

# How to use the BCT's Credit Offer Portal

Credit Tender 25-01





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#### Register early to access the BCT's Offsets Portal



#### Important things to know before participating in Credit Tender 25-01

#### 1. BCT has introduced multi-factor authentication for Credit Tender 25-01

Multi-factor authentication is a security measure that enhances login protection by requiring 2 forms of identification – a password and a one-time verification code sent to your email address. This step helps safeguard against common cyber security threats and ensures that only verified, authorised users access sensitive data, reducing risks associated with shared credentials.

#### 2. Register an account with the BCT's Offsets Portal before submitting your online Credit Offer application

Credit tender participants are required to register an account and log in via a password and one-time verification code sent to your email.

Registration is required to submit a Credit Offer application in Credit Tender 25-01. Users are required to enter a one-time verification code when you register, and each time you log in, to ensure your account remains secure.

#### 3. How does the registration and log in process work?

To register an account, follow the steps on slides 6-17. Here's a summary of what's involved:

- 1. Go to https://offsetsportal.bct.nsw.gov.au/ and select 'Register/login' and then 'Sign up now'.
- 2. Enter your email address, name, password, and a one-time verification code sent to your email.
- 3. Once BCT verifies the registration request, you'll be notified via email that your registration is approved.
- 4. Log in with your email, password and one-time verification code to access the BCT's Offsets Portal.

#### Search the Wanted Credits List for the credits you own



Important things to know before submitting your online Credit Offer application

Search the Wanted Credits List using all four credit class attributes of the credits you own (or expect to create at a proposed site).

To ensure your bid is eligible, it is important to understand this key message before following the steps on slides 18-21. For species credits, simply enter the species name of the credits you own and want to sell and select the search button. For ecosystem credits, enter the **four** credit class attributes that identify the credits you own and want to sell:

- IBRA subregion
- PCT ID
- Offset Trading Group
- Hollow-bearing tree status.

Why is this important? In past tenders, a large proportion of bids were ineligible because one of the credit class attributes offered for sale did not match the credit class owned. You will not benefit from submitting bids for credit class options that don't match all four credit class attributes of your credits. In most cases these bids will be ineligible. If the BCT wants your credits, the specific credit class of your credits will be displayed in the Wanted Credits List. If the specific credit class you own is not displayed, then unfortunately the BCT is not seeking your credits at this time.

Common examples of ineligible bids and an exception for Threatened Ecological Community credits are outlined in the Participants' Guide available on the BCT Credit tenders webpage at www.bct.nsw.gov.au/credit-tenders.

#### Requirements for proposed credits



Important things to know before submitting your online Credit Offer application

Landholders proposing to establish a Biodiversity Stewardship Agreement (BSA) may participate in Credit Tender 25-01 if the minimum requirements for proposed credits are met.

Landholders must submit one of these supporting documents:

- Either a Business case,
- Or if available, a draft Biodiversity Stewardship Site Assessment Report (BSSAR)
- Or if available, a finalised BSSAR submitted to the Department of Climate Change Energy, Environment and Water (DCCEEW) with a BSA
  application.

The supporting document must be prepared by an accredited assessor and must include the following information to be eligible:

- Name of assessor and accreditation number.
- Map of PCTs on the proposed BSA site that has been ground-truthed through an on-site assessment.
- Preliminary map of vegetation zones (a map of management zones is not required).
- Estimate of the number of ecosystem credits expected to be created in each vegetation zone (or management zone where relevant) based on BAM plot data collected from the site. Credit information must include the IBRA subregion, PCT ID, Offset Trading Group and Hollow- Bearing Tree status.
- For applications for species credits, details of the survey method undertaken, level of effort, **evidence** of confirmed presence of the species on the site and an estimate of the number of credits expected to be created.
- Total Fund Deposit estimate for the site.

### Access the BCT's Offsets Portal using



https://offsetsportal.bct.nsw.gov.au/



**Biodiversity Offsets Program** 

Home

**Credit Offer Portal** 

Offer Application

#### **Biodiversity offset program**

The Biodiversity Offsets Scheme (BOS) is a framework to avoid, minimise and offset impacts on biodiversity from development and clearing, and to ensure land that is used to offset impacts is secured in-perpetuity. The scheme consists of two elements:

- · Developers and landholders who undertake development or clearing, generating a credit obligation which must be retired to offset their activity
- Landholders who establish a biodiversity stewardship site on their land, through Biodiversity Stewardship Agreements (BSA), generating credits to sell to developers or landholders who require those credits, to securely offset activities at other sites.

The purpose of the Biodiversity Conservation Trust (BCT) is to seek strategic biodiversity offset outcomes under the BOS to compensate for the loss of biodiversity due to development and other activities. The BCT has a strategic goal to deliver a strategic biodiversity offsetting service to the developers and landholders of NSW.

The BCT works to achieve this goal by delivering the Biodiversity Offsets Program (BOP). Under the BOP, the BCT secures biodiversity offsets on behalf of developers who opt to pay into the Biodiversity Conservation Fund to meet NSW state and Commonwealth offset obligations of their development approval.

#### Register / Login

Please log in to the Offsets Portal to:

- Request a Biodiversity Conservation Fund quote,
- Make a payment into the Biodiversity Conservation Fund, or
- · Submit a credit offer in a BCT Credit Tender.

Please create an account for the Offsets Portal via the 'Register' link below.

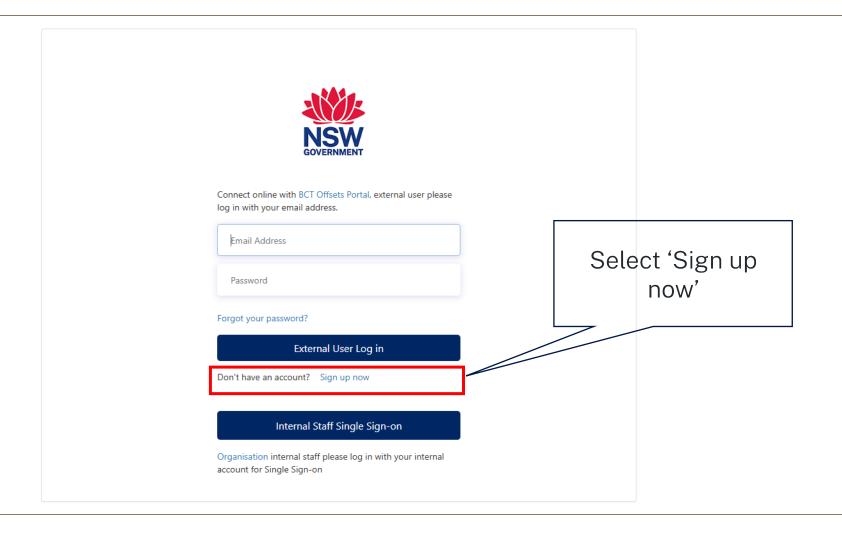
Register / Login

Select 'Register / Login'



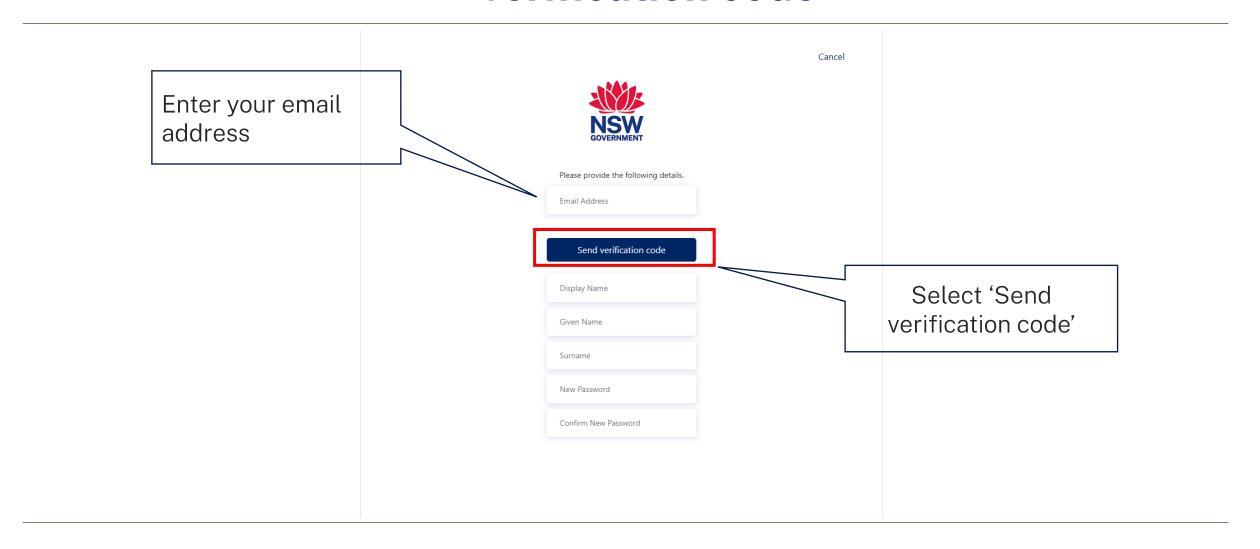


#### Select 'Sign up now'





## Enter your details and request a one-time verification code



## Search for an email with the one-time verification code



NSW DPHI Business Application Online Access - User Sign Up or Reset Password



DPIE Online Access Test Do Not Reply Mailbox

Your one-time security code for sign up or password reset is 941571. Please use this code to sign up or reset your password.

NOT REPLY TO THIS E-MAIL | THIS E-MAIL ACCOUNT IS USED FOR OUTGOING MESSAGES ONLY.



www.environment.nsw.gov.au

Refer to your inbox for an email with your one-time verification code

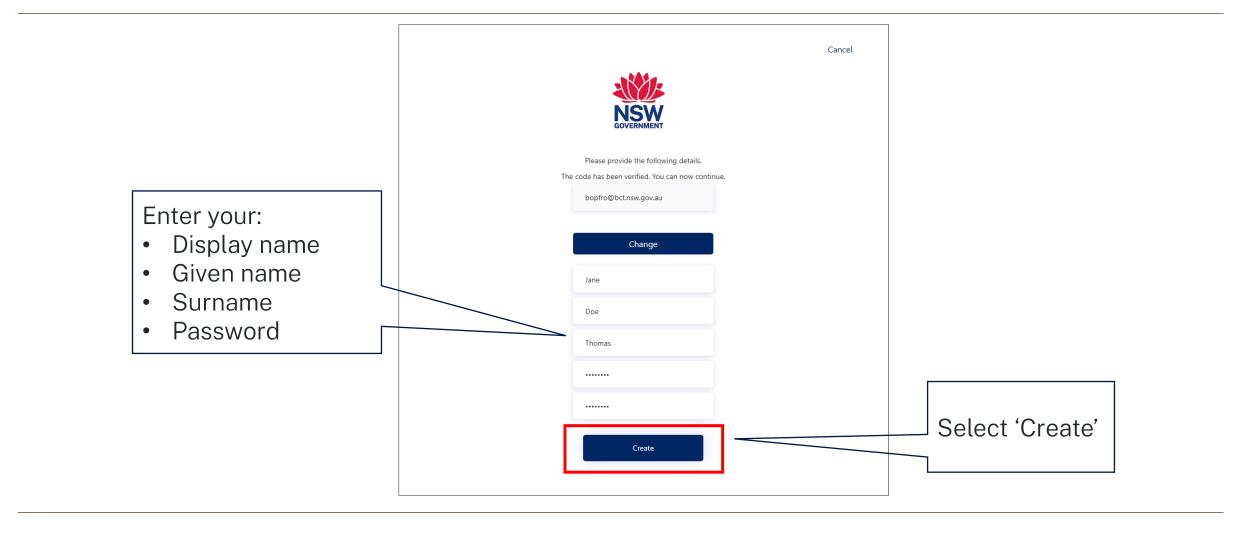
### **Enter your one-time verification code**







## Enter your details and select 'Create' to submit your registration to the BCT



### **Pending registration request**





**Biodiversity Offsets Program** 

Home

**Account details** 

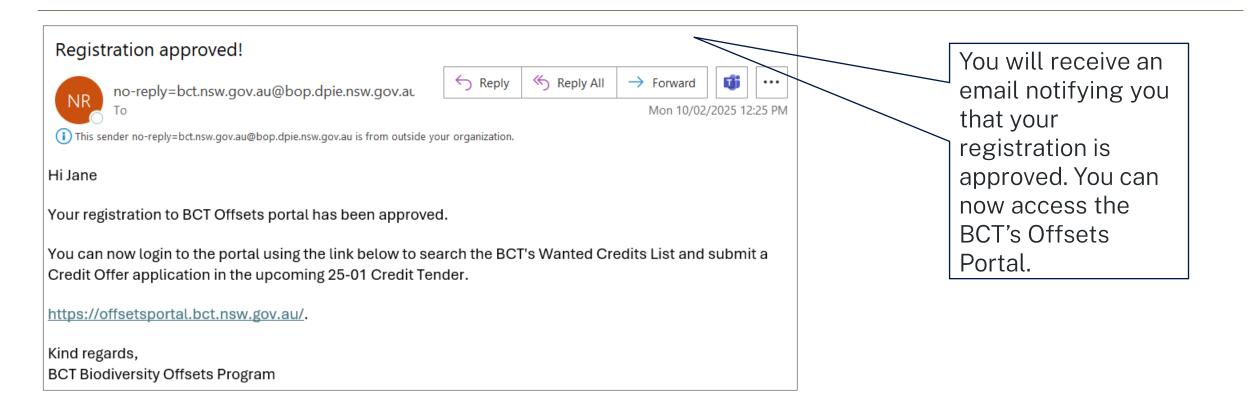
You will receive this message when the BCT is reviewing your registration.

#### Registration accepted

We have received your registration. Once we complete the review of your registration you will be able to use this website. Please check back later.

### **BCT** approves your registration

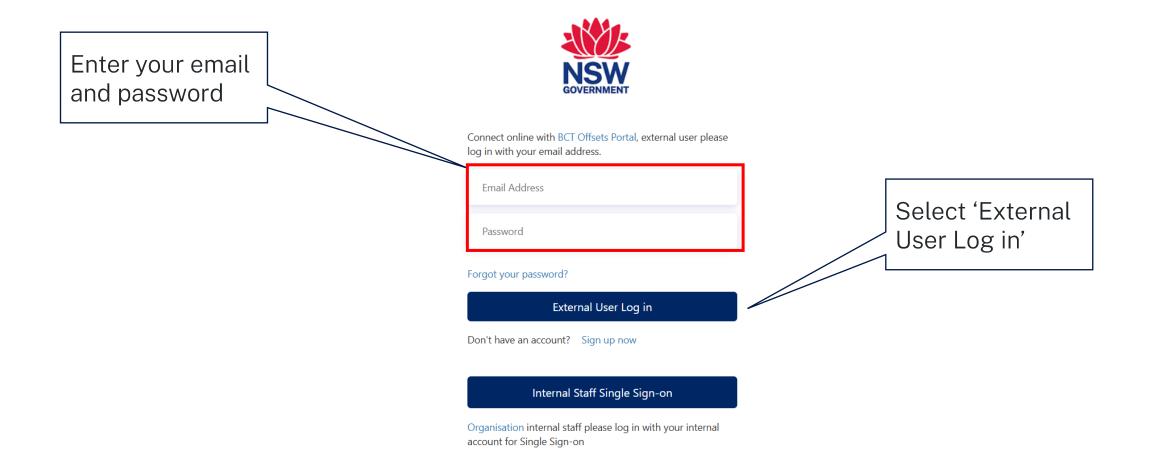




### Log in to the BCT's Offsets Portal

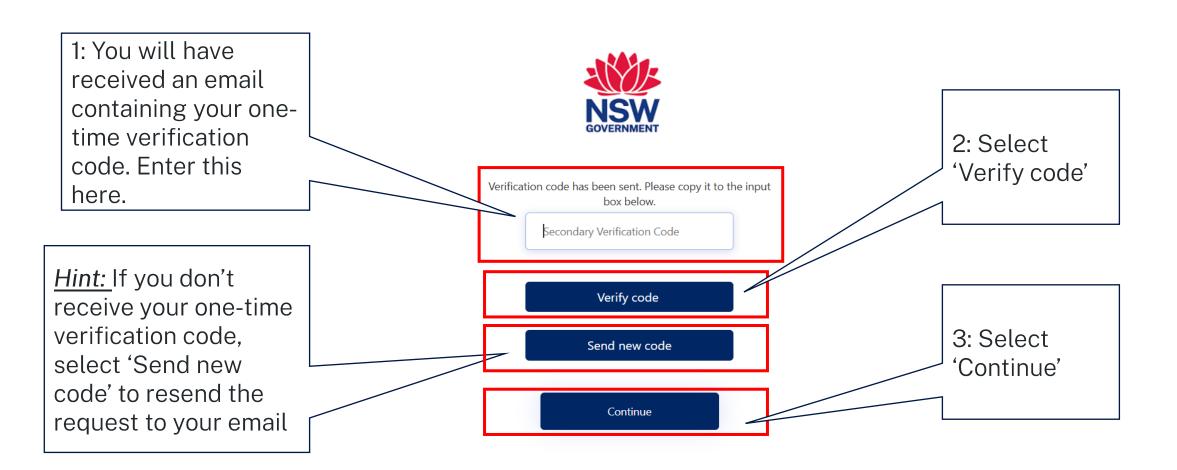


Go to 'https://offsetsportal.bct.nsw.gov.au/'



### **Enter your one-time verification code**





#### Navigate to 'Account details'





**Biodiversity Offsets Program** 

Home

Account details

Credit Offer Portal

Offer Application

Navigate to

details' tab

the 'Account



#### **Biodiversity offset program**

The Biodiversity Offsets Scheme (BOS) is a framework to avoid, minimise and offset impacts on biodiversity from development and clearing, and to ensure land that is used to offset impacts is secured in-perpetuity. The scheme consists of two elements:

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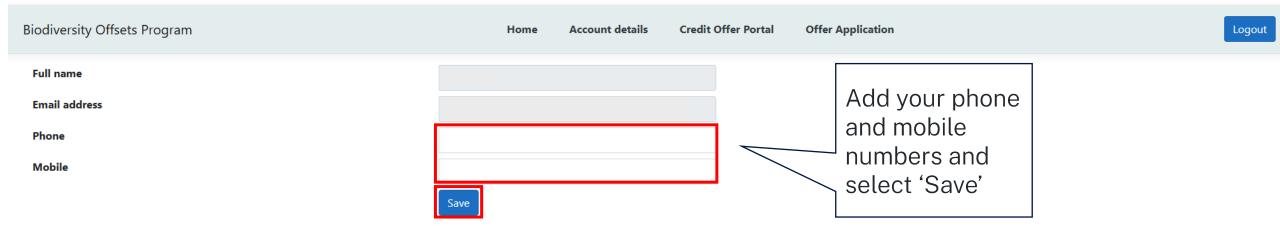
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The BCT works to achieve this goal by delivering the Biodiversity Offsets Program (BOP). Under the BCT secures biodiversity offsets on behalf of developers who opt to pay into the Biodiversity Conservation Fund to meet NSW state and Commonwealth offset obligations of their development approval.

### **Update your contact information**







<u>Hint:</u> Updating your phone number allows the BCT to contact you if there's any issues with your access to the BCT's Offsets Portal

#### **Search the Wanted Credits List**





**Biodiversity Offsets Program** 

Home

Account details

Credit Offer Portal

Offer Application

Navigate to

the 'Credit

Portal' tab

Offer

Logout

#### **Biodiversity offset program**

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#### How to search the BCT's Wanted Credits List





Displays the BCT's wanted Ecosystem credits

Displays the BCT's wanted Species credits

This tab is currently not in use. When active, it displays the BCT's wanted Species credits in specific IBRA subregions

**Biodiversity Offsets Program** 

Home

UP/ATED 17/09/2024

Account d

**Credit Offer Portal** 

Offer Application

Logout

Credit Offer Portal - Wan ed Credits

Instructions Ecosyste

**Ecosystem Credits** 

**Species Credits** 

**Species Credits (variations)** 

#### Welcome to the Credit Offer Portal

The Credit Offer Portal enables participants to:

- Browse through the BCT's Wanted Credits List
- Select credit types to be offered for sale to the BCT, and
- Submit an offer to sell their credits to the BCT

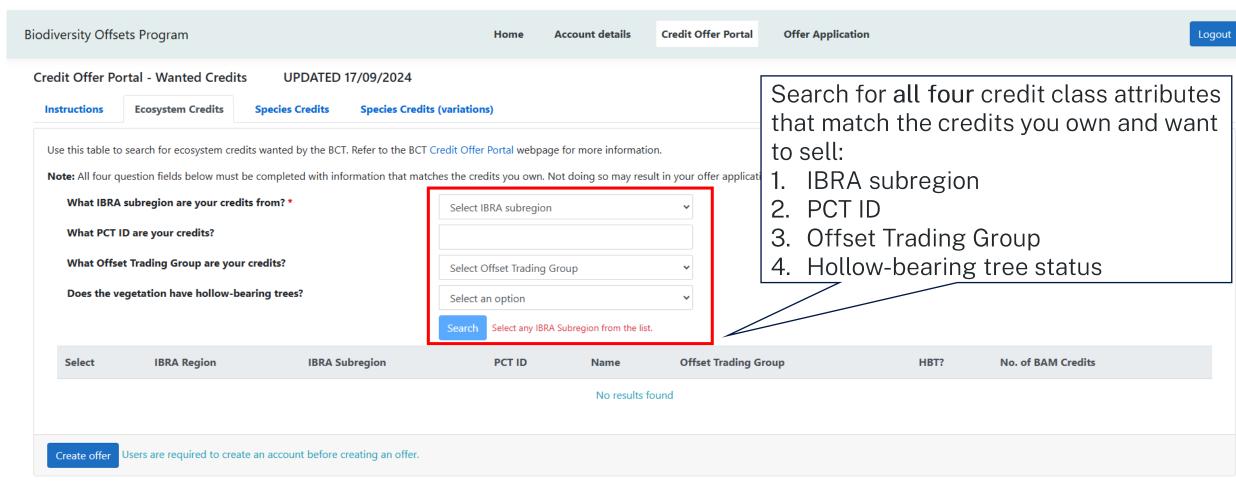
The BCT's Credit Offer Portal webpage provides information on how to use the Wanted Credits List.

We recommend you view the Guide to the Credit Offer Portal before using the Wanted Credits List and submitting an offer to sell credits to the BCT.

## How to search for BCT's wanted Ecosystem credits



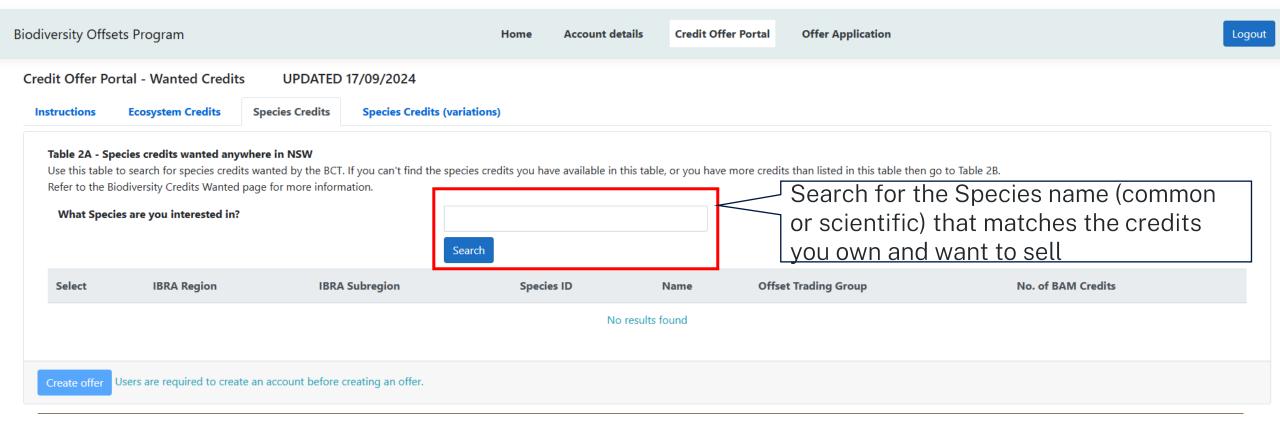




### How to search for BCT's wanted Species credits







#### How to select a credit class and initiate an offer



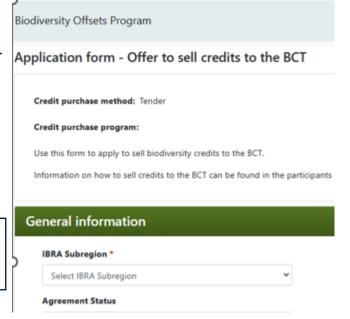
odiversity C	Offsets Program				Home	Account details	Credit Offer Portal	Offer Applicat	Logout
	Portal - Wanted Cred								
Use this table to search for ecosystem credits wanted by the BCT. Refer to the BCT Credit Offer Portal webpage for more information.  Note: All four question fields below must be completed with information that matches the credits you own. Not doing so may result in your offer application being ineligible and rejected.  What IBRA subregion are your credits from?   Darling Depression  What PCT ID are your credits?  What Offset Trading Group are your credits?  Northern Hinterland Wet Sclerophyll Forests >= 90% c  No  Search						Use the 'Select' tickbox in the left corner to select the credit class that matches all four attributes of the credits you own and want to sell			
Select	IBRA Region	IBRA Subregion	PCT ID						Offset Trading Group HBT? No. of BAM Credits
	Murray Darling Depression	Darling Depression	1845	Coastal shale-sandstone forest Northern Minterland Wet Sclerophyll Forests >= 90% No 1 cleared					
0	Murray Darling Depression	Darling Depression	1845	Coastal shale-sandstone forest Northern Hinterland Wet Sclerophyll Forests >= 90% yes 1 cleared					
	Murray Darling Depression	Darling Depression	1845	Smooth-barked eastern Sydney				Northern Hinterland Wet Sclerophyll Forests >= 90% yes 1 cleared	
0	Murray Darling Depression	Darling Depression	1845	Smooth-barked eastern Sydney	Apple - Red Bloodwood - B	lackbutt tall open fores	t on shale sandstone transit		Northern Hinterland Wet Sclerophyll Forests >= 90% No 1 cleared
create off	Previous 1 Next »	reate an account before	e creating a	an offer.	Select '( Offer ap			start a	Credit Export Excel

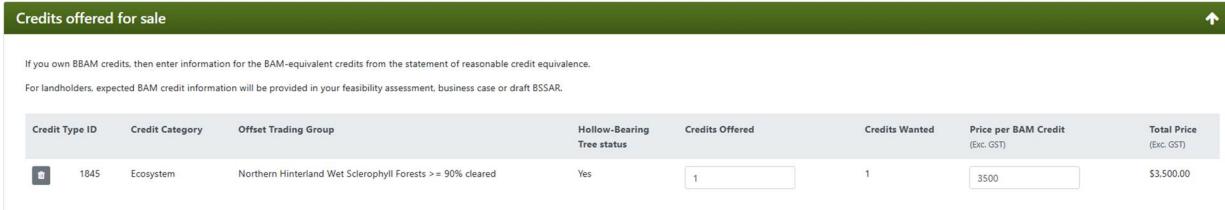
## First add all credits offered for sale then complete the application form



This application form will appear however, if you want to offer additional credit classes for sale, go to the Credits offered for sale section first (the 4<sup>th</sup> section down)

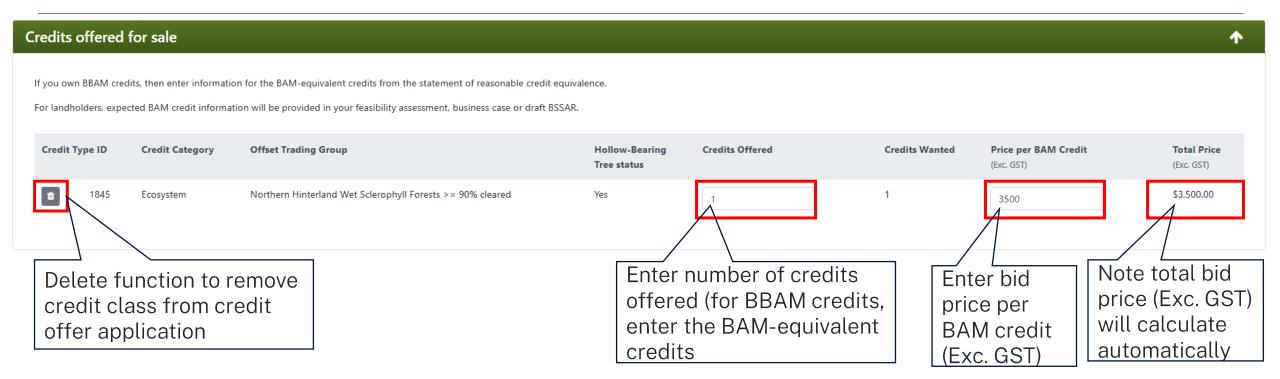
Complete this section first (see the next slide)





## Credits offered for sale – enter the number of credits offered for sale and the bid price per BAM credit





Hint: To add additional credits to your Credit Offer application, navigate back to the Ecosystem Credits or Species Credits tabs in the Wanted Credits List and repeat the search process on slides 20-22.

Each Credit Offer application must only contain bids for credits from the same BSA or proposed site, the same credit status (either existing or proposed) and the same offset scheme (either BAM or BBAM).

### Complete the online Credit Offer application form



Return to the top of the page to complete the application form

Biodiversity Offsets Program	Home Account details Credit Offer Portal Offer Application
Application form - Offer to sell credits to the	BCT
Credit purchase method: Tender	
Credit purchase program:	
Use this form to apply to sell biodiversity credits to the BCT.	
Information on how to sell credits to the BCT can be found in the	ne participants guide for the biodiversity credit tender or open fixed price offer program.
General information	<b>↑</b>
IBRA Subregion *  Select IBRA Subregion	Select the IBRA subregion of the credits you own
Agreement Status	
Select agreement status	Select 'Existing' (credits have been created) or 'Proposed' (not yet created)
Agreement ID (for existing biobank or BSA site)	Enter Agreement ID for existing DCA (e.g. DCO100) or DioBonk site (e.g. DA 122)
Agreement Number	Enter Agreement ID for existing BSA (e.g. BS0100) or BioBank site (e.g. BA 123)
Offset Scheme Credit Type	Select Offset Scheme Credit Type (BAM or BBAM). Hint: If your BSA no. is BS, your credits
Select offset scheme	will be 'BAM' and a BA no. will be 'BBAM'
Status of Credits Offered for Sale	
Select credit status	Select status of credits offered (e.g. 'existing' or 'proposed')
Note: All credits included in this application must be from the sam	ne site, be created through the same scheme (ie BBAM or BAM credits) and have the same status (existing or proposed credits).

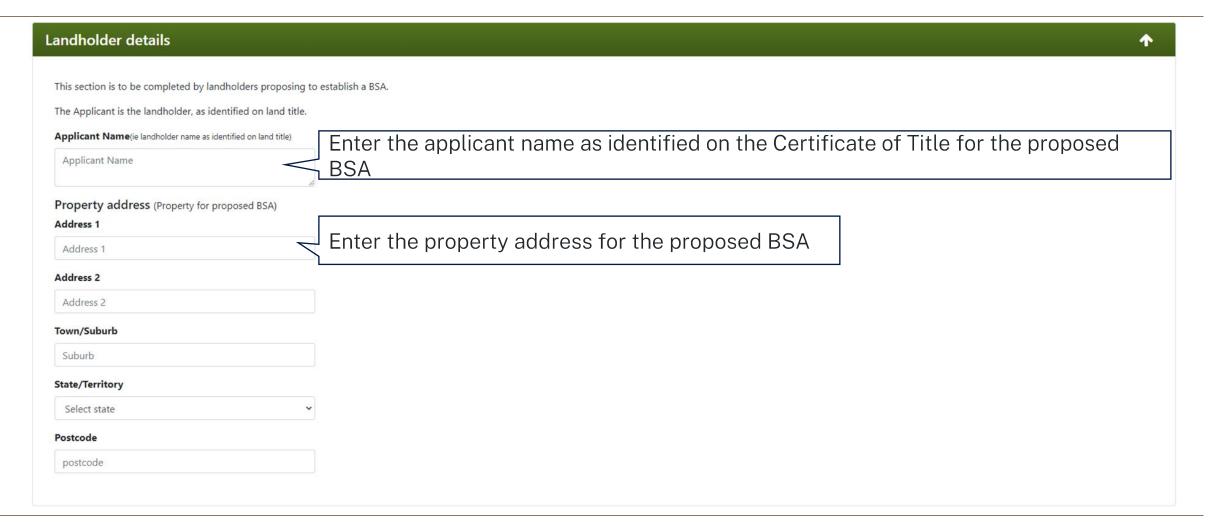
## **Enter credit owner details** for existing credit owners only



Credit owner details	<b>↑</b>
This section is to be completed by owners of ex	isting credits.
The Applicant is the credit owner as identified o	n Credit ownership report.
Proceed to 'Landholder details' section below if	you are a landholder proposing to establish a BSA.
Applicant Name (Credit owner name as identified on	
Credit owners	Enter the credit owner name as identified on the credit ownership report or for BBAM credits, on the statement of reasonable credit equivalence
BOAMS Number	Enter the 'BOAMS customer no.' (for BAM credit holders only)
BOAMS Number	
Credit Owner Id	Enter the 'Credit Owner ID' found on your Credit Register ID document or for
Credit owner Id	BBAM credits, on the statement of reasonable credit equivalence
Landholder details	•
This section is to be completed by landholde	s proposing to establish a BSA.
The Applicant is the landholder, as identified	on land title.
Applicant Name(ie landholder name as identified o	n land title)
Applicant Name	



## **Enter landholder details** for landholders proposing to establish a BSA only



### All applicants must provide a primary contact

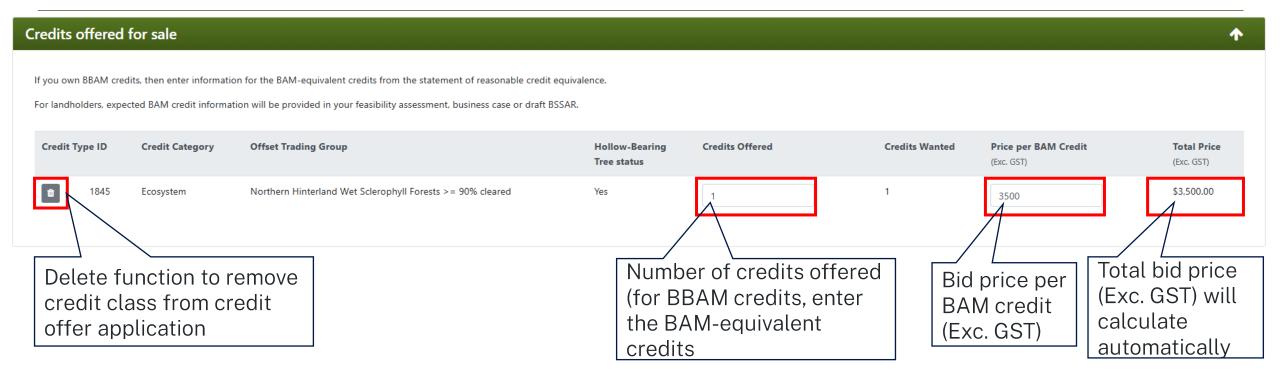


Contact details	
First Name *	Enter applicant contact details.
Contact name	
Last Name	This primary contact will receive all correspondence for the Credit Offer
Contact Last name	application.
Email *	
Email	
Phone	
Phone	

<u>Hint:</u> A PDF copy of your Credit Offer application will be emailed to the nominated **Primary and Secondary** contacts







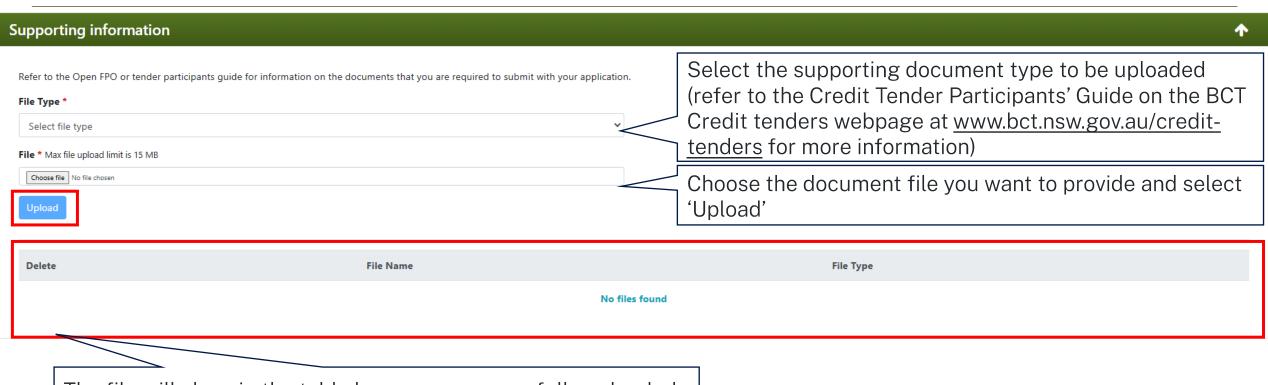
Hint: To add additional credits to your Credit Offer application, navigate back to the Ecosystem Credits or Species Credits tabs in the Wanted Credits List and repeat the search process on slides 20-22.

Each Credit Offer application must only contain bids for credits from the same BSA or proposed site, the same credit status (either existing or proposed) and the same offset scheme (either BAM or BBAM).

#### Upload required supporting documents



The BCT will only accept the application if required documents are provided.

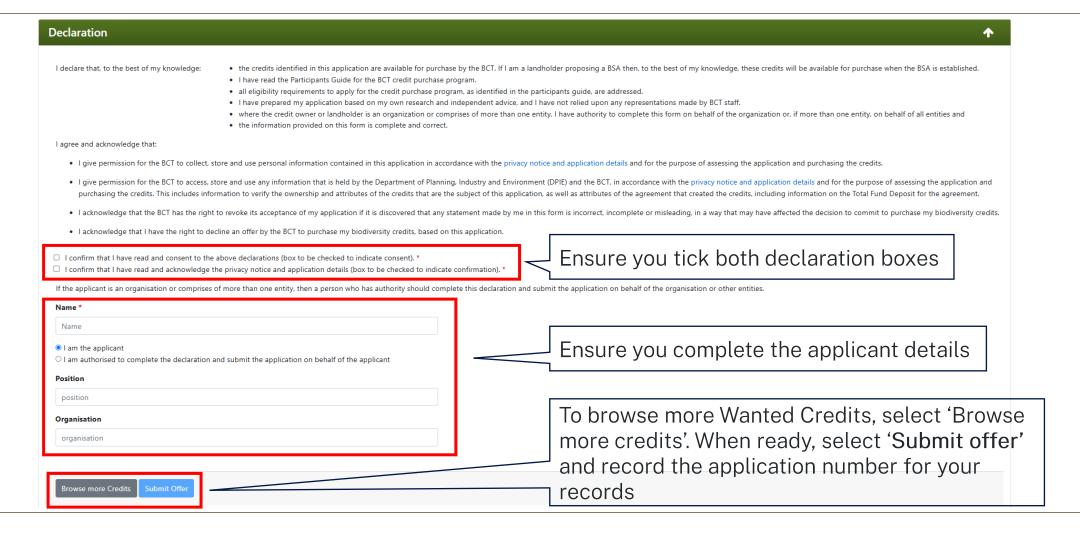


The file will show in the table here once successfully uploaded

<u>Hint:</u> If the file name is too long, you may get an error message, and the document may not have uploaded. Shorten the file name and try again. For technical assistance, please email us at offsets@bct.nsw.gov.au

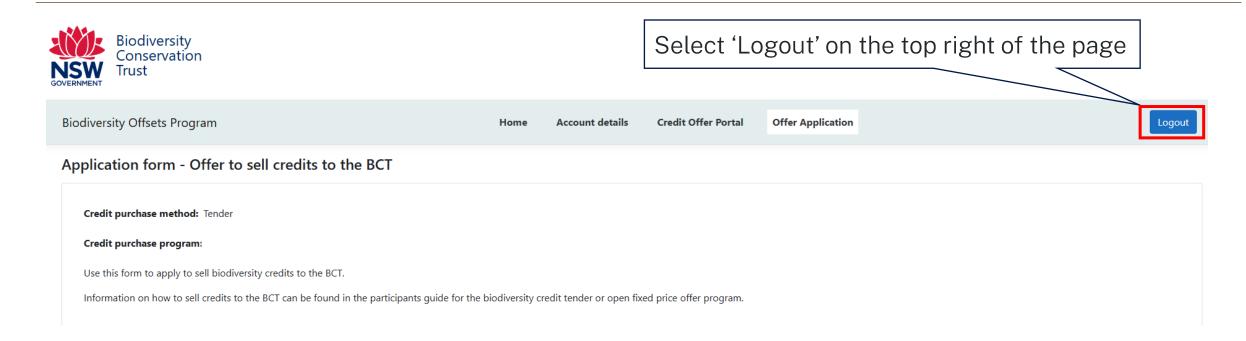








### Don't forget to log out once you've finished your session



## Before you go.....



- You will receive an email acknowledging receipt of your credit offer application including your application number and a PDF attachment of your Credit Offer application details.
- For technical assistance or feedback, please email us at offsets@bct.nsw.gov.au

Thank you for your Credit Offer application and participation in the BCT Credit Tender program.

