
How to process the disclosure administrative fee

For organizations eligible to pay the CDP administrative fee



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Version Nr.	Revision Date	Released	Revision Summary
2.2	April 2020		Revised for 2020 disclosure year
2.3	July 2021	July 2021	Updated list of eligible countries
2.4	April 2022	April 2022	Information regarding new authorities, addition of fee for China, removal of fee for Russia/Belarus/Ukraine, references to the Help Center.
3.0	April 2023	April 2023	Updates for 2023, references to the changes in the admin fee structure for 2023 updated.
3.1	April 2023	April 2023	Minor edits to fee levels made.

Guidance on paying the disclosure administrative fee

The administrative fee

CDP is a not-for-profit organization and to deliver our services at the necessary global scale we require a small contribution towards our costs from both organizations and investors participating in our system. Please note, from 2023, we have restructured our admin fee levels to Foundation, Enhanced and Essential fee. For more information on the administrative fee, please see below and refer to our [admin fee FAQs](#).

The admin fee applies to:

1. Companies who received an **investor** request on behalf of capital market signatories and are responding to one or more of our investor requests on climate change, forests or water security; or
2. **Public authorities** responding to the Public Authorities Questionnaire

All self-selected organizations (i.e. those that have not been requested to respond to an investor request but have chosen to do so independently, irrespective of any customer/supply chain requests) are required to pay the administrative fee (unless exempt). For information on admin fee exemptions please visit the [admin fee FAQ page](#).

You can check if the fee applies to your organization when you sign in to the CDP dashboard to disclose. If it does apply, you will automatically be prompted to pay the fee by credit card or to request an invoice when submitting your response(s) through our Online Response System (ORS).

 For organizations based in **Latin America, India and China**, please contact your account manager or regional office to request an invoice/Fapiao (for China) to be raised. You can find the details of your account manager or regional office at the bottom of your dashboard when you [sign in](#).

Registering with CDP

If this is the first time you are disclosing via CDP, you will need to register for an account on the CDP website and to be added as a user for your organization. Please consult step one and two on the [How to disclose as a company](#) webpage for guidance on registering and getting started with CDP. Contact your account manager, regional CDP office or our support team via My Support in the [Help Center](#) if you have any issues registering and being linked to your organization.

Processing payment of the administrative fee

The response dashboard

After registering your account, you will need to [sign in](#) to your response dashboard. The main page on signing in is your response dashboard.

Before any questionnaires have been [activated](#), in the **Payment** block users will see:

- ▼ A greyed out *Enter payment details* button that cannot be used yet; and
- ▼ The message *'This year's administrative fee payment is due'...*

Payments

This year's administrative fee payment is due. You will need to raise an invoice or pay by credit card to be able to submit your questionnaire(s). For more information on the administrative fee, please click [here](#).

Enter payment details >>

After a questionnaire has been [activated](#) and a Main User has been confirmed, different types of users will see different messages.

Main Users only (the first person to activate a questionnaire) will see:

- ▶ A red, usable *Enter payment details* button; and
- ▶ The message 'This year's payment is due'; and
- ▶ A link to *View Account*.

Payments

This year's administrative fee payment is due. You will need to raise an invoice or pay by credit card to be able to submit your questionnaire(s). For more information on the administrative fee, please click [here](#).

[View Account](#) Enter payment details >>

Other or Invited Users will see:

- ▶ This year's payment is due.

Note: only the Main User can pay the admin fee.

The ORS submission page

After activating a questionnaire, you can complete the questions, however you will not be able to submit your response until you have made a payment. When you reach the "Submit your response" page you will have a message informing that your administration fee is outstanding.

CDP Climate Change Questionnaire 2023

State: Draft - no submission

Save Share Import Answers Export Response Audit log

Questions answered 1 / 59

Navigation < Previous > Next >

Submit your response

Before you submit, please check the pre-submission checklist in [Using CDP's Disclosure Platform - Companies](#) guide.

Your administrative fee is still outstanding. In order to submit information to investors, please follow [this link](#) or contact your regional office to arrange payment.

You can click on **"this link"** to go to your payments page, which will direct you to the payments section of your account.

On your **account page**, you can click through to **Enter payment details** here or return to this page from your dashboard at a later date.

Invoice	Amount	Date	Paid	Invoice
Not Paid	Not Selected	Due 26.07.2023	<input type="checkbox"/>	Enter payment details ▶

A response to a questionnaire has been made which requires payment of an administration fee.

Show 5 10 20 All

After completing your payment (see for guidance below) the message on your submission page will disappear and the **Submit** button will appear.

You will then be able to submit (if you are the Main User). We recommend you refresh your browser page after making the payment, to see the changes reflected in the **Online Response System (ORS)**.

Save Share **Submit** Import Answers Export Response Audit log

Questions answered 2 / 59

Navigation

Submit your response

Before you submit, please check the pre-submission checklist in [Using CDP's Disclosure Platform - Companies](#) guide.

* In which language are you submitting your response?

English

Please confirm how your response should be handled by CDP

* I understand that my response will be shared with all requesting stakeholders Yes

* Response permission Public Non-public

Making the payment

The following instructions apply to Main Users only. Other Users will not see the payment functions. If you need to change the Main User you can do this under the *Users* section on your dashboard.

Step 1: Enter payment details

To start the payment process, click the **Enter payment details** button in the *Payments* block of your dashboard. This can be found in two places:

- Under the *Users* block on your dashboard;

▾ Users
 ▾ Payments

This year's administrative fee payment is due. You will need to raise an invoice or pay by credit card to be able to submit your questionnaire(s). For more information on the administrative fee, please click [here](#).

[View Account](#) [Enter payment details](#) ▶▶

- ▾ Or, in the **Payments** block on your account page. You can access this via **My account** in the drop-down from your initials icon, the **“View Account”** link on the dashboard or via “this link” in the submission page of your questionnaire).

^ Payments

Invoice	Amount	Date	Paid	Invoice
Not Paid	Not Selected	Due 26.07.2023	<input type="checkbox"/>	Enter payment details ▶▶ A response to a questionnaire has been made which requires payment of an administration fee.

Show [5](#) [10](#) [20](#) [All](#)

Step 2: Select your choice of fee

The next page is the *Your choice of fee* page. This is where you will have the option to select one of the following fees, depending on your HQ country.

For companies, there are two fee options:

- ▾ The *Foundation* level fee
- ▾ The *Enhanced* level fee

Companies outside of North America, the UK, Western Europe, South Korea, Southeast Asia, Taiwan (China), Hong Kong (China), Australia, and New Zealand, may also be eligible to pay the Essential level fee. Further information on the fee levels can be found [here](#).

Click **Select** under the level of fee that you'd like to pay, which will direct you to the *Make payment* page.

Your choice of fee (excl. VAT)

For over 15 years, CDP has worked to help companies and cities assess their environmental impact and take urgent action to build a truly sustainable economy.

As a not-for-profit organization we rely on funding from a range of sources including philanthropic and government grants, sponsorships and fees for services. To deliver our services at the necessary global scale, we require a small contribution towards our costs from those participating in our system. Fees are payable once annually regardless of how many questionnaires (climate change, forests and water security) or authorities/stakeholders a company responds. More information on the admin fee can be found on our FAQ page.

<p>This covers the full cost of CDP disclosure and includes extra benefits</p> <hr/> <p>Foundation</p> <p>Benefits</p> <ul style="list-style-type: none">Report through CDP platformUse CDP suite of tools (reporting frameworks and guidance)Communications opportunities resulting from disclosing through CDPPre-paid entry / priority registration to one regional CDP event <hr/> <p>Administrative fee €2,675.00</p> <p>Select >></p>	<p>This covers the full cost of CDP disclosure, an additional contribution, and extra benefits</p> <hr/> <p>Enhanced</p> <p>Benefits</p> <ul style="list-style-type: none">Foundation contribution benefitsPre-paid/priority registration for 2 people and company recognition at regional CDP events'CDP Supporter' badge for use in your company's external communicationsYour company's name listed as a CDP Supporter on CDP's websiteQuote from CDP Director for use in your sustainability communicationsIncreased access to 100 company responses of your choiceA detailed CDP Benchmarking Report to compare your company with 10 peer companies of your choiceIf applicable, free 1-hour consultation with relevant CDP accredited solutions providerScreening of your top 50 suppliers to understand environmental action in your supply chain <hr/> <p>Administrative fee €6,480.00</p> <p>Select >> </p>
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Step 3: Choose your payment method

Once you've selected your payment fee, you will be taken to the *Make payment* page where you will need to complete various details, some of which you can edit (compulsory fields are marked with an asterisk), and some of which will be prepopulated. You can then select to pay by invoice or card.

Make Payment

How to pay

Payments can be made at any point in the response process. CDP prefers payments by credit card.

You may also select to be invoiced if a credit card payment is not possible.

Currency

EUR

Enhanced

€6,480.00

Total

€6,480.00

Donation

0.00

Total to pay

€6,480.00

Billing details

Your first name *



Your last name *



Billing company name *



Billing address *



Billing city



Billing state/province

Billing postcode/zipcode *



Billing country/area *

Select a country/area



Billing email



Enter an email address here and we will send them the invoice, as well as you

Purchase order number (The character limit for this field is 100 characters)



I acknowledge that I am authorised to make this payment, and accept the [terms for responding](#)

Pay by invoice

Pay by Card



The fields to complete include:

- ▼ **Currency:** the correct currency will be prepopulated
- ▼ **Selected fee level:** the correct amount selected for your administrative fee will be prepopulated
- ▼ **VAT:** if VAT applies to your organization this will be visible and prepopulated at the correct rate
- ▼ **Total:** the total for your administrative fee (including VAT if applicable)
- ▼ **Donation:** you can make a voluntary donation to CDP here
- ▼ **Total to pay:** the total for your administrative fee, VAT if applicable, plus any voluntary donation
- ▼ **Your first name and your last name:** this may be prepopulated; but this field is editable
- ▼ **Billing company name:** this may be prepopulated, but this field is editable
- ▼ **Billing address:** this may be prepopulated, but you can edit these fields – please provide a full address in this field as this will be used to process your payment
- ▼ **Billing postcode/zipcode:** this may be prepopulated, but this field is editable
- ▼ **Billing country/area:** select the billing country in this field. **(Note: please do not select East Asia as a country in this field as this option is not applicable to companies. Instead choose the most precise location possible when populating this field.)**
- ▼ **Billing email:** an invoice will be sent to your email address, @you can use this field to have an additional email address receive the invoice to
- ▼ **Purchase order number:** if your organization wishes to raise an internal purchase order number for this payment, please enter it here
- ▼ **Your VAT number:** if VAT applies to your organization this field is visible. Please enter a VAT number

On the **Make payment** page you should:

1. Review and complete the details as necessary. Note that you can add an additional email address at 'Billing email' so that another person can receive the invoice (you will receive it automatically)
2. Read the terms of responding and tick the box

Then select to either:

- ▼ **Pay by card** to make immediate payment by card or;
- ▼ **Pay by invoice** to request an invoice for payment by other means.

Clicking either of the 'Pay by...' buttons takes you to the 'Processing' page. The 'Processing' page is a summary of the details you have entered on the 'Make payment' page for you to review. If you wish to edit any of the details, click 'Edit details' to return to the 'Make payment' page. Do not use the browser buttons to navigate during payment.

If you are ready to continue with payment click the **Make Payment** button.

Processing

Your details

Administration Fee	€6,480.00	Billing address
Donation	€0.00	Your Name
Total to pay	€6,480.00	Your Company
		Your Company Address
		AB1 2CD
		France
		Billing email
		yourname@yourcompany.net

[Edit details](#) **Make Payment** >>

i Did you know? After the process, you can also access your invoice via the payment block on your Account page by clicking the PDF icon. The 'Paid' box will be ticked immediately if you paid by card (if applicable), or later when you pay your invoice.

Payments				
Invoice	Amount	Date	Paid	Invoice
73420-04903- DiscloserWeb	€6,480.00	17.04.2023	<input type="checkbox"/>	 Pay by card >>

Step 4: Make your payment

If you chose to make payment by card:

Clicking the 'Make payment' button directs you to a page where you can enter your card details.

Payment Details

Card Number   

Expiry

Security Code ?

Cardholder Name

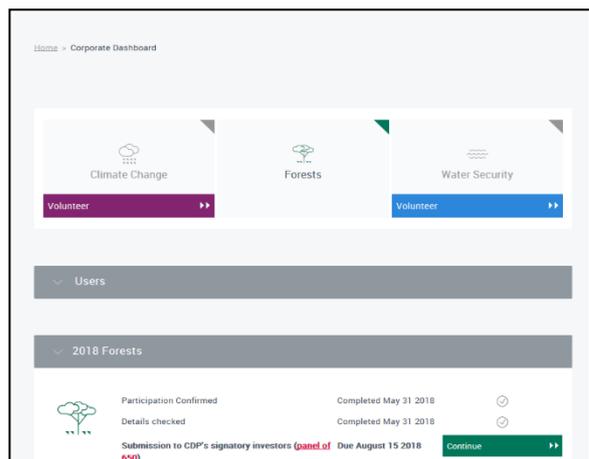


After clicking *Pay Now* you will be redirected to your response dashboard where you will see a red banner indicating successful payment. You, plus the contact you added at *Billing email* (if applicable) will receive an email confirming that you have successfully completed your payment.



If you chose to request an invoice:

Clicking the *Make payment* button submits your request and you will be redirected to your response dashboard.



You will see the following red banner, and the message above (which will also appears for card payments). You, plus the contact you added at *Billing email* (if applicable) will receive a confirmation email that will have your **invoice to be paid** attached.



In both cases, you will now be able to submit your questionnaire(s).

Submitting your response

Now that you have either paid your administrative fee or requested an invoice to be paid, the **Submit** button on the **ORS** will be available to you (if you are the Main User for all applicable questionnaires).

The screenshot shows the 'Submit your response' section of the Online Response System (ORS). At the top, there is a navigation bar with buttons for 'Save', 'Share', 'Submit' (highlighted with an orange box), 'Import Answers', 'Export Response', and 'Audit log'. Below this, a progress indicator shows 'Questions answered 2 / 59'. The main heading is 'Submit your response', followed by a note: 'Before you submit, please check the pre-submission checklist in [Using CDP's Disclosure Platform - Companies](#) guide.' The first question is 'In which language are you submitting your response?' with a dropdown menu set to 'English'. Below this, there are two confirmation checkboxes: 'I understand that my response will be shared with all requesting stakeholders' (checked) and 'Response permission' (set to 'Public'). At the bottom, there are submission options: 'Yes' (checked) and 'Non-public' (unchecked).

If your organization has been requested to respond to multiple CDP questionnaires, they will be listed separately on your dashboard and your responses to them must be submitted separately. From 2022, if you have been requested to disclose to multiple authorities, you will only be able respond to them all or none.

For more on this please see our guide to [using CDP's disclosure platform](#).

i Only a **Main User (the first person to activate a questionnaire)** can process payment of the administrative fee. Other users will not see all the payment functions.

Getting help

Find [more information about the administrative fee](#) on our website. You can also read the [administrative fee terms and conditions](#) (also found on the payment page accessed via your corporate dashboard), and you can contact your account manager.

For more information on the CDP programs and for further guidance, please see the general [FAQs](#) for companies and [guidance for companies](#) on our website. For the complete guide on how to use our platform and the Online Response System (ORS), please see our guide on [using CDP's Online Disclosure Platform](#).

If you have any technical problems in accessing or using the disclosure platform or with completing your payment, please contact your account manager, regional office or our support team via My Support in the [Help Center](#). You will need to be signed in.

If you have a query specifically relating to your administrative fee payment and once you are signed in, contact our support team via **My Support**. When completing your query, select 'Account and Access' as the category and 'Admin fees and other payment queries' as the sub-category of your query.