

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:

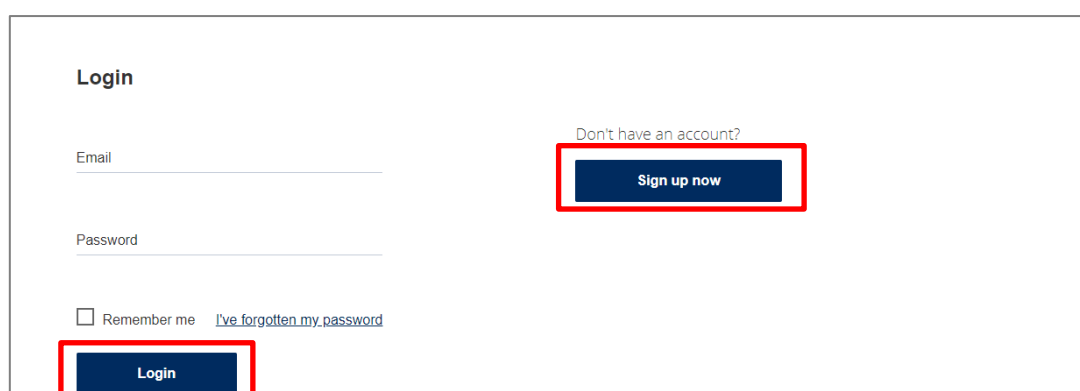
- notifies GRI of the use of the GRI Standards in its reports, as required in [clause 3.4 of GRI 101: Foundation](#);
- gains additional exposure for the uploaded reports via GRI's online report repositories;
- creates an archive for all its GRI Standards-based reports;
- contributes to a comprehensive 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'.



The screenshot shows a login and sign-up form. At the top left, the word "Login" is displayed. Below it are two input fields: "Email" and "Password". To the right of the "Email" field, there is a link that says "Don't have an account?". Below the "Password" field, there is a checkbox labeled "Remember me" and a link that says "I've forgotten my password". At the bottom left, there is a blue button labeled "Login". At the bottom right, there is a blue button labeled "Sign up now". Both the "Login" and "Sign up now" buttons are highlighted with a red rectangular border.

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'.

Sign up

1 ✓ Your details 2 Your organization 3 Register report

Your details

Title

First name

Last name

Country

Login details

Email

Create password

Please enter a password

Use at least 8 characters. Include both an uppercase letter and a number

Notify me about updates or developments to GRI standards

Send me updates about GRI

Save & next

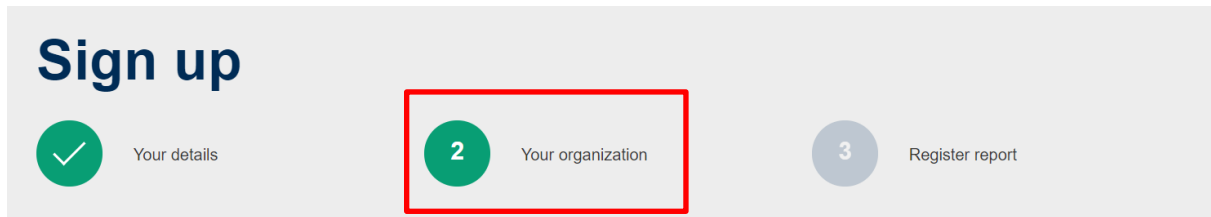
If you have logged in using a MyGRI, this step will be skipped.

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 6 (sub-heading: If you are already connected to a reporting organization).

▪ If you are not yet connected to a reporting organization

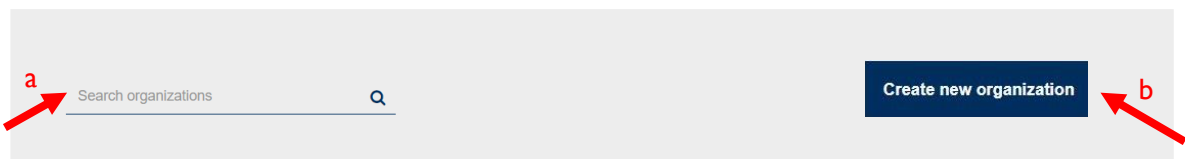
Add your organization details by either: (a) connecting to an existing organization, or (b) creating a new organization profile.



Your organizations

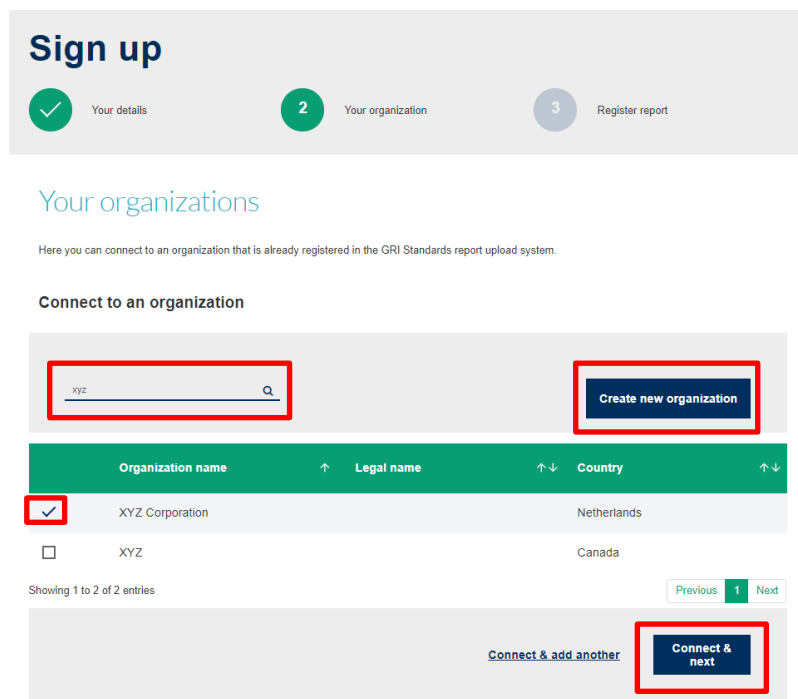
Here you can connect to an organization that is already registered in the GRI Standards report upload system.

Connect to an organization



- 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).

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'.

Sign up



Your details



Your organization



Register report

Create a new organization

Organization legal name

Organization PR name

Sector

Size



This organization is listed on a stock exchange

Organization address

Address line 1

Address line 2 (optional)

Address line 3 (optional)

City

Country

Netherlands

Main phone number

 + 06 12345678

[← Go Back](#)

[Save & next](#)

▪ **If you are already connected to a reporting organization**

Select a reporting organization from the drop-down list, in case you are connected to multiple organizations.

Registered GRI Standards reports or published materials

View reports for
XYZ Corporation

+ Connect to organization

Register new report

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 (*any older reports based on the GRI Guidelines or not based on the GRI Guidelines that were previously registered will not appear in this list but can be viewed on the GRI Sustainability Disclosure Database*).

To add your new Standards-based report, click on 'Register new report'.

Registered GRI Standards reports or published materials

View reports for
XYZ Corporation

+ Connect to organization

Reports for XYZ Corporation

Year	Report title	Status	Uploaded	Public links
2018	2017 Corporate Responsibility Report	✓ Verified	02/08/2018	SDD database entry , GRI Standards-only
2017	2016 Corporate Responsibility Report	✓ Verified	05/03/2018	SDD database entry , GRI Standards-only

Register new report

Step 3 – Register your report

Fill in the report details and click the 'Submit report' button at the bottom of the page.

Sign up

✓ Your details ✓ Your organization **3** Register report

Register a new GRI Standards report or material

Organization
XYZ Corporation + [Connect to organization](#)

Organization legal name
XYZ Corporation PLC + [Update legal name](#)

Report details

Report title

Publication date Publication year

Report period from To

Claim ⓘ

Additional report contact + [Add new organization contact](#)

Report links

Website	PDF
Report URL address <input type="text"/>	
Claim location <input type="text"/>	ⓘ
Content index location <input type="text"/>	ⓘ

Declaration

You are submitting a GRI Standards-based report to be registered for XYZ Corporation. For the report to be registered it must be verified by an individual from XYZ Corporation that is authorized to do so.

You declare that either:

- you are an individual from XYZ Corporation who is authorized to submit and verify this GRI Standards report on your organization's behalf, or
- you have included an additional report contact who is authorized to do so and have informed this contact that GRI will follow up with them directly for the purposes of fulfilling the requirement under the clause 3.4 of the GRI 101: Foundation Standards.

If this is not the case, please do not click 'Submit report'. Instead, contact an authorized individual in the organization to submit and verify the report.

After you click the 'Submit report', a confirmation email will be sent to you and to the additional report contact you have included. Only the authorized individual should click the verification link in the email to verify the report and complete the report registration process.

← Go Back **Submit report**

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 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. 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](#))

Step 4 – Verify your report information

After registering the report, you will be asked to verify the information you have submitted via an automated email link. Check for this email in your inbox and click on ‘Verify report’ to complete the report registration process.

Global Reporting Initiative

17 Jun

The following GRI Standards-based report details must be verified by an individual from XYZ Corporation who is authorized to do so.

- If you are the authorized person, then click the ‘verify report’ link below to verify the report and complete the report registration process.
- If you have received this email and you are not the authorized person, please do not verify the report. Instead contact the organization to complete the verification.

Report details for 2019

Submitted by Standards Review Account

From organization XYZ Corporation

Uploaded on 06/17/2019

Additional contact

Report title Sustainability Report 2018

Publication date 06/01/2019

Period Covered 01/01/2018 - 12/31/2018

Report claim In accordance - Core

Report type GRI-Standards

Report link <http://www.reportlink.com>

Claim location <http://www.reportlink.com>

GRI content index <http://www.reportlink.com>

Verify report

Edit details

For more information about the GRI Standards visit <https://www.globalreporting.org/standards/>.

Once you click on the ‘Verify report’ button, you will be asked to log in to your account, which will then display the report status as ‘Verified’.

Year	Report title	Status	Uploaded	Public links
2018	ABC Corp Sustainability Report 2017	Unverified	10/10/2018	Not verified yet
2016	ABC Corp Sustainability Report 2015	Verified	18/10/2018	Pending GRI review

Immediately after the status of your report is changed to 'Verified', the public links will show as 'Pending GRI review'. This means that your submission is still to be reviewed by GRI.

Status	↑↓	Uploaded	↑↓	Public links
✓ Verified		27/08/2018		Pending GRI review

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.

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](#).

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

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

View reports for
XYZ Corporation

[+](#) Connect to organization

Reports for XYZ Corporation

Year	Report title	Status	Uploaded	Public links
2018	2017 Corporate Responsibility Report	Unverified	10/10/2018	Not verified yet
2017	2016 Corporate Responsibility Report	Verified	05/03/2018	SDD database entry GRI Standards-only

[Register new report](#)

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.



Report details for 2018

Submitted by
From organization: XYZ Corporation
Uploaded on: 31/10/2018
Additional contact

Sustainability Report 2017 Unverified

Publication date: 22/10/2018
Period covered: 01/01/2017 → 31/12/2017
Claim: In accordance - Core

[Report link](#)
[Claim location](#)
[GRI content index](#)

[Edit this report](#)

Once the editing is complete, click the 'Submit report' button at the bottom of the page and follow the Steps 4-5 above to complete the registration process.

Website	PDF
Report URL address <u>http://reportlink</u>	
Claim location <u>http://reportlink#page=3</u>	
Content index location <u>http://reportlink#page=6</u>	

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- you have included an additional report contact who is authorized to do so and have informed this contact that GRI will follow up with them directly for the purposes of fulfilling the requirement under the clause 3.4 of the GRI 101: Foundation Standards.

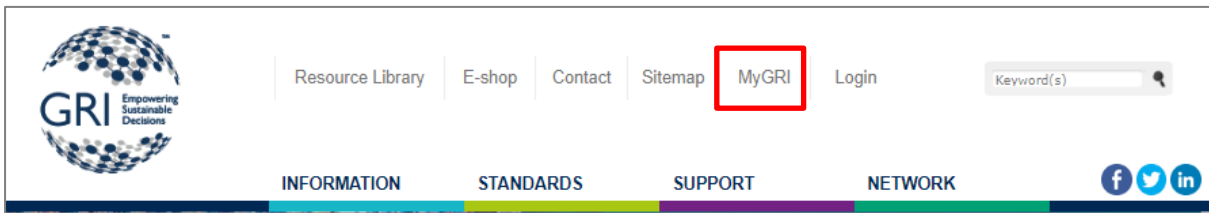
If this is not the case, please do not click 'Submit report'. Instead, contact an authorized individual in the organization to submit and verify the report.

After you click the 'Submit report', a confirmation email will be sent to you and to the additional report contact you have included. Only the authorized individual should click the verification link in the email to verify the report and complete the report registration process.

[← Go Back](#)

Submit report

If you log in via MyGRI



If you have a MyGRI account and have used it previously to register reports that were not GRI Standards-based, you can also access the GRI Standards Report Registration System through this page.

Visit your [MyGRI](#) page and enter your login detail.

Click the 'Add/edit report' button next to your organization name.

HOME > MYGRI



Welcome to MyGRI

The MyGRI private pages offer user-friendly resources for all those in GRI's network. From this page you can complete your personal details, affiliate with your connected organizations, and join the GOLD Community program.

MY PERSONAL DETAILS

Name: Jim Morrison
Personal details completed: 45%

[COMPLETE PERSONAL DETAILS](#)

MY CONNECTED ORGANIZATIONS

XYZ Corporation

Gold Community Status: Inactive
Last contribution: None

+ Join GRI
GOLD
Community

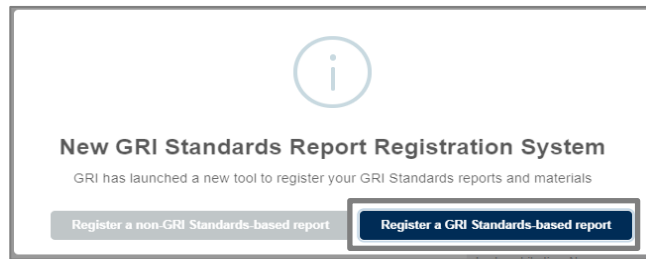
🔧 Edit
Details

+ Add / edit
report

[Connect to another Organization](#)

[Create a new Organization](#)

A pop-up message will appear, with two options to register a report: Register a non-GRI Standards based report (i.e. G4 report, Citing-GRI or non-GRI) or Register a GRI Standards-based report. Click on 'Register a GRI Standards-based report' to get directed to the GRI Standards Report Registration process, where only Standards reports are to be registered.



Follow the Steps 1-5 above to complete the registration process.