



# **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

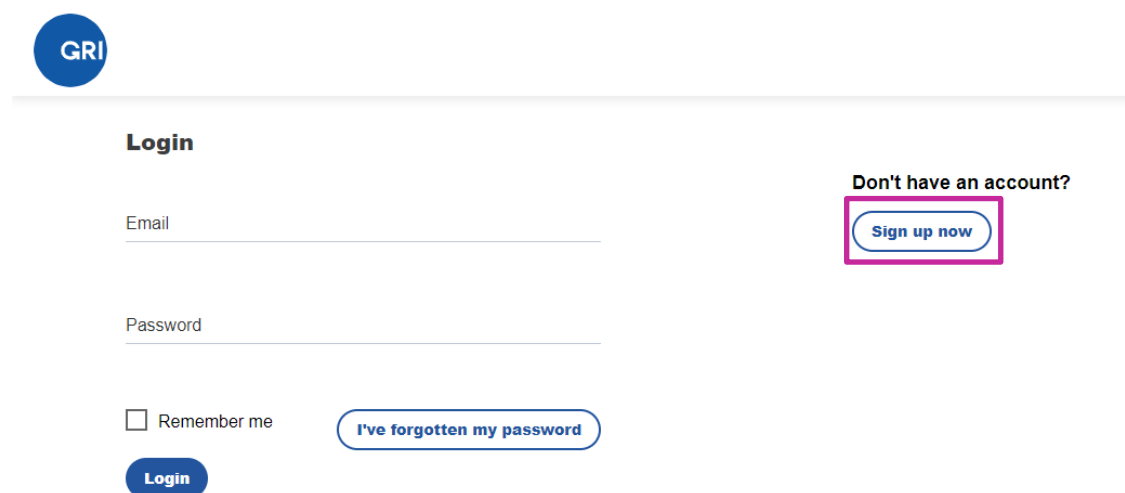
The [GRI Standards Report Registration System](https://www.globalreporting.org/reportregistration/registeredreports) is a tool that allows reporters to register a GRI Standards-based report or any published material referencing the GRI Sustainability Reporting Standards (GRI Standards).

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](#).

## How to register your GRI Standards-based report or published material

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' and follow the steps outlined in this document on the page 4 onwards.



The screenshot shows the login interface of the GRI Standards Report Registration System. At the top left is the GRI logo. Below it, the heading "Login" is displayed. There are two input fields: "Email" and "Password". To the right of the "Email" field, there is a link "Don't have an account?" with a "Sign up now" button below it. Below the "Password" field, there is a checkbox labeled "Remember me" and a button labeled "I've forgotten my password". At the bottom left, there is a blue "Login" button.

## 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

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

Save & next

## 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).* **Please ensure that you are on MyGRI's main page in order to proceed with the steps below (click on "MyGRI"):**



## Manage your settings

### ▪ 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.

#### My Connected Organizations

Show  entries

Search:

Organization name ▾	Legal name ▴ ▾	Country ▴ ▾	GRI Community status ▴ ▾	Edit ▴ ▾	Access ▴ ▾
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>		
[GRI DRT testing] Org	[GRI DRT testing] Org2	Netherlands	<a href="#">Join GRI community</a>	<a href="#">Edit organization details</a>	<a href="#">Request reporting tool access</a>

Showing 1 to 1 of 1 entries

Previous **1** Next

[Connect to another organization](#)

[Create a new 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 or be careful when adding too many spaces).

#### Connect to an organization



[Create new organization](#)

Organization name	Legal name	Country
<input checked="" type="checkbox"/> TestWouter	TestWouter	Netherlands

Showing 1 to 1 of 1 entries

Previous **1** Next

[Connect & add another](#)

[Connect & next](#)

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.

## Create a new organization

Organization PR name

Organization legal 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

Main phone number

[← Go Back](#)

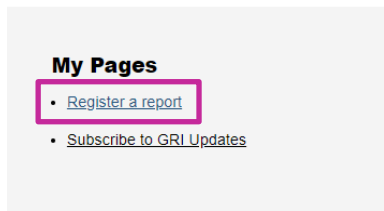
[Save & next](#)

- b.** To create a new organization profile, fill in the details of your organization and click on 'Save & next'.

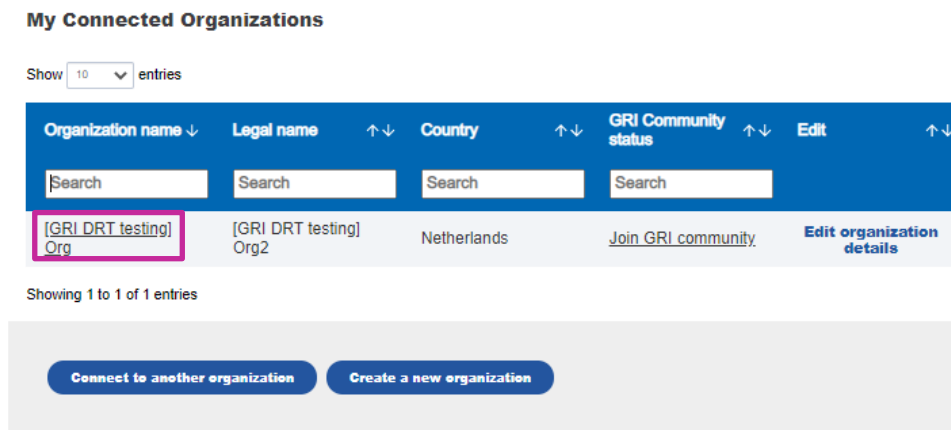
▪ **If you are already connected to a reporting organization**

You can either use:

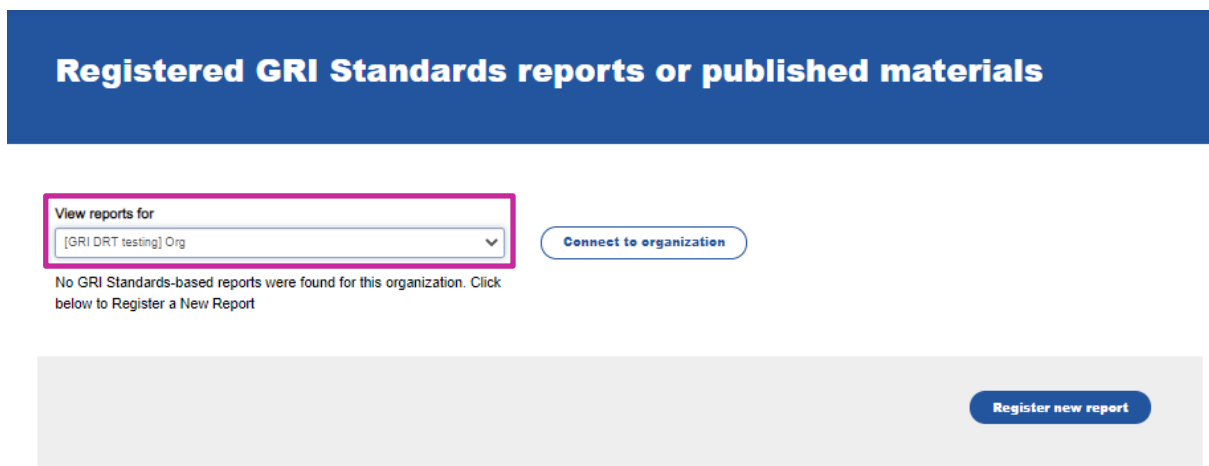
- a.** The 'Register a report' button under 'My Pages' on your MyGRI main page which will take you directly to the registration page.



b. Or select your reporting organization directly from 'My Connected organizations'



Once you click on your company 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, 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

#### Organization

[GRI DRT testing] Org

Connect to organization

#### Organization legal name

[GRI DRT testing] Org2

Update legal name

#### Report details

##### Report title

##### Publication date

##### Publication year

##### Report period from

##### To

##### Claim



☐ I am a consultant

##### Additional report contact

Add new organization contact

#### Report links

Website

PDF

##### Report URL address

##### Claim location



##### Content index location



#### Declaration

By submitting and verifying the above GRI Standards-based report for [name of legal organization], you declare that either:

- you are an individual from [GRI Test] Chicago Bulls - test 31 October 2016 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 [GRI Test] Chicago Bulls - test 31 October 2016 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 notification process as per clause 3.1. from GRI 101: Foundation 2016 is complete.

**NOTE:** due to an ongoing review of the GRI Sustainability Disclosure Database and the registration process, your submission will be queued and it may be processed at a later stage in line with future decisions. This means that your registration will not be made publicly available. This will not affect your compliance.

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

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Submit report



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](#).*

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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'.

**Registered GRI Standards reports or published materials**

View reports for

[GRI DRT testing] Org

Connect to organization

**Reports for [GRI DRT testing] Org**

Year	Report title	Status	Uploaded
2020	<a href="#">Test Report for Email Confirmation</a>	✓ Verified	26/11/2020

Register new report

**Note:** GRI does not verify, check or pass judgment on the quality of the disclosures within a report nor the process of preparing the disclosures.

**IMPORTANT DISCLAIMER:** Please note that the Sustainability Disclosure Database has been decommissioned and can no longer be accessed. **This means that your registration will not be made publicly available through the database.** Due to the ongoing review of the registration process, your submission will be queued, and it may be processed at a later stage in line with future decisions.

**This will not affect your compliance for the notification requirement.**

## 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 e-mail, 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

TestSS01

Connect to organization

#### Reports for TestSS01

Year↑	Report title	↑↓	Status	↑↓	Uploaded	↑↓	Public links
2020	<a href="#">Sustainability Report 2020</a>		Unverified, select the report to complete registration				<a href="#">SDD database entry</a>
2019	<a href="#">Sustainability Report 2019</a>		Verified				Pending GRI review

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 2020 ×

Submitted by  
From organization TestSSO1  
Uploaded on  
Additional contact

### Sustainability Report 2020 ✕ Unverified

Publication date  
Period covered  
Claim GRI-Referenced

#### Report link

Claim location  
GRI content index

[Edit this report](#)

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.

### Declaration

By submitting and verifying the above GRI Standards-based report for [name of legal organization], you declare that either:

- you are an individual from [GRI DRT testing] Org 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 [GRI DRT testing] Org 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 notification process as per clause 3.1, from GRI 101: Foundation 2016 is complete.

**NOTE:** due to an ongoing review of the GRI Sustainability Disclosure Database and the registration process, your submission will be queued and it may be processed at a later stage in line with future decisions. This means that your registration will not be made publicly available. This will not affect your compliance.

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

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[Submit report](#)

## Stay in touch

Barbara Strozzilaan 336  
1083 HN Amsterdam  
The Netherlands

