Introduction to the Ecosystem Services Registry

for FM and Sponsors Transactions Management

Introduction

Purpose of the Document

This manual provides guidance for Sponsors on how to navigate and utilize the Ecosystem Services Registry to identify and explore partnership opportunities for ecosystem service impacts. It offers step-by-step instructions to access important functionalities, ensuring effective and efficient communication with Forest Managers

Overview of the Registry

The Ecosystem Services Registry is designed to streamline the sponsorship process by offering Sponsors a comprehensive view of available Ecosystem Service Reports (ESRs). By accessing the registry, Sponsors can view details about potential projects, including contact information for Forest Managers, facilitating seamless communication and partnership development.

Getting Started

Ensure you have a Sponsor account set up within the Registry system. For new users, contact the system administrator to request access.

System Requirements

To effectively use the Ecosystem Service Impact Registry, ensure that your hardware and software meet the following minimum requirements:

Hardware

- Computer or tablet with a dual-core processor.
- Minimum 4GB RAM for optimal performance.
- Stable internet connection with at least 2 Mbps bandwidth.

Software

- **Operating System:** Compatible with Windows 10 or later, macOS High Sierra (10.13) or later, or the latest version of iOS/Android.
- **Web Browser:** Latest versions of Chrome, Firefox, Safari, or Microsoft Edge with JavaScript enabled.

Accessing the Registry

Login Procedures:

- Open Browser/Application: Launch your preferred web browser or the installed application if applicable.
- Navigate to Login Page: Visit the official website - https://connect.fsc.org/
- Goto Home page and select the "Login" option to access the system.
- Enter Credentials: Type in your username and password in the designated fields.
- Security Verification: Complete any verification steps
- Log In: Click on the "Login" button to access the system.

Searching for Ecosystem Services Impacts

Accessing the Dashboard:

Once logged in, you will be directed to the Ecosystem Services Sponsorship Dashboard, which presents a list of available ESRs and Impacts for sponsorship. The dashboard displays a list of ESRs and Impacts that have been approved by the Certification Body Organization, published, and are open for sponsorship.

FSC Ecosystem Services Registry

Home | Welcome Page | Ecosystem Services Sponsorship Registry |
Ecosystem Services Transaction Registry | 🔍 | English ▾ | Rashi Goyal PWC ▾

ECOSYSTEM SERVICES REGISTRY   TRANSACTIONS REGISTRY

FM NAME   FM COUNTRY   ES IMPACT   ADDITIONALITY DEMONSTRATED   PROJECT VERIFICATION STAGE   ESR REQUEST

[▾]   [▾]   [▾]   [▾]   [▾]   [▾]

APPLY FILTERS

Search... 🔍

FM NAME	FM COUNTRY	ESR REQUEST	ES IMPACT	PROJECT VERIFICATION STAGE	ADDITIONALITY DEMONSTRATED	CB APPROVAL DATE	
Texas Certification Group managed by Morris Timber Holdings, Inc.	UNITED STATES	ESR-000367	ES7.1	Validated	Yes	7/17/2025 5:47 PM	⌄
Texas Certification Group managed by Morris Timber Holdings, Inc.	UNITED STATES	ESR-000366	ES5.1	Verified	No		⌄
Texas Certification Group managed by Morris Timber Holdings, Inc.	UNITED STATES	ESR-000193	ES5.1	Validated	No	7/17/2025 5:09 PM	⌄
KANSAS Certification Group managed by Morris Timber Holdings, Inc.	POLAND	ESR--000158	ES1.1	Verified	No		⌄

Visible Fields for Each ESR:

- FM Name: Name of the Forest Manager
- ESR Request: Unique identifier for the ESR
- FM Country: FM's country of origin
- ES Impact: Ecosystem Services Impacts
- Project Verification Stage: Status of Impact verification (Validated or Verified)
- Additionality Demonstrated: Indication of additionality (Yes/No)
- CB Approval Date: Date the ESR was approved by the CB

Available Filters:

- FM Name: Filter by Forest Manager Name
- FM Country: Filter by the FM's country
- ES Impact: Filter by specific ecosystem services impact
- Project Verification Stage: Filter based on verification status
- Additionality Demonstrated: Filter by additionality status
- ESR Request: Filter by unique identifier for ESR

Exploring ESR Details:

FSC Ecosystem Services Registry

Home | Welcome Page | Ecosystem Services Sponsorship Registry |
Ecosystem Services Transaction Registry | Q | English ▾ | Rashi Goyal PWC ▾

Forest Manager responsible for this ESR:

NAME	EMAIL
Krystian Reinke	k.reinke@fsc.org

The data below is an exact reproduction of what the forest managers have submited. We wil l developed personalised reports in the future.

Step 6 of 9   95% Completed

THEORY OF CHANGE

Linking management activities to impacts

Click on "View Details" next to any ESR of interest to open it in read-only mode. Within this view, along with the ESR impact details, you will find the contact information for the relevant Forest Manager, including:

- Forest Manager Name
- Forest Manager Email

Communication with Forest Managers

Use the displayed contact information to reach out and express interest in sponsoring an ES Impact. It is recommended to prepare an introductory email outlining your interests and any specific queries you may have about the ESR.

Conclusion

By following these steps, Sponsors can effectively navigate the Impacts Dashboard, identify viable sponsorship opportunities, and engage with Forest Managers for collaborative ecosystem projects. This manual serves as a comprehensive guide to maximizing the functionality and impact of your sponsorship experience.

Transaction Management

Accessing the Transactions Dashboard

Detailed guidance on navigating the Transactions Dashboard within the Ecosystem Service Impact Registry –

Dashboard Features

Fields Displayed in the Transactions Dashboard include –

- ESR Transaction Item: Used to uniquely identify the transaction
- Forest Manager: Name of the forest manager responsible for the transaction
- Sponsor: Sponsor name
- ESR Request: Uniquely identify the ESR the transaction is based on
- ESR Impact: Shows the Impact which is considered for sponsorship
- ESR Indicator: Shows the Indicator which is considered for sponsorship
- Project Verification Stage: Shows whether the Impact is Verified or Validated
- Last Measured Value: Numbe rof units available for future transactions
- Total Units Sponsored: Units already sponsored across all transactions
- Units Sponsored: Units sponsored in this transaction
- Transaction Amount: Amount offered for sponsorship
- Sponsorship Start Date
- Sponsorship End Date
- Status of Transaction: Status of the transaction – Under Review, Accepted, Rejected
- ESR Transaction Status System Confirmed: It can contain values like System Rejected or System Checked. This field shows the status if the transaction was rejected by the system.
- Modified on: Date the transaction was created/last edited

Filter Capabilities:

Filters are available for-

- ES Impact
- Sponsor Name
- FM Name
- Transaction Amount

Managing Transactions

Actions Available for Each Transaction include –

Create new Transactions:

Forest Managers can create new Transactions by clicking on the create new transaction button

As a Sponsor, View Transaction Details and Approve or Reject them:

Click the "View Transaction Details" button to see detailed information about the transaction. Sponsors can use this button to View Transactions and Approve or Reject them

Modify Transaction:

Forest Managers can modify a transaction after creating it till the transaction has not been accepted or rejected by the Sponsor. Click the "Modify Transaction" button to adjust transaction details as needed.

For Forest Managers - Creating a New Transaction

This section of the manual provides Forest Managers (FMs) with guidance on initiating and completing new transactions for approved Ecosystem Service Requests (ESRs) within the Ecosystem Services Registry. It outlines the process, field requirements, and steps to ensure successful transaction creation.

Navigating to Transactions Dashboard:

- Log in to the Registry and access the Transactions dashboard.
- To create a new transaction, click the "Create New Transaction" button to be redirected to a transaction initiation page.

ESR IMPACT	FOREST MANAGER	SPONSOR	TRANSACTION AMOUNT		
˅	˅	˅	˅		APPLY FILTER

CREATE NEW TRANSACTION

PROJECT VERIFICATION STAGE	LAST VALUE MEASURED	TOTAL UNITS SPONSORED	UNITS SPONSORED	TRANSACTION AMOUNT	SPONSORSHIP DATE START	SPONSORSHIP DATE END	STATUS OF TRANSACTION	ESR TRANSACTION STATUS SYSTEM CONFIRMED	MODIFIED ON	
Validated		0		241.00	9/5/2025	9/11/2025	Under review	Checked	9/5/2025 3:21 PM	˅

Initiating Transaction:

On the transaction page, you will find fields to define transaction details. Follow through to complete these fields accurately.

Transaction Parties Section:

- Forest Manager Organization: This field is automatically populated with the name of the Forest Manager's organization handling the transaction.
- Forest Manager Operative: Displays the name of the operative within the Forest Manager organization responsible for the transaction.
- Name of Sponsor: Select from a dropdown list of available sponsors with whom you want to create a transaction. This transaction will then be visible on the Sponsor dashboard
- Co Claiming Sponsorship: Choose whether you would like to co-claim sponsorship with other sponsors. Options are 'Yes' or 'No'.

FSC ESR Transaction Creation Form

Transaction Parties

Forest Manager Organisation

FM001

Forest Manager Operative

Rashi Goyal PWC

Name of Sponsor *

[🔍]

CoClaiming Sponsorship
🔘 No ⭕ Yes

Add Ecosystem Service Impact for Sponsorship Section:

- Ecosystem Service Request ID: Select the specific ESR associated with the impact you are sponsoring, e.g., ESR-000466.
- Ecosystem Service Impact: Identify the specific impact, for instance, ES1.2. Please select the impact which is the most marketable.
- Ecosystem Service Impact Indicator: Choose the indicator for the selected ecosystem service impact, e.g., Area of Intact Forest Landscapes. Please select the indicator wisely. Any future transactions created for this ESR and Impact, you will have to necessarily choose the indicator you selected in the first transaction

Add Ecosystem Service Impact for Sponsorship

Ecosystem Service Request ID *

[🔍]

Ecosystem Service Impact *

[   ]

Ecosystem Service Impact Indicator *

[   ]

Selected Impact Indicator Section:

These fields show related transactions which have already taken place in the past for the selected ESR Request, Impact and Indicator value

Selected Impact Indicator

TYPE OF PROCEDURE	ESR INDICATOR	MEASUREMENT UNIT TYPE	MEASUREMENT UNIT	PRESENT VALUE	TRANSACTION UNIT BALANCE	UNITS BALANCE
Verified	Restored forest area as a proportion of total forest area	Volume	Cubic meters (m3)	213	14	199

Related Transactions

STATUS	SPONSOR	INDICATOR	UNITS	AMOUNT
Under review	Hoffmann Silvicultural Corp	Restored forest area as a proportion of total forest area	2	N/A
Under review	Hoffmann Silvicultural Corp	Restored forest area as a proportion of total forest area	12	213

- Type of Procedure: Indicates if the impact procedure is 'Verified' or 'Validated'.
- Measurement Unit Type: Description: Specifies the unit type used for measuring the impact, e.g., Area.
- Measurement Unit: Description: Displays the unit of measurement, e.g., % (HCV Area/Conservation Area Network).
- Present Value: Description: Shows the current measured value for the impact, e.g., 12312. This value is used to indicate the units available for sponsorship for an indicator.
- Transaction Unit Balance: Indicates the number of units already sponsored in previous transactions
- Units Balance: Description: Shows the total potential units available, e.g., 12312.

Units Section:

Enter the number of units you wish to allocate for the sponsorship for this transaction

Transaction Amount Section:

Optionally enter the total monetary value expected from the transaction for internal valuation processes; this value is not published.

Duration of Sponsorship Section:

Start Date and End Date: Enter the relevant start and end dates for the sponsorship period. Ensure the End Date is later than the Start Date.

Units

Declare number of units you would like to be sponsored *

Transaction Amount

You may voluntarily disclose here the total monetary value of this transaction. This information will be used by FSC to support Forest Managers in the process of valuing their ecosystem services and will not be published. If you wish to keep this information private, you can leave this field empty.

Declare total amount you expect to obtain for this transaction (optional)

Duration of Sponsorship

Start Date *

M/D/YYYY

End Date *

M/D/YYYY

Attachments Section:

Upload contract: Attach a contractual document confirming the transaction. Supports a single file upload, up to 10MB in size.

Action Buttons:

Create Transaction: Click this button to create transaction

Cancel: Click this button to go back and cancel creation of transaction

Attachments

Please attach here a document that confirms this transaction.

Upload contract*
You can upload a maximum of 1 file, up to 10MB.
↑ UPLOAD

CREATE TRANSACTION   CANCEL

Once you click on the Create Transaction button and click on confirm button on the confirmation button, please wait for the System to confirm that the transaction has been created without any errors by waiting for the following notification –

Transaction Confirmation

Your transaction has been accepted!
Thank you.

CLOSE
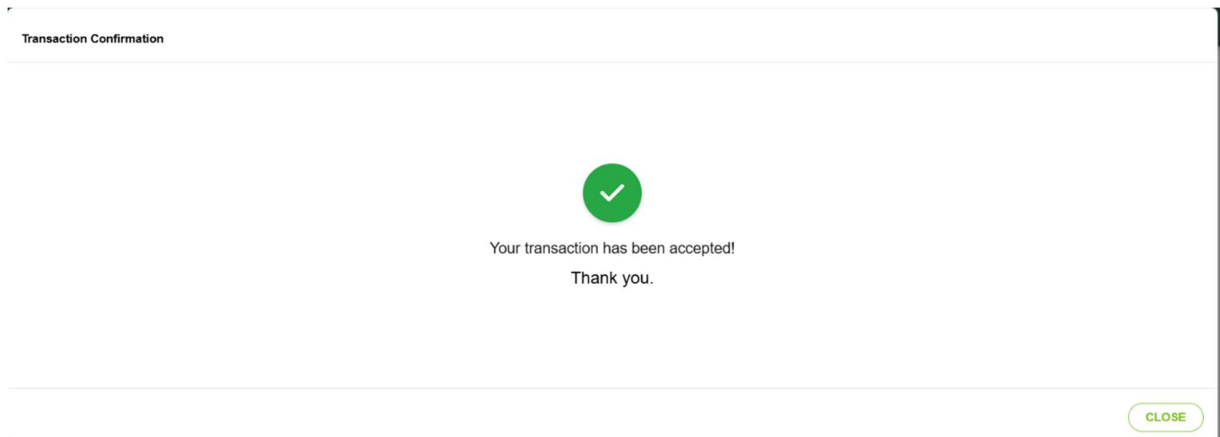
Once you see this notification, your transaction has been successfully created.

For Sponsors - View Transaction Details and Accept or Reject Them:

As a Sponsor, you have the ability to efficiently manage and make decisions on transactions that involve your participation and currently hold the status "Under Review." This guide will walk you through viewing the transaction details, downloading any attached contract, reviewing status history, utilizing communication features, and taking action on the transaction.

Viewing Transaction Details:

Accessing Transaction Details in Read-Only Mode:

- When you click "View Details" from your dashboard, you will be redirected to a read-only view of the transaction details page.
- This page will display comprehensive transaction information, allowing you to verify all fields before proceeding with any actions.

ESR IMPACT	FOREST MANAGER	SPONSOR	TRANSACTION AMOUNT		APPLY FILTERS
⌄	⌄	⌄	⌄		

PROJECT VERIFICATION STAGE	LAST VALUE MEASURED	TOTAL UNITS SPONSORED	UNITS SPONSORED	TRANSACTION AMOUNT	SPONSORSHIP DATE START	SPONSORSHIP DATE END	TRANSACTION STATUS	ESR TRANSACTION STATUS SYSTEM CONFIRMED	MODIFIED ON	
Validated		0		241.00	9/5/2025	9/11/2025	Under review	Checked	View Details	⌄
Validated		0		12.00	9/5/2025	10/1/2025	Under review	Checked	9/5/2025 3:19 PM	⌄

Transaction Details Include:

- Name of Sponsor
- Name of Forest Manager
- ESR Request ID
- Checkbox 'Co-Claiming with Other Sponsors'
- ES Impact
- ES Indicator
- Project Verification Stage
- Unit of Measurement
- Balance of Units Available for Sponsorship for Selected Impact
- Number of Units to be Sponsored
- Total Value of Sponsorship
- Start Date
- End Date
- Contract

FSC ESR Transaction Form

Transaction Parties

Forest Manager

FM001

Contact

Krystian Reinke

Sponsor

Hoffmann Silvicultural Corp

Co-Claiming Sponsorship
◉ No ○ Yes

Selected Impact

ESR Request

Selected Impact

ESR Request

ESR-000501

ESR Impact

ES2.1

Selected Impact Indicator

ESR Indicator

Carbon stocks in the ES project area

Measurement Unit Type

Water runoff

Measurement Unit

m3/s

Project Verification Stage

Validated

Units Sponsored

Transaction Amount

Transaction Amount

241.00

Duration of Sponsorship

Sponsorship Date Start	Sponsorship Date End
9/5/2025	9/11/2025

Transaction Status

This transaction has been created by the FM CH and is now under review by the Sponsor.

ESR TRANSACTION ITEM STATUS	UNITS SPONSORED	TRANSACTION AMOUNT	SUBMISSION DATE ↓	TIME IN CURRENT STATUS
Under review	0	241.00	9/5/2025 3:21 PM	3

Contract Download Capability: The transaction includes an attached contract, a designated download button will be available for you to obtain and review the contractual information.

Status History Review: You can observe the evolving transaction status history, including:

- Current Status (Under Review, Accepted, Rejected)
- Submit Date for each change in status
- Aging time for each status period

Communication and Collaboration: For effective communication with the Forest Manager (FM), a comments section is provided where both parties can exchange messages and inquiries.

Comments are timestamped and attributed to the user's role for transparency.

Decision-Making Actions: Once ready to act on the transaction, you will find action buttons available:

- Accept: Updates the transaction status to "Accepted," closing it to further modifications by FM.
- Reject: Updates the transaction status to "Rejected," with the selected units added back to the total units available.
- Cancel: Exits the transaction view without making any changes.

This transaction has been created by the FM CH and is now under review by the Sponsor.

ESR TRANSACTION ITEM STATUS	UNITS SPONSORED	TRANSACTION AMOUNT	SUBMISSION DATE ↓	TIME IN CURRENT STATUS
Under review	0	241.00	9/5/2025 3:21 PM	3

Comments

3 days ago
Krystian Reinke   📄 (0 bytes)

(ADD NEW COMMENT)

Attachments

TEST.pdf

(APPROVE TRANSACTION)   (REJECT TRANSACTION)

Transaction Statuses

The status of transactions can change based on role responsibility and selected actions:

- "Under Review" transactions are in review by the Sponsor.
- "Accepted" transactions are acknowledged by the Sponsor.
- "Rejected" transactions return units back to the pool for FM.

System Transaction Statuses

- "System Checked" – transactions are checked by system and are created with no errors
- "System Rejected" – transactions are rejected by system due to errors in transaction creation

For Forest Managers - Modifying Transactions as a Forest Manager

As a Forest Manager (FM), you have the flexibility to view and modify transactions you are responsible for. This section guides you through accessing the transactions dashboard, viewing transaction details, and modifying transaction details when necessary.

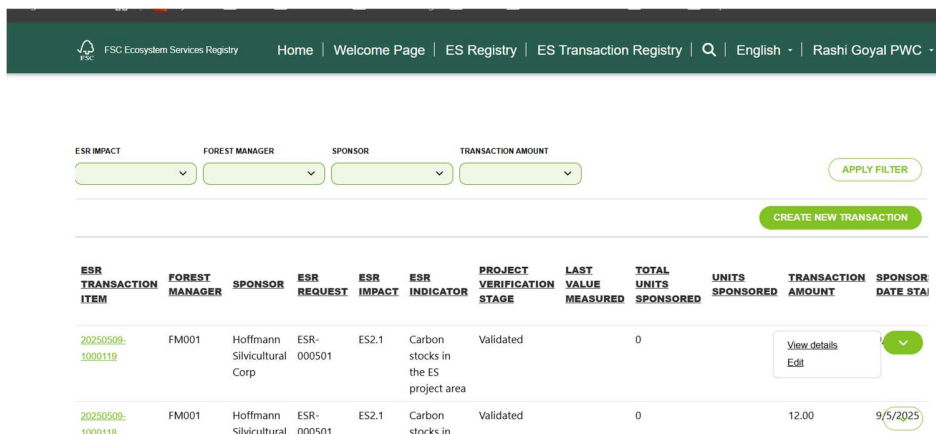## Accessing the Transactions Dashboard:

Viewing Transaction List: Navigate to the transactions dashboard to see a list of all transactions you have created.

Selecting a Transaction: Choose a transaction from the list to reveal relevant action buttons.

Transaction Interaction:

Action Buttons:

- View Item Details: Select this to view transaction details in read-only mode.
- Edit: This button is available only if the transaction status is "Under Review." This button is used to modify a transaction.

Modifying Transaction Details:

Initiating Modification: If the transaction status is "Under Review," click the "Edit" button to alter transaction details.

Modification Page Overview: Redirected to a page where you can modify specific fields such as:

Modifiable Fields:

- Name of Sponsor
- Checkbox 'Co-Claiming with Other Sponsors'
- Number of Units to be Sponsored
- Total Value of Sponsorship
- Start Date and End Date
- Contract

FSC ESR Transaction Form

Transaction Parties

Forest Manager

FM001

Contact

Krystian Reinke

Sponsor *

Hoffmann Silvicultural Corp

CoClaiming Sponsorship

○ No ○ Yes

Selected Impact

ESR Request *

ESR-000501

ESR Impact *

ES2.1

Selected Impact Indicator

QuickviewControl1751958576478

ESR Indicator

Carbon stocks in the ES project area

Measurement Unit Type

Water runoff

Measurement Unit

m3/s

Transaction Amount

You may voluntarily disclose here the total monetary value of this transaction. This information will be used by FSC to support Forest Managers in the process of valuing their ecosystem services and will not be published. If you wish to keep this information private, you can leave this field empty.

Transaction Amount

241.00

Duration of Sponsorship

Sponsorship Date Start *

9/5/2025

Sponsorship Date End *

9/11/2025

Transaction Status

This transaction has been created by the FM CH and is now under review by the Sponsor.

TRANSACTION STATUS	UNITS SPONSORED	TRANSACTION AMOUNT	SUBMISSION DATE ↓	TIME IN CURRENT STATUS
Under review	0	241.00	9/5/2025 3:21 PM	3

Attachments

Attachments

Please attach here a document that confirms this transaction.

Upload Contract
You can upload a maximum of 1 file, up to 10MB.

↑ UPLOAD

TEST.pdf Delete

SUBMIT CHANGES   CANCEL

Contract Management: Download the attached contract or upload a new one if changes are made.

Status and Communication: Review the status in the banner and provide comments as necessary.

Finalizing Modifications: Confirm your modifications with a "Submit Button" button or revert with "Cancel."

Confirmation Prompt: The system will prompt you to confirm all filled information before finalizing the transaction modifications.

×

Submit

Are you sure you want to update this transaction? By proceeding you confirm that all the information provided is valid and can be used for further processing, including money transfers.

OK   CANCEL

Status Post-Modification: The transaction remains under the status "Under Review," ensuring it awaits sponsor review.