

- I. Refer to the Program Processes paragraph 15 to know the requirements for submitting a project under the GCC program.  
<https://www.globalcarboncouncil.com/wp-content/uploads/2021/10/GCC-Program-Processes-v4.pdf>
- II. Prepare a Letter of Authorization/Nomination as per paragraph 12 of the Program Processes. Refer to the guide in filling out the LoA.
- III. The focal point for the project submission defined in the Letter of Authorization/Nomination shall visit the GCC project portal to sign up for a **Project Owner** account and then upload the letter of authorization (for project owner accounts created for the first time).  
<https://projects.globalcarboncouncil.com/>

# Account opening for Project Owners - GCC



**GCC PROJECTS PORTAL**

**PROJECT OWNER** | **PROJECT SUPPORTER** | **GCC-APPROVED VERIFIER** | **PUBLIC USER** | **GCC'S STEERING COMMITTEE**

**USER LOGIN**

Email address  
Password

**LOGIN** [Forget password?](#)

OR

**REGISTER NOW**

**PROJECT PROCESS**

**PROJECT SUBMISSION** | **PROJECT APPROVAL** | **ACCs ISSUANCE** | **ACCs CANCELLATION**

GCC Project owner is responsible for the following:

- Signs contract for selling the Approved Carbon Credits (ACC's)
- Implements projects
- Makes project submission
- Monitors Project
- Receives carbon revenue against the Carbon Credits issued to project supporter

### Create a new account

Register as

Public User  **Project Owner**  Project Supporter  Verifier

Name\*

Please hover over Name\* to see the details

Email\*

Please hover over Email\* to see the details

Password (6 characters minimum)

Enter password

Password confirmation

Password confirmation

Letter of Authorization/nomination

Choose Files | No file chosen

Cancel Sign up

**Public User**

Public User are individuals/entities who are interested with GCC & its projects.

**Project Owner**

Focal Point of Project Owners: A single or multiple legal entity(ies) or registered organization(s) that has (have) overall control of and responsibility for a Project Activity defined in the Letter of Nomination or Authorization.

**Project Supporter**

Project Supporter: A registered company interested to monitor GCC projects or engage with project owners with the intention to buy credits (ACCs) after project approval.

**Verifier**

GCC Verifier: An organization responsible for the independent verification of projects and/or GHG emission reductions with or without certification labels (E+, S+, SDG+, CORSIA).

- IV. Shortly after account creation, you will receive a confirmation email. Click to confirm your email address.
  
- IV. After confirming, wait for account activation (3 working days).
  
- IV. When the account is active, log in and begin uploading your project documents as required by the Program Processes paragraph 15 including the Letter of Authorization/Nomination (Confidential document).
  - You will receive an invoice for the project registration fee. Pay the fee as required by the GCC schedule of fees <http://www.globalcarboncouncil.com/gcc-fees/>

**Process Overview**  
(for projects received on 16 February 2022 & onwards)



## Projects submitted on 16 Feb 2022 & onwards

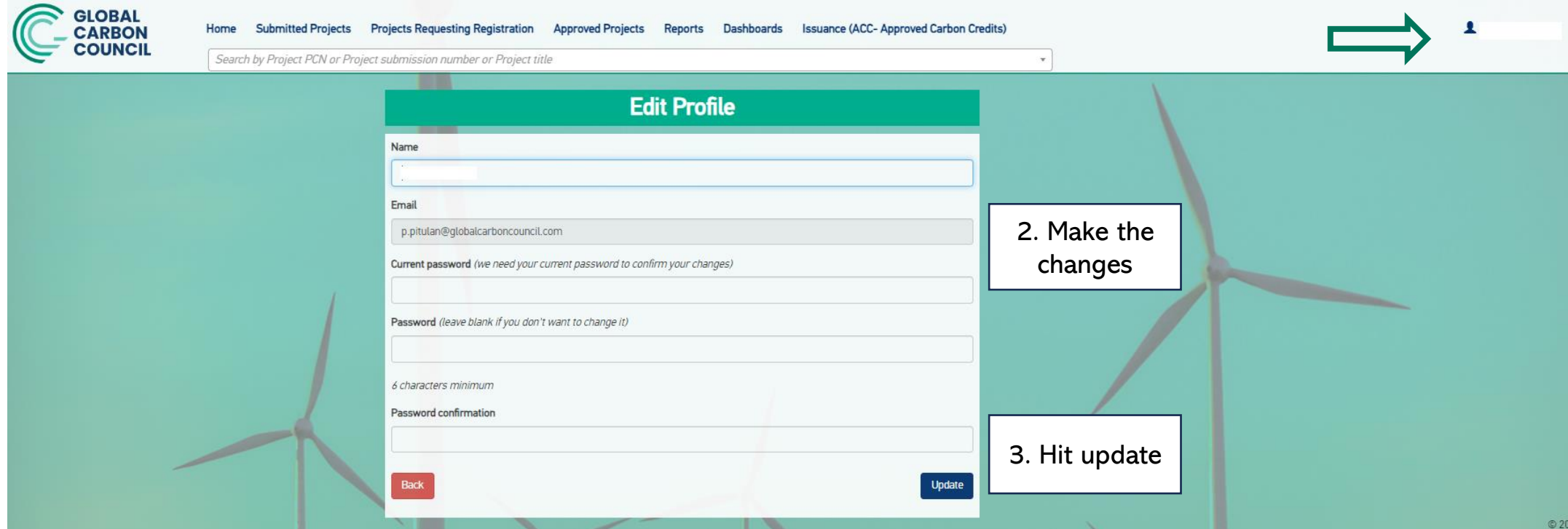
Project Reg. Fee	3,000 USD per project
Due for payment	Upon initial project submission
Process	
<ol style="list-style-type: none"><li>1. Shortly after project submission, you will receive an invoice from our team.</li><li>2. Pay and indicate the “Project name &amp; submission code (PCNXXXX) ” on the face of the receipt.</li><li>3. Send the proof of payment by email.</li><li>4. The completeness check will commence once the payment is confirmed.</li><li>5. Upload the proof of payment to the project portal upon submission of the Request for Registration.</li></ol>	

\*GCC fees: <http://www.globalcarboncouncil.com/gcc-fees/>

# Updating GCC portal credentials

To change the user profile, follow the steps below.

1. Click on the user name



The screenshot shows the GCC portal interface. At the top left is the Global Carbon Council logo. The navigation menu includes: Home, Submitted Projects, Projects Requesting Registration, Approved Projects, Reports, Dashboards, and Issuance (ACC- Approved Carbon Credits). A search bar is present with the placeholder text "Search by Project PCN or Project submission number or Project title". On the right side of the header, there is a user profile icon and a name field. A green arrow points to this icon, corresponding to step 1. Below the header is the "Edit Profile" form. The form contains fields for Name, Email (pre-filled with p.pitulan@globalcarboncouncil.com), Current password (with a note: "we need your current password to confirm your changes"), Password (with a note: "leave blank if you don't want to change it"), and Password confirmation (with a note: "6 characters minimum"). At the bottom of the form are "Back" and "Update" buttons. A box labeled "2. Make the changes" is positioned to the right of the form. Another box labeled "3. Hit update" is positioned to the right of the "Update" button. The background of the page features a faint image of wind turbines.