



State of Oregon Department of Environmental Quality

# Oregon Fuels Reporting System

## *User Guide for Greenhouse Gas Reporting by Regulated Entities*

Contact:

Greenhouse Gas Reporting Staff  
[GHGReport@deq.state.or.us](mailto:GHGReport@deq.state.or.us)

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## 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 covers only those aspects of the system required for reporting under the Greenhouse Gas Reporting Program (GHG RP). For information on activities associated with the Clean Fuels Program, please consult the full user guide.

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.

**Oregon Fuels Reporting System**

Username:

Password:

[Reset Password](#)

[Generate New Code](#)

[Audio Code](#)

Enter Code:

**Login**

**NEW USERS**

Please contact the administrator for your organization if this is your first time using the Oregon Fuels Reporting System and you need a user account.

**Registering an Organization**

Select "Register Organization" below if you are the designated administrator for Oregon Fuels Reporting System and have not registered your organization in order to file reports with DEQ's Oregon Fuels Reporting System (OFRS) and/or Greenhouse Gas Reporting Program (GHG RP). You will be assigned the Administrator role for your organization upon registration and approval of your organization's account by DEQ. At that time you will be able to login and assign roles to other users. Only users given Signatory Authority may submit CFP and GHG RP reports.

**Register Regulated Party**

**Registering a Fuel Producer**

Register here if you are the designated administrator for an alternative fuel production company/facility and want to register in the CFP Alternative Fuels Portal. This is a program for registering fuel production facilities, requesting fuel pathway codes, and for facilitating the third party verification process for applicable facilities. Upon registration and approval of your account by DEQ you will be able to login to the Alternative Fuels Portal (AFP) and register your fuel production facilities.

**Register Fuel Producer**

[CFP Online System Home](#) | [Visit CFP Home](#) | [Visit GHG RP Home](#) | [Back to Top](#)

**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:  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: TestAttachment\_KcMDIFQsHhJD.pdf


Organization Name: \*

Is Finished Fuel Importer?

Address Line 1: \*

City: \*

Zip Code: \*

Date of Incorporation: \*  

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?

[OFRS General Use Conditions](#)

FEIN: \*  (Federal Employer Identification Number)

Address Line 2:

State Or Province: \*

Country: \*

Place of Incorporation: \*

##### ORGANIZATION CONTACT PERSON

Primary Contact Name: \*

Business Phone: \*

Email: \*

Mobile Phone:

**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.

**PRIMARY REPRESENTATIVE/ADMINISTRATOR DETAILS**

First Name: \*  Middle Initial:

Last Name: \*

Title: \*  Relationship to the Organization: \*

Business Phone: \*

Mobile Phone:

Email: \*  Confirm Email: \*

User Name: \*

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**SECONDARY REPRESENTATIVE/ADMINISTRATOR DETAILS**

First Name: \*  Middle Initial:

Last Name: \*

Title: \*  Relationship to the Organization: \*

Business Phone: \*

Mobile Phone:

Email: \*  Confirm Email: \*

User Name: \*

**Step 6.** Select your organization’s registration categories. You should select each type of fuel that your organization currently buys or sells 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 (less than 500,000 gallons of total finished fuels imported each year) and not required to report 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”.

#### CFP REGISTRATION CATEGORIES

- Conventional gasoline blendstock for oxygenate blending ("gasoline" or "CBOB") or E1
- Diesel fuel ("diesel fuel" or "ULSD") or B5
- A fuel blend containing greater than 10 percent ethanol by volume
- A fuel blend containing biomass-based diesel
- Denatured fuel ethanol
- Biomass-based diesel
- Any other liquid or non-liquid fuel
- Neat renewable hydrocarbon diesel
- A credit generator for one or more fuels from the following list of "opt-in" fuels specified OAR 340-253-0200(3) whichever applies to that fuel as selected below:

#### GHG REGISTRATION CATEGORIES

- Kerosene
- Motor Gasoline
- Distillate Fuel Oil (Distillate No.1, ULSD No.2, Distillate Fuel Oil No.4)
- Residual Fuel Oil
- Aviation Fuels
- Propane
- Biomass-based fuels (Ethanol, Biodiesel, Renewable Diesel)
- Other Petroleum Products

[Register Organization](#)

[Back](#)

Once you are done, click on the Register Organization button. You will get the following message.

### OFRS Organization Registration Acknowledgment

Dear User,

Your request for an OFRS 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 [OregonCleanFuels@deq.state.or.us](mailto:OregonCleanFuels@deq.state.or.us)

[Back to Login Page](#)

[CFP Online System Home](#) | [Terms of Use](#) | [Visit CFP Home](#) | [Visit GHG RP Home](#) | [Back to Top](#)

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 code for use in CFP credit transfers (Not used for GHG Reporting)

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

## OFRS User Agreements

### [Terms of System Use Agreement](#)

#### ACCEPTANCE OF TERMS

I acknowledge that knowingly submitting false information in this report may result in civil or criminal liability.

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

### [Certification of Signatory Authority with Electronic Signature](#)

I acknowledge that knowingly submitting false information in this report may result in civil or criminal liability.

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 :

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.

Home User Profile Org Profile Annual Reports

Welcome: M Test for MoDean's II Fuels GHG USERS

This is the Oregon Fuels Reporting System. Any reported data contained within this system or submitted through this system will be regarded by the ODEQ as official reporting for the CFP.

**We have updated the CFP Online System to add the new transactions needed as part of the GHG 2019 rulemaking. Please refer to our [regulatory bulletin](#) and the [webinar slides](#) for more information, and email any questions to [OregonCleanFuels@deq.state.or.us](mailto:OregonCleanFuels@deq.state.or.us)**

**\*\*\*NEW: We have now posted a FAQ for the combined CFP/GHG RP reporting on [our website at this link](#).\*\*\***

**If you use the Chrome browser, please make sure to clear your cache prior to downloading the templates.**

*Last updated: 5/20/2020*

**Important Note to Reporting Parties**

Oregon DEQ makes no warranties, express, 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.

DEQ has taken reasonable measures to ensure that ... [\[read more\]](#)

Technical Files

*The Homepage of the CFP Online System was updated Jan 23, 2018.*

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

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. If your organization only reports to the GHG RP, you will only need to use the Home, User Profile, Org Profile, and Annual Reports tabs. If you access the system under an Administrator role, you will be able to see more tabs that have functions within the CFP.

Home User Profile Org Profile Buy (0) & Sell (0) Credit Transfers Credit Balance Partners Producers FPC CFP Reports Annual Reports Data

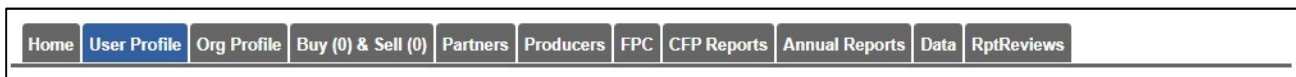
RptReviews

<b>Home</b>	This tab provides any notifications, administrative messages and other information related to reporting requirements and the OFRS. It is same for all account roles.
<b>User Profile</b>	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.
<b>Org Profile</b>	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.
<b>Annual Reports</b>	This tab provides access to perform annual reporting for the GHG RP.

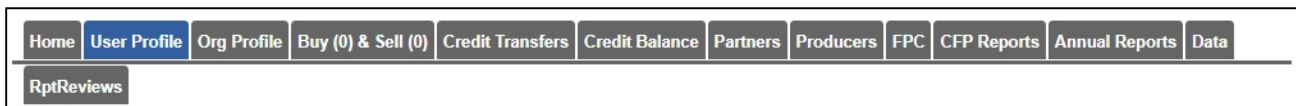
Different user types will have different access privileges within the system and different navigation tabs open to them (See the **Accounts and Roles** section for more details on user roles). At the bottom of the screen, you will find links to program websites where you can find additional resources and guidance. Note that Administrator accounts can see all navigation tabs, even if their organization is only registered as a GHG reporting entity.

## Accounts and Roles

When users log into the System, they are presented with different sets of navigation 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 the OFRS are described below.

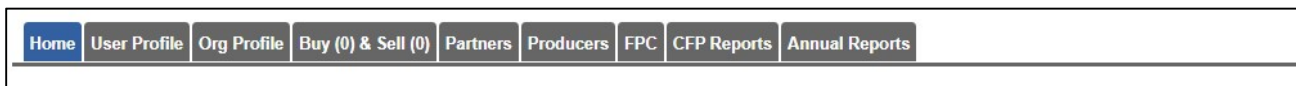


**Admin without Signatory Authority (w/o SA)** – This role provides authorization to establish and activate user accounts for the registered organization, as well as the ability to upload data into the OFRS system. There is no authorization to submit reports.

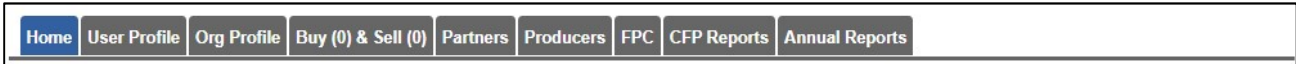


**Admin with Signatory Authority (SA)** – This role has all the functions of the administrator role above. The signatory authority provides additional authorization to submit Annual GHG Reports.

**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 or to add or modify user accounts.



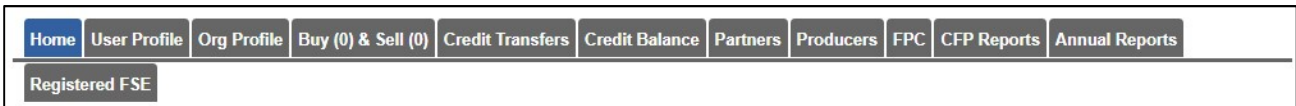
**Contributor with Signatory Authority (SA)** – This role is authorized to upload data and submit reports. These users are not authorized to add or modify user accounts.

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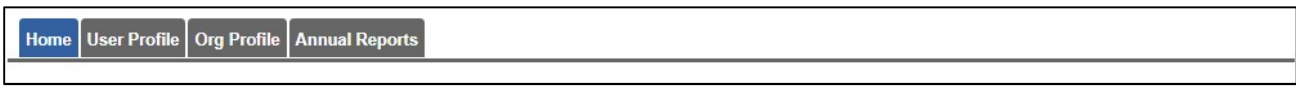
**Reviewer** – This role is authorized to access all the reporting activities in a Read-Only mode and to update their own user account profile. This role cannot be given signatory authorization.

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**Credit Facilitator (not used for GHG only reporting)**

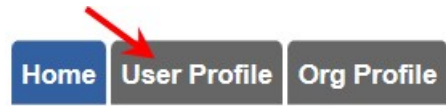
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**GHG User** – This role has the ability to access annual reporting for the GHG program, and can submit these reports if given signatory authority. This role should be used for non-administrator accounts that are only required to do GHG reporting.

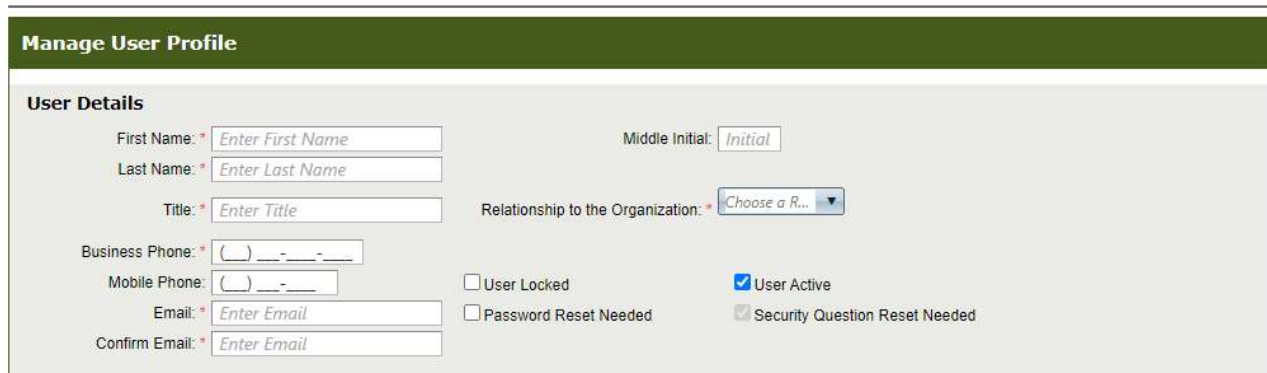
## Adding a User

The 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.

A screenshot of the 'Manage User Profile' form. The form is titled 'Manage User Profile' and has a section for 'User Details'. The fields include: First Name (text input), Last Name (text input), Middle Initial (text input), Title (text input), Relationship to the Organization (dropdown menu), Business Phone (text input), Mobile Phone (text input), Email (text input), and Confirm Email (text input). There are also checkboxes for 'User Locked', 'User Active', 'Password Reset Needed', and 'Security Question Reset Needed'. The 'User Active' checkbox is checked.

**Step 2:** Select the appropriate user role(s) from the list of available roles (ADMINISTRATOR, REVIEWER, 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 annual 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 GHG RP reported data for download.

**User Role**

Available Roles:

- ADMINISTRATOR
- CREDIT FACILITATOR
- CONTRIBUTOR
- GHG USERS
- REVIEWER

User Role: \*

Assigned Roles: \*

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

Default Role: \*

Signatory Authority  Terms of Use

Data Tab

**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 the bottom of the web page.

**User Name And Password**

User Name: \*

\* REQUIRED

## Updating a User's Account

To update an account, click **See Details** under the User Details column for the account you wish to update. 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.**

The screenshot shows a web form for updating a user's profile. It is divided into three main sections: 'User Details', 'User Role', and 'User Name And Password'. At the bottom, there are three buttons: 'Update User Profile', 'Reset', and 'Back'. The 'Update User Profile' button is highlighted with a red circle, and a red arrow points to it from the left.

**User Details**

First Name: \* Christine Middle Initial: Initial  
Last Name: \* Powers  
Business Phone: \* (503) 444-7676-\_\_\_\_  
Mobile Phone: \* (503) 444-9999 x\_\_\_\_  
Email: \* chrispowers@abcexamplefuels.c  User Locked  User Active  
Confirm Email: \* chrispowers@abcexamplefuels.c  Password Reset Needed  Primary Contact

**User Role**

User Role: \* CONTRIBUTOR  Signatory Authority  Statement of signatory authority  
 Data Tab

**User Name And Password**

User Name: \* chrispowers  
Password: \* \_\_\_\_\_

**Update User Profile** **Reset** **Back**

## 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**.

Welcome: Mary Ellen Smith for ABC Inc.

### Manage User Profile

#### User Details

First Name: \*  Middle Initial:

Last Name: \*

Business Phone: \*

Mobile Phone:

Email: \*   User Locked  User Active

Confirm Email: \*   Password Reset Needed  Primary Contact

#### User Role

User Role: \*   Signatory Authority  Statement of signatory authority

Data Tab

#### User Name And Password

User Name: \*

Password: \*

## Resetting a Password

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	<a href="#">See Details</a>	<a href="#">Temp</a>
David Thompson	dthompson	CONTR	davidthompson@abcexamplefuels.com	No	No	No	No	No	<a href="#">See Details</a>	<a href="#">Temp</a>
Christine Powers	chrispowers	CONTR	chrispowers@abcexamplefuels.com	Yes	No	Yes	Yes	Yes	<a href="#">See Details</a>	<a href="#">Temp</a>

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.

## Submitting a Greenhouse Gas Annual Report

The Greenhouse Gas Reporting Program requires reporting from all fuels supplied within Oregon by two distinct types of fuel supplier, position holders and fuel importers. Some fuel suppliers will supply fuels as both supplier types during a year and must report these fuel volumes separately.

**Position holders:** This category includes any person or business that stores gasoline, distillate fuel oil, biofuels, aircraft fuel, or propane in bulk at an Oregon terminal storage facility. A company in this category reports the type and quantity of fuel it owns and disburses from Oregon’s terminals.

**Fuel importers:** This category includes any person or business that imports fuel into Oregon from out of state for use in Oregon, **excluding fuels stored at an Oregon terminal storage facility**. Any fuels stored at an Oregon terminal must be reported using the position holder category described above.

For additional guidance on reporting protocols for the Greenhouse Gas Reporting Program, see the [Greenhouse Gas Reporting Resources and Forms](#) webpage.

To report fuels that were supplied within Oregon, use the GHG Reporting section of the **Annual Report** tab. Click the “Add new record” button to begin a new data entry.

**GHG Reporting**

+ Add new record

Supplier Type	Fuel Type	Fuel Amount (Gallons)	Greenhouse Gas Emissions (MTCO <sub>2</sub> e)				Total MTCO <sub>2</sub> e
			Anthropogenic Emissions			Biogenic Emissions	
			CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	CO <sub>2</sub>	
No records to display.							

Greenhouse Gas Emissions (MTCO <sub>2</sub> e)				Total MTCO <sub>2</sub> e
Anthropogenic Emissions			Biogenic Emissions	
CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	CO <sub>2</sub>	
There are no records to display				

Save
Submit


For each supplier type (Position Holder or Fuel Importer, see below), enter the fuel type supplied and the volume (in gallons) and click “Save Record”. The system will automatically calculate the emissions from complete combustion of the fuel. Repeat this step until all fuel types have been reported. Note that blended fuel types must have each component reported separately. For example, to report 1000 gallons of E10 gasoline, you would report 900 gallons of gasoline and 100 gallons of ethanol as separate records.



## GHG Reporting

+ Add new record

Supplier Type	Fuel Type	Fuel Amount (Gallons)	Greenhouse Gas Emissions (MTCO <sub>2</sub> e)				Total MTCO <sub>2</sub> e
			Anthropogenic Emissions			Biogenic Emissions	
			CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	CO <sub>2</sub>	
Fuel Importer	Aviation gasoline	10000					



Total emissions from all reported fuels will be shown at the bottom of the report.

Greenhouse Gas Emissions (MTCO <sub>2</sub> e)						Total MTCO <sub>2</sub> e
Anthropogenic Emissions			Biogenic Emissions			
CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	CO <sub>2</sub>			
267.1		0.31	0.71		82.28	350.4


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.

## GHG Reporting

+ Add new record

Supplier Type	Fuel Type	Fuel Amount (Gallons)	Greenhouse Gas Emissions (MTCO <sub>2</sub> e)				Total MTCO <sub>2</sub> e
			Anthropogenic Emissions			Biogenic Emissions	
			CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	CO <sub>2</sub>	
Fuel Importer	Aviation gasoline	10000 gal	83.10	0.09	0.21	0	83.39

Greenhouse Gas Emissions (MTCO <sub>2</sub> e)						Total MTCO <sub>2</sub> e
Anthropogenic Emissions			Biogenic Emissions			
CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	CO <sub>2</sub>			
There are no records to display						



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

**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, ODEQ 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 **Annual Reports** tab to see the submitted and locked report GHG annual report. Click the **Unlock Report** link. This will open the Correction Request Form.

**Annual Reports**

Clean Fuels Program			
Year	Due Date	Submitted	Annual Report
There are no records to display			

GHG Reporting Program				
Year	Due Date	Submitted	Annual Report	Unlock Report
> 2020	04/30/2021	Yes	<a href="#">Go to Report</a>	<a href="#">Unlock</a>

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

**Request to Unlock 2020 GHG Report for Corrections**

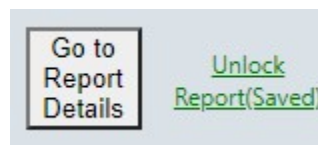
CRF# :

Briefly describe the need for the corrections to your annual report:  
Volume of gasoline was entered incorrectly in the annual report.

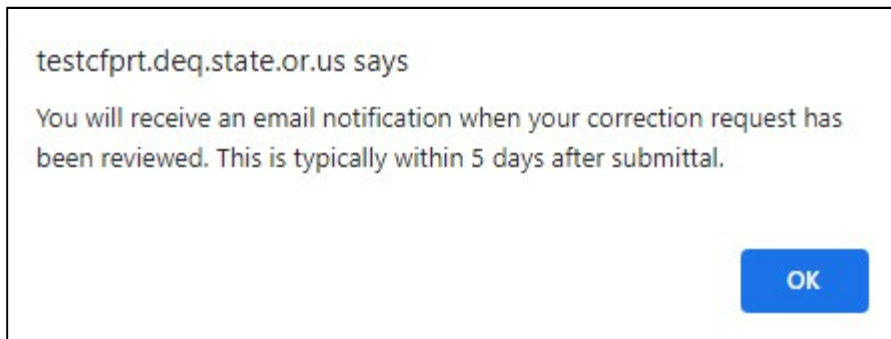
Letter Request (detailed):  
Choose File No file chosen

Save Submit Cancel

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.



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 and will show up as not being submitted.

GHG Reporting Program					
	Year	Due Date	Submitted	Annual Report	Unlock Report
>	2020	04/30/2021	No	<a href="#">Go to Report</a>	Unlock

**Successful Quarterly Report Submission**

Report submission was successful and the report is now locked. It can be reopened for correction by selecting "Unlock Report".

Corrective edits should be made as soon as possible and resubmitted. When all corrections are made, click **Submit**.