

THIS DOCUMENT REPLACES CHAPTERS 2 AND 3 OF THE LRT-CBTS USER GUIDE VERSION 1.2. IT REFLECTS THE LRT-CBTS NEW FUNCTIONALITY RELEASED ON JANUARY 8, 2019.

2 LRT-CBTS Account Registration and Management

Organizations that intend to participate in the LCFS program must register for an account in the LRT for reporting purposes at: <https://ssl.arb.ca.gov/lcfsrt/Login.aspx>.

Version: V2.9968

CA.GOV CALIFORNIA AIR RESOURCES BOARD

For Reporting Use Only Contact ARB

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

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

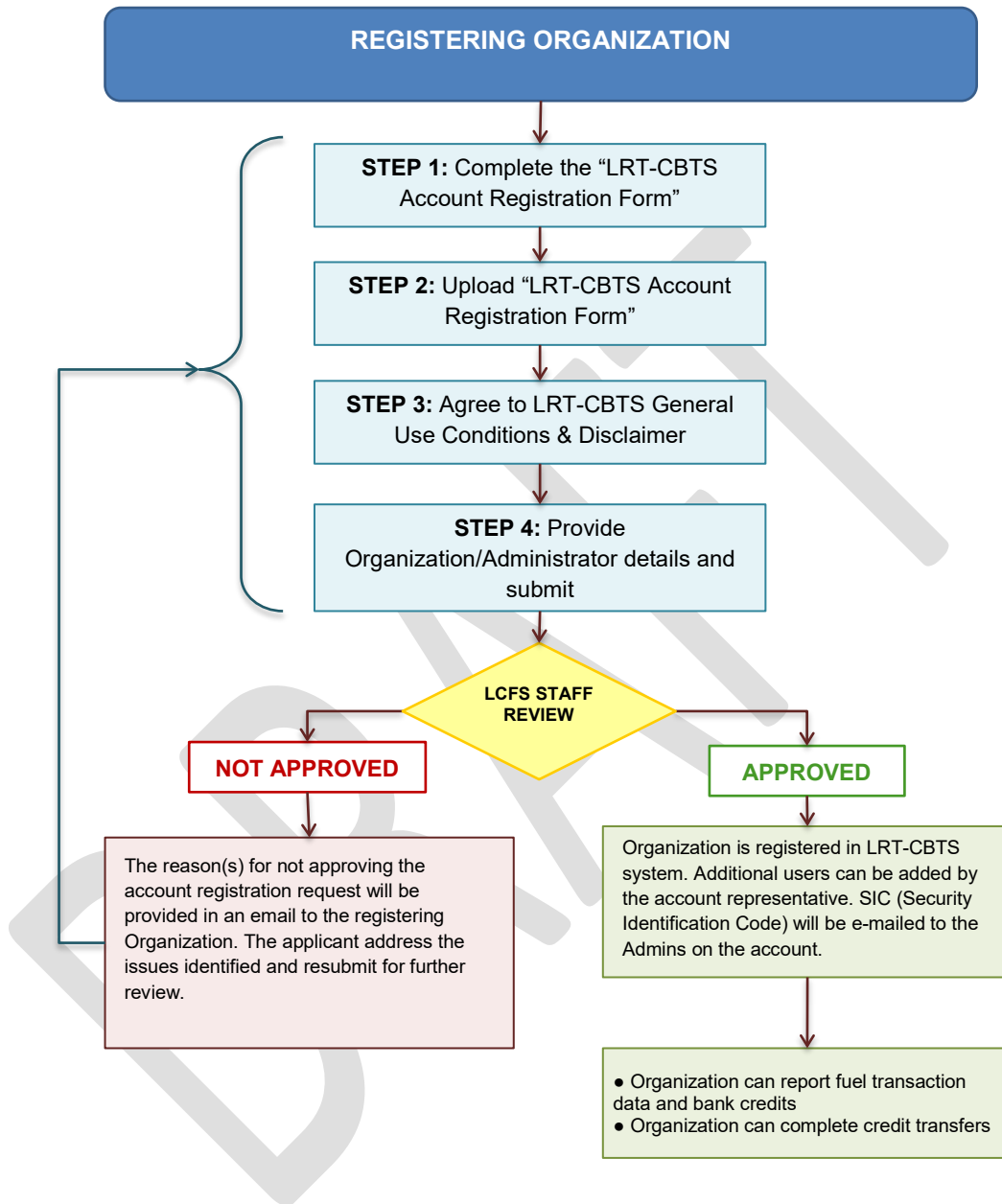
Note: For assistance with LRT or CBTS, please contact the LCFS Systems Administrator (Email: lrtadmin@arb.ca.gov; Phone: (916) 323-0023).

2.1 Registration Process Flowchart

To participate in the LCFS, fuel reporting entities, opt-in project operators, Zero Emission Vehicle (ZEV) fueling infrastructure credit applicants, and brokers must have an LRT-CBTS account(s). This is required for reporting and application purposes and to bank, transfer, and retire LCFS credits. To obtain an LRT-CBTS account, each organization must complete the registration process as instructed in the next section. The flowchart below provides an overview of the process for requesting organization account registration in the LRT-CBTS. Fuel reporting entities for propane, natural gas, electricity, and hydrogen also need to register each Fuel Supply Equipment (FSE) (see [section 2.3](#) for details). For registration as a broker refer to [section 2.4](#) of this document.

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LRT-CBTS Account Registration Process for Fuel Reporting Entities



2.2 LCFS Organization Registration

The LRT-CBTS account registration involves a series of steps before an account registration request can be submitted. The provided information is reviewed by the LCFS Systems Administrator for approval.

STEP 1

This step is a brief introduction to the LRT-CBTS system and the eligibility for setting up an account in the system. The Account Registration Form is provided here for download which must be completed per the instructions on the form and uploaded by the applicant in Step 2. The form downloads in a fillable PDF format (typed enabled).

Step 1. Completing the “LRT-CBTS Account Registration Form”

The LCFS Data Management Systems are comprised of two tightly integrated modules including the LCFS Reporting Tool (LRT) and the Credit Bank & Transfer System (CBTS) along with the Alt. Fuels Portal (AFP). The LRT supports the quarterly and annual reporting by Fuel Reporting Entities, Project Operators, and ZEV Fueling Infrastructure subject to the LCFS. The CBTS supports the transfer of credits between buyers and sellers participating in the LCFS. The registration involves a series of four steps before a request for an account registration can be submitted. The information provided is reviewed by the LRT administrator for approval.

To establish an account in the LRT-CBTS, a fuel reporting entity, project operators, and ZEV fueling infrastructure must qualify pursuant to LCFS section 95483, 95483.1, or 95486.2. A fuel reporting entity, project operators, and ZEV fueling infrastructure that desires to establish separate accounts for separate subsidiaries must register each subsidiary separately. Each company that receives a user account must file quarterly and annual reports and demonstrate compliance separately.

Completing the “LRT-CBTS Account Registration Form”

The Account Registration Form is provided below for download. This form is to be used to establish the “Basis” for the registration and to certify the person as the Primary Account Representative/Administrator who has primary responsibility for all information provided as part of the registration process in the LCFS Reporting Tool and Credit Bank & Transfer System (LRT-CBTS). It also identifies a Secondary Account Representative/Administrator for the account. The Account Representatives/Administrators are responsible for all data submitted by the registering party and the account administration for the organization/company. A completed LRT-CBTS Account Registration Form is required to be uploaded in Step 2 of the LRT-CBTS registration process. See the instructions included in this form.

[Account Registration Form](#)

← Download the Account Registration Form

Step 2

Cancel

STEP 2

Complete and sign the Account Registration Form following the instructions on the form and save it in a PDF format. Upload the completed form using the upload button as shown below.

Step 2. Upload "Account Registration Form"

Filename:

STEP 3

Applicants must agree to LRT-CBTS General Use Conditions & Disclaimer before they can proceed with the registration.

Step 3. LRT-CBTS General Use Conditions & Disclaimer

Data Submittal

The accuracy of any information submitted through the LCFS Reporting Tool and Credit Bank & Transfer System (LRT-CBTS) including but not limited to any claimed CI values, and the verification of any such submitted information is the sole responsibility of the Fuel Reporting Entity, Project Operators, and ZEV Fueling Infrastructure that submitted the information. The ARB makes no warranties, expressed, implied, or otherwise, as to the validity, accuracy, marketability, merchantability, or any other aspect of any information submitted under this registration program or any information published by ARB as a result of or derived from this registration. No data, analysis, results, or other information that may be published by ARB as a result of registration shall constitute or be construed as instruments, securities, or any other form of property. Further, no LCFS credit derived from the registration data, analysis, results or other registration information published by ARB shall constitute or be construed as instruments, securities, or any other form of property.

Verification

ARB reserves the right to review and audit at any time any of the information submitted through this online system and, as a result, data, analysis, results, or other registration information published by ARB are subject to change.

Attestation Submittal included with Quarterly and Annual Reports

In order to submit a quarterly or annual report for processing and credit generation, you will be required to complete and submit the appropriate attestation incorporated into each quarterly and annual report.

I agree to these conditions.

Ensure you have checked the box after reading the Terms of Use

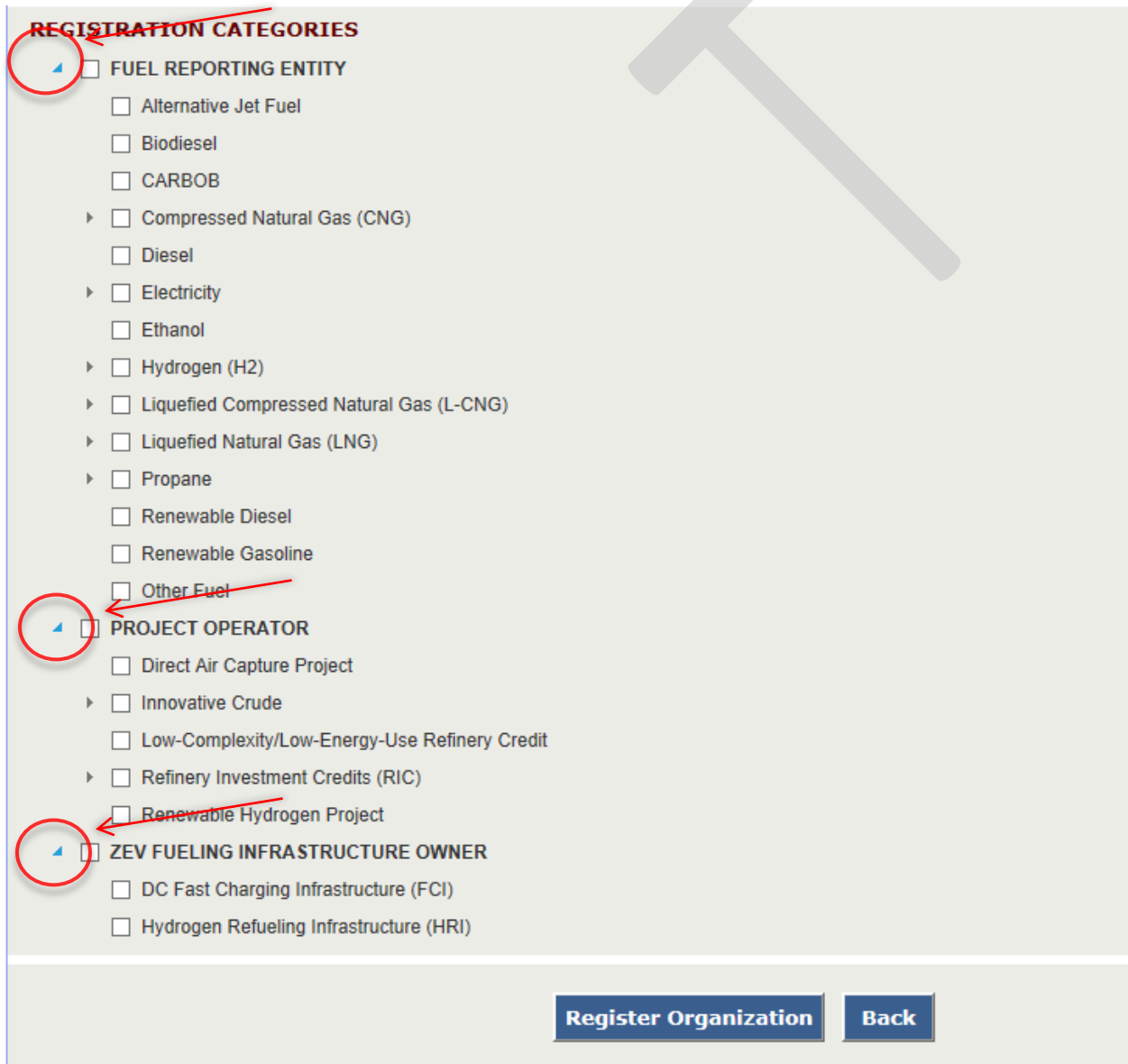
STEP 4

The applicant needs to fill the information on the Account Registration Form, shown below. The applicant has to provide organization details with primary contact information as well as contact information for the primary and secondary account representative, as each account must have a primary and an alternate account representative. These two account representatives can add additional user account users as is explained in [section 2.2.3](#) below. All fields marked with an asterisk (*) are mandatory.

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Note: The usernames are not case-sensitive. For example, **LCFS_REP** and **lcfs_rep** will be considered as the same username by the system. Whereas, the passwords are case-sensitive i.e. **PASSword**, **PassworD** and **password** will be treated different by the system. In case you forget your password, please contact the LCFS Systems Administrator (Email: Irtadmin@arb.ca.gov; Phone: (916) 323-0023).

The entity also needs to check all the applicable registration categories. System features related to each category would only be available if the entity falls in that category and have accordingly identified itself in the system. Click on the little arrow to expand the categories as shown below:



REGISTRATION CATEGORIES

- FUEL REPORTING ENTITY**
 - Alternative Jet Fuel
 - Biodiesel
 - CARBOB
 - ▶ Compressed Natural Gas (CNG)
 - Diesel
 - ▶ Electricity
 - Ethanol
 - ▶ Hydrogen (H2)
 - ▶ Liquefied Compressed Natural Gas (L-CNG)
 - ▶ Liquefied Natural Gas (LNG)
 - ▶ Propane
 - Renewable Diesel
 - Renewable Gasoline
 - Other Fuel
- PROJECT OPERATOR**
 - Direct Air Capture Project
 - ▶ Innovative Crude
 - Low-Complexity/Low-Energy-Use Refinery Credit
 - ▶ Refinery Investment Credits (RIC)
 - Renewable Hydrogen Project
- ZEV FUELING INFRASTRUCTURE OWNER**
 - DC Fast Charging Infrastructure (FCI)
 - Hydrogen Refueling Infrastructure (HRI)

[Register Organization](#) [Back](#)

A complete list of all categories available under Fuel Reporting Entity is shown below:

- FUEL REPORTING ENTITY**
 - Alternative Jet Fuel
 - Biodiesel
 - CARBOB
 - Compressed Natural Gas (CNG)
 - Bio-CNG
 - Fossil CNG
 - Diesel
 - Electricity
 - Electric Cargo Handling Equipment (eCHE)
 - Electric Forklift
 - Electric Power for Ocean-going Vessel (eOGV)
 - Electric Transport Refrigeration Unit (eTRU)
 - Fixed Guideway System
 - Non-Residential EV Charging
 - Residential EV Charging
 - Base Credits
 - Incremental Credits
 - Other Electricity Transportation Application
 - Ethanol
 - Hydrogen (H2)
 - Hydrogen FCV
 - Hydrogen Forklift
 - Liquefied Compressed Natural Gas (L-CNG)
 - Bio-L-CNG
 - Fossil L-CNG
 - Liquefied Natural Gas (LNG)
 - Bio-LNG
 - Fossil LNG
 - Propane
 - Fossil Propane
 - Renewable Propane
 - Renewable Diesel
 - Renewable Gasoline
 - Other Fuel

A complete list of all categories available under Electricity Reporting Entity is shown below:

- ▶ Electricity
 - Electric Cargo Handling Equipment (eCHE)
 - Electric Forklift
 - Electric Power for Ocean-going Vessel (eOGV)
 - Electric Transport Refrigeration Unit (eTRU)
 - Fixed Guideway System
 - Non-Residential EV Charging
 - ▶ Residential EV Charging
 - ▶ Base Credits
 - IOU
 - Large POU
 - Medium POU
 - Small POU
 - ▶ Incremental Credits
 - EV Manufacturer
 - LSE (including EDU and CCA)
 - Other
 - Other Electricity Transportation Application

A complete list of all categories available under Project Operators is shown below:

REGISTRATION CATEGORIES

- ▶ Fuel Reporting Entity
- ▶ Project Operator
 - Direct Air Capture Project
 - ▶ Innovative Crude
 - Carbon Capture and Storage Sequestration (CCS)
 - Renewable Natural Gas (RNG) or biogas energy
 - Solar heat generation
 - Solar or wind electricity
 - Solar steam projects
 - Low-Complexity/Low-Energy-Use Refinery Credit
 - ▶ Refinery Investment Credits (RIC)
 - CO2 capture at refineries, or at hydrogen production facilities
 - Electrification at refineries
 - Process improvement projects
 - Use of lower-Cl process energy
 - Use of renewable or low-Cl electricity supplied behind the meter
 - Renewable Hydrogen Project
- ▶ ZEV Fueling Infrastructure

Register Organization
Back

After the LCFS Organization Registration form is completed, click on “*Register Organization*” tab to submit it. The following window appears when the form is submitted:

LCFS Organization Registration Acknowledgment

Dear User,

Your request for an LCFS Reporting Tool Administrative Account for your organization has been received. You will be notified by email when your account has been activated. This will typically be within 24 hours of receipt Monday through Friday. As an Administrator you will be able to create and manage additional accounts for users within your organization.

Send questions and comments to LRTAdmin@arb.ca.gov

Back to Login Page

An automated email will be generated confirming receipt of the application which will be followed by another email notification indicating if the account has been approved or not. If approved, the account will be activated and a Security Identification Code (SIC) is sent via the system-automated email. If the account is not approved, an explanation of the outstanding issues will be emailed to the registrant and an opportunity to resubmit the application is provided.

2.2.1 Designee Registration

The applicant who is a designee and selects one or more categories either under propane, natural gas, hydrogen, or electricity under Fuel Reporting Entity, has to provide information about the designator by clicking on “Add Designator” tab as shown below:

DESIGNATOR DETAILS

Click here to add the designator

Add Designator

Designator Name	FEIN	Designator Primary Contact Name	Designator Business Phone	Designator Email	Address	Download	Delete
No records to display.							

[Register Organization](#)
[Back](#)

Provide details about the designating entity. All fields marked with an asterisk (*) are mandatory. Upload the contract between the designator and designee. An acceptable contract must at least have following elements: Name of designee and designating entity; FEIN for both entities; Attestation about the release of their rights to report and claim credits in LCFS; an expiry of the contractual relation or a disclaimer that upon termination, both entities are responsible for notifying CARB in the effective quarter.

Designator Details

Designator Name: * Designator FEIN: (Federal Employer Identification Number)

Designator Address Line 1: * Designator Address Line 2:

Designator City: * Designator State Or Province: *

Designator Zip Code: * Designator Country: *

Designator Primary Contact Name: * Designator Business Phone: *

Designator Email: *

Upload Contract: * Upload the contract

* REQUIRED

Add
Cancel
Click here to add the designator

Designator Name	FEIN	Designator Primary Contact Name	Designator Business Phone	Designator Email	Address	Download	Delete
No records to display.							

Designator Details

Designator Name: *

Designator Address Line 1: *

Designator City: *

Designator Zip Code: *

Designator Primary Contact Name: *

Designator Email: *

Upload Contract: *

Designator FEIN: (Federal Employer Identification Number)

Designator Address Line 2:

Designator State Or Province: *

Designator Country: *

Designator Business Phone: *

* REQUIRED

Designator details have been added to the designee account

Designator Name	FEIN	Designator Primary Contact Name	Designator Business Phone	Designator Email	Address	Download	Delete
John Smith	12-3456789	John	(123) 456-7891	john@john.com	123 Street Sacramento 12345		

The designee has to add all designators if the designee is representing more than one organization.

2.2.2 Terms of System Use for LRT-CBTS

The LCFS Systems Administrator will activate the account for the requesting user upon approval. **All users** are required to accept the Terms of System Use Agreement (TOU) for the system as part of their first login. TOU is shown in Appendix A.

As shown below, there are two sections of the TOU that need to be read and acknowledged. This is accomplished by checking the boxes that follow each of the two sections and entering the user's name (see top right of the TOU web page) to "Electronically Sign" the document. All users have access to the TOU for reference via a hyperlink on each web page of the LRT-CBTS.

Version: V2.9005

[Contact Us](#) [Sign out](#)

Welcome: James E. Tindel for Topical Fuels, Inc.

LCFS System User Agreements

Terms of System Use Agreement

As a condition of your use of the ARB, STATE OF CALIFORNIA, you will not use the Services for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the Services in any manner that could damage, disable, overburden, or impair any ARB, STATE OF CALIFORNIA server, or the network(s) connected to any ARB, STATE OF CALIFORNIA server, or interfere with any other party's use of any Services. You may not attempt to gain unauthorized access to any Services, other accounts, computer systems or networks connected to any ARB, STATE OF CALIFORNIA server or to any of the Services, through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the Services.

I understand and agree to the terms of use for this system

LRT-CBTS User Certification with Electronic Signature

By 'Electronically Signing' as part of your LRT-CBTS Registration, 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 name Last name"
Example : John M Doe

By typing in my name I certify the above with my digital signature : Electronically Sign

2.2.3 Adding User Accounts

Additional user accounts can be added by the account representatives of the registered organization. To add a new user account, follow these steps.

Step 1: Go to **User Profile** tab. A form will appear requesting **User Details, User Role, Username and Password.**



Step 2: Complete all the required fields marked under **User Details**. Select other options as required. (*Ensure User Active is checked for all new users*)

- **User Locked:** Select to lock the user account.
- **User Active:** Select to ensure the user account is active.
- **Password Reset:** Select when a password reset is required.
- **Security Question Reset needed:** Select when a security question reset is needed.

Step 3: Select the **User Role** and select options as required. User roles include Administrator, Credit Facilitator, Contributor, and Reviewer. If the user has more than one user role, select a default user role. For more detail refer to Section 3 of this document.

- **Signatory Authority:** Select if the user needs signatory authority to submit quarterly/annual LCFS reports. This designation is not available to all user roles, but only to Administrators and Reviewers.
- **Data Tab:** Select to provide the user account access to LCFS reported data for download (which automated reports can be downloaded is discussed further in Appendix B).

Step 4: Create a **username** for the user and click **Add User Profile**.

Manage User Profile

User Details

First Name: * John Middle Initial: Initial
 Last Name: * Smith
 Title: * CEO Relationship to the Organization: * CEO
 Business Phone: * (123) 456-7891-____
 Mobile Phone: () - - -
 Email: * john@john.com
 Confirm Email: * john@john.com

User Locked
 User Active
 Password Reset Needed
 Security Question Reset Needed

User Role

Available Roles:
 CONTRIBUTOR
 REVIEWER

Assigned Roles: *
 ADMINISTRATOR
 CREDIT FACILITATOR

User Role: *

Note: Assign the appropriate Role(s) with User Profile.

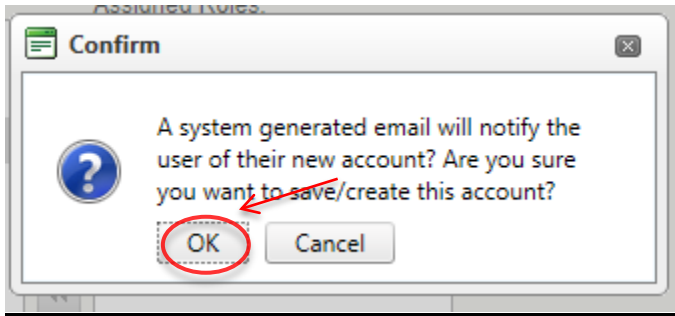
Default Role: * ADMINISTRATOR
 Signatory Authority Terms of Use

User Name And Password

User Name: * John

Add User Profile **Reset** **Back**

A following pop-up box will appear notifying you that the system will send an email to the new user. Click OK.



The new user will receive an email with a temporary password that will be prompted to change the password when the new user logs into the LRT-CBTS as shown below:

Change Password

Passwords are case sensitive and must be between 10 to 16 alphanumeric and special characters long. Include at least one of each of the following: 1. Upper Case Letter; 2. Lower Case Letter; 3. Numeric Character; 4. Characters @!%*?&

Avoid using passwords that you use elsewhere or that would be easy to guess (e.g., first or last name, birth date, address, etc.)

Note: You will be prompted to change your password again in 6 months.

Username *

Current (or Temporary) Password *

New Password * Very Strong

Confirm New Password *

In the next step, the user will be prompted to set up two security questions as shown below:

Security Questions

Select two security questions below. These questions will help us verify your identity should you forget your password.

Security Question: *

Answer: *

Security Question: *

Answer: *

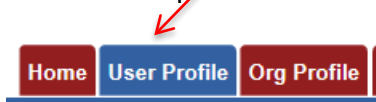
* Required

Submitting the security questions completes the user profile set up.

2.2.4 User Profile Management

The existing user (account) profile can only be updated by the account administrator. To update an existing user profile follow these steps:

Step 1: Go to **User Profile** tab. A grid table containing a list of existing user accounts will be displayed below the new user top section of the page.



Step 2: Click on **See Details** from the list for the User Profile you want to update.

Full Name	Username	Role	Email	Signatory Authority	Data Tab Access	Primary Contact	User Locked	User Active	User Details	Password
John Markie	john.markie.tf	CONTR	john.markie@tf.com	No	No	No	No	Yes	See Details	Temp

Step 3: This will repopulate the fields in the form with the information included for the user account. To complete this step make the required updates and click **Update User Profile**.

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User Details

First Name: * Middle Initial:

Last Name: *

Title: * Relationship to the Organization: *

Business Phone: *

Mobile Phone: User Locked User Active

Email: * Password Reset Needed Security Question Reset Needed

Confirm Email: *

User Role

Available Roles: CREDIT FACILITATOR, CONTRIBUTOR, REVIEWER

Assigned Roles: * ADMINISTRATOR

User Role: *

Note: Assign the appropriate Role(s) with User Profile.

Default Role: * Signatory Authority Terms of Use

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

Select and answer two security questions provided below to help confirm your identification should your password need to be reset.

Security Question: * ---Select--- [Change Security Questions](#)

Answer: *

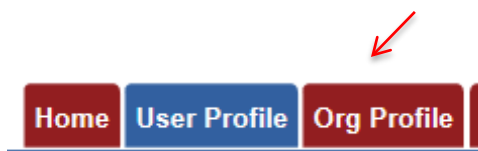
Security Question: * ---Select---

Answer: *

2.2.5 Organization Profile Management

The existing organization (account) profile has to be updated when there are any changes in the information provided on the original account. It can only be updated by the account administrator. To update an existing profile follow these steps:

Step 1: Click onto Organization Profile tab.



Step 2: Make the required updates and click **Update Organization Profile**.

ORGANIZATION PROFILE

ORGANIZATION DETAILS

Authorization Form: * [Reg form Sent 2016_XPMm3ovlICG1.pdf](#) * [LRT-CBTS General Use Conditions](#)

Browse...

Organization Name: * PlanetRnew Fuels Federal Employer Identification Number (FEIN): * 37-1652702

Address Line 1: * 2331 CityWest Blvd Address Line 2: Enter Address Line 2

City: * Houston State Or Province: * Texas

Zip Code: * 77042-____ Country: * UNITED STATES

Active: True

Date of Incorporation: * Place of Incorporation: * Enter Place of Incorporation

Email: Enter Email

Do you want the email address entered above (which is optional) to be included in the list of Reporting Parties published on the ARB website?

ORGANIZATION CONTACT PERSON

Primary Contact Name: * Lloyd Funk

Business Phone: * (183) 276-5178-0__ Mobile Phone: () - - - -

Email: * gobrien@arb.ca.gov

PRIMARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: * Lloyd Middle Initial: Initial

Last Name: * Funk

Title: * Enter Title Relationship to the Organization: * Enter Relationship

Business Phone: * (832) 765-1780-__

Mobile Phone: () - - - -

Email: * Veronika.Pesinova@arb.ca.gov

User Name: * lefunk

SECONDARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: * Enter First Name Middle Initial: Initial

Last Name: * Enter Last Name

Title: * Enter Title Relationship to the Organization: * Enter Relationship

Business Phone: * () - - - -

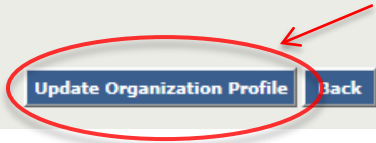
Mobile Phone: () - - - -

Email: * Enter Email

User Name: * Enter User Name

REGISTRATION CATEGORIES

- Fuel Reporting Entity
- Project Operator
- ZEV Fueling Infrastructure



2.3 Fueling Supply Equipment (FSE) Registration

FSE registration applies to propane, natural gas, electricity¹(metered residential charging, non-residential EV charging, electric forklifts, eTRU, eCHE, and eOGV), and hydrogen fuel providers. FSE registration requirements are described in a user guide titled “Instructions for Registration of Fueling Supply Equipment (FSE)” included in Appendix C.

2.4 Broker Registration

Individuals who intend to participate as a broker in LCFS must have a CBTS account. To register for a new Broker account, click **CBTS Broker Account** on the Login page. An online LCFS Broker Registration form, as shown below, needs to be completed by the applicant.

Upon submission an automated message will be generated confirming receipt of your application. The LRT Administrator will review the submitted information and send a notification email if the account is approved or not. If approved, the account will be activated.

LCFS Broker Registration

<p>First Name:* <input type="text" value="Enter First Name"/></p> <p>Last Name:* <input type="text" value="Enter Last Name"/></p> <p>Company Name:* <input type="text" value="Enter CompanyName"/></p> <p>Business Phone:* <input type="text" value="() - - - -"/></p> <p>Email:* <input type="text" value="Enter Email"/></p> <p>Address Line 1:* <input type="text"/></p> <p>City:* <input type="text" value="Enter City"/></p> <p>Zip Code:* <input type="text" value=" - - - -"/></p> <p>Username:* <input type="text" value="Enter Username"/></p> <p>Password:* <input type="password"/></p>	<p>Middle Initial: <input type="text" value="Initial"/></p> <p>FEIN:* <input type="text" value=" - - - -"/></p> <p>Mobile Phone: <input type="text" value="() - - - -"/></p> <p>Confirm Email:* <input type="text" value="Enter Email"/></p> <p>Address Line 2: <input type="text"/></p> <p>State Or Providence:* <input type="text" value="California"/></p> <p>Country:* <input type="text" value="UNITED STATES"/></p> <p>Confirm Password:* <input type="password"/></p>
---	---

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

Select and answer two security questions provided below to help confirm your identification should your password need to be reset.

Security Question: *

Answer: *

Security Question: *

Answer: *

By submitting this Broker Registration Form to the LCFS Program for an account in the LRT-CBTS I am submitting to the jurisdiction of the California courts. I certify under penalty of perjury that I have not been convicted of a felony in the last five years.

Ensure this is checked

¹ Non-metered Residential EV charging and fixed guideway systems are exempt from the FSE registration requirements.

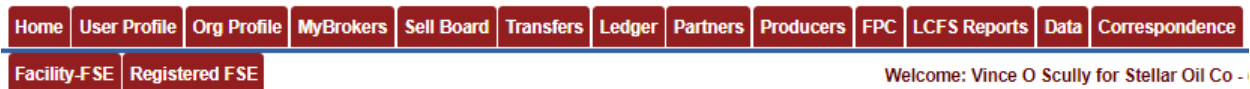
3 LRT-CBTS User Accounts and Roles

After a user logs into the LRT-CBTS, he/she is presented with different sets of tabs depending on the authorization provided by the role assigned to them within their account. Any one of a number of roles can be assigned by the organization’s administrator. The roles and the associated tabs for accessing various functions of the LRT-CBTS are described below.

3.1 Admin with Signatory Authority (SA)

This is an Administrator role **with** signatory authority. This account has authorization to establish and activate user accounts for the registered organization; upload data in LRT; submit Quarterly and Annual Reports; initiate and view all credit transfers and credit transfer activity; and access to the Credit Balance Ledger for the organization and select/authorize broker(s) to represent them (in order to initiate and complete credit transfers on their behalf). Corresponding CBTS “system generated” emails regarding credit transfer activities (initiating/submitting, accepting, and recalling) are received by the Admin (SA) individuals. Administrators with signatory authority are emailed the Security Identification Code (SIC) for their organization. (The Credit Facilitators (CF) for the organization also receive the emails containing the SIC and notices of transfer activities).

Note: After receiving an account in the LRT-CBTS, the person identified as the Primary & Secondary Account Representative on the electronic registration is automatically assigned the role of Administrator with Signatory Authority in the system. Prior to approval of the account, both of these individuals will need to be identified on the Account Registration Form with authorization from their company/organization management to assume this role.



LRT-CBTS Tab Reference

- Home** : This tab provides any notifications, administrative messages and other information related to reporting requirements and the LRT-CBTS. It is same for all other account roles.
- User Profile** : This tab is available to all users for checking information related to their user profiles. The admin role can also establish and activate new user accounts for the registered organization and manage existing user accounts.
- Org Profile** : This tab is available to all users to check information related to the registered organization profile. The admin role can edit and update this information.
- MyBrokers** : This tab is available only to this account role and provides information about all the brokers associated with the registered organization. Users can also add new brokers or edit existing ones.
- Sell Board** : This tab provides an option to post credits for sale and information of credits already posted for sale.

- Transfers** : This tab is to initiate a credit transfer between organizations. A Credit Transfer eForm needs to be filled out to initiate a transfer which can be accessed by clicking on 'Initiate Transfer' button. This tab also provides information about any pending or completed transfers.
- Ledger** : This tab provides a detailed listing of generated credits and deficits and a record of credits transferred.
- Partners** : This tab displays a list of all the entities registered in the LRT-CBTS systems which may be business partners in fuel transactions.
- Producers** : This tab displays a list of Alternative Fuel Producers registered in the LCFS online database. Information can be filtered by fuel type and fuel pathway codes and exported to an Excel file.
- FPC** : This tab provides access to a list of all available Fuel Pathway Codes (FPCs) in LCFS program. This can also be filtered and exported to an Excel file.
- LCFS Reports** : This tab provides access to begin, edit or review both quarterly and annual reports for the registered organization. An administrator with signatory authority can submit reports.
- Data** : The Data tab provides access to a set of reports. These are discussed in Appendix B.
- Correspondence** : The Correspondence tab used to post questions and/or issues by either users of the LRT or by the LRT administrator. An accompanying email notice is sent by the system to the recipient of the correspondence instructing them to login and access the posted correspondence in the LRT.
- Facility-FSE** This tab provides access for CNG, LNG, electricity, and hydrogen fuel providers to register their FSE.
- Registered FSE** This tab displays a list of registered FSE by the particular organization.

3.2 Admin without Signatory Authority (w/o SA)

An administrator without the signatory authorization can establish and activate user accounts for the registered organization as well as the ability to upload data. They cannot "Submit" reports in the LRT. There is no authorization to access the functions related to LCFS credit banking or credit transfer.

[Home](#)
[User Profile](#)
[Org Profile](#)
[Partners](#)
[Producers](#)
[FPC](#)
[LCFS Reports](#)
[Data](#)
[Correspondence](#)

3.3 Contributor Role with Signatory Authority (SA)

This role is authorized to upload data and submit reports. No authorization is provided to add or modify user accounts.

[Home](#) [User Profile](#) [Org Profile](#) [Partners](#) [Producers](#) [FPC](#) [LCFS Reports](#) [Data](#)

3.4 Contributor Role without Signatory Authority (w/o SA)

Those users with this role are authorized to upload data in preparation for quarterly report submittals. They are not authorized to submit reports, or to add or modify user accounts.

[Home](#) [User Profile](#) [Org Profile](#) [Partners](#) [Producers](#) [FPC](#) [LCFS Reports](#) [Data](#)

3.5 Reviewer Role (No Signatory Authority)

Users with the “Reviewer” role are authorized to access all the reporting activities in a Read-Only mode and update their user account profile. This role cannot be given signatory authorization.

[Home](#) [User Profile](#) [Org Profile](#) [Partners](#) [Producers](#) [FPC](#) [LCFS Reports](#) [Data](#)

3.6 Credit Facilitator Role (with implied SA for credit transfer purposes)

The credit facilitator (CF) role does not provide an ability to submit LCFS Reports but –does allow for review of all reporting activity for the organization. A user with a CF role can initiate and complete credit transfers, add credits to the Sell Board listing and access the Incoming and Outgoing Credit Transfer Logs. Corresponding CBTS “system generated” emails regarding credit transfer activities (initiating/submitting, accepting, and recalling) are received by credit facilitator(s). They also receive emails with the Security Identification Code for the organization(s) they are authorized to represent. (Note: Administrators (SA) also receive these emails.)

3.7 Brokers

A broker can represent the Seller as a Seller Broker (S-Brkr) or the Buyer as a Buyer Broker (B-Brkr) or both, in a credit transfer. A Security Identification Code is emailed to each broker for use during the credit transfer process upon approval of their user account.

Upon initial account approval the following tabs are accessible to a Broker: “Home”, “Broker Profile”, and “Brokers”

[Home](#) [Broker Profile](#) [Brokers](#)

Once a broker is authorized by a regulated party to be their “*Representative*” for purposes of credit transfers, they can then access these two additional tabs: “Sell Board” and “Credit Transfers”.

[Home](#) [Broker Profile](#) [Brokers](#) [Sell Board](#) [Credit Transfers](#)

As a broker is authorized by an fuel reporting entity, the corresponding CBTS “system generated” emails regarding credit transfer activities (initiating/submitting, accepting, and recalling) are routed them. Further, brokers are able to add to the list of those companies having credits to sell. They can initiate and complete credit transfers on behalf of sellers and buyers where they have been authorized by those seller(s) or buyer(s).

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