March 2021

Oregon Fuels Reporting System

User Guide for Reporting by Regulated Entities

Oregon Department of Environmental Quality
Clean Fuels Program, Greenhouse Gas Reporting Program

Clean Fuels Program
DEQ State of Oregon

This guide was prepared by
Oregon Department of Environmental Quality
Clean Fuels Program
OregonCleanFuels@deq.state.or.us
Greenhouse Gas Reporting Program
GHGReport@deq.state.or.us

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.state.or.us.

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Reporting Tool User Agreements

Terms of System Use Agreement

Acceptance of terms

The services that the Clean Fuels Program and the Greenhouse Gas Reporting Program of the Oregon Department of Environmental Quality (“DEQ”) provides to you are subject to the following Terms of Use. DEQ reserves the right to update the Terms of Use at any time without notice to you. The most current version of the Terms of Use will be provided to you upon your request and is available to you when you login to the system. You are responsible for checking the DEQ website for updates to the Terms of Use and are responsible for reading and understanding those changes. If you do not agree to the changes, you must stop using the Services.

Your continued use of the Services constitutes acceptance of changes to the Terms of Use.

Description of services

DEQ provides you with access to the web-based reporting tool for the Clean Fuels Program and the Greenhouse Gas Reporting program (collectively"Services"). The Services, including any updates, enhancements or new features, are subject to these Terms of Use.

Use limitations

You may only use these Services for its intended use of complying with the reporting requirements of the Clean Fuels Program. You may not modify, copy, distribute, transmit, display, perform, reproduce,publish, license, create derivative works from, transfer, or sell any information, software, products or services obtained from these Services.

Privacy and protection of personal information

DEQ is committed to protecting the security of your personal and company information. We use a variety of security technologies and procedures to help protect your personal and company information from unauthorized access, use or disclosure. Access to personal and company information is limited to authorized system administrators and application developers. DEQ will treat the information you provide as confidential, except as may be required to be disclosed under the Oregon Public Records Law.

Notice specific to users of this software

IN NO EVENT SHALL DEQ, OR ITS RESPECTIVE SUPPLIERS, BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA ORPROFITS, WHETHER IN AN ACTION OF CONTRACT, NEGLIGENCE OR OTHER TORTIOUS ACTION, ARISING OUT OF OR IN CONNECTION WITH THE USE OR

PERFORMANCE OF SOFTWARE, DOCUMENTS, PROVISION OF OR FAILURE TO PROVIDE SERVICES OR INFORMATION AVAILABLE FROM THE SERVICES.

Member account, password and security

To connect to the Services, you completed the online registration process. Once your account is approved, your selected username and password can be used to access the system. You will be requiredto change the password on a regular basis. You are entirely responsible for maintaining the confidentiality of your password and account. Furthermore, you are entirely responsible for any and all activities that occur under your account. You agree to notify DEQ immediately of any unauthorized use of your account or any other breach of security. DEQ will not be liable for any loss that you may incur asa result of someone else using your password or account, either with or without your knowledge.

However, you could be held liable for losses incurred by the DEQ or another party due to someone elseusing your account or password. You may not use anyone else's account at any time. DEQ reserves theright, in its sole discretion, to terminate your access at any time, without notice.

No unlawful or prohibited use

As a condition of your use of the Services, your 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 State of Oregon server or the network(s) connected toany State of Oregon server or interfere with any other party's use of any Services. You may not attempt to gain unauthorized access to any 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.

General terms

The laws of the State of Oregon govern all matters arising out of or relating to these Terms of Use. Any claim, action, suit or proceeding (collectively, "Claim") between DEQ and you that arises from or relates to use of the Service shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this be construed as a waiver by DEQ of any form of defense or immunity, whether it is sovereign immunity, governmental immunity, immunity based on theEleventh Amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. USER, BY USING THE SERVICE, HEREBY CONSENTS TO THE IN PERSON AM JURISDICTION OF SAID COURTS.

Certification of Signatory Authority with Electronic Signature

By completing this electronic form, you are agreeing that you, the user, agree to the Terms of Use and that you acknowledge you are providing an “electronic signature,” as that term is defined in applicablefederal and state laws, which shall be as effective, enforceable, and valid as if a paper version of the Terms of Use were delivered containing your original written signature.

Submittal of Reports

By clicking the ”submit report” button, I certify that under penalty of law, I have personally examined and am aware of the information submitted in this report and all attached documents, and I believe that the submitted information is true, accurate, and complete, and further that I understand that knowingly submitting false information in this application may result in civil or criminal liability.

Introduction

The Oregon Fuels Reporting System (OFRS) was developed to combine the existing reporting requirements for fuels suppliers under the Greenhouse Gas Reporting Program (OAR 340-215) and the Clean Fuels Program (OAR 340-253). The new system will allow for a unified reporting method that simplifies the process for reporters and eliminates duplicative reporting to DEQ, while also improving the accuracy of data collected by these programs.

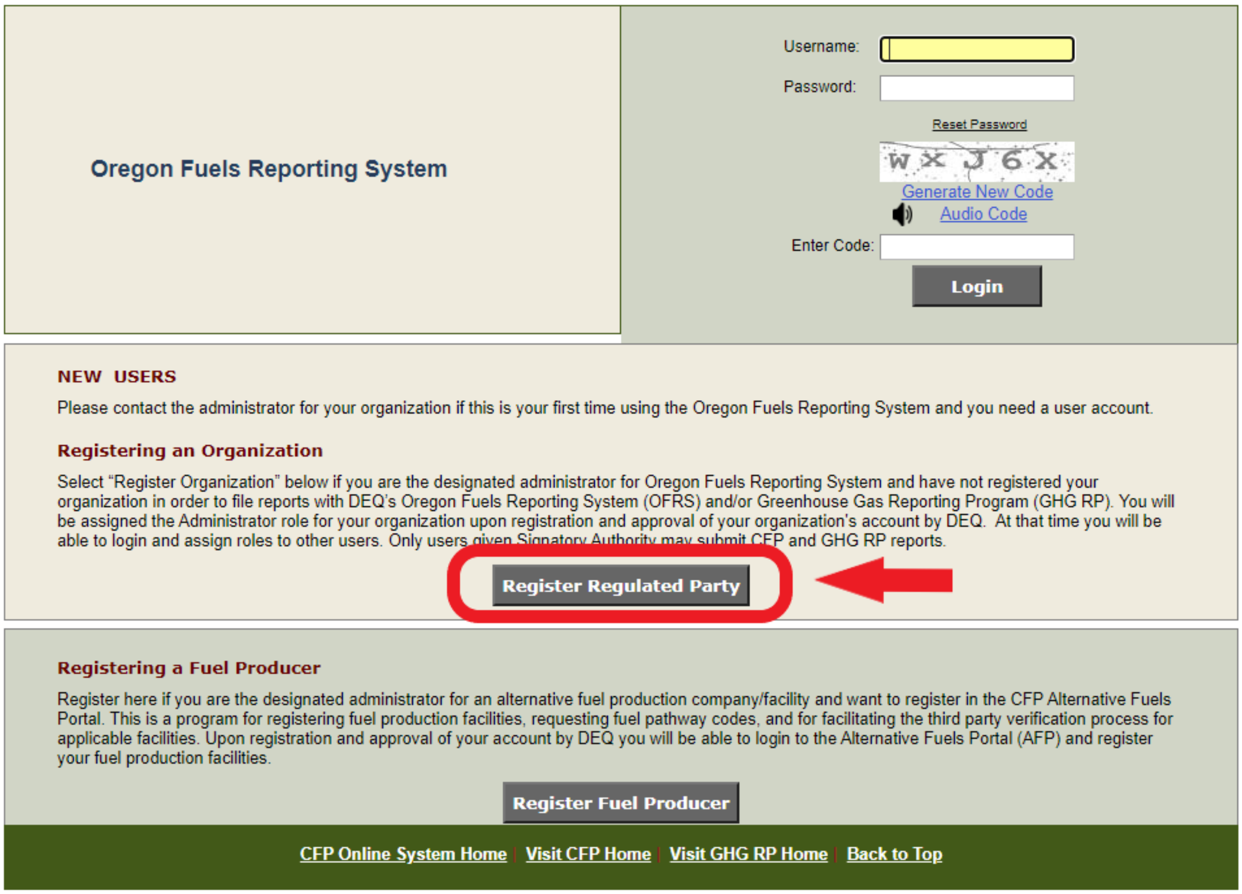
This user guide was developed for the regulated parties who are reporting to the Clean Fuels Program (CFP) and Greenhouse Gas Reporting Program (GHG RP).

If you are a Fuel Producer that does not have quarterly reporting requirements in the program or are looking for how to register you facility and apply for a fuel pathway, please refer to the **Alternative Fuels Portal** user guide for directions on that portion of the system.

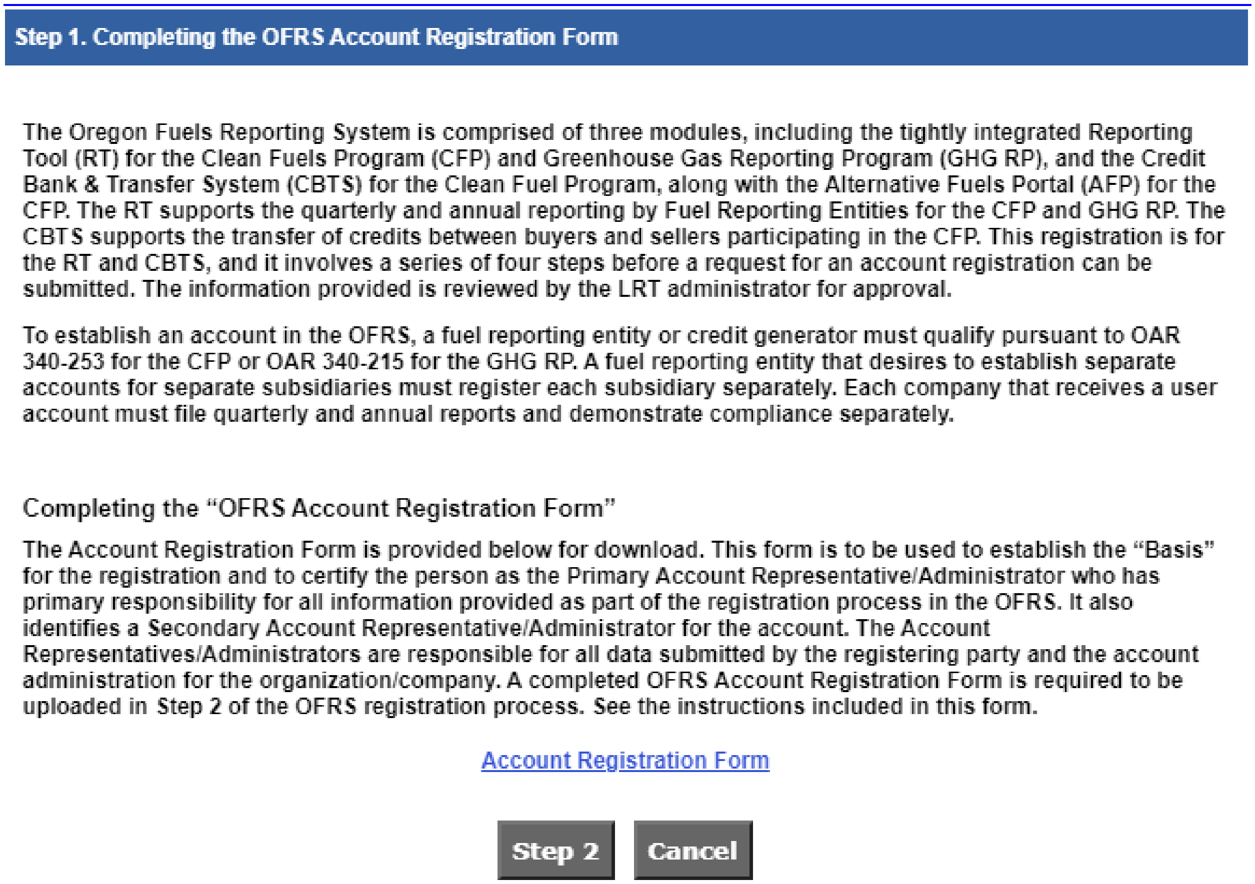
You will find a link to the OFRS here: https://cfprt.deq.state.or.us/

Registering an Organization

To register an organization in the system, click the **Register Regulated Party** button on the login page.



Step 1. Download and complete the Account Registration Form, then Proceed to **Step 2.**



Step 1. Completing the OFRS Account Registration Form

The Oregon Fuels Reporting System is comprised of three modules, including the tightly integrated Reporting Tool (RT) for the Clean Fuels Program (CFP) and Greenhouse Gas Reporting Program (GHG RP), and the Credit Bank & Transfer System (CBTS) for the Clean Fuel Program, along with the Alternative Fuels Portal (AFP) for the CFP. The RT supports the quarterly and annual reporting by Fuel Reporting Entities for the CFP and GHG RP. The CBTS supports the transfer of credits between buyers and sellers participating in the CFP. This registration is for the RT and CBTS, and it 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 OFRS, a fuel reporting entity or credit generator must qualify pursuant to OAR 340-253 for the CFP or OAR 340-215 for the GHG RP. A fuel reporting entity 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.

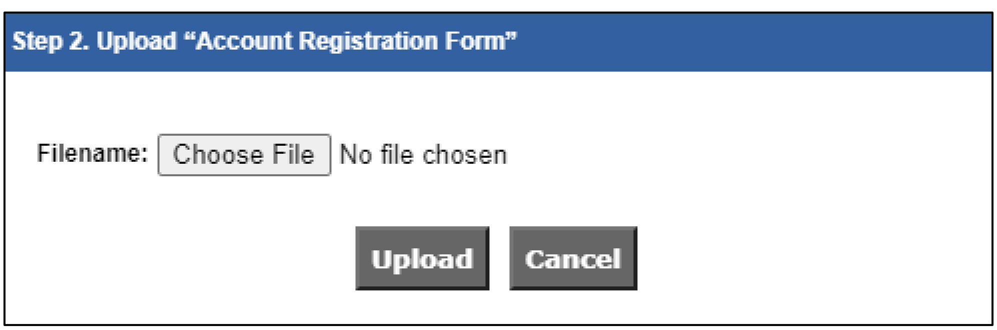
Completing the "OFRS Account Registration Form"

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 OFRS. 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 OFRS Account Registration Form is required to be uploaded in Step 2 of the OFRS registration process. See the instructions included in this form.

Account Registration Form

Step 2 Cancel

Step 2. Attach the completed Account Registration Form submit it by clicking the **Upload** button.

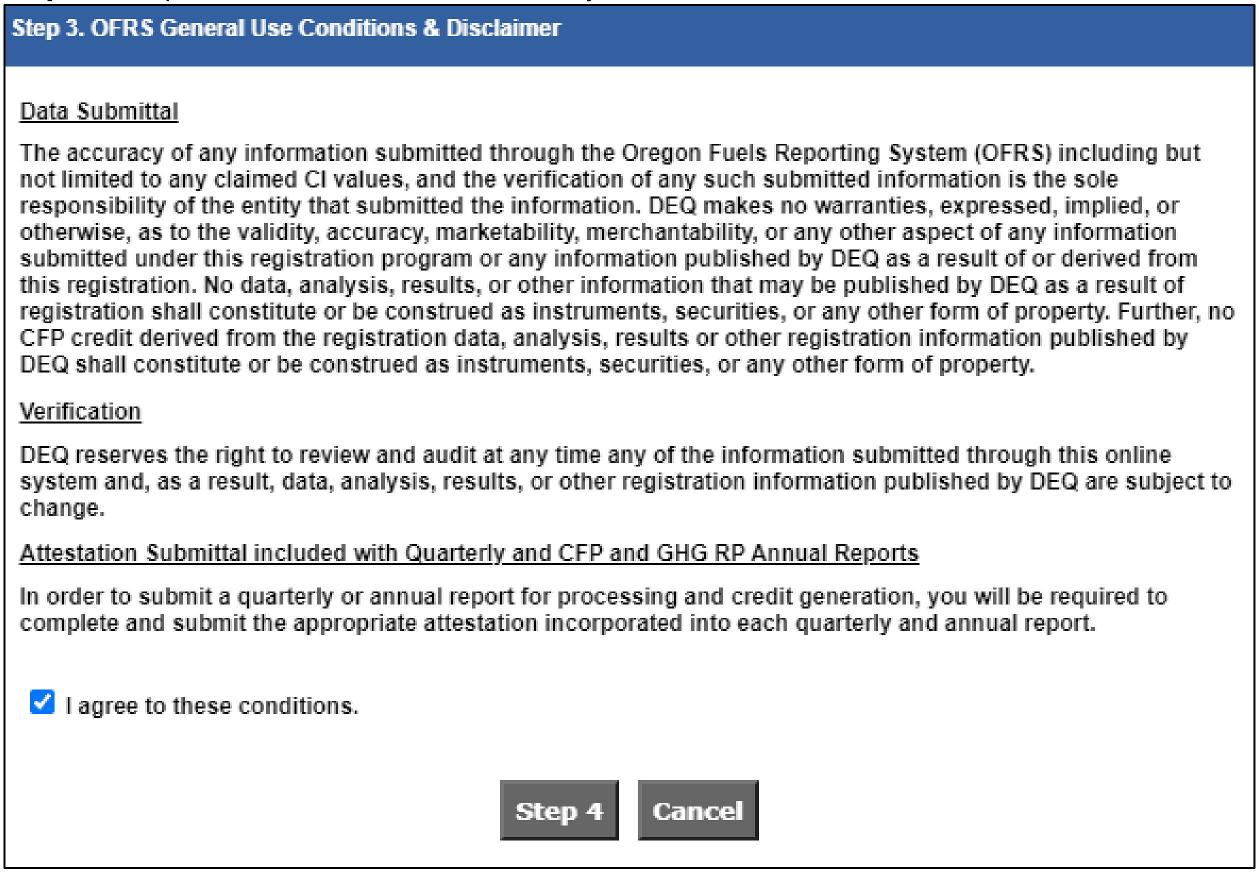


Step 2. Upload "Account Registration Form"

Filename: Choose File No file chosen

Upload Cancel

Step 3. Accept the conditions for use of the system



Step 3. OFRS General Use Conditions & Disclaimer

Data Submittal

The accuracy of any information submitted through the Oregon Fuels Reporting System (OFRS) including but not limited to any claimed CI values, and the verification of any such submitted information is the sole responsibility of the entity that submitted the information. DEQ 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 DEQ as a result of or derived from this registration. No data, analysis, results, or other information that may be published by DEQ as a result of registration shall constitute or be construed as instruments, securities, or any other form of property. Further, no CFP credit derived from the registration data, analysis, results or other registration information published by DEQ shall constitute or be construed as instruments, securities, or any other form of property.

Verification

DEQ 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 DEQ are subject to change.

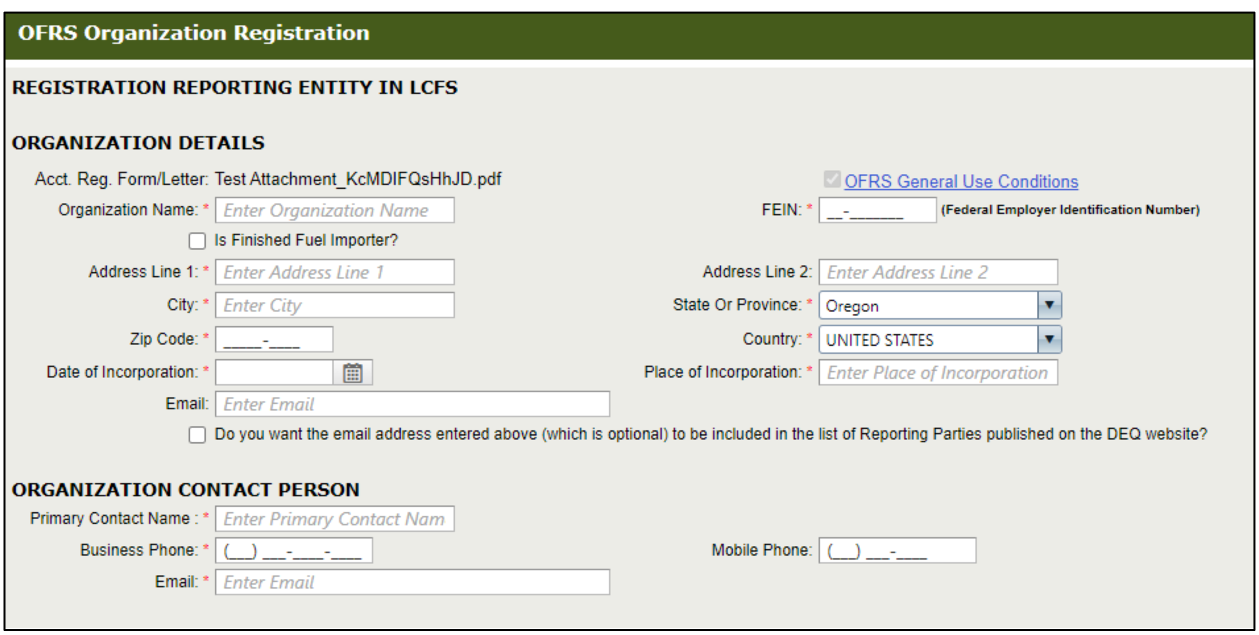
Attestation Submittal included with Quarterly and CFP and GHG RP Annual Reports

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.

Step 4 Cancel

Step 4. Enter the required information for your organization. Please be sure that the Federal Employer Identification Number (FEIN) submitted with the registration is correct, as this is a critical piece of information for managing the organization within the system.



OFRS Organization Registration

REGISTRATION REPORTING ENTITY IN LCFS

ORGANIZATION DETAILS

Acct. Reg. Form/Letter: Test Attachment_KcMDIFQsHhJD.pdf

☑ OFRS General Use Conditions

Organization Name: * Enter Organization Name

FEIN: * __-_______ (Federal Employer Identification Number)

☐ Is Finished Fuel Importer?

Address Line 1: * Enter Address Line 1

Address Line 2: Enter Address Line 2

City: * Enter City

State Or Province: * Oregon

Zip Code: * _____-____

Country: * UNITED STATES

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 DEQ website?

ORGANIZATION CONTACT PERSON

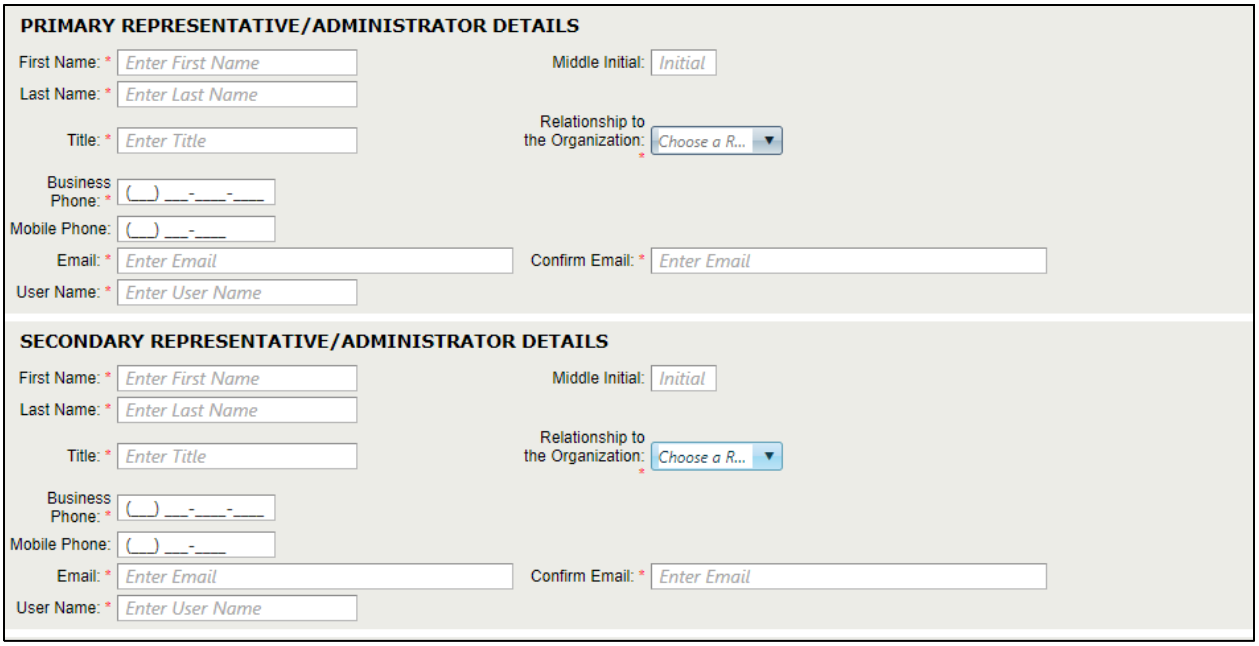
Primary Contact Name : * Enter Primary Contact Nam

Business Phone: * (___) ___-___-____

Mobile Phone: (___) ___-____

Email: * Enter Email

Step 5. Enter details of the persons who will act as administrators of your organization's account. Ensure that the email address provided in the form is correct. It will be used by the system to notify the user when the organization's account has been approved and to provide them with the temporary password to log in for the first time.

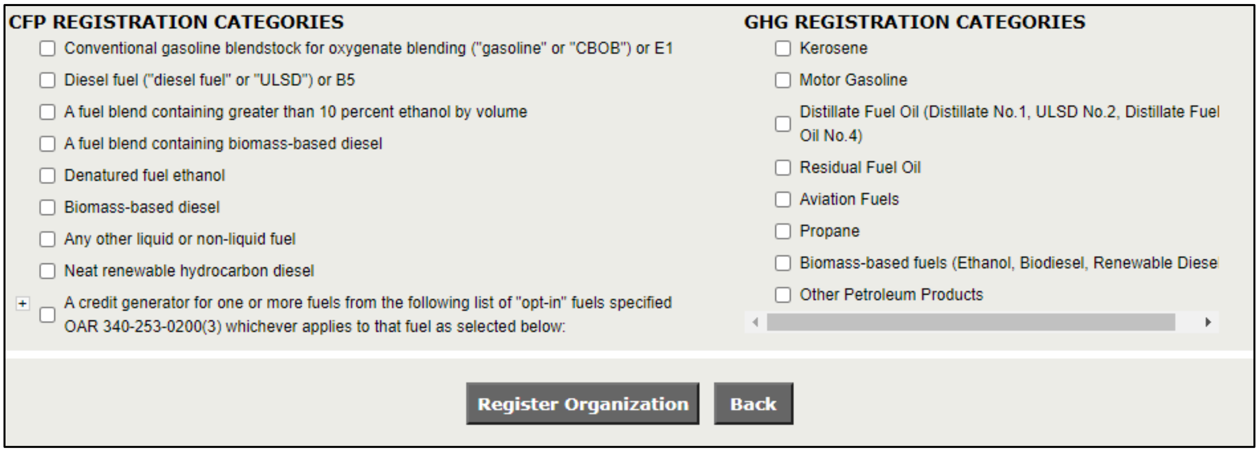


Step 6. Select your organization's registration categories. You should select each type of fuel that your organization currently buys, sells, or otherwise handles in Oregon. You will be able to update these registration categories within your account.

Some fuel types, such as aviation fuels and propane, are only reported to the Greenhouse Gas Reporting Program and only appear as "GHG Registration Categories". Other fuel types, such as gasoline and diesel fuel, appear under both the CFP and GHG Registration categories. You should select the option under the "CFP Registration Categories" UNLESS you are a small importer under the Clean Fuels Program(less than 500,000 gallons of total finished fuels imported each year) and not required to report quarterly to the CFP. These small importers should select the Motor Gasoline or Distillate Fuel Oil "GHG Registration Categories".

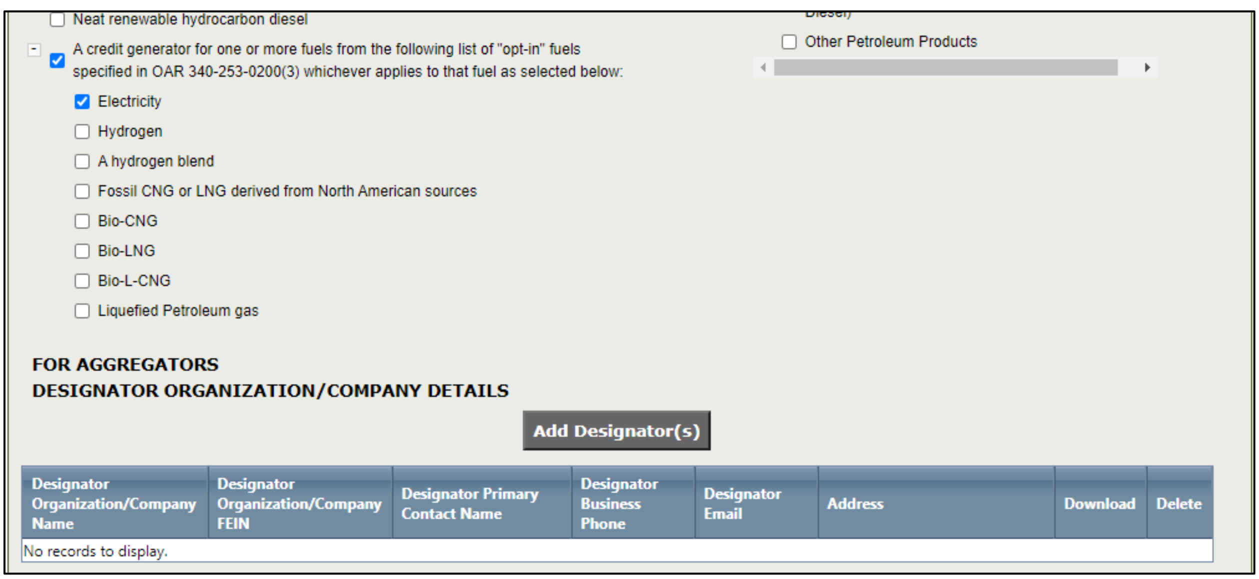
Your category selection will determine the actions available to you within the system. Companies that only report to the Greenhouse Gas Reporting Program should only select fuels under the "GHG Registration categories".

If you are reporting to both the CFP and the GHG RP, you will need to select fuels under both categories. This will ensure that you have access to both CFP and GHG RP reporting.

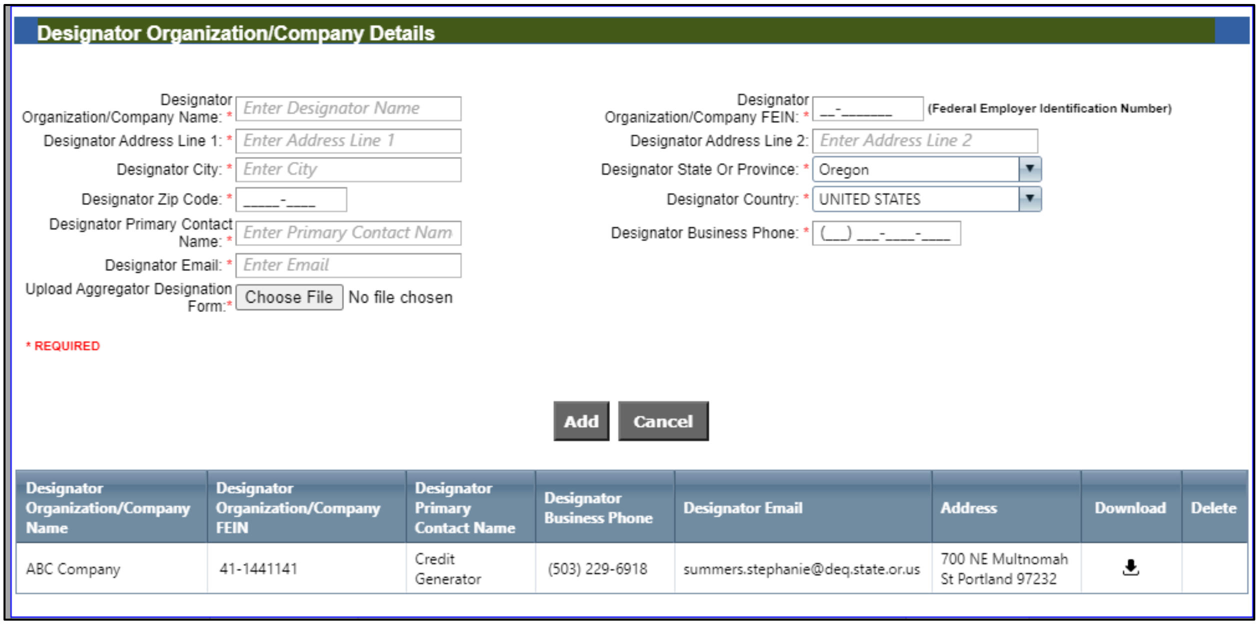


For credit generators and/or aggregators, select the plus sign next to "A credit generator…". This will show a dropdown list of the fuels for reporting in this category. Choose all that you will be reporting for – remember this is essential to get the tabs you need added to your profile so that you can complete reporting in the system. Aggregators should select the same regisration categories as the companies for which you are aggregating.

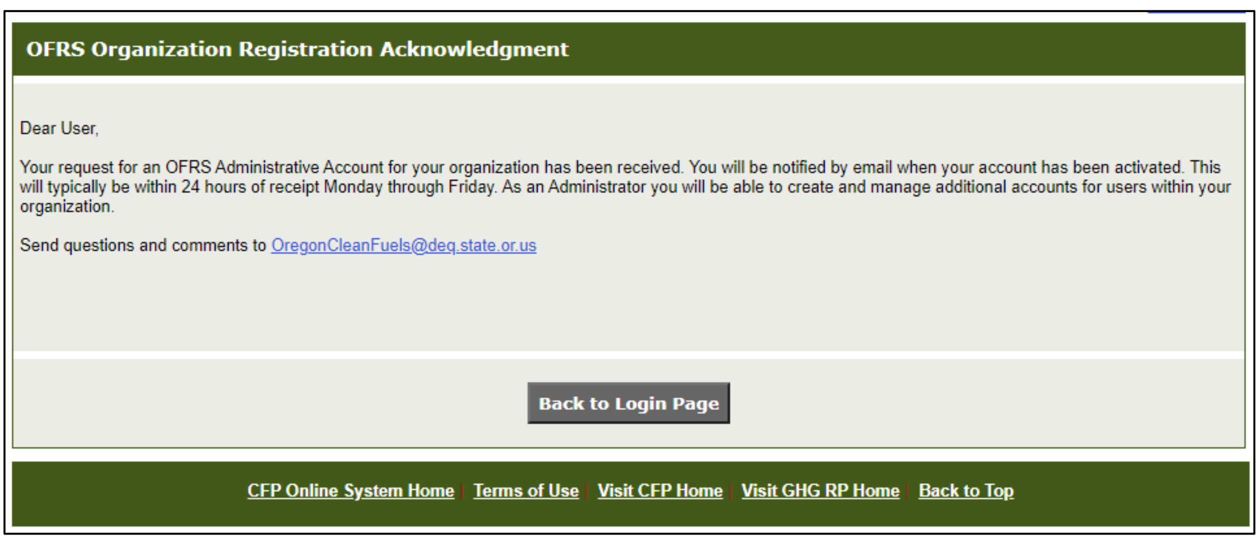
This will also open another portion of the screen that includes the Add Designator(s) button. This is where aggregators will list out the organizations that they are reporting for within the system.



If you select the Add Designator(s) button, you will see the pop up below. You will need the FEIN of the designating company, if you do not have this you will not be able to report for that company. You will also upload the signed Aggregator Designation Form for that party on this screen.



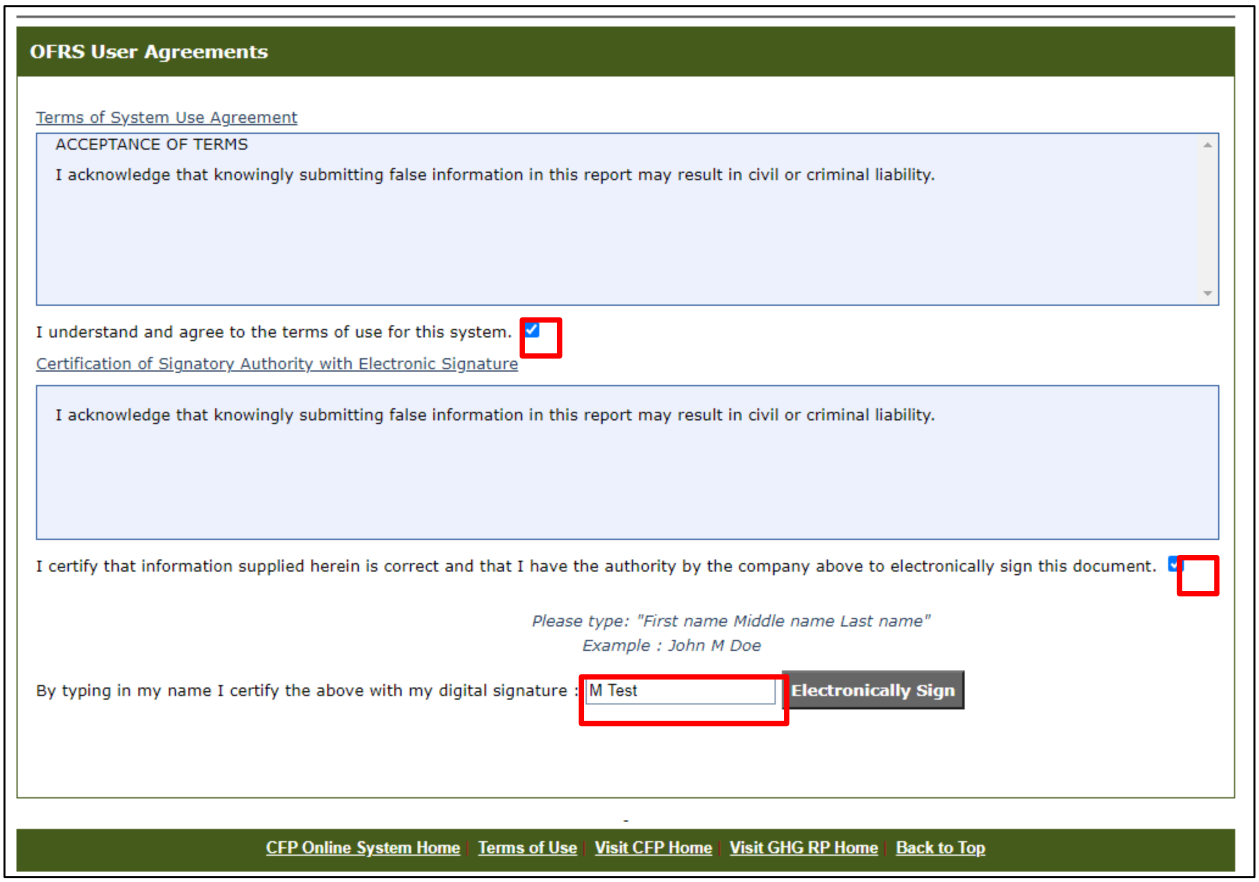
Click the cancel button to get back to the Organization Profile tab once you have finished adding all designators. You can register additional parties designating you as their aggregator through the Organization Profile tab at any time. Once you are done, click on the Register Organization button. You will get the following message.



You will be notified by email when your account has been activated. This will typically be within 24 hours of receipt Monday through Friday. After the account has been activated, you will be able to log into the system. Note that the system will send 3 separate emails:

- An account creation confirmation
- A temporary password to log into the system for the first time
- A Security Identification Code (SIC) for use in CFP credit transfers. SICs are issued at the organizational level and allow you to initiate and accept credit transfers.

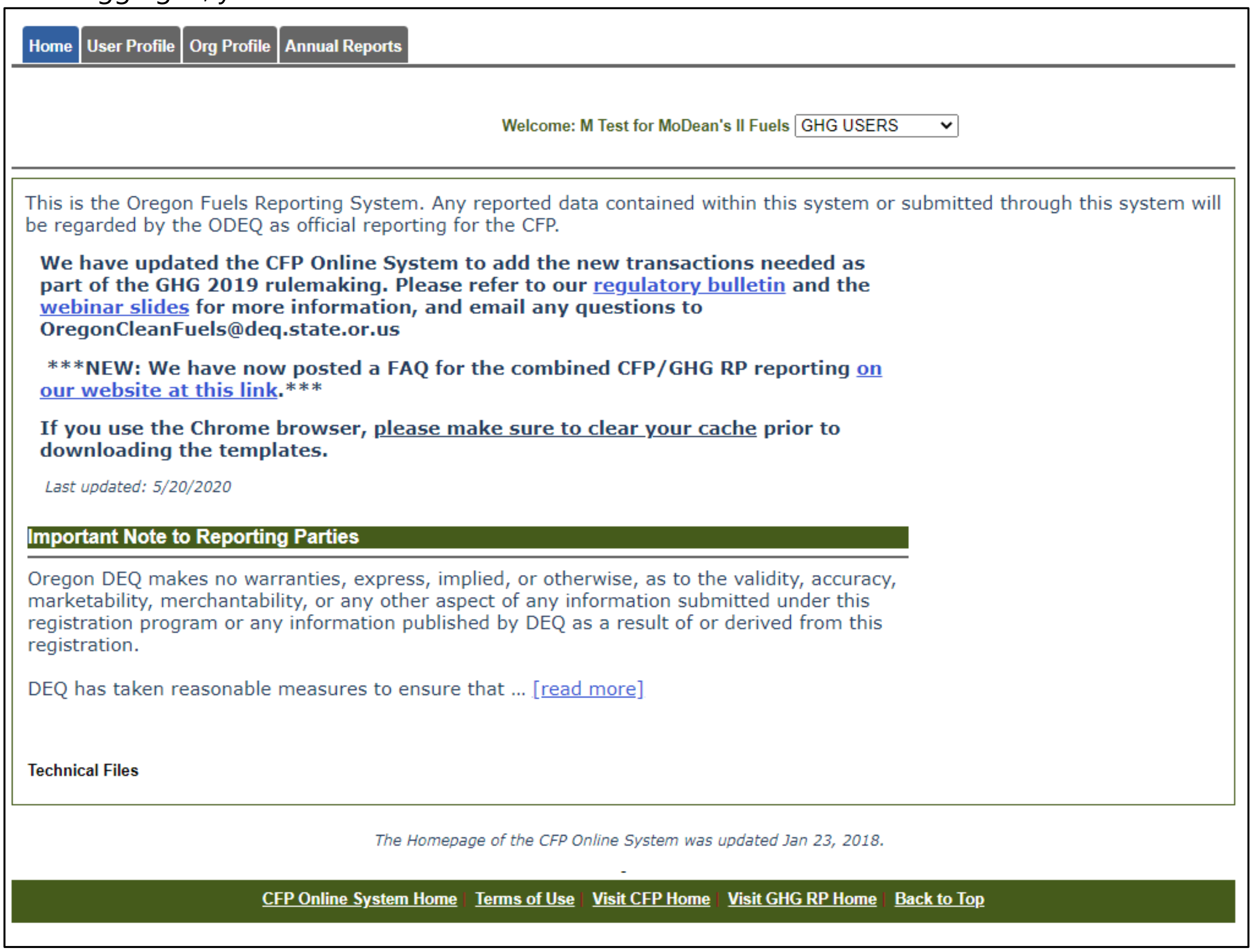
The first time you log into the system, you will be prompted to set your password and create security questions for your account. You will also need to accept the system's terms of use.



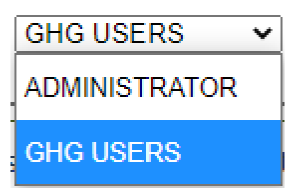
Ensure that you sign your name exactly as it is entered into the system (you can see your name at the top of the screen). If you do not, the system will not recognize your signature.

Navigating the System

After logging in, you will be taken to the main screen.

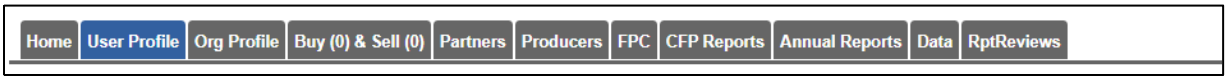


This screen will show any current system messages from DEQ. At the top of the screen, you will find a navigation bar to access different functions within the system. Next to your username and organization name, there will be drop down menu that allows you to move between different user types that you have authorization to access (See the **Accounts and Roles** section for more details on user roles). At the bottom of the screen, you will find links to program websites where you can find additional resources and guidance.

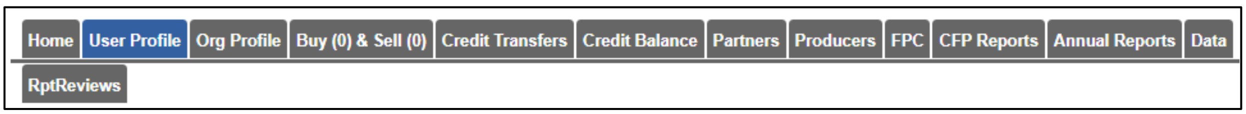


Accounts and Roles

When users log into the System, they are presented with different sets of tabs, depending on the authorization provided by the role assigned to them within their account. A number of roles can be assigned by the “Regulated Party” administrator. The roles and the associated tabs available to those users for accessing OFRS are described below.

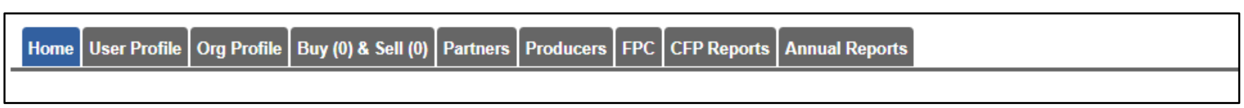


Admin without Signatory Authority (w/o SA) – This role provides authorization to establish and activateuser accounts for the registered organization, as well as the ability to upload data into the OFRS system. There is no authorization to submit reports, or to access CFP credit bank and transfer related functions.



Admin with Signatory Authority (SA) – This role has all the functions of the administrator role above. The signatory authority provides additional authorization to submit Quarterly and Annual Reports, initiate and view all credit transfers and credit transfer activity, access to the Credit Balance ledger for the organization, and select/authorize credit facilitators who may initiate and complete credit transferson the administrator’s behalf. Users with this role will be emailed a Security Identification Code (SIC) for their organization; this code is needed for credit transfers. They also receive system-generated emails regarding credit transfer activities (e.g., initiating, submitting, accepting, and recalling credits).

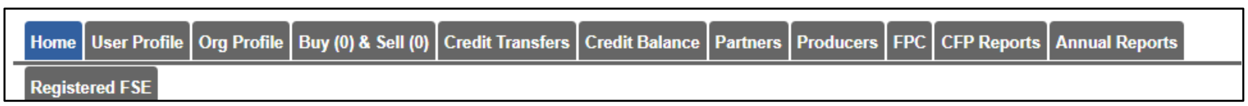
Note: After registering an organization with the OFRS online system, the persons associated with the initial two accounts are assigned the role of Administrator with Signatory Authority.



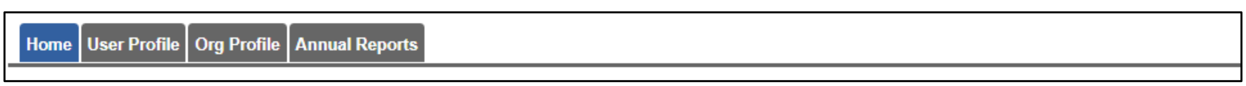
Contributor without Signatory Authority (w/o SA) – This role is authorized to upload data in preparation for report submittal. These users are not authorized to submit reports, perform credittransfers, or to add or modify user accounts.

Contributor with Signatory Authority (SA) – This role is authorized to upload data and submit reports.These users are not authorized to perform credit transfers, or to add or modify user accounts.

Reviewer – This role is authorized to access all the reporting activities in a Read-Only mode and toupdate their own user account profile. This role cannot be given signatory authorization.



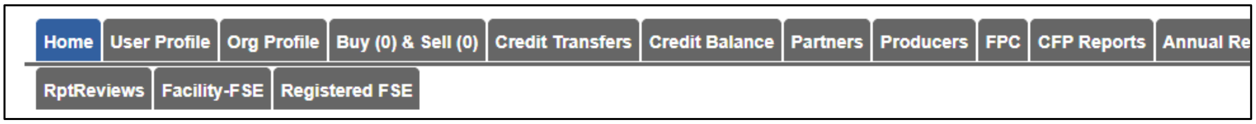
Credit Facilitator – This role has no ability to submit reports, but can review all reporting activity for
their organization. They can initiate and complete credit transfers, add credits to the listing of "Credits to Sell," and access the Incoming and Outgoing Credit Transfer Logs. Users with this role will receive anemail containing the Security Identification Code (SIC) for their organization, which enables them to perform credit transfers. They will also receive system-generated emails regarding credit transfer activities (e.g., initiating, submitting, accepting, and recalling transfers).



GHG User – This role has the ability to access annual reporting for both the CFP and GHG programs, and can submit these reports if given signatory authority.

OFRS Tab Reference

Please note: if you are a GHG Reporting Only user or organization, you will only see the Home, User Profile, Org Profile, and Annual Reports. If you are Hybrid or CFP Only Organization, depending on your role and Organization’s registration status you may see the following tabs.

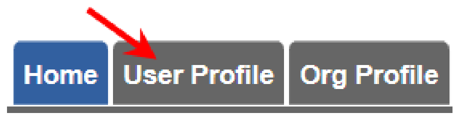


Home	This tab provides any notifications, administrative messages and other information related to reporting requirements and the OFRS. It is same for all account roles.
User Profile	This tab is available to all users for checking information related to their user profiles. The admin role can also establish and activate new user accounts for the registered organization and manage existing user accounts in this tab, including resetting passwords.
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.
Buy & Sell	This tab provides an option to post credits for sale and information of credits already posted for sale.
Credit Transfers	This tab is to initiate a credit transfer between organizations. A Credit Transfer e-Form 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.
Credit Balance	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 OFRS system which may be business partners in fuel transactions.
Producers	This tab displays a list of Alternative Fuel Producers registered in the OFRS. 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 the CFP. This can also be filtered and exported to an Excel file.
CFP Reports	This tab provides access to begin, edit or review both quarterly and annual reports for the registered organization for CFP reporting. An administrator with signatory authority can submit reports.

Annual Reports	This tab provides access to perform annual reporting for the CFP and GHG RP.
Data	The Data tab provides access to a set of reports. This is where you can find the Reconciliation Report for reviewing and finding reporting discrepancies between business partners.
RptReviews	This tab is used to post questions and/or issues by either users by the administrator.
Facility FSE	This tab provides access for CNG, LNG, electricity, and hydrogen fuel providers to register their FSE. This tab is only visible if you have selected to report these fuels.
Registered FSE	This tab displays a list of registered FSE by the particular organization. This tab is only visible if you have selected to report these fuels.

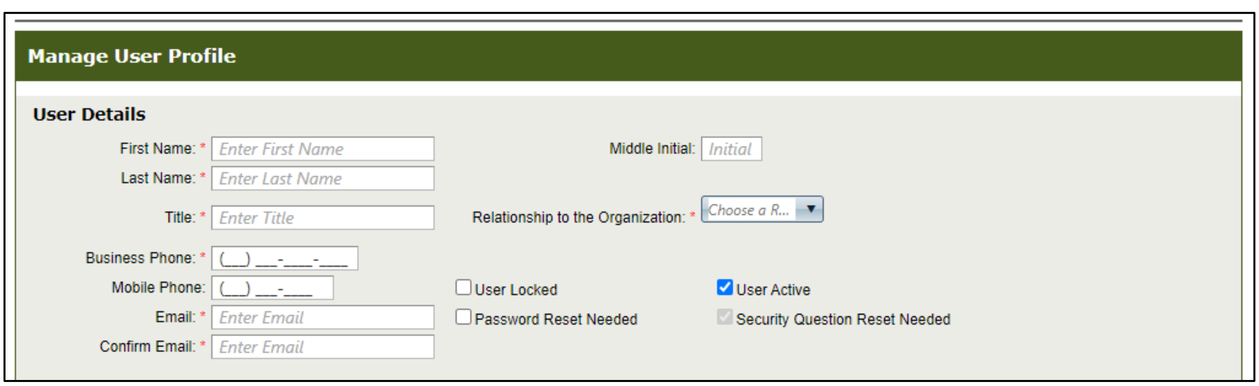
Adding a User

An Administrator can add additional users to their account. To add a user account, click the **User Profile**
tab as shown below.



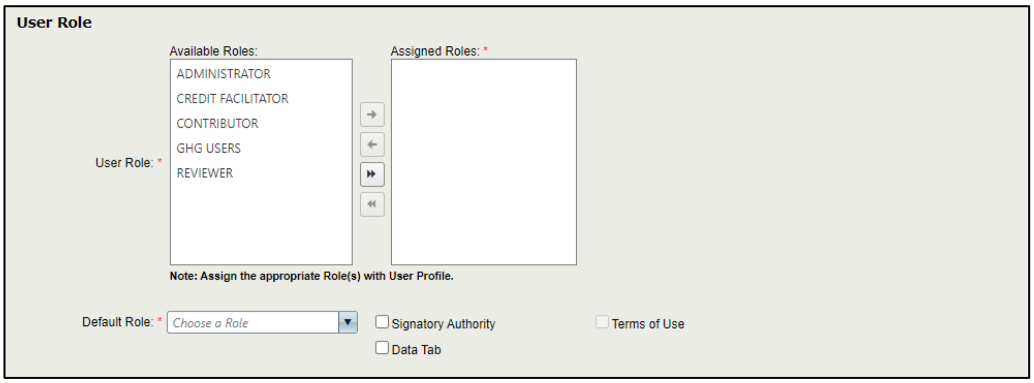
Step 1: Enter the Name (First and Last), Title and Relationship to your Organization, Phone number, and Email for the new user. Ensure that the "User Active" box is checked

- **User Locked:** Select to lock the user account. Unselect if a user's account has been locked due to too many failed login attempts.
- **User Active**: Select to ensure user account is active. You can deactivate accounts if a user leaves your company or no longer has a reason to access OFRS.
- **Password Reset**: Select when a password reset is required. The user will be forced to reset their password on their next login.
- **Primary Contact**: Select if the user is the primary contact for communication with DEQ regarding the account.



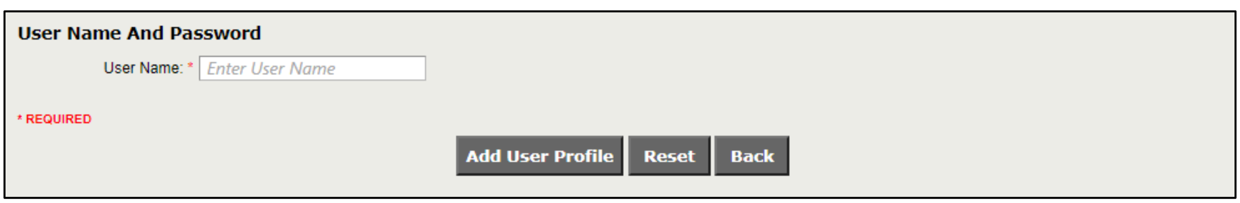
Step 2: Select the appropriate user role(s) from the list of available roles (ADMINISTRATOR, CONTRIBUTOR, REVIEWER, CREDIT FACILITATOR, or GHG USER) and move these to the assigned roles box. Then select which of the assigned roles should be the default role for this user. Select only one assigned role for each user. For more information on these roles, please refer to the **Accounts and Roles** section of this document. Select whether this user should have Signatory Authority and whether they can access data tabs within the system.

- **Signatory Authority**: Select if the user needs signatory authority to submit quarterly/annual CFP or GHG RP 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 CFP or GHG RP reported data for download.



Step 3: Enter a Username for the new user.
***Note**: The Username cannot be changed once the user account is created.
***Note**: A temporary password will be sent to the new user at the email address provided. They will be prompted to change the password when they log into the system.

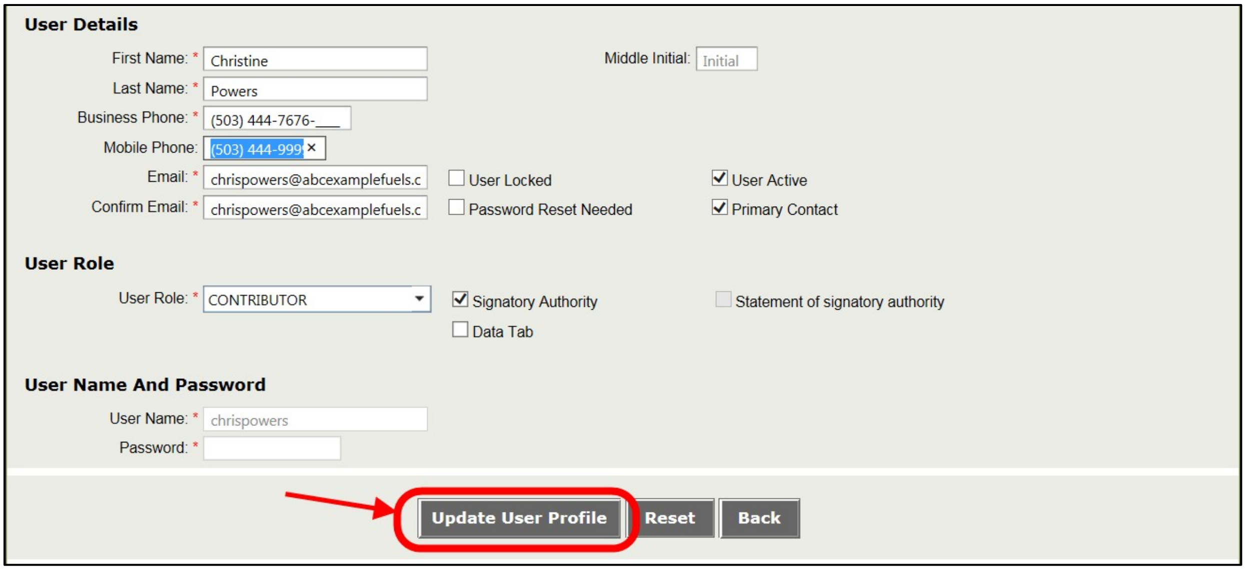
Step 4: Click the **Add User Profile** button. The user account information will be listed in the grid at thebottom of the web page.



Updating a User's Account

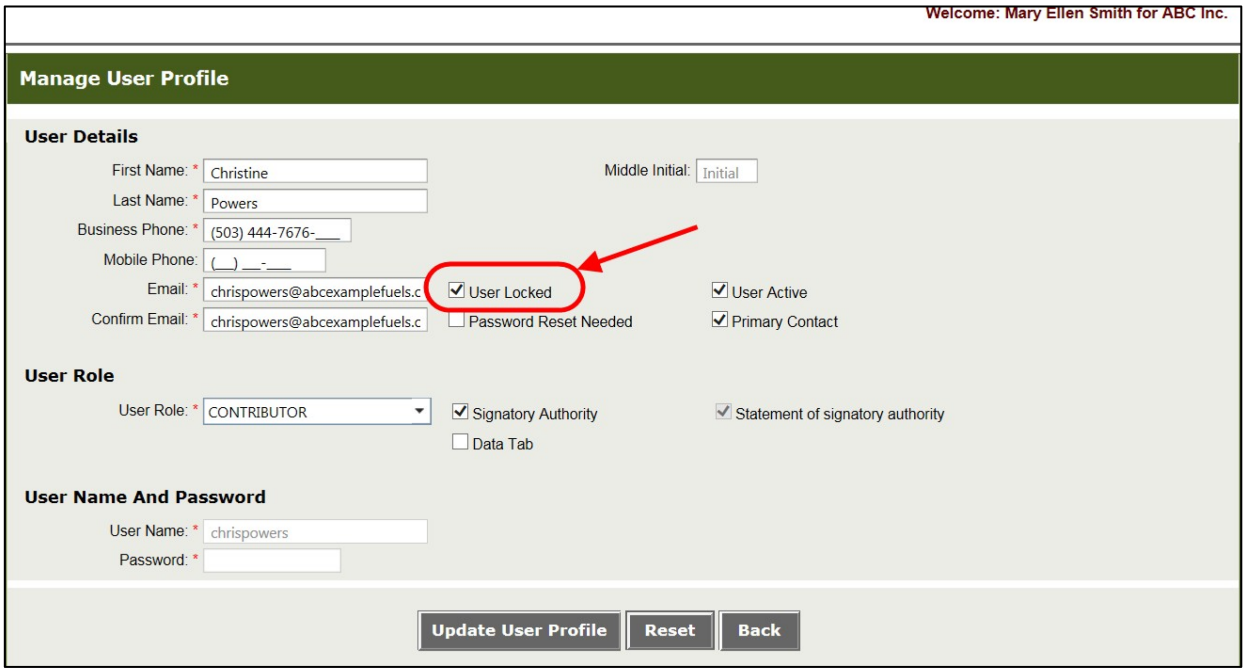
To update an account, click **See Details** under the User Details column for the account you wish toupdate. Make the desired edits to the account, and then click **Update User Profile**.

Note: Do not remove the Administrator role from all active accounts within your organization, or you will be unable to restore administrative functions.



Unlocking a User's Account

After four unsuccessful attempts to log into the OFRS system, users will be locked out. At that point, a user with the Administrator role must log in and unlock the account. Click **See Details** for the user whose account is locked, uncheck "User Locked," and then click **Update User Profile**.



Resetting a Password

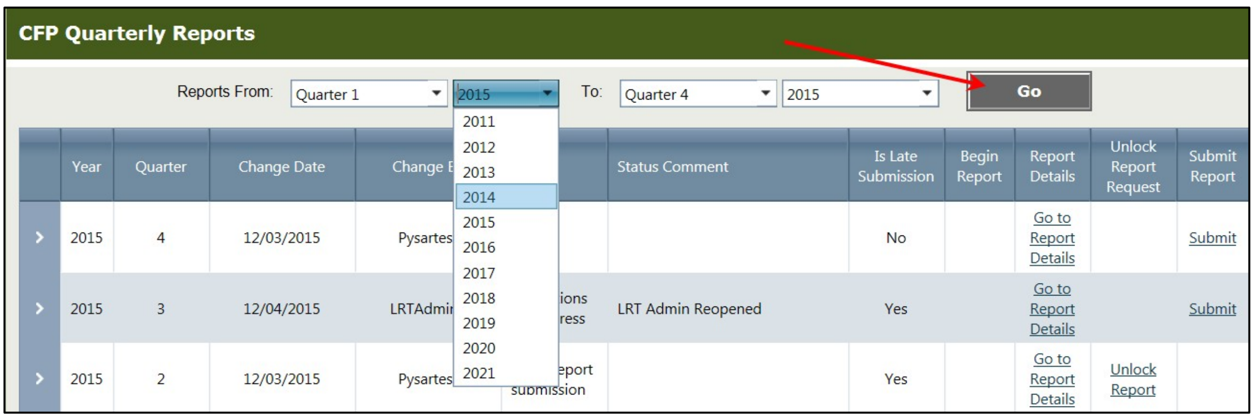
If the user needs a new password, a temporary one can be provided by the Administrator by clicking "Temp" in the Password column for that user. This will reset this user's password and email them a new temporary password to access the system.

Full Name	Username	Role	Email	Signatory Authority	Data Tab Access	Primary Contact	User Locked	User Active	User Details	Password
Mary Ellen Smith	Pysartest	ADMIN	pysar.elizabeth@deq.state.or.us	Yes	Yes	Yes	No	Yes	See Details	Temp
David Thompson	dthompson	CONTR	davidthompson@abcexamplefuels.com	No	No	No	No	No	See Details	Temp
Christine Powers	chrispowers	CONTR	chrispowers@abcexamplefuels.com	Yes	No	Yes	Yes	Yes	See Details	Temp

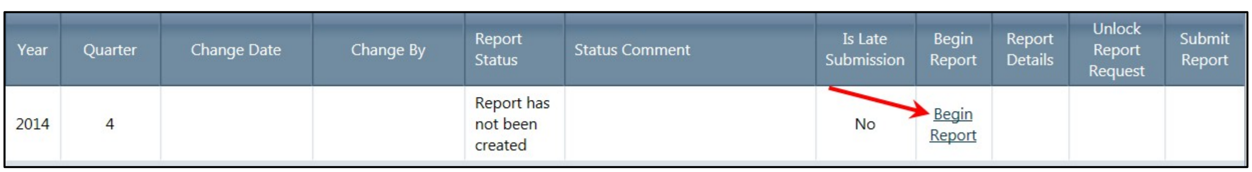
Adding Quarterly Data Manually

Once you log into the Tool, you can immediately begin uploading data. Start by clicking the **CFP Reports**
tab.

Select the Year and Quarter for which you are submitting information and click **Go**.



Click on **Begin Report** for the period you are reporting on. Data can now be entered into the Tool.

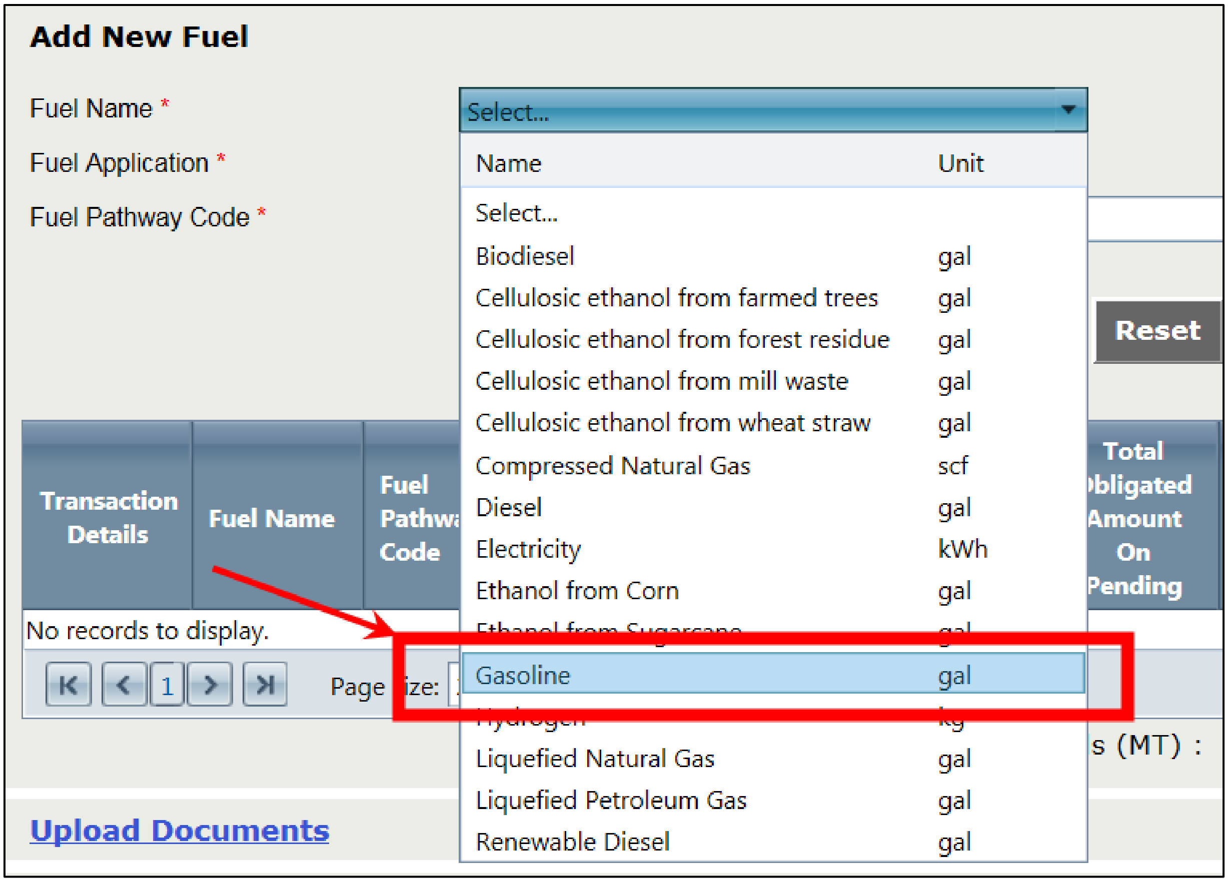


The “Add New Fuel” section of the page includes three pieces of information:

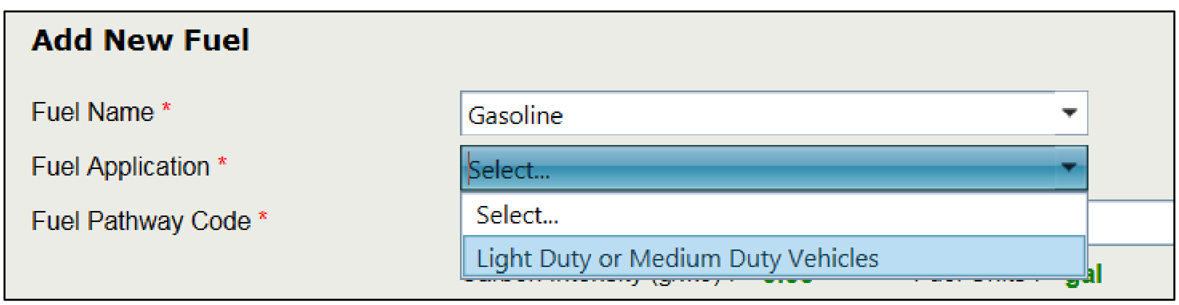
1. Fuel Name
2. Fuel Application
3. Fuel Pathway Code

Each piece of information will have a drop down list, from which users can make selections.The following is an example of how to enter a new fuel:

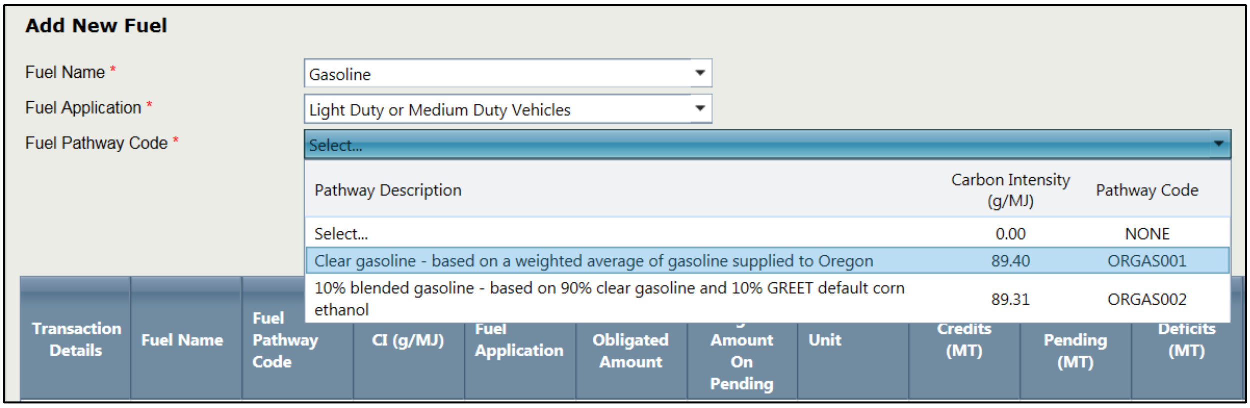
1. The Fuel Name is “Gasoline.”



2. The Fuel Application is “Light Duty or Medium Duty Vehicles.”



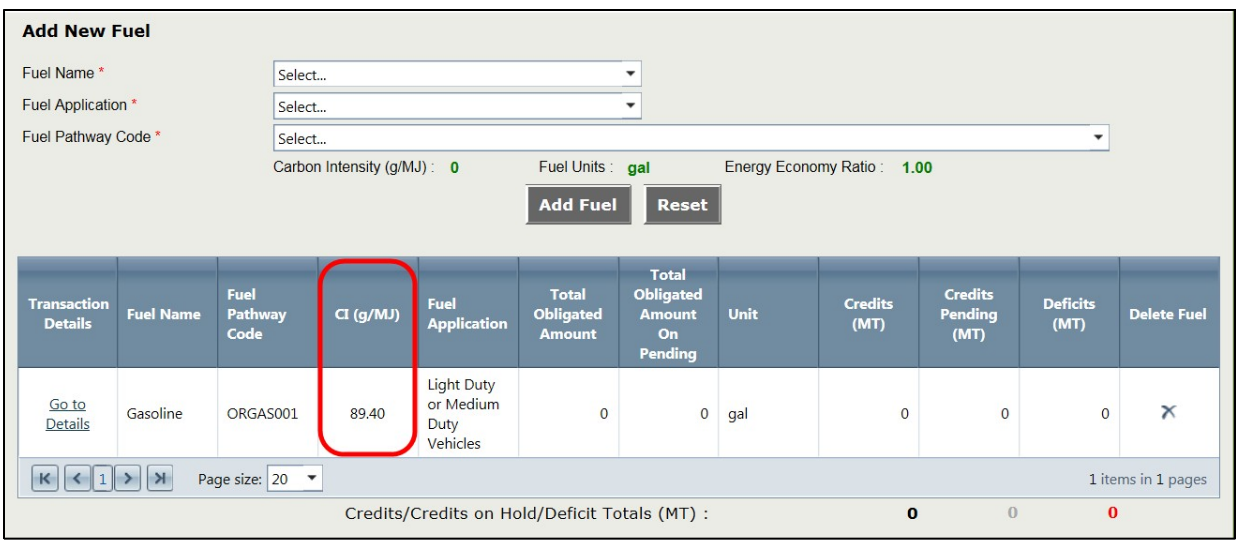
3. The Fuel Pathway Code is “Clear gasoline – based on a weighted average of gasoline supplied toOregon.”



*Note: The Fuel Application and Fuel Pathway Code are essential parameters used in the calculations ofcredits and deficits by the Tool.

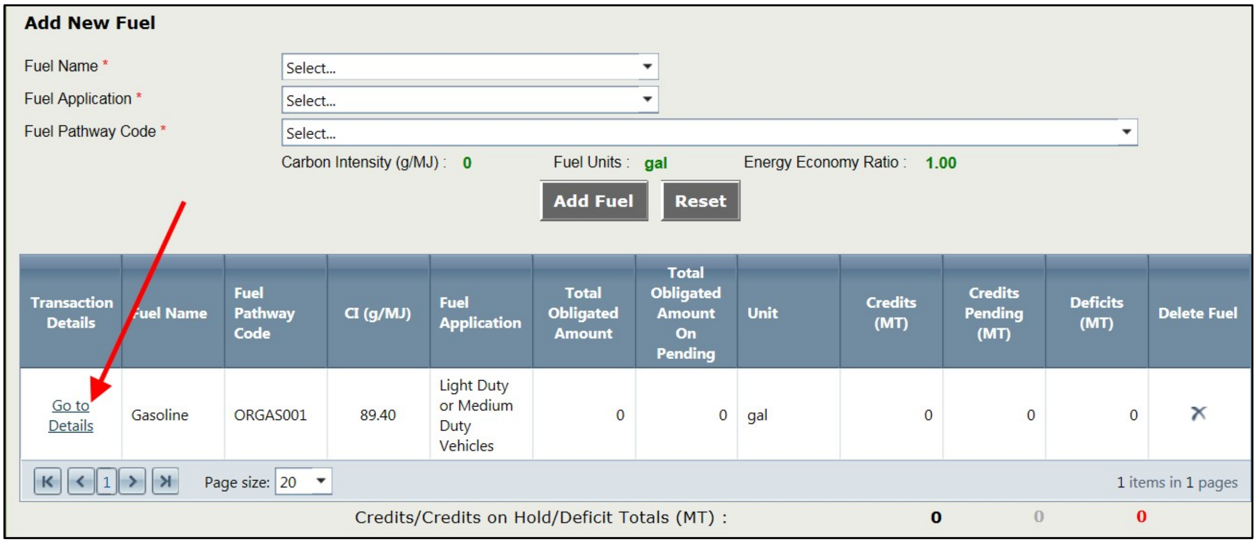
Make these three selections for clear gasoline and click the **Add Fuel** button.

The fuel is added to the fuel grid. The Tool automatically establishes a carbon intensity (CI) valueassociated with that fuel. In the case of clear gasoline, the CI is 89.40.

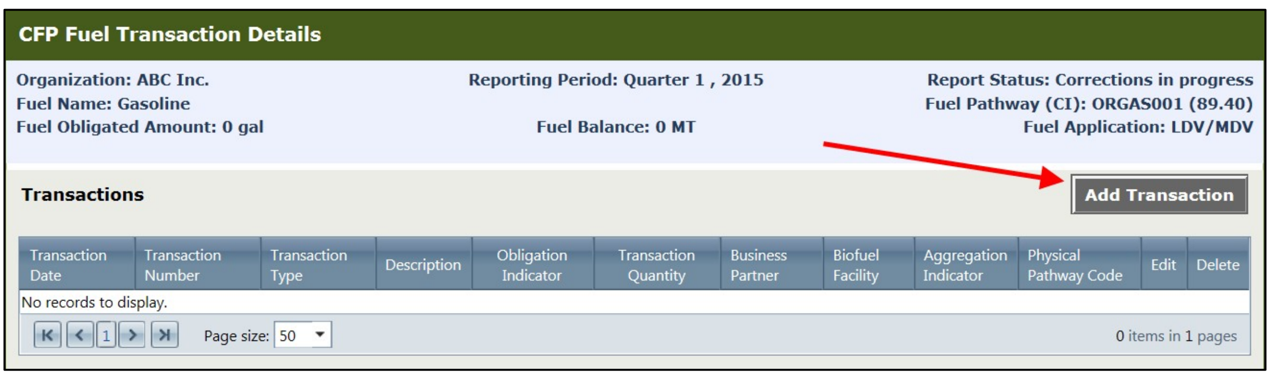


Repeat this process for all fuel types that need to be added in for this quarter of reporting.

Next, you can add transactions for each fuel. Under the “Transaction Details” column, click **Go toDetails.**

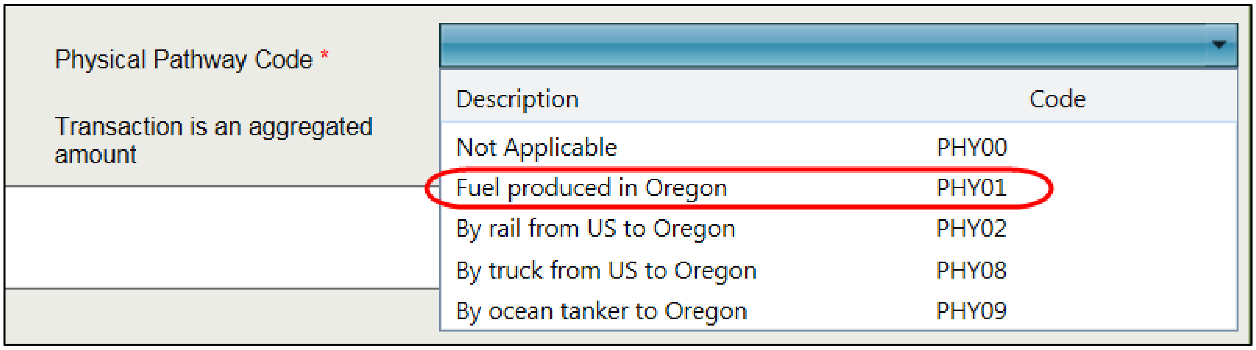


Click the **Add Transaction** button to begin entering information for a transaction.



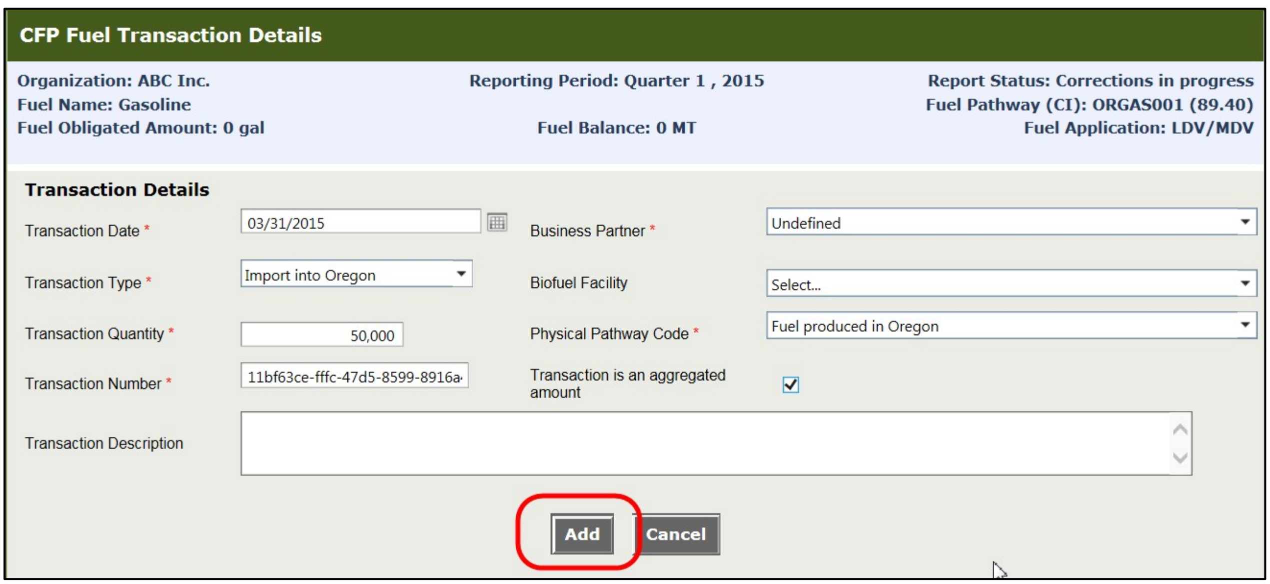
Complete the fuel transaction form, entering data into the fields as follows:

- Transaction Date – This can be a single date for an individual transaction. Or, if you aresubmitting aggregated data, use the last day of the compliance period.
- Business Partner – Select “Undefined”.
- Transaction Type – Select whichever is appropriate to describe the transaction.
- Biofuel Facility – Leave this blank, unless you are reporting a biofuel. If you are reporting a biofuel, select the correct facility from the list.
- Transaction Quantity – Enter the volume imported for this fuel pathway.
- Physical Pathway Code – Select the physical pathway that covers how the fuel crosses intoOregon.

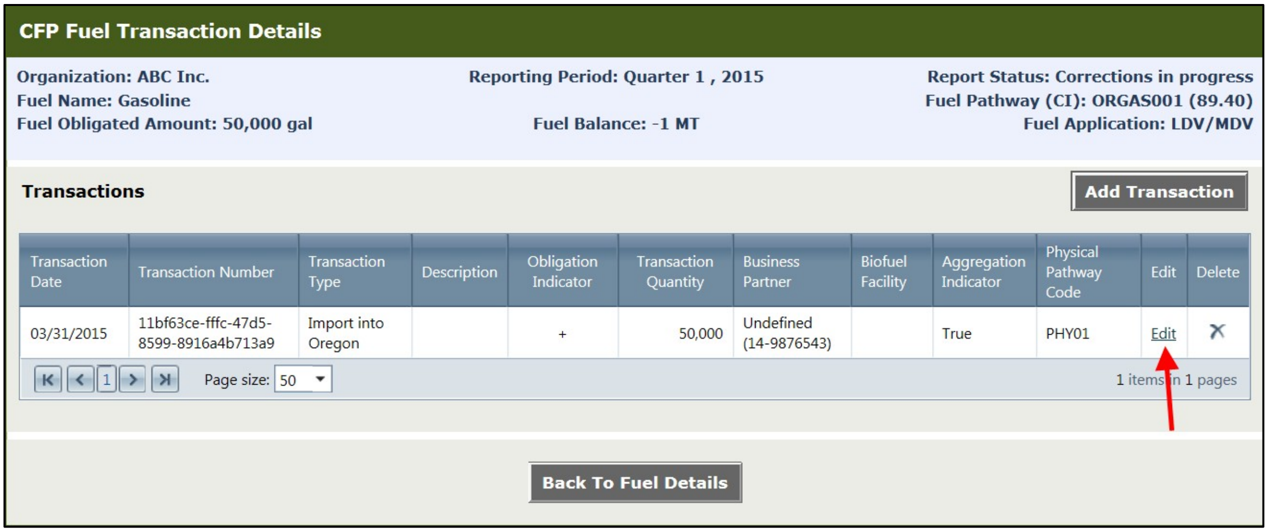


- Transaction Number – Enter your unique transaction number or leave the Tool-generated number.
- Aggregated Amount – Check the box if this entry represents a series of transactions over thecompliance period.
- Transaction Description – This field is optional.

Once you've entered the fuel transaction information, click the **Add** button.



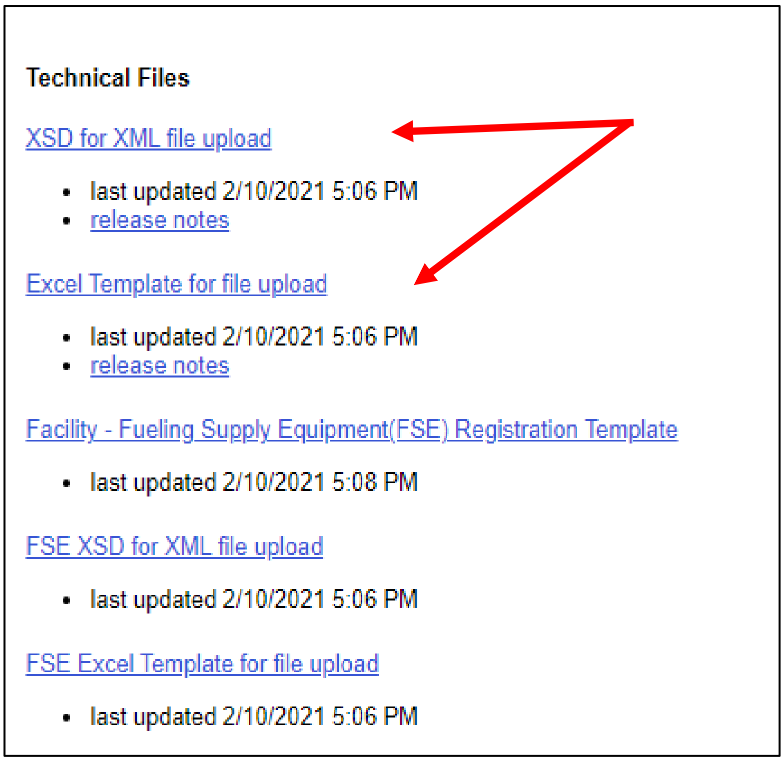
You will see that the transaction has been added to the fuel transaction grid. Click **Edit** to change entriesin the transaction, or click the **Back to Fuel Details** button when finished.



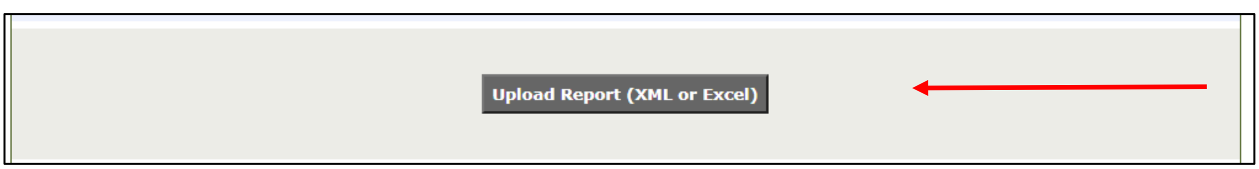
Repeat this process for all transactions.

Using XML or Excel templates to add Quarterly data

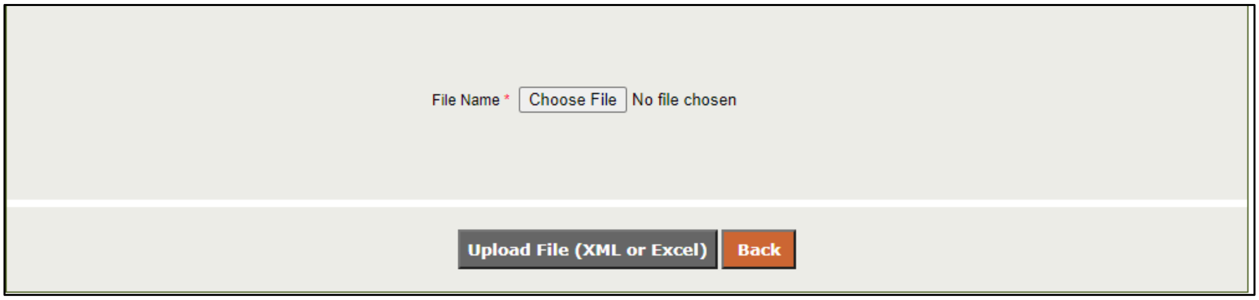
If you have many transactions or want to enter them all at once, you can use the XSD for XML file upload or Excel Template for File Upload, found on the Home page of OFRS. Ensure that you download a fresh copy of the file for each quarter as changes occur as fuel pathway codes are added and other changes are made.



Once you have all the transactions in the file, you are ready to upload the report. You will find the upload button on the same page where you added fuels and transactions, the CFP Quarterly Report Details page.



Choose the file you have created and then upload the file.



The file will upload and you will get a message telling you if it uploaded correctly or if there were issues. If it uploaded successfully you will be taken back to the CFP Quarterly Report Details and you will see that your transactions have been added.

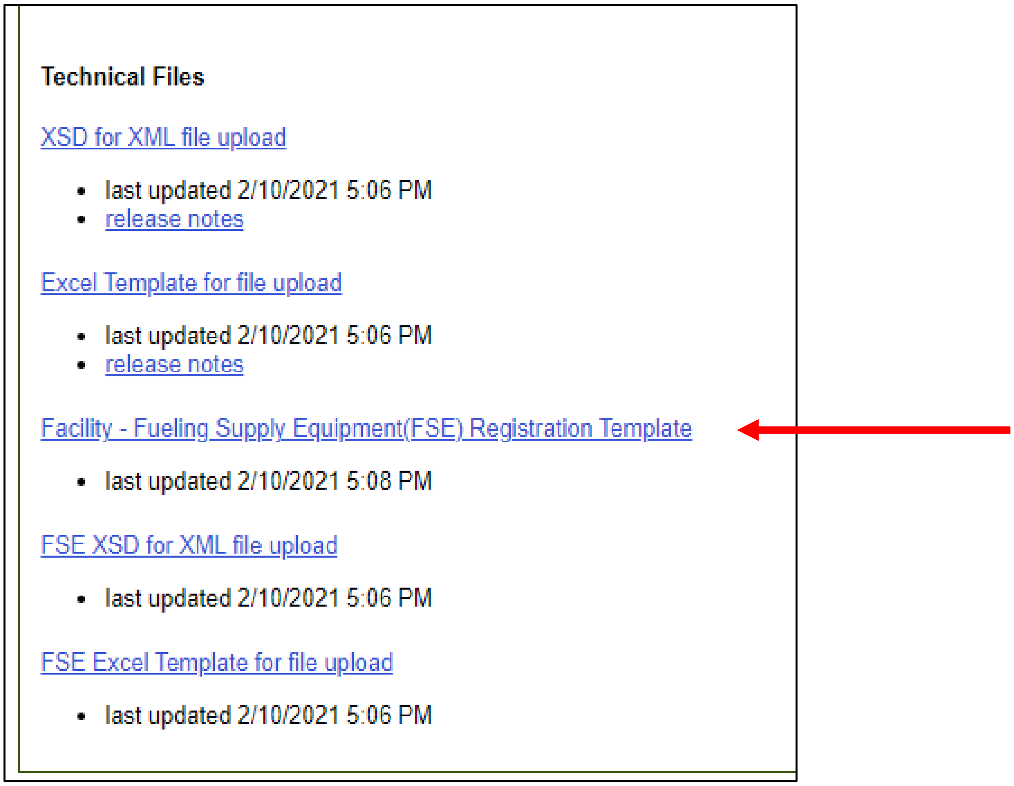
If there were issues, you will get an errors list that you will need to fix before you can re-upload the document. You can export the list of errors to a file for review, this is recommended.

If you cannot determine what an error means or have issues fixing the errors, please contact us at OregonCleanFuels@deq.state.or.us and we will assist you. Including the file you uploaded and the file with errors is recommended so we can troubleshoot easily.

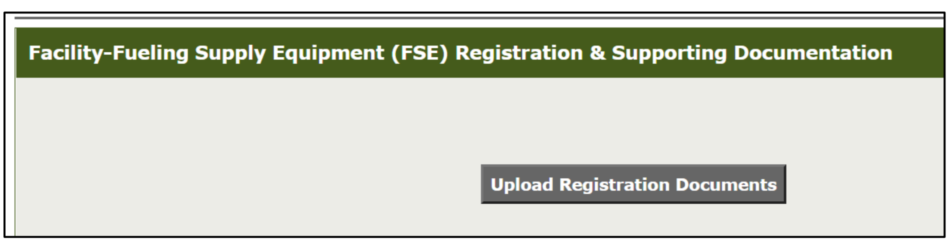
Registering Fuel Supply Equipment (FSE) for Reporting

If you chose credit generator fuels on the Org Profile tab, you will see a Facility-FSE tab and a Registered FSE tab added to the tabs at the top of your screen. This is where you register Fuel Supply Equipment and review Registered FSE.

You will fill out information detailing the FSE equipment using the Facility – Fueling Supply Equipment (FSE) Registration Template. Detailed instructions on how to fill out the registration template are included in the FSE User Guide, found on the Guidance documents page for the Clean Fuels Program.

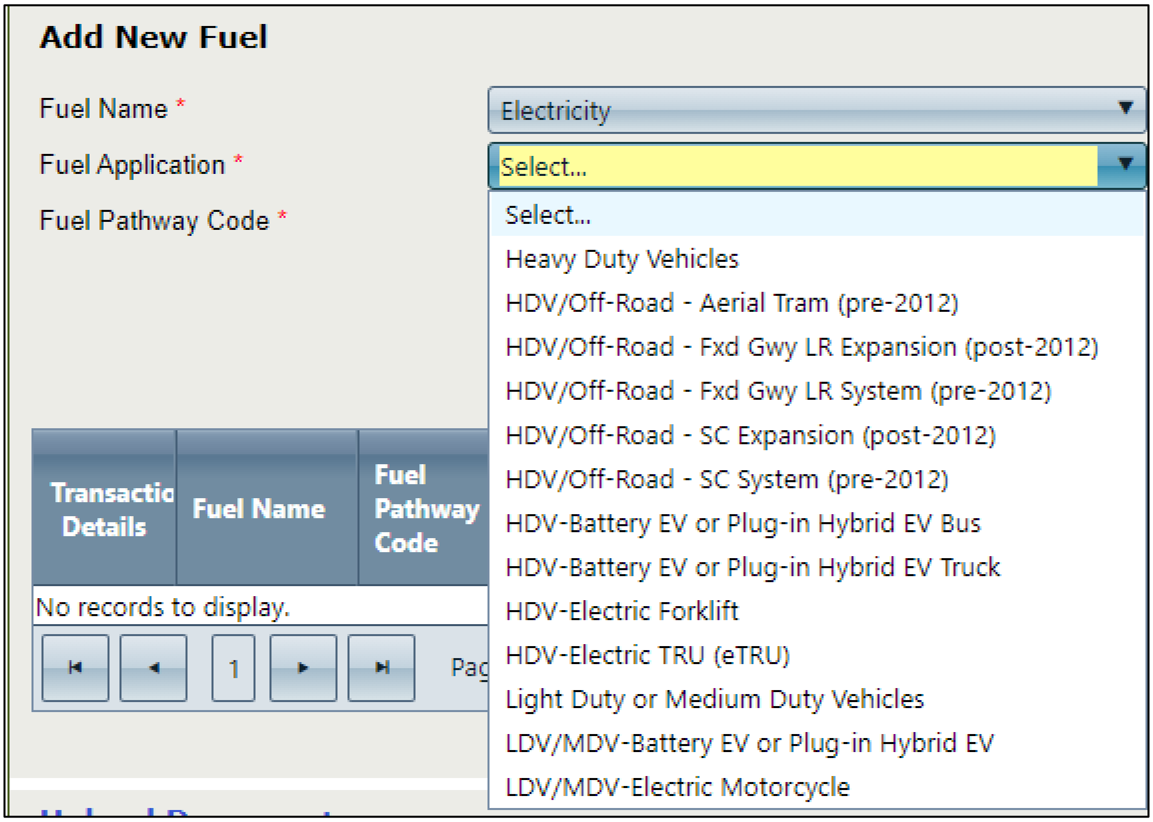


To add Facility-FSE, go to the Facility-FSE tab and click on the Upload Registration Documents button. You may encounter errors if you have filled out the form incorrectly. **Please note: you must have the FEIN of any designating organizations to fill out this form.**

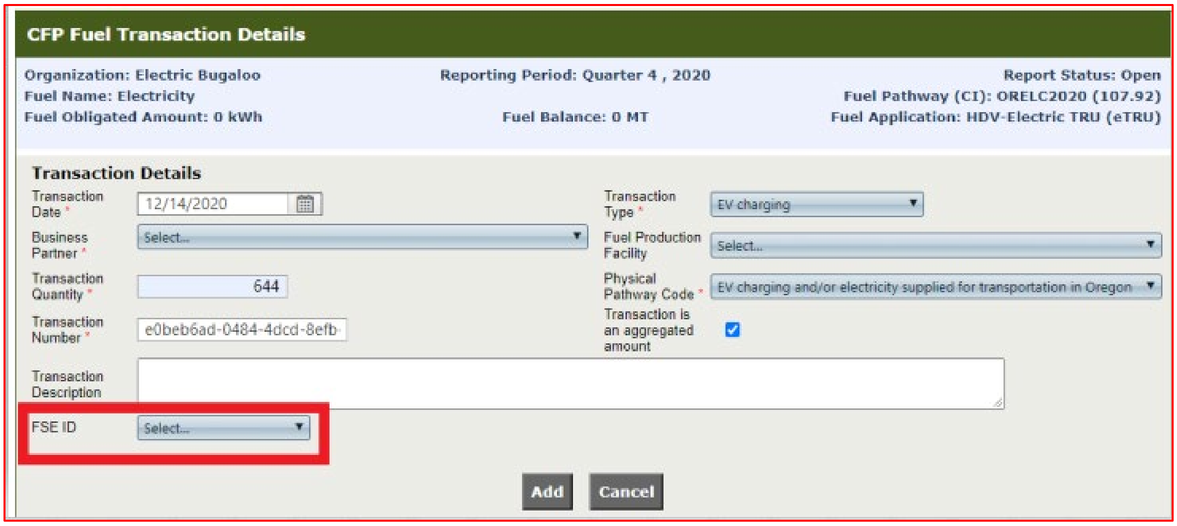


Adding Transactions for FSE Manually

Adding transactions for FSE can be done manually by adding the correct fuel type for reporting and selecting the correct Fuel Application and Fuel Pathway Code on the Add New Fuel screen.

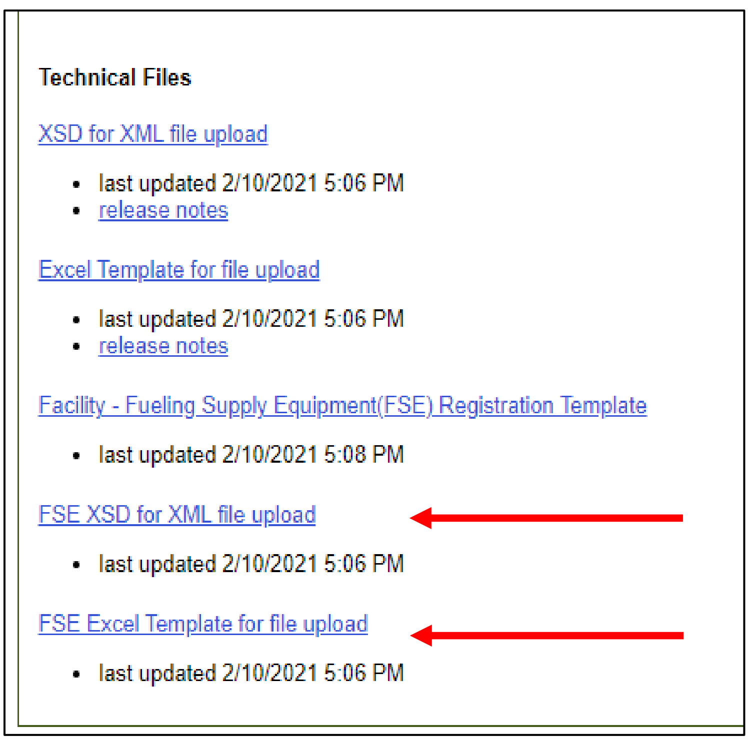


Transactions are then added in the same way as they were for other fuel types and applications but you will need to choose the individual FSE you are reporting for in the transaction screen. Repeat this action for as many transactions as you have to add.



Adding Transactions for FSE using XML or Excel Templates

Transactions for FSE can also be uploaded using the FSE XSD for XML file upload or FSE Excel Template for file upload found on the Home page under Technical Files. Detailed instructions for this process are included in the FSE User Guide found on the CFP Guidance Document page.



Fuel transaction types available for use in the OFRS

Contact us with any questions with the description or obligation indicator for the fuel transaction types.

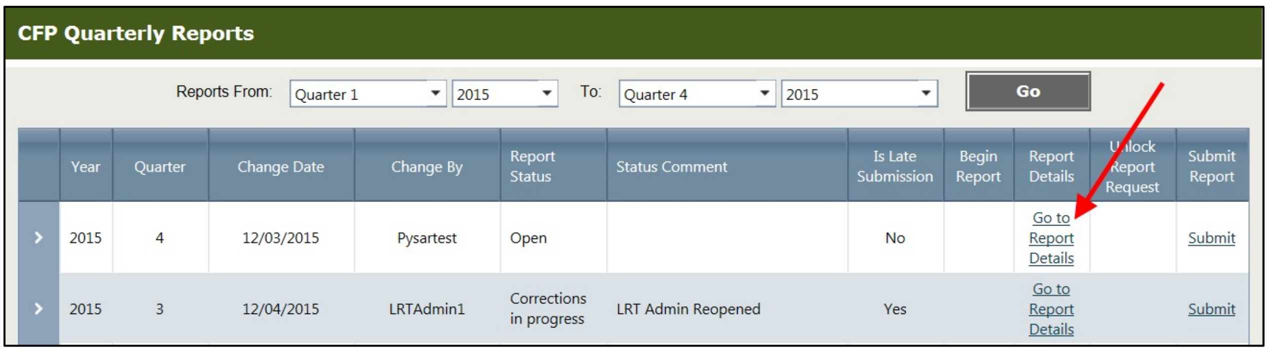
Fuel Transaction Types	Description	Obligation Indicator
EV charging	For reporting electricity used to charge electric vehicles.	+
Exempt fuel use - Aircraft	For reporting fuel delivered for use in aircraft.	-
Exempt fuel use - Farm vehicles, tractors, implements of husbandry	For reporting fuel delivered for use in farm vehicles, tractors, or implements of husbandry.	-
Exempt fuel use - Locomotives	For reporting fuel delivered for use in locomotives.	-
Exempt fuel use - Military tactical and support vehicle and equipment	For reporting fuel delivered for use in military tactical and support vehicle and equipment.	-
Exempt fuel use - Motor trucks primary used to transport logs	For reporting gallons delivered for use in motor trucks primarily used to transport logs.	-
Exempt fuel use - Off-highway construction vehicles which must meet OAR 340-253-0250(2)(a)(J)	For reporting fuel delivered for use in off-highway construction vehicles as defined in OAR 340-253-0250(2)(a)(J). The covered vehicles for this transaction: cannot be designed primarily to transport persons or property; can only be operated on highways incidentally; and are used primarily for construction work.	-
Exempt fuel use - Racing Activity Vehicles (ORS 801.404)	For reporting fuel delivered for use in racing activity vehicles as defined in ORS 801.404.	-
Exempt fuel use - Watercraft	For reporting fuel delivered for use in watercraft.	-

Fuel Transaction Types	Description	Obligation Indicator
Export out of Oregon distribution system	For reporting fuel being transported out of the Oregon distribution system. If you report a "Purchase below the rack for export", you must also add "Export out of Oregon distribution system" transaction for those gallons.	-
Gain of inventory	For reporting a gain of inventory from physical changes in the fuel or moving fuel from one quarter into another for reporting.	+
H2/FCV Fueling	For reporting hydrogen fuel cell vehicle fueling.	+
Import outside of the bulk system	For reporting fuel imported by truck, barge, or rail into intermediate storage owned by a single entity which then delivers it directly to the end user or a retail gas station. Fuel imported by any mode directly to a retail gas station, card lock, or otherwise being delivered directly to the end user of the fuel. These gallons will be summed as "fuel importer" emissions for the GHG report.	+
Import within the bulk system	For reporting fuel used by entities importing fuel into the state of Oregon and placing it into the bulk system. Bulk system means the fuel distribution system consisting of refineries, pipelines, vessels and terminals. The "bulk system" definition excludes intermediate storage, which is generally owned by a single party and is used to temporarily hold finished fuels before being delivered to the end user or a retail gas station. These gallons will not be included in the GHG RP annual report.	+
Loss of inventory	For reporting fuel used for loss of inventory from physical changes to the fuel or when moving fuel from one quarter to the other.	-
LPG fueling	For reporting liquefied petroleum gas vehicle fueling.	+
NGV fueling	For reporting natural gas vehicle fueling.	+
Not used for transportation	For reporting fuels that are being delivered for non-transportation use.	-
Position Holder Sale for Export	For reporting position holder sales where the bill of lading is for an out of state destination or the purchaser reports that the fuel was exported out of state. If the exporting party is in the system, tag them	-

Fuel Transaction Types	Description	Obligation Indicator
	as the business partner, otherwise use the undefined business partner (14-9876543).	
Position Holder Sale without obligation	For reporting position holder sales for gallons staying in the state. This can be aggregated on a monthly or quarterly basis. These gallons will become "Position Holder" gallons on the GHG annual report. If through reconciliation it is found that the gallons were exported, the position holder must change the transaction type from the Position holder sale without obligation to Position holder sale for Export.	o
Production in Oregon	For reporting fuels produced in Oregon.	+
Purchase below the rack for Export	For reporting purchases below the rack for export, tag the position holder as the business partner. If using Purchase below the rack for export, an "Export out of Oregon distribution system" transaction for those gallons must also be added to the reporting.	+
Purchased with obligation transfer	For reporting fuel purchased above the rack where obligation is not being passed to the buyer. Also used for purchases below the rack that are going to exempt uses or to a production facility where obligation is not being passed from the seller to the buyer.	+
Purchased without obligation transfer	For reporting fuel purchased above the rack where obligation is not being passed to the buyer. Also for reporting fuels purchased below the rack that are going to exempt uses or being transported to a production facility where obligation is not being passed from the seller to the buyer.	o
Sold with obligation transfer	For reporting fuel sold above the rack where obligation is being passed to the purchaser. Also for reporting fuels sold below the rack going to exempt uses or being transported to a production facility in Oregon where obligation is being transferred to the buyer.	-
Sold without obligation transfer	For reporting fuel sold above the rack where obligation is not being passed to the purchaser. Also for reporting fuels sold below the rack that are going to exempt uses or being transported to a production facility in Oregon where obligation is not being passed to the buyer.	o

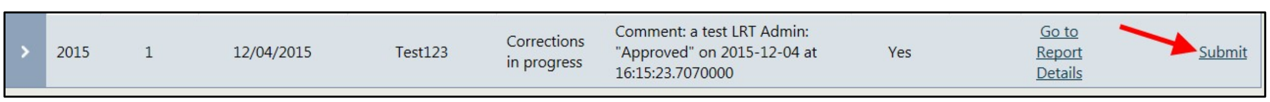
Submitting a Quarterly Report

Once you've generated a report by adding fuel types and transactions, it is ready to submit. In the example for Q4 2015 below, the Report Status is "Open." To view any previously uploaded fuel transaction data, click Go to Report Details.

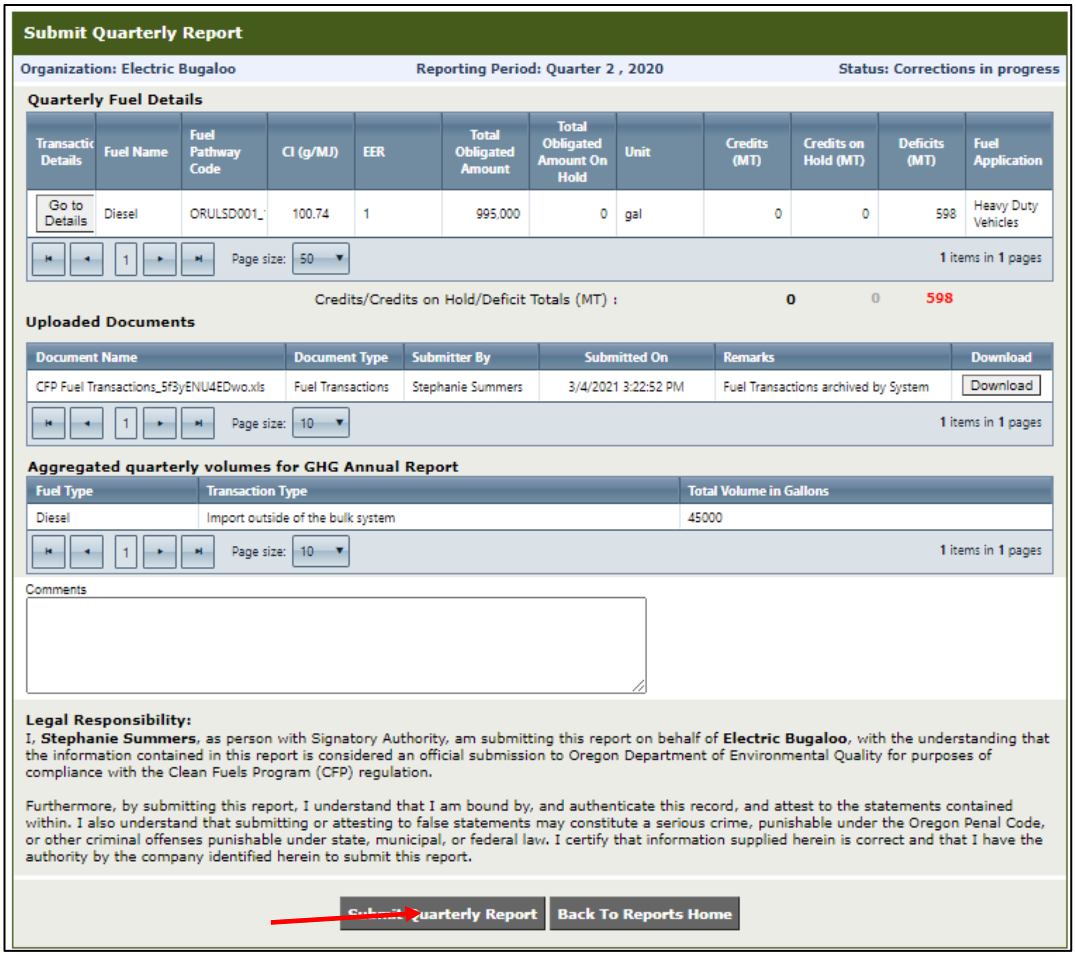


The Report Status will remain "Open" and you may continue to make additional data entries and editing until you actually submit the report. You can also include comments with the submittal.

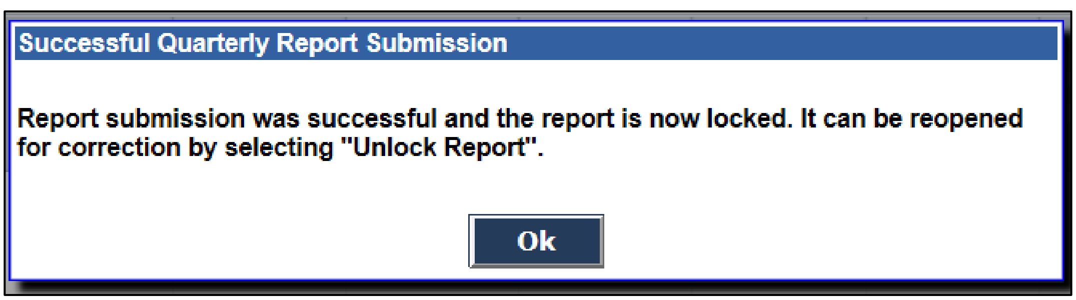
When you're ready to submit a report, click **Submit**.



A summary of the fuel details will appear for each fuel. You can click **Go to Report Details** if you want to make changes to individual transactions within each fuel type. If the information is accurate, then select **Submit Quarterly Report**.



You'll get the following message if your submission is successful:



The Report Status will change to "Initial Report Submission" and the report will be locked. This prevents additional edits/corrections from being made to the report. You must submit a **request to unlock a report** in order to make corrective edits; this is done by clicking the **Unlock Report** link.

Submitting an Annual Report

You may not submit the Annual Report unless you have submitted all previous quarterly and annual reports, and the Report Status is either "Initial Report Submission" or "Corrections have been approved by DEQ" for each previous quarterly report.

In the example below, all four quarterly reports have been submitted and the Report Status indicates that all the reports have been submitted and are "locked."

CFP Quarterly Reports

Reports From: Quarter 1 | 2015 To: Quarter 4 | 2015 **Go**

	Year	Quarter	Change Date	Change By	Report Status	Status Comment	Is Late Submission	Begin Report	Report Details	Unlock Report Request	Submit Report
>	2015	4	02/03/2016	Pysartest	Initial report submission		No		Go to Report Details	Unlock Report	
>	2015	3	02/03/2016	lrtadmin	Corrections have been approved by the ODEQ	Corrections accepted on 2/3/2016.	Yes		Go to Report Details	Unlock Report	
>	2015	2	12/03/2015	Pysartest	Initial report submission		Yes		Go to Report Details	Unlock Report	
>	2015	1	02/03/2016	lrtadmin	Corrections have been approved by the ODEQ	Corrections accepted on 2/3/2016.	Yes		Go to Report Details	Unlock Report	

View Annual Reports

Click **Go to Report Details** to review the quarterly report results and the credit/deficit summary for the compliance period. Otherwise, click **View Annual Reports**. Here is a summary of the annual reports:

CFP Annual Reports

	Year	Q1 Status	Q2 Status	Q3 Status	Q4 Status	Credits Sold (MT)	Credits Purchased (MT)	Credits Purchased Jan - March of Next Year (MT)	Credits Exported (MT)	Credits Retired (MT)	Is Report Submitted?	Go to Annual Report
>	2014	Report has not been created	Report has not been created	Open	Open	0	0	0	0	0	No	Go to Annual Report
>	2015	Corrections have been approved by the ODEQ	Initial report submission	Corrections have been approved by the ODEQ	Initial report submission	0	0	0	0	0	No	Go to Annual Report
>	2016	Report has not been created	Report has not been created	Report has not been created	Open	0	0	0	0	0	No	Go to Annual Report

Click Go to Annual Report.At the bottom of the page is a grid summarizing data for the

Quarter 1, Status: Corrections have been approved by the ODEQ

Transactic Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical PathwayCo	EER	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Fuel Application
Go to Details	Gasoline	ORGAS002	89.31		1	20,000	0	gal	0	0	0	Light Duty or Medium Duty Vehicles
Go to Details	Gasoline	ORGAS001	89.40		1	50,000	0	gal	0	0	1	Light Duty or Medium Duty Vehicles

Page size: 50 — 2 items in 1 pages

Credits/Credits Pending/Deficit Totals (MT) in 2015 Q1: **0** 0 **1**

Quarter 2, Status: Initial report submission

Transactic Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical PathwayCo	EER	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Fuel Application
Go to Details	Biodiesel	BIOD005	13.83		1	1,500	0	gal	14	0	0	Heavy Duty Vehicles
Go to Details	Biodiesel	BIOD005	13.83		1	2,000	0	gal	18	0	0	Light Duty or Medium Duty Vehicles

Page size: 50 — 2 items in 1 pages

Credits/Credits Pending/Deficit Totals (MT) in 2015 Q2: **32** 0 **0**

Quarter 3, Status: Corrections have been approved by the ODEQ

Transactic Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical PathwayCo	EER	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Fuel Application
Go to Details	Biodiesel	BIOD005	13.83		1	2,000	0	gal	18	0	0	Heavy Duty Vehicles
Go to Details	Biodiesel	BIOD001	21.25		1	0	0	gal	0	0	0	Light Duty or Medium Duty Vehicles
Go to Details	Diesel	ORULSD002	87.09		1	300	0	gal	0	0	0	Heavy Duty Vehicles
Go to Details	Electricity	ELC001	108.29		4.1	0	0	kWh	0	0	0	Light Duty or Medium Duty Vehicles

Page size: 50 — 4 items in 1 pages

Credits/Credits Pending/Deficit Totals (MT) in 2015 Q3: **18** 0 **0**

Quarter 4, Status: Initial report submission

Transactic Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical PathwayCo	EER	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Fuel Application
Go to Details	Gasoline	ORGAS001	89.40		1	10,000	0	gal	0	0	0	Light Duty or Medium Duty Vehicles

Page size: 50 — 1 items in 1 pages

Credits/Credits Pending/Deficit Totals (MT) in 2015 Q4: **0** 0 **0**

2015 Annual Summary :

	Credits (MT)	COH (MT)	Deficits (MT)
Total Credits/Deficits (MT) Carried Over from 2014	0		0
Total Credits/Deficits (MT) in 2015	100,050		1
Total Credits (MT) Sold in 2015 (-)	16		
Total Credits (MT) Acquired in 2015	25		
Total Credits (MT) Purchased as Carryback Credits in 2016	0		
Total Administrative Credits Withheld /Total Administrative Credit Holds (MT) in 2015 (-)	0	0	
Total Credits (MT) Pending Sale in 2015 (-)	5		
Total Credits (MT) Exported in 2015 (-) Exported to:	0		
Total Credits (MT) Retired in 2015 (-)	1		1
Total Credits/Deficits (MT) Carried to 2016	100,053		0

Other Credits (MT) Pending in 2015	0

I confirm the accuracy of my 2015 Annual Report submittal in the LRT System. ☐

Legal Responsibility:

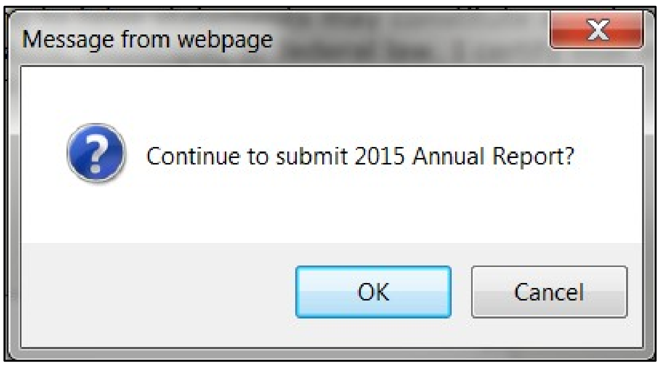
I, **Mary Ellen Smith**, as person with Signatory Authority, am submitting this report on behalf of **ABC Inc.**, with the understanding that the information contained in this report is considered an official submission to the Air Resources Board for purposes of compliance with the Clean Fuels Program (CFP) 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 Oregon 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.

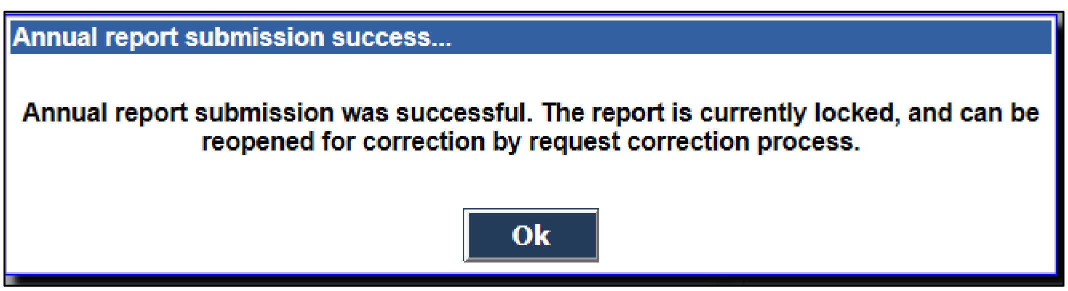
compliance period. The submitter must affirm the accuracy of their Annual Report by checking the checkbox. They may also need to submit comments or upload documents along with the annual report.

After reviewing the summary and uploading any comments and/or documents, the user can submittheir annual report. Only the account Administrators with Signatory Authority are authorized to submit annual reports. They have access to the **Submit Annual Report** button.

Clicking on “OK” on the pop up message completes the submittal.



The data is processed and changes to the annual report are reflected in the Annual Summary.



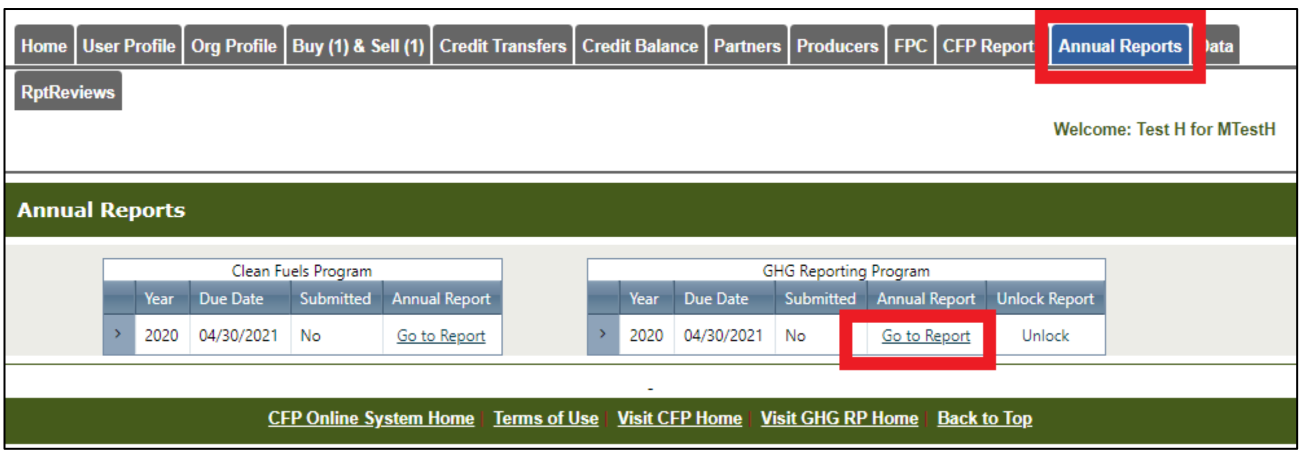
Reporting is now complete and up-to-date for all quarters/compliance periods for the reporting year.

Submitting a Greenhouse Gas Annual Report

For additional guidance on reporting protocols for the Greenhouse Gas Reporting Program, see the Greenhouse Gas Reporting Resources and Forms webpage.

CFP Aggregate Data

Your Greenhouse Gas (GHG) Annual report will automatically pull data from your submitted CFP quarterly reports. Due to this, ensure that all CFP quarterly reports have been submitted prior to beginning your GHG report. To access your GHG report, navigate to the **Annual Reports** tab and click “Go to Report” under the GHG Reporting Program section.



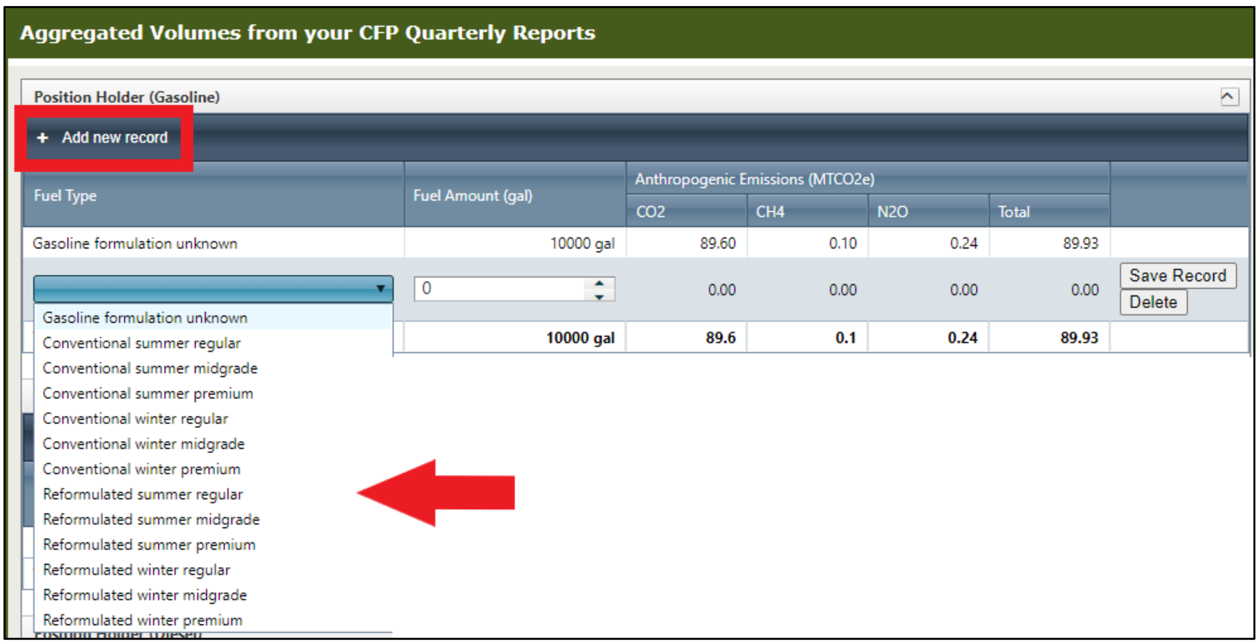
At the top of your GHG Annual report screen, you will see aggregated fossil fuel volumes from your quarterly CFP reports. All transactions that were reported as a “Position Holder Sale without Obligation” will be shown here as “Position Holder” gallons.

All transactions that were reported as “Import outside the Bulk System” will be shown here as “Fuel Importer” gallons.

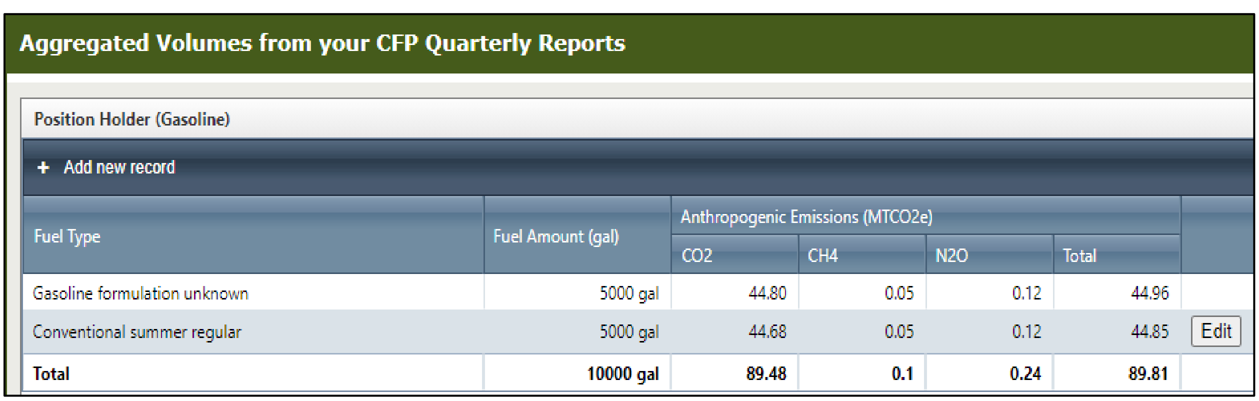
Adding Fuel Specific Detail to a Greenhouse Gas Annual Report

For each fuel type and supplier type, you may change some or all of the unknown gasoline or diesel fuel gallons to a more specific formulation type, as described in the reporting resources.

To do so, select the specific fuel type from the drop down menu under the appropriate record and input the number of gallons of that specific fuel that were supplied in the reporting year and click the “Save Record” button. Repeat for additional specific fuel types, as applicable.



Note that the total gallons of the unknown fuel type will decrease by the same amount input for the more specific fuel type.



Fuel Type	Fuel Amount (gal)	Anthropogenic Emissions (MTCO2e)				
		CO2	CH4	N2O	Total	
Gasoline formulation unknown	5000 gal	44.80	0.05	0.12	44.96	
Conventional summer regular	5000 gal	44.68	0.05	0.12	44.85	Edit
Total	**10000 gal**	**89.48**	**0.1**	**0.24**	**89.81**	

Biofuels that were reported in your CFP reports will be shown below the fossil fuel gallons in the aggregate data.

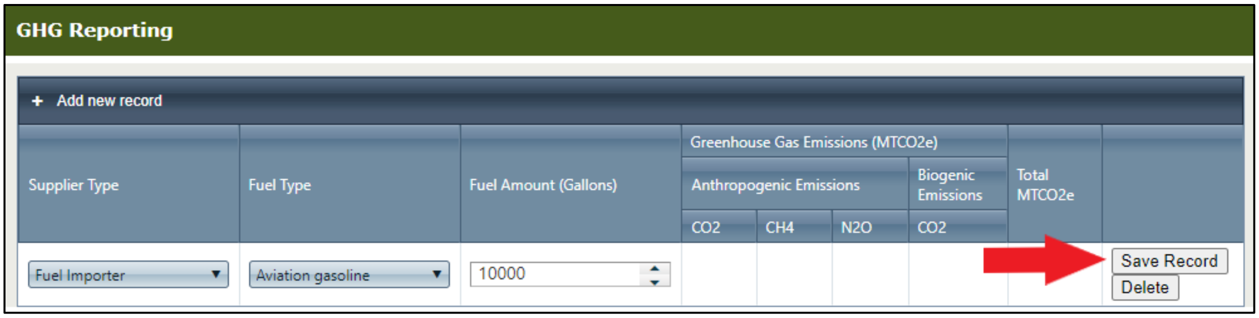
Other Fuels

Supplier Type	Fuel Name	Fuel Amount (Gal)	Biogenic Emissions (MTCO2e)	Anthropogenic Emissions (MTCO2e)		Total (MTCO2e)
			CO2	CH4	N2O	
Fuel Importer	Biodiesel	500	4.71	0.00	0.00	4.71
Position Holder	Biodiesel	2000	18.84	0.01	0.01	18.86
Fuel Importer	Ethanol	1000	5.77	0.00	0.00	5.77
Position Holder	Ethanol	0	0.00	0.00	0.00	0.00
	Total	**3500**	**29.32**	**0.01**	**0.01**	**29.34**

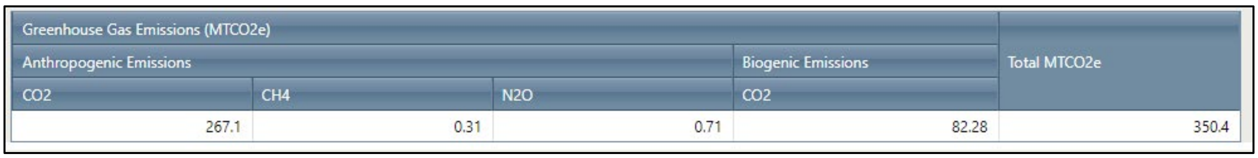
Reporting Fuels not Regulated by the CFP Program

To report other types of fuels that were supplied within Oregon, but not regulated under the CFP program and reported in your quarterly reports, use the GHG Reporting section of the annual report page. This is found below the aggregated CFP data. Click the **"Add new record"** button to begin a new data entry.

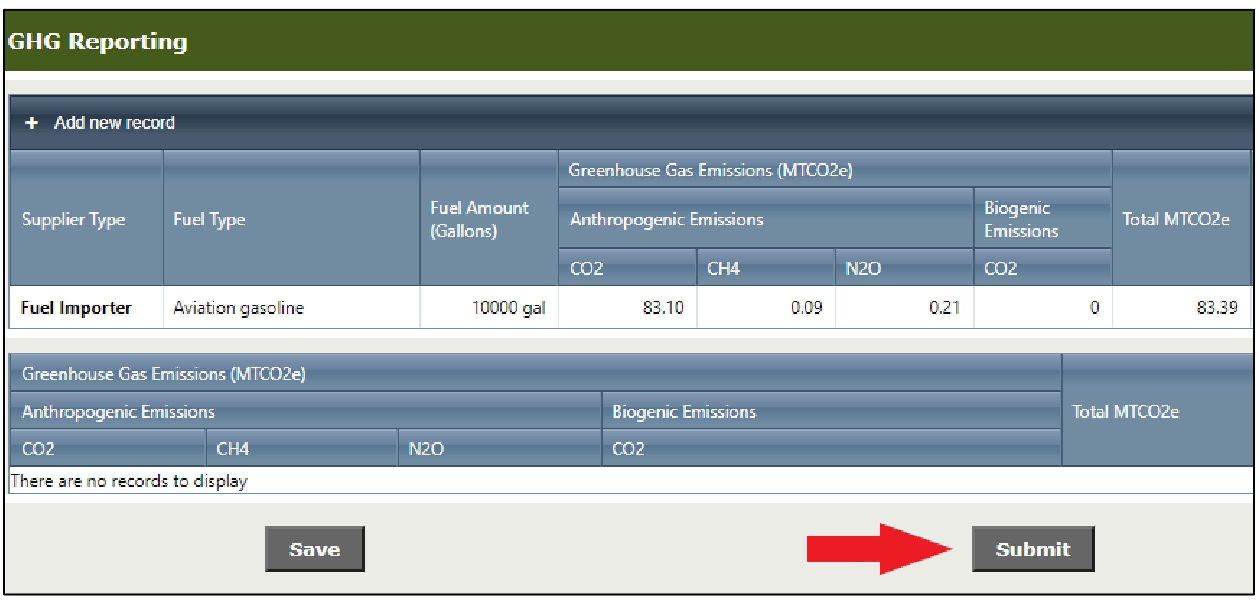
For each supplier type (Position Holder or Fuel Importer), enter the fuel type supplied and the volume (in gallons) and click "Save Record". Repeat this step until all fuel types have been reported.



Total emissions from both the aggregated CFP quarterly reports and additional GHG reporting fuels will be shown at the bottom of the report.



Your GHG Annual report can be saved to finish at a later time by clicking on the “Save” button in the bottom left corner. Note that all open records must be saved or deleted before the entire report can be saved. Submit your report by clicking on the “Submit” button in the bottom right corner.



You can export a PDF copy of your completed report by returning to the report page and clicking the “Export page to PDF” button.

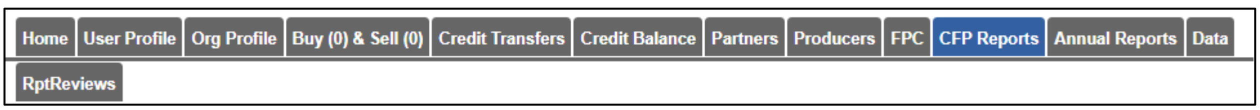

Home
User Profile
Org Profile
Annual Reports
Welcome: Matthew Steele for MoDean's III Fuels
GHG USERS
GHG Emissions Data Report
Export page to PDF
Organization: MoDean's III Fuels
Status: Submitted
Reporting Period: Annual 2020
Submitted On: 3/4/2021
Submitted By: Matthew Steele

Making Corrections to Submitted Reports

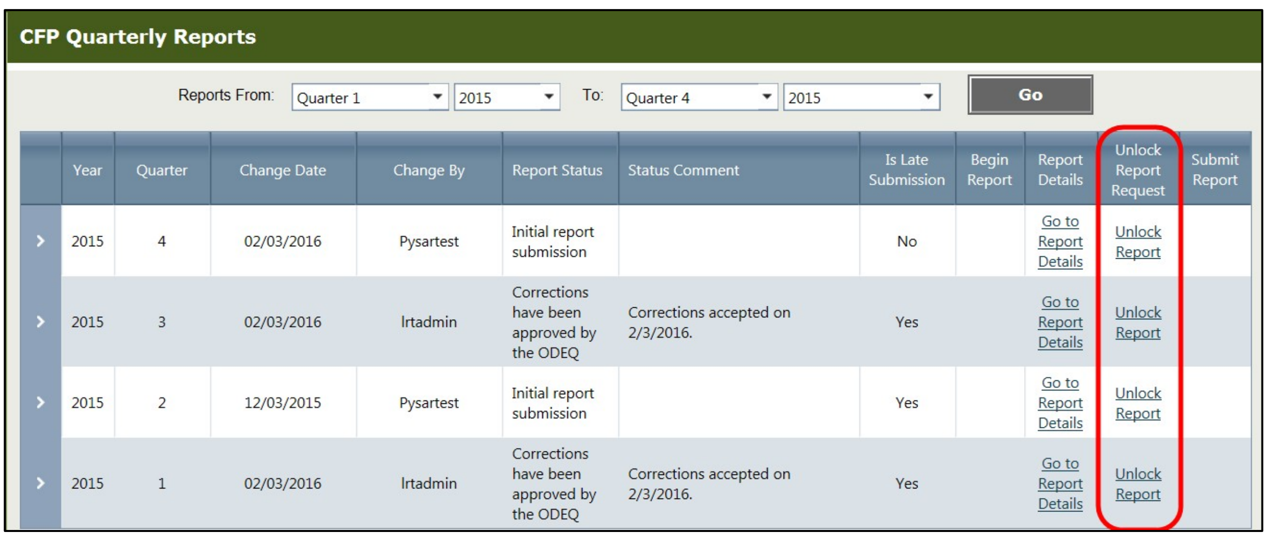
Regulated parties are expected to make every effort to ensure that the data in submitted reports is complete and accurate; however, DEQ recognizes that there are times when corrections to a previously submitted report may be necessary to maintain accurate information in the reporting tool. Only an Administrator account can unlock a report. To make corrections to a submitted report:

Step 1: Open and complete the online Correction Request Form.
Step 2: Submit the completed form.
Step 3: The Correction Request Form is reviewed by the OFRS Administrator.
Step 4: Upon approval, the report is unlocked for corrective edits.
Step 5: The corrected report is resubmitted by the regulated party administrator.
Step 6: The OFRS system administrator makes a final review and either approves or does not approve the corrections.

Navigate to the **CFP Reports** or **Annual Reports** tab to see



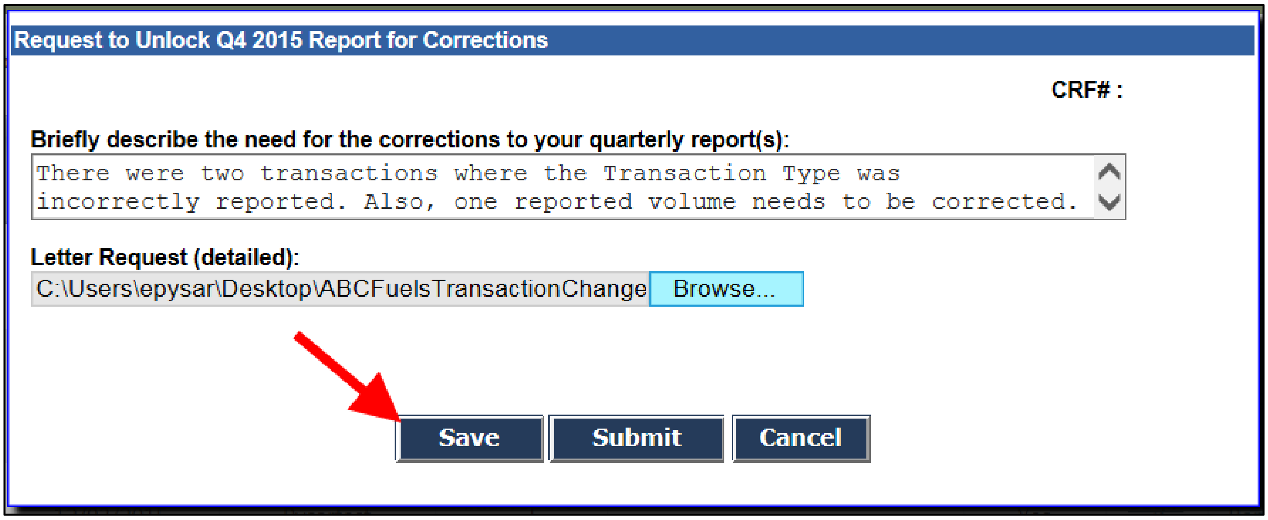
Click the **Unlock Report** link. This will open the Correction Request Form.


CFP Quarterly Reports

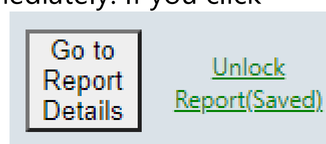
Reports From: Quarter 1 2015 To: Quarter 4 2015 Go

	Year	Quarter	Change Date	Change By	Report Status	Status Comment	Is Late Submission	Begin Report	Report Details	Unlock Report Request	Submit Report
›	2015	4	02/03/2016	Pysartest	Initial report submission		No		Go to Report Details	Unlock Report	
›	2015	3	02/03/2016	lrtadmin	Corrections have been approved by the ODEQ	Corrections accepted on 2/3/2016.	Yes		Go to Report Details	Unlock Report	
›	2015	2	12/03/2015	Pysartest	Initial report submission		Yes		Go to Report Details	Unlock Report	
›	2015	1	02/03/2016	lrtadmin	Corrections have been approved by the ODEQ	Corrections accepted on 2/3/2016.	Yes		Go to Report Details	Unlock Report	

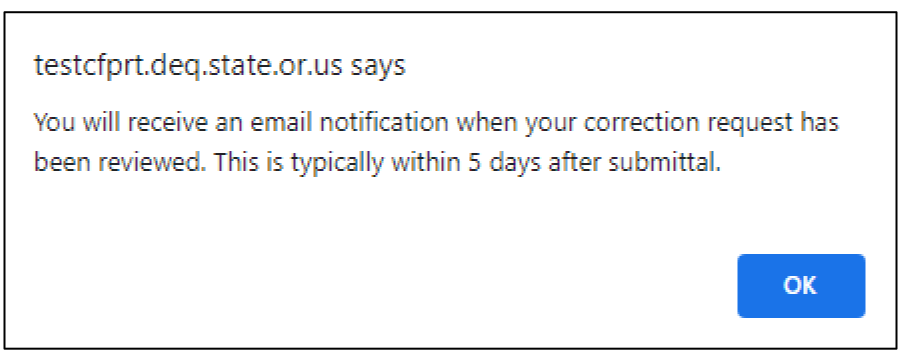
Enter a brief description of the corrections in the box provided, and upload a document with more details concerning the corrections.



You can save the form for later submittal or submit the information immediately. If you click **Save**, you will receive the message that your request has been saved. You can click **Cancel** to clear out the form and start over. To access a saved Correction Request Form, **click Unlock Report** again. This action will reopen the form with the previously saved text, so that you may do additional editing.

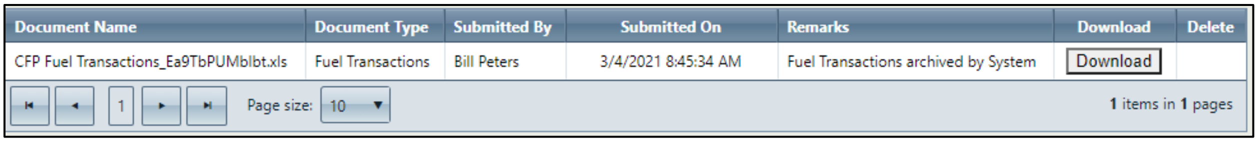


After making any additional edits, click **Submit**. This submits the form to the OFRS Administrator. You will receive the following message, as well as a system-generated email.

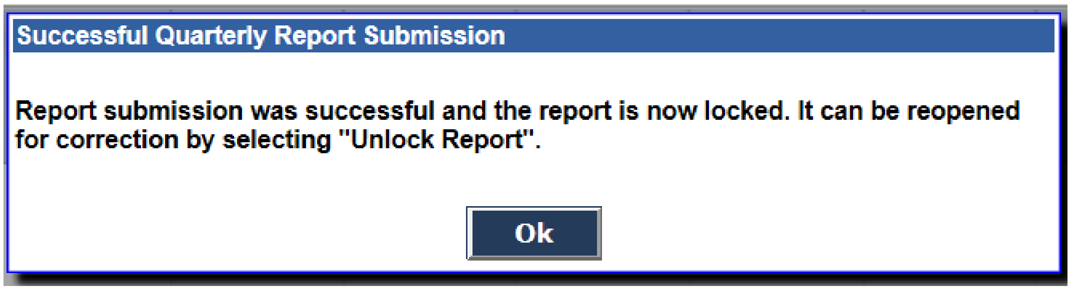


Once the OFRS administrator has reviewed and approved the request, you will receive an email informing you that the report has been unlocked.

The report is now open for editing. A snapshot of the current data will be available to the user as an Excel file at the bottom of the Quarterly Report Details page.



Corrective edits should be made as soon as possible and resubmitted. If you have previously submitted an Annual Report for the same compliance period, you will also need to resubmit that report. When all corrections are made, click **Submit**.



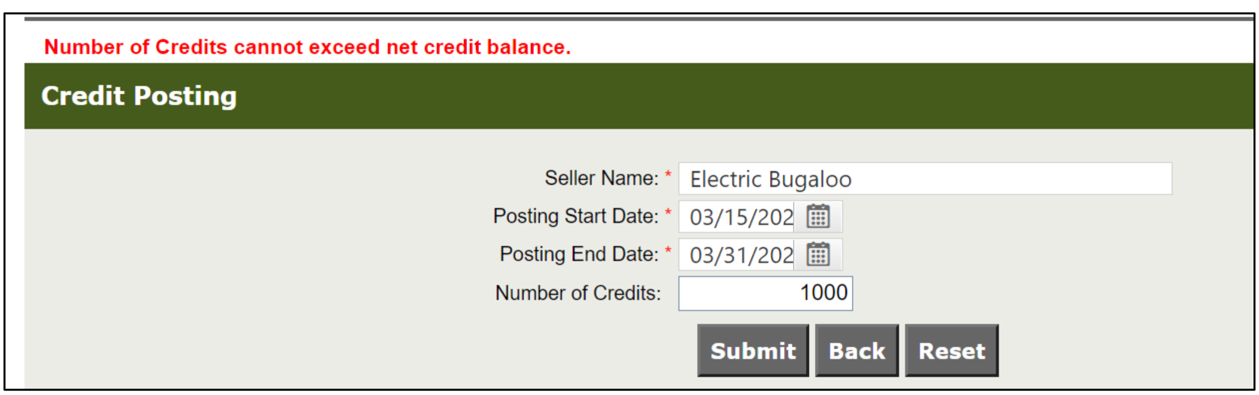
Buy & Sell Board

Users with the role Admin with Signatory Authority or Credit Facilitator may post credits to sell or post that they are seeking to buy credits using the **Buy & Sell Board**. They may also view this screen to determine which other organizations have credits to sell or those that are looking to purchase credits.

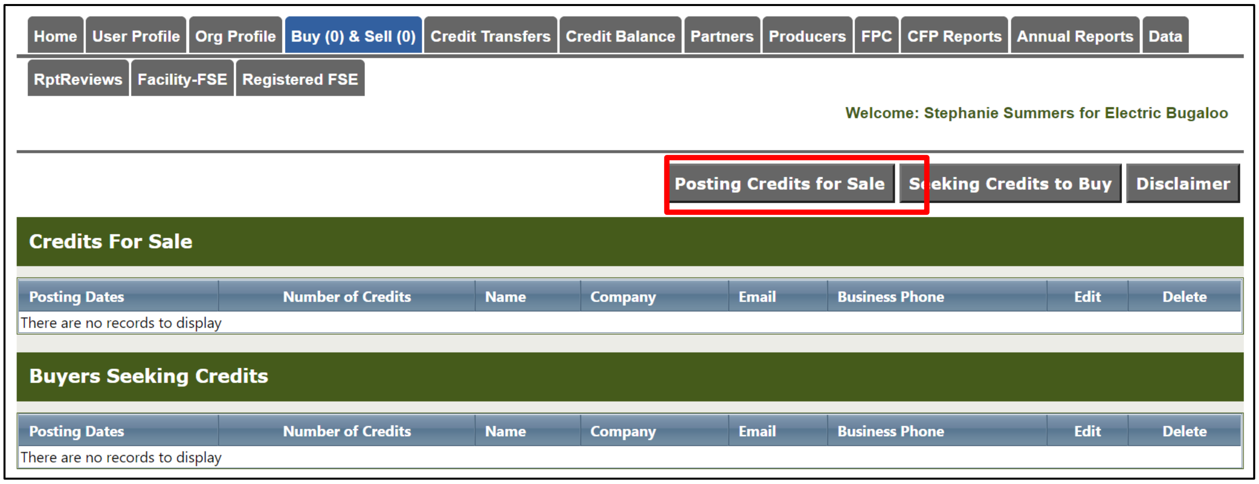
To access this screen, click the **Buy & Sell Board** tab.

To post credits, click the **Posting Credits for Sale** button.

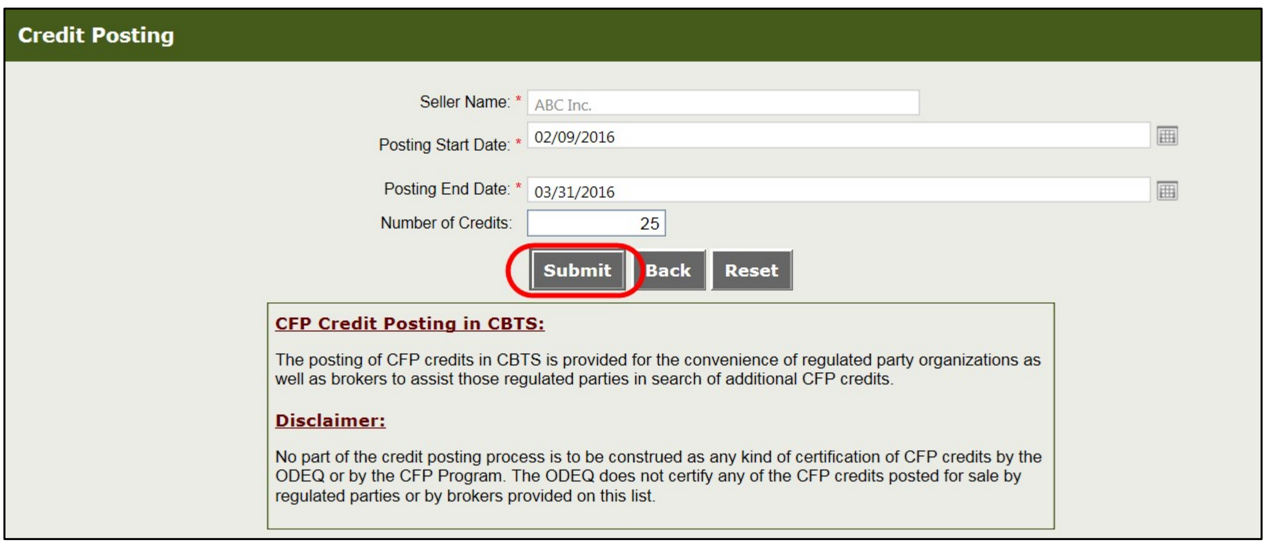
Note: You will not be allowed to sell credits unless you have generated credits through reporting.



Once you have generated credits, you can post by following the directions below.

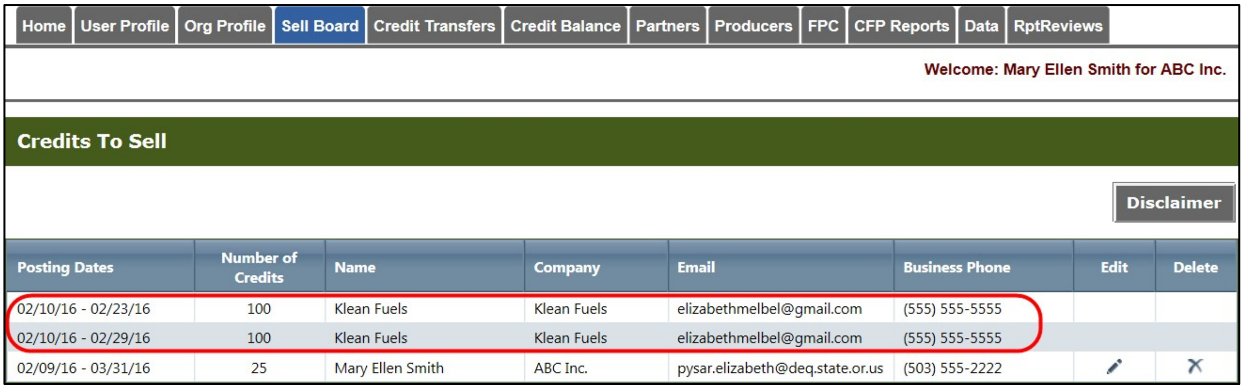


On the Credit Posting screen, enter the start and end dates by clicking on the small calendar icons to choose dates. Enter the number of credits for sale, then click the **Submit** button.

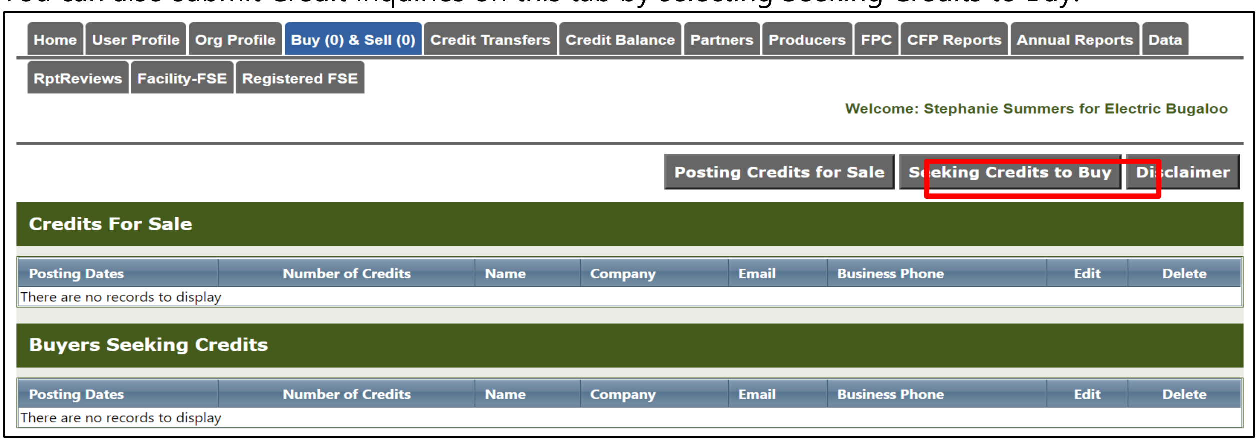


You will be taken back to the main Buy & Sell Board screen and will see your new credit posting there. You may click the pencil icon to edit the credit posting, or click the X to delete it.

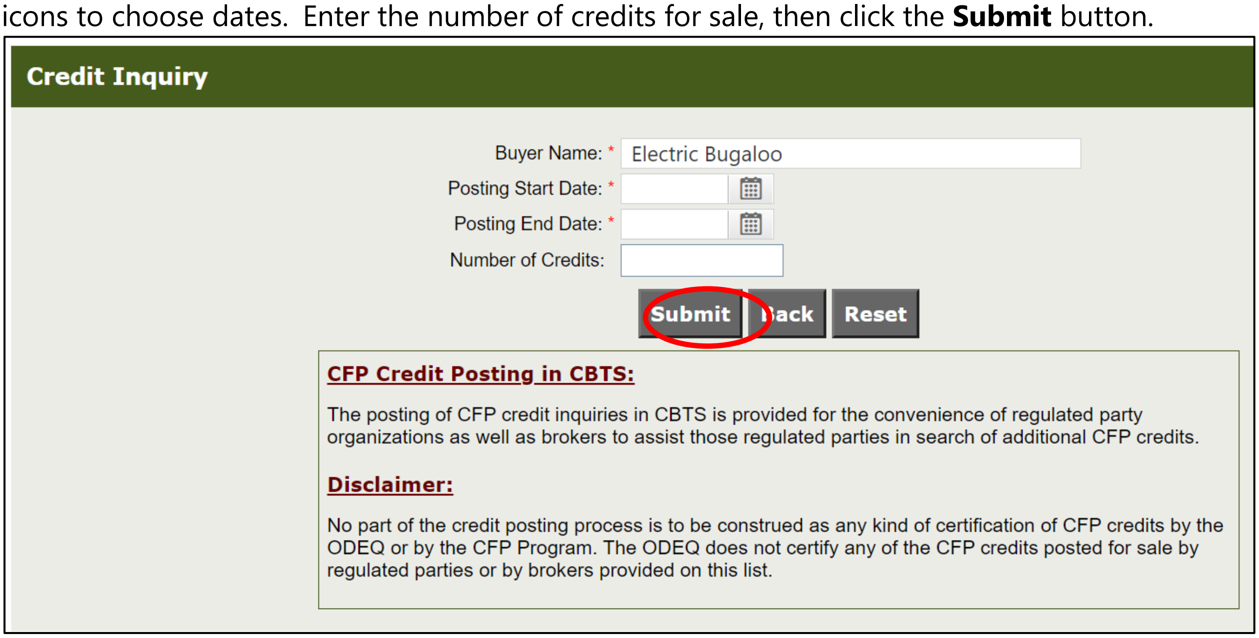
If other organizations have credits available to sell, you will see them here as well:



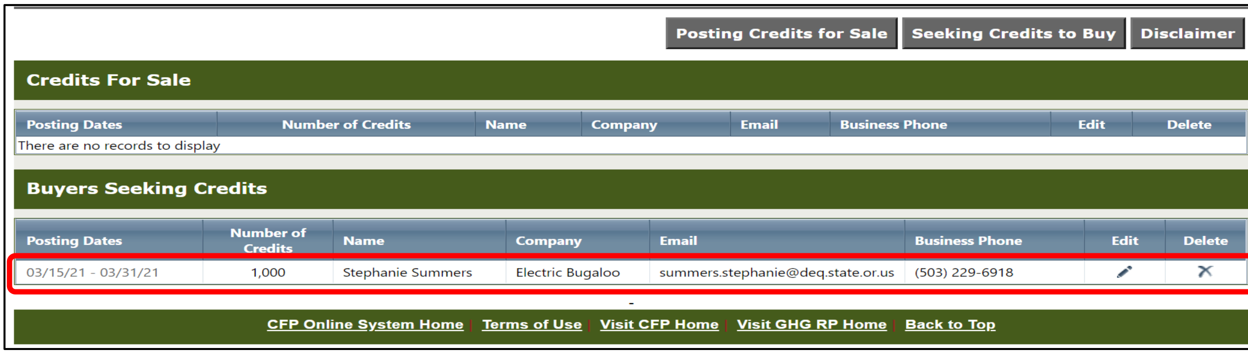
You can also submit Credit Inquiries on this tab by selecting Seeking Credits to Buy.



On the Credit Inquiry screen, enter the start and end dates by clicking on the small calendar icons to choose dates. Enter the number of credits for sale, then click the **Submit** button.



You will be taken back to the main Buy & Sell Board screen and will see your new credit inquiry there. You may click the pencil icon to edit the credit posting, or click the X to delete it.



Posting Credits for Sale | Seeking Credits to Buy | Disclaimer

Credits For Sale

Posting Dates	Number of Credits	Name	Company	Email	Business Phone	Edit	Delete
There are no records to display							

Buyers Seeking Credits

Posting Dates	Number of Credits	Name	Company	Email	Business Phone	Edit	Delete
03/15/21 - 03/31/21	1,000	Stephanie Summers	Electric Bugaloo	summers.stephanie@deq.state.or.us	(503) 229-6918		

CFP Online System Home | Terms of Use | Visit CFP Home | Visit GHG RP Home | Back to Top

Credit Transfers

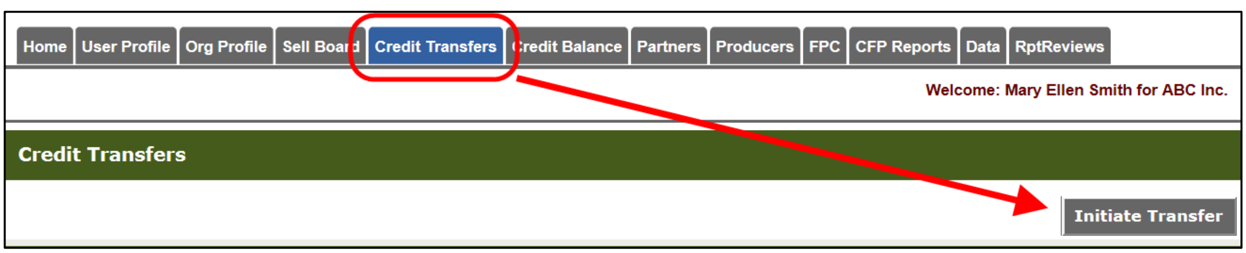
Users with the Admin with Signatory Authority or Credit Facilitator role may perform credit transfers inthe CFP online system.

Important: The CFP system will not allow credit transfers to occur after April 30th if the annual report for the previous compliance period has not been submitted. This is true where the regulated party is the seller. This does not apply to buyers. Once the annual report is submitted, credit transfers can be initiated by the Seller Organization.

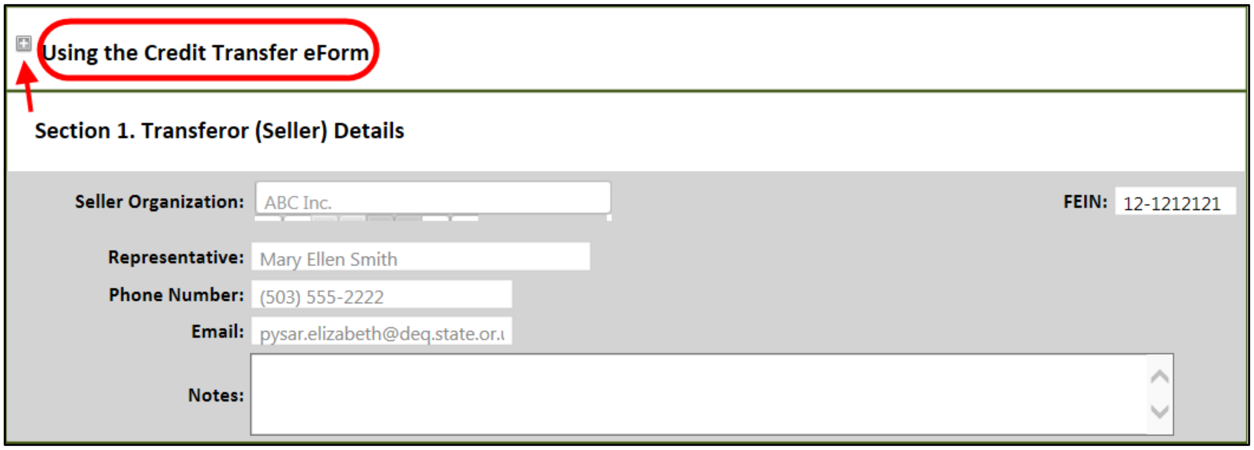
Organizations that are not actually generating credits or deficits as part of their quarterly reporting will not be permitted by the system to participate in the transfer of credits as a buyer or a seller.

Credit Transfer Example

The following is a step-by-step example of a transfer between the Seller to the Buyer which is "Non- Blind" (no anonymity for either party). To initiate a credit transfer, the Seller clicks the **Credit Transfers** tab, then clicks the **Initiate Transfer** button. This button opens the Credit Transfer eForm, which contains four sections.



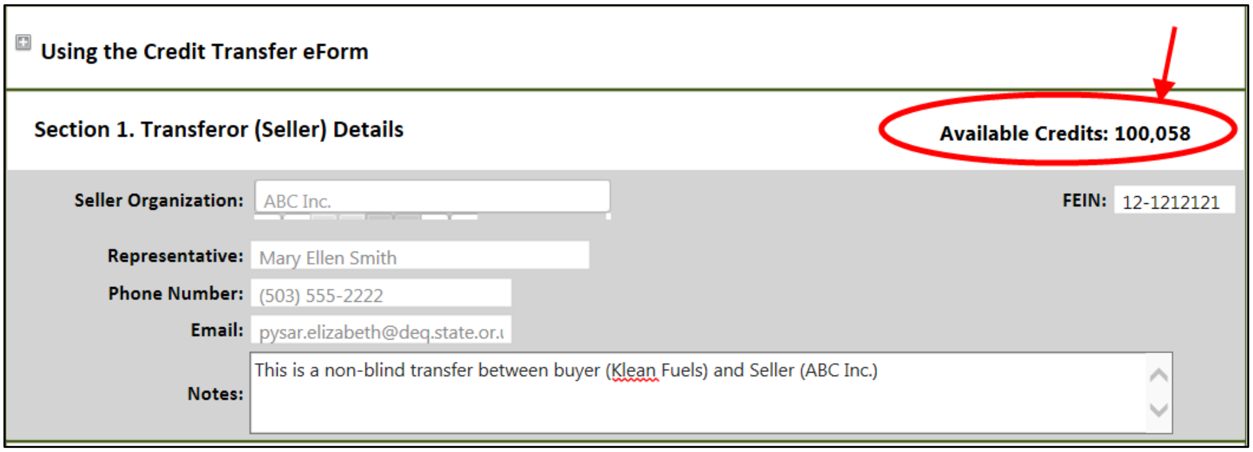
Section 1 of the eForm is shown below. You can open instructions on how to use the form by clicking the plus sign next to *Using the Credit Transfer eForm*.



In Section 1, the system auto-populates the Seller Organization field, along with the contact information for their Representative. In this case, the Representative is the administrator for the organization. The FEIN is displayed to ensure correct identification of the seller organization.

This is a newly registered regulated party. Since this organization has not yet submitted quarterly reports, there are no credits in their account yet. Therefore, the seller's Available Credits, which is usually shown at the top right of Section 1, is not yet displayed. Once the organization generates credits, they can then transfer credits.

At a later time, the Seller Organization (ABC Inc.) generates 100,058 credits, as a result of CFP quarterly reporting. Credits are now displayed and are available for transfer, as shown below.


Using the Credit Transfer eForm

Section 1. Transferor (Seller) Details

Available Credits: 100,058

Seller Organization: ABC Inc.

FEIN: 12-1212121

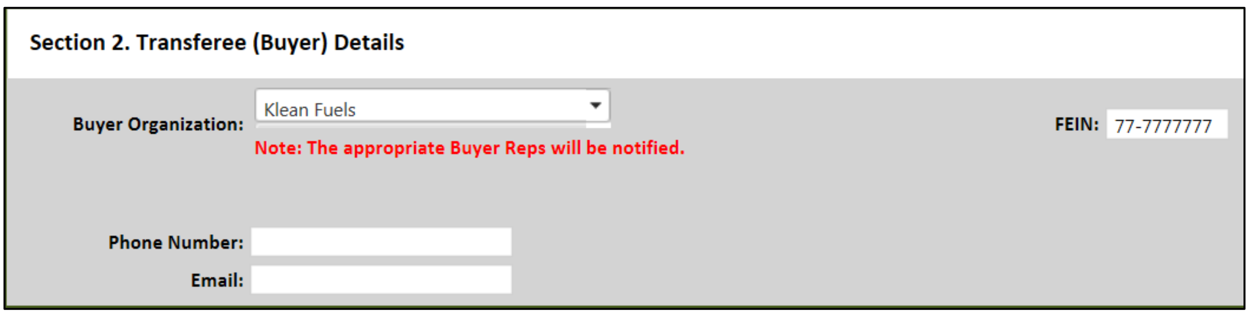
Representative: Mary Ellen Smith

Phone Number: (503) 555-2222

Email: pysar.elizabeth@deq.state.or.u

Notes: This is a non-blind transfer between buyer (Klean Fuels) and Seller (ABC Inc.)

The Seller can select the Buyer Organization in Section 2 below.


Section 2. Transferee (Buyer) Details

Buyer Organization: Klean Fuels

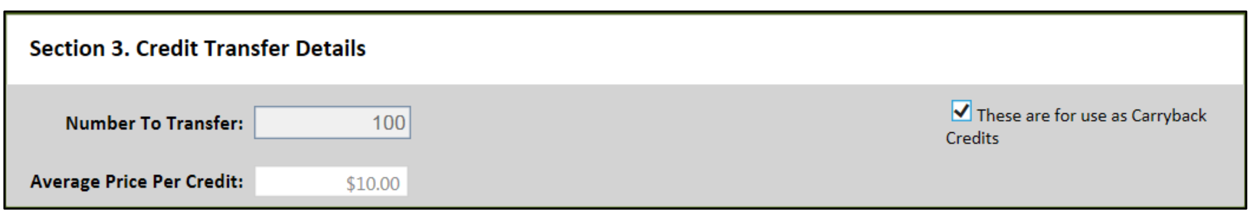
Note: The appropriate Buyer Reps will be notified.

FEIN: 77-7777777

Phone Number:

Email:

The Seller completes Section 3 of the eForm by entering the number of credits to transfer and the average price per credit.


Section 3. Credit Transfer Details

Number To Transfer: 100

These are for use as Carryback Credits

Average Price Per Credit: $10.00

In Section 4, the seller will enter the “signature” of the Seller Representative, along withtheir Security Identification Code (SIC), which was provided via email to the Seller (Admin and Credit Facilitator roles) when their CFP account was originally approved. The last step is to click the **Submit** button.

This will submit the initiated transfer to the Buyer.

The CFP system generates notification emails which are sent to all Admin and Credit Facilitator users in the selected Buyer Organization account, whenever a credit transfer is initiated or completed. The Seller will also receive these emails. In addition, the Seller will see the new transfer under the Outgoing Transfers section, with the status of “Submitted to Buyer.” Note that the transfer can be recalled by clicking the **Recall** link.

Credit Transfers

Initiate Transfer

Outgoing Transfers

TIDN	Date Posted	Date Completed	Buyer Org	Buyer Rep	Status	Price per Credit	Number Of Credits	Total Price	Seller Notes	Buyer Notes	Recall Transfer	CTF
23	02/02/2016		Klean Fuels		Submitted to Buyer	$500.00	10	$5,000.00			Recall	

When the Buyer goes into the CFP system and accepts the credits, both the Buyer and Seller will receive an email confirmation message. The Seller will see that the status has changed to "Credits Transferred."

Outgoing Transfers

TIDN	Date Posted	Date Completed	Buyer Org	Buyer Rep	Status	Price per Credit	Number Of Credits	Total Price	Seller Notes	Buyer Notes	Recall Transfer	CTF
23	02/02/2016	02/08/2016	Klean Fuels	Klean Fuels	Credits Transferred	$500.00	10	$5,000.00				

If a user is buying credits, they will see that information in the "Incoming Transfers" section of the CreditTransfer page. Until they accept the credits, the status will show up as "Transfer Offer Received." The user will need to click on the **Pending** link to accept the credits.

Incoming Transfers

TIDN	Date Posted	Date Completed	Seller Org	Seller Rep	Status	Price per Credit	Number Of Credits	Total Price	Seller Notes	Buyer Notes	CTF Status	CTF
24	02/10/2016		Klean Fuels	Klean Fuels	Transfer Offer Received	$10.00	100	$1,000.00			Pending	

After the Buyer clicks on the Pending link, the Credit Transfer eForm will open. The Buyer should review the information for accuracy.

In Section 3 (Credit Transfer Details), there is a checkbox to indicate that these credits are for use as **Carryback Credits**. If this is applicable, the buyer should click this box.

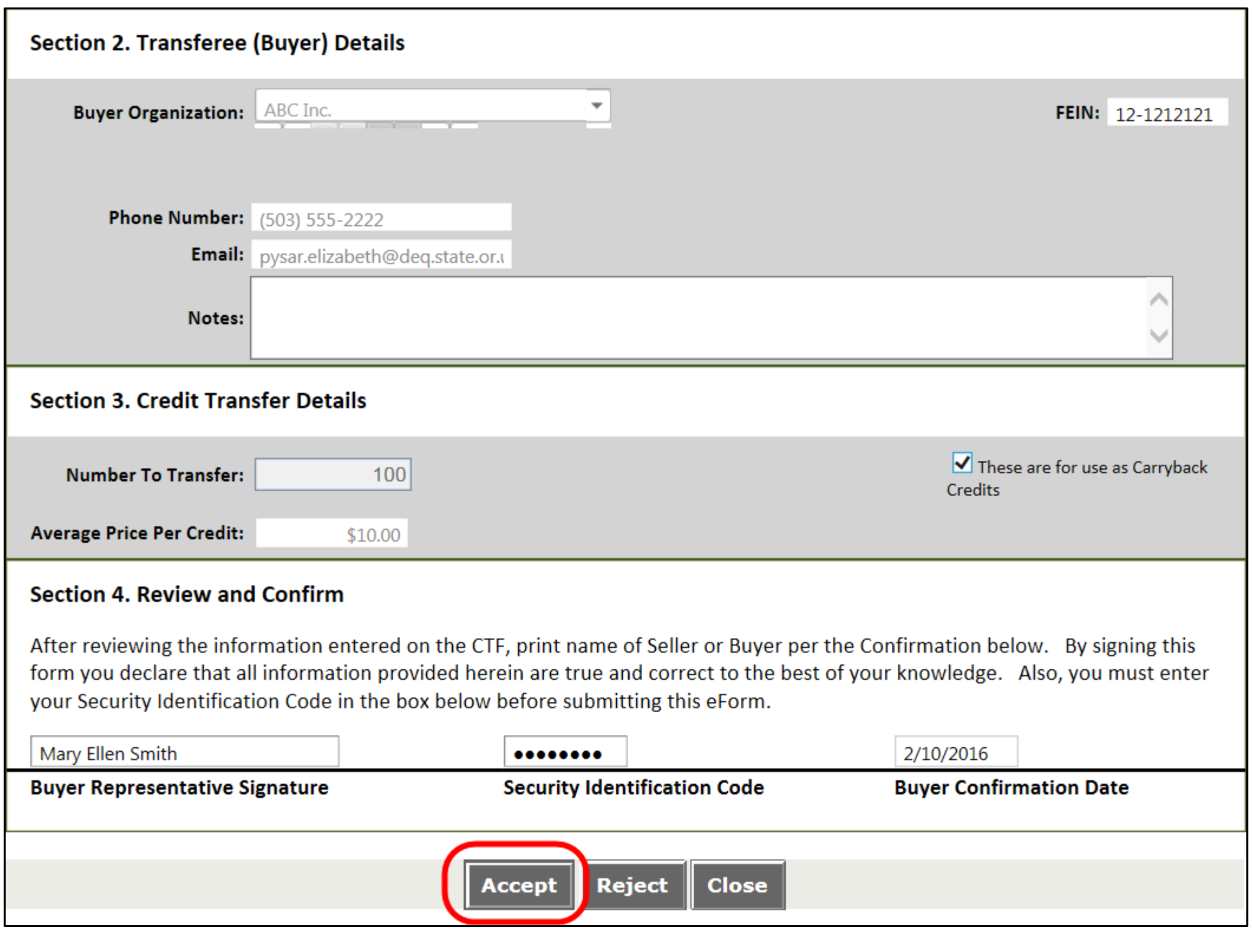
Carryback Credits (CBCs)

A regulated party may acquire additional credits during the “extended period” of January 1st through April 30th. These credits can be designated by the buyer as **Carryback Credits (CBCs)** at the time the credit transfer is completed. The credits are then posted to the ledger in quarter four of the previous year. The credits can be used to meet a compliance obligation for the compliance period year immediately preceding the extended period.

All CBC transfers must be initiated in the OFRS by April 30th and completed within 10 calendar days to be available in the account as CBCs. To mark and use credits as Carryback Credits, the buyer will need to select the Carryback Credits checkbox in Section 3 of e-Form as shown below.

These credits will be reported in Q4 of the previous compliance period for the Buyer Credit Balance Ledger and in Q1 of the current compliance period for the Seller.

In Section 4, the Buyer enters their name and Security Identification Code in the appropriate data fields, then clicks the **Accept** button to confirm the transfer. A transfer may be declined by clicking the **Reject** button.



Section 2. Transferee (Buyer) Details

Buyer Organization: ABC Inc.
FEIN: 12-1212121
Phone Number: (503) 555-2222
Email: pysar.elizabeth@deq.state.or.u
Notes:

Section 3. Credit Transfer Details

Number To Transfer: 100
Average Price Per Credit: $10.00
☑ These are for use as Carryback Credits

Section 4. Review and Confirm

After reviewing the information entered on the CTF, print name of Seller or Buyer per the Confirmation below. By signing this form you declare that all information provided herein are true and correct to the best of your knowledge. Also, you must enter your Security Identification Code in the box below before submitting this eForm.

Buyer Representative Signature	Security Identification Code	Buyer Confirmation Date
Mary Ellen Smith	••••••••	2/10/2016

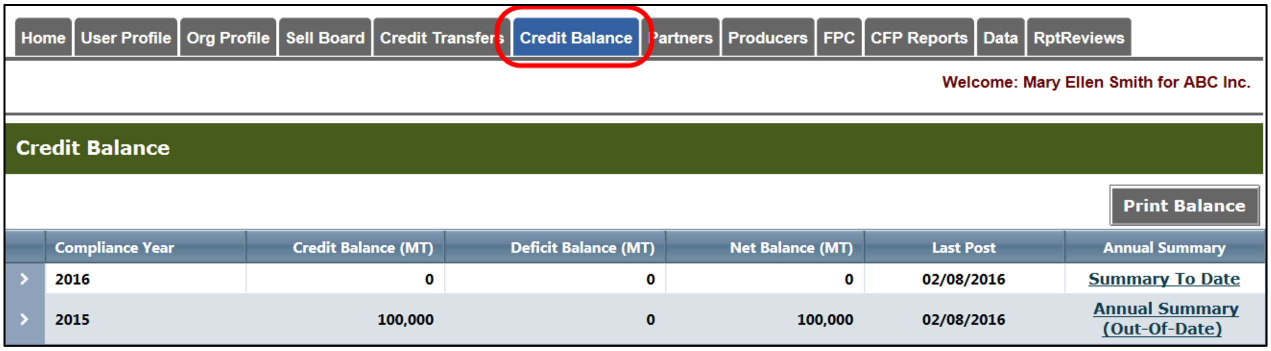
Accept | Reject | Close

When the Buyer accepts the credits, the system will return to the Credit Transfer screen. Under theIncoming Transfers section, the status for the transfer will now show “Credits Received.”

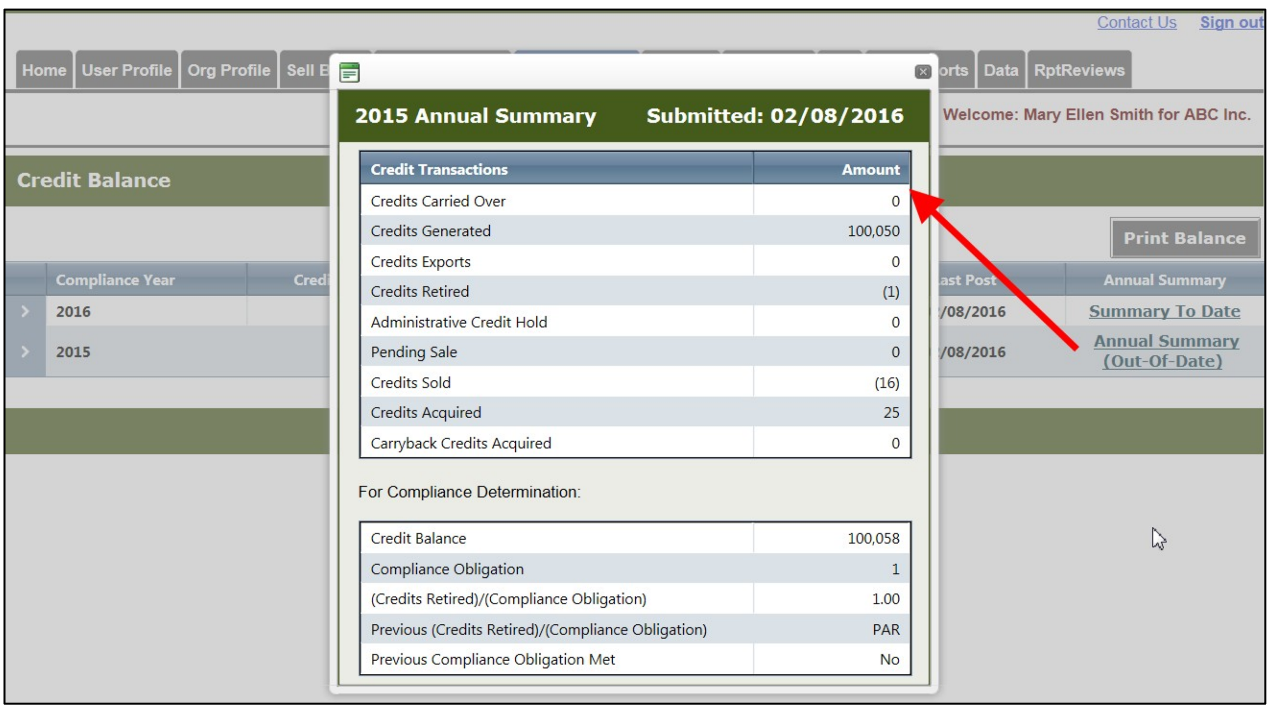
The Buyer may click the PDF icon under the CTF column to open the Credit Transfer Form for thistransaction.

Credit Balance

Users with the role Admin with Signatory Authority or Credit Facilitator may view information abouttheir organization's credit balance by clicking on the Credit Balance tab.



You may view a summary for a particular year by clicking on the Annual Summary link.



You may also view the summary to date for the current year, as well as print out the credit balanceinformation.