



# **FUELS PORTAL INSTRUCTIONS MANUAL**

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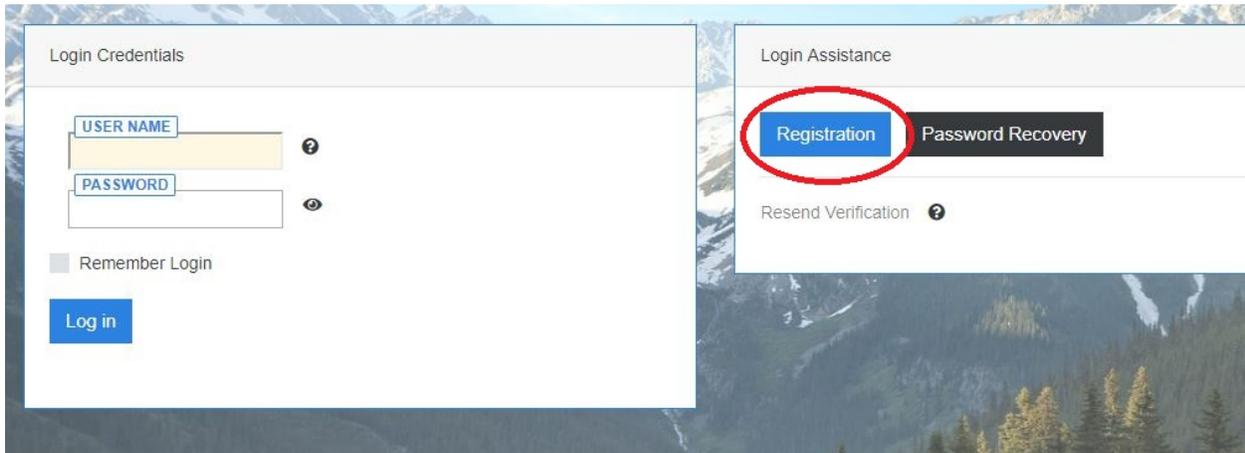
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## **SECTION I – REGISTERING AN ACCOUNT**

1. Go to: <https://arb.ca.gov/FuelsCertifications/>



The image shows a login page with two main sections: 'Login Credentials' and 'Login Assistance'. The 'Login Credentials' section contains fields for 'USER NAME' and 'PASSWORD', a 'Remember Login' checkbox, and a 'Log in' button. The 'Login Assistance' section contains buttons for 'Registration' (circled in red) and 'Password Recovery', and a 'Resend Verification' link with a help icon.

2. Click on "Registration" (circled in image above).

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**DISCLAIMER: All names, businesses, places, etc. used in this manual are purely fictitious. Any resemblance to actual persons, living or dead, businesses, places, etc. is purely coincidental.**

## Registration

New Account Registration

After registering, an email will be sent to the email account provided which contains a link which you will need to verify this account registration.

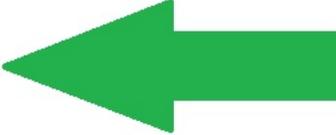
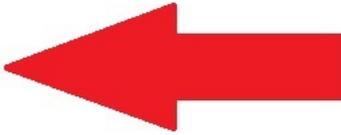
Verification is required before logging into your account

USER NAME  
 PASSWORD  
 CONFIRM PASSWORD  
 FIRST NAME  
 LAST NAME  
 EMAIL  
 BUSINESS PHONE NUMBER  
 COMPANY EIN

I'm not a robot
 
[Privacy - Terms](#)

Password Requirements:
 

- Minimum 8 Characters
- One non alphanumeric character
- One number
- One lowercase ('a'-'z')
- One uppercase ('A'-'Z')

3. Fill in your information. **For name and email, please DO NOT use all uppercase.**
  - a. For username, **certain characters such as '/', '!', etc. are now allowed.** It is recommended to use a generalized name. For example, John Doe is creating an account for CARB. Rather than using JDoe123, John should use something like CARB123. The reason for this is because many companies will reassign their staff's responsibilities periodically and hence the username and password would be forwarded to the new assigned staff.
4. Make sure to follow the password requirements (green arrow in image above).
5. When creating a new account, you must register with an email that is **not already taken**. **Also please be sure to use an email you have direct access to.**
6. EIN is 9 digits. You will not need to enter the dash "-" as the field will do it automatically.
7. Once completed, check "I'm not a robot" (red arrow in image above) and you may see a CAPTCHA appear. After that, hit "Register". **Immediately read next step.**

**NOTE: The system may or may not display if a field is entered incorrectly or if certain fields (i.e. EIN, email, etc.) has already been taken. It was intentionally designed this way as part of a security protocol.**

8. If filled correctly, you will be taken back to login screen without any message. If your browser reloads the registration page, then one of the fields was incorrectly filled.
9. **Before logging in**, you will need to check your email (the one provided on the registration screen shown on page 2) for a verification email. You **cannot** proceed otherwise.
  - a. Click on the link and you will be taken to the login screen. You can now log on.

## Company Profile

Company Address

COMPANY EIN  
98-7654321

COMPANY NAME

SoleProprietorship  Corporation  Partnership

STREET NUMBER AND NAME

CITY STATE ZIP CODE

DO NOT USE ALL UPPERCASES IN ANY OF THESE FIELDS OTHER THAN STATE

OK TO USE PO BOX

Company Contact

CONTACT NAME

CONTACT PHONE

CONTACT EMAIL ADDRESS

✕ Cancel
Save

10. Upon logging in, the image above is the first screen you will see.
  - a. Make sure to fill in everything, including the area circled in the image above. For “Street Number and Name”, a PO Box is acceptable here as this is the mailing address.
  - b. **Please DO NOT use all uppercases.**
  - c. Once completed, hit “Save”.

**NOTE:**

1. If you have multiple companies under **different** EINs, **you will need to create one account for each EIN**. Note the “Company Contact” information in the image above can be the same between multiple accounts. This is common for those that manages different company names. For example, John Doe has a main company called “J. Doe’s Petroleum” and John Doe also has a second company called “J. Doe’s BioD”.
2. If you have various locations under a **single** EIN / business name, **then one account can be used to manage all locations / certificates**. This is common for big corporations that manage their different locations under one name. Also common for Oxygenate Blenders.

**This concludes the account registration. Proceed to the next section.**

## SECTION II – APPLYING FOR A CERTIFICATE

Fuels Blender & Distributor Certifications

Home About Programs FirstName.LastName ▾

My Certifications			
Facility	Type	Period	Certificate

My Certification Applications			
Facility	Type	Period	Status

**Request Certificate**

[Oxygenate Blender](#) [Fuels Distributor](#)

**Company**  
 ARB Test Account  
 1001 I Street  
 Sacramento, CA 95828

- Once your account information has been established, you will see a home screen similar to the image above.
- To apply for your certificate, click on the appropriate button (circled in image above). The following instructions will work for both blenders and distributors.

### Motor Vehicle Fuel Distributor Certification Application 7/1/2018 - 6/30/2019

**Company Information**

ARB Test Account  
 1001 I Street  
 Sacramento, CA 95828

**Business Certificate Type**

Hauler
  Broker
  Blender
  Refiner
  Wholesaler
  Retailer

**Certificate Facility**

[Add Facility](#)

No Facilities are available for this certificate type. Click Add Facility button to add a facility.

✕ Cancel ➔ Next

- You will be see an application screen as seen in the image above.
  - Depending on the current date, the application will be for either the current certification period or the next certification period beginning on the upcoming July 1<sup>st</sup>. Refer to **Section IV – Other Information, Note 2**.
  - Click “Add Facility” (circled in image above).

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## Facility &amp; Records Locations Management

Facility Location

**DO NOT USE ALL UPPERCASES IN ANY OF THESE FIELDS OTHER THAN STATE**

FACILITY NAME

STREET NUMBER AND NAME

**DO NOT USE PO BOX!**

CITY STATE ZIP CODE

Records Location

Same As Facility Location Address?

STREET NUMBER AND NAME

**DO NOT USE PO BOX!**

CITY STATE ZIP CODE

4. Fill in the information and hit "Save".
  - a. Please **DO NOT** use all uppercases.
  - b. For both address fields, a PO Box will **not be accepted**. The system will not stop you from entering one, but the reviewing CARB staff will have it sent back for revision.

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## Motor Vehicle Fuel Distributor Certification Application 7/1/2018 - 6/30/2019

Company Information	
ARB Test Account 1001 I Street Sacramento, CA 95828	
Business Certificate Type <input type="checkbox"/> Hauler <input type="checkbox"/> Broker <input type="checkbox"/> Blender <input type="checkbox"/> Refiner <input type="checkbox"/> Wholesaler <input checked="" type="checkbox"/> Retailer	

Certificate Facility		Add Facility
<input checked="" type="radio"/> Test AccountA - 1001 I Street Sacramento, CA 95828	<input type="radio"/>	Edit

5. You will now see the facility you just added (circled in image above).
  - a. Be sure to click the radio button (green arrow in image above). This button may not be as visible in certain browsers such as Internet Explorer, but it will be there!
  - b. For those with a facility that needs both a distributor and a blender certificate, refer to **Section IV – Other Information, Note 3**.
6. Be sure to check your applicable business certificate type(s) (red arrow in image above).
  - a. Business types will only show up on the distributor applications.
7. Hit "Next".

## Motor Vehicle Fuel Distributor Certification Application 7/1/2018 - 6/30/2019

In Progress

Company	Applicant
ARB Test Account EIN: 98-7654321 1001 I Street Sacramento, CA 95828	FirstName LastName 916-229-0401

Facility: Test AccountA	
Physical Address 1001 I Street Sacramento, CA 95828	Records Address 1001 I Street Sacramento, CA 95828
Business Certificate Type Wholesaler	

I declare that I have examined this statement and to the best of my knowledge and belief, it is true, correct, and complete.

8. Review your information. If edits are needed, hit “Back” on your browser and revise as necessary. If you used a PO Box, the reviewing CARB staff will send the application back for revision. Otherwise, check the box (arrow in image above) and hit “Submit”.

My Certifications			
Facility	Type	Period	Certificate
My Certification Applications			
Facility	Type	Period	Status
Test AccountA	Motor Vehicle Fuel Distributor	7/1/2018 - 6/30/2019	Submitted

**Request Certificate**

Oxygenate Blender   Fuels Distributor

**Company**

ARB Test Account  
1001 I Street  
Sacramento, CA 95828

**Contact**

9. You will be taken back to the home screen. You will now noticed your submission under “My Certification Applications” with “Submitted” under status (both circled in image above).
- Prior to approval, you will see your application under “My Certification Applications” with one of the following statuses:
    - Submitted** – Still has not been reviewed and approved by CARB. Staff will review the submissions periodically. In general, a CARB staff will log on once a week to review. However, please note that your submission may not be reviewed immediately and pushed to the next week or beyond due to high volumes or staff’s other workloads.
    - Revise** – Needs to be edited and resubmitted. The word “Revise” will be a link to your application with a note from CARB on why it was sent back for revision.
    - Rejected** – Was not approved by CARB. The word “Rejected” will be a link to your application with a note from CARB on why it was not approved.

My Certifications			
Facility	Type	Period	Certificate
Test AccountA	Motor Vehicle Fuel Distributor	7/1/2018 - 6/30/2019	<a href="#">D18-90F92886</a> <a href="#">Renew</a>

**Request Certificate**

Oxygenate Blender   Fuels Distributor

**Company**

ARB Test Account  
1001 I Street  
Sacramento, CA 95828

**Contact**

- Upon approval, the application will be removed from “My Certification Applications” and the approved certificate will appear under “My Certifications” (circled in image above).
  - There will also be a unique certificate number for each certificate (red arrow in image above). Oxygenate Blenders will start with a “B” and Fuel Distributors will start with a “D”. These numbers will also serve as download links for each certificate.
  - If applicable, a “Renew” button may appear (green arrow in image above). This will be covered in the next section.

**This concludes the certification application. Proceed to the next section.**

## SECTION III – RENEWING A CERTIFICATE

- The option to renew a current certificate becomes available after each December 1<sup>st</sup>. This is explained in further detail in **Section IV – Other Information, Note 4**.

My Certifications			
Facility	Type	Period	Certificate
Test AccountA	Motor Vehicle Fuel Distributor	7/1/2018 - 6/30/2019	<a href="#">D18-90F92886</a> <a href="#">Renew</a>

My Certification Applications			
Facility	Type	Period	Status

Request Certificate	
<a href="#">Oxygenate Blender</a>	<a href="#">Fuels Distributor</a>
Company	
ARB Test Account 1001 I Street Sacramento, CA 95828	
Contact	

- When the button is visible, click “Renew” (arrow in image above).

### Motor Vehicle Fuel Distributor Certification Application Renewal 7/1/2019 - 6/30/2020

Renewal Application is In Progress

Company	Applicant
ARB Test Account EIN: 98-7654321 1001 I Street Sacramento, CA 95828	FirstName LastName 916-229-0401

Facility: Test AccountA	
Physical Address 1001 I Street Sacramento, CA 95828	Records Address 1001 I Street Sacramento, CA 95828
Business Certificate Type Wholesaler	

I declare that I have examined this statement and to the best of my knowledge and belief, it is true, correct, and complete.

- When renewing, it will auto-populate information from when the application for that facility was initially submitted. There will not be an option to edit a renewal.
  - If information has changed, such as the physical/records address has relocated, then a new application will need to be put in. Refer to **Section II – Applying for Certificate(s)**.
- If the information remains accurate, check the box (arrow in image above) and hit “Submit”.

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My Certifications			
Facility	Type	Period	Certificate
Test AccountA	Motor Vehicle Fuel Distributor	7/1/2018 - 6/30/2019	<a href="#">D18-90F92886</a>
Test AccountA	Motor Vehicle Fuel Distributor	7/1/2019 - 6/30/2020	<a href="#">D19-94133D0E</a>

My Certification Applications			
Facility	Type	Period	Status

5. Upon submitting a renewal, the “Renew” button will be removed (circled in image above).
  - a. The renewed certificate will show under “My Certifications” (arrow in image above).

My Certifications			
Facility	Type	Period	Certificate
Test AccountA	Motor Vehicle Fuel Distributor	7/1/2018 - 6/30/2019	<a href="#">D18-90F92886</a>
Test AccountA	Motor Vehicle Fuel Distributor	7/1/2019 - 6/30/2020	<a href="#">D19-94133D0E</a>

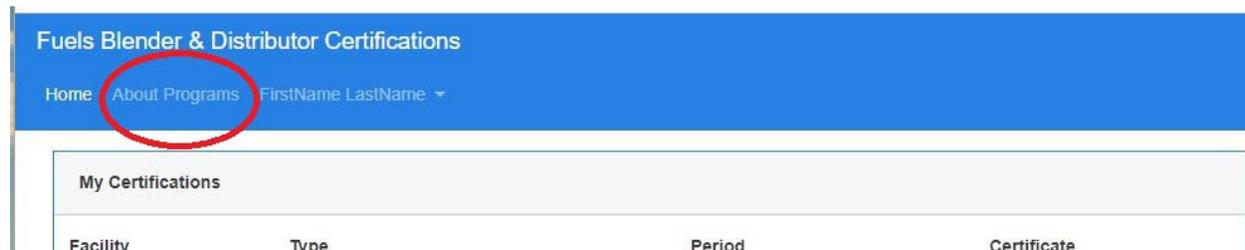
My Certification Applications			
Facility	Type	Period	Status

6. The download link may not be available and in this case, it will display in black font rather than blue. This is explained in further detail in **Section IV – Other Information, Note 5**. Hovering over the certificate number (in black font) will display a message on when it will be available for download (arrow in image above).

**This concludes the renewal application. Proceed to the next section.**

## **SECTION IV – OTHER INFORMATION**

1. A certification period is always from July 1<sup>st</sup> through June 30<sup>th</sup> of the next year.
2. When putting in a new application:
  - a. If submitting an application between May 1<sup>st</sup> through June 30<sup>th</sup>, the application will be for the upcoming certification period starting July 1<sup>st</sup> of that same year. During any other dates **outside** of May 1<sup>st</sup> through June 30<sup>th</sup>, the application will be for the current certification period.
    - i. Example: An application submitted on May 1<sup>st</sup>, 2019 will be for the 2019/2020 certification period (July 1<sup>st</sup>, 2019 to June 30<sup>th</sup>, 2020).
    - ii. Example: An application submitted on March 1<sup>st</sup>, 2019 will be for the 2018/2019 certification period (July 1<sup>st</sup>, 2018 to June 30<sup>th</sup>, 2019).



- b. If you expect to begin business between May 1<sup>st</sup> and June 30<sup>th</sup>, you will need a certificate for that time frame. However, the system will only allow you to apply for the next certification period beginning on the upcoming July 1<sup>st</sup>. In this scenario, reach out to CARB for assistance. You will find the contact information by clicking on “About Programs” (circled in image above). On the next page will be links to both the Distributor and Blender programs; either link will provide the contact information.
3. For those with a facility that needs both a distributor and a blender certificate, when saving the facility information for the first certificate, the facility will be saved, so you can reuse it for the second certificate without having to re-enter the same information. Once both certificate types are applied to a single facility, that facility will be removed from the list.
4. The option to renew a current certificate becomes available starting December 1<sup>st</sup> of that certificate’s issuance year.
  - a. Example: A certificate for 2018/2019 (July 1<sup>st</sup>, 2018 through June 30<sup>th</sup>, 2019) will show a “Renew” button starting December 1<sup>st</sup>, 2018.
  - b. The option to renew a current certificate is available until 11:59pm on June 30<sup>th</sup> each year. At midnight, all expired certificates are removed from “My Certifications”. Those that do not renew by this date will have to submit a new application. Refer to **Section II – Applying for Certificate(s)**.
5. Once a certificate is approved, its download link will become available after May 1<sup>st</sup> of that certificate’s issuance year.
  - a. Example: For a certificate approved for 2018/2019 (July 1<sup>st</sup>, 2018 through June 30<sup>th</sup>, 2019), its download link is made available after May 1<sup>st</sup>, 2018.