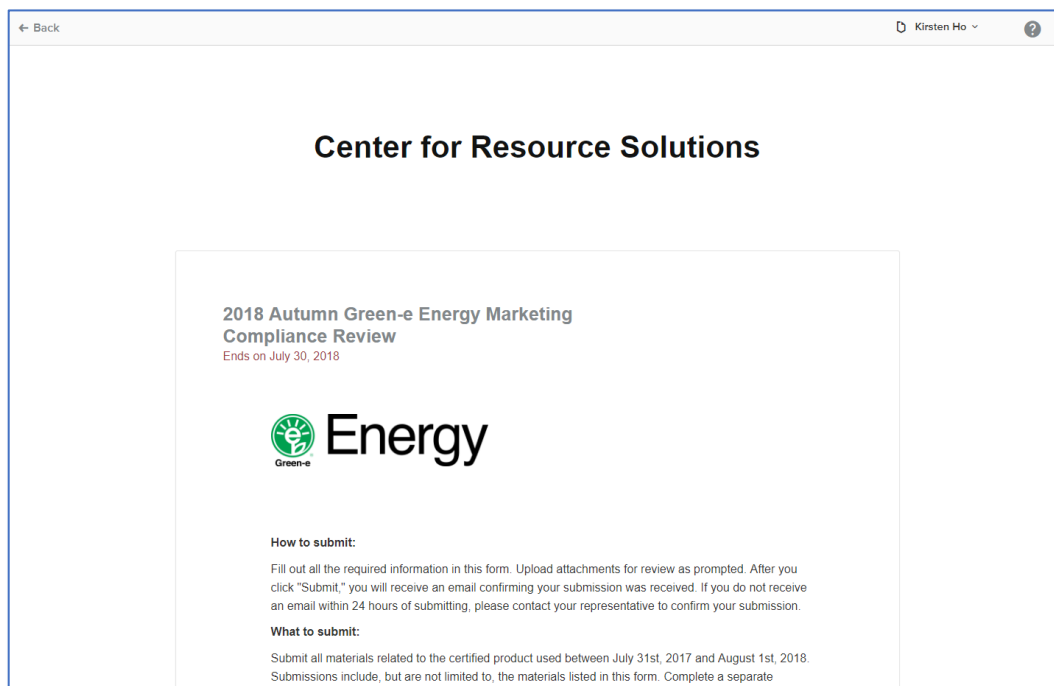


# Green-e 2018 Marketing Compliance Review Submission FAQs (for Participants)

## 1. How do I access the web-based submission process?

- Access the form for submission through Submittable (Green-e Staff will send you the link). You will need to create a login the first time you use the software.



## 2. What information is required?

- Fill out all of the required information regarding the certified product.
- Fields marked with a red asterisk are required.
- Upload the corresponding files for review.

### Sales Channels

Please describe all sales channels used to market your certified product. This can include call centers, door-to-door, relationship marketing, online sales, mailings, etc.

### File Upload

Please submit the following materials related to the certified product. Only materials used between July 31st, 2017 and August 1st, 2018 need to be submitted.

#### 2018 Prospective Product Content Label \*

Acceptable file types: pdf, doc, docx, txt, rtf, jpg, jpeg, gif, mp3, mp4, m4a, zip, tif, tiff, png, wpf, odt, wav, mov, xls, wpd, ppt, pptx, avi, mpg, xlsx, sib, mus, 3gp, flv, webm, mobi, epub, wmv, key, ogg, aac, flac, aiff, wma, mkv, musx, m4v, svg.

Choose Files

Please upload the 2018 Prospective Product Content Label. Must have been provided to 2018 customers at time of purchase, or within welcome packet.

Select up to 10 files to attach. No files have been attached yet.

### 3. Submit the form

- You may save a draft of your submission to return to later if you'd like to continue editing.  
**\*If submitting for more than one product, you will only be able to save one draft at a time in Submittable.**
- When ready, click "Submit." You should receive an email stating your submission was received. Please check your spam folder. If you do not receive this email within 24 hours, contact your representative.  
**\*Once you submit, your submission will be locked for editing. If you need to make changes to your submission, please contact [energy@green-e.org](mailto:energy@green-e.org).**

**Additional Comments/ Feedback**

Please describe any other special circumstances or exceptions you would like to note for the reviewer. If you have any feedback regarding the MCR process, please feel free to include it here with your submission.

Declaration: I am an authorized agent of the Participating Company named above, and I declare that the information submitted is true and correct to the best of my knowledge.

**Submit to Center for Resource Solutions** Save Draft Autosaved to your drafts

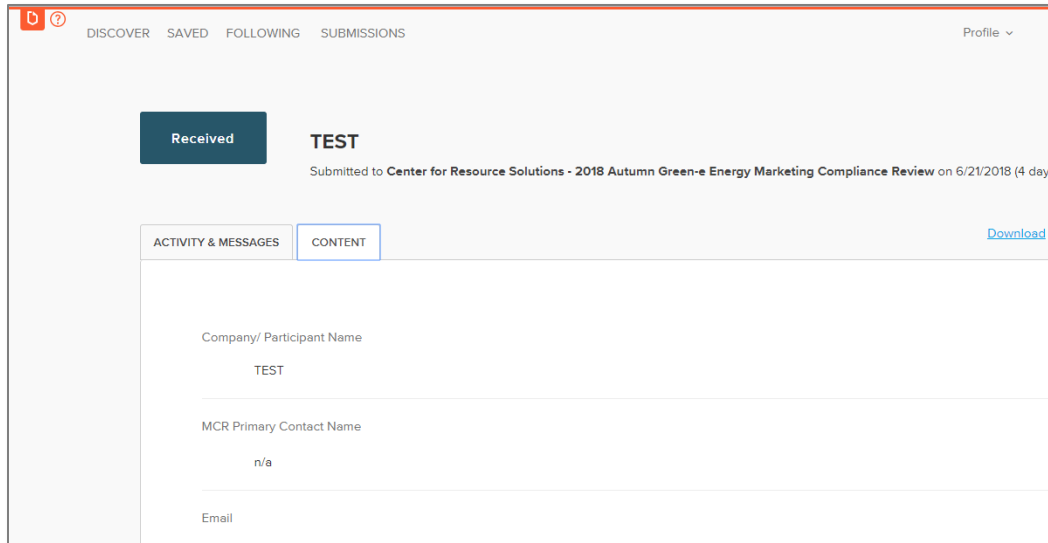
### 4. What happens after I submit?

After you submit, Green-e staff will conduct a review of your materials. Once we have finished our review, we will provide feedback through the Submittable portal.

- You will be able to access your submission(s) in your Submittable portal when you log in.
- Green-e staff will contact you once the review has been completed.

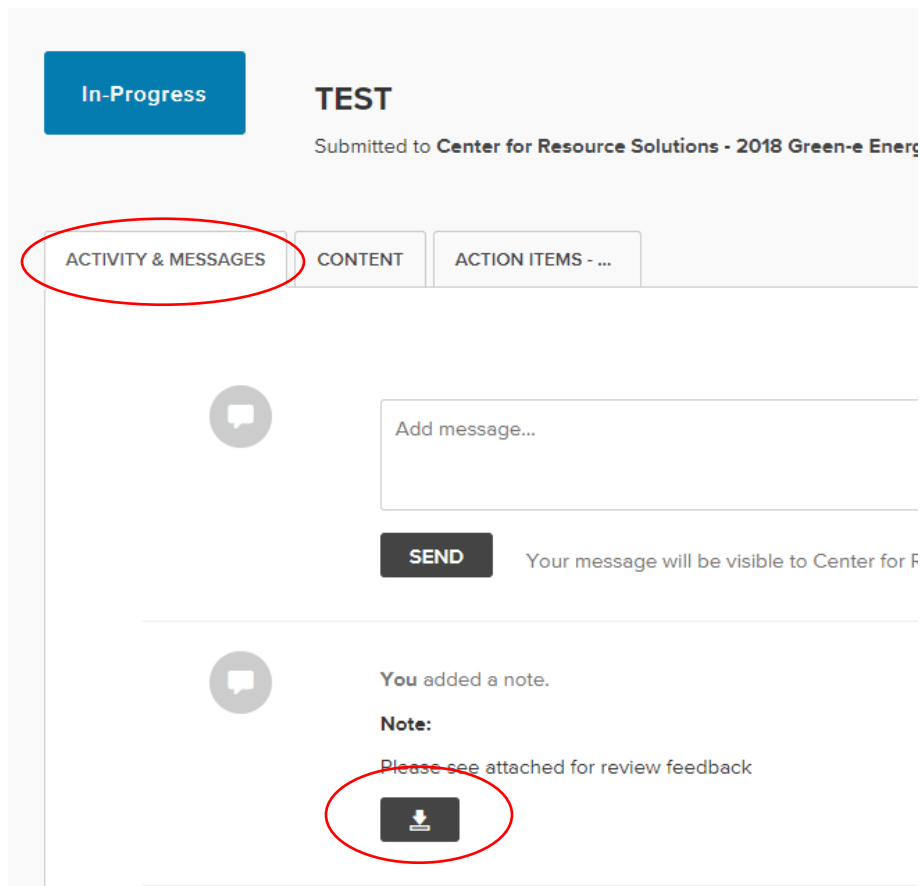
My Submissions							
All Submissions	Active	Accepted	Declined	Withdrawn	Saved Drafts	Sort by date (newest to oldest)	
Received	TEST	Center for Resource Solutions - 2018 Autumn Green-e Energy ...			06/21/2018		
Editable	Participant B	Center for Resource Solutions - 2018 Autumn Green-e Energy ...			02/08/2018		

2 results



## 5. Viewing and responding to feedback

- Once we finish our review, we will attach a document containing your feedback in the Activity & Messages section. Click into the submission, and it will be the first tab.



- To resubmit and demonstrate the changes, we will send you an additional form requesting you to upload the corrected versions of your materials. It will appear in the tab next to your original submission.


The screenshot shows a web interface for managing submissions. At the top, there is a navigation bar with a logo and the text "DISCOVER | SAVED | FOLLOWING | SUBMISSIONS". Below this, a blue button labeled "In-Progress" is visible. The main heading is "TEST", with a subtitle "Submitted to Center for Resource Solutions - 2018 Green-e Energy Marketing Compliance R". A tabbed interface is shown with three tabs: "ACTIVITY & MESSAGES", "CONTENT", and "ACTION ITEMS - ...". The "ACTION ITEMS - ..." tab is selected and circled in red. Below the tabs, the section is titled "Action Items - Due 7/20/18". Underneath, there is a "File Upload" section with the text "Upload a file" and "Acceptable file types: pdf, doc, docx, txt, rtf, jpg, jpeg, gif, tif, tiff, png, wpf, odt, wpd, svg.". A "Choose Files" button is circled in red. Below the file upload section, there is a "Comments/ Exception Requests" section with a text input area.

If you have any comments or concerns regarding our review, feel free to use the notes tab to communicate with your reviewer.

1/23/2018 Submitted to Center for Resource Solutions - 2018 Autumn Green-e Energy Marketing Compliance Review on 1/23/2018 (2 days ago)


This submission has been opened for editing. You can make edits by clicking the edit buttons to the right of each form field in the Content tab. When you are finished making edits, add an optional message to Center for Resource Solutions and click **Done** to submit your changes.

ACTIVITY & MESSAGES **CONTENT** [Download](#) | [Withdraw](#)




**SEND** Your message will be visible to Center for Resource Solutions team members

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 You edited the Declaration: I am an authorized agent of the Participating Company named above, and I declare that the information submitted is true and correct to the best of my knowledge. field. 1/25/2018 (1 second ago)

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 You edited the Website field. 1/25/2018 (18 seconds ago)

- Once all corrected materials are finalized, Green-e staff will change the status of the review to “Complete,” and you will be notified that your MCR submission is complete.

## Questions

If you have any issues or questions during the MCR submission process, feel free to reach out to your Green-e representative, [here](#).