
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

Guide to using the disclosure platform

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).

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 platform and the dashboard
2. Refresh your browser and try signing in again

If you are still experiencing difficulties, please contact your account manager or local CDP office with **details of the actions** you are taking and **screenshots** of any error messages.

You can find your local office contact or Account Manager in the help section at the bottom of your dashboard. If you do not have an account manager or local CDP office, please email statesandregions@cdp.net.

The basics

Register, confirm and sign in

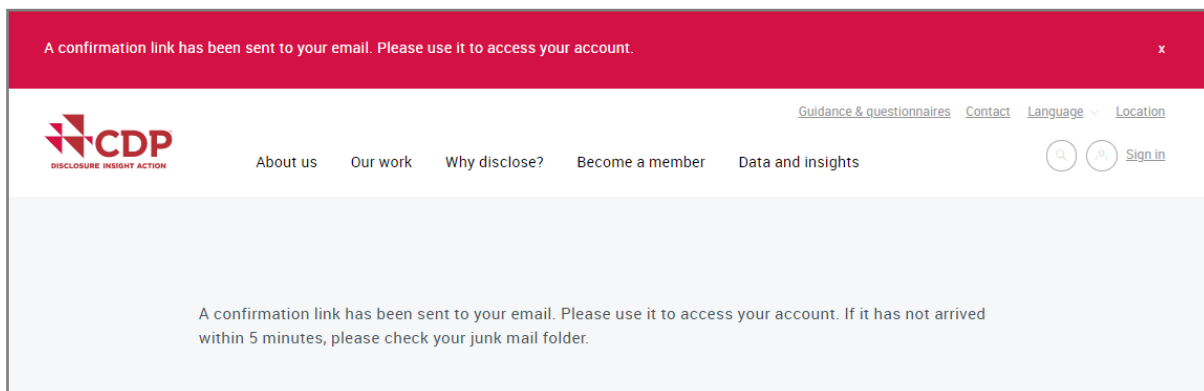
At the start of each disclosure year CDP sends an invitation email to nominated contacts associated to your state or region with relevant information and an activation link.

- 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).

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. The header includes the CDP logo and navigation links: About us, Our work, Why disclose?, Become a member, Data and insights, Guidance & questionnaires, Contact, Language, and Location. The main content area is titled 'Welcome' and contains a registration form. The form includes a 'Welcome' message, a 'Register and join thousands of companies...' section, and a 'Your email' field with the value 'youremail@cdptest.cdptest'. Below this is a 'Your State or Region' field, a 'Your' field, and a 'Name Here' field. The 'Please provide a password' section has 'New password' and 'Confirm password' fields, each with a 'Show' button. A captcha section asks 'Type the letters you see:' and shows a blurred image with the letters 'NNI L'. Below the captcha is a 'Reload' button. At the bottom, there 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, or go to www.cdp.net and click on 'Sign in' on the top right-hand corner of the screen.

i Contact statesandregions@cdp.net if you have problems registering, signing in or if you have not received the invitation email.

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.

Your states and regions dashboard

After signing in, you will see the main page of your account, or 'States and Regions Dashboard', as shown below. The dashboard contains various features shown below.

The screenshot shows the CDP States and Regions Dashboard. The top navigation bar includes links for Guidance & questionnaires, Contact, Language, Location, and Account menu. The main header area contains a 'Need help?' button and a 'Welcome to CDP's States and Regions Dashboard' message. The dashboard is divided into several sections: 'Our work with state and regional governments', 'Reporting is completely free and voluntary', 'About your dashboard', and 'Useful tips for using the Online Response System (ORS)'. On the right side, there is a 'My account' sidebar with links to My Dashboard, Guidance tool, and Sign out. Below the main content, there are several expandable sections: Users, CDP States and Regions 2021, Analytics & Insight, Announcements, Webinars, and Resources. At the bottom, there is a 'Search for Responses' section with a search bar and a 'Search' button. The footer contains a 'Need help?' link, a CDP logo, and contact information for CDP States Regions.

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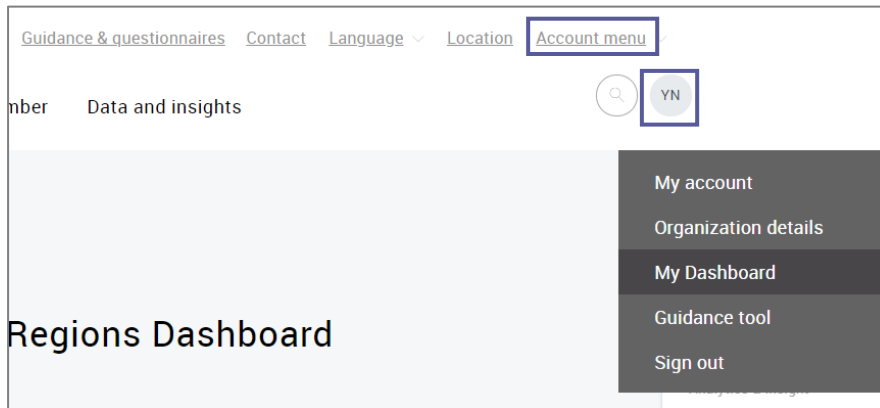
8

9

10

1. **Initials icon and account menu:** clicking either the initials icon or 'account menu' displays the menu to navigate between:

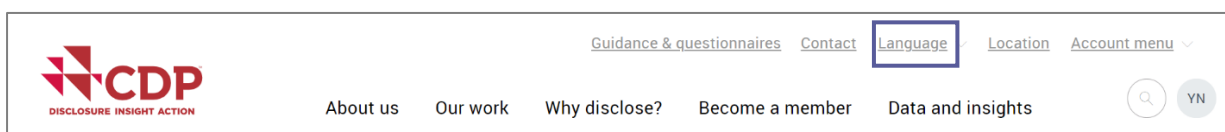
- ▼ My account
- ▼ My dashboard
- ▼ Guidance tool,
- ▼ Organization details (main users only)
- ▼ Sign out



2. **Jump to... menu:** use this to navigate to different sections of the dashboard.
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 2021:** provides access to the Online Reporting System (ORS), displays the deadline and status of your response, and provides links to further guidance.
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. **Announcements:** provides important news and updates related to CDP and CDP initiatives.
7. **Webinars:** find out about webinars related to CDP.
8. **Resources:** access additional guidance and support documents.
9. **Search for Responses:** search participation history for your, or other state and/or region.
10. **Need help?:** button takes you to the help section which displays contact details of your account manager or the CDP office to contact if you have any queries.

Changing languages

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.

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 screenshot shows the CDP website's Guidance tool interface. At the top, the navigation bar includes links for 'Guidance & questionnaires', 'Contact', 'Language', 'Location', and 'Account menu'. The 'Account menu' is highlighted with a blue box, and a blue arrow points to the 'Guidance tool' option in the dropdown menu. The main content area displays the 'Guidance tool' search interface, which includes a 'Questionnaire' dropdown, a 'Category' dropdown, a 'Keyword' search bar, and a 'Search' button. Below the search bar, there is a table with columns for 'Title', 'Programs', and 'Categories'. The table shows results for '2018 Cities Scoring Feedback' under the 'Programs' column and 'Resources' under the 'Categories' column.

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 2021).
- ▶ **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:

Resources		
CDP States and Regions 2020 - General FAQ	CDP States and Regions 2020 Disclosure Platform Guidance	CDP States and Regions 2020 - Forest Module FAQ
Download	Download	Download

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

The screenshot shows the CDP website interface. At the top, there is a navigation bar with links: [Guidance & questionnaires](#), [Contact](#), [Language](#) (with a dropdown arrow), [Location](#), and [Account menu](#) (with a dropdown arrow). Below this is a secondary navigation bar with links: [About us](#), [Our work](#), [Why disclose?](#), [Become a member](#), and [Data and insights](#). On the right side of the navigation bar, there is a search icon and a user initials icon labeled 'YN'. A blue arrow points from the 'YN' icon to a dropdown menu that is open, showing the following options: [My account](#), [My Dashboard](#), [Guidance tool](#), and [Sign out](#). Below the navigation bar, the main content area has a breadcrumb trail: [Home](#) > [Account](#). The main text on the page reads: 'This page is to review your personal details and change your password. Use the menu under your initials to navigate to your dashboard.'

This page is to review your personal details and change your password. Use the menu under your initials to navigate to your dashboard.

If you cannot see a response dashboard, or cannot see the dashboard you need, or wish to update your name, email address or organisation details, please contact your local office or statesandregions@cdp.net.

^ Details

First name *

Your

Last name *

Name

Email ?

yourstateorregioncontact@test.test

Organization ?

Your State or Region

Business Phone

Business Phone

Job title

Job title

Your cultural settings

[Help](#)

English (United Kingdom) ▼

Preferred email language ?

English ▼

Update details



^ Password

Current password

Current password

☐ Show

New password

New password

☐ Show

Password Confirmation

Confirm password

☐ 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:

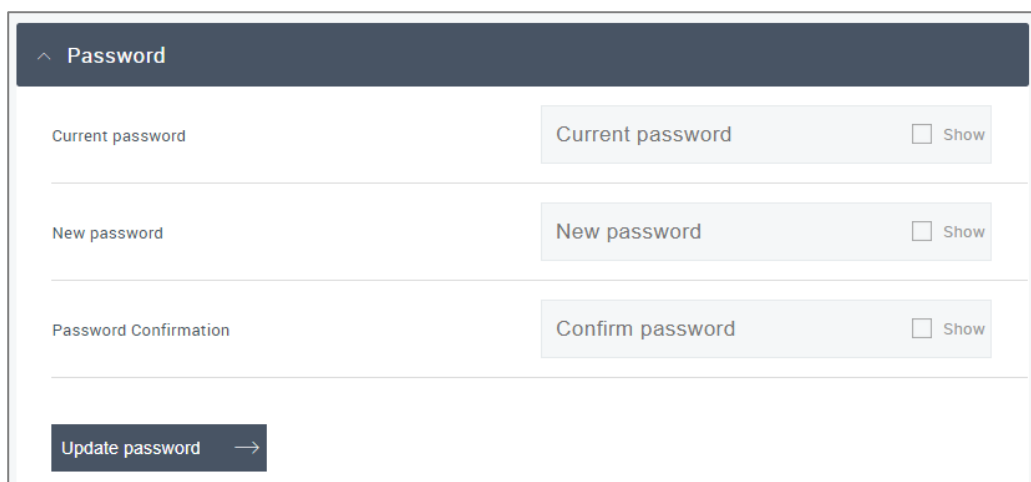
- ▼ Email
- ▼ Organization

To update these fields please contact your local office or statesandregions@cdp.net.

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’.




The screenshot shows a web form titled "Password" with a dropdown arrow. It contains three input fields: "Current password", "New password", and "Password Confirmation". Each field has a corresponding "Show" button with a checkbox icon. At the bottom of the form is a dark button labeled "Update password" with a right-pointing arrow.

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).

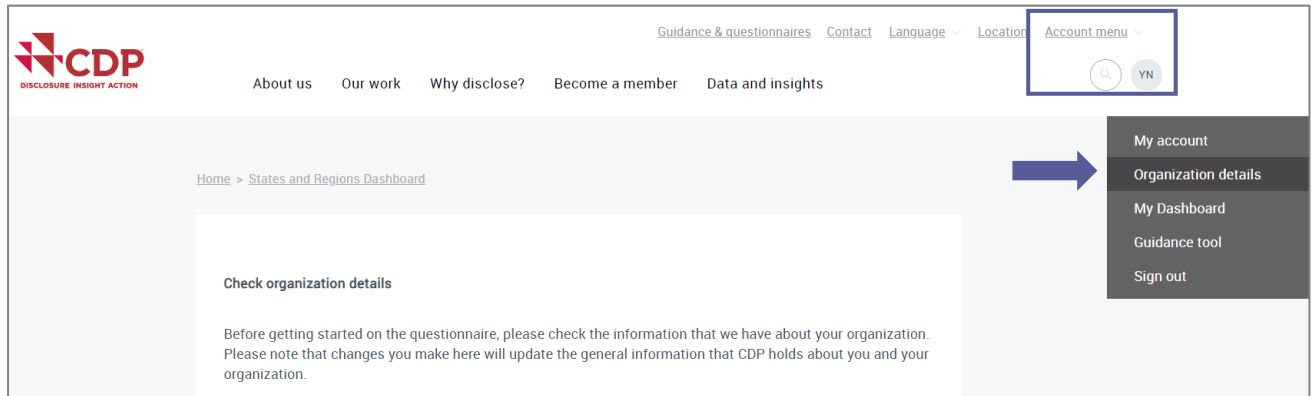
 There is also a '[Forgotten your password?](#)' link on the [sign in page](#).

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



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

- ▼ Your organization's Mayor, Governor, or equivalent legal representative authority

To update these fields please contact your local office or statesandregions@cdp.net.

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

- ▼ Your organization's website address
- ▼ Your organization's Twitter name
- ▼ Your organization's addresses: See [editing your organization's addresses](#)

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

Organization Website Address (optional)

Organization Twitter name (optional)

Mayor, Governor, or equivalent legal representative authority ?

Full name

Job title


Email

[Add new address](#)

Headquarters

Your address here
United Kingdom

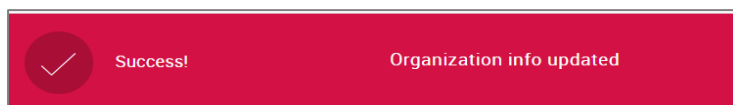
[Edit](#) [Remove address](#)



Save

▶▶

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.

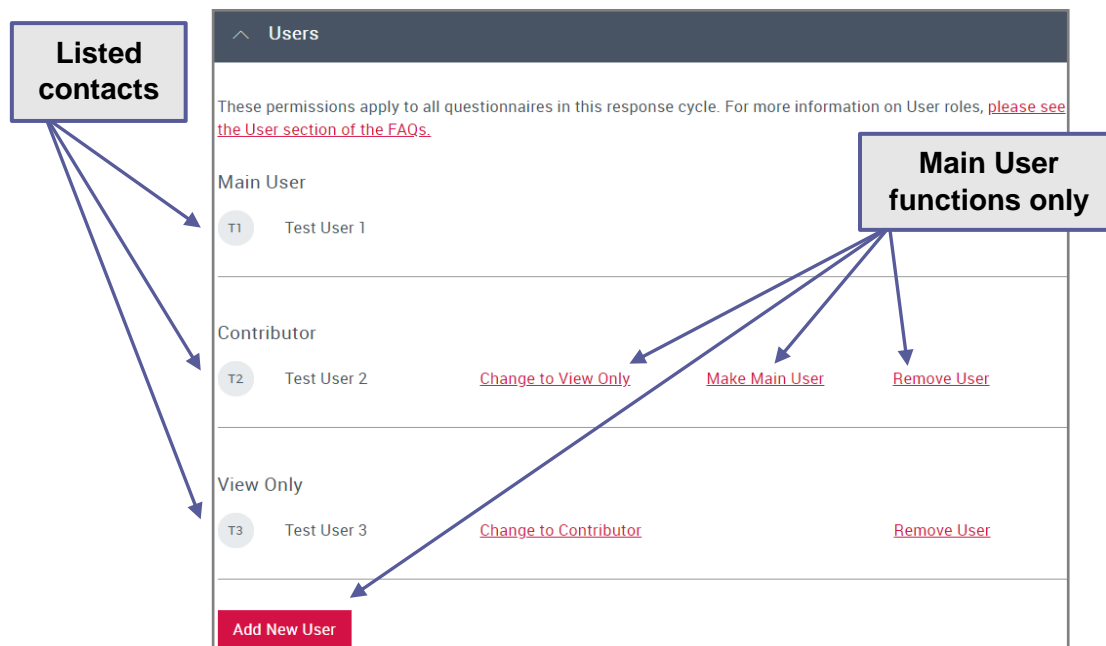
- ▼ Deleting a saved address: Click 'Remove address'
- ▼ Changing a saved address: Click 'Edit'
- ▼ Adding a new address:
 1. Click 'Add new address'.
 2. Fill in all the fields. Fields marked with an asterisk are mandatory.
 3. Click 'Update'. You must do this before trying to save.

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:



▼ 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.

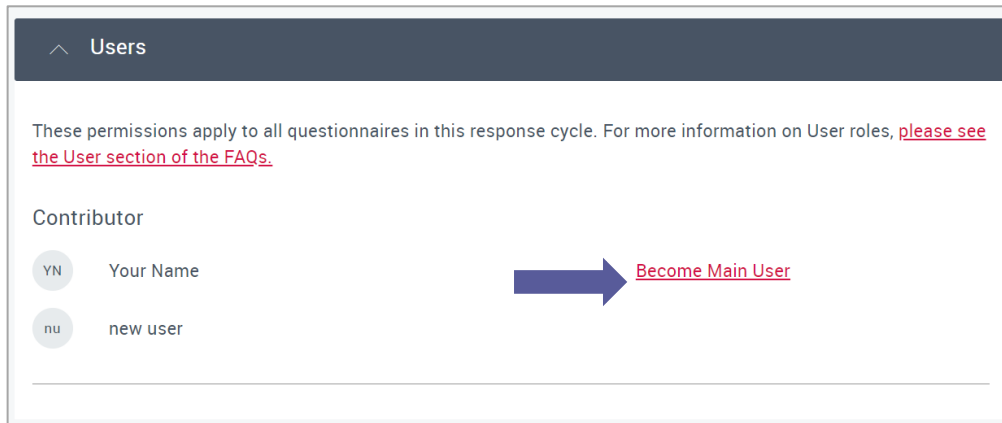
As the Main User, your contact details (name and email) may be stored in CDP's systems for record management.

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 email statesandregions@cdp.net 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 to 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.

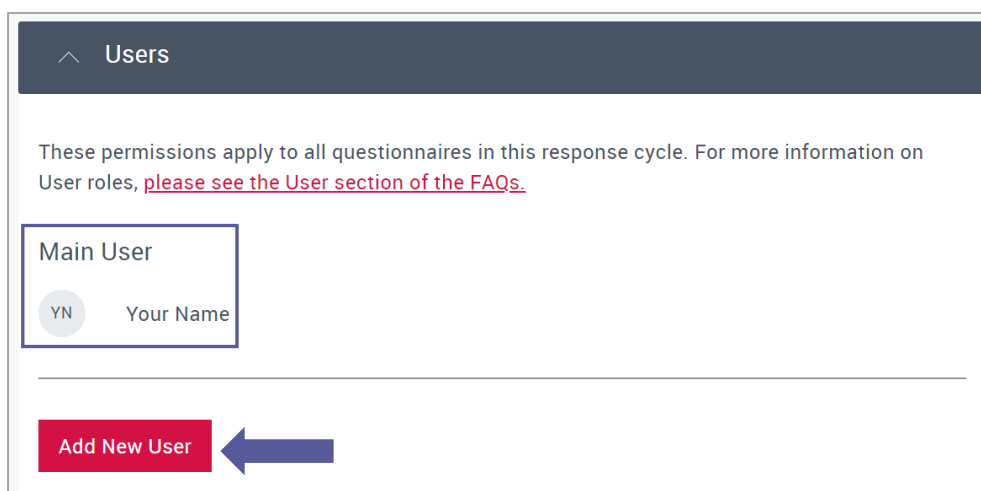
▼ *View only user(s):*

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

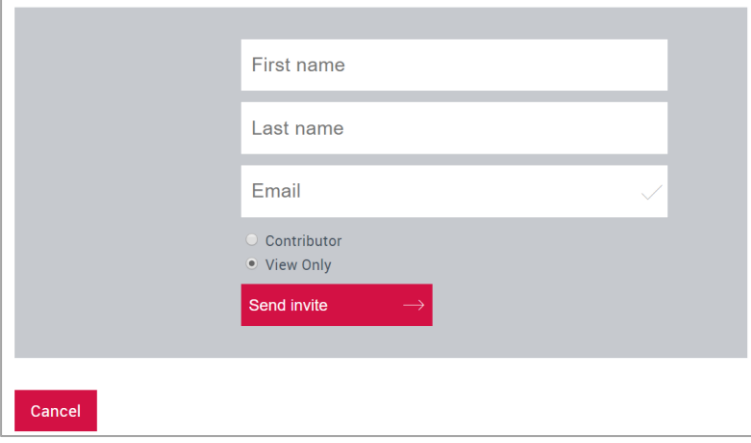
The main user can add new users to the invitation via the user block on their dashboard. You can see if you are the Main User when you expand the user block. If you are the Main User you will see the 'Add New User' button:



To add a new user:

1. select 'add new user'

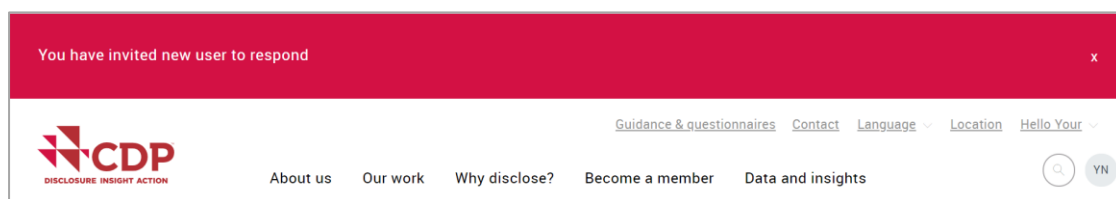
2. complete all the fields and select whether you want the user to be a contributor or a view only contact
3. click 'send invite'



A form for inviting a new user. It contains three input fields: 'First name', 'Last name', and 'Email'. The 'Email' field has a checkmark icon to its right. Below the fields are two radio buttons: 'Contributor' (unselected) and 'View Only' (selected). At the bottom of the form is a red button labeled 'Send invite' with a right-pointing arrow. Below the form is a red button labeled 'Cancel'.

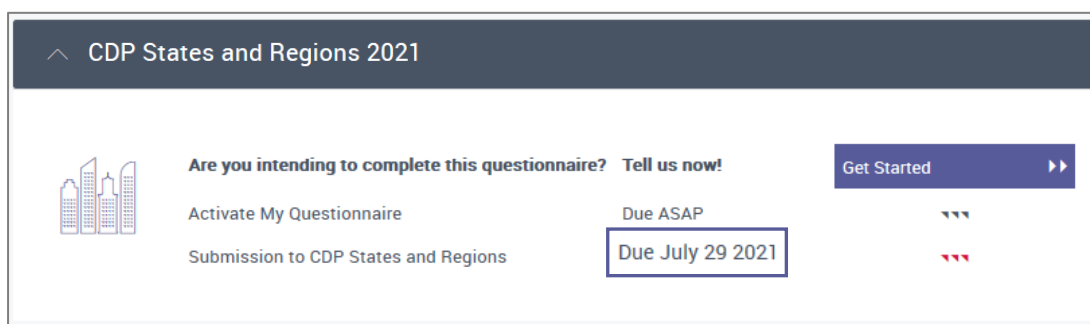
You will see a banner notification at the top and the new user will receive an email notifying that they have been added as a user and instructions to register, with the Main User in copy.

The new user will appear in the Users block.



When is the deadline?

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




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.

CDP States and Regions 2021



Are you intending to complete this questionnaire? Tell us now! [Get Started](#)

Activate My Questionnaire Due ASAP


Submission to CDP States and Regions Due July 29 2021

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.

CDP States and Regions 2021



You will be the Main User for your organization's response.

For more information about the main user role and implications, please review the relevant section in the [FAQ](#).

	Main User	Contributor	View Only
Access dashboard and view responses	✓	✓	✓
Start responses	✓		
Answer questions	✓	✓	
Submit final response/accept Terms	✓		
Control user roles	✓		
Key contact for CDP - will receive reminder and notification emails	✓		

☒ I confirm that I am authorized to be the Main user for my organization

[I will not be the Main User](#)
[Start Questionnaire](#)

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:

CDP States and Regions 2021



Participation Confirmed

Activate My Questionnaire

Submission to CDP States and Regions

Date and tick when completed

Completed March 23 2021 ✓

Completed March 23 2021 ✓

Due July 29 2021

[Enter Questionnaire](#)

Click banner to expand

Click "Enter Questionnaire" to access the ORS

The Online Response System (ORS)

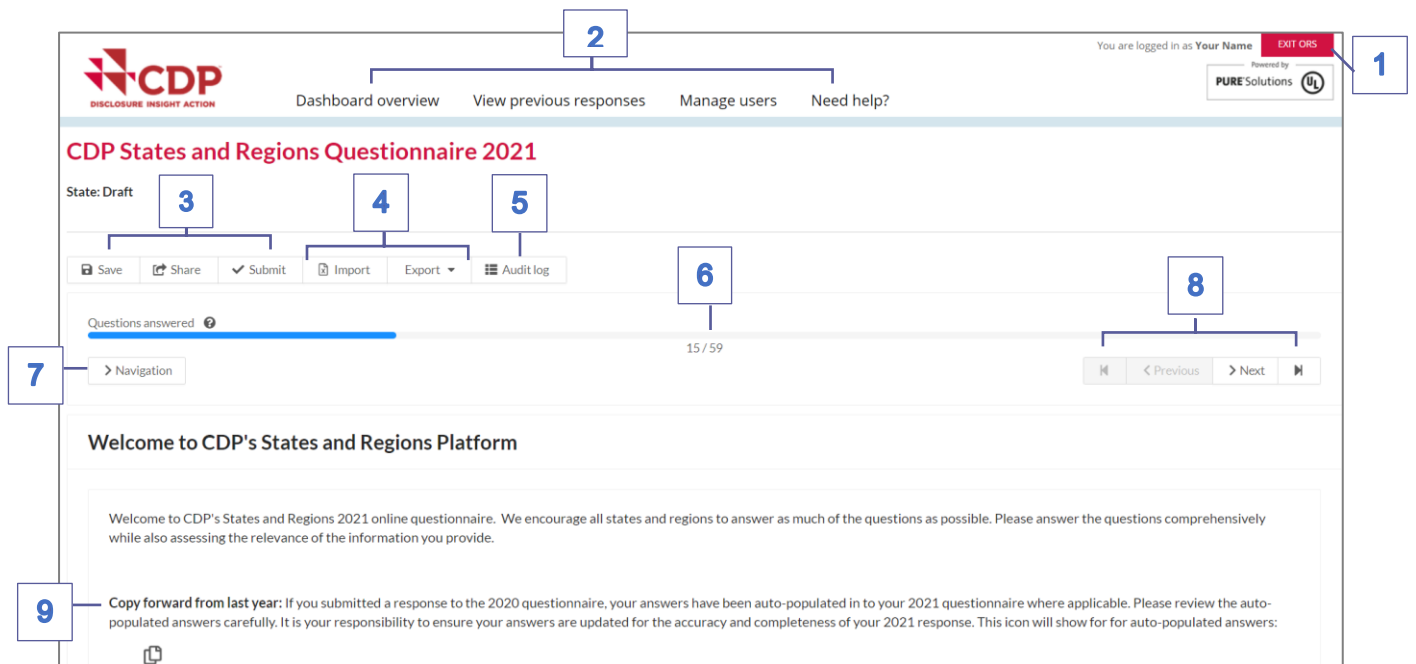
The ORS will open in a new tab or window in your browser, therefore please ensure that **pop-up blockers** are switched off, or that cdp.net is set as an 'allowed' domain. The ORS is where you can fill out the answers to the questionnaire and submit your response.



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:




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/Export:** 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 2020, 2019 or 2018 questionnaire, your previous answers have been auto-populated in to your 2021 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 2021 response.

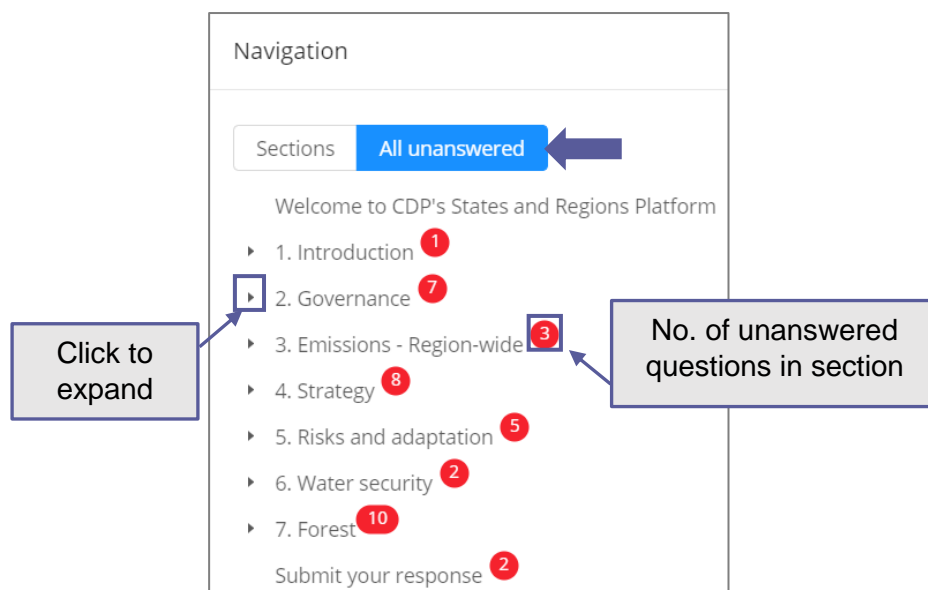
This icon will show for answers that have auto-populated:  See the [copy forward section](#) below for more information.

Navigating the ORS

Users can navigate around the ORS in two ways:

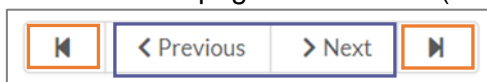
Navigation menu:

- ▶ 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.

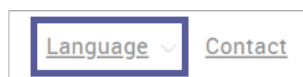
Accessing guidance

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.

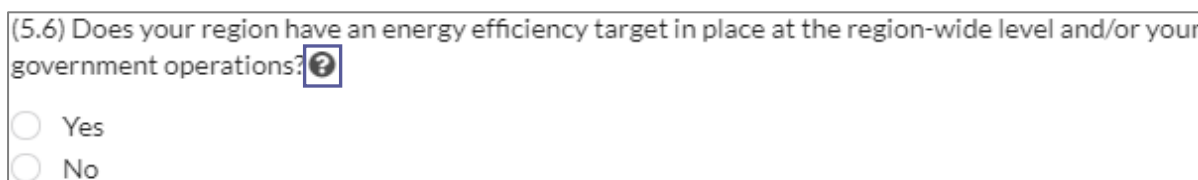


- i** The guidance link will always open in English. To change the language when the link opens, click "language" in the top-right corner.



Information icon

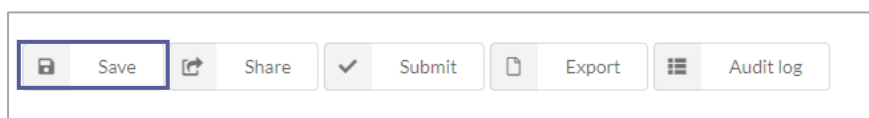
You can also click the information icon **?** for more direction on some questions. For example, the information icon may tell you whether you should select one option, or all that apply.



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.



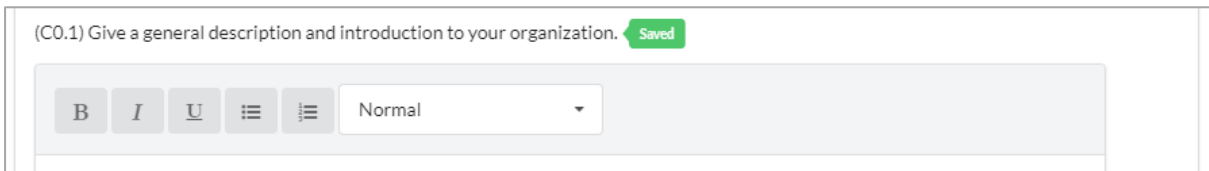
It is advisable to do this frequently to avoid the loss of data, e.g. due to time-outs. The green pop-up messages, as shown below, will confirm once your data has been saved.




Autosave

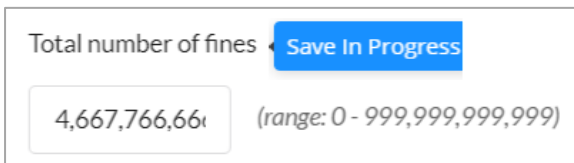
There is an autosave function in the ORS in addition to the 'Save' button. The  icon will appear next to questions where you entered data as you move through a page.

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.



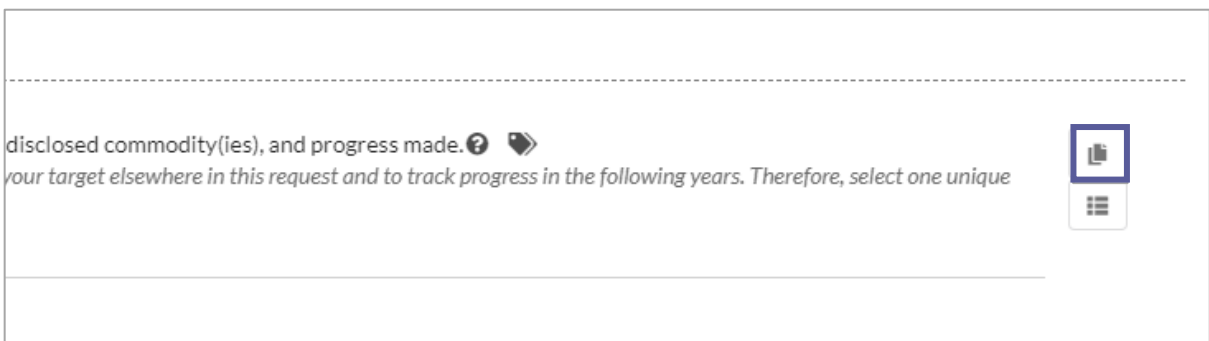
In addition to the green 'Saved' icon, you may see a blue 'Save in Progress' icon. 

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 submitted a response to the 2020, 2019 or 2018 questionnaire, your previous answers have been **auto-populated** into your 2021 questionnaire from your most recent submission (where applicable). A copy forward icon will show for all questions.



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.

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 2021 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.



Please be aware for Q5.4a/Q5.4b and Q6.1a/Q6.2, if you make a de-selection in the current year questionnaire, then the follow up questions may still contain the prior year's response and will need to be edited, as necessary.

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.

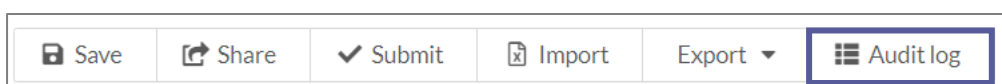
Once the response has been copied into your questionnaire, you can add, edit, and amend the data as necessary.

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.

CDP States and Regions Questionnaire 2021 - Audit Log							
State: Draft							
<div> <div>Back</div> </div>							
<div> <div>Workflow Audit Log</div> <div>Answer Audit Log</div> </div>							
Date	Time	User	Source	Question	Change Type	Previous Value	Change
25 February 2021	12:31:03	Your Name	UI	In which language are you submitting your response?	Option added		English

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.

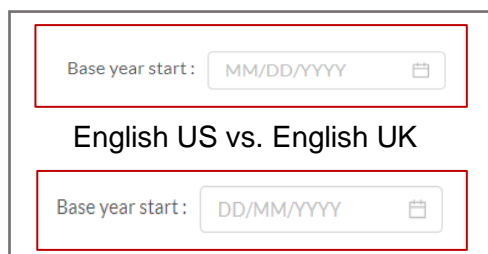
<div> <div>Workflow Audit Log</div> <div>Answer Audit Log</div> </div>					
Date	Time	User	Type	Summary	Submission
27-Feb-2020	10:42:53	CDP Contact	Manual	CDP amendments > Submitted	View
27-Feb-2020	10:40:13	API_User	Manual	Submitted > CDP amendments	
26-Feb-2020	10:54:05	Your Name	Manual	Draft > Submitted	View
25-Feb-2020	11:15:53	Builtin Administrator	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.



The screenshot shows two date input fields. The top field is for 'English US vs. English UK' and shows the format 'MM/DD/YYYY' with a calendar icon. The bottom field is for 'English US vs. English UK' and shows the format 'DD/MM/YYYY' with a calendar icon.

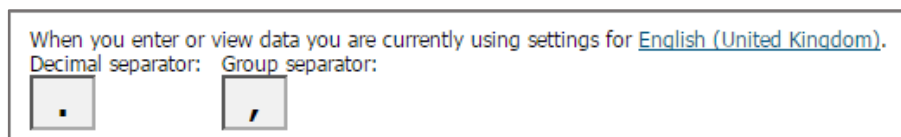
- ▼ **Numeric questions:** Numbers will be displayed in a format specific to the cultural setting selected. The cultural setting determines which decimal separator or group separator is used (i.e. a decimal point or other) and determines which group separator is used (i.e. a comma or other).

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



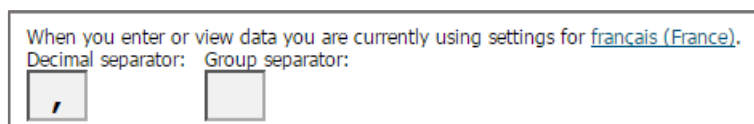
The screenshot shows two numeric input fields. The top field is for 'English (US) vs. French (France)' and shows the format '1,234.56' with a greyed-out '123456' below it. The bottom field is for 'English (US) vs. French (France)' and shows the format '1234,56' with a greyed-out '123456' below it.

E.g. the decimal separator for English (UK) is a decimal point, and the group separator is a comma. Two-thousand and a half is displayed as 2,000.5



The screenshot shows the cultural settings for 'English (United Kingdom)'. It displays 'Decimal separator:' as a period (.) and 'Group separator:' as a comma (,).

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



The screenshot shows the cultural settings for 'français (France)'. It displays 'Decimal separator:' as a comma (,) and 'Group separator:' as a space ().

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.



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*

Total ? : 


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.


Infinity

Error: division by zero

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.

0/50





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'.

File Attachments

Files attached to this question


File 1.docx

×



File 2.xlsx

×

Click to remove files


Click or drop to add files

Attach new files to this question


Drop files here or Choose Files
Documents and images under 30MB

Attach existing files to this question

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).

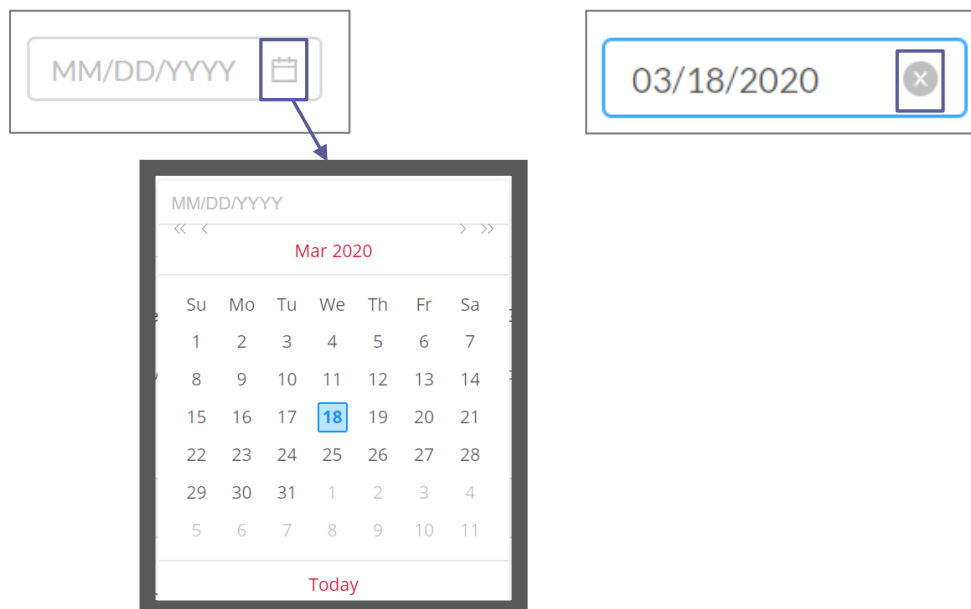
Comment fields

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.

<p>Gross global Scope 1 emissions (metric tons CO2e)</p> <div> <input type="text" value="1,234.56"/> (range: 0 - 999,999,999,999) </div>	<p>Proportion of reported emissions verified (%)</p> <div> <input type="text" value="1,234.56"/> (range: 0 - 100) </div>
---	---

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.

Yes [Consumption only]

Yes [Consumption only]

Own land only [Agriculture/Forestry only]

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


Estimated probability of impact : med

Impact description :

Medium - High

Medium

Medium - Low

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.

Other ✕

Please specify... 0/250

Enter your answer here

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.

(4.7) Please select the sectors that are relevant for your region's climate actions. ⓘ

Agriculture × Buildings & Lighting ×

- Agriculture
- Buildings & Lighting
- Energy
- Finance & Economy
- Governance
- Industry
- Land use
- Transport

Agriculture ✕

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.

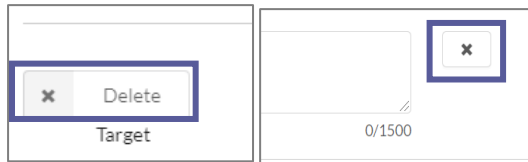
The 'Add row' function will be displayed where you can add extra rows.

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

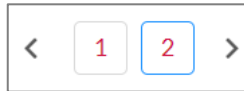
▶ [Click here for guidance for this question](#)

+ 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:



All tables can be displayed in one of two formats:

▼ Grid format - a standard table view

(CO.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 the box icon to activate. Click close when you have finished entering text.

⚠ 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

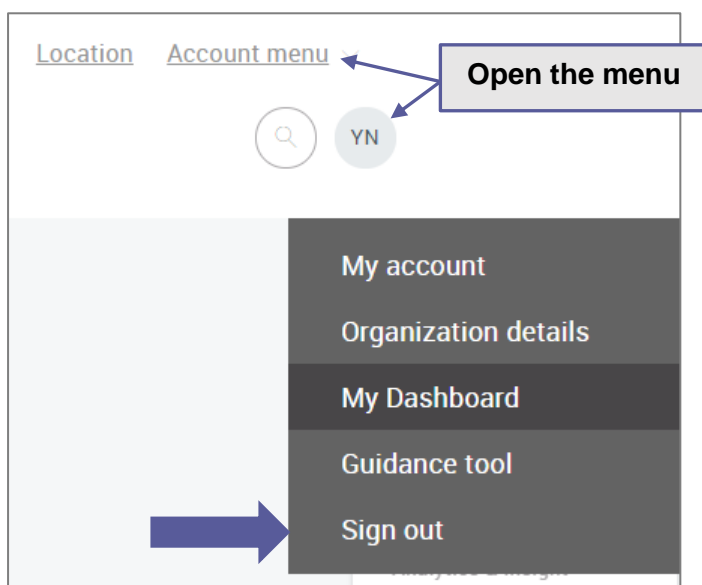
You will receive the following message and you can now close the tab/window in which it appears.

Your ORS Session Has Now Ended

Your Online Response System (ORS) session has now ended, but you may still be logged in with CDP.

Click on your initials in the top right of the screen to either sign out completely ('Sign out') or return to your response via your dashboard.

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 ORS

To continue working on your questionnaire(s), please sign into your dashboard at 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 dropdown and then select word.

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.

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 dropdown and select Excel.

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'.



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	<input type="button" value="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	CH4	N2O	HFCs	PFCs	SF6	NF3
No	Yes	No	No	No	No	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 at the top of the screen. 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'.


CDP States and Regions Questionnaire 2021

State: Draft

Save
Share
Submit
Import
Export
Audit log

Import Excel File

Please upload a file

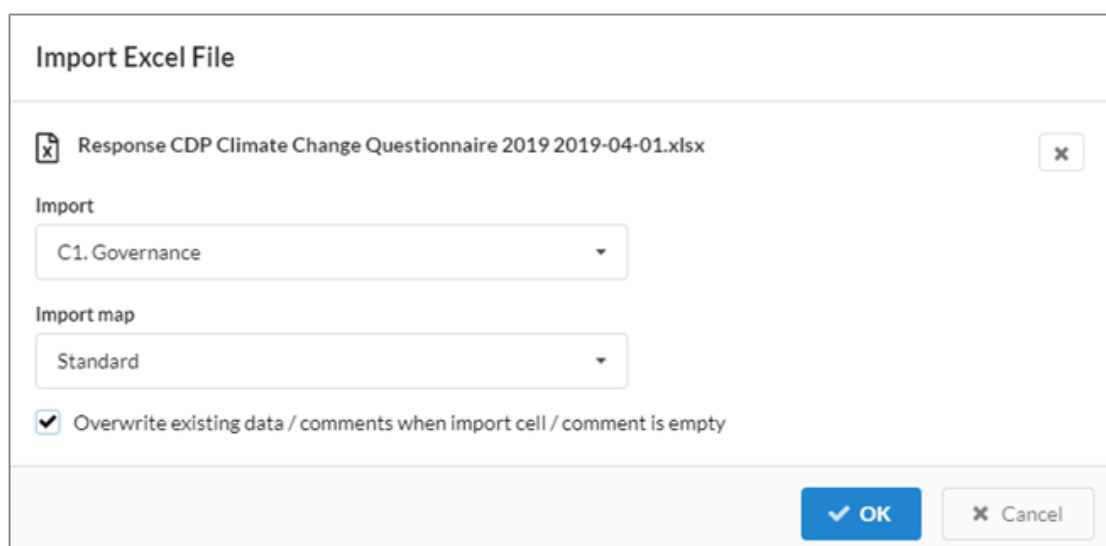


Drop files here or Choose Files

Documents under 30MB

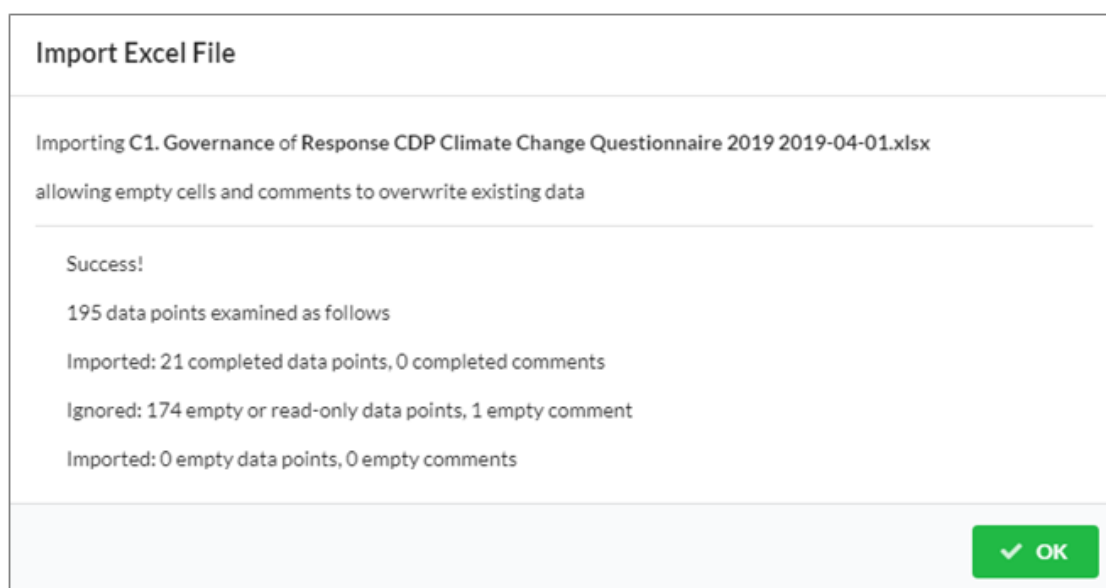
OK
Cancel

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



The dialog box is titled "Import Excel File". It shows a file named "Response CDP Climate Change Questionnaire 2019 2019-04-01.xlsx" with a close button (X) to its right. Below the file name, there is an "Import" section with a dropdown menu currently set to "C1. Governance". Underneath, the "Import map" section has a dropdown menu set to "Standard". A checkbox labeled "Overwrite existing data / comments when import cell / comment is empty" is checked. At the bottom right, there are two buttons: a blue "OK" button with a checkmark and a grey "Cancel" button with an X.

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.



The screen is titled "Import Excel File". It displays the message "Importing C1. Governance of Response CDP Climate Change Questionnaire 2019 2019-04-01.xlsx" followed by "allowing empty cells and comments to overwrite existing data". Below this, it says "Success!". Then, it provides a summary: "195 data points examined as follows". This is followed by three lines of results: "Imported: 21 completed data points, 0 completed comments", "Ignored: 174 empty or read-only data points, 1 empty comment", and "Imported: 0 empty data points, 0 empty comments". At the bottom right, there is a green "OK" button with a checkmark.

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.
- 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.

i 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 corporate dashboard, otherwise contact statesandregions@cdp.net or your local contact.

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 accept 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, or region from other public 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.

Cancel

Submission trouble shooting

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.

Submission confirmation

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

CDP States and Regions Questionnaire 2021

Thank you for your submission to the CDP's States and Regions 2021 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 [Open Data Portal](#) to gain a comprehensive insight on climate mitigation and adaptation at the state and regional level.

Read our latest [Annual Disclosure Report](#) to gain an understanding of the global picture of the impact, progress and actions driven by states and regions around the world.


Changes to your response

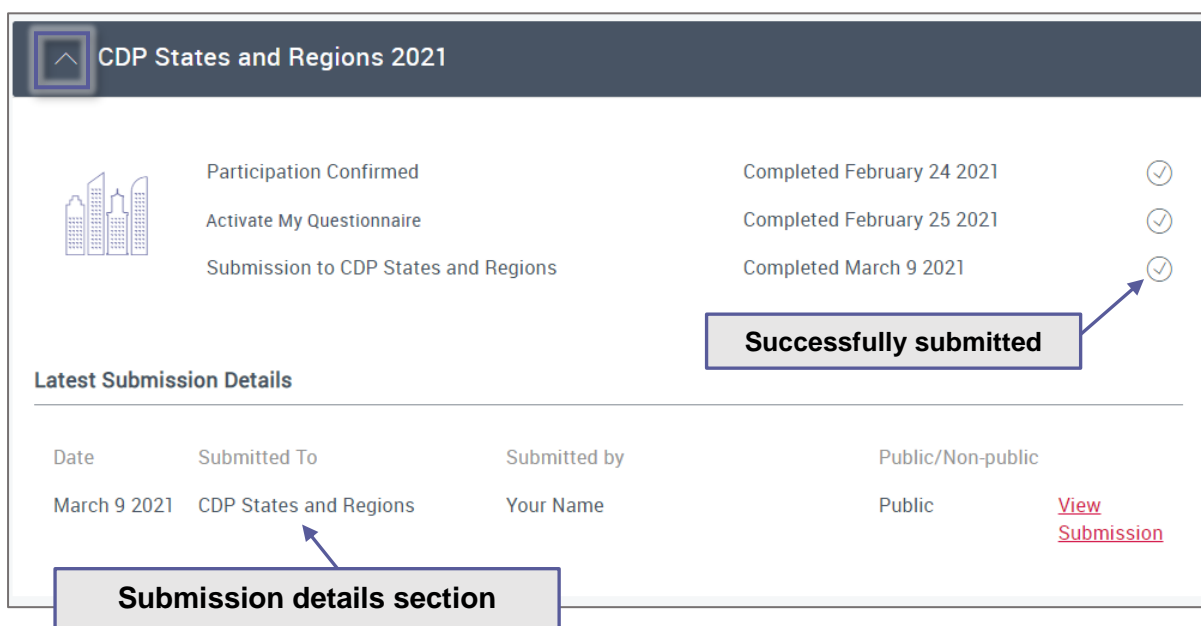
If you would like to make an amendment to your CDP's States and Regions 2021 submission, please email statesandregions@cdp.net.

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

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.

 If you do not see ticks within 1 hour of submitting please email your local CDP contact or statesandregions@cdp.net.



The screenshot shows the 'CDP States and Regions 2021' dashboard. It features a list of activities with their completion dates and status (checked circles). A callout box labeled 'Successfully submitted' points to the 'Submission to CDP States and Regions' entry, which is marked as completed on March 9, 2021. Below this, the 'Latest Submission Details' section contains a table with submission information. A callout box labeled 'Submission details section' points to the 'Submitted To' column in the table.

Date	Submitted To	Submitted by	Public/Non-public
March 9 2021	CDP States and Regions	Your Name	Public

[View Submission](#)

Viewing your response

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

In the ORS as a snapshotted 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 2021

Participation Confirmed

Completed February 24 2021

✓

Activate My Questionnaire

Completed February 25 2021

✓

Submission to CDP States and Regions

Completed March 9 2021

✓

Latest Submission Details

Date	Submitted To	Submitted by	Public/Non-public
March 9 2021	CDP States and Regions	Your Name	Public

View Submission

2. Navigate to the workflow audit log.

CDP States and Regions Questionnaire 2021

State: Submitted

Share

Export

Audit log

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.

2nd submission

Workflow Audit Log

Answer Audit Log

Date	Time	User	Type	Summary	Submission
11-Mar-2020	16:39:49	Your Name	Manual	Discloser amendments > Submitted	View
11-Mar-2020	16:21:30	API_User	Manual	Submitted > Discloser amendments	View
11-Mar-2020	16:02:26	Your Name	Manual	Draft > Submitted	View
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.

CDP States Regions
statesandregions@cdp.net

Name	Response	Year	Status	Score
	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.

DISCLOSURE INSIGHT ACTION

[Guidance & questionnaires](#)
[Contact](#)
[Language](#)
[Location](#)
[Hello cdpTest](#)

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

1. Introduction

2. Governance

3. Emissions - Region-wide

4. Strategy

5. Risks and adaptation

6. Water security

7. Forest

Submit your response

CDP States and Regions

Export to PDF

1. Introduction

General information

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

	Government name	Country	Currency	Leader title (e.g. Governor, Premier...)	Leader name
Region's profile	Government name is here	United States	USD US Dollar	Leader title (e.g. Governor, Premier...)	

Amending your response

If you need to make a change to your questionnaire response, contact statesandregions@cdp.net 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 as soon as possible.

The screenshot shows the 'CDP States and Regions 2021' dashboard. It features a header with a chevron icon and the title. Below the header, there are three rows of status information, each with a city skyline icon, a description, a completion date, and a checkmark. The third row, 'Submission to CDP States and Regions', is highlighted with a blue box and includes a 'Completed March 9 2021' status and an 'Enter Questionnaire' button with a double arrow icon. Below this, a section titled 'Latest Submission Details' contains a table with columns: Date, Submitted To, Submitted by, and Public/Non-public. The table shows a submission on March 9 2021 to CDP States and Regions by 'Your Name', which is Public. A red 'View Submission' link is next to the 'Public' status.

Date	Submitted To	Submitted by	Public/Non-public
March 9 2021	CDP States and Regions	Your Name	Public View Submission

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.

The screenshot shows the 'CDP States and Regions Questionnaire 2021' interface. It has a title in red and a subtitle 'State: Discloser amendments'. Below the subtitle, there is a row of buttons: 'Save', 'Share', 'Submit amendments' (highlighted with a blue box), 'Import', 'Export', and 'Audit log'.

4. Confirm your submission.

The screenshot shows a confirmation dialog box. It contains the text: 'You selected 'Submit'.', 'If you are sure, please confirm your selection.', and 'You may not be able to undo this action.' At the bottom right, there are two buttons: 'Cancel' and 'Confirm' (highlighted with a blue box).

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.

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](#), or email your local CDP contact or statesandregions@cdp.net with full details (and screenshots) of your issue.

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
Chinese (Simplified)	.	,	1,234,567.89	YYYY/MM/DD
Chinese (Traditional)	.	,	1,234,567.89	YYYY/MM/DD
English (India)	.	,	12,34,567.89	DD/MM/YYYY
English (Trinidad and Tobago)	.	,	1,234,567.89	DD/MM/YYYY
English (United Kingdom)	.	,	1,234,567.89	DD/MM/YYYY
English (United States)	.	,	1,234,567.89	MM/DD/YYYY
French (France)	,		1 234 567,89	DD/MM/YYYY
German (Germany)	,	.	1.234.567,89	DD/MM/YYYY
Indonesian (Indonesia)	,	.	1.234.567,89	DD/MM/YYYY
Italian (Italy)	,	.	1.234.567,89	DD/MM/YYYY

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

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