



# Low Carbon Fuel Standard Verification On-Line Tool User Guide

**AFP-Verification Version v 3.4919**

Document Released:

May 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 [lcsverify@arb.ca.gov](mailto:lcsverify@arb.ca.gov), particularly if information in this guidance appears incorrect, misleading, or incomplete.

## Table of Contents

<b>A.</b>	<b>Version History</b> .....	<b>3</b>
<b>B.</b>	<b>What's New in This Version</b> .....	<b>3</b>
<b>C.</b>	<b>Creating a Verification Body (VB) Account in Verification On-Line Tool</b> .....	<b>3</b>
<b>D.</b>	<b>Logging In</b> .....	<b>3</b>
<b>E.</b>	<b>Homepage Navigation</b> .....	<b>6</b>
<b>F.</b>	<b>Updating VB Profile</b> .....	<b>7</b>
<b>G.</b>	<b>Change in VB Admin and Registration Form</b> .....	<b>9</b>
<b>H.</b>	<b>Updating User Profile</b> .....	<b>11</b>
<b>I.</b>	<b>Reviewing and Downloading Fuel Pathway Applications</b> .....	<b>13</b>
<b>J.</b>	<b>Returning Application to Fuel Reporting Entity for Revisions</b> .....	<b>17</b>
<b>K.</b>	<b>Submitting Validation Statements for Fuel Pathway Applications</b> .....	<b>20</b>
<b>L.</b>	<b>Reviewing and Downloading Annual Fuel Pathway Reports</b> .....	<b>23</b>
<b>M.</b>	<b>Returning Annual Fuel Pathway Report for Revisions</b> .....	<b>27</b>
<b>N.</b>	<b>Submitting Verification Statements for Annual Fuel Pathway Reports</b> .....	<b>29</b>
<b>O.</b>	<b>Reviewing and Downloading LRT Reports</b> .....	<b>30</b>
<b>P.</b>	<b>Returning LRT Report to Fuel Reporting Entity for Revisions</b> .....	<b>35</b>
<b>Q.</b>	<b>Submitting Verification Statements for LRT Reports</b> .....	<b>38</b>
<b>R.</b>	<b>Correspondence Between VB and CARB</b> .....	<b>40</b>
<b>S.</b>	<b>Contacting CARB</b> .....	<b>43</b>

## A. Version History

<b>AFP-Verification Version #</b>	<b>Release Date</b>	<b>Download User Guide</b>
V3.4919 (updated)	4/06/2022	Current document
V3.4910	1/06/2022	Updated
V3.3020	1/23/2020	Initial release

## B. What's New in This Version

New “Verify LRT Reports” tab for quarterly fuel transactions reports.

## 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 & AFP Login**  
Username:   
Password:   
**Login**  
[Reset Password](#)

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

**LRT-CBTS Account**

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](mailto:LRTAdmin@arb.ca.gov)

**CBTS Broker 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](mailto:LRTAdmin@arb.ca.gov)

**Alternative Fuels Portal (AFP)**

**AFP Account**

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

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**

[LCFS RT Home](#) [Terms of Use](#) [Visit ARB LCFS Page](#) [Back to Top](#)

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.*

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

Figure 3. LCFS Verification On-Line Tool Homepage

## E. Homepage Navigation

1. Seven 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"> <li>-Displays current user and company</li> <li>-Download user guide</li> <li>-Download registration form to change admin</li> </ul>
Verification Body Profile	<ul style="list-style-type: none"> <li>-Displays VB profile and organization details</li> <li>-Displays primary and secondary admin details</li> <li>-Upload registration form to update account admin</li> </ul>
User Profile	<ul style="list-style-type: none"> <li>-Update primary and secondary admin details</li> <li>-Change your password and security questions</li> <li>-Send temporary passwords to other users</li> </ul>
Validate Applications	<ul style="list-style-type: none"> <li>-View current contracted facilities</li> <li>-Review and download application documents</li> <li>-Send applications back to clients for revisions</li> <li>-Submit validation statements to CARB</li> </ul>
Verify Annual Fuel Pathway Reports	<ul style="list-style-type: none"> <li>-Review and download report documents</li> <li>-Send reports back to clients for revisions</li> <li>-Submit verification statements to CARB</li> </ul>
Verify LRT Reports	<ul style="list-style-type: none"> <li>-Review and download quarterly fuel transactions report (QFTR) documents</li> <li>-Send reports back to clients for revisions</li> <li>-Submit verification statements to CARB</li> </ul>
Correspondence	<ul style="list-style-type: none"> <li>-Communicate with CARB</li> <li>-View correspondence history</li> <li>-Send sensitive files to CARB securely</li> </ul>

## 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.



### VERIFICATION BODY PROFILE

#### ORGANIZATION DETAILS

Acct. Reg. Form/Letter: \*  No file chosen

Organization Name: \*  FEIN:  (Federal Employer Identification Number)

EO Number: \*

Address Line 1: \*  Address Line 2:

City: \*  Country: \*

State or Province: \*  Zip or Postal Code: \*

Date of Incorporation: \*   Place of Incorporation: \*

#### PRIMARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: \*  Middle Initial:

Last Name: \*

Title: \*  Relationship to the Organization: \*

Business Phone: \*

Mobile Phone:

Email: \*

User Name: \*

#### SECONDARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: \*  Middle Initial:

Last Name: \*

Title: \*  Relationship to the Organization: \*

Business Phone: \*

Mobile Phone:

Email: \*

User Name: \*

\* REQUIRED

**Submit Update**

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**

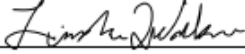
**Instructions:** Organizations must register for an account in the LCFS Verification in order to support LRT/AFP verification process. This form must be signed and dated by the business owner, a managing partner, or a corporate officer or another person with the authority to legally bind the organization/company. 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 Owner/ Employee  
(Title) (Relationship to the Organization)

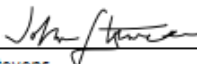
*Account Representative/Administrator Attestation I certify under penalty of perjury under the laws of the State of California as follows: I was selected as the primary account representative or the secondary account representative, as applicable, by an agreement that is binding on all persons who have 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)  Date 01/16/2020  
Print Name Linda Walker

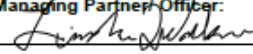
**SECONDARY ACCOUNT REPRESENTATIVE/ADMINISTRATOR**

The Secondary Account Representative/Administrator is: John Stevens  
(Type Name)  
Director Employee  
(Title) (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)  Date 01/16/2020  
Print Name John Stevens

**OWNER/ MANAGING PARTNER/ OFFICER\***

Signature of Owner/ Managing Partner/ Officer:  
Signature (Ink Only)  Date 1/16/2020  
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.

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.

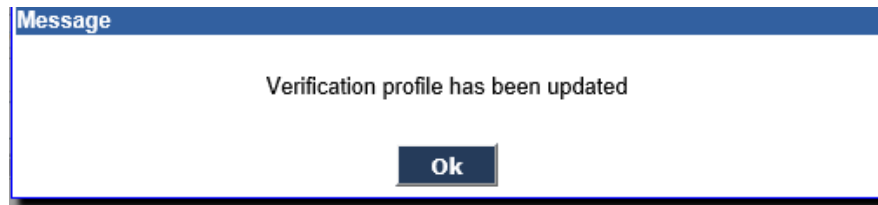


Figure 6. Pop-up window to confirm profile update

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 [lcsverify@arb.ca.gov](mailto:lcsverify@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.

**Manage User Profile**

**User Details**

First Name: \*  Middle Initial:   
 Last Name: \*   
 Title: \*  Relationship to the Organization: \*   
 Business Phone: \*  Mobile Phone:   
 Email: \*  Confirm Email: \*

**User Name And Password**

User Name: \*   
 Password: \* [Change Password](#)

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 @\$!%\*?&

**Security Questions**

Security Question: \* [Change Security Questions](#)

\* REQUIRED

**Submit Update**

Full Name	Title	Relationship	Username	Email	User Locked	User Active	User Details	Password
VB User 1	Sr. Project Manager	Employee			No	Yes	<a href="#">See Details</a>	<a href="#">Temp</a>
	Sr. Project Manager	Employee			Yes	No	<a href="#">See Details</a>	

Page size: 20 2 items in 1 pages

Figure 7. Editing user profile details

- 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 reporting entity has selected an accredited verification body in the Alternative Fuel Portal (AFP), (2) the fuel reporting entity 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 reporting entity has selected the VB and routed its application through CARB in AFP, the associated facilities will be visible in the “Facility” drop-down menu and tables on the “Validate Applications” tab. When selected by a fuel reporting entity, VBs are notified by an automated email. See Figure 8.

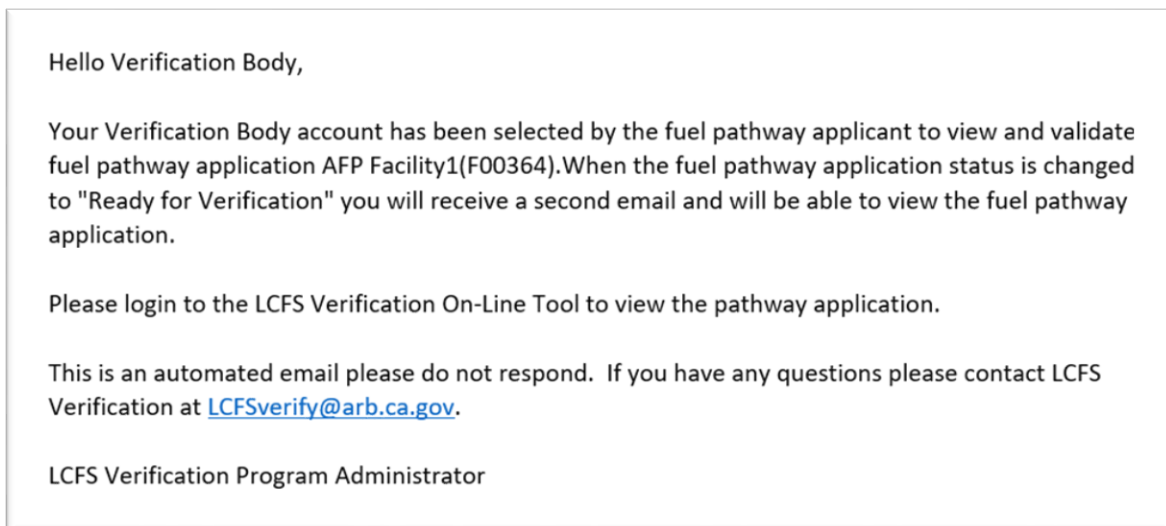


Figure 8. Email notifying the entity selected VB

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.”

**CALIFORNIA AIR RESOURCES BOARD** Version: V3.4910  
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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**

Facility:

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
> AFP Organization	C1133	AFP Facility1	F00364	B0195	Tier 2	1	2	Ready for Verification			<a href="#">Verify</a>

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AFP Organization	C1133	AFP Facility1	F00364	B0024	Tier 2		1		Positive	10/29/2020 2:37:22 PM

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

- 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, “AFP 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).

**Validate Applications**

Facility:

**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			<a href="#">Verify</a>

**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

- 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.
- 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 entity’s Attestation Letter, Tier 1 or Tier 2 Calculator, and other supporting documents.
- 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.


Version: V3.4910

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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

**LCFS Pathway Application**

Fuel Producer: AFP Organization  
Company ID: C1133

Facility Name: AFP Facility1  
Facility ID: F00364

**Tier 2 Pathway**
Application # B0195

This application contains joint applicants  
 This application contains multiple pathways  
 This is a provisional application.  
(If application contains multiple pathways, each pathway will be provisional)

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 (gCO2e/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-etoh-calculator-corrected.xlsm		12/28/2021		

CARB Comments:

Back
Return to Applicant
Return to CARB

Figure 11. LCFS Pathway Application details and CARB Comments

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

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			<a href="#">Verify</a>

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-ethoh-calculator-corrected.xlsm		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 Fuel Reporting Entity 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.”

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

Welcome: VB User1 for Verification Body VB ADMIN

### LCFS Pathway Application

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

### Tier 2 Pathway Application # B0195

This application contains joint applicants  
 This application contains multiple pathways  
 This is a provisional application.  
 (If application contains multiple pathways, each pathway will be provisional)

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 (gCO2e/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-ethoh-calculator-corrected.xlsm		12/28/2021		

CARB Comments:

**Back** **Return to Applicant** **Return to CARB**

Figure 13. Returning application for revisions

- 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.”

The screenshot shows a dialog box titled "Return Application to Applicant". It features a text area for "Comments" containing the text "Revisions requested. Nonconformance found. See issues log.". Below the text area is a character count "58 (Max:10000)". To the left of the text area is a red asterisk and the word "REQUIRED". At the bottom of the dialog are two buttons: "Cancel" and "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.

The screenshot shows a pop-up window titled "Pathway Application Submission Status". The main text inside the window reads "Application returned to Applicant". At the bottom center of the window is an "Ok" button.

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.

Validate Applications

Facility:

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			<a href="#">Verify</a>

Figure 16. Application status change to revisions requested

- After returning the application to the fuel reporting entity, the latest copy can still be viewed and downloaded. *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.”*
- The system will notify the VB by email when the applicant resubmits the application to the VB in AFP, indicating the revised application is ready for validation.

**K. Submitting Validation Statements for Fuel Pathway Applications**

- 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.
- Select “Verify” to the right of the application. See Figure 10. The LCFS Pathway Application screen will display.
- 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:\*

File or Document Type:\* Select...

Select...

Verification Statement \*

VB Supporting Document

Remarks:

(Max:500)

\* REQUIRED

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.xlsm		↓	
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:\* Positive

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 sections(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 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.

**Pathway Application Submission Status**

Application returned to ARB

Ok

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 reporting entity 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 reporting entity has selected the VB and routed the report through AFP, the report will be visible in the tables of the “Verify Annual Fuel Pathway Report” tab. When selected by a fuel reporting entity, VBs are notified by an automated email.
3. First, select the “Verify Annual Fuel Pathway Reports” tab. See Figure 20.



The screenshot displays the user interface of the LCFS Verification On-Line Tool. At the top, a navigation menu contains several tabs: Home, Verification Body Profile, User Profile, Validate Applications, Verify Annual Fuel Pathway Reports (highlighted with a red box), Verify LRT Reports, and Correspondence. Below the menu, a welcome message reads "Welcome: VB User 1 for VB Testing One Inc." followed by a "VB ADMIN" button. The main content area is titled "LCFS VERIFICATION ON-LINE TOOL" and includes a brief description of the tool's purpose. A blue header section titled "Important Note to LCFS Verification Body Account Representatives" contains text explaining the tool's use for verification bodies. Below this is a collage of images related to renewable energy and agriculture, including corn, wind turbines, a solar panel, and a bio-refinery. At the bottom, a section titled "LCFS Verification On-Line Tool Reference Documents" lists two links: "LCFS Verification On-Line Tool User Guide" and "LCFS Verification On-Line Tool Registration Form".

Figure 20. Verify Annual Fuel Pathway Reports tab



- 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., “qual” in the “Verification Outcome” box will retrieve all verifications with a qualified 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
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
>	2020	A0137	Fuel Producer: AFP Organization (C1133) Facility Name: AFP Facility1 (F00364)	Tier 1	Verification Body		Resubmitted for Verification	12/15/21	AFP User2	<a href="#">Goto Report Details</a>	<a href="#">View</a>	<a href="#">Download</a>
>	2020	80019	Fuel Producer: AFP Organization (C1133) Facility Name: AFP Facility1 (F00364)	Tier 2	Verification Body		Revisions Requested	12/13/21	VB User4	<a href="#">Goto Report Details</a>	<a href="#">View</a>	<a href="#">Download</a>



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** [+ Add File](#)

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-ethoh-calculator-corrected.xlsm		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



Comments:

[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	<a href="#">Goto Report Details</a>	<a href="#">View</a>	

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-ethoh-calculator-corrected.xlsm		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 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** + Add File

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-etch-calculator-corrected.xlsm		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	ETH009XXXX0100	59.00	12/31/2021
2020	ETH009XXXX0200	40.00	12/31/2021
2020	ETH009XXXX0300	45.00	12/31/2021
2020	ETH012XXXX0400	47.00	12/31/2021

Page size: 5 4 items in 1 pages

Comments:\*

Supporting documents.

Back
Request Revisions
Submit to CARB

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.

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

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
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
>	2020	A0209	Fuel Producer: AFP Organization (C1133) Facility Name: AFP Facility1 (F00364)	Tier 1	Verification Body		Revisions Requested	12/31/21	VB User1	<a href="#">Goto Report Details</a>	<a href="#">View</a>	<a href="#">Download</a>

Figure 25. Report status change to revisions requested

7. After returning the report to the fuel reporting entity, 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 “Submit to CARB.” See Figure 24.
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.

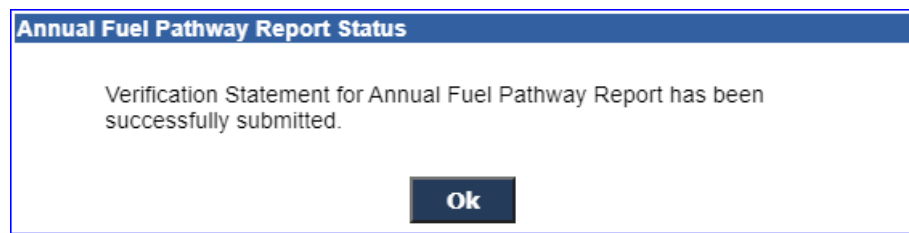


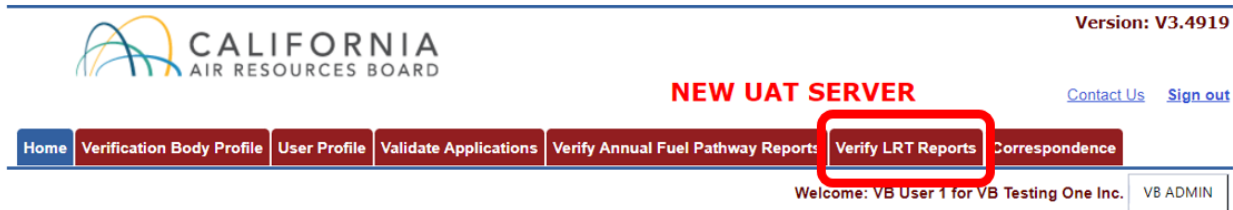
Figure 27. Pop-up window confirming submission of Verification Statement

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. Reviewing and Downloading LRT Reports**

1. Currently, the LRT feature allows verifiers to perform verification services for Quarterly Fuel Transactions Reports.
2. Note that verification may begin after (1) the fuel reporting entity has selected an accredited verification body in the LCFS Reporting Tool, (2) the applicant submitted its report to CARB in the LCFS Reporting Tool (LRT), 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>.
3. Once the fuel reporting entity selects the VB and routes its report through CARB in LRT, the report will be visible on the “Verify LRT Reports” tab (Figure 28).

When selected by a fuel reporting entity to verify the LRT report, VBs are notified by an automated email.



### 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.



Figure 28. Verify LRT Reports tab

- To view the list of LRT reports ready for verification, select the “Verify LRT Reports” tab (Figure 28). There are two tables on this screen: “Review in Progress List” and “Review Completed List.” The “Review in Progress List” table shows reports that are ready for verification or are in progress. When applicable, reports verified in the past will display under the “Review Completed List.” 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., “qual” in the “Verification Outcome” box will retrieve all verifications with a qualified positive outcome). See Figure 29.



**Verify LRT Report**

**INSTRUCTIONS**

Click on "View" link to initiate verification of said report. You must acknowledge that you have been contracted to verify the report prior to viewing the report's details. Prior to submission to CARB you must upload the Verification Statement.

Report Status:

- Open – Report has been created and information may be entered, and documents may be uploaded prior to report deadline of August 31st deadline.
- Ready for verification – Report is submitted and routed to the previously selected VB.
- 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 has requested revisions to the report. The report is now with the LRT entity for revisions.
- Resubmitted for Verification – The LRT entity has resubmitted the corrected report to CARB. The report is now returned to the selected VB to continue verification.
- Verification Completed – Verification statement submitted prior to the August 31st deadline.
- Not Submitted – The report was not created by the LRT entity or not submitted to the elected VB by August 31st deadline.
- No Verification Statement – The report was in verification, but no verification statement was submitted by the August 31st deadline.

For further instruction, see the [Verification On-Line Tool User Guide](#)

**Review in Progress List**

	Year	Organization Name	Report Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
>	2021	Random Testing One Inc (9999999-90)	Quarterly Fuel Transactions Report	VB Testing One Inc.		Resubmitted for Verification	03/29/22	LRT User 1	<a href="#">Go to Report Details</a>	<a href="#">View</a>	

**Review Completed List**

Year	Organization Name	Report Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 29. Filter and search in the "Verify LRT Reports" tab

5. **To view LRT report details.** On the "Verify LRT Reports" page, select "Go to Report Details" as shown in Figure 30. The LRT Report screen will display with details such as report type, data year, status, and downloadable documents (Figure 31). Alternatively, report details may be viewed by selecting the down arrow next to a report on the "Verify LRT Reports" page. See Figure 32.

## Verify LRT Report

### INSTRUCTIONS

Click on "View" link to initiate verification of said report. You must acknowledge that you have been contracted to verify the report prior to viewing the report's details. Prior to submission to CARB you must upload the Verification Statement.

Report Status:

- Open – Report has been created and information may be entered, and documents may be uploaded prior to report deadline of August 31st deadline.
- Ready for verification – Report is submitted and routed to the previously selected VB.
- 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 has requested revisions to the report. The report is now with the LRT entity for revisions.
- Resubmitted for Verification – The LRT entity has resubmitted the corrected report to CARB. The report is now returned to the selected VB to continue verification.
- Verification Completed – Verification statement submitted prior to the August 31st deadline.
- Not Submitted – The report was not created by the LRT entity or not submitted to the elected VB by August 31st deadline.
- No Verification Statement – The report was in verification, but no verification statement was submitted by the August 31st deadline.

For further instruction, see the [Verification On-Line Tool User Guide](#)

### Review in Progress List




	Year	Organization Name	Report Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip
>	2021	Random Testing One Inc (9999999-90)	Quarterly Fuel Transactions Report	VB Testing One Inc.		Resubmitted for Verification	03/29/22	LRT User 1	<a href="#">Go to Report Details</a>	<a href="#">View</a>	

Figure 30. Viewing LRT report details

- To download documents as zipped file.** On the "Verify LRT Reports" page, select the download icon () to create a zipped folder for that report (Figure 30). By default, the system uses the organization name and data year to name the zipped file. Extract the zipped files to access LRT documents such as quarterly fuel transactions reports, and other supporting documents.
- To view and download content individually.** On the "Verify LRT Reports" page, select "Go to Report Details" (Figure 30). The system will direct you to the LRT Report screen. Select the download icon () to retrieve individual documents (Figure 31). Alternatively, individual files may be downloaded by selecting the down arrow to the left of a report on the "Verify LRT Report" page. See Figure 32.
- To view comments.** On the "Verify LRT Reports" page, select "Go to Report Details." See Figure 30. The system will direct you to the LRT Report screen.

At the bottom of the page there is a comment box labeled “Comments” with the latest comment from the verifier or fuel reporting entity. See Figure 31.

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

Welcome: VB User 1 for VB Testing One Inc. VB ADMIN

### LRT Report

Report Type: Quarterly Fuel Transactions Report Year: 2021  
 Status: Resubmitted for Verification Verification Body Name: VB Testing One Inc.

#### Report Documents

Document Type	Document Name	Description	Date	Download	Delete
Report Subject to Verification	LCFS QFTR 2021.xls		03/28/2022		
Supplemental Document	Qrtly Report Details.xlsx		03/28/2022		
VB Supporting Document	Issues Log.xlsx	See issues log for corrections.	03/29/2022		
Report Subject to Verification	LCFS QFTR 2021_is19JbbIKcK1.xlsx	corrected report	03/29/2022		

Page size: 5 4 items in 1 pages

Corrections made.

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Figure 31. LRT Report details and Comments

## Verify LRT Report

### INSTRUCTIONS

Click on "View" link to initiate verification of said report. You must acknowledge that you have been contracted to verify the report prior to viewing the report's details. Prior to submission to CARB you must upload the Verification Statement.

Report Status:

- Open – Report has been created and information may be entered, and documents may be uploaded prior to report deadline of August 31st deadline.
- Ready for verification – Report is submitted and routed to the previously selected VB.
- 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 has requested revisions to the report. The report is now with the LRT entity for revisions.
- Resubmitted for Verification – The LRT entity has resubmitted the corrected report to CARB. The report is now returned to the selected VB to continue verification.
- Verification Completed – Verification statement submitted prior to the August 31st deadline.
- Not Submitted – The report was not created by the LRT entity or not submitted to the elected VB by August 31st deadline.
- No Verification Statement – The report was in verification, but no verification statement was submitted by the August 31st deadline.

For further instruction, see the [Verification On-Line Tool User Guide](#)

### Review in Progress List

	Year	Organization Name	Report Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip
▼	2021	Random Testing One Inc (9999999-90)	Quarterly Fuel Transactions Report	VB Testing One Inc.		Resubmitted for Verification	03/29/22	LRT User 1	<a href="#">Goto Report Details</a>	<a href="#">View</a>	
		<b>Document Type</b>	<b>Document Name</b>		<b>Description</b>		<b>Date</b>	<b>Download</b>			
		Report Subject to Verification	LCFS QFTR 2021.xls				03/28/2022				
		Supplemental Document	Qrtly Report Details.xlsx				03/28/2022				
		VB Supporting Document	Issues Log.xlsx		See issues log for corrections.		03/29/2022				
		Report Subject to Verification	LCFS QFTR 2021_is19jbbkCk1.xlsx		corrected report		03/29/2022				

Figure 32. Downloading individual documents

## P. Returning LRT Report to Fuel Reporting Entity for Revisions

1. To return an LRT report to the fuel reporting entity for revisions, go to the "Verify LRT Reports" tab and select the report of interest using the dropdown menu and table filters. See Figure 29.
2. Select "Go to Report Details" to the right of the report (Figure 30). The system will direct you to the LRT Report details screen.
3. To include additional files with the report for the fuel reporting entity to receive, select "+Add File" and a pop-up window will appear to upload supporting documents. See Figure 33.

- At the bottom of the LRT Report screen, select “Request Revisions.” See Figure 33. *When a report is returned for revisions, these buttons disappear until the fuel reporting entity resubmits the report and the report status changes to “Resubmitted for Verification.”*

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

Welcome: VB User 1 for VB Testing One Inc. VB ADMIN

### LRT Report

Report Type: Quarterly Fuel Transactions Report Year: 2021  
 Status: Resubmitted for Verification Verification Body Name: VB Testing One Inc.

### Report Documents

[+ Add File](#)

Document Type	Document Name	Description	Date	Download	Delete
Report Subject to Verification	LCFS QFTR 2021.xls		03/28/2022		
Supplemental Document	Qrtly Report Details.xlsx		03/28/2022		
VB Supporting Document	Issues Log.xlsx	See issues log for corrections.	03/29/2022		
Report Subject to Verification	LCFS QFTR 2021_is19JbbIKcK1.xlsx	corrected report	03/29/2022		

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Figure 33. Returning LRT report for revisions

- After selecting “Request Revisions,” a pop-up window will appear requiring comments. See Figure 34. Indicate revision requests with a brief explanation, such as “Error found. See issues log.” Then select “Submit.”

The screenshot shows a dialog box titled "Request revisions to LRT Report". It features a text area for comments with the text "Error found. See issues log." and a character count "29 (Max:10000)". A red asterisk and the word "REQUIRED" are positioned to the left of the text area. At the bottom, there are "Cancel" and "Submit" buttons.

Figure 34. Returning LRT report with comments

6. A pop-up window will appear, confirming the system has returned the report to the fuel reporting entity for revisions. Select "OK." See Figure 35.

The screenshot shows a pop-up window titled "LRT Report Status". The message inside reads "LRT Report returned to LRT entity for revisions." and there is an "Ok" button at the bottom center.

Figure 35. Pop-up window confirming revisions request

7. The system will return to the "Verify LRT Reports" screen, and the report status will change to "Revisions Requested." See Figure 36.

### Verify LRT Report

#### INSTRUCTIONS

Click on "View" link to initiate verification of said report. You must acknowledge that you have been contracted to verify the report prior to viewing the report's details. Prior to submission to CARB you must upload the Verification Statement.

Report Status:

- Open – Report has been created and information may be entered, and documents may be uploaded prior to report deadline of August 31st deadline.
- Ready for verification – Report is submitted and routed to the previously selected VB.
- 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 has requested revisions to the report. The report is now with the LRT entity for revisions.
- Resubmitted for Verification – The LRT entity has resubmitted the corrected report to CARB. The report is now returned to the selected VB to continue verification.
- Verification Completed – Verification statement submitted prior to the August 31st deadline.
- Not Submitted – The report was not created by the LRT entity or not submitted to the elected VB by August 31st deadline.
- No Verification Statement – The report was in verification, but no verification statement was submitted by the August 31st deadline.

For further instruction, see the [Verification On-Line Tool User Guide](#)

#### Review in Progress List

	Year	Organization Name	Report Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
>	2021	Random Testing One Inc (9999999-90)	Quarterly Fuel Transactions Report	VB Testing One Inc.		Revisions Requested	04/13/22	VB User 1	<a href="#">Goto Report Details</a>	<a href="#">View</a>	<a href="#">Download</a>

Figure 36. LRT report status change to revisions requested

8. After returning the report for revisions, the latest copy can still be viewed and downloaded. *The system will remove the ability to submit a verification statement until the fuel reporting entity corrects and resubmits the report. The report status will then change to "Resubmitted for Verification."*
9. The system will notify the VB by email when the fuel reporting entity resubmits the report to the VB through LRT, indicating the revised report is ready for verification.

### Q. Submitting Verification Statements for LRT Reports

1. To submit a verification statement for LRT reports such as quarterly fuel transactions reports, go to the "Verify LRT Reports" tab and find the report of interest by using the table filters.

2. Select “Go to Report Details” to the right of the report. See Figure 30. The LRT Report screen will display (Figure 31).
3. First, upload the verification statement by selecting “+Add File.” See Figure 33. Select “Verification Statement” as the document type (Figure 37). 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>.

**Upload Document**

File Name:\*  No file chosen

File or Document Type:\* 

- Select...
- Verification Statement
- VB Supporting Document

Remarks:   
(Max:500)

**\* REQUIRED**

Document Type	Document Name	Description	Date	Download	Delete
Report Subject to Verification	LCFS QFTR 2021.xls		03/28/2022		
Supplemental Document	Qrtly Report Details.xlsx		03/28/2022		
VB Supporting Document	Issues Log.xlsx	See issues log for corrections.	03/29/2022		

Figure 37. Adding files to the LRT Report screen

4. Upload the verification statement document. Then, at the bottom of the LRT Report screen, select “Submit to CARB.” See Figure 33.
5. A pop-up form will appear. Select the correct verification outcome (Figure 38).



Figure 38. Submitting verification statement to CARB

6. Leave a brief explanation of the verification 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.”
7. A pop-up window will confirm the system has sent the validation statement to CARB.
8. On the “Verify LRT Reports” screen, the report will automatically move from the “Review in Progress List” to the “Review Completed List.”

## R. 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 39).

Version: V3.4919

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

Welcome: VB User 1 for VB Testing One Inc. VB ADMIN

### Verification Body Correspondence

Corr. #	Status	Date	Subject/Topic	Filename	Submitted By	Download	Remarks	Post
> C442-1	ARB Correspondence	08/30/2021 12:56:42 PM	Positive Verification Statement for Quarterly Fuel Transactions Report;				<a href="#">Review/Respond</a>	
> C348-1	ARB Correspondence	08/18/2021 01:18:34 PM	Notice of Potential for Adverse Verification Statement for Quarterly Fuel Transactions Report;				<a href="#">Review/Respond</a>	

[New Post](#)

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Figure 39. VB correspondence tab

- 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 40. To attach multiple files in a single correspondence, zip the files together and submit a single zip file attachment.

Figure 40. 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 41.



Figure 41. Pop-up window to confirm correspondence submission

5. To view previous correspondence details, select the left arrow to expand a particular post (Figure 42). 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.

- 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.

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

Welcome: VB User 1 for VB Testing One Inc. VB ADMIN

### Verification Body Correspondence

Corr. #	Status	Date	Subject/Topic	Filename	Submitted By	Download	Remarks	Post
▼ C740	VB Correspondence	04/20/2022 10:49:17 AM	Qualified Positive Verification Statement		VB User 1		<a href="#">Review/Respond</a>	<a href="#">Recall</a>
No child records to display.								
> C442-1	ARB Correspondence	08/30/2021 12:56:42 PM	Positive Verification Statement for Quarterly Fuel Transactions Report;				<a href="#">Review/Respond</a>	
> C348-1	ARB Correspondence	08/18/2021 01:18:34 PM	Notice of Potential for Adverse Verification Statement for Quarterly Fuel Transactions Report;				<a href="#">Review/Respond</a>	

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Figure 42. Reviewing and responding to correspondence post

## S. Contacting CARB

If you have questions regarding the above information, please contact us at [lcsverify@arb.ca.gov](mailto:lcsverify@arb.ca.gov).