from ‘My Connected organizations’
Once you click on your company name, you will be redirected to the ‘Register GRI Standards reports or published materials’ page.

In this view you will see a record of all registered GRI Standards-based reports issued by the organization in previous years, if any. If the organization has not yet registered any GRI Standards-based report, then no reports will be listed (as in the image above).

To add your new report, click on ‘Register new report’.
Step 3 – Register your report

Fill in the report details, check the declaration statement and only then, you will be able to click the ‘Submit report’ button at the bottom of the page.
You will need to submit the following data to be able to complete the form above:

1. **Organization profile:** The organization name and legal name
2. **Report details:**
   a. Report title
   b. Publication date
   c. Publication year
   d. Report period from
   e. Report period to
   f. Claim
      The extent to which the GRI Standards have been applied to a report or published material

   Select one from the following that reflects the option that has been applied to your report or published material:
   - In accordance with the GRI Standards: Core Option
   - In accordance with the GRI Standards: Comprehensive Option
   - GRI-referenced

   **Note:** To claim that a sustainability report has been prepared in accordance with the GRI Standards, the reporting organization is required meet all criteria for the respective option (Core or Comprehensive) from Table 1 of GRI 101: Foundation and include the required claim statement in the text of the report. If the reporting organization uses selected GRI Standards, or parts of their content, to report specific information, but has not met the criteria to prepare a report in accordance with the GRI Standards, the organization is required to include a ‘GRI-referenced’ claim, as required by clause 3.3 of GRI 101: Foundation.

   g. Check box ‘I am a consultant’
      Select this box only if you are a 3rd party representing the reporting organization and have been authorized by the reporting organization to register and verify the report on their behalf.

3. **Report links:** Details to website and/or PDF address where the report or published material can be accessed
   a. Report URL/PDF address:
      The HTML/PDF link to the report or published material
   b. Claim location
      The link to the web page/HTML page or the page number which contains the specific claim statement required for the chosen claim option (i.e., In accordance: Core option; In accordance: Comprehensive option; or GRI-referenced)
   c. Content index location
      The link to the web page/HTML page or page number which contains the GRI content index. (For more information see Disclosure 102-55 of GRI 102: General Disclosures)

4. **Declaration check mark:** Read the declaration text carefully and if you identify with one of the 2 representatives of the reporting organization, then you need to tick the ‘I declare’ check box before you can Submit report. Before you click on the submit button, please make sure that the registered information is correct, as there is no edit option.

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Step 4 – Registration completed

After registering the report, you will be redirected to the overview page of your registered Standards reports. In this list, you will find now the newly registered report displaying the report status ‘Verified’.

Registered GRI Standards reports or published materials

<table>
<thead>
<tr>
<th>Year</th>
<th>Report title</th>
<th>Status</th>
<th>Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Test Report for Email Confirmation</td>
<td>Verified</td>
<td>26/11/2020</td>
</tr>
</tbody>
</table>

Note: GRI does not check the content of the report

IMPORTANT DISCLAIMER: Due to the ongoing review of the Sustainability Disclosure Database and the registration process, your submission will be queued, and it may be processed at a later stage in line with future decisions. This means that your registration will not be made publicly available through the database.

This will not affect your compliance for the notification requirement.
If your report details have been already logged in the system

If your report details have been already logged in the system previously either by you, your colleague or a third party, you can log in to the GRI Standards Report Registration System to complete the process. If you have been added to this process as an additional contact by your colleague or a third party, you will be notified via an automated email and you may proceed with finalizing the process from there.

In the GRI Standards Report Registration view you will see the list of the GRI Standards-based report that has been entered and not verified. Click on the report title to be able to access the report information.

Click the ‘Edit this report’ button that appear in the pop-up information. This will allow you to review and fill in the missing report details.
Once the editing is complete, click on the declaration check box to be able to click the ‘Submit report’ button at the bottom of the page afterwards and follow the Steps 4-5 above to complete the registration process.