

California Greenhouse Gas Reporting Tool

The California Electronic Greenhouse Gas Reporting Tool, or Cal e-GGRT, is used to submit greenhouse (GHG) emission data reports for entities subject to the Regulation for the Mandatory Reporting of Greenhouse Gases ([MRR](#)). Below is information about Cal e-GGRT webinar training slides, a video, and an outline of the registration process. Cal e-GGRT also supports reporting for entities that report [SF6 data](#) and entities subject to [CARB's Oil and Gas Methane Regulation](#).

User Registration Process:

<https://www.arb.ca.gov/cc/reporting/ghg-rep/tool/registration1page.pdf>

https://www.youtube.com/watch?v=hn_yiV1M_I0

How to report GHG data: <https://ww2.arb.ca.gov/our-work/programs/mandatory-greenhouse-gas-emissions-reporting/training>

Overview of Registration Process

This is a summary of the Registration Process. A full description of the registration instructions is on the next page.

1. Perform New User Registration

Create a new user account in Cal e-GGRT here: <https://ssl.arb.ca.gov/Cal-eGGRT/login.do>
Use **Registration Code "9511"** when performing the account setup.

2. Complete Electronic Signature Agreement (ESA) Form

The original ESA form must be mailed to CARB. To speed processing, initial copies of forms may also be emailed to ghgreport@arb.ca.gov for quick user account approval. *You will not be able to use your DR/ADR/Agent Invitation Code (in Steps 3 and 4) until the ESA is approved by CARB.*

3. Obtain Designated Representative Invitation Code

Designated Representatives (DR) for reporting entities will receive an email from Cal e-GGRT with an **Invitation Code** to be the DR for a specific reporting entity.

4. Accept Designated Representative Assignment

Following user account activation by CARB, use the 32-digit DR Invitation Code to accept the Designated Representative assignment for a reporting entity.

5. Add Alternate Designated Representative (ADR) and Agents

After acceptance of the DR assignment, please assign an Alternate Designated Representative and Agents, to allow others access to the reporting entity.

[See [next page](#) for full instructions]

Cal e-GGRT New User Registration and Designated Representative Detailed Instructions

You will need to establish a Cal e-GGRT user account in order to access your reporting entity account. A user may accept the role of Designated Representative (DR), Alternate Designated Representative (ADR), or an Agent for a reporting entity. However, a user may only have one user role (DR, ADR or Agent) for each entity. Agents lose access to a reporting entity if the DR (or ADR) that invited them to join is replaced. A single Cal e-GGRT user account can be used for multiple facilities and different CARB programs (i.e., MRR, SF6, and O&G Methane). Please contact CARB staff if you think you need an additional user account, or you need to regain access to an existing user account.

1. Perform New User Registration

- a. Go to tool website: <https://ssl.arb.ca.gov/Cal-eGGRT/login.do>
- b. Click on “New User Registration” button
- c. Review and accept terms and conditions
- d. Enter **Registration Code “9511”** as part of initial Account Setup information
- e. Enter Name, Address, email, etc.
- f. Complete Challenge Question Setup
- g. You cannot change your username after registration, but you can update your email address and other contact information. You can also recover your username and password if needed.

Cal e-GGRT LOGIN

User Name:

Password:

LOGIN

[Forgot your User Name or Password?](#)

New Cal e-GGRT Users Must Register
New users must complete a one-time registration process. After establishing a user account you can register your facility.

NEW USER REGISTRATION

NOTE: Your Cal e-GGRT user account is NOT the same as your EPA CDX user account.

2. Complete Electronic Signature Agreement (ESA) Form

- a. Please email a signed copy of your ESA form to ghgreport@arb.ca.gov to gain immediate access to your user account
- b. **You must also mail a hard copy of the original signed ESA form to CARB**
- c. CARB staff will approve your emailed ESA
- d. You will receive an email from Cal e-GGRT notifying you of the approval
- e. You cannot accept a DR invitation until the ESA is approved by CARB

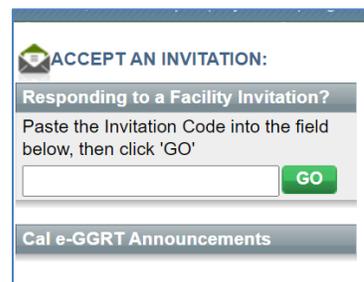
3. Obtain Designated Representative Invitation Code

- a. You will receive a separate Cal e-GGRT email sent from ghgreport@arb.ca.gov, titled, “Cal e-GGRT: Accept appointment as Designated Representative for...” assigning you as the DR for an entity
- b. Before accessing the entity, you must create a user account (see Step 1)

4. Accept Designated Representative (DR) Assignment

- a. Login to your user account created in Step 1
- b. Accept the DR invitation:
 - Locate the DR Assignment email received in Step 3
 - Copy the 32-digit Invitation Code from the message

- Paste the Invitation Code into the box titled “Responding to a Facility Invitation?” on the upper right of the screen
- c. Accept the Designated Representative Appointment
 - NOTE: You may need to enter additional facility information using the “EDIT Facility Information” link on the Certificate of Representation (COR) page before certification is allowed
- d. Enter your password after the Certification Statements



5. Add Alternate Designated Representative and Optional Agents

- a. Under Facility Representatives, click on the “Change” button to add an Alternate Designated Representative (ADR) so at least two users have access to the reporting entity. Adding Agents is optional.
- b. ADRs (and Agents) will receive an Invitation Code that they will paste into their user account to associate with the reporting entity
- c. The ADR will need to follow the instructions in Step 4 above to accept an ADR assignment
- d. ADRs (and Agents) will not be able to accept their Invitation Codes until they perform New User Registration and have their ESA approved by CARB staff
- e. An emissions data report cannot be certified until the DR and ADR invitations have either been accepted by the user, or rejected by CARB upon request.

| Facility Representatives | | Certificate of Representation | |
|-------------------------------------|---------------|-------------------------------|-------------------------------|
| Designated Representative | Maebeth Lopez | CHANGE | Agent (for this facility) for |
| Alternate Designated Representative | none | CHANGE | none appointed |
| ✖ Remove selected | | | |

6. Enter Facility Data (Overview)

- a. Edit and complete the Facility Profile
- b. Go to Data Reporting tab (log out and login if tab does not immediately appear)
- c. Contact ghgreport@arb.ca.gov with questions about GHG reporting

For Additional Information

See our reporting tool website: <https://ww2.arb.ca.gov/mrr-tool>

For registration questions, please contact ghgreport@arb.ca.gov, or Karen Lutter at (279) 208-7739.

For questions related to SF6, please contact energy@arb.ca.gov.

For questions related to the Oil and Gas Methane Regulation, please contact oilandgas@arb.ca.gov.