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](https://www.globalreporting.org/reportregistration/registeredreports) 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](https://www.globalreporting.org/reportregistration/registeredreports) 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’.
**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’.

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.

### 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**

1. Your details
2. Your organization
3. 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

+39 012345678

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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.

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’.

<table>
<thead>
<tr>
<th>Year</th>
<th>Report Title</th>
<th>Status</th>
<th>Uploaded</th>
<th>Public links</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>2017 Corporate Responsibility Report</td>
<td>Verified</td>
<td>02/09/2018</td>
<td>SDD database entry&lt;br&gt;GRI Standards-only</td>
</tr>
<tr>
<td>2017</td>
<td>2016 Corporate Responsibility Report</td>
<td>Verified</td>
<td>05/03/2018</td>
<td>SDD database entry&lt;br&gt;GRI Standards-only</td>
</tr>
</tbody>
</table>
**Step 3 – Register your report**

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

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**Register a new GRI Standards report or material**

**Report details**

- **Organisation**: XYZ Corporation
- **Organisation name**: XYZ Corporation Pty Ltd
- **Publication date**:  
- **Publication year**:  
- **Report period from**:  
- **To**:  
- **Claim**:  
- **Additional report contact**:  

**Report links**

- **Website**:  
- **Contact website**:  
- **Contact phone number**:  

**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 3.1 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 check the verification link in the email to verify the report and complete the report registration process.

**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 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.
   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

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: 09/17/2019

Additional contact

- Report title: Sustainability Report 2018
- Publication date: 09/01/2019
- Period Covered: 01/01/2018 - 12/31/2018
- Report claim: In accordance - Core
- Report type: GRI Standards
- Report link: [http://www.reportlink.com](http://www.reportlink.com)
- Claim location: [http://www.reportlink.com](http://www.reportlink.com)
- GRIi content index: [http://www.reportlink.com](http://www.reportlink.com)

For more information about the GRI Standards visit [https://www.globalreporting.org/standards/](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’.

<table>
<thead>
<tr>
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<th>Report title</th>
<th>Status</th>
<th>Uploaded</th>
<th>Public links</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>ABC Corp Sustainability Report 2017</td>
<td>Unverified</td>
<td>10/10/2018</td>
<td>Not verified yet</td>
</tr>
<tr>
<td>2016</td>
<td>ABC Corp Sustainability Report 2016</td>
<td>Verified</td>
<td>18/10/2018</td>
<td>Pending GRI review</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Status</th>
<th>Uploaded</th>
<th>Public links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verified</td>
<td>27/08/2018</td>
<td>Pending GRI review</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
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<th>Public links</th>
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</thead>
<tbody>
<tr>
<td>2017</td>
<td>2016 Corporate Responsibility Report</td>
<td>Verified</td>
<td>05/03/2018</td>
<td>SCO database entry GRI Standards-only</td>
</tr>
</tbody>
</table>

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

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

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.

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.
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.
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.