

# Green-e Marketplace Checklist

## First Year Participants – Please complete the following

1.  Logo Use Agreement  
Complete and sign two copies. One copy will be returned to you
2.  Attestation Form(s)  
**Annex C:** For companies purchasing Green-e Certified Renewable Energy Certificates (RECs) or a Green Pricing Product  
**Annex D:** For companies with Green-e eligible on-site renewable energy generation
3.  Along with the appropriate attestation form, please submit
  - a. Documentation that explains the methodology you used to calculate your annual electricity use
  - b. Documentation of the company's renewable energy purchase
4.  Mail the above items to:  
Center for Resource Solutions  
Green-e Marketplace  
1012 Torney Ave., 2nd Floor  
San Francisco, CA 94129

Once your application has been received, you will be invoiced for the Logo Licensing Fee, and once payment is received, you will be sent an email with information on how to access to the appropriate Green-e logo files. A welcome kit will also be mailed to you containing a signed copy of the Agreement.