GRI Standards Report Registration System

Guide to Registering a GRI Standards Report
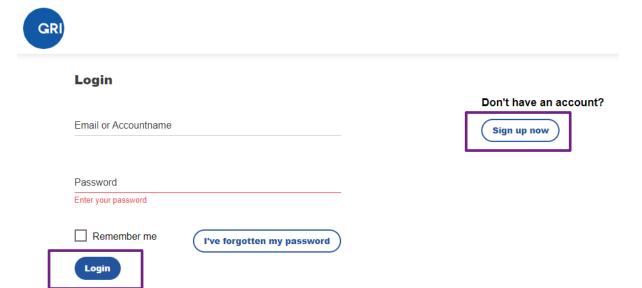
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GRI Standards Report Registration System

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 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 per Requirement 9 of *GRI 1: Foundation 2021*.

How to register your GRI Standards-based report or material

The GRI Standards Report Registration System can be found here:
https://www.globalreporting.org/reportregistration/

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 on the page 3 of this document onwards.

GRI

Login

Don't have an account?

Sign up now

Email or Accountname

Password
Enter your password

☐ Remember me   I've forgotten my password

Login

Step 1 – Submit your details

If you want to create a new account, you will need to submit your details. Enter these in and click on 'Save & next'. If you have logged in using your MyGRI account details, this step will be skipped.

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 and upload reports, you (as an individual user) must first be connected to your organization. *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.

My Connected Organizations

Show [10 ▾] entries   Search: [   ]

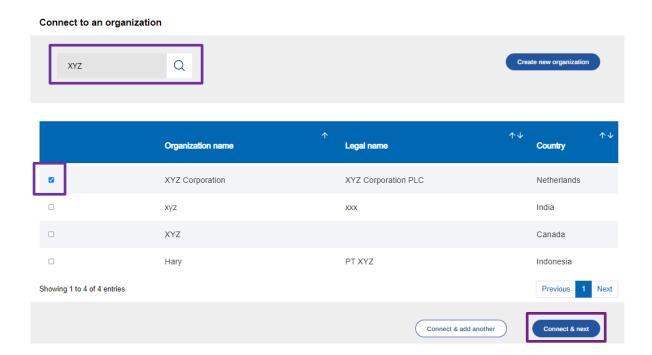| Organization name ↓	Legal name ↑↓	Country ↑↓	GRI Community status ↑↓	Edit ↑↓
[Search]	[Search]	[Search]	[Search]	
GRI	Stichting Global Reporting Initiative	Netherlands	Join GRI community	Edit organization details
ICT New Website GRITest	ICT New Website GRITest	United Kingdom of Great Britain and Northern Ireland	Active	Edit organization details
Koosje GRITest	Koosje BV GRITest	Netherlands	Join GRI community	Edit organization details

Showing 1 to 3 of 3 entries   Previous [1] Next

[Connect to another organization]   [Create a new organization]

a   b

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 searching for XYZ or be careful when adding too many spaces).

Connect to an organization

[XYZ   🔍]   [Create new organization]

	Organization name ↑	Legal name ↑↓	Country ↑↓
☑	XYZ Corporation	XYZ Corporation PLC	Netherlands
☐	xyz	xxx	India
☐	XYZ		Canada
☐	Hary	PT XYZ	Indonesia

Showing 1 to 4 of 4 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.

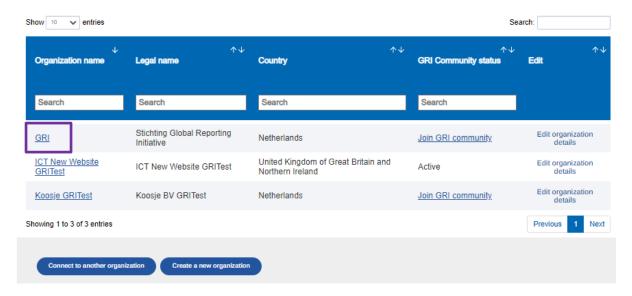**b.** To create a new organization profile, fill in the details of your organization and click on 'Save & next'.

Organization PR name

[   ]

Organization legal name

[   ]

Sector

[⌄]

Size

[⌄] (i)

☐ 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

[▅ ▾ 06 12345678   ]

(←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.

My Pages

- GRI Community Resources
- Register a report
- Subscribe to GRI Updates

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

My Connected Organizations

Show [10 ∨] entries   Search: [   ]

Organization name ↓	Legal name ↑↓	Country ↑↓	GRI Community status ↑↓	Edit ↑↓
Search	Search	Search	Search	
GRI	Stichting Global Reporting Initiative	Netherlands	Join GRI community	Edit organization details
ICT New Website GRITest	ICT New Website GRITest	United Kingdom of Great Britain and Northern Ireland	Active	Edit organization details
Koosje GRITest	Koosje BV GRITest	Netherlands	Join GRI community	Edit organization details

Showing 1 to 3 of 3 entries   Previous **1** Next

(Connect to another organization)   (Create a new organization)

Once you click on your company's 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   ∨]   (Connect to organization)

Reports for GRI

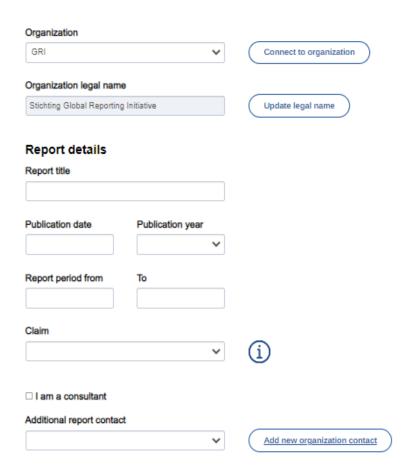| Year ↑	Report title ↑↓	Status	Uploaded ↑↓
2020	Test 21 Oct	✔ Verified	21/10/2020
2019	GRI Annual Report 2018	✔ Verified	10/07/2019
2018	Empowering Sustainable Decisions: Annual Report 2016- 2017	✔ Verified	17/06/2019

(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, submit the declaration statement by checking the tick box 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   [Connect to organization]

Organization legal name

Stichting Global Reporting Initiative   [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

PDF	Website

Report PDF address

[   ]

URL must end with *.pdf

Claim location

[   ] (i)

Page number

GRI content index

[   ] (i)

Page number

Declaration

By submitting and verifying the above GRI Standards-based report for GRI, you declare that either:

- you are an individual from GRI 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 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 requirement as per the GRI Standards is considered complete.

Please note that **your report won't be made public** as the Sustainability Disclosure Database (SDD) that allowed the public to access the sustainability reports has been decommissioned. Please also note that GRI does not verify, check, or pass judgment on the quality of the disclosures within a report nor the process of preparing the disclosures

☑ 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
   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 PDF/URL address:**
   The PDF/HTML link to the report or published material
b. **Claim location**
   The link to the page or the page number which contains the specific claim or statement required for the chosen claim option (i.e., In accordance: Core option; In accordance ('in accordance' or 'with reference to')
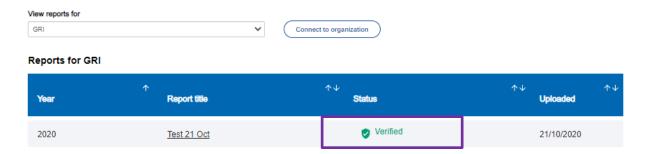c. **Content index location**
   The link to the page or page number which contains the GRI content index.

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 the report. Before you click on the Submit button, please make sure that the registered information is correct, as there is no Edit button.

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'.

Note: GRI does not check the content of the report. GRI does not verify, check, or pass judgment on the quality of the disclosures within a report nor the process of preparing the disclosures. That responsibility remains with the reporting organization and its stakeholders.

If you see the status 'Unverified' and would like to verify the existing report

If your report details have been already entered previously either by you, your colleague or a third party, you can log in to the 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.

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.

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.