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 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 per Requirement 9 of GRI 1: Foundation 2021.

How to register your GRI Standards-based report or material

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 on the page 3 of this document onwards.
Step 1 – Submit your details

If you want to create a new account, you will need to submit your details. Enter these in and click on ‘Save & next’. If you have logged in using your MyGRI account details, this step will be skipped.

Your details

<table>
<thead>
<tr>
<th>Title</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>First name</th>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Last name</th>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Netherlands</td>
</tr>
</tbody>
</table>

Login details

<table>
<thead>
<tr>
<th>Email</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Create password</th>
</tr>
</thead>
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<td></td>
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</tbody>
</table>

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

Step 2 – Connect to your organization

To be able to manage your organization’s data and upload reports, you (as an individual user) must first be connected to your organization. *Already connected? Jump to page 6 (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 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.

- Or select your reporting organization directly from ‘My Connected organizations.’
Once you click on your company’s 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, submit the declaration statement by checking the tick box and only then, you will be able to click the ‘Submit report’ button at the bottom of the page.

Register a new GRI Standards report or material

<table>
<thead>
<tr>
<th>Organization</th>
<th>GRI</th>
<th>Connect to organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization legal name</td>
<td>Storting Global Reporting Initiative</td>
<td>Update legal name</td>
</tr>
</tbody>
</table>

Report details

<table>
<thead>
<tr>
<th>Report title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Publication date</th>
<th>Publication year</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Report period from</th>
<th>To</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Claim</th>
</tr>
</thead>
</table>

- I am a consultant

Additional report contact

Add new organization contact
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*
   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.*
   h. **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 PDF/URL address:**
The PDF/HTML link to the report or published material

b. **Claim location**
The link to the page or the page number which contains the specific claim or statement required for the chosen claim option (i.e., *In accordance: Core option; In accordance* (‘*in accordance’ or ‘with reference to’))

c. **Content index location**
The link to the page or page number which contains the GRI content index.

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 the report. Before you click on the Submit button, please make sure that the registered information is correct, as there is no Edit button.

**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’.

![View reports for GRI](image)

**Note:** GRI does not check the content of the report. GRI does not verify, check, or pass judgment on the quality of the disclosures within a report nor the process of preparing the disclosures. That responsibility remains with the reporting organization and its stakeholders.

**If you see the status ‘Unverified’ and would like to verify the existing report**

If your report details have been already entered previously either by you, your colleague or a third party, you can log in to the 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.