

Low Carbon Fuel Standard Alternative Fuels Portal (AFP) User Guide

AFP Version v 3.4910

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Revised: April 2022

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 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: The California Air Resources Board 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 in your comments and suggestions to the email box AFPMngt@arb.ca.gov, particularly if information in this guidance appears incorrect, misleading, or incomplete.

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A. Version History

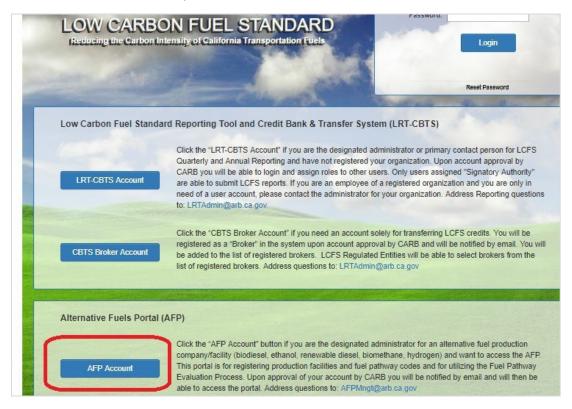
AFP Version #	Release Date	Download User Guide
v3.4910	1/6/2022	Current Version
v3.4010	03/24/2021	NA
v3.3020	01/23/2020	±
v3.3011	11/19/2019	±
v3.3003	5/1/2019	±
v3.3002	4/4/2019	<u>.</u>
v2.9968	1/9/2019	±

B. What's New in v3.4910

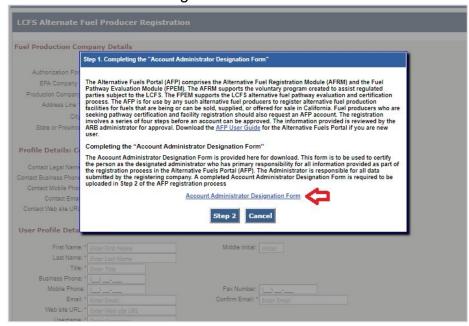
• Option for choosing deferred verification as part of Annual Fuel Pathway Report submission

C. Creating an Account

1. If you do not currently have an account, go to the LRT-CBTS/AFP portal site and click "AFP Account" to create an account. If you have an account, log in with your current username and password.



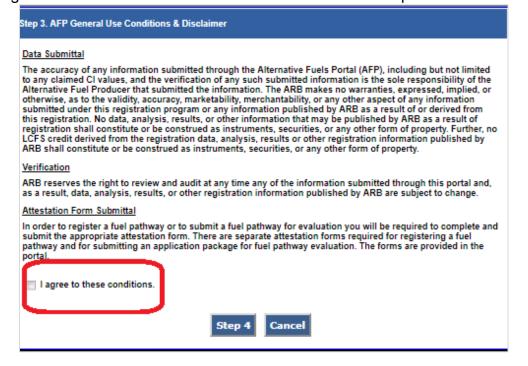
Download the AFP Admin Designation form.



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



4. Agree to the Use Condition and Disclaimer. Click on "Step 4".



5. Enter the company and 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 information and submit the account activation application. Your account will be pending until activated by CARB.

Authorization Form:	test odf		AFP General Use (Conditions
EPA Company ID:			We do not have	an EPA company ID
Toduction Company.	Enter Fuel Production Company	FEIN: *		~
Address Line 1: *	Enter Address Line 1	Address Line 2:	Enter Address Line 2	
City: *	Enter City/Province	Country: *	UNITED STATES	
State or Province: *	California	▼ Zip or Postal Code: *		
act Business Phone: *		arrac son	1000	
ofile Details: Con	pany Owner/Officer/E	xec. Mngr.		
Contact Legal Name: *	Enter Legal Name	Contact Title: * Enter Con	tact Title	
Contact Mobile Phone:		Contact Fax Number:		
Contact Email: *	Enter Email	Confirm Contact Email: * Enter Emo	il	
ontact Web site URL: *	Enter Contact Web site URL			
er Profile Details First Name: * Last Name: * Title: *	: Designated Administra Enter First Name Enter Last Name Enter Tätle	Middle Initial: Initial		
Business Phone: *	Enter title			
	()	Fax Number: ()	-	
	Enter Email	Confirm Email: * Enter E		
Mobile Phone:	CINDEL CLUMIT	Criter t	FFMACE:	
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Mobile Phone: Email: * Web site URL: *	Enter Web site URL			
Mobile Phone: Email: *	Enter Web site URL Enter Username	Confirm Password: *		

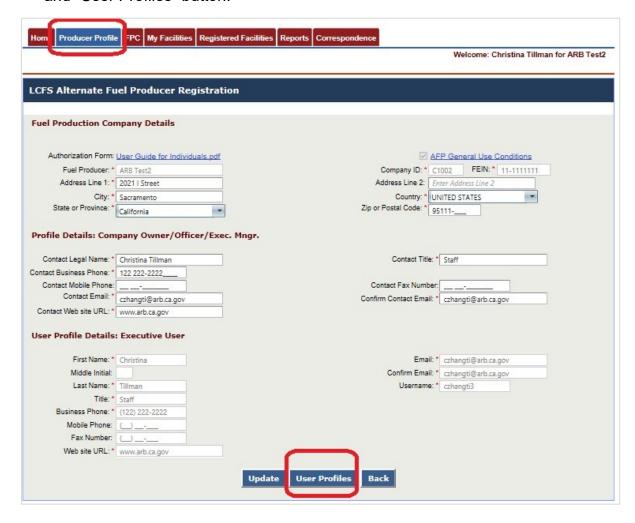
D. Logging into the System

 After your account is activated, go to the AFP log-in page at https://ssl.arb.ca.gov/LCFSRT/LoginV2.aspx. Enter your credentials and the screen codes. Your account must be active in order to log into the AFP. If you have forgotten your password, click "Reset Password" and follow the instructions to reset your password. If you need assistance, please contact CARB.

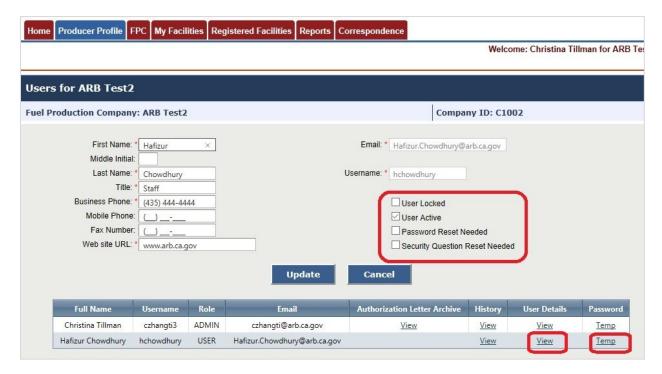


E. Editing User Accounts

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



2. Click "View" to see the user's information. A standard User can edit his own information. If you are assigned the 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 administrate your company's user accounts.

User Locked – If a user has attempted to log in too many times without success, his 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 this box. This will force the user to reset his password upon sign-in.

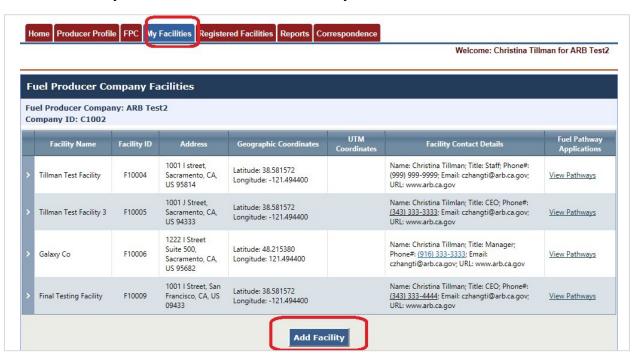
Security Question Reset Needed - You can set the account to require an update to security questions by checking this box. This will force the user to update his security questions upon sign-in.

Temp - Clicking this link will send a temporary password for a user. This is done if the user forgets his password or require a temporary password because he is unable to reset the password on his 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 Correspondence.

F. 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.

one Troducer Profile	iny radinues	registered i adilues	Reports Corresponden		e: Christina Tillman for ARE
icility Details					
el Producer Company mpany ID: C1002	: ARB Test2				
inpany 151 C1002					
acility Details: EPA Facility ID:				We do not have an EPA company ID	
Facility Name:				vve do not nave an EPA company it	
Address Line 1:*			Address Line	2:	
City:*			Count	ry:* UNITED STATES +	1
State or Province:* (alifornia	•	Zip or Postal Co	de:*	
cility Geographic ('aaudinatas				
Latitude:	(e.g., 38.5)	1572)	Longitu	de:* (e.g., -121.494400)	
acility Universal Tra Hemisphere:		(UIM) Coordinate		ne: (e.g., 17)	
Easting (E):	(e.g., N)	84)	Northing		
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cility Contact Deta Contact Legal Name: •	IIS:	Co	ntact Title: *		
Business Phone:					
Mobile Phone:		F	ax Number:		
Email: *		Con	firm Email: •		
Web site URL: *					
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		Fuel Name		Production Capacity Action	
	There are no reco	rds to display			

3. Selecting a Verification Body (VB). Click the "Assign VB" button to select a VB that has been pre-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.

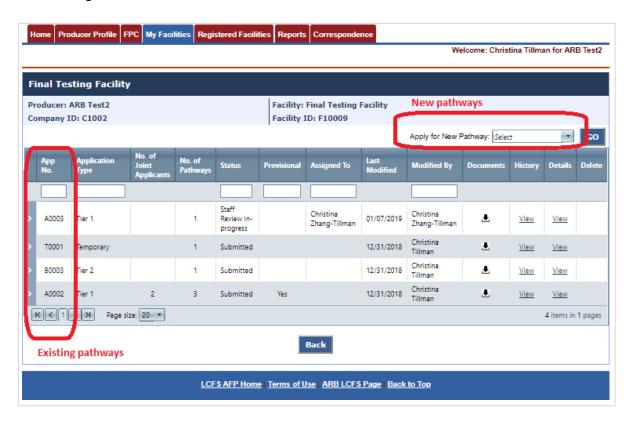




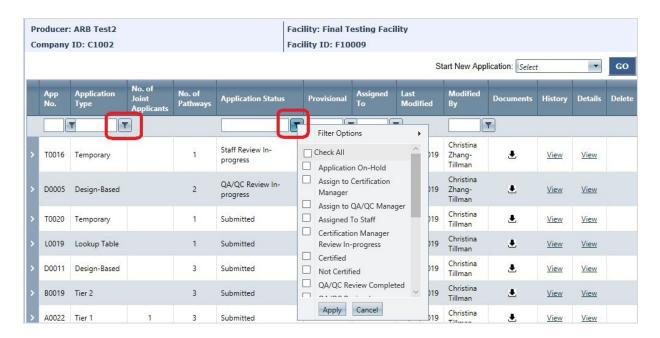
Note. Beginning January 1, 2020, a third-party validation statement for fuel pathway applications is required. It is important that your organization assigns a Verification Body (VB) to the registered production facility in order to ensure the application can be sent to the VB for validation.

G. Submitting a New Pathway Application

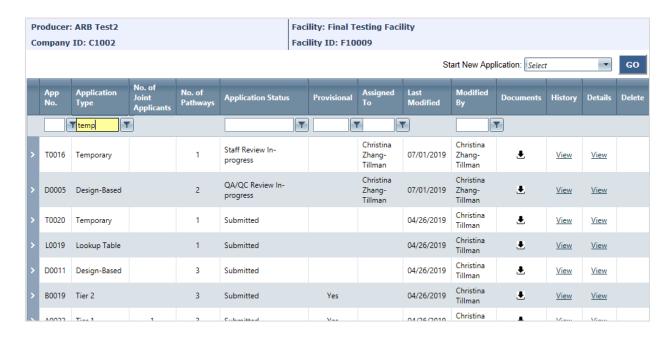
1. Under the facility for which you wish to submit an application, click "View Pathways". A Pathway Summary List is shown with existing fuel pathways, if any. A new pathway can be initiated by selecting the type of pathway and clicking "Go".



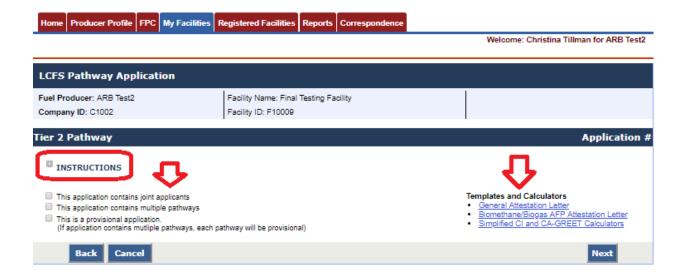
a. **Filters**. Option 1. If you have many existing pathways and want to filter the view, click on the selectable filter options on certain columns to narrow the specific record attribute. For instance, if you want to see all Tier 1 pathways that are in certification, select "Tier 1" in the *Application 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 hit "Enter". For instance, in *Application Type* column, you can enter the text 'Tier 1" and click "Enter" to view all Tier 1 applications. You can also enter a partial text such as "temp" to retrieve all records containing this text.



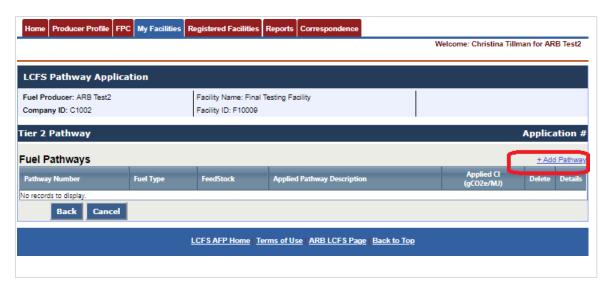
2. In the Pathway Applications page, check the boxes that are relevant to your application. Download the applicable templates and calculators. Open the "Instructions" box on the application for general guidance. If you need assistance, please contact CARB. Click "Next" to continue.



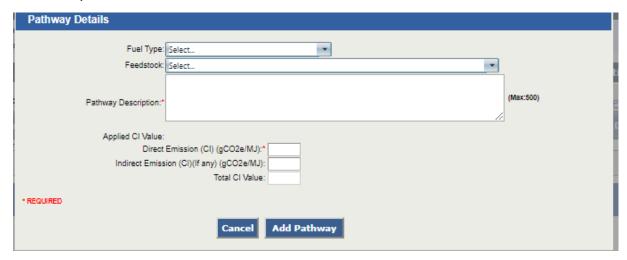
 Add Joint Applicant (optional). If you did not check the "This application contains joint applicant" box in the previous step, this screen will not be shown. Click "Next" to continue.



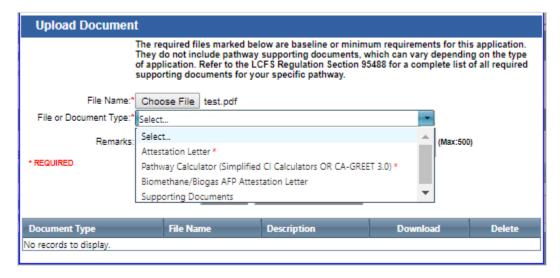
4. Click "Add Pathway" to add a pathway to the application. A Pathway Details popup window is shown. Enter the pathway details. If you have designated your application to have multiple pathways, you must add more than one pathway to continue. Click "Next" to continue.



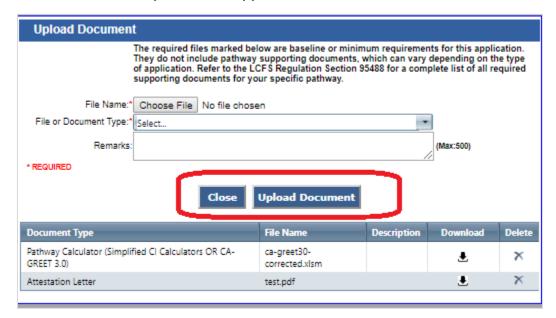
5. Pathway Details pop-up window. Add pathway details such as fuel, feedstock, pathway description, and the CI for which you are applying. For Temporary and Lookup Table pathways, the CI and pathway descriptions are pre-defined. For Tier 1, Tier 2, and Design-Based pathways, you must enter the CI and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



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

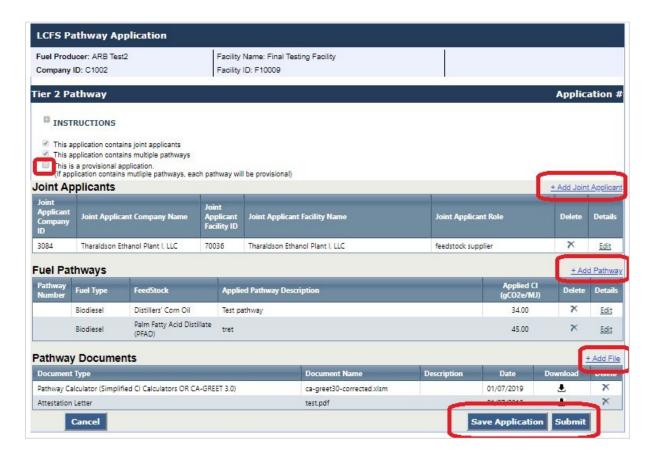


7. Click "Upload Document" to add all files to your application. Click "Close" when done. Click "Next" to proceed to application review.

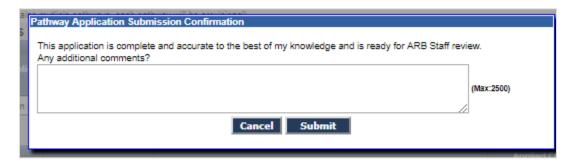


Note. <u>File Size Limit</u>. There is a limit of 1GB per file during upload. Exceeding this limit could cause your file to not upload.

8. Review the application information. Edit as necessary by changing the information on the application. You can still delete or add information at this stage. You can save the application for future review or 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.

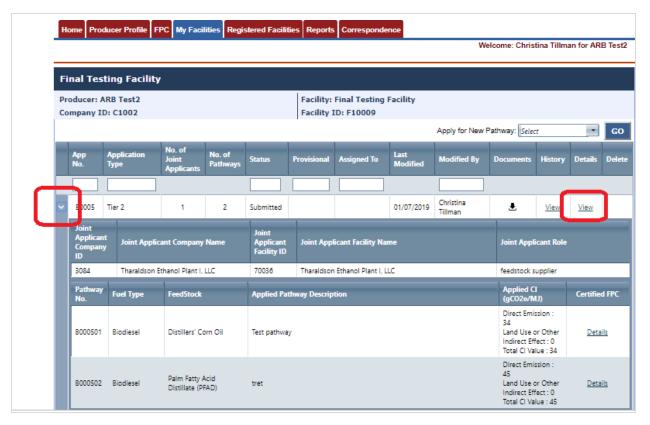


Submit the application. Enter any optional comments regarding the application. Click "Submit".



H. Reviewing Pathway Details

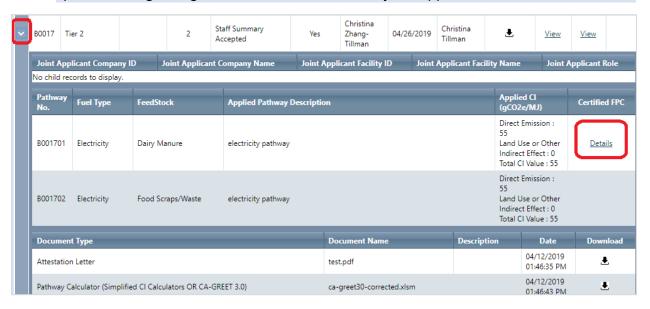
1. Go to the facility under which the application was submitted. Click "View Pathways". For the application of interest, you can expand the application details window on the left to see the joint applicant(s), if any, specific pathway(s) details, and documents submitted. You can also select "View" under 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 application submitted on or after January 8, 2019, full detailed certification 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.

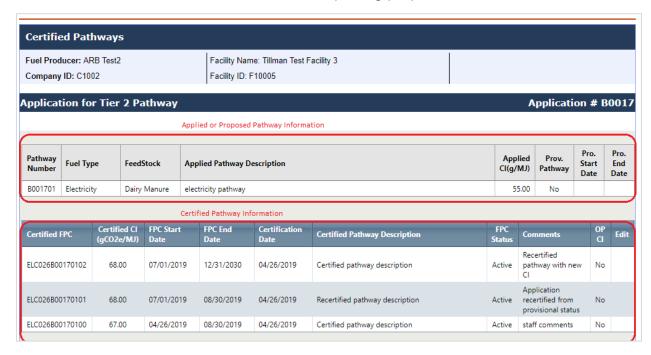
Note. In some cases, a pathway may not have a certification "Details" link. This occurs when a) the application is in review and is not yet certified; b) the application is certified but a pathway (part of a multi-pathway package) is not certified or c) the application is rejected. Please contact CARB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



2. View Certification Details for Tier 1 (A) and Tier 2 (B) Pathways.

For AB class of applications, the "Certified Pathways" page shows all certified information including historical certification details. The original applied 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 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 End Date of 4/30/2019 will remain active for reporting purposes.



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

For TL class of applications, the Certified Pathway page shows the original pathway information submitted by the user and the corresponding certified pathway with only one FPC.

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



J. Providing Additional Information for an Application

 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 arequest for information similar to the following:

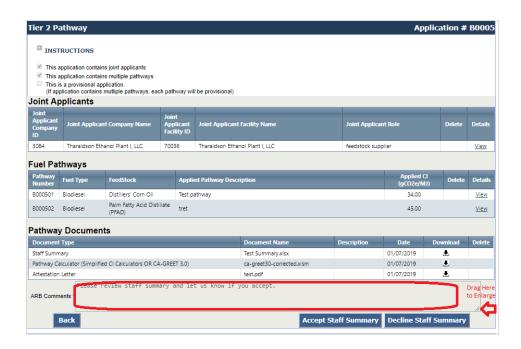
"AFP Applicant,

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 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 on the lower right corner.

K. Accepting/Declining Staff Summary for an Application

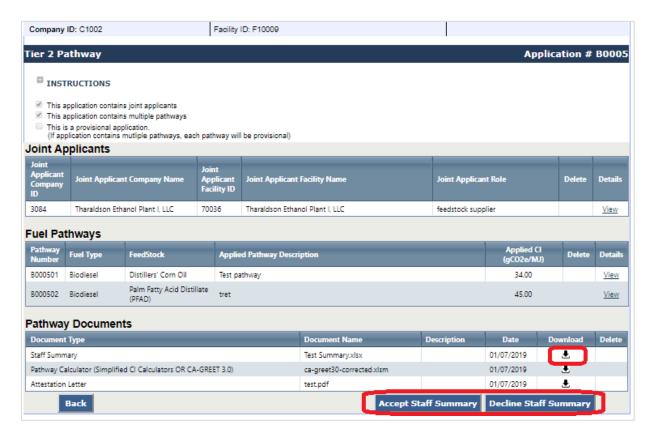
 When Staff Summary is ready for review, you will be notified by email with amessage similar to the following:

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

AFP Applicant,

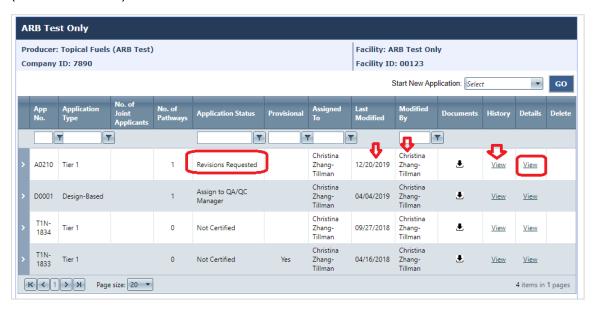
The evaluation of your fuel pathway application "B0005" has been completed. The resulting "Staff Summary" has been posted in your application for review. To access the application, log into the Alt. Fuel Portal (AFP). Access the Staff Summary in the AFP by selecting the pathway application from the "Submitted 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 the designated button.

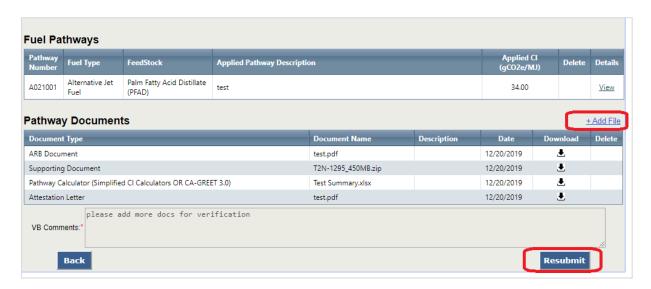


L. Reviewing Application Returned by Verification Body

1. If additional information is required, the VB will return the application for your review. The application status will change to "Revision 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. Ifneeded, add more documents by clicking "+Add File"



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

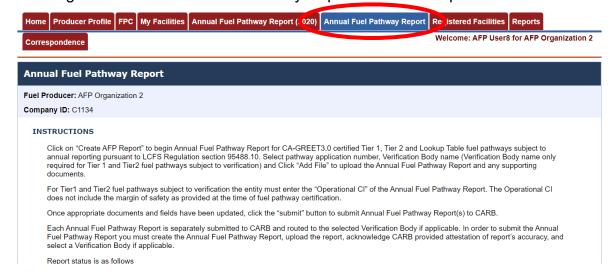
M. Submitting an Annual Fuel Pathway Report

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

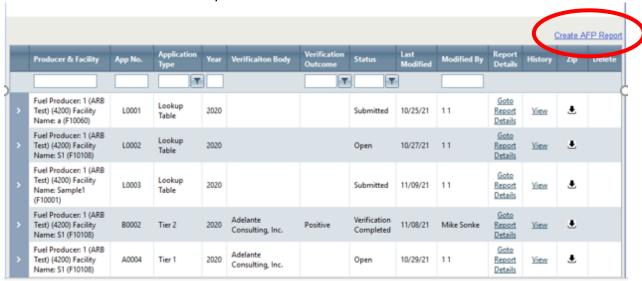
1. Go to LRT & AFP login page.



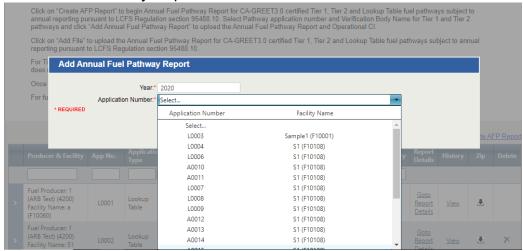
2. Navigate to the "Annual Fuel Pathway Report" tab at the top.



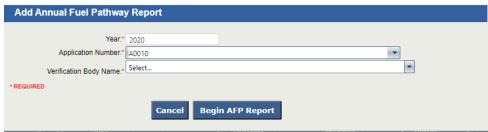
3. Select "Create AFP Report".



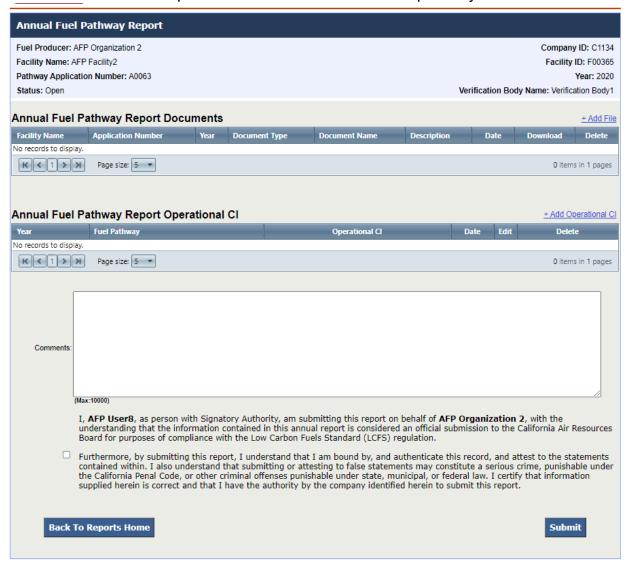
- 4. Add/Create Annual Fuel Pathway Report
 - a. Drop down menu populates with all application numbers that require an Annual Fuel Pathway Report.



b. Tier 1 and Tier 2 pathways require Verification Body selection prior to "creating," or showing 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 Verification Body from the pull-down menu.

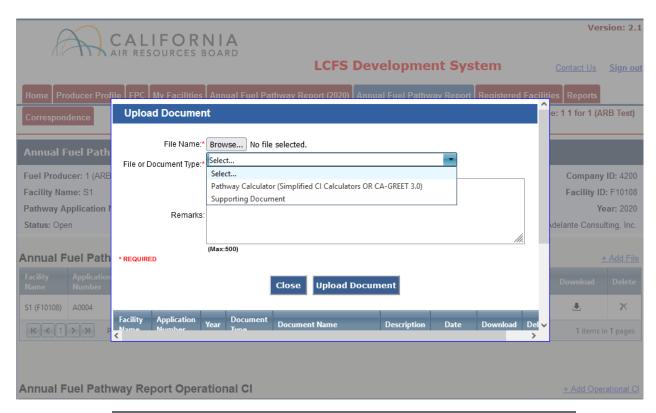


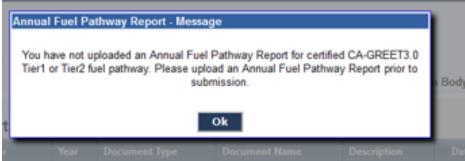
- 5. Annual Fuel Pathway Report page. The following is required prior to submission to CARB and immediate routing to the Verification Body for applicable fuel pathways.
 - Uploading required documents
 - Tier 1 and Tier 2 pathways require "Simplified CI Calculator or CA-GREET3.0)
 - ii. Lookup Table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



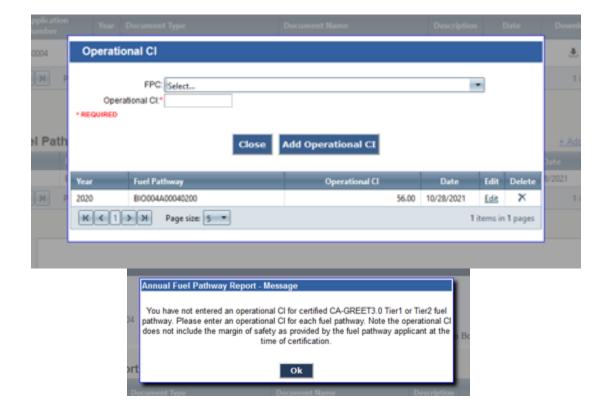
- 6. Uploading required documents
 - a. Tier 1 and Tier 2 pathways require "Simplified CI Calculator or CA-GREET3.0)
 - i. Entities also have the ability to upload Supporting Documents
 - b. Lookup Table pathways require "Supplemental Documents"

c. Error message appears if entities try to submit their Annual Fuel Pathway Report prior to uploading a required document





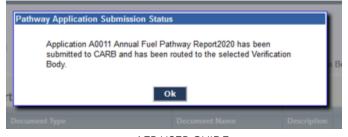
- 7. Enter the Operational CI for Tier 1 and Tier 2 pathways, which are required for each of the facilities certified fuel pathways.
 - Error message appears if entity does not enter required Operational CI for each fuel pathway



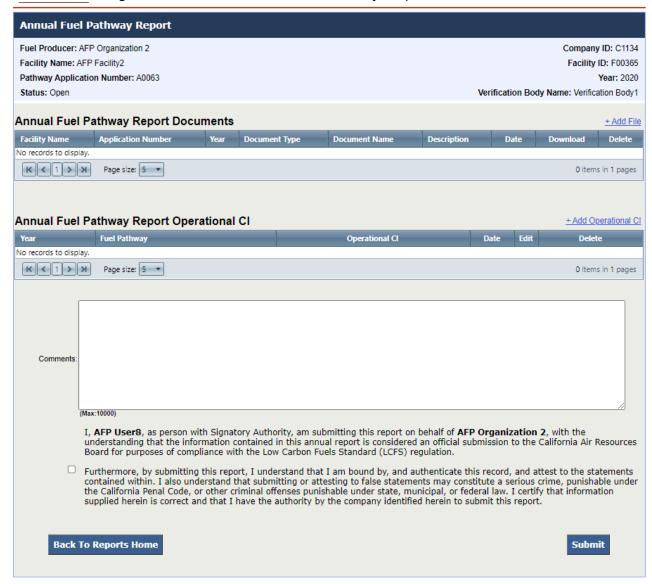
- 8. Attest to the report's accuracy by selecting the check box
 - a. Error message appears if you try to submit without attesting to the report's accuracy.



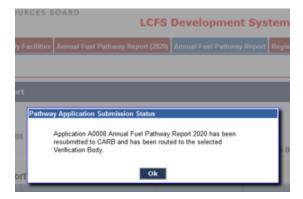
9. Message confirming successful Annual Fuel Pathway Report Submission.



10. If the Annual Fuel Pathway Report is returned from the Verification Body for corrections, the fuel pathway holder must re-enter Operational CI(s) prior to resubmitting the corrected Annual Fuel Pathway Report.

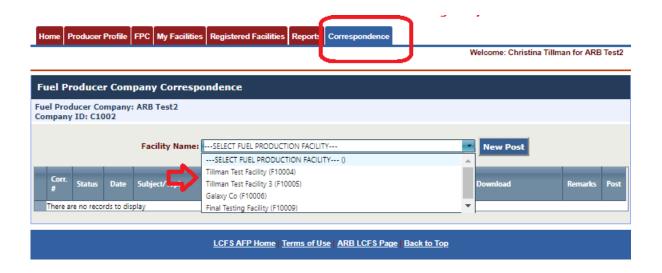


11. Confirmation message of successful Annual Fuel Pathway Report re-submission to CARB and immediately routed to Verification Body.



N. Contacting CARB

- 1. For general questions regarding the AFP system, please contact AFP Mngt@arb.ca.gov.
- 2. For questions regarding application process and timeline, please contact yourssigned Application Analyst.
- 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 use email.</u>



4. To send a message via Correspondence, 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 "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 file and upload to the message. Click "Save" to save only or "Submit" to send the message.

Fuel Facility Correspondence – New Post				
Facility Name *: Tillmar		Corres	pondence # *:	
Legacy Tier 1 App. #:	SELECT T1 APPLICATION	-	Selection Instructions	
Legacy Tier 2 App. #:	SELECT T2 APPLICATION	-		
Application Number:	SELECT PAYWAY APPLICATION	-		
Subject/Topic *:				
,,				
			1 (Max:1000)	
_				
Comments: *				
			(Max:10000)	
Filename:	Choose File No file chosen			
	Save Submit Cancel			
* REQUIRED				

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.

