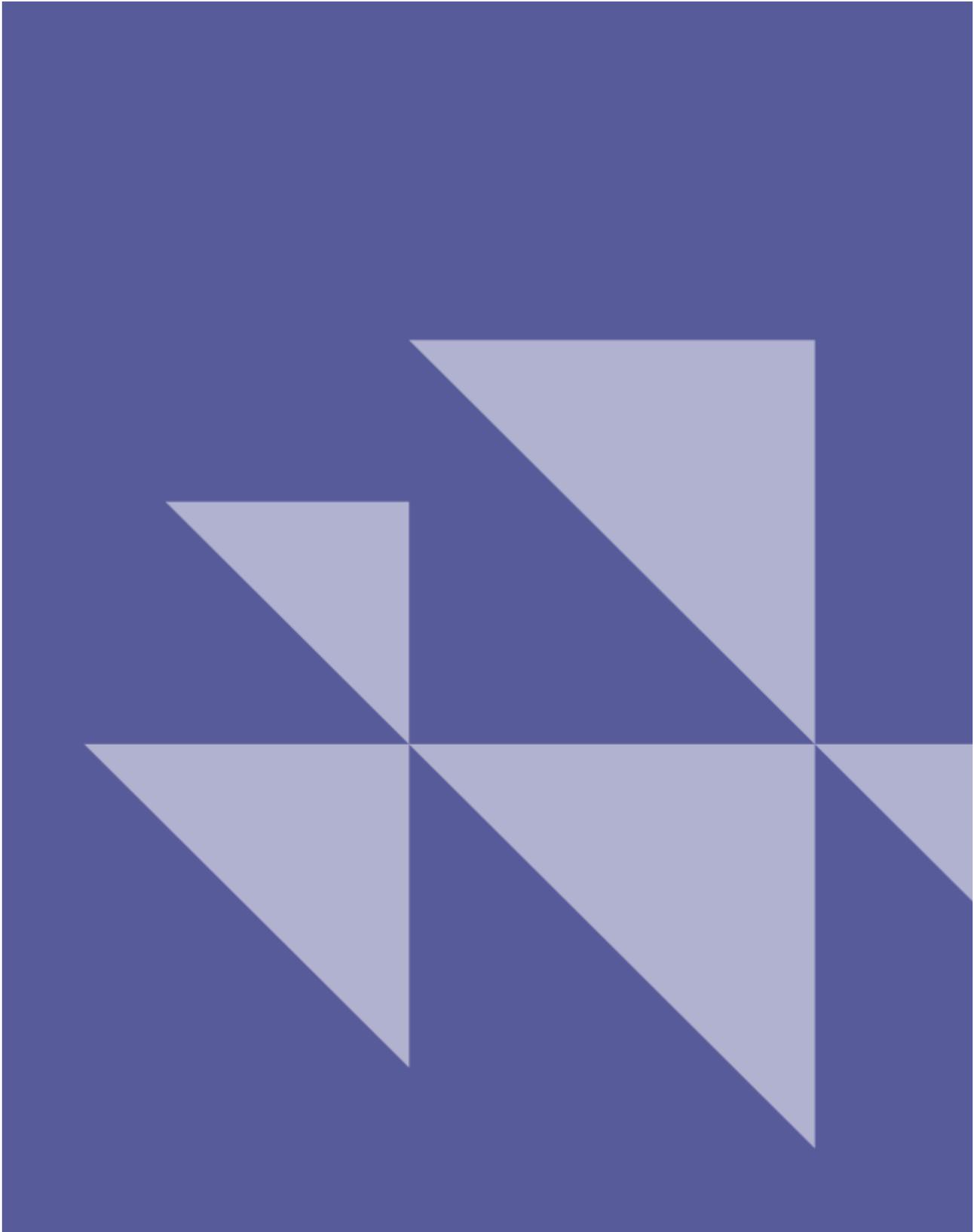


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## Using CDP's Disclosure Platform – States and Regions

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## Version Control

Version Nr.	Revision Date	Released	Revision Summary
3.0	March 2021	March 2021	Updates for 2021
3.1	March 2021	March 2021	Note on accessing guidance from the ORS.
3.2	December 2021	December 2021	URLs updated
4.0	February 2022	March 2022	New authority requests added (pages 7 & 53), updates to the import/export process, references to and guidance on how to use the Help Center (page 54).
5.0	February - March 2023	March 2023	Updates for 2023, copy forward functionality (page 24), cultural settings (pages 26-27), references to useful Help Center articles.

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# Guide to using the disclosure platform

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## Introduction

States and regions are asked to respond to information requests using CDP's disclosure platform. The disclosure platform consists of the states and regions **dashboard** and the **Online Response System (ORS)**:

- 1) The **dashboard** is a portal containing information regarding the states and regions questionnaire, the authorities you are being requested to respond to, your user account page, the [Guidance tool](#) and other resources.
- 2) The **ORS** is where you input information into your questionnaire and submit your response.

This platform guidance document contains comprehensive instructions on how to navigate your CDP dashboard and how to use and disclose via our Online Response System. If you require further support or guidance, please refer to the next section on Troubleshooting and using our Help Center for further support.

## Troubleshooting & using Help Center support

If you are experiencing difficulties using the platform (i.e. error messages on the website), we advise you to follow these steps before contacting CDP:

1. **Sign out** of the ORS and the CDP website
2. **Refresh** your browser and try signing in again to your CDP account again
3. **Whitelist/allow** the following email domains to be accessed by your browser or organization: **cdp.net**; **cdpidentity.okta.com** and **cdp.credit360.com**
4. **Sign in** again using one of the recommended browsers: Google Chrome, Microsoft Edge, Apple Safari or Mozilla Firefox

Please note, we recommend you clear your cache only if you have been advised by CDP or if you're having issues with loading your questionnaire.

If you are still experiencing issues, please visit our [Help Center](#), where you can browse our knowledge articles created to support your disclosure with CDP. You can search for the information you need via the search bar or by clicking on the Knowledge Base and browsing by categories. For example, you may find the following articles useful:

- [Troubleshooting ORS/questionnaire loading issues](#)
- [How to clear your browser cache](#)
- [Questionnaire guidance for cities, states and regions](#)
- [Activate your questionnaire as a state and region](#)

If you have not found what you are looking for, please contact us via My Support. Please note, you will need to be [signed in](#) to access My Support. Once you are signed in, please return to the Help Center via the link at the top of the page. When contacting us regarding a platform issue, please provide us with:

- **details of the actions** you are taking
- **screenshots** of any error messages.

Please see [Appendix III](#) on how to use our Help Center.

Alternatively, you can contact your regional CDP office, details of which you can find at the bottom of your [dashboard](#).

# The basics

## Register, confirm and sign in

At the start of each disclosure year CDP sends an invitation email to nominated contacts associated to your state or region with relevant information and an activation link.

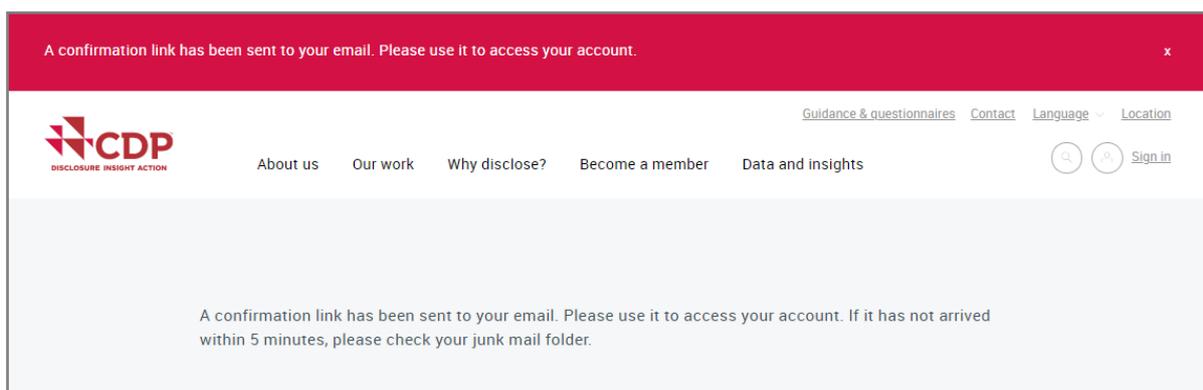
- ▾ If this is the first time you have used CDP, either because it is the first time your state or region is participating, or the first time you are responsible for supplying information on behalf of your state or region, the **activation link will take you to the [registration page](#)** (where you create your password).
- ▾ If you responded to a CDP program in a previous year, or you have [registered via the website](#) independently, you will be in our database and the **activation link will take you to the [sign in page](#)** (where you can sign in using your existing password).

**Note:** the platform and Online Response System (ORS) for states and regions is set up in English, Spanish and Portuguese. Please see the section on [changing languages](#) for more guidance.

If you are using the activation link to register for the first time, create a password, complete the captcha, confirm you have read the terms & conditions/privacy policy and click 'Register'. Your email address, organization, and name will be prepopulated:

The screenshot shows the CDP registration page. At the top left is the CDP logo with the tagline 'DISCLOSURE INSIGHT ACTION'. The top navigation bar includes links for 'Guidance & questionnaires', 'Contact', 'Language', and 'Location'. Below this is a secondary navigation bar with 'About us', 'Our work', 'Why disclose?', 'Become a member', and 'Data and insights'. On the right side of the navigation bar are search, user profile, and 'Sign in' icons. The main content area is titled 'Welcome' and contains a paragraph explaining the benefits of CDP data. Below this is a link for 'Already a CDP user? Login'. The registration form fields are: 'Your email' (pre-filled with 'youremail@cdptest.cdptest'), 'Your State or Region', 'Your' (organization), 'Name Here', 'New password' (with a 'Show' toggle), 'Confirm password' (with a 'Show' toggle), and a CAPTCHA section with the instruction 'Type the letters you see:' and a box containing the letters 'NNI L'. At the bottom of the form is a checkbox for 'Registering confirms you agree to CDP's Terms & Conditions and have read and understood CDP's Privacy Policy' and a 'Register' button.

After creating your password and clicking 'Register', you will be redirected to the screen shown below. Next, you must complete your registration using the confirmation link emailed to the address you provided in the registration screen. **Please remember to check your junk mail.**



If you have not received the confirmation after 30 minutes, please use the [Resend registration or confirmation link](#), also found on the [sign in page](#).

Clicking the confirmation link in the email will redirect you to the sign in page on the CDP website where you will see a red notification banner. You can now sign in using the password you just created.



After registering you can go to your dashboard via [https://www.cdp.net/en/users/sign\\_in](https://www.cdp.net/en/users/sign_in), or go to [www.cdp.net](http://www.cdp.net) and click on 'Sign in' on the top right-hand corner of the screen.

 Contact your regional CDP office or our support team via My Support in the [Help Center](#) if you have problems registering, signing in or if you have not received the invitation email. See [Appendix III](#) for guidance on using the Help Center.

Type your email address and password manually. Do not copy and paste your email address or password into the fields as spaces may be copied in as well which will mean your details are not recognized.

## Authority requests

All states and regions respond to CDP's States and Regions questionnaire.

In addition to this, from 2023 states and regions can also be requested to respond by the following additional authorities:

- ▼ Under2 Coalition
- ▼ RegionsAdapt
- ▼ Race to Zero
- ▼ Race to Resilience
- ▼ CDP Investor (for North American responders only)

If your state or region has signed up to any of these initiatives, these will appear as requests on your states and regions dashboard when you [sign in](#). For more information on each authority or project, please see [Appendix II](#).

# Your states and regions dashboard

After signing in, you will see the main page of your account, or your States and Regions dashboard, as shown below. Scroll down or use the *Jump to* navigation bar to navigate to the different sections of your dashboard. The dashboard contains various features shown below.



[Help Center](#) | [Guidance & questionnaires](#) | [Contact](#) | [Language](#) | [Location](#) | [Account menu](#)

[About us](#) | [Our work](#) | [Why disclose?](#) | [Become a member](#) | [Data and insights](#)

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Home > States and Regions Dashboard

## Welcome to CDP's States and Regions Dashboard

**Our work with state and regional governments**

CDP and Climate Group are united in their firm belief in the vital role that state and regional governments play in driving climate action and delivering sustainable economies that avoid dangerous climate change and support the transition to a net zero emissions world. In 2022, 108 states and regional governments, representing 543 million people, disclosed their climate data through CDP and are part of a global movement driving the transition to a low carbon and resilient economy.

By choosing to disclose this year, your government can benefit from:

- **Demonstrating transparency and accountability:** By publicly reporting your environmental data, you can monitor your progress, display your commitment to tackle the climate crisis, identify opportunities to become an attractive and competitive area for economic development and investment.
- **Accessing actionable insights and knowledge-sharing:** CDP facilitates the exchange of best practices between states and regions and all of our stakeholders including cities, investors and companies, through regional and global events, case studies and reports. All States and Regions data is shared to the [Open Data Portal](#). This is a valuable resource where you can view the actions of other cities, states and regions and benchmark your progress over time against your peers.
- **Joining our networks:** CDP is the global reporting platform for [Climate Group](#), [Regions4](#), [the Race to Resilience](#) and [Race to Zero](#). [The Under2 Coalition](#) unites state and regional governments on crucial climate issues and provides access to government knowledge and expertise as well as the latest initiatives that drive action at a local level.
- **Showcasing your ambition:** Present your plans, targets and progress through CDP's data partner. Public data is used by the [UNFCCC Global Climate Action Portal](#) (GCAP), which recognizes climate actions and commitments undertaken by actors from around the globe.
- **Learning from your peers:** Access tailored webinars, case studies, policy groups, and international climate events through the work of the [Under2 Coalition](#).

**About your dashboard**

This is where you can access your questionnaire, download guidance documents and learn about upcoming events.

**Useful tips for using the Online Response System (ORS)**

The automatic save function can operate slower than usual at times of high traffic, and we recommend that you also periodically click "Save" at the top of the page to ensure your answers are saved properly. **Please take extra care to ensure your selections on the "Submit your response" page have saved before clicking "Submit".**

**Jump to...** 2

- Users
- Questionnaires
- Analytics & Insight
- The Climate Group
- Regions4 Info
- Race to Zero / Race to Resilience
- Announcements
- Webinars
- Resources
- Search

3

▾
Users

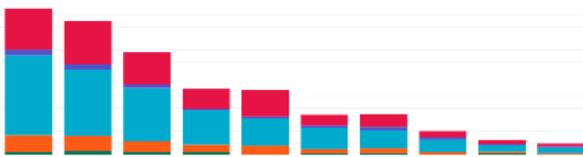
4

▾
CDP States and Regions 2023

	Confirm Participation	Completed March 9 2023	✔
	Activate My Questionnaire	Completed March 9 2023	✔
	Submission to CDP States and Regions, Race to Zero - States and Regions, Regions4, The Climate Group	Completed March 10 2023	✔

5

▾
Analytics & Insight



**Sub-national Climate Analytics Navigator**  
Explore data from over 120 states and regions and compare your climate efforts against your peers. Click below to learn more.

[Click here to explore](#)

6

▾
The Climate Group



Climate Group is the Secretariat to the Under2 Coalition, which is the largest global network of states, regions, provinces and other subnational governments committed to achieving net zero emissions by 2050 at the latest. It is made up of more than 270 governments which represent over 1.75 billion people and 50% of the global economy. The Under2 Coalition is a partner to the Race to Zero and supports individual states, regions, provinces, prefectures and other subnational actors to join Race to Zero. [Learn more about Climate Group.](#)

Data supports much of the programmatic and project work of Under2 Coalition, particularly opacity building projects which support the members with their decarbonisation efforts and net zero goals.

Members have the opportunity to amplify and communicate their work to important stakeholders at high level climate action events such as Climate Week NYC and COP.

## Regions4 Info



Regions4 is a global network that solely represents regional governments (states, regions, and provinces) before UN processes, European Union initiatives and global discussions in the fields of climate change, biodiversity and sustainable development. Regions4 was established in 2002 at the World Summit in Johannesburg and currently represents over 40 members from 20 countries in 4 continents. Through advocacy, cooperation and capacity building, Regions4 empowers regional governments to accelerate global action. [Learn more about Regions4.](#)

### About RegionsAdapt

RegionsAdapt mobilizes ambition and action on climate adaptation by facilitating access to the latest innovations, tools, and best practices at regional level. Through knowledge exchange, capacity building, advocacy, monitoring, and reporting, RegionsAdapt catalyzes innovation on adaptation, fosters cooperation, and supports regional governments to improve their resilience. Driven by the governments of Rio de Janeiro and Catalonia, RegionsAdapt was launched at COP 21 in Paris. RegionsAdapt, a proud partner of the [UNFCCC Race to Resilience](#), is the global initiative engaging subnational governments (states, regions and provinces) in the global effort of raising ambition in adaptation to tackle climate change. Regions4 coordinates this initiative that encompasses more than 75 signatory regions from five continents— impacting over 300 million citizens. For more information on this project, please visit: [www.regions4.org/project/regions-adapt/](http://www.regions4.org/project/regions-adapt/)

## Race to Zero / Race to Resilience



### Race to Zero / Race to Resilience

RegionsAdapt mobilizes ambition and action on climate adaptation by facilitating access to the latest innovations, tools, and best practices at regional level. Through knowledge exchange, capacity building, advocacy, monitoring, and reporting, RegionsAdapt catalyzes innovation on adaptation, fosters cooperation, and supports regional governments to improve their resilience. Driven by the governments of Rio de Janeiro and Catalonia, RegionsAdapt was launched at COP 21 in Paris. RegionsAdapt, a proud partner of the [UNFCCC Race to Resilience](#), is the global initiative engaging subnational governments (states, regions and provinces) in the global effort of raising ambition in adaptation to tackle climate change. Regions4 coordinates this initiative that encompasses more than 75 signatory regions from five continents— impacting over 300 million citizens. For more information on this project and to join the Race to Resilience, please visit: [www.regions4.org/project/regions-adapt/](http://www.regions4.org/project/regions-adapt/)

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## Announcements



### Our reporting platform is now closed

CDP's reporting platform is now closed for submissions to the States and Regions 2022 questionnaire. Information about the 2023 reporting cycle will be available in due course. Please visit the [CDP Help Center](#) if you have any questions.

[Show more](#)

8

## Webinars

April 4

Visit our States and Regions events page to find out more about our webinar  
[Webinar](#)

April 22

Introduction to the States and Regions 2021 disclosure  
[Webinar](#)

9

## Resources

CDP States and Regions Disclosure Platform Guidance

[Download](#)

CDP States and Regions 2023 Reporting Guidance

[Download](#)

Upcoming events and webinar 2023

[Download](#)

Guidance Note on the TCFD Recommendations for City, State, and

[Download](#)

CDP States and Regions 2023 Questionnaire

[Download](#)

## Search for Responses

10

Search for a city or company name



Search



11

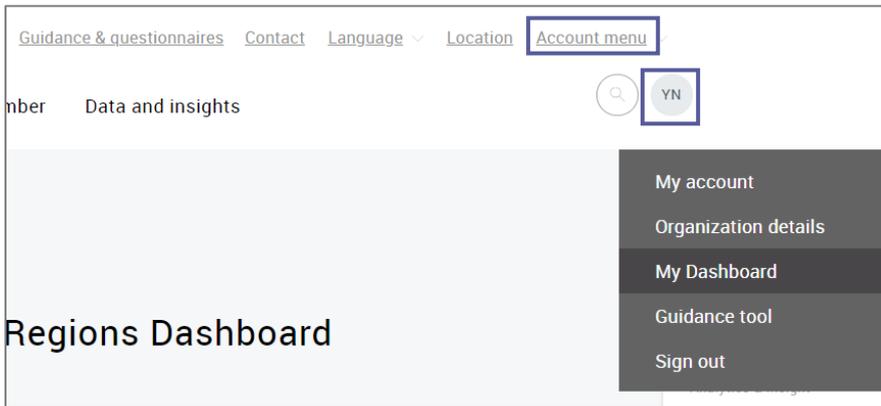
Still need help?

Find answers or contact our support team on our Help Center

Visit the [CDP Help Center](#)

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1. **Initials icon and account menu:** clicking either the initials icon or 'Account menu' displays the menu to navigate between:
  - ▼ My account
  - ▼ My dashboard
  - ▼ Guidance tool,
  - ▼ Organization details (main users only)
  - ▼ Sign out



2. **Jump to... menu:** use this to navigate to different sections of the dashboard. Please note, that this may not be visible at certain screen sizes and screen resolutions.
3. **Users:** displays all users associated to the current questionnaire and indicates your permissions regarding the current questionnaire. See the '[User types](#)' section for information on user permissions.
4. **CDP States and Regions 2023:** displays the authorities/partners that you will be responding to, provides access to the Online Reporting System (ORS), displays the deadline and status of your response, and provides links to further guidance. See [Appendix II](#) for more information of all partners and initiatives for states and regions.
5. **Analytics & Insight:** directs you to an interactive tool based on self-reported public data of responses to CDP's States and Regions questionnaire. This allows you to benchmark on climate change data points and track your region's progress.
6. **Authority information blocks:** displays information regarding the authorities you are responding to other than to the CDP States and Regions questionnaire.
7. **Announcements:** provides important news and updates related to CDP and CDP initiatives.
8. **Webinars:** find out about webinars related to CDP.
9. **Resources:** access additional guidance and support documents.
10. **Search for Responses:** search participation history for your, or other state and/or region.
11. **Need help?:** button takes you to the section which displays contact details of your regional CDP office and a link to the Help Center to contact if you have any queries.
12. **Help Center:** link to our new [Help Center](#), where you can search through knowledge articles or contact our support team via My Support.

## Changing languages

The platform and Online Response System (ORS) for states and regions is available in English, Spanish and Portuguese. You can change the language that you see in your dashboard and the Online Reporting System (ORS) from your dashboard using the 'Language' drop-down. For the change to be displayed in the ORS, sign out of the ORS and enter it again from the dashboard.



You can continue to answer your questionnaire in English even if you are viewing the questionnaire in another language.

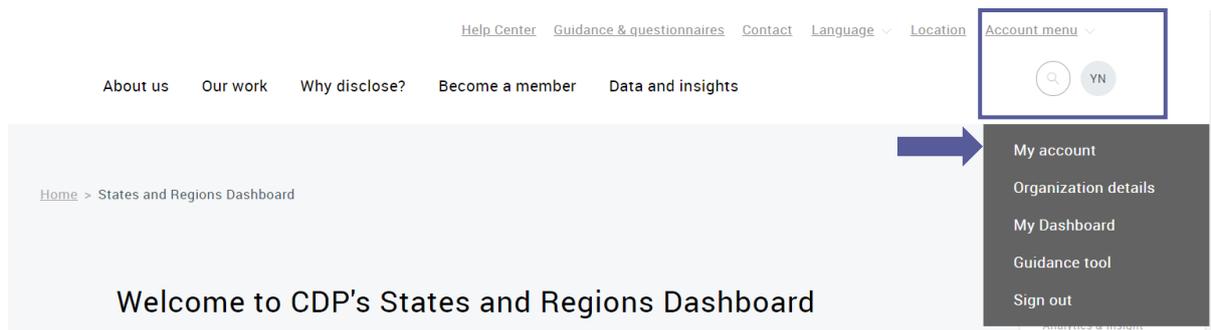
**Note:** you can also adjust the display of dates, decimal places and thousand separators through *Cultural Settings*. Please refer to the section on [Changing your cultural settings](#) for more guidance on this.

## My Account

This page allows you to review your personal details and change your password.

Open your account page from the drop-down menu shown when you click on:

- Account menu
- Your initials icon



^ Details

First name \*

Last name \*

Email ?

Organization ?

Business Phone

Job title

Your cultural settings [Help](#)

Preferred email language ?

[Update details](#) →

^ Password

Current password   Show

New password   Show

Password Confirmation   Show

[Update password](#) →

### Your details

On the My Account page you can edit the following details:

- ▾ First name
- ▾ Last name
- ▾ Business phone
- ▾ Job title
- ▾ [Your cultural settings](#)
- ▾ Preferred email language (Please note that we cannot guarantee that our communications will be sent in your preferred language.)

To edit any of these fields, make your changes and then click *Update details*.

On the My Account page you can view the following details:

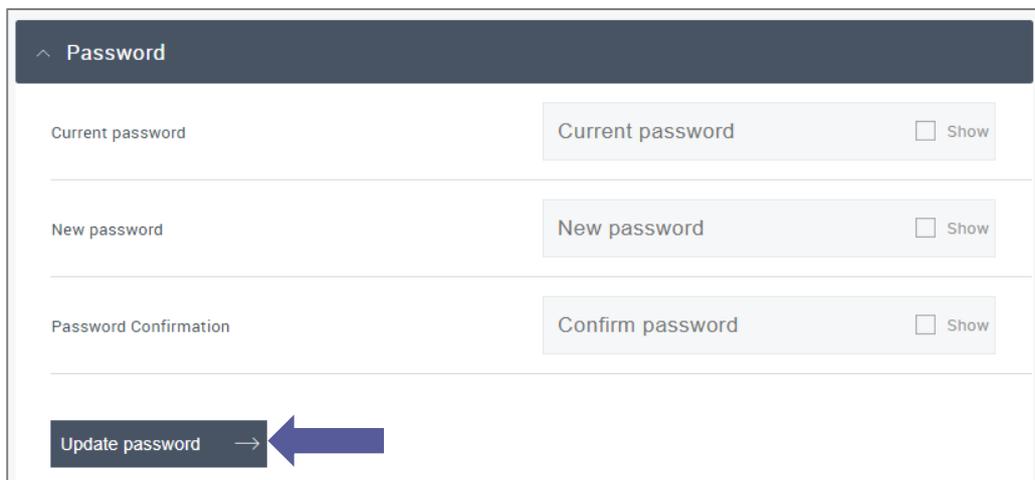
- ▼ Email
- ▼ Organization

To update these fields please contact your regional CDP office or contact us via My Support in the [Help Center](#).

### **Changing your password**

On the My Account page, you can change your password.

You must provide your current password, your new password, and confirm your new password before clicking 'Update password'.



After clicking "Update password" you will see a confirmation banner and will be redirected to the CDP's main website page:



Use the menu to return to your preferred page, e.g. My Dashboard page (where you can access the questionnaire).

 There is also a ['Forgotten your password?'](#) link on the [sign in page](#).

### **Organization details (main users only)**

This page allows you to check the information that we have about your organization.

If you are the main user, open the organization details page from the drop-down menu shown when you click on:

- ▼ Account menu
- ▼ Your initials icon



- My account
- Organization details
- My Dashboard
- Guidance tool
- Sign out

Home > [States and Regions Dashboard](#)

### Check organization details

Before getting started on the questionnaire, please check the information that we have about your organization. Please note that changes you make here will update the general information that CDP holds about you and your organization.

On the organization details page, you can edit the following details:

- ▾ Your organization’s website address
- ▾ Your organization’s Twitter name
- ▾ Your organization’s Mayor, Governor, or equivalent legal representative authority – their name, job title and email address
- ▾ Your organization’s addresses: See [editing your organization’s addresses](#)

Remember to click “Save” when you make any changes to your details or addresses.

After clicking “Save” you will see a confirmation banner and will be redirected to your dashboard:



### ***Editing your organization’s addresses***

You can add, edit, and remove your organization’s addresses on the organization details page. You can have a maximum of 2 saved address.

- ▼ Deleting a saved address: Click 'Remove address'
- ▼ Changing a saved address: Click 'Edit'
- ▼ Adding a new address:
  1. Click 'Add new address'.
  2. Fill in all the fields. Fields marked with an asterisk are mandatory.
  3. Click 'Update'. You must do this before trying to save.

Remember to click "Save" when you make any changes to your addresses.

## User types

There are three user types, each with different permissions. The listed contacts will not automatically be those user types the following year(s). There is no limit to the number of users that can be added to your account.

You can check which contacts at your organization have which user types by expanding the 'Users' block on the response dashboard:

The screenshot shows a 'Users' management interface. On the left, a box labeled 'Listed contacts' has arrows pointing to the user list. The user list has three entries: 'Main User' (Test User 1), 'Contributor' (Test User 2), and 'View Only' (Test User 3). A box labeled 'Main User functions only' has arrows pointing to the 'Change to View Only', 'Make Main User', and 'Remove User' actions for the Contributor user. At the bottom of the user list is an 'Add New User' button.

### ▼ **Main User:**

The Main User is responsible for your organization's response(s). **There can only be one Main User per organization and year.** The Main User can:

- ▼ access the response(s) in the ORS
- ▼ enter, edit and save data
- ▼ [generate and share a 'read only' link](#)
- ▼ **submit** the questionnaires (the only user with this permission)

**i** Please note that the **Main User** for a questionnaire must always be a representative of that organization and should **not** be a consultant. Consultants can be contributors.

The Main User controls user access rights to the ORS on behalf of the organization via the user block. If you are the Main User, you can [add](#) or remove contacts for the current year. You can also change the roles of registered users and nominate a new Main User.

**Please note** added contacts should be from your own organization or an authorized representative.

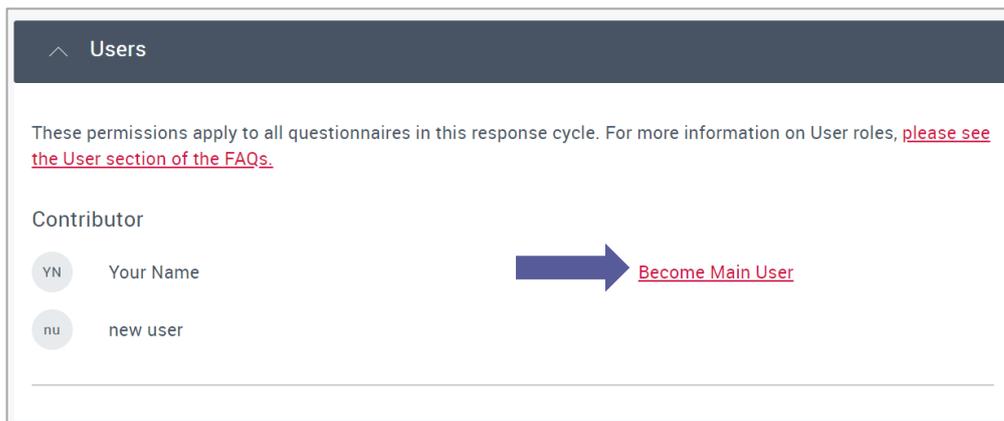
As the Main User, your contact details (name and email) may be stored in CDP's systems for record management.

**i** To become the Main User for your state or region, please follow the steps outlined in ['Activating your questionnaire'](#).

### Changing the Main User

If you are the current Main User, go to the Users section of your dashboard and select 'Make Main User' to nominate a contributor to become the Main User. They will receive an email notification with instructions to follow and your role will change to contributor.

If the questionnaire has been activated and there is not a current Main User, contributors can click 'Become Main User' in the users block. You will then be requested to complete a confirmation screen.



If the current Main User has left the organization contact us via My Support in the Help Center for the role to be reset.

#### ▼ **Contributor(s):**

Contributors can:

- ▼ access the response(s) in the ORS
- ▼ enter, edit and save data
- ▼ [generate and share a 'read only' link.](#)

Contributors cannot submit a response. Contributors can collaborate with multiple colleagues, who can all directly access the ORS.

There is no limit on the number of Contributors and this type of user is suitable for a consultant.

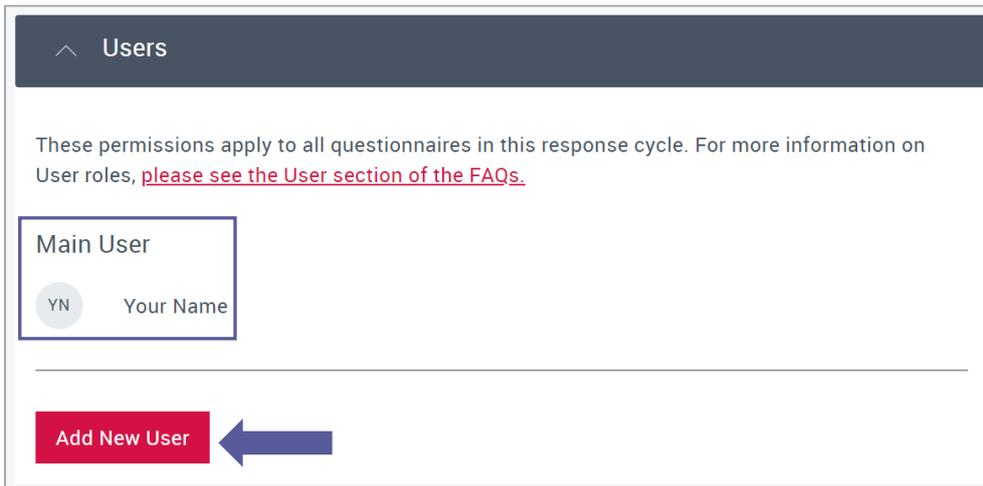
#### ▼ **View only user(s):**

View only users can view responses in the ORS. View only users can be assigned to colleagues for review or sign off purposes. They can export responses but cannot enter, save, share, or submit data in the ORS.

There is no limit on the number of View only users.

## Adding new users

The main user can add new users to the invitation via the user block on their dashboard. You can see if you are the Main User when you expand the user block. If you are the Main User you will see the 'Add New User' button:

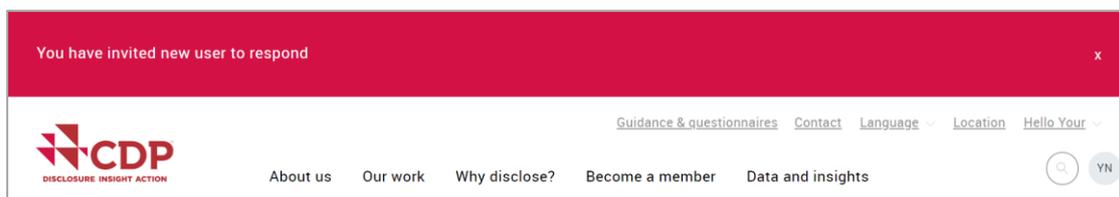


### To add a new user:

1. Select 'add new user'
2. Complete all the fields and select whether you want the user to be a contributor or a view only contact
3. Click 'Send invite'

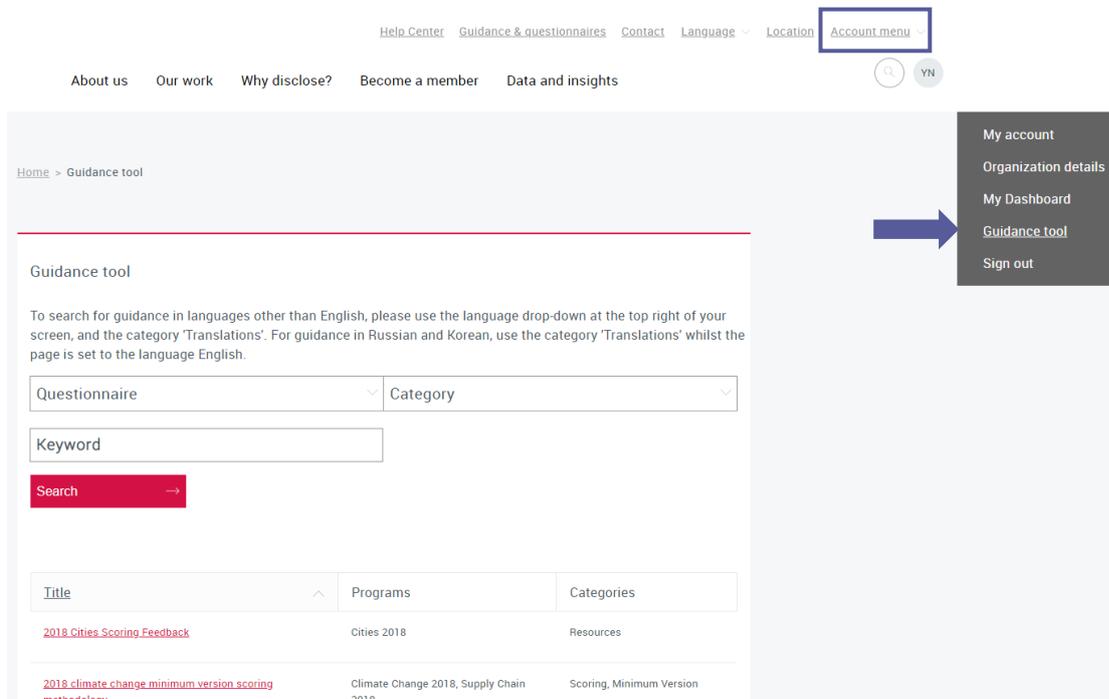
You will see a banner notification at the top and the new user will receive an email notifying that they have been added as a user and instructions to register, with the Main User in copy.

The new user will appear in the Users block.



## Guidance tool

The guidance tool contains all of CDP's guidance documents, recorded webinars, and translations. To access the tool [sign in](#) to the CDP website, open the account menu, and select 'Guidance tool':



The guidance tool enables you to search for guidance by:

- ▼ **Questionnaire:** filter CDP’s guidance by the program to which you are responding to (CDP States & Regions 2023).
- ▼ **Category:** specify the type of guidance you are looking for (e.g. ‘Questionnaires’, ‘Technical information’, ‘Recorded webinars’, etc.).
- ▼ **Keyword:** if you already know what you are looking for, you can search by keyword.
- ▼ **List:** scroll through an alphabetical list of guidance documents before or after refining your search.

In addition, you can access a selection of CDP’s guidance and resources via the [public guidance page](#). You can access this by clicking on the ‘Guidance & Questionnaires’ link on the top right of the dashboard screen or CDP website, then select the ‘Guidance for States & Regions’ page. Here you will be able to view the following:

- ▼ **The CDP States and Regions questionnaire**, which details every question in the questionnaire.
- ▼ **The CDP States and Regions reporting guidance** which explains each question in detail and describes what information to provide.

You can also access guidance documents from the Resources block on your dashboard:



# Activating your questionnaire

States and regions need to **activate** their response each year before they can start responding to the questionnaire. Follow these steps to activate your response:

## Step 1: Get Started

Click 'Get Started' in the States and Regions program block. Any contributor can confirm participation.

The screenshot shows a dark header with the text "CDP States and Regions 2023" and a chevron icon. Below the header, there is a card with a house icon and the text "Are you intending to complete this questionnaire?". To the right of this card is a "Tell us now!" label with a blue arrow pointing to a "Get Started" button with a double-right arrow. Below the card, there are two rows of text: "Activate My Questionnaire" with "Due ASAP" and three dots, and "Submission to CDP States and Regions, Race to Zero - States and Regions, Regions4, The Climate Group" with "Due July 25 2023" and three dots.

## Step 2: Confirm Main User & Start questionnaire

Confirm you are the Main User for your state or region. Read the provided information on the responsibilities of the Main User. Tick you are authorized to be the Main User and click 'Start Questionnaire'.

If you decline to be Main User you will have to wait for the authorized Main User to start the questionnaire before you can access the ORS.

The screenshot shows a dark header with the text "CDP States and Regions 2023" and a close icon. Below the header, there is a card with a house icon and the text "You will be the Main User for your organization." Below this card, there is a paragraph of text: "For more information about the main user role and implications, please review the relevant section in the [FAQ](#). For further information regarding the processing of your personal data please view CDP's Privacy Policy." Below the text is a table with three columns: "Main User", "Contributor", and "View Only". The table has six rows of permissions. Below the table, there is a blue arrow pointing to a checkbox with the text "I confirm that I am authorized to be the main user for my organization". Below the checkbox, there are two buttons: a red button with a double-left arrow and the text "I will not be the Main User", and a red button with a double-right arrow and the text "Start Questionnaire".

	Main User	Contributor	View Only
Access dashboard and view responses	✓	✓	✓
Answer questions	✓	✓	
Activate the questionnaire	✓		
Submit final response/accept Terms	✓		
Control user roles	✓		
Will receive reminders, notifications and disclosure related communications.	✓		

The questionnaire will open in a new window in the ORS. Your response is now activated.

## Your dashboard after activating your questionnaire

Back on your dashboard your program block will now look like a version of this:

The screenshot shows a program block titled "CDP States and Regions 2023" with a house icon. It contains three items:

- Confirm Participation**: A callout box "Click banner to expand" points to the item title.
- Activate My Questionnaire**: A callout box "Date and tick when completed" points to the completion status.
- Submission to CDP States and Regions, Race to Zero - States and Regions, Regions4, The Climate Group**: A callout box "Click Enter Questionnaire to access the ORS" points to the "Enter Questionnaire" button.

Completion status for the first two items is "Completed March 9 2023" with a checkmark. The third item is "Due July 25 2023".

## When is the deadline?

The deadline for responding to the CDP States and regions questionnaire is shown in the program block.

The screenshot shows a program block titled "CDP States and Regions 2023" with a house icon. It contains three items:

- Are you intending to complete this questionnaire?**: A callout box "Tell us now!" points to the item title, and a "Get Started" button is visible.
- Activate My Questionnaire**: A callout box "Due ASAP" points to the completion status.
- Submission to CDP States and Regions, Race to Zero - States and Regions, Regions4, The Climate Group**: A callout box "Due July 25 2023" points to the completion status.

The completion status for the first two items is "Due ASAP" with a red exclamation mark. The third item is "Due July 25 2023".

## The Online Response System (ORS)

The ORS will open in a new tab or window in your browser, therefore please ensure that **pop-up blockers** are switched off, or that cdp.net is set as an 'allowed' domain.

The ORS is where you can fill out the answers to the questionnaire and submit your response.

⚠ Please note that it can take up to a minute for the questionnaire to load up.

### The ORS Homepage

The first page you see is the 'Welcome' page for the questionnaire:

The screenshot shows the ORS homepage with several numbered callouts: 1. 'EXIT ORS' button in the top right corner. 2. A horizontal navigation bar with links: 'Dashboard overview', 'View previous responses', 'Manage users', and 'Need help?'. 3. A toolbar with buttons: 'Save', 'Share', 'Submit', 'Import Answers', 'Export Response', and 'Audit log'. 4. 'Import Answers' and 'Export Response' buttons. 5. 'Audit log' button. 6. A blue progress bar showing '15 / 47' questions answered. 7. A 'Navigation' menu on the left side. 8. 'Previous' and 'Next' navigation buttons at the bottom right.

You can see the following main features here that you will see throughout the ORS:

1. **Exit ORS:** signs you out of the ORS. You can then close that tab or window. Please note, you may still be signed into the dashboard.
2. **Dashboard links:** link back to the relevant parts of your dashboard, where you can perform the action required.  
The 'view previous responses' link will take you to the dashboard. See the instructions on [how to view a previous response](#).
3. **Save, Share & Submit:** depending on your user type you may see all, some, or none of these permissions. See the '[User types](#)' section for more on user permissions. Using 'Save' displays a warning for parts of questionnaire not yet completed, or that have an error.
4. **Import Answers/Export Response:** These buttons allow users to export and import the questionnaire, including all responses entered, as a Word or excel document. Please see the [Exports and Imports](#) section below for more information.
5. **Audit Log:** This button takes the user to the audit log. It allows users to track all changes made in the ORS by any user. Please see the [Audit Log section](#) below for more information.
6. **Floating blue progress bar:** This indicates the number of questions you have saved an answer for so that you can track your progress. Depending on your answers, the total number of questions may fluctuate. This is for your **own tracking purposes only**, you can submit your response even if the progress bar is not at 100%. Some questions are not counted in the progress bar, however questions on the 'Submit your response' page are counted.
7. **Navigation menu:** Click the arrow and use the menu to jump between modules and pages. It will also show you which sections have unanswered questions.

8. **Previous, Next, and skip buttons:** for moving between neighboring pages or skipping to the start or end of the questionnaire. You should use these rather than your browser buttons. Make sure your **page is saved** before moving on. The **'Submit your response' page** has a greyed out Next button as there is **no next page**.
9. **Copy Forward:** If you submitted a response to the 2022, 2021 or 2020 questionnaire, your previous answers have been auto-populated in to your 2023 questionnaire where applicable. Note that attachments are not copied forward.

Please review the auto-populated answers carefully. It is your responsibility to ensure your answers are updated for the accuracy and completeness of your 2023 response.

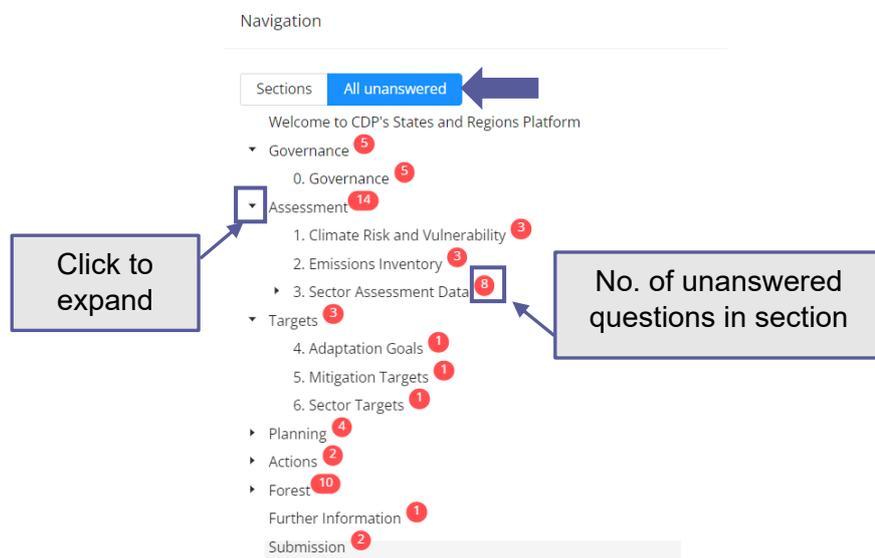
This icon will show for answers that have auto-populated:  See the [copy forward section](#) below for more information.

## Navigating the ORS

Users can navigate around the ORS in two ways:

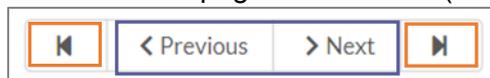
### Navigation menu:

- ▶ Clicking on the 'Navigation' button will open a menu on the left detailing the questionnaire sections available. Click on the relevant section to be taken directly to that page. The navigation menu will auto-hide after you click your destination or if you click the cross in the corner.
- ▶ The navigation menu also has a tab which shows the number of unanswered questions within each section in red. Select the 'All unanswered' button to display how many unanswered questions there are in each section. By expanding the sections you can see a more granular breakdown within subsections. Depending on your answers, the number of questions may fluctuate. This is for your **own tracking purposes only and you do not need to answer all questions in order to submit**.



### Navigation buttons:

- ▶ You can use the 'Previous' and 'Next' buttons under the progress bar to move between pages (see below in purple). The skip buttons (see below in orange) allow you to jump to the ORS homepage and the final (submission) page.



Please make sure you [save regularly](#), before moving page and before logging out, as unsaved data cannot be recovered.

## Accessing guidance

### Reporting guidance

Throughout the questionnaire, you can access the reporting guidance for the specific question via 'Click here for question level guidance' and clicking the question number in red. A new tab or window will open with the relevant guidance.



(1.1) Please provide the following details for your region. ⓘ

▼ Click here for question level guidance

1.1 ←

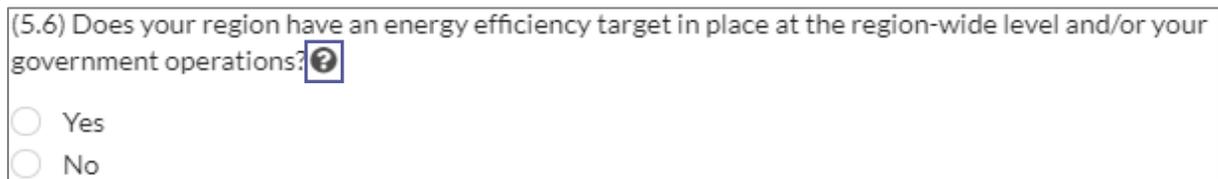
**i** The guidance link will always open in English. To change the language when the link opens, click "language" in the top-right corner.



Language ▼ Contact

### Information icon

You can also click the information icon ⓘ for more direction on some questions. For example, the information icon may tell you whether you should select one option, or all that apply.



(5.6) Does your region have an energy efficiency target in place at the region-wide level and/or your government operations? ⓘ

Yes

No

## Saving your response

### 'Save' button

The save button is located on the top left corner of each page. **Please click the 'Save' button regularly, before moving page and before logging out**, and after entering significant data or attaching/removing documents. If you are planning to leave the response inactive, please use the 'Save' button before moving away, as the system may time-out after a long period of inactivity and data would subsequently be lost.



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

It is advisable to do this frequently to avoid the loss of data, e.g. due to time-outs. The green pop-up messages, as shown below, will confirm once your data has been saved.

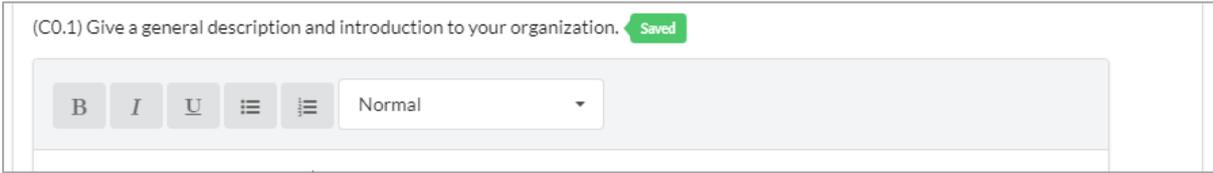


✓ Survey response saved successfully ✕

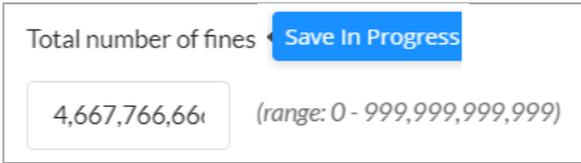
### Autosave

There is an autosave function in the ORS in addition to the 'Save' button. The **Saved** icon will appear next to questions where you entered data as you move through a page.

Please do continue to use the 'Save' button when entering large amounts of data, adding or removing attachments, navigating through pages, and before exiting the ORS.

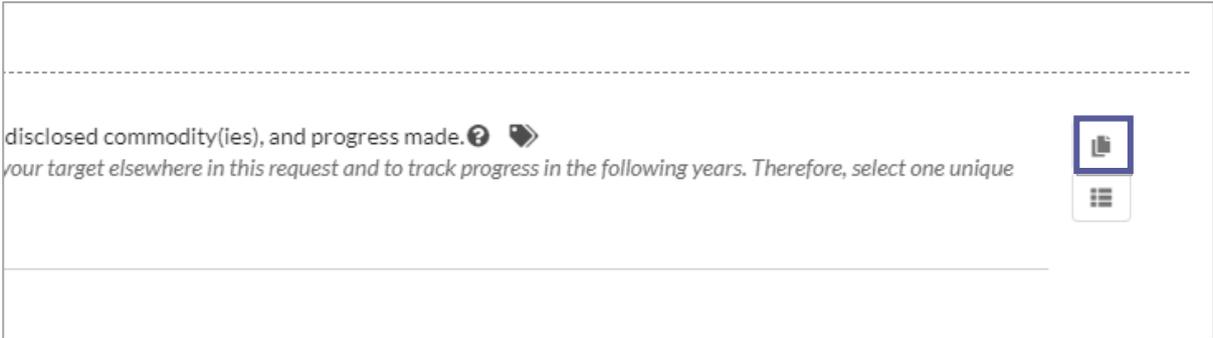


In addition to the green 'Saved' icon, you may see a blue 'Save in Progress' icon.  **Please wait for that icon to change to the saved icon before continuing.** If it does not change, there may be an issue with your internet connection or your log in session may have timed out, and the data you have recently entered will not be saved. Please [sign out of the ORS](#) and sign back in to continue with your response.



### Copy Forward

If you have previously submitted a response to a question, your previous answer will copy forward and be pre-populated into your 2023 questionnaire from your most recent submission. A copy forward icon will show for all questions which are eligible for copy forward.



When you click the copy forward icon you will see an overlay of your previous answers from the last year that you reported. In the overlay you will see the previously reported answers even if they are not copy forward.

If you did not previously submit a response to a question or this is a new question no answers will copy forward. If you click the copy forward icon a message will appear outlining that no previous answers have been found. In 2023, approximately 85% of the questions will have the copy forward option. This will not be available for the rest of the questions due to changes in the questionnaire made in 2022.

Not all questions are suitable for copy forward. [Comments](#) are not auto-populated, however, if you press the copy forward icon, the comment from your previous response can be manually copied forward. Attachments cannot be copied forward.

Click 'Copy previous response' to manually copy your answer into this year's questionnaire. If you have edited the question already for 2022 clicking 'Copy previous response' will override the data already entered.

⚠ Any question marked with a red cross cannot be copied forward. Either the question is not configured to allow copy, or the row/column no longer exists in the survey.

### Regional planning

✖ (2.1) Please describe the process by which your regional government reviews its progress and manages overall responsibility for climate change. ⓘ

✔ Copy previous response ✕ Cancel

(2.1) Please describe the process by which your regional government reviews its progress and manages overall responsibility for climate change.

▶ Click here for question level guidance

Answer provided on April 27 2018

Please ensure that you review any auto-populated information as the questions may have changed since your last submission. It is your responsibility to ensure your answers are updated for the accuracy and completeness of your response.

CDP has tried to ensure copy forward from your previous response is available where possible, however, some questions have been modified from last year's questionnaire, and therefore not all fields may copy over. As a result, your data might only be available on specific fields within table questions. We encourage you to double check the response after copying to ensure that the response is complete and up to date.

Once the response has been copied into your questionnaire, you can add, edit, and amend the data as necessary.

## Audit Log

The Audit Log button is located at the top left of the screen, there are two elements to the Audit Log:

- ▾ Answer Audit log
- ▾ Workflow Audit log

The Audit Log is where the user can see all the changes made to the response by any user since the questionnaire was activated.



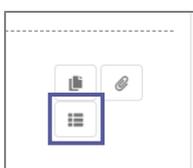
### Answer Audit Log

The Answer Audit log displays all changes made to the answers in a response.

Workflow Audit Log    Answer Audit Log

Date	Time	User	Source	Question	Change Type	Previous Value	Change
9 March 2023	18:18:52	Your Name	UI	(9.1) Describe the outcomes of the most significant mitigation actions your Jurisdiction is currently undertaking. Note that this can include those in the planning and/or implementation phases. > 4119881	Dynamic matrix row added		

Alternatively, you can view the Audit Log for a specific question. This shows you all the changes made to one question. Select the Audit log icon next to a question to view this.



In the Answer Audit Log the following will show:

- ▼ Date – the date the change was made.
- ▼ Time – the time the change was made.
- ▼ User – the name of the user who made the change.
- ▼ Source – where the change was made. 'UI' (User Interface) if a user has made the change directly in the ORS. 'Excel Import' or 'Campaign Copy Forward' if these functions were used.
- ▼ Question – the question which was changed. If it is for a [table question](#), then the column name will also be displayed.
- ▼ Change type – the type of change made. This could be option added, option removed or value.
- ▼ Previous value – the previous answer for the question. This can be blank if it is the first time a change is made.
- ▼ Change – the new answer for this question.

### Workflow Audit Log

The workflow audit log shows changes to the overall status of your response. Once you have made a change to the whole of your response e.g. you have submitted then workflow audit log will be updated, and the summary column will show this transition from Draft to Submitted.

The User column shows who has made the change. API\_User is when CDP has made a change to the overall status of your response due to a request from a user, e.g. the response was re-opened or amended. On this page you can view your response for each time the whole response was submitted by selecting "View" in the row of the submission you are interested in.

Workflow Audit Log		Answer Audit Log				
Date	Time	User	Type	Summary	Submission	
27-Feb-2020	10:42:53	Cami Warr <i>CDP Contact</i>	Manual	CDP amendments > Submitted	<a href="#">View</a>	
27-Feb-2020	10:40:13	API_User	Manual	Submitted > CDP amendments		
26-Feb-2020	10:54:05	TEST25&RTCG	Manual	Draft > Submitted	<a href="#">View</a>	
25-Feb-2020	11:15:53	Built-in Ac <i>Your Name</i>	Automated	Response created at state - Draft		

### Cultural settings

Cultural settings allow you to choose how data is formatted and displayed in the ORS. Cultural settings are only applied in the ORS and affect how numbers and dates are displayed to you only. These settings do not apply to your formatted response or the dates on the dashboard.

In the ORS you will see the following questions types adapt to the cultural setting selected:

- ▼ **Date questions:** Dates will be displayed in a format specific to the cultural setting selected. The cultural setting determines the order of the Days, Months and Years. You can see the format required in the answer box before an answer is entered. E.g.

Base year start:

English US vs. English UK

Base year start:

- ▼ **Numeric questions:** Numbers will be displayed in a format specific to the cultural setting selected. The cultural setting determines which decimal separator or group separator (e.g. thousand separators) is used (i.e. a decimal point or other) and determines which group separator is used (i.e. a comma or other).

For example, the decimal separator for English (UK) is a decimal point, and the group separator is a comma. Two-thousand and a half should be entered and displayed as 2,000.5

When you enter or view data you are currently using settings for [English \(United Kingdom\)](#).  
Decimal separator:  Group separator:

If you change the culture setting to French (France), the decimal separator is a comma, and the group separator is a space. Two-thousand and a half is displayed as 2 000,5

When you enter or view data you are currently using settings for [français \(France\)](#).  
Decimal separator:  Group separator:

For Portuguese, the thousand separator is a full stop and the decimal separator is a decimal place. Two and a half thousand will be displayed as 2.000,5.

In summary, the number formats will be presented as follows depending on the language selected:

- ▼ English (UK/US): 2,000.5
- ▼ French: 2 000.5
- ▼ Portuguese: 2.000,5

You will see the format required in the answer box before an answer is entered as a greyed out 123456.

English (US) vs. French (France)

### Changing your cultural settings

You can change your cultural settings on your [My Account](#) page.

⚠ To update your settings, you must first exit the ORS, change the selection and open the ORS again from your dashboard.

1. Click the field for a dropdown of all the available cultural settings
2. Make your selection
3. Click 'Update details'. You will see a red banner message indicating you have been successful.

Your selected cultural settings do not affect other users working on the same questionnaire. If you do not select your cultural settings, they default to the language selected and your location.

**i** Changing your cultural settings will not change your language settings; you can set different language and cultural settings. If you do not make a selection, the default cultural settings will correspond with your language settings.

See [appendix 1: Cultural settings](#) for more information on cultural settings including a list of the default settings, a list of the cultural settings available for selection, and the full breakdown of how the cultural settings display in the ORS.

For information on how cultural settings behave when exporting responses, see the sections for [word](#) and [excel](#) exporting.

## Leading questions

These are questions that will impact which questions or options will show later in the questionnaire. Please be aware of leading questions and check the corresponding [reporting guidance](#) for the pathways illustrating ‘leading’ questions and what impact they have on the rest of the questionnaire.

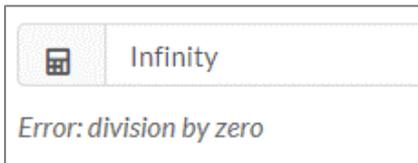
## Question types and additional question features

### *Auto-calculation function*

Some questions have numeric datapoints which the ORS will auto-calculate using applicable figures inputted in to other datapoints of the same question. These may be additions, multiplications, or divisions. The auto-calculated field has a calculator icon. Please see the reporting guidance which will detail what data points are used for the calculation.

If any of the applicable fields have not been completed (i.e. are left blank rather than containing ‘0’) it will not auto-calculate and will display: *Fields used in this calculation are unanswered*

If you receive an error message, please check/correct the figures you have inputted alongside the reporting guidance which will detail the calculation for the question.



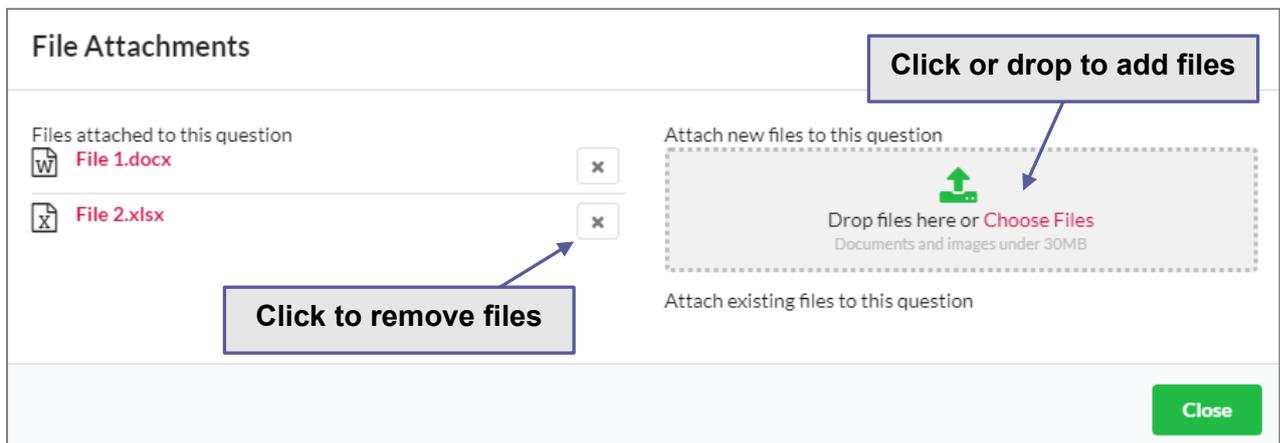
### Attachments

Some questions allow, or specifically request, attachments to be added to that question directly. Please click the information icon  for direction for that question. The character counter is to indicate the number of [characters](#) added to the field, not to indicate how many files are attached.



To attach a file, click the paperclip icon.

To add your file click 'Choose files' or drop files in the grey box. Uploaded files will appear under 'Files attached to this question'. You can add more than one file at a time. After adding your files, click 'Close'.



 There is a **file size limit of 30MB**. Please also ensure that the file name does not contain invalid characters (e.g. + % \$ &), or the file will not attach.

The paperclip icon will now be blue.



You cannot see directly from the ORS which files are attached. Click the paperclip icon to see your files, or to remove files.

 We advise against importing attachments with characters in the file name. If the uploaded attachment has a character in the file name, the character will be lost when uploaded

Always use the 'Save' button for the page after attaching or removing documents to ensure you do not lose any data, and so you can access the contents of your attached file via the ORS.

### Character limits

Some questions ask for responses to be completed in text fields. There are character limits set for these fields which varies between questions.

The character limits that apply to each question are displayed on the text field with a counter for your convenience. If the limit is exceeded the counter and text box will turn red and you will **not** be able to submit your response.

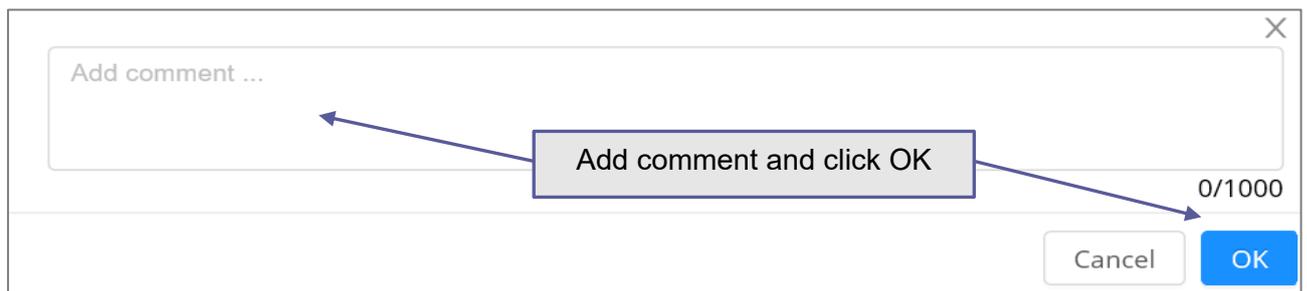
When copying and pasting text into a question the same character limits will also apply as above.



Organizations are advised to enter their response to text fields into the ORS **before gaining management/legal approval** as character counts made within the ORS may differ slightly from those in Microsoft Word (due to formatting).

### Comment fields

There is a 'add comment' field on some questions, accessed by clicking on a speech bubble icon. Additional comments are not required for your response to CDP. These comment boxes provide additional space for you to give reference to the quality of your data, source, or any other notes you wish to share.

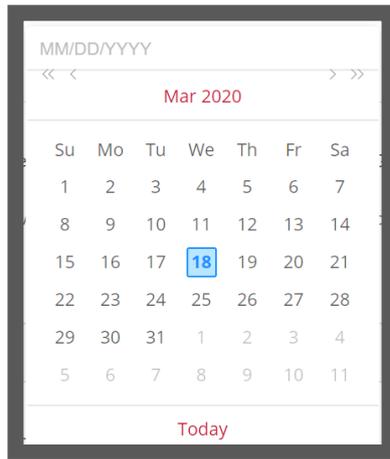


### Date fields

In date fields, only digits and / are accepted. You can either click the calendar icon in the field and select the date, or you can free type the date in based on the cultural settings you have selected. To delete a date, hover over the box and click the small cross. 

Please note if a date field does not have any data entered, a greyed out 'MM/DD/YYYY' (depending on your cultural settings) will display as default.





### Numeric and percentage fields

In numeric fields, only digits (and decimal points if applicable) are accepted. Group separators will be added automatically based on your set [cultural settings](#). There can be rules set on the maximum number of digits and decimal places in these fields, which vary between questions. These are clearly listed in the reporting guidance.

For percentage fields, there is no need to enter the percent symbol ‘%’, as this is indicated in the question for you.

Please note if a numerical field does not have any data entered, a greyed out ‘1,234.56’ will display as default, with the group and decimal separators displaying based on your cultural settings.



### Pick lists

Some questions and data fields have a pre-defined list of options to select from. These come in a variety of formats:

#### Single-select buttons

Single option questions only allow you to make one selection. The selected option’s circle will turn blue with a dot. If you wish to remove your selection, click ‘clear selection’.

\* In which language are you submitting your response?

English

Latin American Spanish

Brazilian Portuguese

Japanese

Chinese

Other (Please specify)

Clear selection

#### Multi-select checkboxes

Multiple option questions allow you to make more than one selection. Click an option to select or to unselect. The selected options’ checkbox will turn blue with a tick.

- Base year emissions target
- Base year intensity target
- Baseline scenario (business as usual) target
- Fixed level target
- No target in place for government operations

### Single-select drop downs

For some questions, you can select options from a drop-down list. If it is single select, then your answer is restricted to one option from a drop-down menu. If an option is not showing in full, hover over it for a speech balloon to display the full text. Selected options will resize once selected.

You can dynamically search for an option by typing in the box. Alternatively, you can scroll through the list.

If you need to delete your selection, hover your cursor in the box for the delete button (a small cross) to show and click to remove your current selection.

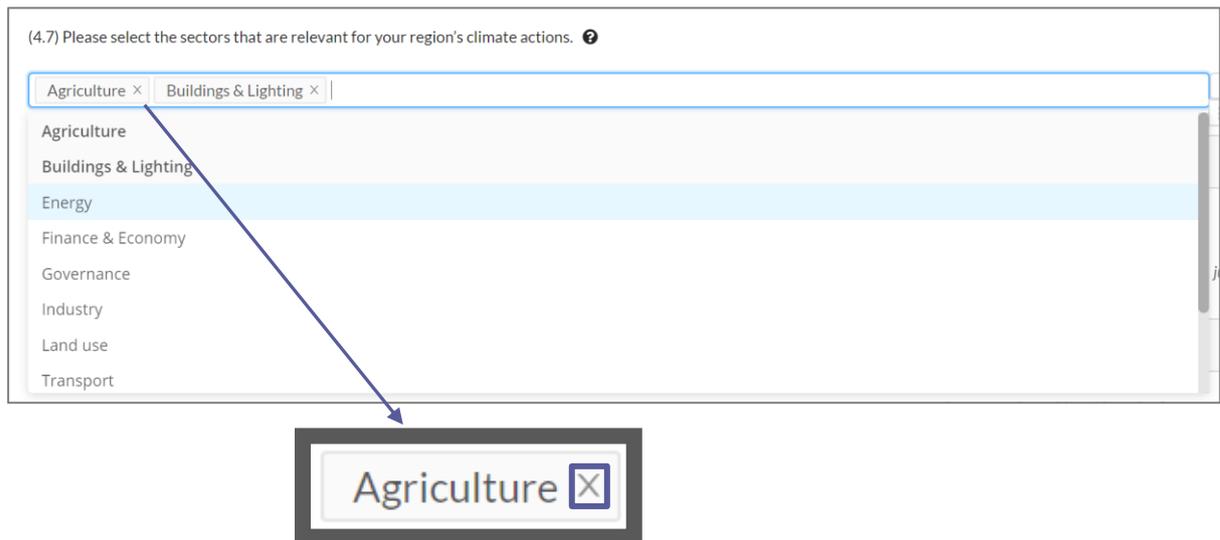
Organizations should select the option that best describes their situation. For a description of the meaning of each option in the list please consult the reporting guidance. Only select 'Other' when none of the listed options are appropriate as this greatly assists data analysis.

If organizations choose the option to select 'Other', a text box also appears. You can use this field to specify details.

### Multi-select drop downs

For some questions, you can select options from a drop-down list. If it is multi-select, then you can select as many options that apply. If an option is not showing in full, hover over it for a speech balloon to display the full text. Selected options will resize once selected.

You can dynamically search for an option by typing in the box. Alternatively, you can scroll through the list. If you need to delete one of your selections, click the delete button (a cross) against the option.



### Questions with grouped questions

A selection of dropdown questions in the questionnaire have *grouped options* to avoid long dropdown lists. The options available will depend on the selection made in the associated group field within the same question. The options field will be greyed out until you make a selection in the group field.

Please note, a selection must be made for both fields within a grouped option. Your data will not be saved if one field is left blank.

(6.1) Provide details of your jurisdiction's energy-related and other environment-related targets.

Reporting Guidance

---

Target type:

Target description:

0/2500

### Tables

Table columns can have any of the characteristics of other question types. Character limits and number ranges will be displayed. This includes [leading questions](#) within columns and rows.

There are 2 types of tables – fixed and dynamic:

- ▾ **Fixed tables**  
 These table questions have a fixed number of rows.
- ▾ **Dynamic tables**  
 These table questions allow you to add additional rows.

The 'Add row' function will be displayed where you can add extra rows.

(C4.2) Provide details of other key climate-related targets not already reported in question C4.1/a/b. 

▶ [Click here for guidance for this question](#)

---

**+** Add row

To delete a row click 'delete' or the cross.



**i** If you add more than 25 rows the table will be paged. This icon will appear at the bottom of the table so you can switch between the pages:

< 1 2 >

All tables can be displayed in one of two formats:

▼ **Grid format - a standard table view**

(C0.2) State the start and end date of the year for which you are reporting data.  
▶ [Click here for guidance for this question](#)

	Start date	End date	Indicate if you are providing emissions data for past reporting years
Row 1	 MM/DD/YYYY	 MM/DD/YYYY	<input type="radio"/> Yes <input type="radio"/> No

**Clear selection**

▼ **Vertical format or repeating sections - In vertical format tables, rows are separated by a line**

RE100

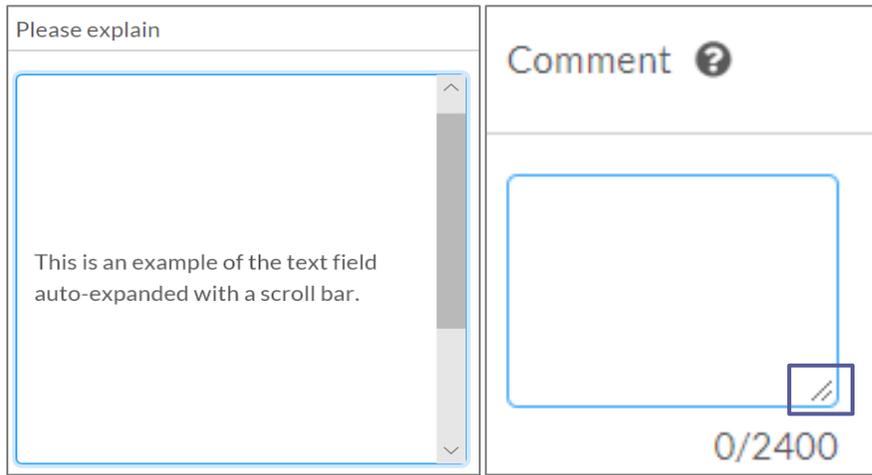
**Clear selection**

---

**'Row' separator**

**Text boxes**

- ▼ Text boxes will automatically extend as you enter text, either manually or via pasting. There is no limit to the size of the text box.
- ▼ Rich text boxes will automatically extend vertically. They cannot be manually adjusted.
- ▼ Plain text boxes will automatically extend vertically and horizontally. You can also manually adjust the box - click and drag the right bottom corner. If you make the text smaller a scrollbar will appear.



- Some text boxes have a pop-out function. Click on the icon in the bottom right corner to pop out the text box. Click close when you have finished entering text.

actors either support or challenge this ability. ?

Describe how the factor supports or challenges the adaptive capacity of your jurisdiction ?

0/5000

Close

⚠ When copying and pasting answers into text boxes formatting will not be retained, except for rich text questions.

### Buttons

All clickable buttons will go blue when the mouse hovers over.



### Sharing your response

Main Users and Contributors can **generate a read-only link that can be shared with colleagues** who are not users by clicking the share button at the top of the page in the ORS. This will generate a URL that will allow other users to see a 'view-only' version of your response.



Please note that these links have expiry dates. If your colleague needs to be able to view the response at any time before submission, they should be [added as a user](#).

You can also share your response with other colleagues by exporting your response as a:

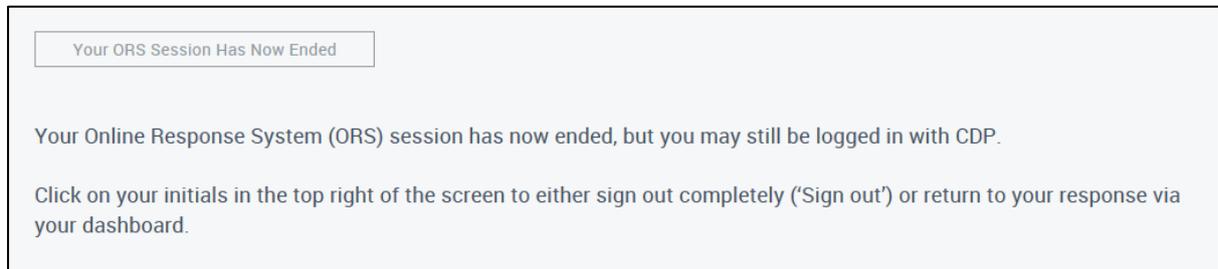
- Word export
- Excel export

## Signing out

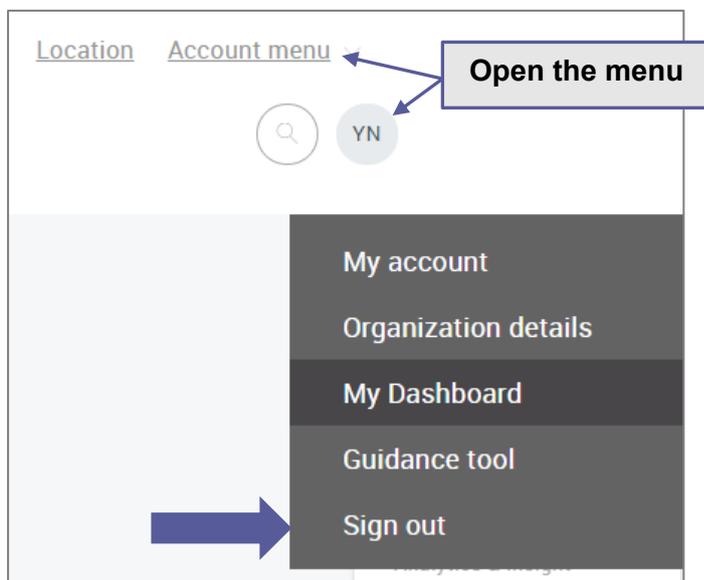
To sign out of the ORS, save your current page and click 'EXIT ORS' in the top right corner.

You are logged in as **Your Name Here** **EXIT ORS**

You will receive the following message and you can now close the tab/window in which it appears.



However, you may still be signed into the dashboard. Sign out of your dashboard by returning to the tab/window you may still have open, or by going to <http://www.cdp.net/>, and selecting 'Sign out' in the top right drop-down menu.



## To return to the questionnaire in the ORS

To continue working on your questionnaire(s), please sign into your dashboard at [https://www.cdp.net/en/users/sign\\_in](https://www.cdp.net/en/users/sign_in) and click 'Enter Questionnaire' in the relevant program block.

## Export your response from the ORS

You can export your questionnaire response to:

- Word
- Excel

## Export to Word

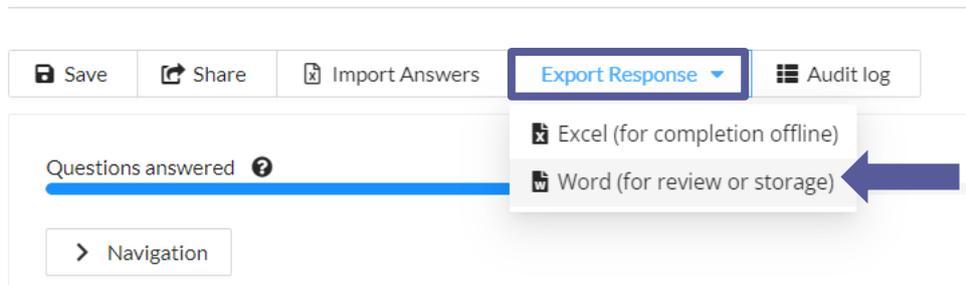
You can download your response from the ORS into Word. This function is for viewing and sign off purposes only, you will not be able to import any changes made in word back into the ORS. Please note the Word Export timestamp is GMT+1 (UK time).

## How to export to Word

Click the Export Response dropdown and then select Word.

# CDP States and Regions Questionnaire 2023

State: Draft



The following screen will appear. Select either Portrait or Landscape- CDP recommends exporting in Portrait format. Click 'OK'. The export of your response will now download. This can be saved and shared in a read-only format.

### Export to Word

Word Export is meant for viewing only. You cannot re-import from Word.

Page orientation:

Include comments

**i** When exporting to Word, numbers will display as per the format of your ORS cultural setting. However, dates in the body of your response will revert to English-US format.

## Export to Excel

You can download your response from the ORS to a specially formatted excel that can be used offline. You can edit answers in the excel, save them and import the changes into the ORS.

The excel export will show you every question in the questionnaire. Therefore, you may see questions which are hidden in the ORS due to conditional logic (e.g. some lead questions not answered). Please use the [CDP Guidance](#) to determine whether each question is relevant to your response.



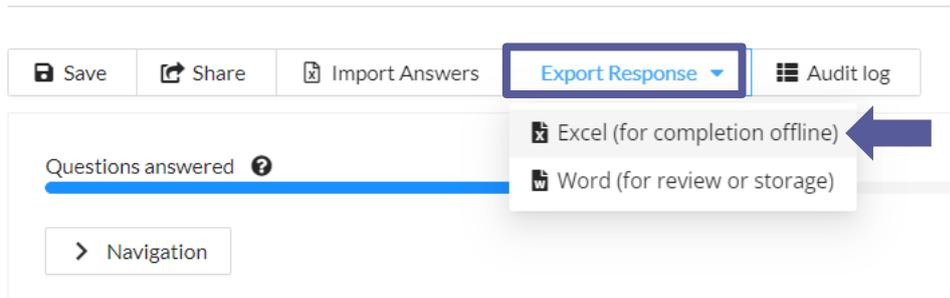
Remember to set your ORS language before exporting your response to excel if you are importing it after making changes.

### How to export to Excel

Click the Export Response dropdown and select Excel.

## CDP States and Regions Questionnaire 2023

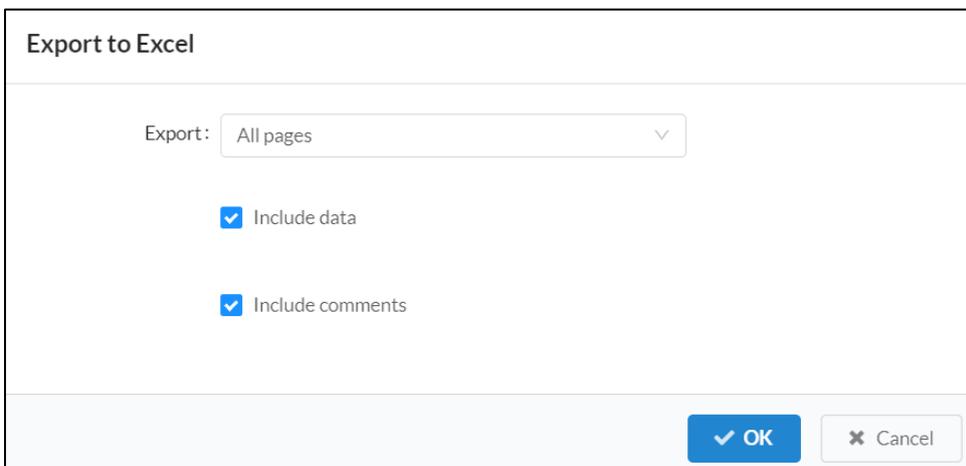
State: Draft



You can choose to export one section or the entire questionnaire.

If you have already entered data and/or comments into the ORS and want to remove these from the export, then you can untick 'Include data' and/or 'Include comments'. However, if you want the data and/or comments to be exported into the excel spreadsheet, then the relevant boxes should remain ticked.

After selecting the options, click 'OK' and wait for the excel spreadsheet to download. The download speed will vary and the download may take a while to complete.



### Reviewing questions in your Excel export

The Excel extract will show you every question in the questionnaire, each section of the questionnaire will be spilt into separate worksheets within the excel as shown below. Please use the [CDP Guidance](#) to determine whether each question is relevant to your response.



Help text is still available in the Excel export. It will appear in an *italicized grey font* to differentiate it from the question text which is in black font. Please note links to guidance documents will not be displayed.

You can also find the question pathway in the excel file help text. For example, in the question shown below, you should only respond to 3.3 if you have selected 'Yes' to question 3.1.

(3.3) Please select the category that best describes the boundary of your latest region-wide GHG emissions inventory.

*Examples of approaches that might be used by your region other than its geopolitical boundary include county or regional GHG accounting.*

3.3

*Please answer this question if you selected "Yes" to question 3.1.*

## How to edit the Excel

### Enter text

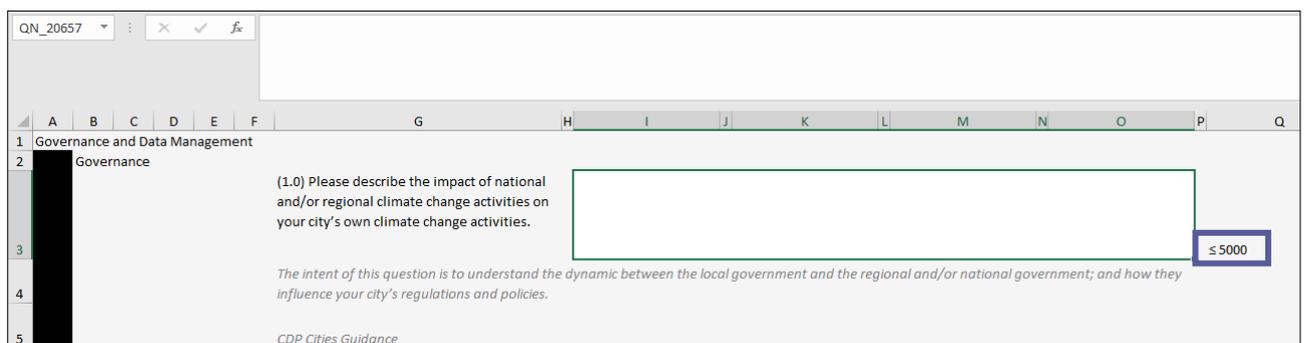
You can **type** text directly into the text boxes. However, if you would like to **copy and paste text** from another source (e.g. Word or PDF document), please use the 'Formula Bar'.

**i** If you have already entered information into a rich text field (i.e. a text field that allows formatting) and exported it to excel, the cell will be locked in excel and you will see the message:

Rich text questions are read only in Excel once they have an answer in the survey.

If rich text fields are blank on export then they are editable in the excel document and the answers can be re-imported. Formatting can then be added in the ORS after.

Excel will not support all types of formatting. Text fields have character limits, displayed on the right-hand side of each text field. In the example below, the character limit for question 1.0 is 5000 characters.



### Date fields

Dates will display or need to be entered based on your default excel country settings. Once you import the file back into ORS, the data will display as per your ORS cultural settings.

Where a full date is required, if you just enter a year an error will occur, so please ensure that you enter the field in correctly.

### Numeric fields

For questions that ask for a numeric value, please note the range that the value should fall into which is displayed either to the right or underneath the field. In the example below, the numbers entered in these fields should be higher than 0 and less than 999,999,999.

Numbers will display as per your default excel country and number format settings. Once you import the file back into ORS, numeric data will display as per your ORS cultural settings.

(7.3a) Please provide a summary of emissions by sector and scope as defined in the Global Protocol for Community Greenhouse Gas Emissions Inventories (GPC) in the table below.  
*Report your greenhouse gas emissions according to table 4.2 of the GPC.  
 If using the CIRIS tool, the breakdown can be found in the "Results" tab, at the top of the "Overview" page.*

Emissions (metric)

Stationary Energy: energy use – Scope 1 (I.X.1)	<input type="text"/>	
		0 - 999999999
Stationary Energy: energy use – Scope 2 (I.X.2)	<input type="text"/>	
		0 - 999999999
Stationary Energy: energy use – Scope 3 (I.X.3)	<input type="text"/>	
		0 - 999999999

Some questions contain auto-calculation fields which are only displayed in the ORS and not in the excel. These calculation fields are displayed as 'Import to view calculation' text.

(7.4b) Please provide a breakdown of your GHG emissions by scope. Where values are not available, please use the comment field to indicate the reason why.

*Scope 1 emissions – Direct emission sources owned or operated by the local government.  
 Scope 2 emissions – Indirect emission sources limited to electricity, district heating, steam and cooling consumption.  
 Scope 3 emissions – All other indirect and embodied emissions over which the local government exerts significant control or influence.  
 For more information on 'scopes' consult the International Emissions Analysis Protocol. If your city has only calculated scope 1 emissions, provide this in rows 1, 2 and 3, and leave scope 2 and 3 emissions blank.*

City-wide emissions

Scope 1 emissions excluding emissions from grid-supplied energy generation	<input type="text"/>	
		0 - 999999999999
Level of confidence	<input type="text"/>	
Scope 1 emissions from grid-supplied energy generation within the city boundary	<input type="text"/>	0 - 999999999999
Level of confidence	<input type="text"/>	
Calculated Total Scope 1 emissions	Import to view calculation	

*This field is automatically calculated using the figures you provided for "Scope 1 emissions excluding emissions from grid-supplied energy generation" and "Scope 1 emissions from grid-supplied energy generation within the city boundary".*

### Drop-down selection fields

To make a selection in a drop-down field, first click the field and then click the arrow on the right to see the full list of options. Please note when selecting 'Other' an additional text box will appear beneath the field, where you are encouraged to provide an explanation.

(1.4a) Please detail which goals and targets are incorporated in your city's master plan and describe how these goals are addressed in the table below.  
*The purpose of this question is to understand which sustainability goals or targets your city is implementing in their master plan and is thus impacting on city-wide development planning, further asking for detail of how each target is being addressed.*

Row 1		
Goal type	<input type="text" value="Emissions reduction"/>	
How are these goals/targets addressed in the master plan? (≤ 2400)	<input type="text" value="Goals addressed through identification and integration"/>	≤ 2400
New Row 1		
Goal type	<input type="text" value="Other"/>	
How are these goals/targets addressed in the master plan? (≤ 2400)	<input type="text" value="Energy efficiency goals"/>	≤ 2400

Check-box fields appear slightly differently in the excel export to the ORS, as they are shown as one field per option, with 'Yes' and 'No' drop-down options. Please note 'No' is the default selection here, which indicates an un-selected checkbox.

(7.4a) Which gases are included in your emissions inventory? Select all that apply.	CO2 No	CH4 Yes	N2O No	HFCs No	PFCs No	SF6 No	NF3 No
---	-----------	------------	-----------	------------	------------	-----------	-----------

The list consists of the main greenhouse gases defined by the United Nations Framework Convention on Climate Change (UNFCCC): carbon dioxide (CO2), methane (CH4), nitrous oxide (N2O), perfluorocarbons (PFCs), hydrofluorocarbons (HFCs) and sulfur hexafluoride (SF6), as well as nitrogen trifluoride (NF3).

### Add-row table questions

Add-row tables will appear with a pre-defined number of blank rows. This allows you to complete more rows of data as needed. You can identify the blank rows as those with 'New row 1', 'New row 2' etc. row headers. Rather than clicking 'Add row' as you would do in the ORS, simply complete the data directly in the blank rows made available.

### Attachments

Attachments are not visible in the Export.

### Adding comments

Additional comments are not required for your response to CDP. The comment boxes provide additional space for you to give reference to the quality of your data, source or any other notes you wish to share. Please note that comments submitted on public responses will be public on your CDP response. Comments can be added into the excel file where you see a small red arrow in the top right-hand corner. You will have a maximum of 1000 characters.

(C5.2) Select the name of the standard, protocol, or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions.
--

## Import your response to the ORS

To reimport your response from excel into the ORS, select Import Answers at the top of the screen.

## CDP States and Regions Questionnaire 2023

State: Draft

Save	Share	Import Answers	Export Response	Audit log
------	-------	----------------	-----------------	-----------

Questions answered ?

> Navigation

Once selected, use the file finder to upload your file and click OK. Please ensure your excel document you are re-importing is saved as the format of 'xlsx'.

### Import Answers

Please upload an Excel file (.xlsx only):



Drop file here or **Choose File**  
Maximum file size 30MB

*Files should only be imported once. Importing the same file may cause duplicate new rows in questions with the option to add new rows. Please export a new file next time an import is required.*

Select 'all pages' or the section you wish to import and check the Import map is set to Standard.

### Import Excel File

 Response CDP Climate Change Questionnaire 2019 2019-04-01.xlsx

**Import**

C1. Governance ▾

**Import map**

Standard ▾

Overwrite existing data / comments when import cell / comment is empty

Click OK, if the import has been successful you will see the following screen. Please note that even if some fields fail, the successful fields will still have imported into the ORS.

### Import Excel File

Importing C1. Governance of Response CDP Climate Change Questionnaire 2019 2019-04-01.xlsx  
allowing empty cells and comments to overwrite existing data

---

Success!

195 data points examined as follows

Imported: 21 completed data points, 0 completed comments

Ignored: 174 empty or read-only data points, 1 empty comment

Imported: 0 empty data points, 0 empty comments

If the import fails, please download the import results file. In the import results file, look for the cells with the red triangle in the corner as this indicates an error. Please review and amend the error in a new excel export and import this.

Some questions in the excel may be hidden in the ORS depending on your answer to a lead question. In the excel it is possible to enter invalid dropdown answers that will be hidden by conditional logic once imported to the ORS. Please check through your answers carefully once imported.

Your imported answers will now be displayed in the ORS. Your imported answers will be reflected in the [Answer Audit Log](#).

### Excel import best practice:

- ▼ Only use the excel import sheet once to avoid duplicate rows being created in the ORS. If you need to import more data, please take a new excel export first and edit this version before importing.
- ▼ Only use the excel import sheet for the response you exported it from. Sheets cannot be shared between responses. Do not unprotect sheets as this will cause the import to fail.
- ▼ If it has been a long time since you took your excel export and your import fails, then you may need to take a new export.
- ▼ The language of ORS must match that of the import (do not change the ORS language between exporting and importing.)
- ▼ Ensure mandatory questions are completed when importing into the ORS
- ▼ Make sure to double-check your data before importing.

### Submitting your response

Prior to submitting a questionnaire, you are strongly encouraged to review your response, paying attention to:

- ▼ **Spelling, grammar, and figures** (e.g. emissions figures if applicable) are correct;
- ▼ Your answers adhere to the relevant reporting guidance document;
- ▼ **Completeness:** please make sure to answer as many questions as you can, even if the answer is 'no' or 'I don't know';
- ▼ Web links and cross references are **not** used to answer questions; and
- ▼ The value 'Other' is selected in the dropdown list **only if** no other option fits your required value.

 Only the Main User can submit the response and is therefore the only user that can see the submit button. If you need to [change the Main User](#), the current Main User can do this via their dashboard, otherwise contact us via My Support in the Help Center or your regional CDP office.

### Making your submission choices

Before you can submit your response, you will be required to confirm:

- ▼ The language you are submitting your response in
- ▼ Acceptance of the terms for responding
- ▼ How CDP should handle your response (public or non-public).

## How to submit your response (Main User only)

1. Navigate to the **'Submit your response'** page at the end of the online questionnaire.
2. Select the **language** you are submitting your response in:

\* In which language are you submitting your response?

English

Clear selection

3. Read and accept the Terms and Conditions and tick the box:

\* Please read and accept our Terms and Conditions.

I have read and accept the Terms and Conditions

*Please ensure that you read the updated terms and conditions.*

> [Click here to see the Terms and Conditions](#)

4. Confirm to submit your response **publicly**:

Please confirm how your response should be handled by CDP.

Please note that public disclosure is mandatory for this year. Submitting "Publicly" means that the response will be made visible on CDP's website, shared with partners and report writers, posted on CDP's open data portal and combined with any other information about the responding state or sources. For more information, please refer to the Terms and Conditions above.

I am submitting my response

\* Response status

Publicly

Clear selection

For more information on a public response, please see the [Terms & Conditions](#) that apply to the response you are submitting. You may also wish to view the [Privacy Policy](#).

5. Scroll to the top of the page and click **'Save'**.

6. Click **'Submit'**.

7. Click **Confirm** on the pop-out screen, confirming you want to submit.

You selected **'Submit'**.

If you are sure, please confirm your selection.

You may not be able to undo this action.

**Errors and warnings** ✕

Please click on a question to return to that location within the survey and edit your answer. Errors must be fixed before you can submit your response, whereas warnings are for information and will not prevent you submitting your response.

---

(F0.2) State the start and end date of the year for which you are reporting data.

▲ **Start date must be 365-366 days before the end date.**

---

% of total production/consumption volume traceable

▲ The entered value is out of range.

---

In which language are you submitting your response?

▲ The others limit has been exceeded.

▲ If your response is in any language other than English, Latin American Spanish, or Brazilian Portuguese it may not be scored. Please check with your local CDP office.

---

I am submitting to

▲ This field is mandatory.  
You must select at least 1 options.

## Submission confirmation

Clicking 'Submit' will take you to the 'Thank you for your submission...' page.



You are logged in as **Your Name** EXIT GRS

Powered by  **360**

---

**CDP States and Regions Questionnaire 2023**

---

**Thank you for your submission to the 2023 CDP States and Regions questionnaire.**

We would like to congratulate you for the hard work and dedication in collecting and submitting your region's environmental data through CDP's reporting platform.

**What's next?**

We will go through your response and may reach out to you with questions to help clarify your data. This is done to help improve the quality of your data and response.

**Get actionable insights**

Explore our data and data visualizations in our [Open Data Portal](#) to gain a comprehensive insight on climate mitigation and adaptation at the state and regional level.

**Changes to your response**

If you are the Main User, you can change or update any part of your response by navigating to 'Latest Submission Details' on your CDP dashboard and clicking 'Amend Submission'. Amendments must be made by the official deadline to be included in the CDP's publications. You may find additional information on amending your response in the [User Guide](#). If you need further assistance, please visit the [CDP Help Centre](#).

**Feedback**

You can provide feedback on the content of our questionnaires and supporting documents through our online [Questionnaire Feedback Form](#), which is available in multiple languages (this can be changed using the language selection tool). We are unable to respond individually to all feedback, but please be assured that all form submissions are reviewed and contribute towards our continuous improvement.

You will also receive an email from CDP confirming the submission and with information on next steps.

## Submission troubleshooting

If the ORS detects errors or warnings in your response the Errors and Warnings box will be flagged for you to rectify the issue.

If you try to submit with errors in your response you will see a red 'submit failed' notification in the corner. This will occur if you try to submit:

- without having completed all mandatory fields.
- with fields that have a value that is out of range.
- with fields that exceed the character limit.

If you click on the errors and warnings button, a pop-out box will show the list of errors (red) and warnings (yellow). If you click an error or warning it will take you to that field in the ORS for you to amend. Once the error or warning is resolved it will disappear from the errors and warning list.

You will be able to submit once all errors are resolved. Warnings do not prevent you from submitting.

## Your dashboard after submitting your response

After submitting navigate back to your dashboard and under the States and Regions program block you can see that you have successfully submitted your response by the ticks as shown below.

This can take a few minutes to update after your submission and you will see circles instead of ticks as shown in the screenshot below.

**i** If you do not see ticks within 1 hour of submitting please email your regional CDP office or contact us via My Support in the [Help Center](#).

CDP States and Regions 2023

Activate My Questionnaire

Confirm Participation Completed March 9 2023 ✓

Activate My Questionnaire Completed March 9 2023 ✓

Submission to CDP States and Regions, Race to Zero - States and Regions, Regions4, The Climate Group Completed March 10 2023 ✓

Successfully submitted

Latest Submission Details

Date	Submitted To	Submitted by	Public/Non-public
March 10 2023	CDP States and Regions, The Climate Group	Your Name	Public <a href="#">View Submission</a>

Submission details section

## Viewing your response

After submitting you can view your submitted response in two ways:

### In the ORS as a snapshoted response

If you wish to view your response in the ORS, first navigate to your response dashboard.

1. Expand the questionnaire block and click the option to 'View Submission'.

CDP States and Regions 2023

Confirm Participation Completed March 9 2023 ✓

Activate My Questionnaire Completed March 9 2023 ✓

Submission to CDP States and Regions, Race to Zero - States and Regions, Regions4, The Climate Group Completed March 10 2023 ✓

Activate My Questionnaire

Latest Submission Details

Date	Submitted To	Submitted by	Public/Non-public
March 10 2023	CDP States and Regions, The Climate Group	Your Name	Public <a href="#">View Submission</a>

2. Navigate to the workflow audit log.

# CDP States and Regions Questionnaire 2023

State: Submitted

Share Export Response Audit log

Questions answered 

> Navigation

3. Choose which submission you wish to view. You may see multiple submissions, e.g. if you have submitted amendments. Please note that the audit log is in chronological order with the newest changes at the top.

2<sup>nd</sup> submission

Date	Time	User	Type	Summary	Submission
11-Mar-2020	16:39:49	Your Name	Manual	Discloser amendments > Submitted	<a href="#">View</a>
11-Mar-2020	16:21:30	API_User	Manual	Submitted > Discloser amendments	
11-Mar-2020	16:02:26	Your Name	Manual	Draft > Submitted	<a href="#">View</a>
5-Mar-2020	12:20:55	Builtin Administrator	Automated	Response created at state - Draft	

1st submission

## In the response search as a formatted response

You can view your **submitted** response in a web page viewable format (known as a ‘formatted response’) from your dashboard. Please allow up to 48 hours after submission for this to be processed.

Navigate to the ‘Search past CDP Responses’ section at the bottom of the page and search for your state or region’s name. Once your search has returned your responses, click on the questionnaire within the ‘Response’ column to open the response in a new window.

Need help?

### Search for Responses

Search for a city or company name

Search

Jump to ...

- Users
- Questionnaires
- Analytics & Insight
- Announcements
- Webinars
- Resources
- Search

Need help? Please contact your CDP account manager.

Still having issues? [Visit the CDP Help Center](#)

<u>Name</u>	<u>Response</u>	<u>Year</u> ▾	<u>Status</u>	<u>Score</u>
	States and Regions 2020	2020	Submitted	Not Scored

You will see your entire response and the submission page.

The response will include all questions which were shown to you in the ORS even if no information was entered. If a row or column was not shown to you in a table, e.g. a row for a particular sector that does not apply to your organization or because a previous selection determined that the column was hidden, it will appear in the formatted response as <Not Applicable>.

Single select questions (i.e. it is not a multiple-choice question) will show as 'Please select' if no answer was selected in the ORS.

The menu on the left-hand side is expandable, click on the arrows to view questions within that module and navigate around your response. You can also export your response to PDF.

## CDP States and Regions Questionnaire 2023

State: Submitted

The screenshot shows a user interface for a questionnaire. At the top, there are three buttons: 'Share' with a share icon, 'Export Response' with a dropdown arrow, and 'Audit log' with a list icon. Below these, a 'Questions' section is visible with a blue progress bar. A dropdown menu is open under 'Export Response', showing two options: 'Excel (for completion offline)' with an Excel icon and 'Word (for review or storage)' with a Word icon. Below the dropdown, there is a 'Navigation' button with a right-pointing arrow.

### Amending your response

If you need to make a change to your questionnaire response, contact us via My Support in the [Help Center](#) to place your questionnaire in 'Amendment Status'. This will change your dashboard screen from 'Completed' to 'Amendment in Progress'.

Your response will stay in 'Amendment in Progress' until you resubmit, so please resubmit your response as soon as possible.

	Confirm Participation	Completed March 9 2023	✓
	Activate My Questionnaire	Completed March 9 2023	✓
	Submission to CDP States and Regions, Race to Zero - States and Regions, The Climate Group	Completed March 10 2023 Amendment in progress	<a href="#">Enter Questionnaire</a> >>

1. Click 'Enter Questionnaire' to access the ORS to make your change(s).
2. Make the necessary changes to your response. You will not be able to amend answers on the submission page. Both Main Users and contributors can edit.
3. Click the 'Submit Amendments' button. Only the Main User can submit.

## CDP States and Regions Questionnaire 2023

State: Discloser amendments

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

4. Confirm your submission.

You selected '**Submit amendments**'.

If you are sure, please confirm your selection.

You may not be able to undo this action.

Cancel **Confirm**

5. You will get the same confirmation of submission message as after your initial submission:

### CDP States and Regions Questionnaire 2023

Thank you for your submission to the 2023 CDP States and Regions questionnaire.

We would like to congratulate you for the hard work and dedication in collecting and submitting your region's environmental data through CDP's reporting platform.

What's next?

We will go through your response and may reach out to you with questions to help clarify your data. This is done to help improve the quality of your data and response.

Get actionable insights

Explore our data and data visualizations in our [Open Data Portal](#) to gain a comprehensive insight on climate mitigation and adaptation at the state and regional level.

Changes to your response

If you are the Main User, you can change or update any part of your response by navigating to 'Latest Submission Details' on your CDP dashboard and clicking 'Amend Submission'. Amendments must be made by the official deadline to be included in the CDP's publications. You may find additional information on amending your response in the [User Guide](#). If you need further assistance, please visit the [CDP Help Centre](#).

After submitting the amendments, you will see the submission confirmation screen and your dashboard will display the questionnaire as submitted and you will not be able to edit it.

Your dashboard will display the latest submission date under Latest Submission details in the States and Regions questionnaire block.

## ^ CDP States and Regions 2023



Confirm Participation	Completed March 9 2023	✓
Activate My Questionnaire	Completed March 9 2023	✓
Submission to CDP States and Regions, Race to Zero - States and Regions, Regions4, The Climate Group	Completed March 10 2023	✓

### Latest Submission Details

Date	Submitted To	Amendment By	Public/Non-public
March 10 2023	CDP States and Regions, The Climate Group	Your Name	Public <a href="#">View Submission</a>

## Further help

For more information on responding through CDP please see the guidance links throughout the ORS and the [guidance page](#) of our website.

If you have any problems in accessing or using the ORS, you can check our [FAQs](#), email your regional CDP contact or contact us via My Support in the Help Center with full details (and screenshots) of your issue.

To offer feedback on this platform guidance document and how we can support your disclosure further, please contact us via My Support in the [Help Center](#). You will need to be [signed in](#). (See [Appendix III](#) for guidance on how to use the Help Center).

## Appendix I: Cultural Settings

For more information on how cultural settings work, please see the section [here](#).

Default cultural settings based on language/location:

Language	Cultural Setting
English	Within UK & EU: English (United Kingdom) Outside of EU: English (United States)
Spanish	Spanish (Spain)
Portuguese	Portuguese (Brazil)
Chinese	Chinese (Simplified)
Japanese	Japanese (Japan)
French	French (France)
Korean	Korean (Korea)

All cultural settings available for selection including a full breakdown of the display formats:

Cultural setting	Decimal separator	Group separator	Example of numeric question	Date format
<b>Chinese (Simplified)</b>	.	,	1,234,567.89	YYYY/MM/DD
<b>Chinese (Traditional)</b>	.	,	1,234,567.89	YYYY/MM/DD
<b>English (India)</b>	.	,	12,34,567.89	DD/MM/YYYY
<b>English (Trinidad and Tobago)</b>	.	,	1,234,567.89	DD/MM/YYYY
<b>English (United Kingdom)</b>	.	,	1,234,567.89	DD/MM/YYYY
<b>English (United States)</b>	.	,	1,234,567.89	MM/DD/YYYY
<b>French (France)</b>	,		1 234 567,89	DD/MM/YYYY
<b>German (Germany)</b>	,	.	1.234.567,89	DD/MM/YYYY
<b>Indonesian (Indonesia)</b>	,	.	1.234.567,89	DD/MM/YYYY
<b>Italian (Italy)</b>	,	.	1.234.567,89	DD/MM/YYYY

<b>Japanese (Japan)</b>	.	,	1,234,567.89	YYYY/MM/DD
<b>Korean (Korea)</b>	.	,	1,234,567.89	YYYY/MM/DD
<b>Portuguese (Brazil)</b>	,	.	1.234.567,89	DD/MM/YYYY
<b>Portuguese (Portugal)</b>	,	.	1 234 567,89	DD/MM/YYYY
<b>Spanish (Latin America)</b>	,	.	1.234.567,89 *	DD/MM/YYYY
<b>Spanish (Spain)</b>	,	.	1.234.567,89 *	DD/MM/YYYY

\* Group separator is only applied to numbers with 5 or more digits in this cultural setting.

## Appendix II: Partners/Initiatives

Partner/Initiative	Partner/Initiative description
CDP Investor	On behalf of a subset of CDP's Investor Signatories interested in supporting subnational environmental disclosure, your subnational government is requested to participate in CDP disclosure. Investors recognize that local governments are critical to the transition to a sustainable economy that works for people and planet. This transition requires significant investment in sustainable infrastructure and municipal bond investors are increasingly focused on environmental factors in their decision making. By disclosing to CDP, you are aligning with best practice for transparency with your sustainability-related data. This program is currently offered to North American states and regions only.
Climate Group	Climate Group is the Secretariat to the Under2 Coalition, which is the largest global network of states, regions, provinces and other subnational governments committed to achieving net zero emissions by 2050 at the latest. It is made up of more than 270 governments which, represent over 1.75 billion people and 50% of the global economy. The Under2 Coalition is a partner to the Race to Zero and supports individual states, regions, provinces, prefectures and other subnational 'actors' to join Race to Zero. <a href="#">Learn more about Climate Group.</a>
Regions4	Regions4 is a global network that solely represents regional governments (states, regions, and provinces) before UN processes, European Union initiatives and global discussions in the fields of climate change, biodiversity and sustainable development. Regions4 was established in 2002 at the World Summit in Johannesburg and currently represents over 40 members from 20 countries in 4 continents. Through advocacy, cooperation and capacity building, Regions4 empowers regional governments to accelerate global action. Regions4 is one of CDP's strategic partners in the States and Regions program. For selected states and regions only.
Race to Zero	The <a href="#">Race to Zero</a> is a global campaign - led by the UN High-Level Climate Champions for Climate Action – Nigel Topping and Gonzalo Muñoz. The aim is to rally leadership and support from businesses, cities, regions, and investors for a healthy, resilient, zero carbon recovery that prevents future threats, creates decent jobs, and unlocks inclusive, sustainable growth ahead of COP26 in November 2021. Race to Zero mobilizes a coalition of leading net zero initiatives, representing cities, regions, companies, universities and investors. These 'real economy' actors join 120 countries in the largest ever alliance committed to achieving net zero carbon emissions by 2050 at the latest. CDP is the progress tracker for UNFCCC's <a href="#">Race to Zero</a> campaign. Reporting to CDP annually fulfils the reporting requirements of your pledge. For States and Regions signed up to the Race to Zero initiative only.
Race to Resilience	<b>RegionsAdapt</b> mobilizes ambition and action on climate adaptation by facilitating access to the latest innovations, tools, and best practices at regional level. Through knowledge exchange, capacity building, advocacy, monitoring, and reporting, RegionsAdapt catalyzes innovation on adaptation, fosters cooperation, and supports regional governments to improve their resilience. Driven by the governments of Rio de Janeiro and Catalonia, RegionsAdapt was launched at COP 21 in Paris. RegionsAdapt, a proud partner of the <a href="#">UNFCCC Race to Resilience</a> , is the global initiative engaging subnational governments (states, regions and provinces) in the global effort of raising ambition in adaptation to tackle climate change. Regions4 coordinates this initiative that encompasses more than 70 signatory regions from five continents– impacting over 300 million citizens. For more information on this project, please visit: <a href="http://www.regions4.org/project/regions-adapt/">www.regions4.org/project/regions-adapt/</a>

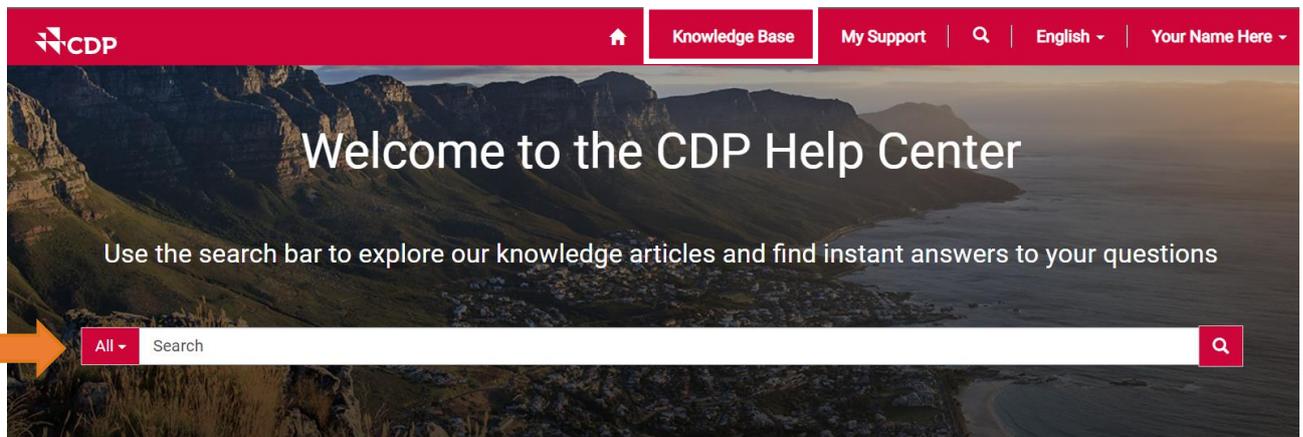
## Appendix III: How to access and use the Help Center

If you have not found the information you are looking for in the resources section of your dashboard, this guide or the [states and regions FAQs](#) you can visit our new Help Center, where you will find articles providing information to support your disclosure further.

To access this, you will need to be [signed in](#). Once you are signed in to your account, you can access the Help Center via link at the top of the page. If you are a new user, you can register [here](#).



Once you click on the Help Center link, you will be taken to the Help Center site:

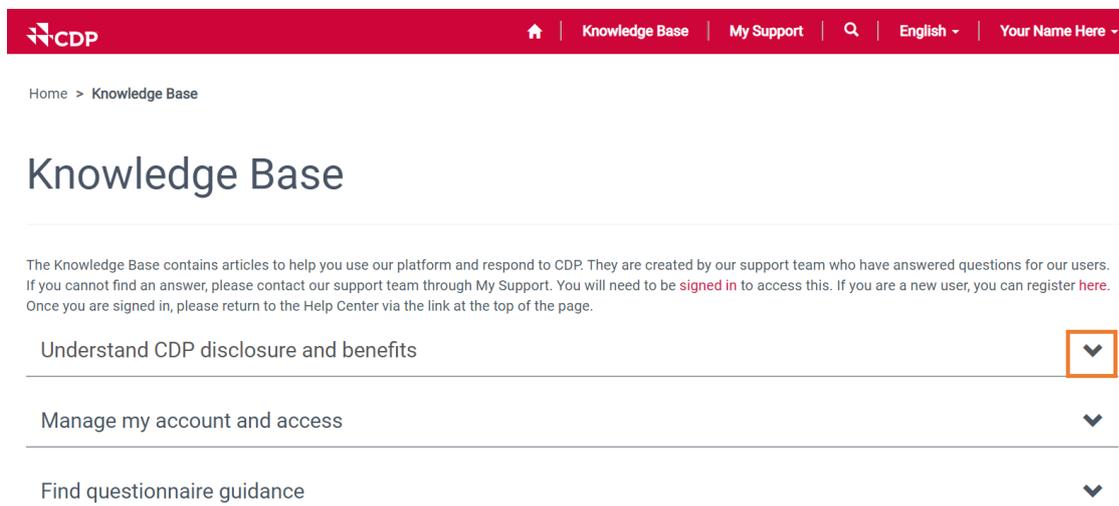


### Most Popular

Questionnaire guidance for companies

You can search for knowledge articles to find an answer to your question using the “Search” function, browsing Most Popular articles or by clicking on the link for the Knowledge Base.

In the Knowledge Base, you can select a category of articles you are interested in and expand the menu to see the articles available:



The expanded view of the Knowledge Base category will show you the available articles.

Home > Knowledge Base

## Knowledge Base

The Knowledge Base contains articles to help you use our platform and respond to CDP. They are created by our support team who have answered questions for our users. If you cannot find an answer, please contact our support team through My Support. You will need to be [signed in](#) to access this. If you are a new user, you can register [here](#). Once you are signed in, please return to the Help Center via the link at the top of the page.

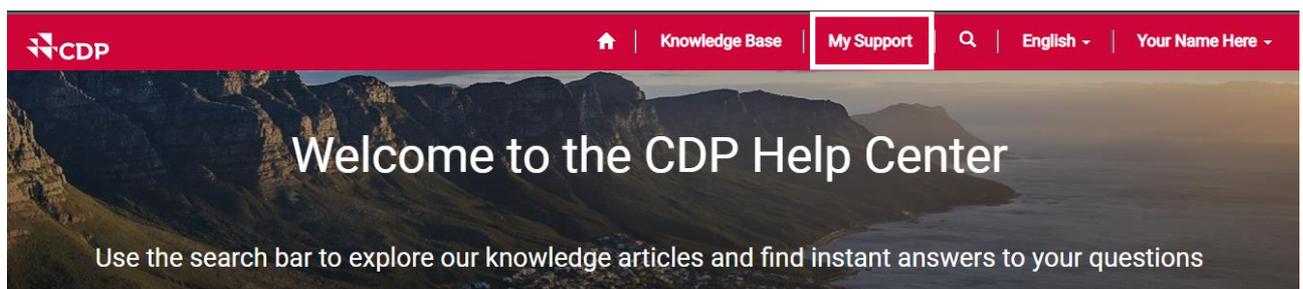
Understand CDP disclosure and benefits

- [CDP request for companies](#)
- [Timeline for responding](#)
- [Benefits of disclosure as a company](#)
- [Benefits of disclosure as a city, state or region](#)
- [Responding as a self-selected company, city, state or region](#)
- [CDP request for Cities, States and Regions](#)

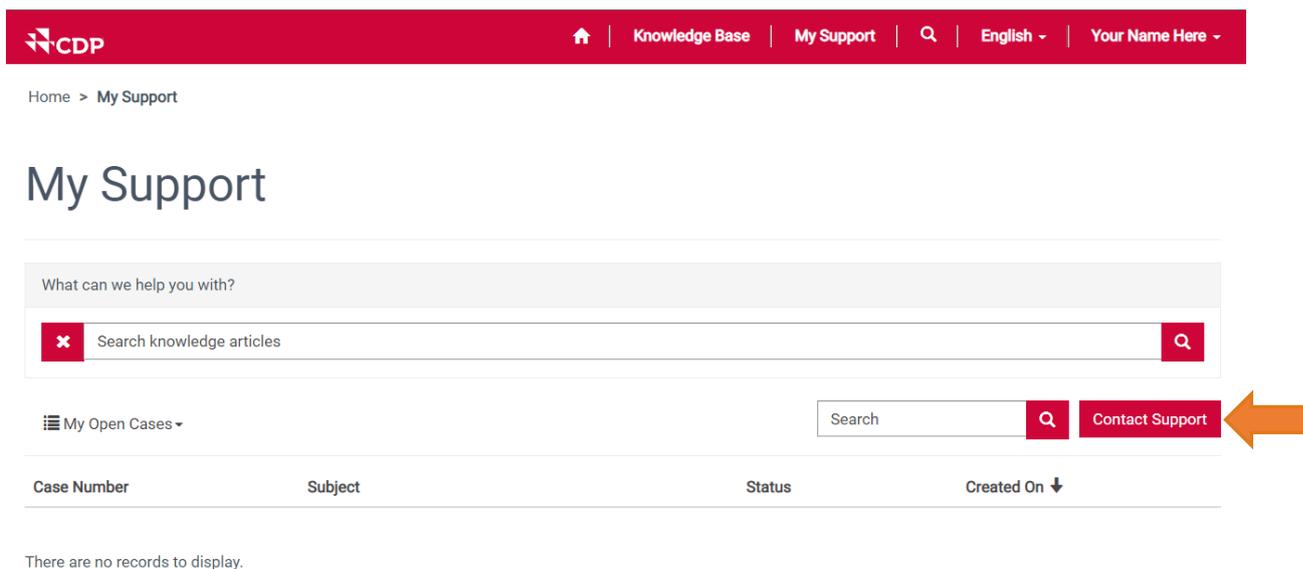
Click on the title of the article to view the information and guidance in full.

If having searched the Knowledge Base using different key words you still cannot find the information you are looking for, contact our support team via My Support in the Help Center.

Click on My Support in the Help Center, which you will see if you are signed in.



Clicking on My Support will take you to the following page where you can raise a case regarding your query.



You can also search for knowledge articles here in the search bar, or click on Contact Support, which will open up the following screen:

## Contact our Support Team

**Subject \***

**Category \*** **Sub-Category \***

**Description \***

Tell us how we can help you

Attach a file

No file chosen

Please make sure you enter the following for your case:

- Enter the subject
- Select the category and sub-category
- Enter your question or query into the description field
- If you are having a technical issue, please provide as much detail as possible and attach any screenshots as needed

Once complete, click **Submit**, which will send your query to our support team.

You will the get a confirmation screen and an email will be sent to your inbox with your case number. It will also appear listed in your Open Cases as long as the query is active.

## My Support

Thank you for contacting our support team. A case CAS-01650-C8N2C9 has been created and you can track progress at My Support.

What can we help you with?



Case Number	Subject	Status	Created On ↓
CAS-01650-C8N2C9	Your query	In Progress	3/16/2022 5:18 PM