

# REBA International Connection Platform Usage Guide

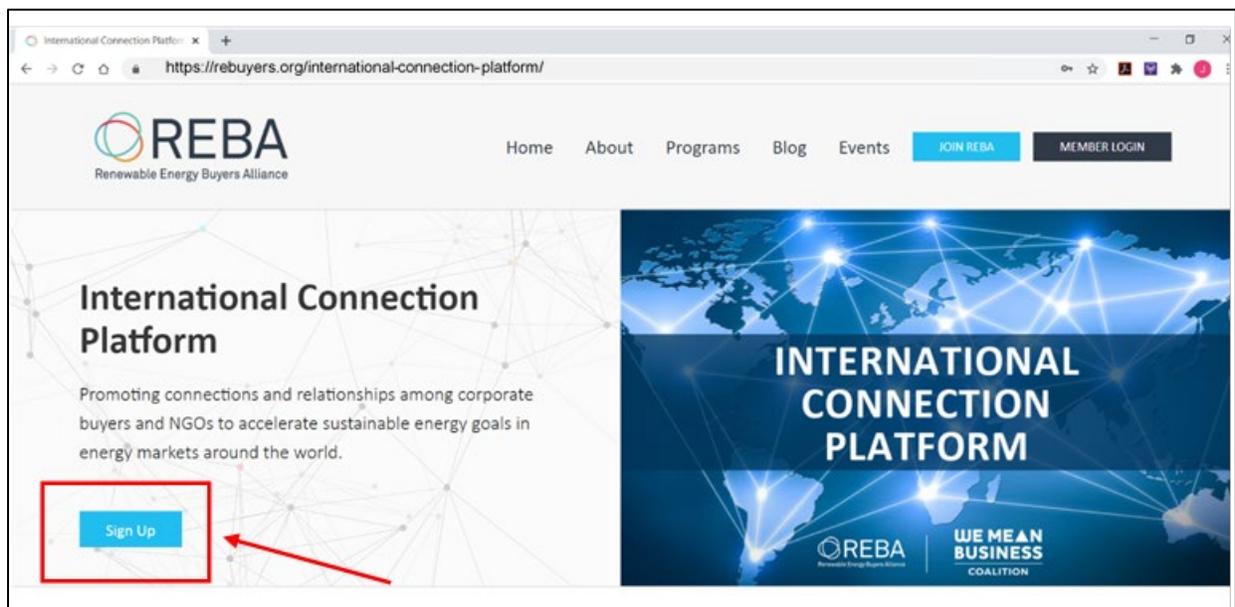
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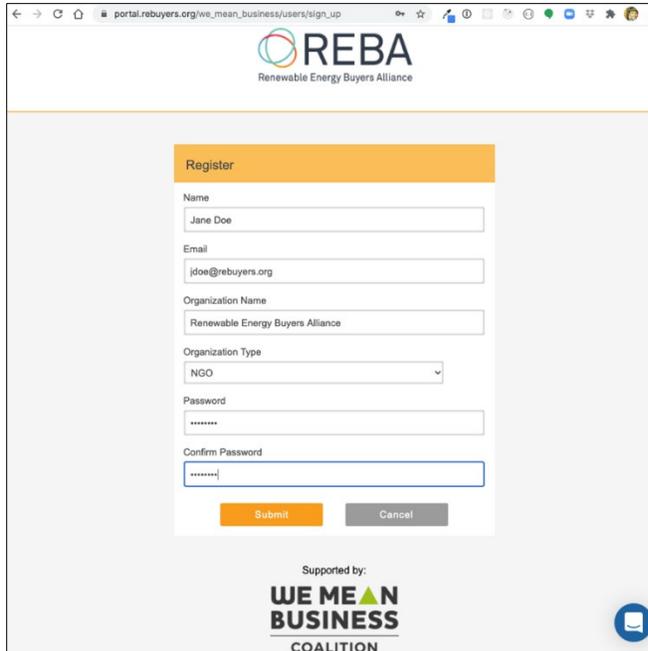
## Register for the platform

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

1. Register for the platform at <https://rebuyers.org/international-connection-platform/>



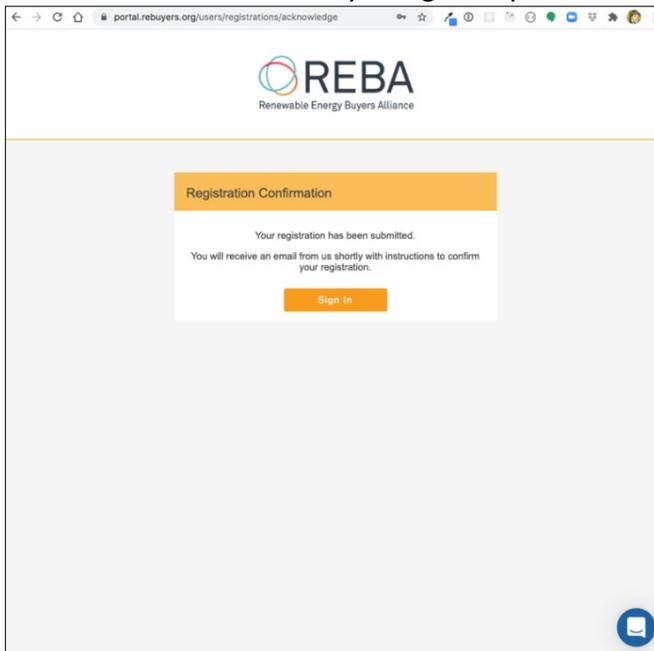
Click “Sign up”, which will take you to the registration page below.  
 It’s important to enter your work email as it helps associate you with the correct organization on the platform.



The screenshot shows a web browser window with the URL `portal.rebuyers.org/we_mean_business/users/sign_up`. The page features the REBA logo at the top. Below it is a registration form with the following fields: Name (Jane Doe), Email (jdoe@rebuyers.org), Organization Name (Renewable Energy Buyers Alliance), Organization Type (NGO), Password (masked with asterisks), and Confirm Password (masked with asterisks). There are 'Submit' and 'Cancel' buttons at the bottom of the form. At the bottom of the page, there is a logo for 'WE MEAN BUSINESS COALITION' and a small blue chat icon.

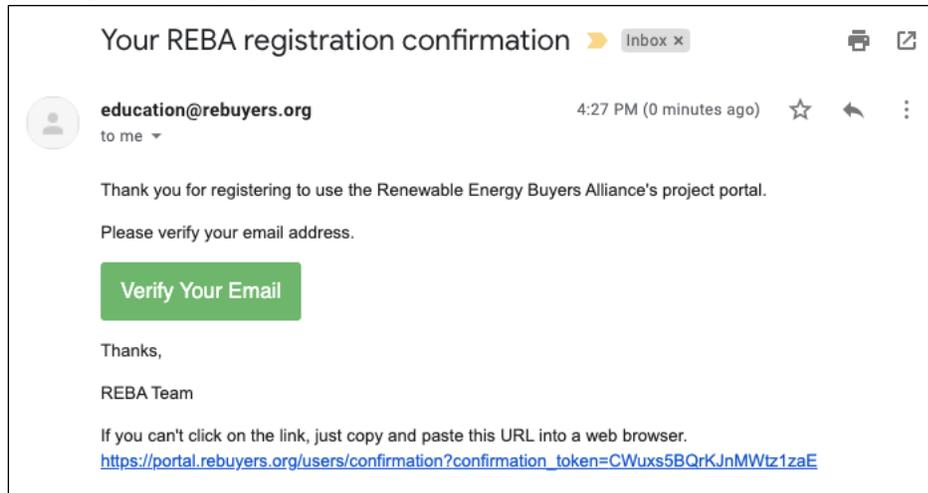
If you get an error message, it is likely you already created an account as a REBA member. Reset your password here: <https://portal.rebuyers.org/users/password/new>

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.

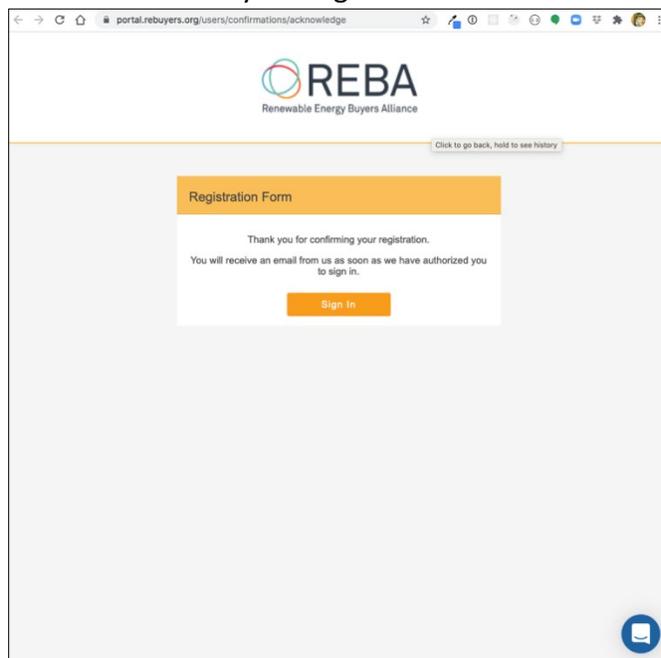


The screenshot shows a web browser window with the URL `portal.rebuyers.org/users/registrations/acknowledge`. The page features the REBA logo at the top. Below it is a confirmation message: "Registration Confirmation" followed by "Your registration has been submitted. You will receive an email from us shortly with instructions to confirm your registration." There is a 'Sign In' button at the bottom of the message box. At the bottom of the page, there is a small blue chat icon.

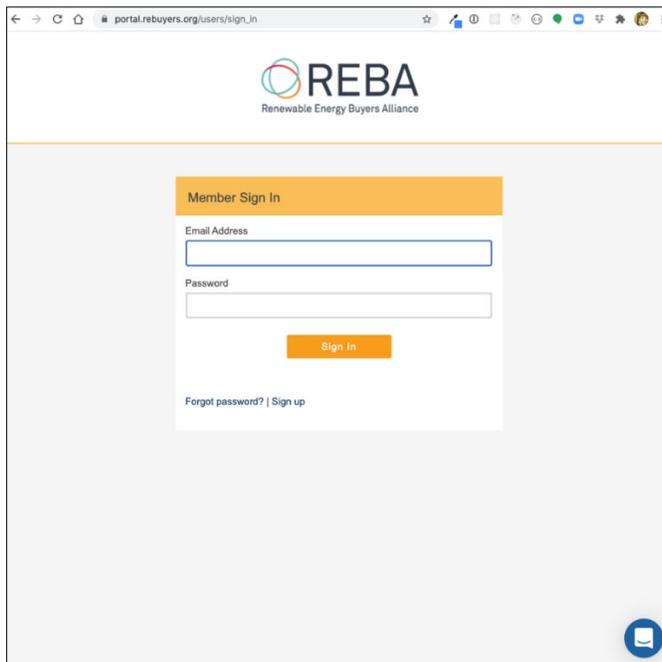
3. The confirmation email that you will receive will look something like the email below. If you do not see it within a few minutes, please check your spam folder. If you don't see it at all, please contact [education@rebuyers.org](mailto:education@rebuyers.org) or use the in-app chat function at the 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.

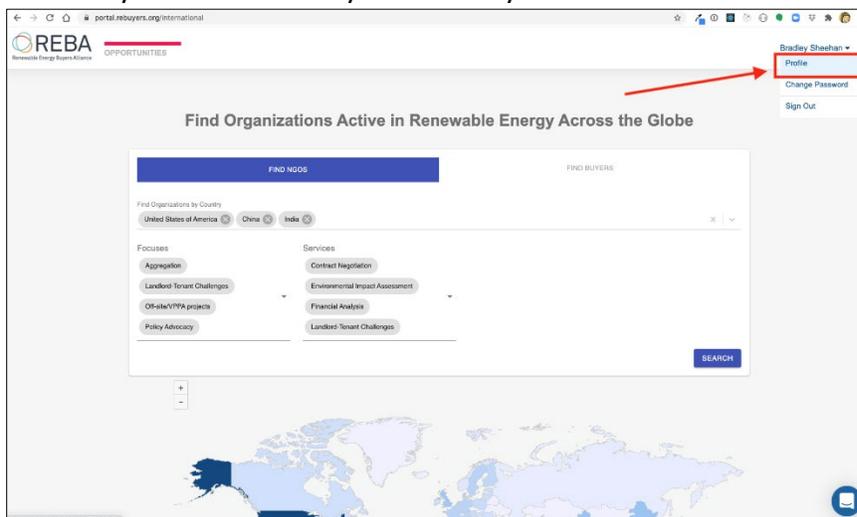


5. Once a REBA staff member has approved your account, you can sign in to the platform at [https://portal.rebuyers.org/users/sign\\_in](https://portal.rebuyers.org/users/sign_in)

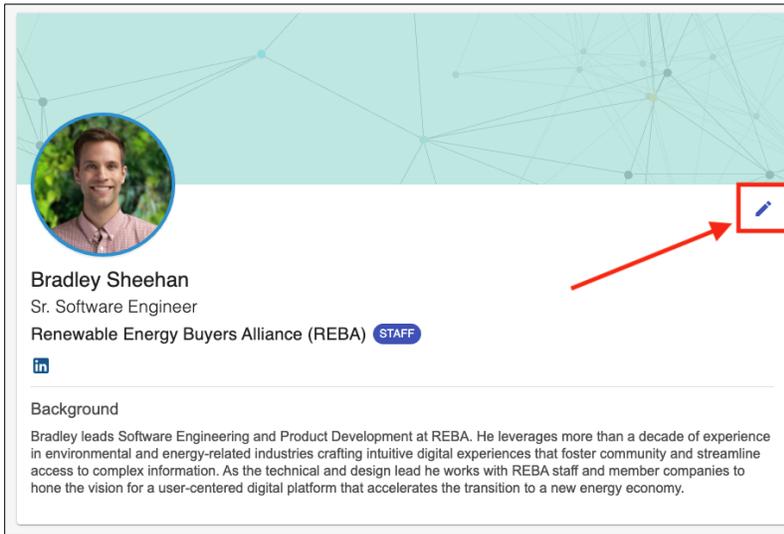


## Create your personal profile

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.

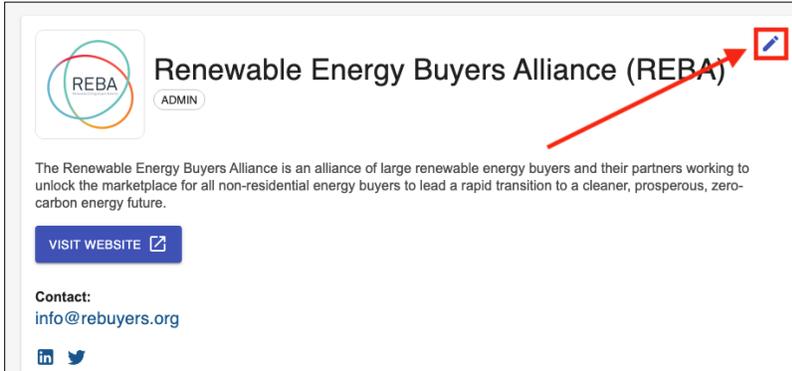


2. Edit your personal information on your profile by clicking the pencil icon at the top right of the personal info section.



## 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.



2. Add a location by clicking the “Add Location” box.

**Geographic Presence**

United States of America ✎ 🗑

**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

**Contact:**  
Mark Porter  
[mporter@rebuyers.org](mailto:mporter@rebuyers.org)

**Years in Location** 5  
**Staff in Location** 30

**Description:**  
For questions about REBA Communications, Media Engagement, or PR opportunities contact Monica Jaburg [mjaburg@rebuyers.org](mailto:mjaburg@rebuyers.org). For questions about Policy Advocacy contact Bryn Baker [bbaker@rebuyers.org](mailto:bbaker@rebuyers.org)

**ADD LOCATION**

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)

Country\*  
Australia

**Focuses (choose all that apply)\***

- Aggregation
- Energy efficiency

**Services (choose all that apply)\***

- Claim amplification
- Contract Negotiation
- Environmental Impact Assessment

**Contact\***

Bradley

Sheehan

[bradpsheehan@gmail.com](mailto:bradpsheehan@gmail.com)

Share Contact on Profile?

Yes  
 No

Years in Location\*

Staff in Location\*

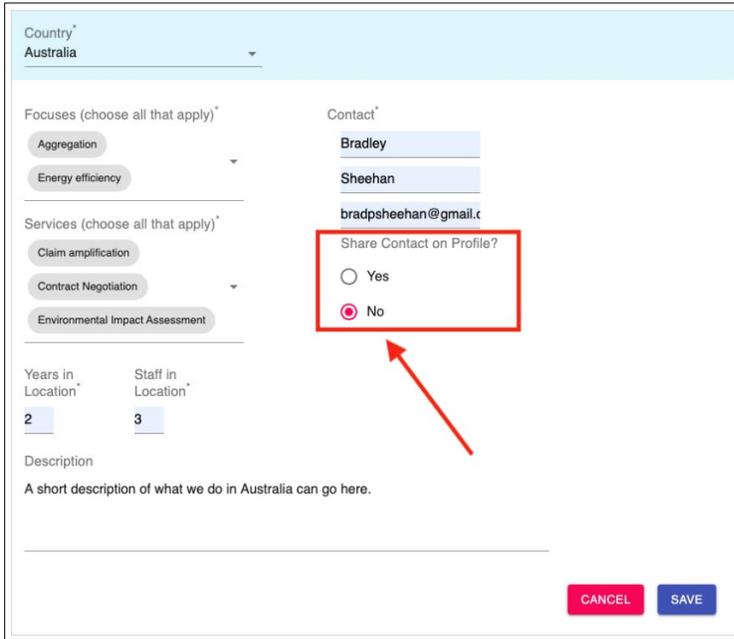
**Description**

A short description of what we do in Australia can go here.

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**CANCEL** **SAVE**

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.



## Search for buyers (buyers only) or NGOs

1. Go to “Opportunities” >> “International” to search for organizations

REBA Members, via the Member Portal main page:



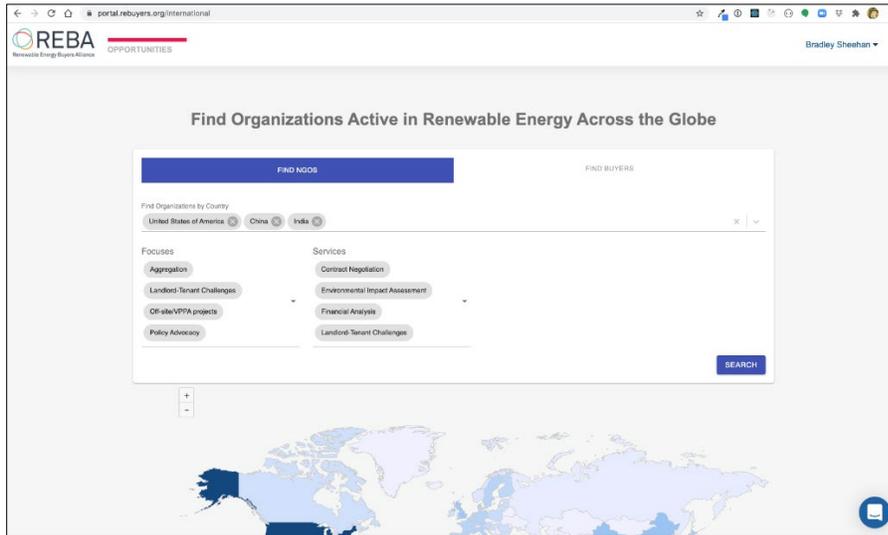
Or via the navigation toolbar at the top of your screen:



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



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.



## 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.

