

California Air Resources Board
Compliance Instrument
Tracking System Service (CITSS)
Release 6.0 Training
Consignment Wiring Instructions

Release 6.0 Functionality

Release 6.0 on September 9, 2015

New Functionality in Release 6.0

- Swapping Account Representative Roles
- Auction Consignment Wiring Instructions

This presentation explains Auction Consignment Wiring Instructions. Training for swapping Account Representative Roles is a separate presentation.

CITSS documentation is available on the ARB CITSS webpage at www.arb.ca.gov/citss

Wiring Instructions Overview

- Purpose of Auction Consignment Wiring Instructions
- Entering New or Updated Auction Consignment Wiring Instructions
- November 2015 Joint Auction
- Maintenance of Wiring Instructions in the future
- Additional Resources

Purpose of Auction Consignment Wiring Instructions

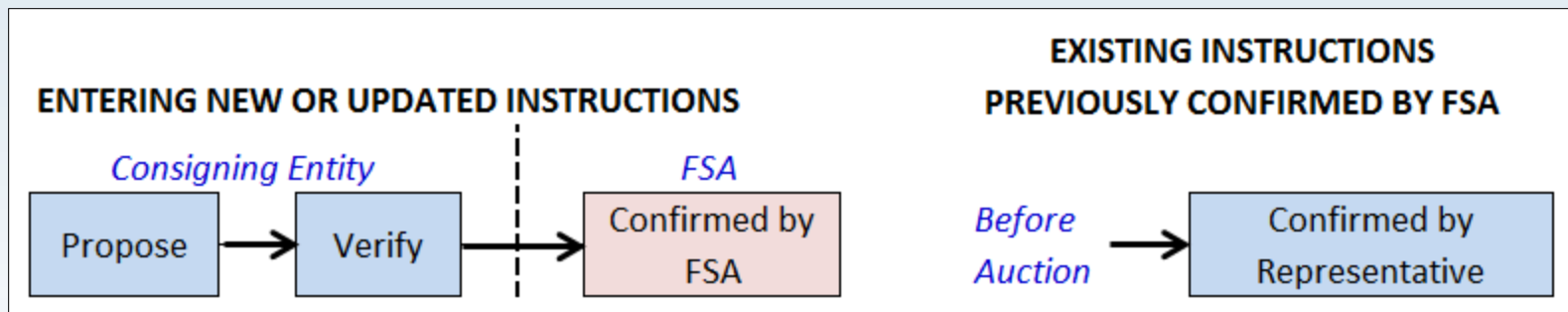
- Federal Reserve Wire Network (or Fedwire) wiring instructions are required by the Financial Services Administrator to distribute auction proceeds from the sale of consigned allowances.
- Past procedures previously relied on postal service and email. Entering wiring instructions in CITSS provides an increased level of security.
- CITSS simplifies confirmation of existing wiring instructions prior to each auction.

November 2015 Joint Auction

- Beginning immediately with the November 2015 Joint Auction, Consignment Wiring instructions will be entered and confirmed in CITSS.
- Wiring instructions for the November 2015 Joint Auction need to be verified in CITSS no later than **Friday, October 30, 2015.**
- Wiring instructions provided by U.S. mail or email to the FSA for the November 2015 Joint Auction will not be accepted.
- The Financial Services Administrator will no longer request or accept confirmation of instructions by email.

Entering Wiring Instructions

- An account representative proposes wiring instructions. A second account representative verifies the proposed instructions. The FSA confirms the verified wiring instructions.
- After wiring instructions have been Confirmed by FSA, account representatives only need to confirm existing wiring instructions before future auctions.



Wiring Instructions Status History

- An entity's wiring instructions status is tracked over time in CITSS on the Wiring Instructions Detail page.
 - The Status History pane includes each action taken by account representatives and the Financial Services Administrator.
- Each time a account representative selects "Confirm" on the Wiring Instructions Detail page, the wiring instructions status will be set to Confirmed by Representative.

Status History		
Status	Updated By	Updated Date/Time
Confirmed by Representative	Dena Miller	2015-08-14 16:16:22 EDT
Confirmed by Representative	David Smith	2015-08-14 16:16:06 EDT
Confirmed by FSA		2015-08-14 15:57:39 EDT
Verified	Daniel Jones	2015-08-14 15:51:38 EDT
Proposed	David Smith	2015-08-14 15:38:57 EDT
Incomplete	David Smith	2015-08-14 15:31:46 EDT

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Wiring Instructions Statuses

CITSS provides account representatives with status updates throughout the process of entering, verifying, and confirming their wiring instructions, and Financial Services Administrator review.

- There are six potential wiring instructions statuses in CITSS:
 1. Incomplete
 2. Proposed
 3. Verified
 4. Confirmed by FSA
 5. Invalid
 6. Confirmed by Representative

Where are Wiring Instructions?

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Durable Power Limited Use Holding Account (CA1019-1052)

Your account information is provided below. Select "Account Detail" to view or change entity and account representative information. To initiate a compliance instrument transfer from this account, select "Initiate Transfer" from the Holdings tab. To view the transfer history for this account, select the Transfers tab.

Wiring instructions are used to distribute proceeds from the sale of consigned allowances at an auction. Select "Wiring Instructions" to view, confirm or edit existing wiring instructions, or verify a proposed wiring instructions update. Account representatives can confirm existing or edit and verify updated wiring instructions. The Financial Services Administrator (FSA) must confirm changes to wiring instructions.

A reminder message will show below if an action is required by account representatives or the FSA.

Account Number	CA1019-1052
Account Type	Limited Use Holding
Account Status	Active
Account Balance	4,004
Available Account Balance	3,881

[Account Detail](#) [Wiring Instructions](#)

REMINDER: An entity representative has indicated that the entity wiring instructions may need to be updated or has proposed updated wiring instructions.

[Holdings](#) [Transfers](#)

Vintage	Jurisdiction	Type	Sub-Type	Offset Type	Offset Project ID	Quantity	Initiate Transfer
2013		Allowance				1,001	Initiate Transfer
2014		Allowance				1,001	Initiate Transfer
2015		Allowance				1,001	Initiate Transfer
2016		Allowance				1,001	Initiate Transfer

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Wiring Instructions Detail Page

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Durable Power Wiring Instructions Detail Edit

This page shows wiring instructions. If new wiring instructions have been proposed or verified by an account representative, they are shown in the "Proposed or Verified Fedwire Wiring Instructions" pane at the top of the page. If the wiring instructions are proposed, selecting "Submit" in the "Verify Wiring Instructions" pane verifies the proposed changes. Selecting "Edit" at the top of the page allows account representatives to edit existing or proposed wiring instructions.

The current wiring instructions are shown in the "Existing Fedwire Wiring Instructions" pane. An account representative selects "Confirm" in this pane to indicate that the existing wiring instructions are correct to receive auction proceeds. The "Confirm" button is not available while verified wiring instructions are awaiting action by the Financial Services Administrator.

Existing Fedwire Wiring Instructions

If the wiring instructions were previously submitted and confirmed by the FSA through CITSS, the last confirmed instructions will appear below. Otherwise, the fields will be blank.

Beneficiary Bank Name
Beneficiary Bank ABA Routing Number
Beneficiary Account Name
Last four characters of the Beneficiary Account Number
Payment Detail

Note: If you confirm previous wiring instructions when there are wiring instructions proposed, the proposed wiring instructions will be deleted.
Your wiring instructions are blank or being verified. New instructions may need to be entered.

Confirm

Status History

Status	Updated By	Updated Date/Time
Incomplete	David Smith	2015-08-14 15:31:46 EDT

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Edit Wiring Instructions Page

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Edit Durable Power Wiring Instructions

This page allows an account representative to edit wiring instructions. Enter the required information and select "Submit" to complete the action. The Beneficiary Bank ABA Routing Number must be 9 digits and cannot contain dashes or other special characters. Editing wiring instructions requires the following steps:

Step 1: An account representative enters and proposes the new wiring instructions.

Step 2: A second account representative verifies the proposed wiring instructions and CITSS forwards the verified wiring instructions to the Financial Services Administrator for confirmation.

Step 3: New wiring instructions become effective upon confirmation by the Financial Services Administrator.

* = Required field

Fedwire Wiring Instructions

Beneficiary Bank Name	*	<input type="text"/>
Beneficiary Bank ABA Routing Number (for example, 123456789)	*	<input type="text"/>
Beneficiary Account Name	*	<input type="text"/>
Beneficiary Account Number	*	<input type="text"/>
Re-enter Beneficiary Account Number	*	<input type="text"/>
Last four characters of the Beneficiary Account Number	*	<input type="text"/>
Payment Detail		<input type="text"/>

Password *

Proposed Wiring Instructions

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Durable Power Wiring Instructions Detail Edit

i The wiring instructions are proposed.

This page shows wiring instructions. If new wiring instructions have been proposed or verified by an account representative, they are shown in the "Proposed or Verified Fedwire Wiring Instructions" pane at the top of the page. If the wiring instructions are proposed, selecting "Submit" in the "Verify Wiring Instructions" pane verifies the proposed changes. Selecting "Edit" at the top of the page allows account representatives to edit existing or proposed wiring instructions.

The current wiring instructions are shown in the "Existing Fedwire Wiring Instructions" pane. An account representative selects "Confirm" in this pane to indicate that the existing wiring instructions are correct to receive auction proceeds. The "Confirm" button is not available while verified wiring instructions are awaiting action by the Financial Services Administrator.

Proposed or Verified Fedwire Wiring Instructions

Beneficiary Bank Name	Huntington Bank of LA
Beneficiary Bank ABA Routing Number	123456789
Beneficiary Account Name	Huntington Bank of LA, Inc.
Last four characters of the Beneficiary Account Number	99CH
Payment Detail	Pay to the order of: Sally Rogers Huntington Bank of LA
Wiring Instructions Status	Proposed
Updated By	David Smith
Last Updated	2015-08-14 15:38:57 EDT

Existing Fedwire Wiring Instructions

If the wiring instructions were previously submitted and confirmed by the FSA through CITSS, the last confirmed instructions will appear below. Otherwise, the fields will be blank.

Beneficiary Bank Name	
Beneficiary Bank ABA Routing Number	
Beneficiary Account Name	
Last four characters of the Beneficiary Account Number	
Payment Detail	

Note: If you confirm previous wiring instructions when there are wiring instructions proposed, the proposed wiring instructions will be deleted.
Your wiring instructions are blank or being verified. New instructions may need to be entered.

Confirm

Status History

Status	Updated By	Updated Date/Time
Proposed	David Smith	2015-08-14 15:38:57 EDT
Incomplete	David Smith	2015-08-14 15:31:48 EDT

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Verify Wiring Instructions

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Durable Power Wiring Instructions Detail Edit

This page shows wiring instructions. If new wiring instructions have been proposed or verified by an account representative, they are shown in the "Proposed or Verified Fedwire Wiring Instructions" pane at the top of the page. If the wiring instructions are proposed, selecting "Submit" in the "Verify Wiring Instructions" pane verifies the proposed changes. Selecting "Edit" at the top of the page allows account representatives to edit existing or proposed wiring instructions.

The current wiring instructions are shown in the "Existing Fedwire Wiring Instructions" pane. An account representative selects "Confirm" in this pane to indicate that the existing wiring instructions are correct to receive auction proceeds. The "Confirm" button is not available while verified wiring instructions are awaiting action by the Financial Services Administrator.

Proposed or Verified Fedwire Wiring Instructions

Beneficiary Bank Name	Huntington Bank of LA
Beneficiary Bank ABA Routing Number	123456789
Beneficiary Account Name	Huntington Bank of LA, Inc.
Last four characters of the Beneficiary Account Number	99CH
Payment Detail	Pay to the order of: Sally Rogers Huntington Bank of LA
Wiring Instructions Status	Proposed
Updated By	David Smith
Last Updated	2015-08-14 15:38:57 EDT

Verify Wiring Instructions

To verify the proposed wiring instruction changes shown above are correct, enter the required information below and select "Submit". Wiring instructions must be confirmed by the Financial Services Administrator after they are verified by a second account representative.

Beneficiary Account Number *

Password *

Submit

NOTE: For the November 2015 Joint Auction, wiring instructions need to be verified no later than **Friday, October 30, 2015.**

Verified Instructions

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Durable Power Wiring Instructions Detail

Wiring instructions have been verified.

This page shows wiring instructions. If new wiring instructions have been proposed or verified by an account representative, they are shown in the "Proposed or Verified Fedwire Wiring Instructions" pane at the top of the page. If the wiring instructions are proposed, selecting "Submit" in the "Verify Wiring Instructions" pane verifies the proposed changes. Selecting "Edit" at the top of the page allows account representatives to edit existing or proposed wiring instructions.

The current wiring instructions are shown in the "Existing Fedwire Wiring Instructions" pane. An account representative selects "Confirm" in this pane to indicate that the existing wiring instructions are correct to receive auction proceeds. The "Confirm" button is not available while verified wiring instructions are awaiting action by the Financial Services Administrator.

Proposed or Verified Fedwire Wiring Instructions

Beneficiary Bank Name	Huntington Bank of LA
Beneficiary Bank ABA Routing Number	123456789
Beneficiary Account Name	Huntington Bank of LA, Inc.
Last four characters of the Beneficiary Account Number	99CH
Payment Detail	Pay to the order of: Sally Rogers Huntington Bank of LA
Wiring Instructions Status	Verified
Updated By	Daniel Jones
Last Updated	2015-08-14 15:51:38 EDT

Instructions Confirmed by FSA

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Durable Power Wiring Instructions Detail Edit

This page shows wiring instructions. If new wiring instructions have been proposed or verified by an account representative, they are shown in the "Proposed or Verified Fedwire Wiring Instructions" pane at the top of the page. If the wiring instructions are proposed, selecting "Submit" in the "Verify Wiring Instructions" pane verifies the proposed changes. Selecting "Edit" at the top of the page allows account representatives to edit existing or proposed wiring instructions.

The current wiring instructions are shown in the "Existing Fedwire Wiring Instructions" pane. An account representative selects "Confirm" in this pane to indicate that the existing wiring instructions are correct to receive auction proceeds. The "Confirm" button is not available while verified wiring instructions are awaiting action by the Financial Services Administrator.

Existing Fedwire Wiring Instructions

If the wiring instructions were previously submitted and confirmed by the FSA through CITSS, the last confirmed instructions will appear below. Otherwise, the fields will be blank.

Beneficiary Bank Name	Huntington Bank of LA
Beneficiary Bank ABA Routing Number	123456789
Beneficiary Account Name	Huntington Bank of LA, Inc.
Last four characters of the Beneficiary Account Number	99CH
Payment Detail	Pay to the order of: Sally Rogers Huntington Bank of LA

Note: If you confirm previous wiring instructions when there are wiring instructions proposed, the proposed wiring instructions will be deleted.

Confirm

Status History

Status	Updated By	Updated Date/Time
Confirmed by FSA		2015-08-14 15:57:39 EDT
Verified	Daniel Jones	2015-08-14 15:51:38 EDT
Proposed	David Smith	2015-08-14 15:38:57 EDT
Incomplete	David Smith	2015-08-14 15:31:46 EDT

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Confirm for Future Auctions

- After wiring instructions have been confirmed by the FSA for the first time, those instructions can be used for the distribution of proceeds in subsequent auctions.
- Each time an account representative processes a consignment transfer to the Auction account, CITSS will prompt the representative to confirm the existing instructions.
- If the wiring instructions have not changed, an account representative must confirm the existing instructions in CITSS.

Are Wiring Instructions Correct?

Fedwire Wiring Instructions Confirmation

The wiring instructions for your account, shown below, are used to distribute proceeds from the sale of consigned allowances at an auction. If the wiring instructions are blank, they have not been entered or confirmed in CITSS. For security, the Beneficiary Account Number has been encrypted and only the last four digits are displayed. If wiring instructions are not accurate, they can be edited by selecting "Wiring Instructions" from the Limited Use Holding Account page.

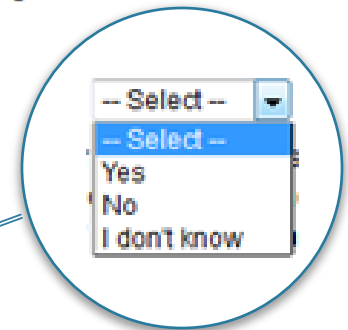
Beneficiary Bank Name	Bank of North America
Beneficiary Bank ABA Routing Number	123456789
Last four characters of the Beneficiary Account Number	C789

Are the Wiring Instructions above correct to receive auction proceeds that may result from the sale of consigned allowances?

Please select one

*

Account representatives must confirm or update wiring instructions before each auction to which the entity consigns allowances. Account representatives must answer the above question using the dropdown menu. Selecting "Yes" indicates to the Financial Services Administrator that the existing wiring instructions are correct. If "No" or "I don't know" are selected, a reminder message to review the wiring instructions will be presented on the Limited Use Holding Account page. The reminder message is presented until existing wiring instructions are confirmed by an account representative or new wiring instructions are confirmed by the Financial Services Administrator.



Wiring Instructions Response

- When proposing or approving a consignment transfer, representatives must respond to:
“Are the wiring instructions above correct to receive auction proceeds that may result from the sale of consigned allowances?”
- Possible responses are “Yes”, “No”, or “I don’t know”.
- Entities that have not yet entered wiring instructions in CITSS should select “No” or “I don’t know”.
- Representatives should select “Yes” only if the existing wiring instructions are correct and have been previously Confirmed by the FSA.

Confirm Wiring Instructions

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Durable Power Wiring Instructions Detail Edit

i The wiring instructions are proposed.

This page shows wiring instructions. If new wiring instructions have been proposed or verified by an account representative, they are shown in the "Proposed or Verified Fedwire Wiring Instructions" pane at the top of the page. If the wiring instructions are proposed, selecting "Submit" in the "Verify Wiring Instructions" pane verifies the proposed changes. Selecting "Edit" at the top of the page allows account representatives to edit existing or proposed wiring instructions.

The current wiring instructions are shown in the "Existing Fedwire Wiring Instructions" pane. An account representative selects "Confirm" in this pane to indicate that the existing wiring instructions are correct to receive auction proceeds. The "Confirm" button is not available while verified wiring instructions are awaiting action by the Financial Services Administrator.

Proposed or Verified Fedwire Wiring Instructions

Beneficiary Bank Name	Huntington Bank of LA
Beneficiary Bank ABA Routing Number	123456789
Beneficiary Account Name	Huntington Bank of LA, Inc.
Last four characters of the Beneficiary Account Number	99CH
Payment Detail	Pay to the order of: Sally Rogers Huntington Bank of LA
Wiring Instructions Status	Proposed
Updated By	David Smith
Last Updated	2015-08-14 15:38:57 EDT

Existing Fedwire Wiring Instructions

If the wiring instructions were previously submitted and confirmed by the FSA through CITSS, the last confirmed instructions will appear below. Otherwise, the fields will be blank.

Beneficiary Bank Name

Beneficiary Bank ABA Routing Number

Beneficiary Account Name

Last four characters of the Beneficiary Account Number

Payment Detail

Note: If you confirm previous wiring instructions when there are wiring instructions proposed, the proposed wiring instructions will be deleted.
Your wiring instructions are blank or being verified. New instructions may need to be entered.

Confirm

Status History

Status	Updated By	Updated Date/Time
Proposed	David Smith	2015-08-14 15:38:57 EDT
Incomplete	David Smith	2015-08-14 15:31:48 EDT

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Additional Resources

- **CITSS User Guides**

- CITSS webpage: <http://www.arb.ca.gov/citss>

- **CITSS Help Desk**

- Phone: 1-866-682-7561
- E-mail: help@wci-citss.org
- CITSS webpage: <http://www.arb.ca.gov/citss>

- **Cap-and-Trade Program**

- Phone: 916-322-7072
- ARB Cap-and-Trade Program webpage:
<http://www.arb.ca.gov/cc/capandtrade/capandtrade.htm>

Thank You

- Thank you for listening to the CITSS Release 6.0 training on Consignment Wiring Instructions.