



Low Carbon Fuel Standard Verification On-Line Tool User Guide

AFP-Verification Version v 3.4910

Document Released:
January 2022

The California Air Resources Board's (CARB) Low Carbon Fuel Standard (LCFS) regulation, which appears at sections 95480 to 95503 of title 17, California Code of Regulations, is designed to reduce greenhouse gas emissions associated with the life cycle of transportation fuels used in California. Unlike the regulation itself, this user guide does not have the force of law. It is not intended to and cannot establish new mandatory requirements beyond those that are already in the LCFS regulation, nor supplant, replace or amend any of the legal requirements of the regulation. Conversely, any omission or truncation of regulatory requirements does not relieve entities of their legal obligation to fully comply with all requirements of the regulation.

Disclaimer: CARB makes every reasonable effort to provide accurate and up-to-date information in this user guide, but makes no warranties or representations as to the accuracy of the content and assumes no liability or responsibility for any error or omission. CARB reserves the right to make changes to this user guide and/or to the products described in this user guide, at any time without notice. We welcome and appreciate your feedback. Please send your comments and suggestions to the email box lcfsverify@arb.ca.gov, particularly if information in this guidance appears incorrect, misleading, or incomplete.

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A. Version History

AFP-Verification Version #	Release Date	Download User Guide
V3.4910 (updated)	1/06/2022	Current document
V3.3020	1/23/2020	Initial release

B. What's New in This Version

New tab for annual fuel pathway report verifications.

C. Creating a Verification Body (VB) Account in Verification On-Line Tool

Upon accreditation, CARB will send VBs the “Registration Form for Account Administrators.” After the accredited verification body completes the form designating primary and secondary account representatives, CARB will register the VB in the Verification On-Line Tool and create user accounts for each account representative. Both VB account representatives must be CARB accredited lead verifiers under the LCFS regulation. Only two account representatives will have access in the system.

If the verification team’s lead verifier is not the VB’s registered primary or secondary account representative, the primary or secondary account representative must log in to perform verification functions for the team leader, such as submitting the final verification statement.

D. Logging In

1. When CARB creates a VB account, each account representative will receive two emails. The first email contains a username and link to the Verification On-Line Tool. The second email has a temporary password.
2. To complete account set up, the account representative must select the link provided in the invite email which will lead to the LCFS data management system landing page. See Figure 1.



LOW CARBON FUEL STANDARD
Reducing the Carbon Intensity of California Transportation Fuels

LRT-CBTS & APP Login

Username:
Password:

Login

Reset Password

Low Carbon Fuel Standard Reporting Tool and Credit Bank & Transfer System (LRT-CBTS)

Click the "LRT-CBTS Account" if you are the designated administrator or primary contact person for LCFS Quarterly and Annual Reporting and have not registered your organization. Upon account approval by CARB you will be able to login and assign roles to other users. Only users assigned "Signatory Authority" are able to submit LCFS reports. If you are an employee of a registered organization and you are only in need of a user account, please contact the administrator for your organization. Address Reporting questions to: LRTAdmin@arb.ca.gov

LRT-CBTS Account

Click the "CBTS Broker Account" if you need an account solely for transferring LCFS credits. You will be registered as a "Broker" in the system upon account approval by CARB and will be notified by email. You will be added to the list of registered brokers. LCFS Regulated Entities will be able to select brokers from the list of registered brokers. Address questions to: LRTAdmin@arb.ca.gov

CBTS Broker Account

Alternative Fuels Portal (AFP)

Click the "AFP Account" button if you are the designated administrator for an alternative fuel production company/facility (biodiesel, ethanol, renewable diesel, biomethane, hydrogen) and want to access the AFP. This portal is for registering production facilities and fuel pathway codes and for utilizing the Fuel Pathway Evaluation Process. Upon approval of your account by CARB you will be notified by email and will then be

AFP Account

Figure 1. LCFS data management system landing page

3. Enter the emailed username and password, then select "Login." If, during a subsequent login, you forget your password, select "Reset Password," and follow the instructions.
4. During the first log in, the system will prompt you to create a new password, establish security questions, and accept the use agreement (see following steps). The username cannot be changed, but the password and security questions may be changed at any time.

5. Create a new password. The password must be consistent with the password guidelines indicated on the password setup page. A pop-up window will confirm the password change.
6. Establish security questions. Answers are case-sensitive. A confirmation pop-up window will appear.
7. Agree to the LCFS System Use Agreement by checking two boxes and providing your digital signature. See Figure 2.

LCFS System Use Agreement

Terms of Use

ACCEPTANCE OF TERMS

The services that the California Air Resources Board ("CARB") provides to you are subject to the following Terms of Use ("TOU"). CARB reserves the right to update the TOU at any time without notice to you. The most current version of the TOU will be provided to you upon your request or when you login to the system.

DESCRIPTION OF SERVICES

Through its network of web and network applications, CARB provides you with access to a variety of resources, (collectively "Services"). The Services, including any updates, enhancements or new features, are subject to the TOU.

I understand and agree to the terms of use for this system

Certification of Signatory Authority with Electronic Signature

By 'Electronically Signing' as part of LCFS Verification On-Line Tool, you are confirming that you, the user signed in and identified by the name above, understand that an electronic signature is taking place and you intend to be bound by and authenticate this electronic record and attest to the statements contained within, and that you understand that submitting another individual or company's electronic signature or attesting to false statements in an electronic record is a false statement that is punishable under the California Penal Code and may constitute other crimes such as perjury, theft, attempted theft, criminal mischief, forgery, criminal impersonation, scheme to defraud or criminal use of a computer; or other criminal offenses under state, municipal, or federal law.

I certify that information supplied herein is correct and that I have the authority by the company above to electronically sign this document.

Please type: "First Name Middle Initial Last Name"
Example : John M Doe

By typing in my name I certify the above with my digital signature : **Electronically Sign**

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Figure 2. Accepting the LCFS system use agreement

8. After accepting the Use Agreement, the system will direct you to the LCFS Verification On-Line Tool homepage. See Figure 3. *Twenty minutes of inactivity may cause your session to expire.*

NEW UAT SERVER[Contact Us](#) [Sign out](#)[Home](#) [Verification Body Profile](#) [User Profile](#) [Validate Applications](#) [Verify Annual Fuel Pathway Reports](#) [Correspondence](#)Welcome: VB User1 for Verification Body [VB ADMIN](#)**LCFS VERIFICATION ON-LINE TOOL**

This is the LCFS Verification On-Line Tool to support LCFS verification services. The data uploaded to and contained within this system are regarded by CARB as business confidential pursuant to California law.

Important Note to LCFS Verification Body Account Representatives

The LCFS Verification On-Line Tool is for use by verification bodies (VB) to perform LCFS verification services pursuant to the LCFS Regulation. VBs accredited by CARB and registered in the system may be selected by regulated entity to use this tool to view reports submitted to CARB and subject to verification, to require modifications, and to submit verification statements.

**LCFS Verification On-Line Tool Reference Documents**

- [LCFS Verification On-Line Tool Registration Form](#)

Figure 3. LCFS Verification On-Line Tool Homepage

E. Homepage Navigation

1. Six tabs are displayed at the top of the homepage. Blue indicates the active tab. Table 1 describes each tab.

Table 1. Description of homepage tabs

Tab	Functions
Home	<ul style="list-style-type: none"> -Displays current user and company -Download user guide -Download registration form to change admin
Verification Body Profile	<ul style="list-style-type: none"> -Displays VB profile and organization details -Displays primary and secondary admin details -Upload registration form to update account admin
User Profile	<ul style="list-style-type: none"> -Update primary and secondary admin details -Change your password and security questions -Send temporary passwords to other users
Validate Applications	<ul style="list-style-type: none"> -View current contracted facilities -Review applications in progress -Review completed applications -Download application documents -Send applications back to clients for revisions -Submit validation statements to CARB
Verify Annual Fuel Pathway Reports	<ul style="list-style-type: none"> -Review annual reports in progress -Review completed annual reports -Download report documents -Send reports back to clients for revisions -Submit verification statement to CARB
Correspondence	<ul style="list-style-type: none"> -Communicate with CARB -View correspondence history -Send sensitive files to CARB securely

F. Updating VB Profile

1. To update information about the VB, select the “Verification Body Profile” tab at the top of the homepage. In “Organization Details” the VB’s address, and place and date of incorporation may be changed. See Figure 4.

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[Home](#) [Verification Body Profile](#) [User Profile](#) [Validate Applications](#) [Verify Annual Fuel Pathway Reports](#) [Correspondence](#)
Welcome: VB User1 for Verification Body [VB ADMIN](#)
VERIFICATION BODY PROFILE
ORGANIZATION DETAILS

Acct. Reg. Form/Letter: * [test_UOhiKPUJZMZh.pdf](#)

Organization Name: *	<input type="text" value="Verification Body"/>	FEIN: <input type="text" value="10-0000001"/> (Federal Employer Identification Number)
EO Number: *	<input type="text" value="H1-00-000"/>	
Address Line 1: *	<input type="text" value="1001 1 st"/>	Address Line 2: <input type="text"/>
City: *	<input type="text" value="Sacramento"/>	Country: * <input type="text" value="UNITED STATES"/>
State or Province: *	<input type="text" value="California"/>	Zip or Postal Code: * <input type="text" value="95834-_____"/>
Date of Incorporation: *	<input type="text" value="01/01/2020"/> <input type="button" value="Calendar"/>	Place of Incorporation: * <input type="text" value="City_Name"/>

PRIMARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: *	<input type="text" value="VB"/>	Middle Initial: <input type="text"/>
Last Name: *	<input type="text" value="User1"/>	
Title: *	<input type="text" value="Senior Engineer"/>	Relationship to the Organization: * <input type="text" value="Employee"/>
Business Phone: *	<input type="text" value="916 916-9167"/>	
Mobile Phone: *	<input type="text" value="_____"/>	
Email: *	<input type="text" value="theresa.testard@arb.ca.gov"/>	
User Name: *	<input type="text" value="VBUser1"/>	

SECONDARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: *	<input type="text" value="VB"/>	Middle Initial: <input type="text"/>
Last Name: *	<input type="text" value="User2"/>	
Title: *	<input type="text" value="Senior Engineer"/>	Relationship to the Organization: * <input type="text" value="Employee"/>
Business Phone: *	<input type="text" value="916 916-9167"/>	
Mobile Phone: *	<input type="text" value="_____"/>	
Email: *	<input type="text" value="guihua.wang@arb.ca.gov"/>	
User Name: *	<input type="text" value="VBUser2"/>	

* REQUIRED

Figure 4. Verification Body Profile screen

2. To save changes to the VB profile, select “Submit Update” at the bottom of the page (see Figure 4). System will notify CARB of these changes.
3. Under “Organization Details” are the two account representatives/administrators — the primary and secondary representatives. Representatives cannot be modified directly on this screen. Instead, each representative may edit their own details on the “User Profile” tab, described in the next section. The username cannot be edited.

4. If it is necessary to change account administrators, a new registration form must be uploaded. See Section G, “Change in VB Admin and Registration Form,” of this user guide.

G. Change in VB Admin and Registration Form

1. To change the VB’s account representatives (admin), a new Registration Form for Account Administrators, which can be located on the homepage must be completed.
2. Select the “Home” tab to be directed to the homepage of the LCFS Verification On-Line Tool. See Figure 3.
3. Scroll down to the On-Line Tool Reference Documents section. Select “LCFS Verification On-Line Tool Registration Form.” The downloadable form will open in a new window. See Figure 5. Download and complete the registration form. Both primary and secondary representatives are required, pursuant to section 95483.2(c)(2)(B) of the LCFS Regulation. The VB account representatives must be CARB accredited lead verifiers accredited under the LCFS regulation.

**LCFS VERIFICATION
ACCOUNT REGISTRATION FORM**

Instructions: Organizations must register for an account in the LCFS Verification in order to support LRT/APP verification process. This form must be signed and dated by the business owner, a managing partner, or a corporate officer or another person with the authority to legally bind the organization/company. Both primary and secondary account representatives/administrators must sign and date this form. In addition to completing the form, you must upload a cover letter on organization/company letterhead indicating your eligibility to participate in LCFS Verification (as a Verification Body) pursuant to sections 95483.2 (c). Please upload this form together with the letter printed on letterhead as part of your LCFS registration at this URL: <https://ssl.arb.ca.gov/lcfsrt/Login.aspx>

As CEO with authority to legally bind VB 1
(Title) (Organization/Company)
Federal Employer Identification Number (FEIN): 10-0000334 I, Linda Walker, am designating the following
(Type Name) individuals as account representatives/administrators:

PRIMARY ACCOUNT REPRESENTATIVE/ADMINISTRATOR

The Primary Account Representative/Administrator is: Linda Walker
(Type Name)
CEO
(Title) Owner/ Employee
(Relationship to the Organization)

Account Representative/Administrator Attestation I certify under penalty of perjury under the laws of the State of California as follows: I was selected as the primary account representative or the secondary account representative, as applicable, by an agreement that is binding on all persons who have the legal right to submit information on behalf of the verification body. I have all the necessary authority to carry out the duties and responsibilities contained in California Code of Regulations, title 17, sections 95480 et seq. on behalf of such persons and that each such person shall be fully bound by my representations, actions, inactions, or submissions and by any order or decision issued to me by the Executive Officer or a court regarding the account.

Signature (Ink Only) Linda Walker Date 01/16/2020
Print Name Linda Walker

SECONDARY ACCOUNT REPRESENTATIVE/ADMINISTRATOR

The Secondary Account Representative/Administrator is: John Stevens
(Type Name)
Director
(Title) Employee
(Relationship to the Organization)

Account Representative/Administrator Attestation I certify under penalty of perjury under the laws of the State of California as follows: I was selected as the primary account representative or the secondary account representative, as applicable, by an agreement that is binding on all persons who have the legal right to submit information on behalf of the verification body. I have all the necessary authority to carry out the duties and responsibilities contained in California Code of Regulations, title 17, sections 95480 et seq. on behalf of such persons and that each such person shall be fully bound by my representations, actions, inactions, or submissions and by any order or decision issued to me by the Executive Officer or a court regarding the account.

Signature (Ink Only) John Stevens Date 01/16/2020
Print Name John Stevens

OWNER/ MANAGING PARTNER/ OFFICER*

Signature of Owner/ Managing Partner/ Officer: Linda Walker Date 1/16/2020
Signature (Ink Only) Linda Walker
Print Name Linda Walker

*Only Owners, Managing Partners, or Officers responsible for the organization/company's fuel production or supply facilities and having authority to legally bind the organization/company should complete and sign this form.

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Figure 5. LCFS verification account registration form

4. Upload the completed form on the “Verification Body Profile” tab. Under “Organization Details,” select “Choose File” or “Browse” to upload the new Registration Form for Account Administrators. See Figure 4.
5. After the form is uploaded, select “Submit Update” at the bottom of the page. A confirmation pop-up will appear (see Figure 6). The system will notify CARB of changes, and CARB will update the account as needed.

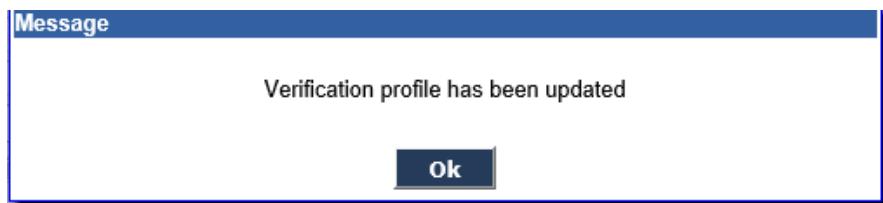


Figure 6. Pop-up window to confirm profile update

6. If an incorrect registration document is uploaded and needs to be replaced, select “Browse” to find and upload the correct file, and contact CARB at lcfsverify@arb.ca.gov to alert staff of the incorrect file. The system will not allow an account representative to remove the incorrect document.

H. Updating User Profile

1. Select the “User Profile” tab. On this screen, the user’s (account representative’s) contact information, password, and security questions may be updated. See Figure 7. To save changes, select “Submit Update.” The system will update account representative information on both the “User Profile” and “Verification Body Profile” tabs.

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Welcome: VB User1 for Verification Body VB ADMIN
Manage User Profile
User Details

First Name: *	<input type="text" value="VB"/>	Middle Initial: <input type="text"/>
Last Name: *	<input type="text" value="User1"/>	
Title: *	<input type="text" value="Senior Engineer"/>	Relationship to the Organization: * <input type="text" value="Employee"/>
Business Phone: *	<input type="text" value="(916) 916-9167-__"/>	Mobile Phone: <input type="text"/>
Email: *	<input type="text" value="theresa.testard@arb.ca.gov"/>	Confirm Email: * <input type="text" value="theresa.testard@arb.ca.gov"/>

User Name And Password

User Name: *	<input type="text" value="VBUser1"/>
Password: *	Change Password
<small>Note: Password length must be between 10 and 16 alphanumeric characters. Include at least one upper and lower case letter and one numeric and one of these special characters @#\$%^&#%</small>	

Security Questions
[Change Security Questions](#)

* REQUIRED

Full Name	Title	Relationship	Username	Email	User Locked	User Active	User Details	Password
VB User1	Senior Engineer	Employee	VBUser1		No	Yes	See Details	Temp
VB User2	Senior Engineer	Employee	VBUser2		No	Yes	See Details	Temp

Figure 7. Editing user profile details

2. The “User Profile” tab displays all account users and the ability to send the other a temporary password. See Figure 7.

See Details – Selecting this link will display contact details for users other than yourself.

Temp – Selecting this link will send a temporary password to a user. Use this feature if the account holder is unable to reset the password on their own.

I. Reviewing and Downloading Fuel Pathway Applications

1. Note that fuel pathway validation may begin after (1) the fuel pathway applicant has selected an accredited verification body in the Alternative Fuel Portal (AFP), (2) the fuel pathway applicant submitted its application to CARB in the AFP, and

(3) CARB has notified the VB by email that it meets the requirements in section 95501(a) regarding the Conflict of Interest Assessment and Notice of Verification Services. The Conflict of Interest Assessment, Notice of Verification Services, and Verification Statement forms are available on the LCFS verification webpage: <https://ww2.arb.ca.gov/lcfs-verification>.

2. Once the fuel pathway applicant has selected the VB and routed its application through CARB in AFP, the applicant and associated facilities will be visible in the “Facility” drop-down menu and tables on the “Validate Applications” tab. When selected by an applicant, VBs are notified by email. See Figure 8.

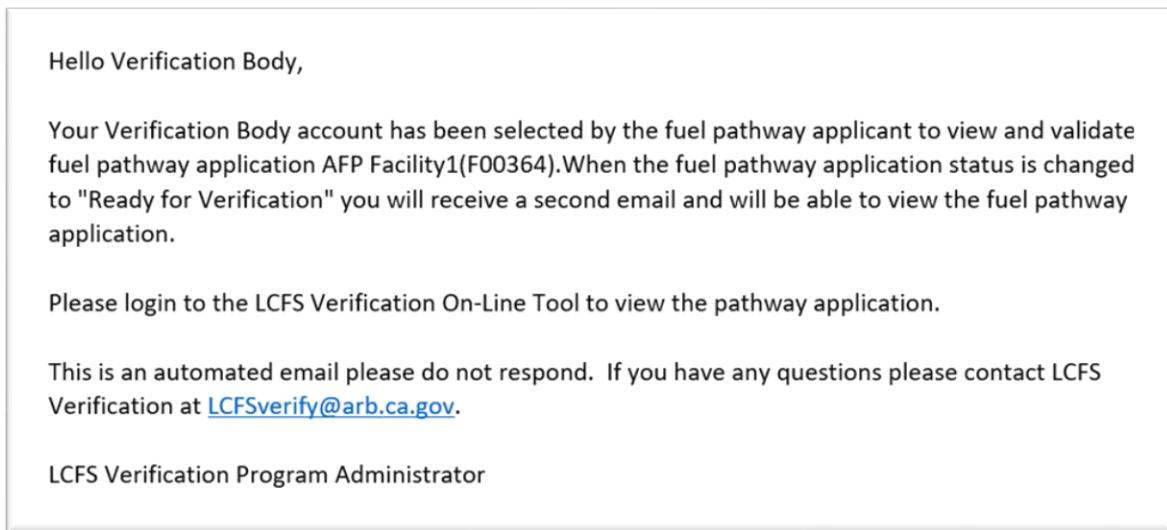


Figure 8. Email notifying the applicant selected VB

3. To view the list of applications ready for validation, select the “Validate Applications” tab. Use the drop-down menu to find a facility, select “Validate Applications,” and use the table filters to retrieve the application. See Figure 9.

Terminology related to “Validate Applications” Tab — Figures 9 and 10:

“Facility” means a “fuel production facility.” “Fuel production facility” is a defined term in section 95481 of the LCFS Regulation.

“Application” contains the Tier 1 or Tier 2 Calculator and supplemental documents as required. An “application” is associated with a “fuel production facility” and may include more than one fuel pathway. For example, an ethanol fuel production facility would include in its application the fuel pathways specific to starch ethanol and to fiber ethanol.

“Fuel pathway applicant” is a defined term in section 95481 of the LCFS Regulation. A fuel pathway applicant (company) submits a separate application associated with each “fuel production facility.”

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Home Verification Body Profile User Profile Validate Applications Verify Annual Fuel Pathway Reports Correspondence

Welcome: VB User1 for Verification Body VB ADMIN

Validate Applications

Review in Progress List

Fuel Production Company	Company ID	Facility Name	Facility ID	App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Documents	Details
APP Organization	C1133	APP Facility1	F00364	B0195	Tier 2	1	2	Ready for Verification			Verify

Review Completed List

Fuel Production Company	Company ID	Facility Name	Facility ID	App No.	Application Type	No. of Joint Applicants	No. of Pathways	Provisional	Verification Outcome	Completed Date
APP Organization	C1133	APP Facility1	F00364	B0024	Tier 2	1		Positive	10/29/2020 2:37:22 PM	

Figure 9. Filter and search in the “Validate Applications” tab

4. There are two tables on the “Validate Applications” tab: “Review in Progress List” and “Review Completed List.” See Figure 9. The “Review in Progress List” table shows applications that are ready for validation or in progress. When applicable, applications validated in the past for a fuel pathway holder will display under the “Review Completed List.” In Figure 9, “APP Facility 1” has one Tier 2 pathway application ready to be verified. Results may be filtered by entering text in the column boxes and pressing “Enter” on the keyboard. A filter icon (▼) allows for options like “Starts With” or “Does Not Contain.” Partial text searches will also retrieve results (e.g., “pos” in the “Verification Outcome” box will retrieve all validations with a positive outcome).

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Welcome: VB User1 for Verification Body

VB ADMIN

Validate Applications											
Review in Progress List											
Fuel Production Company	Company ID	Facility Name	Facility ID	App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Documents	Details
➤ AFP Organization	C1133	AFP Facility1	F00364	B0195	Tier 2	1	2	Ready for Verification			Verify

Review Completed List											
Fuel Production Company	Company ID	Facility Name	Facility ID	App No.	Application Type	No. of Joint Applicants	No. of Pathways	Provisional	Verification Outcome	Completed Date	
AFP Organization	C1133	AFP Facility1	F00364	B0024	Tier 2		1		Positive	10/29/2020 2:37:22 PM	

Figure 10. Review in Progress List and Review Completed List

5. **To view application details.** On the “Validate Applications” page, select “Verify” as shown in Figure 10. The LCFS Pathway Application screen will display with details such as joint applicant, feedstock information, and downloadable documents (Figure 11). Alternatively, application details may be viewed by selecting the down arrow next to an application on the “Validate Applications” page. See Figure 12.
6. **To download application documents as zipped file.** On the “Validate Applications” page, select the download icon () to create a zipped folder for that application (Figure 10). By default, the system uses the application number to name the zipped file. In Figure 10 the application number and zip file name are “B0195.” Extract the zipped files to access application documents, including the applicant’s Attestation Letter, Tier 1 or Tier 2 Calculator, and other supporting documents.
7. **To view and download content individually.** On the “Validate Applications” page, select “Verify” (Figure 10). The system will direct you to the LCFS Pathway Application screen. A fuel pathway applicant may have more than one application. Select the download icon () to retrieve individual documents (Figure 11). Alternatively, individual files may be downloaded using the down arrow next to a pathway on the “Validate Applications” page. See Figure 12.

8. **To view CARB staff comments.** On the “Validate Applications” page, select “Verify.” See Figure 10. The system will direct you to the LCFS Pathway Application screen. At the bottom of the page there is a comment box labeled “CARB Comments” with feedback that CARB staff provided during the application’s review process. See Figure 11. Be sure to review these notes.

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Welcome: VB User1 for Verification Body
VB ADMIN

LCFS Pathway Application

Fuel Producer: AFP Organization Company ID: C1133	Facility Name: AFP Facility1 Facility ID: F00364
--	---

Tier 2 Pathway		Application # B0195		
<input checked="" type="checkbox"/> This application contains joint applicants <input checked="" type="checkbox"/> This application contains multiple pathways <input type="checkbox"/> This is a provisional application. <small>(If application contains multiple pathways, each pathway will be provisional)</small>				
Joint Applicant Company ID	Joint Applicant Company Name	Joint Applicant Facility ID	Joint Applicant Facility Name	Joint Applicant Role
4200	1 (ARB Test)	12345	CN	Brief description.

Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO ₂ e/MJ)
B019501	Ethanol	Corn	Corn to ethanol pathway.	22.00
B019502	Ethanol	Sugar Beets	Sugar beets to ethanol pathway.	21.00

grdDocuments

Pathway Documents [+ Add File](#)

	Document Type	Document Name	Description	Date	Download	Delete
12/28/2021 10:09	Attestation Letter	Attestation Document.pdf		12/28/2021		
12/28/2021 10:07	Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	tier 1-sugarcane-ethanol-calculator-corrected.xlsxm		12/28/2021		

Certified
CARB Comments.

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Figure 11. LCFS Pathway Application details and CARB Comments

LCFS VERIFICATION ON-LINE TOOL USER GUIDE

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Welcome: VB User1 for Verification Body | VB ADMIN

Validate Applications

Facility: AFP Facility1 | **Validate Applications**

Review in Progress List

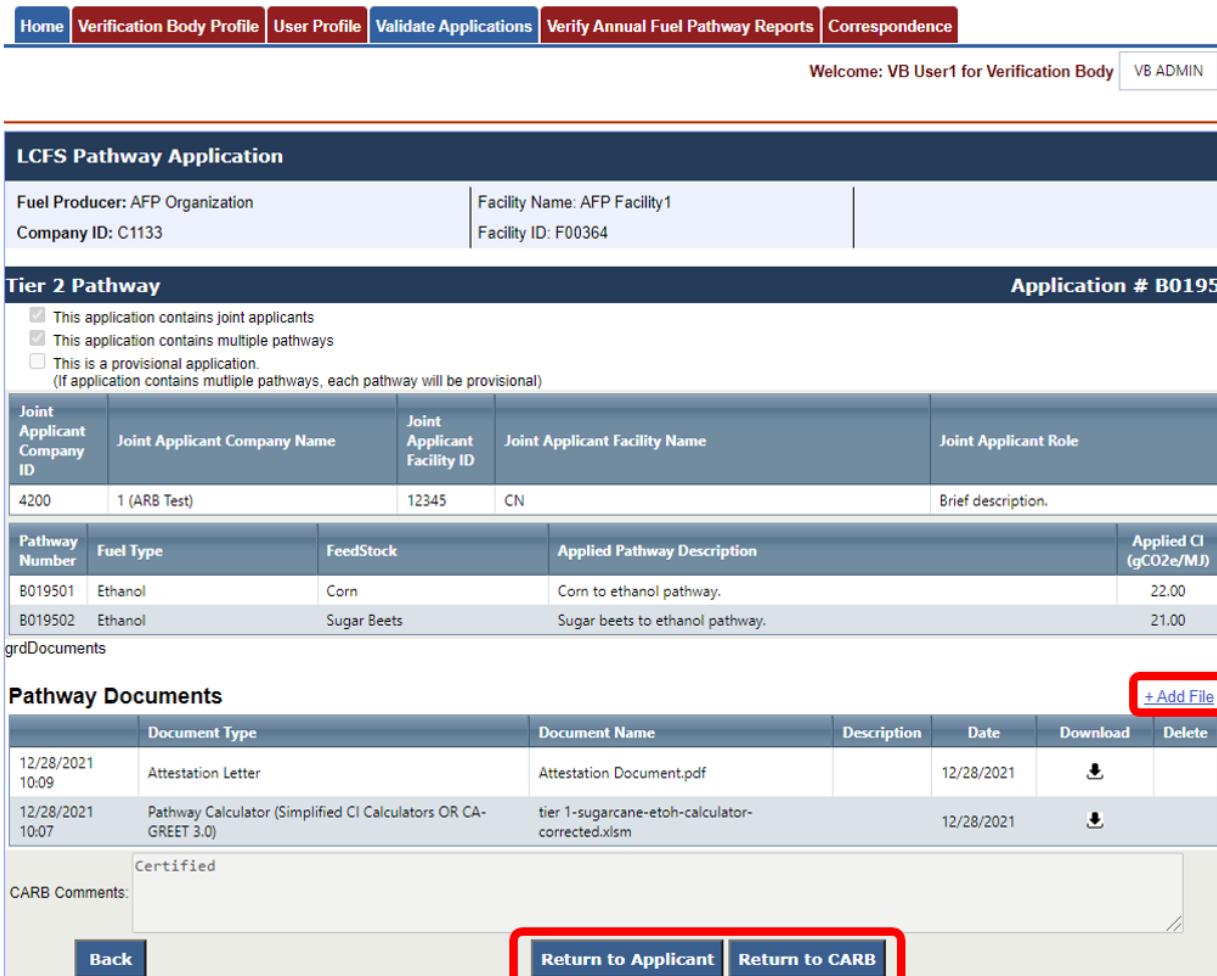
Fuel Production Company	Company ID	Facility Name	Facility ID	App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Documents	Details
▼ AFP Organization	C1133	AFP Facility1	F00364	B0195	Tier 2	1	2	Ready for Verification			Verify
Joint Applicant Company ID	Joint Applicant Company Name			Joint Applicant Facility ID	Joint Applicant Facility Name			Joint Applicant Role			
4200	1 (ARB Test)			12345	CN			Brief description.			
Pathway No.	Fuel Type	FeedStock	Applied Pathway Description					Applied CI (gCO2e/MJ)	Certified FPC		
B019501	Ethanol	Corn	Corn to ethanol pathway.					Direct Emission : 20 Land Use or Other Indirect Effect : 2 Total CI Value : 22			
B019502	Ethanol	Sugar Beets	Sugar beets to ethanol pathway.					Direct Emission : 19 Land Use or Other Indirect Effect : 2 Total CI Value : 21			
Document Type				Document Name				Description	Date	Download	
Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)				tier 1-sugarcane-ethanol-calculator-corrected.xlsxm					12/28/2021 10:07:44 AM		
Attestation Letter				Attestation Document.pdf					12/28/2021 10:09:06 AM		

Figure 12. Downloading pathway contents

J. Returning Application to Applicant for Revisions

1. To return an application to the applicant for revisions, go to the “Verify Applications” tab and select the application of interest using the dropdown menu and table filters. See Figures 9 and 10.
2. Select “Verify” to the right of the application. See Figure 10. The system will direct you to the LCFS Pathway Application screen.
3. To include additional files with the application for the applicant to receive, select “+Add File” and a pop-up window will appear to upload supporting documents. See Figure 13.
4. At the bottom of the LCFS Pathway Application screen, select “Return to Applicant.” See Figure 13. *When an application is returned, these buttons*

disappear until the applicant resubmits the application and the application status changes back to “Ready for Verification.”



The screenshot shows the LCFS Pathway Application interface. At the top, there is a navigation bar with links: Home, Verification Body Profile, User Profile, Validate Applications, Verify Annual Fuel Pathway Reports, and Correspondence. The 'Verification Body Profile' link is highlighted in red. To the right of the navigation bar, it says 'Welcome: VB User1 for Verification Body' and 'VB ADMIN'. Below the navigation bar, the page title is 'LCFS Pathway Application'. Underneath the title, there are two sections: 'Fuel Producer' and 'Facility'. The 'Fuel Producer' section shows 'Fuel Producer: AFP Organization' and 'Company ID: C1133'. The 'Facility' section shows 'Facility Name: AFP Facility1' and 'Facility ID: F00364'. Below these sections, there is a 'Tier 2 Pathway' section with a list of checkboxes: 'This application contains joint applicants' (checked), 'This application contains multiple pathways' (checked), and 'This is a provisional application' (unchecked). The text '(If application contains multiple pathways, each pathway will be provisional)' is shown in parentheses. To the right of this section, it says 'Application # B0195'. Below the 'Tier 2 Pathway' section, there is a table with columns: 'Joint Applicant Company ID', 'Joint Applicant Company Name', 'Joint Applicant Facility ID', 'Joint Applicant Facility Name', and 'Joint Applicant Role'. The data in the table is: '4200', '1 (ARB Test)', '12345', 'CN', and 'Brief description.'. Below this table, there is another table for 'Pathway Number', 'Fuel Type', 'FeedStock', 'Applied Pathway Description', and 'Applied CI (gCO2e/MJ)'. The data in this table is: 'B019501', 'Ethanol', 'Corn', 'Corn to ethanol pathway.', '22.00'; and 'B019502', 'Ethanol', 'Sugar Beets', 'Sugar beets to ethanol pathway.', '21.00'. Underneath these tables, there is a section for 'Pathway Documents' with a table showing 'Document Type', 'Document Name', 'Description', 'Date', 'Download', and 'Delete'. The data in this table is: '12/28/2021 10:09', 'Attestation Letter', 'Attestation Document.pdf', '12/28/2021', 'Download', 'Delete'; and '12/28/2021 10:07', 'Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)', 'tier 1-sugarcane-ethanol-calculator-corrected.xlsx', '12/28/2021', 'Download', 'Delete'. Below the document table, there is a section for 'CARB Comments' with a text area containing 'Certified'. At the bottom of the page, there are three buttons: 'Back', 'Return to Applicant' (highlighted with a red box), and 'Return to CARB'.

Figure 13. Returning application for revisions

5. After selecting “Return to Applicant,” a pop-up window will appear requiring comments. See Figure 14. Indicate revision requests with a brief explanation, such as “Nonconformance found - see issues log.” Then select “Submit.”

Return Application to Applicant

Comments:

Revisions requested. Nonconformance found. See issues log.

58 (Max:10000)

*** REQUIRED**

Cancel **Submit**

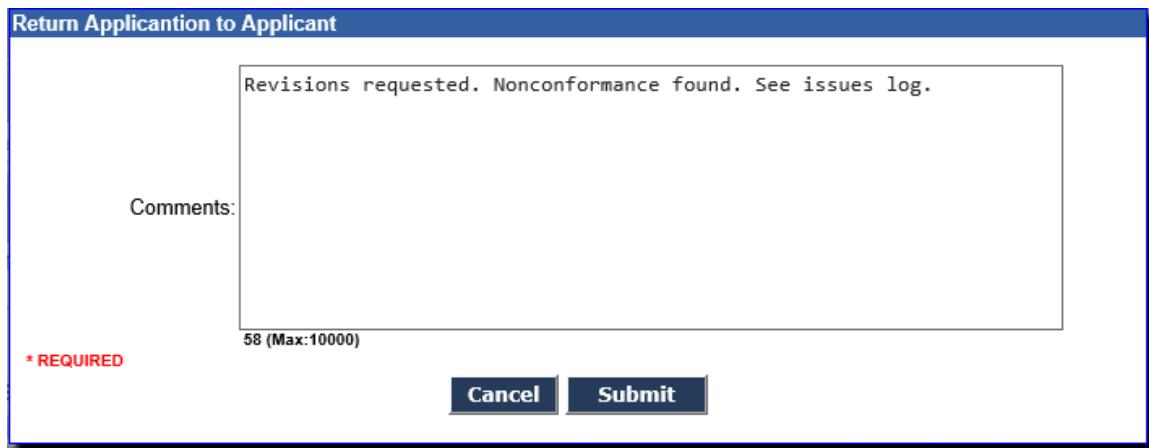


Figure 14. Return application to applicant with comments

6. A pop-up window will appear, confirming the system has returned the application to the applicant for revisions. Select “OK.” See Figure 15.

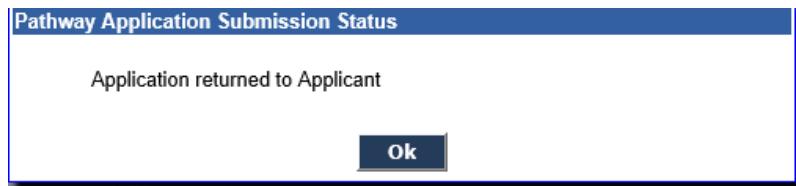


Figure 15. Pop-up window confirming revisions request

7. The system will return to the “Validate Applications” screen, and the application status will change from “Ready for Verification” to “Revisions Requested.” See Figure 16.

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 Welcome: VB User1 for Verification Body [VB ADMIN](#)

Validate Applications

Review in Progress List											
Fuel Production Company	Company ID	Facility Name	Facility ID	App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Documents	Details
> AFP Organization	C1133	AFP Facility1	F00364	B0195	Tier 2	1	2	Revisions Requested			Verify

Figure 16. Application status change to revisions requested

8. After returning the application to the applicant, the latest copy can still be viewed and download. *The system will remove the ability to submit a validation statement until the applicant corrects and resubmits the application. The application status will then change to “Resubmitted for Verification.”*
9. The system will notify the account representative by email when the applicant resubmits the application to the VB in AFP, indicating validation in the Verification On-Line Tool may resume.

K. Submitting Validation Statements for Fuel Pathway Applications

1. To submit a validation statement to CARB, go to the “Validate Applications” tab and select the application of interest by using the dropdown menu and table filters.
2. Select “Verify” to the right of the application. See Figure 10. The LCFS Pathway Application screen will display.
3. First, upload the validation statement by selecting “+Add File.” See Figure 13. Select “Verification Statement” as the document type (Figure 17). Note that the verification team leader and the independent reviewer must sign the validation (verification) statement provided on the CARB LCFS verification webpage: <https://ww2.arb.ca.gov/lcfs-verification>.

Upload Document

File Name:*	<input type="text"/>	<input type="button" value="Browse..."/>
File or Document Type:*	<input type="button" value="Select..."/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Select... Verification Statement * VB Supporting Document </div>	
Remarks:	<input style="height: 40px;" type="text"/> <small>(Max:500)</small>	
<small>* REQUIRED</small>		
<input type="button" value="Close"/> <input type="button" value="Upload Document"/>		

Document Type	File Name	Description	Download	Delete
Attestation Letter	AFP Attestation Letter.pdf			
Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	tier1-sfe-calculator.xls			
Supporting Document	Supporting Document.pdf			

Figure 17. Adding files to application

4. After attaching the validation statement, at the bottom of the LCFS Pathway Application screen, select “Return to CARB.” See Figure 13.
5. A pop-up form will appear. Select the correct validation outcome (Figure 18).

Submit Verification Statement

Verification Outcome:

Comments: (required for Qualified Positive and Adverse statements)
Not applicable.

15 (Max:10000)

Pursuant to section 95501(c)(3)(D), the VB must provide the validation or verification statement to the entity required to contract for verification services and the Executive Officer, attesting whether the verification body has found the submitted application or report to be free of material misstatement, and whether the application or report is in conformance with the requirements of the regulation. For every qualified positive validation or verification statement, the verification body must explain the nonconformances contained within the application or report, and must cite the LCFS regulation section(s) that corresponds to the nonconformance and why the nonconformances do not result in material misstatement. For every adverse validation statement, the VB must explain all nonconformances or material misstatements leading to the adverse validation statement and must cite the LCFS regulation section(s) that correspond to the nonconformance and material misstatement.

*** REQUIRED**

Figure 18. Submitting validation statement to CARB

6. Leave a brief explanation of the validation outcome in the comments box. Specific explanations for Qualified Positive and Adverse validation statements are required, pursuant to section 95501(c)(3)(D) of the LCFS Regulation. “Not applicable” may be entered in the comment box for a Positive validation statement. Check the box confirming you have read and agree to its terms. Then select “Submit.” See Figure 18.
7. A pop-up window will confirm the system has sent the validation statement to CARB. See Figure 19.

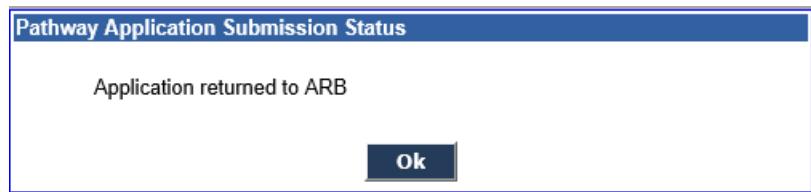
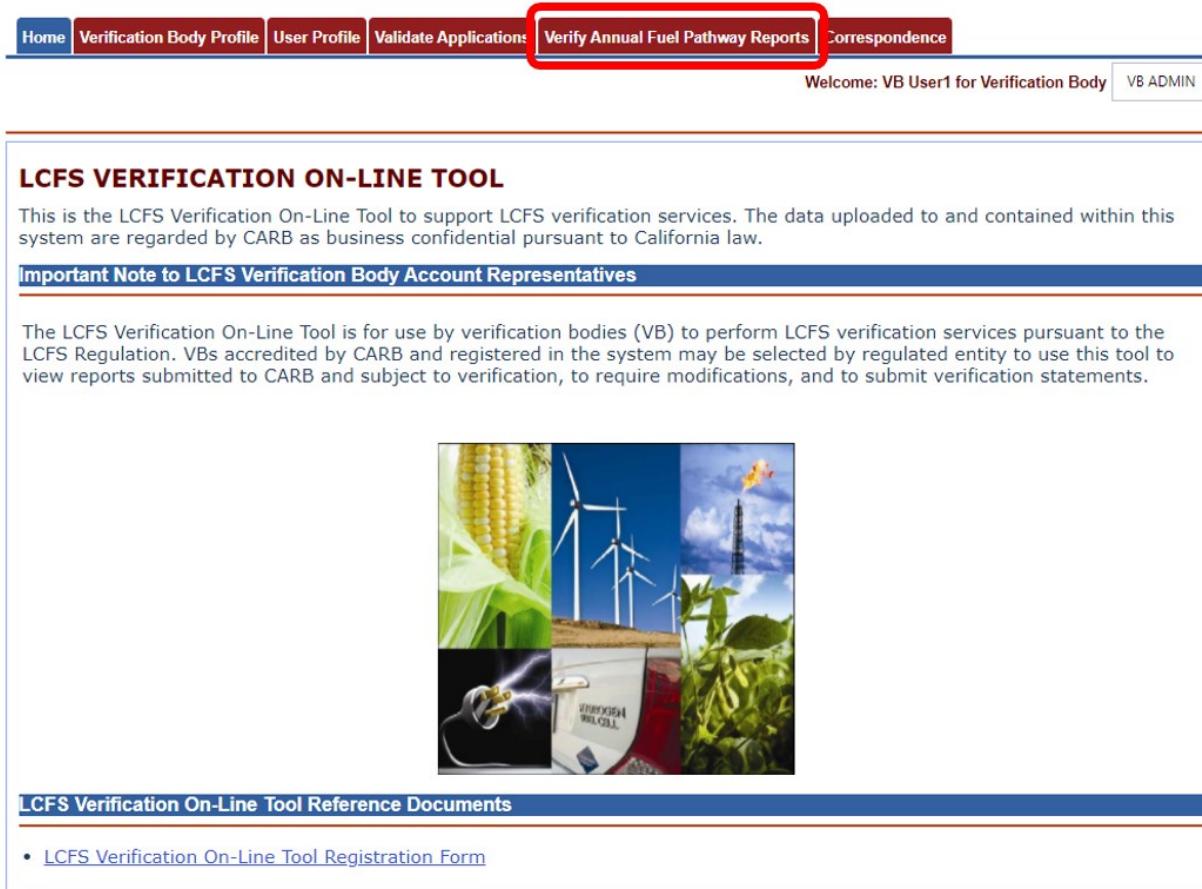


Figure 19. Pop-up window to confirm Validation Statement submission

8. The pathway application will automatically move to the “Review Completed List” on the “Validate Applications” screen.

L. Reviewing and Downloading Annual Fuel Pathway Reports

1. Annual fuel pathway report verification services may begin after (1) the fuel pathway applicant has selected an accredited verification body in AFP, and (2) CARB has notified the VB by email that it meets the requirements in section 95501(a) regarding the Conflict of Interest Assessment and Notice of Verification Services. The Conflict of Interest Assessment, Notice of Verification Services, and Verification Statement forms are available on the LCFS verification webpage: <https://ww2.arb.ca.gov/lcfs-verification>.
2. Once the fuel pathway applicant has selected the VB and routed the report through AFP, the applicant and associated report will be visible in the tables of the “Verify Annual Fuel Pathway Report” tab. When selected by an applicant, VBs are notified by email.
3. First, select the “Verify Annual Fuel Pathway Reports” tab. See Figure 20.



The screenshot shows the LCFS Verification On-Line Tool interface. At the top, there is a navigation bar with tabs: Home, Verification Body Profile, User Profile, Validate Applications, **Verify Annual Fuel Pathway Reports** (which is highlighted with a red box), and Correspondence. Below the navigation bar, a welcome message reads "Welcome: VB User1 for Verification Body" and "VB ADMIN". The main content area is titled "LCFS VERIFICATION ON-LINE TOOL". It contains a sub-section titled "Important Note to LCFS Verification Body Account Representatives" with the following text: "The LCFS Verification On-Line Tool is for use by verification bodies (VB) to perform LCFS verification services pursuant to the LCFS Regulation. VBs accredited by CARB and registered in the system may be selected by regulated entity to use this tool to view reports submitted to CARB and subject to verification, to require modifications, and to submit verification statements." Below this text is a collage image featuring a corn cob, wind turbines, a refinery tower with a flame, a power plug, and a car battery. At the bottom of the main content area, there is a section titled "LCFS Verification On-Line Tool Reference Documents" with a single item: "LCFS Verification On-Line Tool Registration Form".

Figure 20. Verify Annual Fuel Pathway Reports tab

4. This tab opens the Annual Fuel Pathway Report page. Use the table filters to search for the annual report of interest. You may filter results by entering text in the column boxes and pressing “Enter” on the keyboard. A filter icon (▼) allows for options like “Starts With” or “Does Not Contain.” Partial text searches will also retrieve results (e.g., “pos” in the “Verification Outcome” box will retrieve all verifications with a positive outcome). See Figure 21.

Welcome: VB User1 for Verification Body VB ADMIN

Annual Fuel Pathway Report

INSTRUCTIONS

Prior to “submission to CARB” you must select the add file button and upload the Verification Statement. Once that is complete you may submit to CARB.

Report Status:

- Open – Report has been created and information may be entered, and documents may be uploaded prior to report deadline of March 31st deadline.
- Submit – Report has been successfully submitted to CARB.
- Ready for verification – For Tier 1 and Tier 2 fuel pathways, report is routed to previously selected Verification Body.
- Verification in Progress – Selected Verification Body has acknowledged and accepted the report. Prior to this step the Verification Body cannot view the report.
- Revisions Requested - Verifier requested revisions to the Annual Fuel Pathway Report. The report is now with the AFP entity for revisions.
- Resubmitted for Verification – The AFP entity has resubmitted the corrected report to CARB. The report is now returned to the selected Verification Body to continue verification.
- Verification Completed – Verification statement submitted prior to August 31st deadline.
- Not Submitted – Report has been created but was not submitted by the April 1st deadline.
- No Verification Statement – Report was in verification, but no verification statement was submitted by the August 31st deadline.

For further instruction, see the [Verification User Guide](#).

Review in Progress List

	Year	App No.	Producer & Facility	Application Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip
»	2020	A0137	Fuel Producer: AFP Organization (C1133) Facility Name: AFP Facility1 (F00364)	Tier 1	Verification Body		Resubmitted for Verification	12/15/21	AFP User2	Goto Report Details	View	Download
»	2020	B0019	Fuel Producer: AFP Organization (C1133) Facility Name: AFP Facility1 (F00364)	Tier 2	Verification Body		Revisions Requested	12/13/21	VB User4	Goto Report Details	View	Download

Figure 21. Annual Fuel Pathway Reports page

Terminology related to “Verify Fuel Pathway Reports” Tab — Figure 21:

“Facility” means a “fuel production facility.” “Fuel production facility” is a defined term in section 95481 of the LCFS Regulation.

“Application Type” contains the Tier 1 or Tier 2 Calculator and supplemental documents as required. An “application” is associated with a “fuel production facility” and may include more than one fuel pathway. For example, an ethanol fuel production facility would include in its application the fuel pathways specific to starch ethanol and to fiber ethanol.

“Fuel pathway applicant” is a defined term in section 95481 of the LCFS Regulation. A fuel pathway applicant (company) submits a separate application associated with each “fuel production facility.”

5. The table “Review in Progress List” shows annual reports that are ready for verification or in progress. When applicable, reports verified in the past for this fuel production facility will display under the “Review Completed List.”
6. **To view report details.** *Before allowing you to see report details, the system will make you confirm that you are the contracted VB.* On the “Verify Annual Fuel Pathway Reports” page, select “Go to Report Details” as shown in Figure 21. This opens the Annual Fuel Pathway Report screen (Figure 22). Alternatively, the report details may be viewed by selecting the down arrow next to the report on the “Verify Annual Fuel Pathway Reports” page (Figure 23).
7. **To download report documents as zipped file.** On the “Verify Annual Fuel Pathway Reports” page, select the download icon (⬇️) to create a zipped folder (Figure 21). By default, the system names the zipped file after the application number and reporting year. In Figure 21, the first application number is “A0137” for reporting year “2020.” Extract zipped files to access report documents.
8. **To download files individually.** On the “Verify Annual Fuel Pathway Reports” page, select “Go to Report Details” to open the Annual Fuel Pathway Report screen. Select the download icon (⬇️) to retrieve individual documents as shown in Figure 22. Alternatively, individual files may also be downloaded by selecting the down arrow next to a report on the “Verify Annual Fuel Pathway Reports” page. See Figure 23.
9. **To view client comments.** On the “Verify Fuel Pathway Reports” page, select “Go to Report Details.” See Figure 21. The Annual Fuel Pathway Report screen will display. At the bottom of the page there is a comment box labeled “Comments” from the client (Figure 22).

Annual Fuel Pathway Report																				
Fuel Producer: AFP Organization						Company ID: C1133														
Facility Name: AFP Facility1						Facility ID: F00364														
Pathway Application Number: A0209						Year: 2020														
Status: Verification In-progress						Verification Body Name: Verification Body														
Annual Fuel Pathway Report Documents																				
Facility Name	Application Number	Year	Document Type		Document Name	Description	Date	Download	Delete											
AFP Facility1 (F00364)	A0209	2020	Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)		tier 1-sugarcane-etho-calculator-corrected.xlsxm		12/31/2021													
AFP Facility1 (F00364)	A0209	2020	Supporting Document		supporting document.pdf		12/31/2021													
[<] [<] [1] [>] [>]		Page size:	5																	
2 items in 1 pages																				
Annual Fuel Pathway Report Operational CI																				
Year	Fuel Pathway				Operational CI			Date												
2020	ETH009X0XXX0100				59.00			12/31/2021												
2020	ETH009X0XXX0200				40.00			12/31/2021												
2020	ETH009X0XXX0300				45.00			12/31/2021												
2020	ETH012X0XXX0400				47.00			12/31/2021												
[<] [<] [1] [>] [>]		Page size:	5																	
4 items in 1 pages																				
<p>Included supporting documents.</p> <p>Comments:*</p>																				
Back		Request Revisions				Submit to CARB														

Figure 22. Annual fuel pathway report details

Review in Progress List														
	Year	App No.	Producer & Facility		Application Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip	
	2020	A0209	Fuel Producer: AFP Organization (C1133) Facility Name: AFP Facility1 (F00364)		Tier 1	Verification Body		Verification In-progress	12/31/21	VB User1	Goto Report Details	View		
Facility Name		Application Number	Year	Document Type			Document Name		Description	Date	Download			
AFP Facility1 (F00364)	A0209		2020	Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)			tier 1-sugarcane-etho-calculator-corrected.xlsxm			12/31/2021				
AFP Facility1 (F00364)	A0209		2020	Supporting Document			supporting document.pdf			12/31/2021				
Year		Fuel Pathway				Operational CI			Date					
2020		ETH009X0XXX0100				59.00			12/31/2021					
2020		ETH009X0XXX0200				40.00			12/31/2021					
2020		ETH009X0XXX0300				45.00			12/31/2021					

Figure 23. Downloading individual files from Review in Progress table

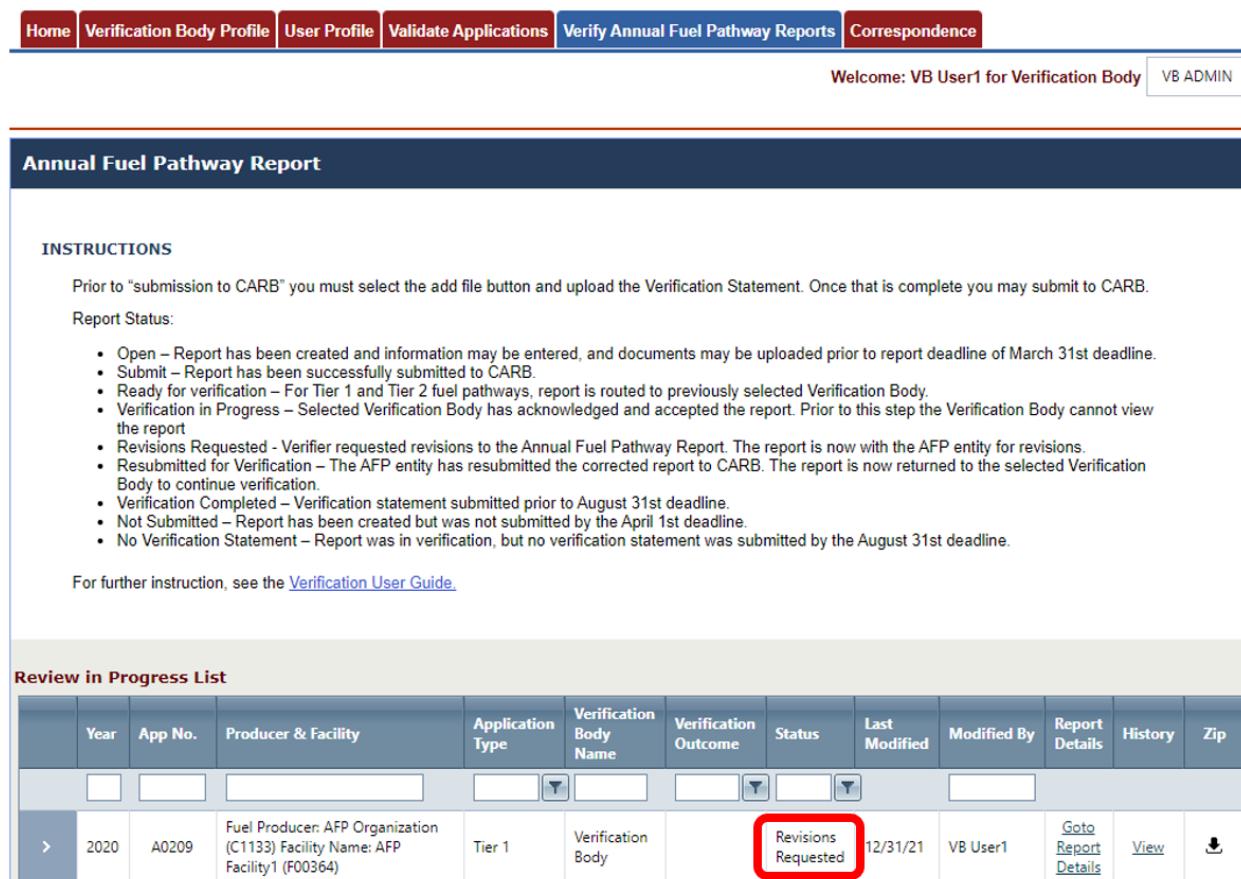
M. Returning Annual Fuel Pathway Report to Applicant for Revisions

1. To return a report to the applicant for revisions, go to the “Verify Annual Fuel Pathway Reports” tab, select the report of interest, then select “Go to Report Details.” The Annual Fuel Pathway Report screen will display (Figure 24).
2. To include additional files with the report being returned to the applicant, select “+Add File” (Figure 24). A pop-up window will appear to upload documents.
3. At the bottom of the Annual Fuel Pathway Report screen, select “Request Revisions.” See Figure 24. *When a report is returned, these buttons will disappear until the applicant resubmits the report and its status changes to “Resubmitted for Verification.”*

Annual Fuel Pathway Report								
Fuel Producer: AFP Organization					Company ID: C1133			
Facility Name: AFP Facility1					Facility ID: F00364			
Pathway Application Number: A0209					Year: 2020			
Status: Resubmitted for Verification					Verification Body Name: Verification Body			
Annual Fuel Pathway Report Documents								
Facility Name	Application Number	Year	Document Type	Document Name	Description	Date	Download	Delete
AFP Facility1 (F00364)	A0209	2020	Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	tier 1-sugarcane-etho-calculator-corrected.xlsxm		12/31/2021		
AFP Facility1 (F00364)	A0209	2020	Supporting Document	supporting document.pdf		12/31/2021		
Page size: 5					2 items in 1 pages			
Annual Fuel Pathway Report Operational CI								
Year	Fuel Pathway			Operational CI			Date	
2020	ETH009X0XXX0100						59.00	12/31/2021
2020	ETH009X0XXX0200						40.00	12/31/2021
2020	ETH009X0XXX0300						45.00	12/31/2021
2020	ETH012X0XXX0400						47.00	12/31/2021
Page size: 5					4 items in 1 pages			
<p>Supporting documents.</p> <p>Comments:*</p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>								

Figure 24. Returning report for revisions

4. A pop-up window will appear requiring comments. Indicate the revision request with a brief explanation, then select “Submit.”
5. A pop-up window will confirm the report was sent back to the applicant for revisions.
6. The system will return to the “Verify Annual Fuel Pathway Reports” screen, and the verification status will change from “Ready for Verification” to “Revisions Requested.” See Figure 25.



The screenshot shows the 'Annual Fuel Pathway Report' screen. At the top, there is a navigation bar with links: Home, Verification Body Profile, User Profile, Validate Applications, Verify Annual Fuel Pathway Reports (which is the active page), and Correspondence. Below the navigation bar, a welcome message says 'Welcome: VB User1 for Verification Body' and 'VB ADMIN'. The main content area has a section titled 'INSTRUCTIONS' with a list of report status definitions. Below this, there is a table titled 'Review in Progress List' with columns for Year, App No., Producer & Facility, Application Type, Verification Body Name, Verification Outcome, Status, Last Modified, Modified By, Report Details, History, and Zip. The first row in the table has a red box around the 'Verification Outcome' cell, which contains the text 'Revisions Requested'.

	Year	App No.	Producer & Facility	Application Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip
>	2020	A0209	Fuel Producer: AFP Organization (C1133) Facility Name: AFP Facility1 (F00364)	Tier 1	Verification Body	Revisions Requested	12/31/21	VB User1	Goto Report Details	View	Download	

Figure 25. Report status change to revisions requested

7. After returning the report to the applicant, the latest copy may still be viewed and download. *However, the system will remove the ability to submit a verification statement until the applicant corrects and resubmits the report. The report status will then change to “Resubmitted for Verification.”*
8. Account representatives will be notified by email when the applicant resubmits their report, and verification in the On-Line Tool may proceed.

N. Submitting Verification Statements for Annual Fuel Pathway Reports

1. To submit a verification statement to CARB, go to the “Verify Annual Fuel Pathway Reports” tab and select the report of interest. Then select “Go to Report Details.” See Figure 21.
2. On the Annual Fuel Pathway Report screen, upload the verification statement by selecting “+Add File.” See Figure 24. Choose “Verification Statement” as the document type. Note that the verification team leader and the independent reviewer must sign the verification statement provided on the CARB LCFS verification webpage: <https://ww2.arb.ca.gov/lcfs-verification>.
3. After attaching the verification statement, at the bottom of the LCFS Pathway Application screen, select “Return to CARB.”
4. A pop-up form will appear to select the correct verification outcome (Figure 26).

Submit Verification Statement

Verification Outcome: * Positive

Comments:(required for Qualified Positive and Adverse statements)

(Max:2500)

Pursuant to section 95501(c)(3)(D), the VB must provide the validation or verification statement to the entity required to contract for verification services and the Executive Officer, attesting whether the verification body has found the submitted application or report to be free of material misstatement, and whether the application or report is in conformance with the requirements of the regulation. For every qualified positive validation or verification statement, the verification body must explain the nonconformances contained within the application or report, and must cite the LCFS regulation section(s) that corresponds to the nonconformance and why the nonconformances do not result in material misstatement. For every adverse validation statement, the VB must explain all nonconformances or material misstatements leading to the adverse validation statement and must cite the LCFS regulation section(s) that correspond to the nonconformance and material misstatement.

* REQUIRED

Cancel Submit

Figure 26. Submitting verification statement to CARB

5. Leave a brief explanation of the verification outcome in the comments box. Specific explanations for Qualified Positive and Adverse verification statements are required, pursuant to section 95501(c)(3)(D) of the LCFS Regulation. “Not applicable” may be entered in the comment box for a Positive verification statement. Check the box confirming you have read and agree to its terms. Then select “Submit.”
6. A pop-up window will confirm the system has sent the verification statement to CARB. See Figure 27.

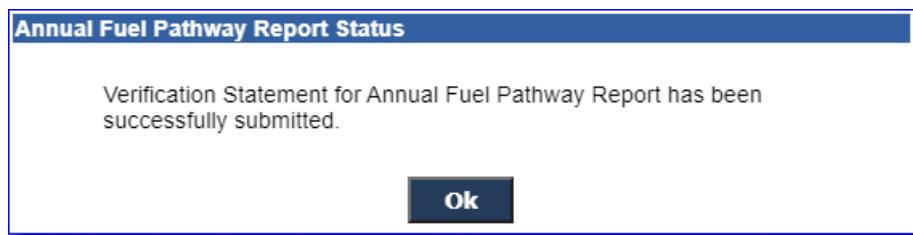


Figure 27. Pop-up window confirming submission of Verification Statement

7. After submitting the Verification Statement, the report will move to the “Review Completed List” on the Verify Annual Fuel Pathway Applications tab, and its status will change to “Verification Completed.”

O. Correspondence between VB and CARB

1. The correspondence function enables secure direct communications between VBs and CARB within the Verification On-Line Tool. VBs may securely send and receive sensitive business documents and messages and keep an organized record of verification service communications. To use the VB correspondence function, select the “Correspondence” tab. A window will appear showing the correspondence history between the VB and CARB (Figure 28).

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 Welcome: VB User1 for Verification Body VB ADMIN

Verification Body Correspondence									
Corr. #	Status	Date	Subject/Topic	Filename	Submitted By	Download	Remarks	Post	
> C138-1	VB Response	12/31/2021 10:31:05 AM	Operation control		VB User1		Review/Respond	Recall	
> C137	Saved	12/27/2021 04:32:04 PM	subject		VB User3		Review/Respond	Delete	
New Post									

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Figure 28. VB correspondence tab

2. To start a new correspondence, select the “New Post” button at the bottom of the page. A pop-up window will appear to enter information and upload attachments. See Figure 29. To attach multiple files in a single correspondence, zip the files together and submit a single zip file attachment.

Verification Body Correspondence – New Post

Verification Body: VB 1	Correspondence #:
Submission of documents	
Subject/Topic *:	
See attachments.	
Comments: *	
Filename: <input type="text"/> Browse...	
<small>Note: Multiple files may be zipped together and uploaded as a single file.</small>	
Save Submit Cancel	

* REQUIRED

Figure 29. Correspondence pop-up window

3. Select "Submit" to send the correspondence to CARB. Alternatively, select "Save" to edit and send out later, or "Cancel" to erase the post.
4. Once submitted, a pop-up window will confirm the correspondence was sent to CARB. See Figure 30.



Figure 30. Pop-up window to confirm correspondence submission

5. To view previous correspondence details, select the left arrow to expand a particular post (Figure 31). Select the download icon (in the "Download" column to retrieve attachments. Review, update, or respond to a correspondence post by selecting "Review/Respond" under the "Remarks" column. The "Post" column in some cases has a "Recall" link which allows you to retract a correspondence post when applicable. The most recent message sent to CARB may be recalled. CARB may also recall messages, in which case, an automated recall email will notify the VB.
6. The correspondence numbers indicated by the "Corr. #" column do not always follow a consecutive or ascending pattern, but they are not affecting the correspondence function in any way.

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[Home](#) [Verification Body Profile](#) [User Profile](#) [Validate Applications](#) [Verify Annual Fuel Pathway Reports](#) [Correspondence](#)

 Welcome: VB User1 for Verification Body [VB ADMIN](#)

Verification Body Correspondence

Corr. #	Status	Date	Subject/Topic	Filename	Submitted By	Download	Remarks	Post
▼ C138-1	VB Response	12/31/2021 10:31:05 AM	Operation control		VB User1		Review/Respond	Recall
Corr. #	Status	Date	Subject/Topic	Comments	Filename	Submitted By	Download	Remarks
C138	VB Correspondence	12/31/2021 10:28:41 AM	Operation control	Please advise		VB User1		View
► C137	Saved	12/27/2021 04:32:04 PM	subject		VB User3		Review/Respond	Delete

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Figure 31. Reviewing and responding to correspondence post

P. Contacting CARB

If you have questions regarding the above information, please contact us at lcfsverify@arb.ca.gov.