

GRI Standards Report Registration System

Guide to Registering a GRI Standards Report

Content

Content	1
GRI Standards Report Registration System	2
How to register your GRI Standards-based report or published material	2
Step 1 – Submit your details	3
Step 2 – Connect to your organization.....	4
Step 3 – Register your report.....	7
Step 4 – Registration completed.....	9
If your report details have been already logged in the system	10

Guide to Registering a GRI Standards Report

GRI Standards Report Registration System

The [GRI Standards Report Registration System](#) 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>

Use the [GRI Standards Report Registration System](#) 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' and follow the steps outlined in this document on the page 3 onwards.



Login

Email

Password

Remember me

[I've forgotten my password](#)

[Login](#)

Don't have an account?

[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

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 10 (sub-heading: If you are already connected to a reporting organization).

- **If you are not yet connected to a reporting organization**

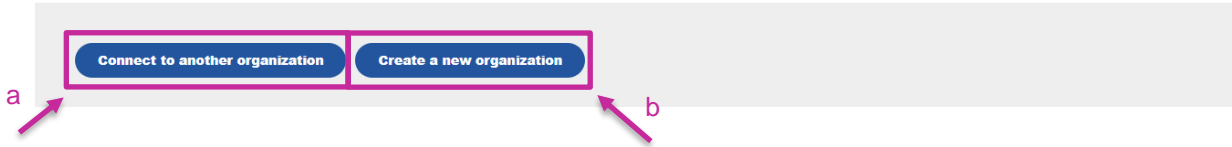
Add your organization details by either: (a) connecting to an existing organization, or (b) creating a new organization profile.

My Connected Organizations

Show 10 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	Join GRI community	Edit organization details	Request reporting tool access

Showing 1 to 1 of 1 entries Previous 1 Next



- 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

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

Showing 1 to 1 of 1 entries Previous 1 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.

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

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

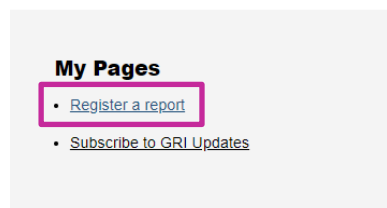
Main phone number

[← Go Back](#) [Save & next](#)

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

You can either use:

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



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

My Connected Organizations

Show entries

Organization name ↓	Legal name ↑↓	Country ↑↓	GRI Community status ↑↓	Edit ↑↓
<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	Join GRI community	Edit organization details

Showing 1 to 1 of 1 entries

[Connect to another organization](#)

[Create a new organization](#)

Once you click on your company name, you will be redirected to the 'Register GRI Standards reports or published materials' page.

Registered GRI Standards reports or published materials

View reports for

[GRI DRT testing] Org

[Connect to organization](#)

No GRI Standards-based reports were found for this organization. Click below to Register a New Report

[Register new report](#)

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

← Go Back

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. **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 on their behalf.

h. **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'.

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	Test Report for Email Confirmation	Verified	26/11/2020

Register new report

Note: GRI does not check the content of the report

IMPORTANT DISCLAIMER: Due to the ongoing review of the 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 through the database.

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 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

View reports for
TestSSO1 [Connect to organization](#)

Reports for TestSSO1

Year↑	Report title	↑↓	Status	↑↓	Uploaded	↑↓	Public links
2020	Sustainability Report 2020	⊗	Unverified, select the report to complete registration				SDD database entry
2019	Sustainability Report 2019	✓	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

[←Go Back](#)

[Submit report](#)

Stay in touch

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