

# REBA International Connection Platform Usage Guide

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# Register for the platform

\*Current REBA Members: You can access the Platform through the Member Portal. If you already have an account, sign in here: <u>https://portal.rebuyers.org/users/sign\_in</u> Forgot your password? Reset your password here: <u>https://portal.rebuyers.org/users/password/new</u>

#### 1. Register for the platform at <a href="https://rebuyers.org/international-connection-platform/">https://rebuyers.org/international-connection-platform/</a>



Click "Sign up", which will take you to the registration page below.

It's important to enter your work email as it helps associate you with the correct organization on the platform.



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	Renewable Energy buyers Alliance		
		-	
	Register		
	Name		
	Jane Doe		
	Email		
	jdoe@rebuyers.org		
	Organization Name		
	Renewable Energy Buyers Alliance		
	Organization Type		
	NGO ~		
	Password		
	Confirm Password		
	Submit Cancel		
	Supported by:		
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If you get an error message, it is likely you already created an account as a REBA member. Reset your password here: <u>https://portal.rebuyers.org/users/password/new</u>

2. After you submit the registration form, you will see the following screen prompting you to check the work email that you signed up with for a confirmation email from our platform.

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Renewable Energy Buyers Alliance								
Registration Confirmation								
Your registration has been submitted.								
You will receive an email from us shortly with instructions to confirm your registration.	n							
Sign In								
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3. The confirmation email that you will receive will look something like the email below. If you do not see it within a few minutes, please check your spam folder. If you don't see it at all, please contact <a href="mailto:education@rebuyers.org">education@rebuyers.org</a> or use the in-app chat function at the bottom right of the registration page for assistance.



4. Once you click on the button or link to verify that you own your email address, you will see a message on our platform instructing you to wait until a REBA staff member confirms your registration, at which time you will receive an email notification that your account has been approved and you are enabled to sign in with the email and password that you signed up with. REBA will confirm your registration within 24 hours, often less.





5. Once a REBA staff member has approved your account, you can sign in to the platform at <u>https://portal.rebuyers.org/users/sign\_in</u>

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	Renewable Energy	Buyers Alliance				
	Member Sign In					
	Email Address		-			
	Password					
	Sign	In .	-			
	Forgot password?   Sign up					
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## Create your personal profile

1. You can access your profile via the "Profile" link under the dropdown menu that will appear beneath your name when you click on your name.

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	Find Organizations by Country United States of America (2) China	FNO NOOS	FIND BUYERS	x	
	Focuses Apprepation Landord Tenant Challenges Of-sileVIPPA pojects Policy Adhrocacy	Services Contract legatation Environmental inspact Assessment Practical Assess Landers' Insuer Chalanges			
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2. Edit your personal information on your profile by clicking the pencil icon at the top right of the personal info section.



### Create your organizational profile

1. Your organizational profile can be found below your personal profile. Edit your organization's information by clicking the pencil icon at the top right of the organization info section.

Renewable Energy Buyers Alliance (REBA)
The Renewable Energy Buyers Alliance is an alliance of large renewable energy buyers and their partners working to unlock the marketplace for all non-residential energy buyers to lead a rapid transition to a cleaner, prosperous, zero- carbon energy future.
Contact:
info@rebuyers.org
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2. Add a location by clicking the "Add Location" b	ox.
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Focuses: Off-site/VPPA projects On-site projects Policy Advocacy Supply chain engagement Solar Wind Aggregation Services: Claim amplification Market training Policy Advocacy Transaction resources Transaction training Description: For questions about REBA 0 mjaburg@rebuyers.org. For	Contact: Mark Porter mporter@rebuyers.org ① Years in Location 5 30 Staff in Location 30

3. Add your organization's focuses and/or services (if an NGO) or your company's interests and/or areas of experience (if a Buyer)

Focuses (choose all that apply) $^{*}$	Contact*	
Aggregation	Bradley	
Energy efficiency	Sheehan	
Services (choose all that apply)*	bradpsheehan@gmail.c	
Claim amplification	Share Contact on Profile?	
Contract Negotiation	Yes	
Environmental Impact Assessment	O No	
fears in Staff in Location		
2 3		
Description		
A short description of what we do in Austra	alia can go here.	



4. Add a contact for each location. Note that the contact name and email can be hidden if you do not want it to show up on the platform. This will not affect the ability to be contacted; even if your contact is hidden, you can still receive connection requests from others.

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Aggregation	Bradley	
Energy efficiency	Sheehan	
ervices (choose all that apply)*	bradpsheehan@gmail.c	
Claim amplification	Share Contact on Profile?	
Contract Negotiation	○ Yes	
Environmental Impact Assessment	No	
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ocation <sup>*</sup> Location <sup>*</sup>		
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Description		
short description of what we do in Austra	alia can go here.	

### Search for buyers (buyers only) or NGOs

1. Go to "Opportunities" >> "International" to search for organizations

REBA Members, via the Member Portal main page:



Or via the navigation toolbar at the top of your screen:

Renewable Energy Buyers Alliance	PORTAL	LEARN	ANALYZE	OPPORTUNITIES	ADMIN	Bradley Sheehan 👻
				Projects		
				Project Requests		Contraction of the second of the second s
				International (beta)		



Non-Members, via the navigation toolbar at the top of your screen:

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2. Click on "Find NGOs" or "Find Buyers" tab. Filter your search for NGOs by country, focus, and/or service. Filter your search for Buyers by country, interest, and/or experience. Only Buyer organizations can search for other buyers.

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REBA	PORTUNITIES			Bradley Sheehan
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	Find Organizations by Country United States of America (2) China (	inia 🕲	x	
	Focuses Aggregation	Services Contract Negoliation		
	Landiord-Tenant Challenges	Environmental Impact Assessment		
	Policy Advocacy	Landord-Tonant Challenges		
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#### Make a connection

1. After clicking on an organization's profile, click "Connect" to send an introductory email to that organization. You can customize the text of the email. The recipient will be instructed to follow up with you via direct email outside of the platform.

Australia	Australia
Focuses:       Contact:         Aggregation       Monica Richter         Off-site/VPPA projects       mrichter @ wwf.org.au         On-site projects       Policy Advocacy         Solar       Supply chain engagement         Wind       Staff in Location         Services:       Market resources         Market resources       Market training         Policy Advocacy       Other	Focuses:       Contact:         Agengation       Monica Richter         Out-stev/PPA projects       michter@wwr.org.au         Out-stev/PPA projects       Marcher@wwr.org.au         Services:       Information in profile on the following location is Australia the following location is Australia         Marcher Resources       Information in profile on the following location is Australia (BRC-A) is a member-based         Description:       Excerts         The Buschers Renowables Centre Australia (BRC-A) is a member-based         patrom that streamlines and accelerates corporate purchasing of large-
Description: The Business Renewables Centre Australia (BRC-A) is a member-based platform that streamlines and accelerates corporate purchasing of large- scale wind and solar energy and storage. Learn more at https://businessrenewables.org.au/.	scale wind and solar energy and storage. Learn more at https://businessrenewables.org.au/. China Focuses: Contact: EXCREC Purchases Yue Wu