GRI Standards Report Registration System

Guide to Registering a GRI Standards Report
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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;
- gains additional exposure for the uploaded reports via GRI’s online report repositories;
- creates an archive for all its GRI Standards-based reports;
- contributes to a comprehensive pool of data for sustainability research and trend analysis.

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.

The GRI Standards Report Registration System can be found here: https://www.globalreporting.org/reportregistration/registeredreports

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’.
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’.

Your details

Title

First name

Last name

Country

Netherlands

Login details

Email

Create password

Use at least 8 characters, include both an uppercase letter and a number

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).

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’.

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**
      The name of the report or published material
   b. **Publication date**
      The date on which the report was published
   c. **Publication year**
      The calendar year in which the report was published; this is not the year or period the report covers
   d. **Report period from**
      The start date of the reporting period; this is the period that the report covers
   e. **Report period to**
      The end date of the reporting period; this is the period that the report covers
   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 to 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.

3. **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.

4. **Additional report contact**
   Additional contact details of a representative from the reporting organization

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.
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'. The public links will show as ‘Pending GRI review’ in this case, as it means that your submission is still to be reviewed by GRI before it appears on the public pages.

Note: GRI does not check the content of the report; it only checks if the information submitted via this system is correctly aligned with the registered report and whether the claim included in the registered report uses the correct wording.

The public list of GRI Standards Reports can be found here: https://www.globalreporting.org/reportregistration/verifiedreports

Step 5 – Publication of your report information

Once GRI reviews your submission, you will receive an email confirming that your report will be published in due course on the public list of GRI Standards Reports and the GRI Sustainability Disclosure Database.

Note: Where an organization does not use the correct wording for a claim (as required by Disclosure 102-54 of GRI 102: General Disclosures, and described in clause 3.1 or clause 3.3 in GRI 101: Foundation) in their report or published material, the organization will be notified of their incorrect use of the claim. A report prepared in accordance with the GRI Standards or making a ‘GRI-referenced’ claim is required to use the appropriate specified formulation.
For any additional information related to the GRI Standards Report Registration System, please see the FAQ or contact reportregistration@globalreporting.org.

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.

![Registered GRI Standards reports or published materials](image)

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.