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.

The GRI Standards Report Registration System can be found here:

[https://www.globalreporting.org/reportregistration/registeredreports](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

Notify me about updates or developments to GRI standards

Send me updates about GRI

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.

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’.

**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: 09 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

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

Reports for XYZ Corporation

<table>
<thead>
<tr>
<th>Year</th>
<th>Report Title</th>
<th>Status</th>
<th>Uploaded</th>
<th>Public links</th>
</tr>
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<tbody>
<tr>
<td>2018</td>
<td>2017 Corporate Responsibility Report</td>
<td>Verified</td>
<td>02/08/2018</td>
<td>SDD database entry, 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, GRI Standards-only</td>
</tr>
</tbody>
</table>
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.

Register a new GRI Standards report or material

Report details

Report title
Publication date
Publication year
Report period from
To
Claim
I am a consultant
Additional report contact

Report links

Website
PDF
Report URL
Claim location
Content index location

Declaration

By submitting and verifying the above GRI Standards based report for XYZ Corporation, 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 are a helping party that received authorization from XYZ Corporation to submit and verify this GRI Standards report on behalf of the organization.

Additionally, you have provided an additional report contact from the organization and informed this contact about entering their details with GRI for registration purposes.

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’ button, the registration process is complete from your end. GRI will receive your registration and will review the registered details in due time.

I declare I am able to submit and verify the report on behalf of the reporting organization.

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.

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 details 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.

![Report Status 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**

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

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 of GRI Standards Report Registration System](https://example.com/gri_registered_reports.png)

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

![Image of report details](https://example.com/report_details.png)

Sustainability Report 2017  Unverified

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

Click the 'Edit this report' button.
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.

Report links

Report PDF address

Gain location
10

GRI content index
2

Declaration

By submitting and verifying the above GRI Standards based report for XYZ Corporation, 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 are a 3rd party that received authorization from XYZ Corporation to submit and verify this GRI Standards report on behalf of the organization.

Additionally, you have provided an additional report contact from the organization and informed this contact about sharing their details with GRI for registration purposes.

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’ button, the registration process is complete from your end. GRI will receive your registration and will review the registered details in due time.

I declare I am able to submit and verify this report on behalf of the reporting organization

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.
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.