

Low Carbon Fuel Standard Alternative Fuels Portal User Guide

Version v 3.4955

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CARB's Low Carbon Fuel Standard regulation, which appears at sections 95480 to 95503 of title 17, California Code of Regulations, is designed to reduce greenhouse gasemissions 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.

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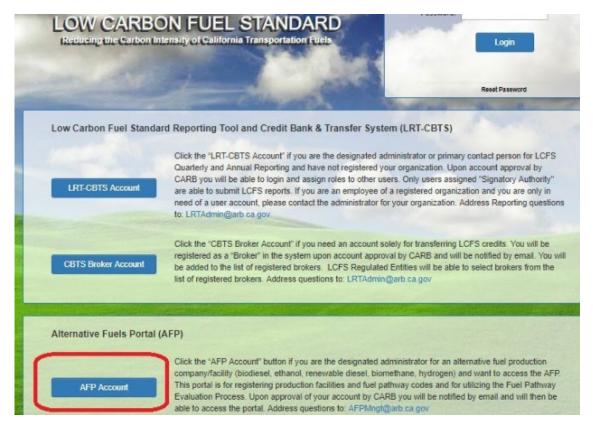
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A. What's New in v3.4955

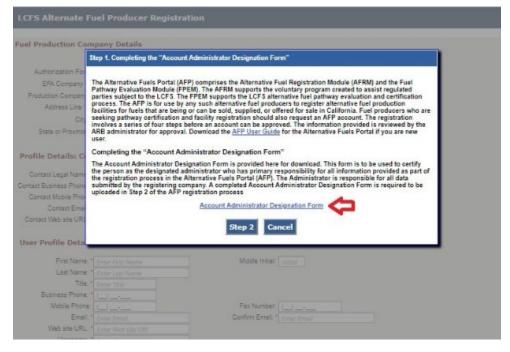
- Expanded visible fields in the Annual Fuel Pathway Report Operational CI table.
 The new fields include the Fuel Name, Feedstock, Pathway Description, Number of months, Margin of Safety value, no fuel production to report.
- Added new data entry field for months of operational data and Margin of Safety provided in Annual Fuel Pathway Report submission.
- Added a "no fuel production to report" checkbox to the Operational CI page of the Annual Fuel Pathway Report submission page.
- Updated the user interface to display an error when the Operational CI field is blank and the "no fuel production to report" checkbox in not checked.

B. Creating an Account

1. If you do not currently have an Alternative Fuels Portal (AFP) entity account, go to the LRT-CBTS/AFP portal site and click "AFP Account" and create an entity account. If you have an entity account, proceed to part C of this guide.



2. Download the AFP Admin Designation form.



3. Complete the form, sign, and click Step 2 to upload the signed Designation form.



Version 20190101

LOW CARBON FUEL STANDARD

AFP Account Administrator Designation Form

Instructions:

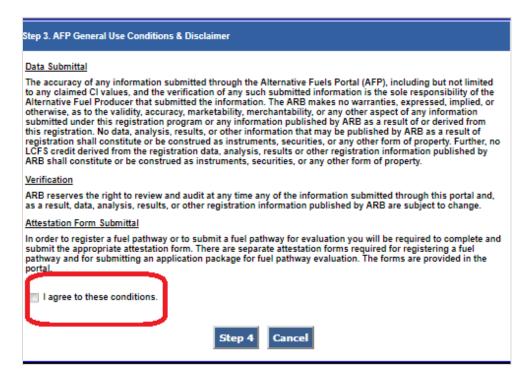
Please complete this form to authorize an Account Administrator for your company. A designated Account Administrator has the ability to create and manage additional user accounts within the company, and to submit information on behalf of the company for fuel pathway evaluation and certification. This document must be signed by two (2) designated signatories and uploaded to the LCFS Alternative Fuel Portal (AFP) during initial account registration. Only Owners, Officers or Managing Partners having authority to legally bind the company should complete and sign this form.

Owner, Officer, or Managing Partner

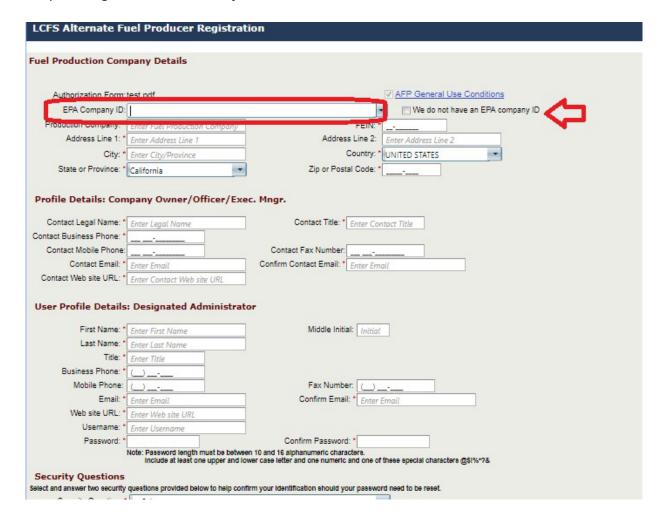
By signing below, I authorize the named Account Administrator to create and manage user accounts, and to submit documents through the AFP on behalf of the company named below.

Company Legal Name:	
U.S. EPA Company ID (if any):	

Check the box to agree to the Use Conditions and Disclaimer. Click the "Step 4" button.



5. Enter the company and user contact information. If your company is registered with the EPA, select the EPA Company ID. Otherwise, check the box that indicates that you do not have an EPA Company ID. A CARB Company ID will be generated upon submission of your account information. Complete all the information and submit the account activation application. Your account will be pending until activated by CARB.



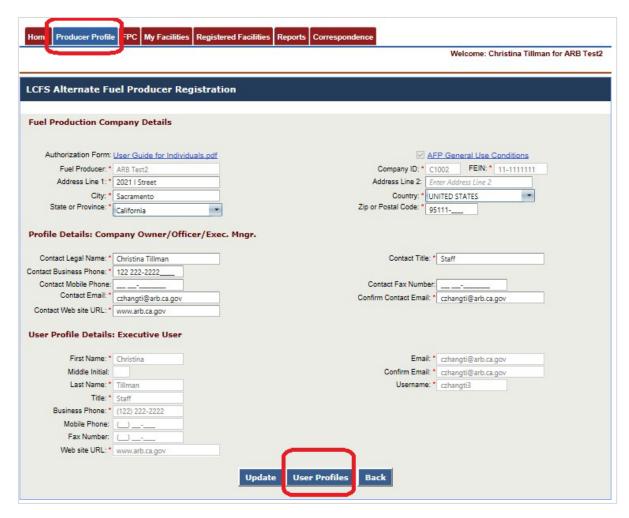
C. Logging into the System

1. After your account is activated, go to the AFP log-in page at https://ssl.arb.ca.gov/lcfsrt/Login.aspx. Enter your credentials and the screen codes. Your account must be active to log into the AFP. If you have forgotten your password, click "Reset Password" and follow the instructions reset your password. If you need assistance, please contact CARB.

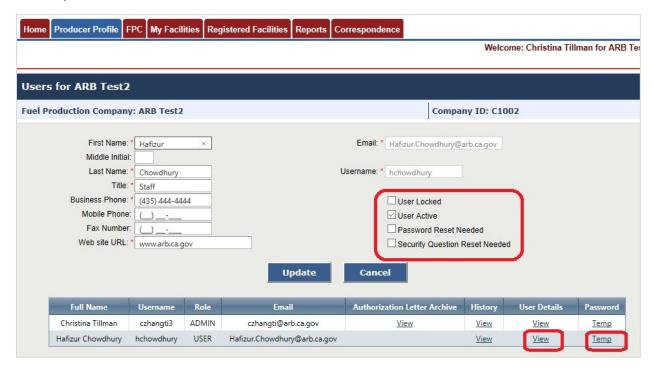


D. Editing User Accounts

1. Each user can edit their own user account profile. Click on the "Producer Profile" tab and the "User Profiles" button.



2. Click "View" to see the user's information. A standard User can edit their own information. If you are assigned an Admin¹ role, you can modify your own profile or those of other users.



For Admin users, the following user profile functions are available to enable you to administer your company's user accounts.

User Locked - If a user has attempted to log in too many times without success, their account will be locked. You can unlock the account by unchecking the box.

User Active - You can activate or deactivate a user by checking this box. Inactivated users cannot log in to the system.

Password Reset Needed - You can set the account to require a password reset by checking the "Password Reset Needed" box. This will force the user to reset their password upon sign-in.

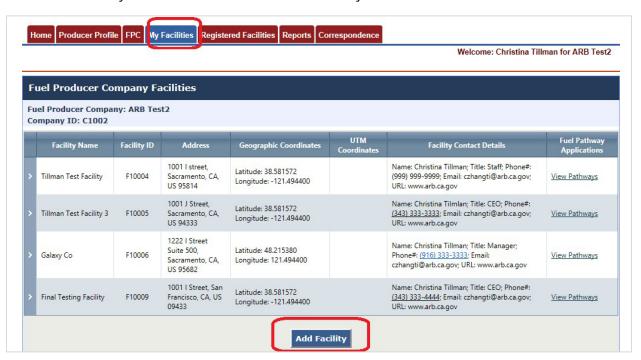
Security Question Reset Needed - You can set the account to require an update to security questions by checking this box. This will force the user to update their security questions upon sign-in.

Temp - Clicking this link will send a temporary password for a user. This is done if the user forgets their password or require a temporary password because they are unable to reset the password on their own.

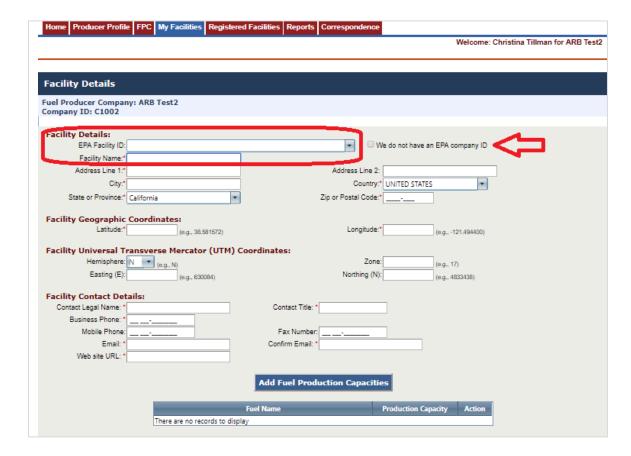
¹ By default, the initial user registered in the AFP is an Admin. The Admin can be changed by submitting a new AFP Admin Designation form to CARB via the Correspondence tab.

E. Creating a Facility

1. Go to "My Facilities" and click "Add Facility".



2. Enter the facility details. If your company is registered with the EPA, select the EPA Facility ID. Otherwise, check the box that indicates that you do not have an EPA Facility ID. A CARB Facility ID will be generated upon submission of your facility information. Enter all facility information and click "Submit" when done.



3. Selecting a Verification Body (VB). Click the "Assign VB" button to select a VB that is registered in the LCFS. If you do not find your VB on the list, please contact CARB. Once selected, a VB can be changed but not removed.

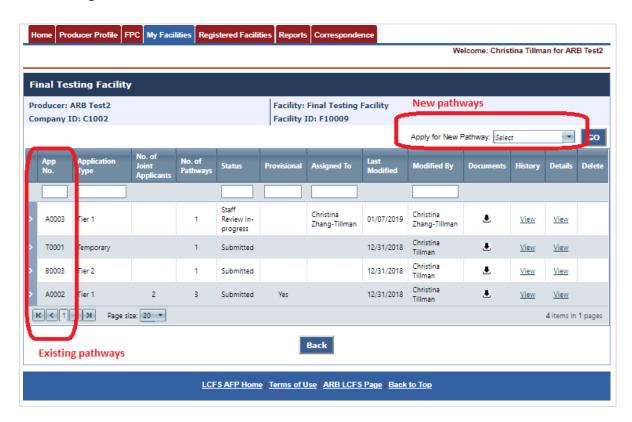




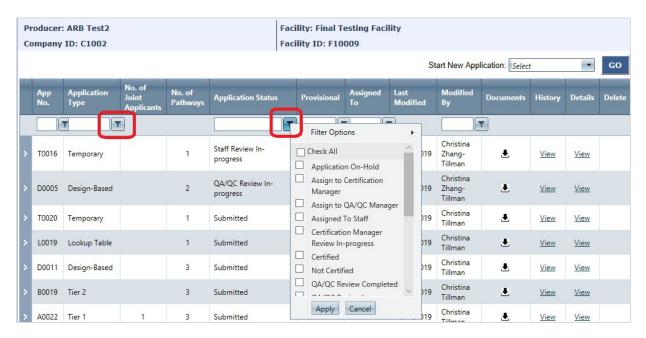
Note. It is important that your organization assigns a VB to the registered production facility to ensure the application can be sent to the VB for validation.

F. Submitting a New Pathway Application

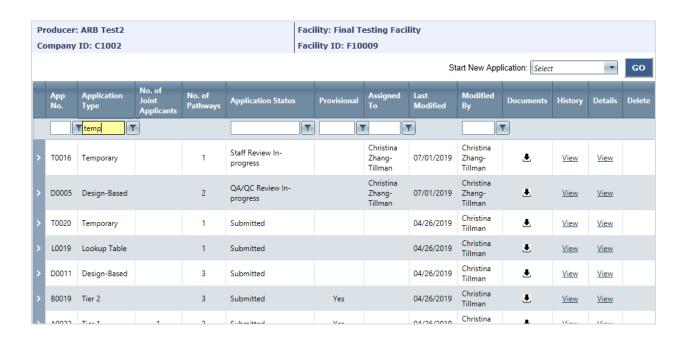
1. Under the facility for which you wish to submit an application, click "View Pathways." A Pathway Summary List is shown with existing fuel pathways, if any. A new pathway can be initiated by selecting the type of pathway and clicking "Go".



a. **Filters**. Option 1. If you have many existing pathways and want to filter the view, click on the selectable filter options on certain columns to narrow the specific record attribute. For instance, if you want to see all Tier 1 pathways that are under certification review, select "Tier 1" in the *Application Type* and then "Certification Manager Review In-progress" in *Application Status*.



b. **Filters**. Option 2. You can also filter by entering text in specific column boxes and pressing "Enter" on your keyboard. For instance, in the *Application Type* column, you can enter the text 'Tier 1" and press "Enter" to view all Tier 1 applications. You can also enter partial text such as "temp" to retrieve all records containing this text.



2. In the Pathway Applications page, check the boxes that are relevant to your application. Download the applicable templates and calculators. Open the "Instructions" box on the application for general guidance. If you need assistance, please contact CARB. Click "Next" to continue.



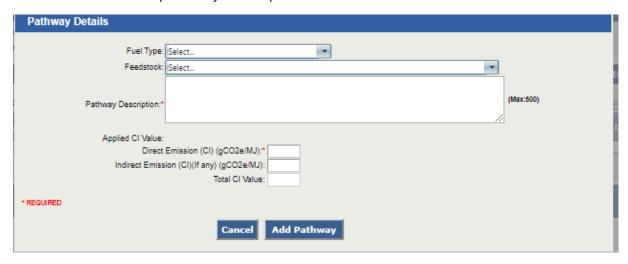
3. Add Joint Applicant (optional). If you did not check the "This application contains joint applicant" box in the previous step, this screen will not be shown. Click "Next" to continue.



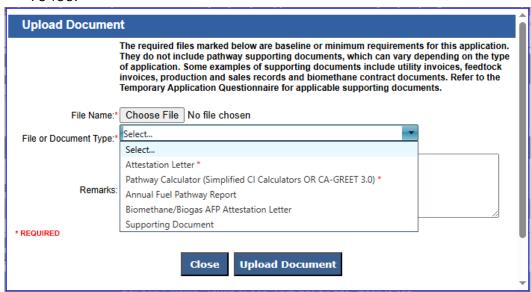
4. Click "Add Pathway" to add a pathway to the application. A Pathway Details pop-up window is shown. Enter the pathway details. If you have designated your application to have multiple pathways, you must add more than one pathway to continue. Click "Next" to continue.



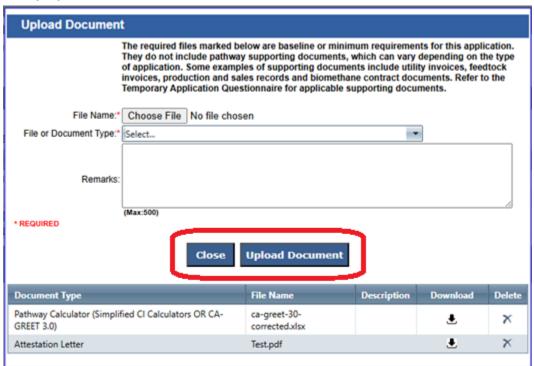
5. In the Pathway Details pop-up window, add pathway details such as the fuel type, feedstock, pathway description, and the CI for which you are applying. For Temporary and Lookup Table pathways, the CI and pathway descriptions are pre-defined. For Tier 1, Tier 2, and Design-Based pathways, you must enter the CI and pathway description.



6. To add supporting documents, click "Add File" and upload the required supporting documents. The required documents denoted by * are the baseline minimum requirements for AFP submission. They do not include all required documents for your pathway. Please contact CARB if you have any questions about required documents per the LCFS regulation section 95488.

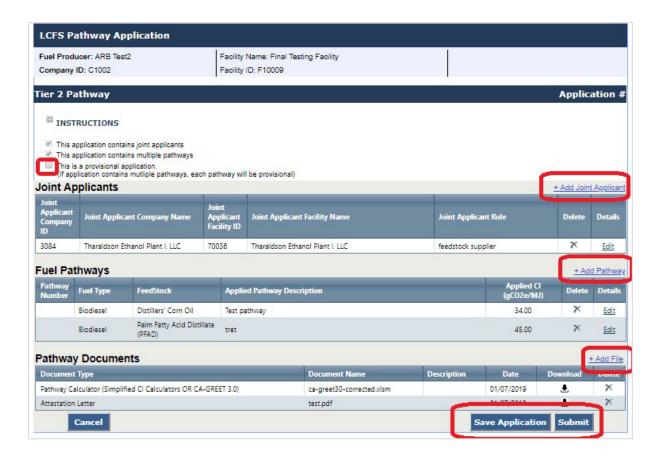


 Click "Upload Document" to add all files to your application. Click "Close" when you are done adding files. Click "Next" to proceed to application review.

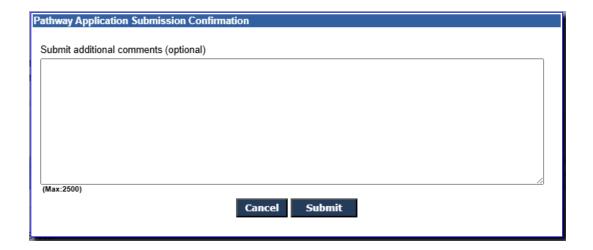


Note. <u>File Size Limit</u>. There is a limit of one gigabyte per file during upload. Exceedingthis limit will cause your file to not upload.

8. Review the application information. Edit as necessary by changing the information on the application. You can delete or add information at this stage or save the application for future review. Once all information is entered, submit the application. An application number will be automatically generated upon save or submission. If you choose to save the application, you can continue to edit the application in the future. If you choose to submit the application, the application will be locked upon submission and cannot be edited.

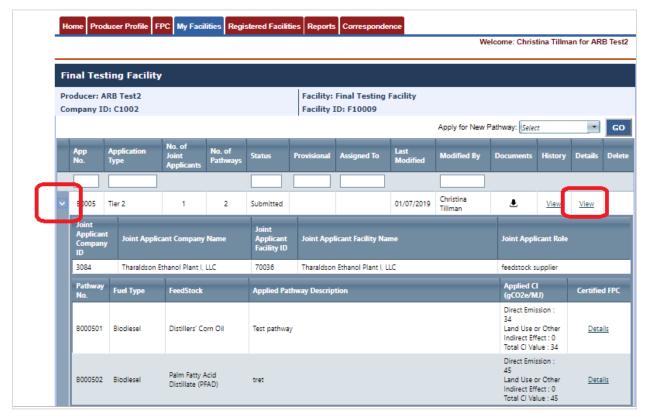


9. Submit the application. Enter any optional comments regarding the application. Click the "Submit" button.



G. Reviewing Pathway Details

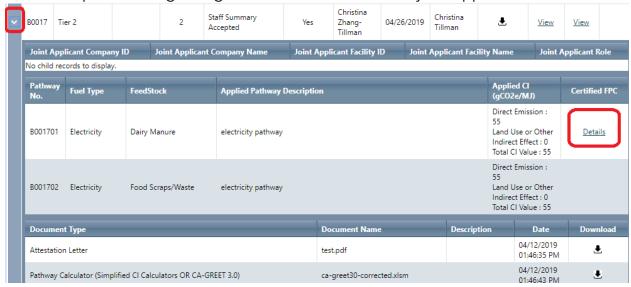
1. Go to the facility under which the application was submitted. Click "View Pathways". For the application of interest, you can expand the application details window on the left to see the joint applicant(s), if any, specific pathway(s) details and documents submitted. You can also select "View" under the Details column to open the application to view the details. For applications that are 'Saved' and have not been submitted, you can continue to edit the application. For applications that are 'Submitted' or are being processed by CARB, the application will open in read-only mode and cannot be edited.



I. View Certified Pathway Details

1. For applications submitted on or after January 8, 2019, full detailed certified information for each certified pathway is available and displayed with history tracking. Under each application number, open the additional information by clicking on the expansion triangle. Click the certification "Details" link for a pathway to view the certification information.

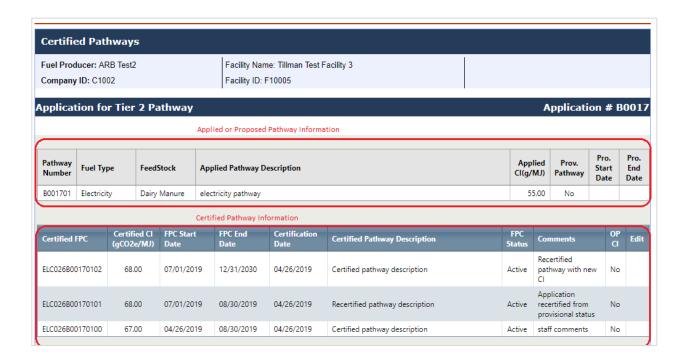
Note. In some cases, a pathway may not have a certification "Details" link. This occurs when a) the application is in review and is not yet certified; b) the application is certified but a pathway (part of a multi-pathway package) is not certified; or c) the application is rejected by CARB. Please contact CARB if you have questions regarding the certification details of your application.



2. View Certification Details for Tier 1 and Tier 2 Pathways.

For Tier 1 and 2 applications, the "Certified Pathways" page shows all certified information including historical certification details. The original pathway information (user-proposed fuel, feedstock, pathway description, and CI) is shown in the top section and the corresponding information for all certified pathway(s) is displayed underneath. Each time a pathway is certified (such as from provisional status to regular), a new fuel pathway code (FPC) is generated and added to the table, with the latest certified value shown first.

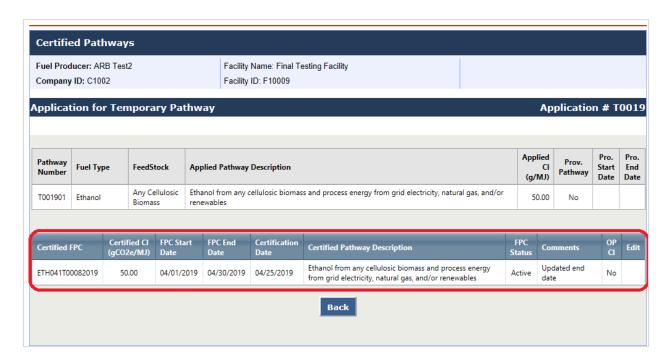
Note. Certified FPC statuses are shown as "Active" or "Inactive". To allow for reporting and credit generation, the FPC status will remain "Active" even if the effective time period for a FPC has expired. For instance, a FPC showing an EndDate of 4/30/2019 will remain active for reporting purposes.



3. View Certification Details for Temporary (Temp) and Lookup Table Pathways.

For Temp and Lookup applications, the Certified Pathway page shows the pathway information submitted by the user and the corresponding certified pathway with only one FPC.

Temp and Lookup pathways cannot be recertified. For Temp pathways, the user must re-apply once the pathway has expired.



J. Providing Additional Information for an Application

1. A CARB Application Analyst may require additional information about your application. If this is the case, you will receive an AFP notification by email with a request for information similar to the following:

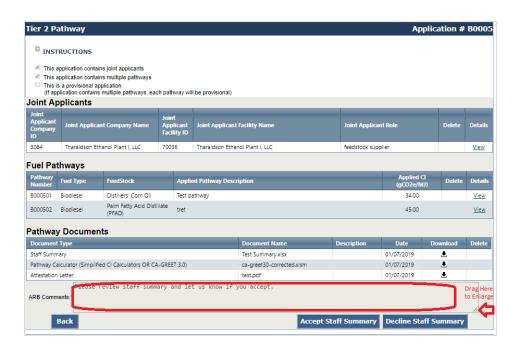
"AFP Applicant,

A Request for Information for B0005 has been entered and submitted.

Specific details of the Request for Information are contained in the comments field of the application. To access the application, log into the Alt. Fuel Portal (AFP).

AFP System"

2. Log into the AFP to retrieve the specific application by going to "My Facilities" then "View Pathways". Open the application by clicking "View" under the Details column. A note from CARB will indicate the additional requirements. The document upload function in the application also becomes available so that you can provide additional documents. Click "Add File" to upload any additional documents. Click "Resubmit" when done. Enter an optional message and click "Submit".



If the Comments field does not show the full message, enlarge the field by dragging the lower right corner.

K. Accepting/Declining Staff Summary for an Application

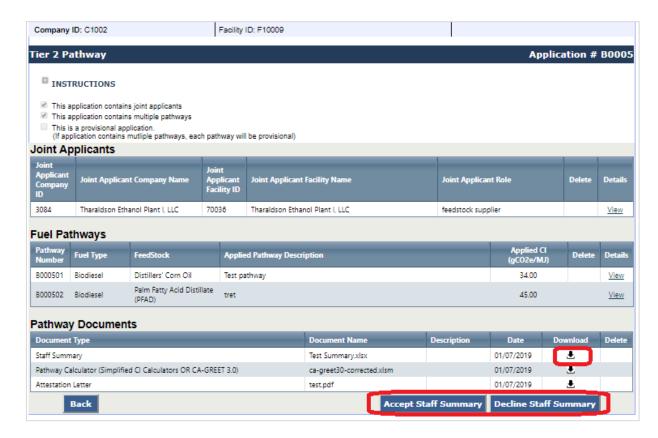
1. When the Staff Summary is ready for review, you will be notified by email with a message similar to the following:

"Fuel Producer: ARB Test2 (C1002) Facility Name: Final Testing Facility(F10009)

AFP Applicant,

The evaluation of your fuel pathway application "B0005" has been completed. The resulting "Staff Summary" has been posted in your application for review. To access the application, log into the Alt. Fuel Portal (AFP). Access the Staff Summary in the AFP by selecting the pathway application from the "Submitted Applications" and then selecting the View link in the details column for this application."

2. Go to "My Facilities", "View Pathways", and select the specific application. Download a copy of the Staff Summary by clicking the download arrow. (A Staff Summary can be either an Excel CI Summary or a Word Pathway Summary document, depending on whether the pathway is Tier 1 or Tier 2). After reviewing the Staff Summary, accept or decline the Summary by clicking on button in the Download column.

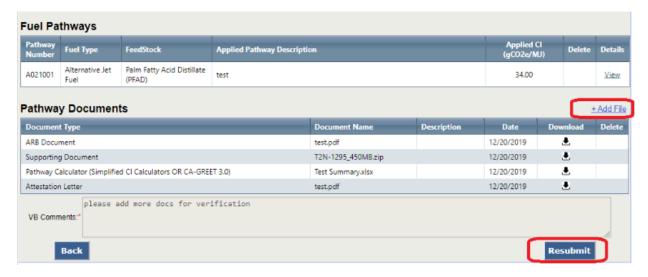


L. Reviewing an Application Returned by the Verification Body

1. If additional information is required, the VB will return the application for your review. The application status will change to "Revisions Requested" and the History will show the progress to-date. You can also see the specific VB that has requested the information ("Modified By") and when the application was returned ("Last Modified").



2. Click "View" under Details to see the full application and the VB's comments. If needed, add more documents by clicking the "+Add File" link.



3. Click "Resubmit" when done. Add additional comments, if any.

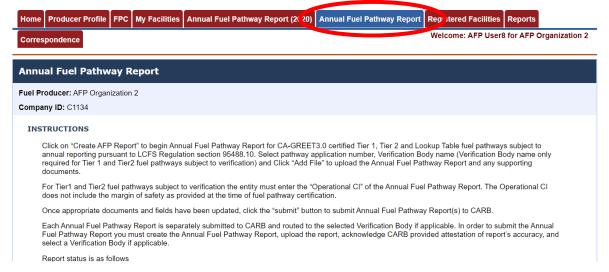
M. Submitting an Annual Fuel Pathway Report

The following is supplemental guidance for the Annual Fuel Pathway Report submission for entities with certified CA-GREET3.0 Tier 1, Tier 2, and Lookup Table pathways.

1. Go to LRT & AFP login page.



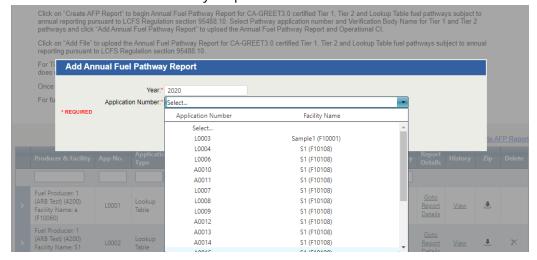
2. Navigate to the "Annual Fuel Pathway Report" tab at the top.



3. Select "Create AFP Report".



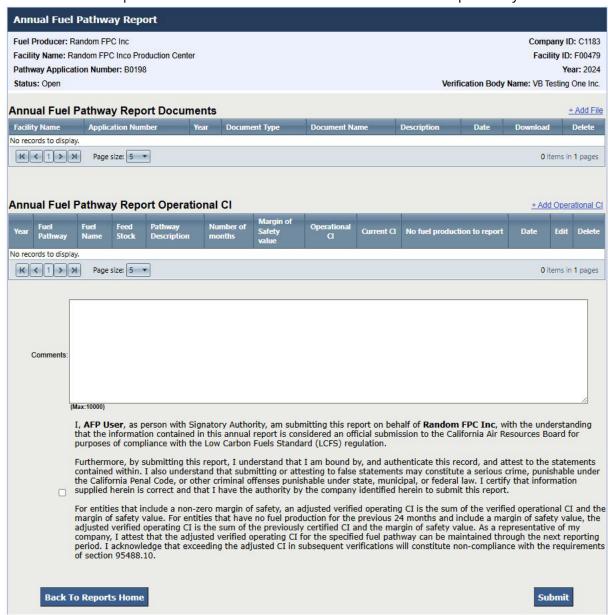
- 4. Add/Create Annual Fuel Pathway Report
 - a. The drop-down menu populates with all application numbers that require an Annual Fuel Pathway Report.

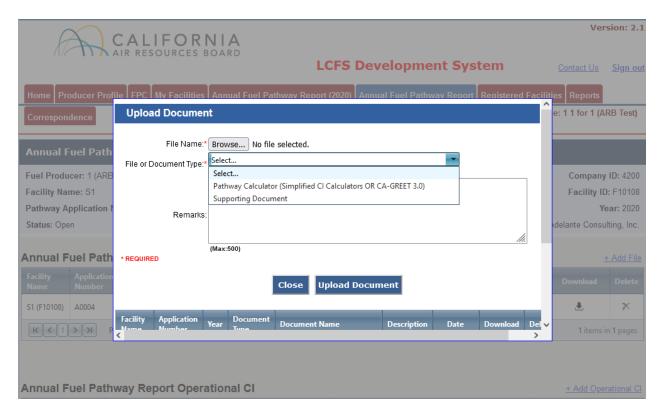


b. Tier 1 and Tier 2 pathways require VB selection prior to "creating," or showing the Annual Fuel Pathway Report page. If the entity is eligible for deferred verification, select "Deferred Verification (§95500(b)(2)(B) or §95500(c)(2)(B))" as the "Verification Body Name" from the drop-down menu.

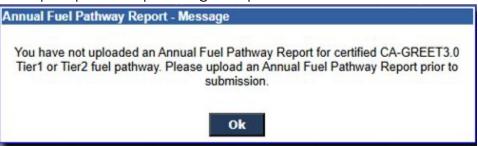


- 5. Annual Fuel Pathway Report page. The following is required prior to submission to CARB and immediate routing to the VB for applicable fuel pathways.
 - a. Uploading required documents
 - Tier 1 and Tier 2 pathways require "Simplified CI Calculator or CA-GREET3.0.
 - 1. Entities also can upload "Supporting Documents."
 - ii. Lookup Table pathways require "Supplemental Documents."
 - b. Attest to the report's accuracy by selecting the check box.
 - c. Add operational CI information for Tier 1 and Tier 2 pathways.



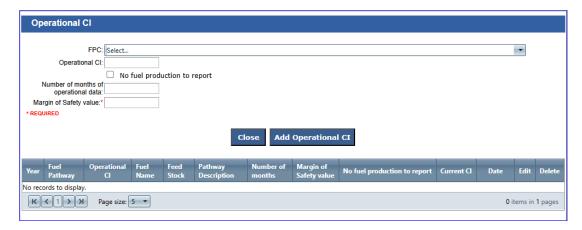


d. An error message appears if entities try to submit their Annual Fuel Pathway Report prior to uploading a required document.

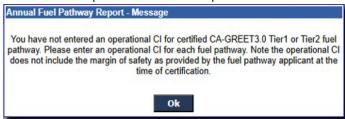


6. Select the "+Add Operational CI" link then enter CI details for each pathway. If there is no fuel production to report for the prior 24 months, select the "No fuel production to report" checkbox. You cannot enter an Operational CI if the "No fuel production to report" checkbox is selected. If there is fuel production to report in the prior 24 months, you ,may enter an Operational CI value and indicate the number of months (1 to 24) covered by the AFPR. Fuel pathway holders should request a margin of safety by entering a value in the Margin of Safety value field. The field will accept up to two decimal places. The margin of safety value will be added to the verified operational CI after verification is complete. If "No fuel production to report" is selected, the margin of safety value will be added to the previously certified CI. Margin of safety value is a required field so enter zero if no margin of safety is requested. Staff recommend a margin of safety to avoid enforcement action for exceedance of the certified CI.

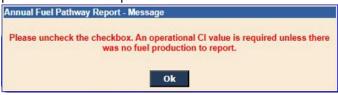
7.



a. An error message appears if a required Operational CI is not entered and there is fuel production to report.



b. An error message appears if Operational CI is entered but the "No fuel production to report" checkbox is selected.



8. Enter any comments you wish to include with your report.



9. Read the attestation language carefully and attest to the report's accuracy and the ability to maintain the adjusted verified operating CI, if applicable, by selecting the checkbox.

I, **AFP User**, as person with Signatory Authority, am submitting this report on behalf of **Random FPC Inc**, with the understanding that the information contained in this annual report is considered an official submission to the California Air Resources Board for purposes of compliance with the Low Carbon Fuels Standard (LCFS) regulation.

Furthermore, by submitting this report, I understand that I am bound by, and authenticate this record, and attest to the statements contained within. I also understand that submitting or attesting to false statements may constitute a serious crime, punishable under the California Penal Code, or other criminal offenses punishable under state, municipal, or federal law. I certify that information supplied herein is correct and that I have the authority by the company identified herein to submit this report.

For entities that include a non-zero margin of safety, an adjusted verified operating CI is the sum of the verified operational CI and the margin of safety value. For entities that have no fuel production for the previous 24 months and include a margin of safety value, the adjusted verified operating CI is the sum of the previously certified CI and the margin of safety value. As a representative of my company, I attest that the adjusted verified operating CI for the specified fuel pathway can be maintained through the next reporting period. I acknowledge that exceeding the adjusted CI in subsequent verifications will constitute non-compliance with the requirements of section 95488.10.

 An Error message appears if you try to submit without attesting to the report's accuracy and the adjusted verified operational CI information.



10. You will receive a message confirming successful Annual Fuel Pathway Report Submission.



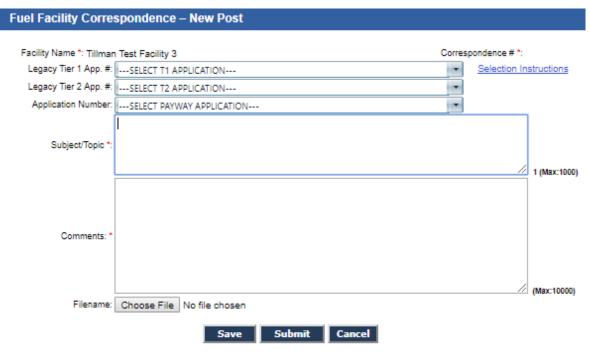
- 11. If the Annual Fuel Pathway Report is returned from the Verification Body for corrections, the fuel pathway holder must re-enter information on the Operational CI screen prior to re-submitting the corrected Annual Fuel Pathway Report. An operational CI cannot be entered if there is no fuel production to report in the prior 24 months.
- 12. Confirmation message of successful Annual Fuel Pathway Report re-submission to CARB and immediately routed to the VB.



N. Contacting CARB

- 1. For general questions regarding the AFP system, please contact lcfspathways@arb.ca.gov.
- 2. For questions regarding application process and timeline, please contact your assigned Application Analyst.
- 3. If you are submitting pathway-related communications or providing business confidential information as required by your application, please use the AFP Correspondence module to submit all information. <u>Do not submit business confidential information through email.</u>





* REQUIRED

4. To send a message via the Correspondence tab, select a facility and click "New Post." Select an application number, if applicable. If your application was submitted prior to January 8, 2019, select an application from the "Legacy Tier 1" or "Legacy Tier 2" dropdown. For applications submitted on or after January 8, 2019, select an application from "Application Number". Enter the "Subject/Topic" of the message and relevant "Comments". If you have any files to upload, select the "Choose File" button, navigate to the file, and upload the file to the message. Click "Save" to save only or "Submit" to send the message.

5. To review, respond, or recall a message from Correspondence, select the facility under which the message was sent. Check the Correspondence ID to ensure you are viewing the correct message. A message history is shown by clicking on the expansion triangle next to the Correspondence ID. Click "Review/Respond" to view and respond to a message, or "Recall" to recall the message.

