



# **WFRS-CBTS User Guide**

## **Clean Fuel Standard Program**

By

**Climate Pollution Reduction Program**

Washington State Department of Ecology

Olympia, Washington

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### Related Information

Visit our website to view additional [Clean Fuel Standard guidance documents](#).

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To request an ADA accommodation, contact Ecology by phone at 360-407-6831 or email at [ecyADAcoordinator@ecy.wa.gov](mailto:ecyADAcoordinator@ecy.wa.gov). For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

# Department of Ecology's Regional Offices

## Map of Counties Served



<b>Southwest Region</b> 360-407-6300	<b>Northwest Region</b> 206-594-0000	<b>Central Region</b> 509-575-2490	<b>Eastern Region</b> 509-329-3400
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Region	Counties Served	Mailing Address	Phone
<b>Southwest</b>	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
<b>Northwest</b>	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
<b>Central</b>	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
<b>Eastern</b>	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
<b>Headquarters</b>	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

# WFRS-CBTS User Guide

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## Clean Fuel Standard Program

Climate Pollution Reduction Program  
Washington State Department of Ecology  
Olympia, WA

January 2024 | Publication 22-02-065



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

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# Acronyms

AFP	Alternate Fuels Portal
CBTS	Credit Bank & Transfer System
CFS	Clean Fuel Standard
Ecology	Washington State Department of Ecology
FEIN	Federal Employer Identification Number
SA	Signatory Authority
SAW	Secure Access Washington
TOU	Terms of System Use
WFRS	Washington Fuel Reporting System

# 1. Introduction

The Washington Fuel Reporting System (WFRS) is part of an interactive, secured web-based data management system which comprises the following three modules:

- Washington Fuel Reporting System (WFRS)
- Credit Bank & Transfer System (CBTS)
- Alternative Fuels Portal (AFP)

Although these three modules are related and share data, each has distinct functionality. WFRS and CBTS, referred to together as WFRS-CBTS, are closely integrated and can be accessed from the same account. However, a separate account is needed to access AFP. AFP is not included in this user guide, but a similar user guide will be provided with instructions for registering in AFP. WFRS is designed to support the quarterly and annual reporting required by the Washington Clean Fuel Standard (CFS) of Reporting Parties (RP) subject to the regulation. CBTS supports the transfer of credits between buyers and sellers participating in the CFS.



## 2. Secure Access Washington and the Climate Portal

Before registering in WFRS-CBTS, you must have an account in [Secure Access Washington](#) (SAW). If you already have a SAW account, log in and continue to section 2.1 below for instructions on accessing the Climate Portal. If you do not have a SAW account, visit <https://secureaccess.wa.gov/myAccess/saw/select.do> to create one.

For step-by-step guidance on creating an individual SAW account, each user can watch Ecology’s [SAW tutorial video](#). Once you have created a SAW account, log in. You may be prompted to add authentication before continuing to section 2.1 to add the Climate portal to your SAW account.

**Note:** The username and password you create for your SAW account cannot be used for the WFRS-CBTS & AFP Login. The process outlined in section 3 of this document will guide you through registering for an account and setting up a new username and password in WFRS-CBTS.

**Note:** Each individual user needs to create their own SAW account with their personal business information. This should not be an organization level SAW account. Whenever a new user is added to an organization’s WFRS-CBTS account, that new user will need their own SAW account and will need to reference section 2.1 of this document to navigate from SAW to the WFRS-CBTS

### 2.1 Adding the Climate Portal to Your SAW Account.

Once you are logged into your SAW account, you need to add the Climate Portal to your SAW account before you can access WFRS-CBTS.

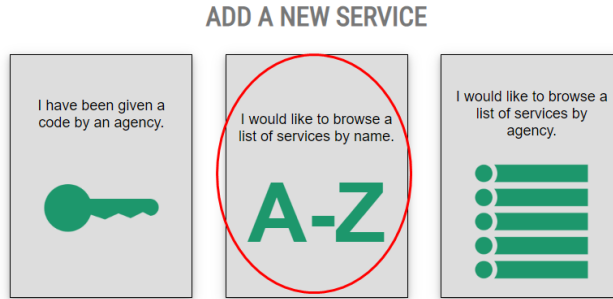
#### Step 1.

Select “ADD A NEW SERVICE”



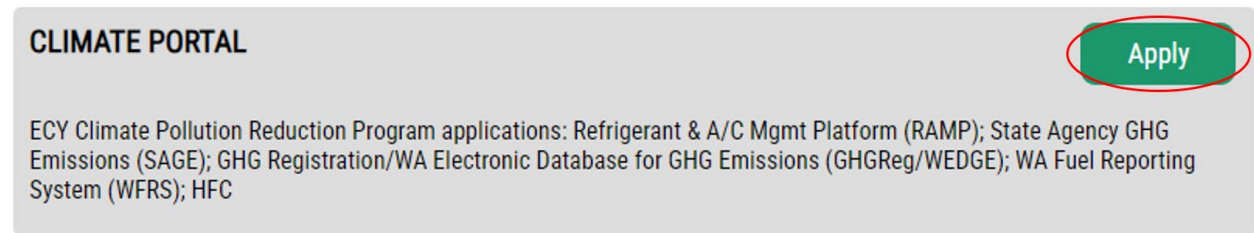
**Step 2.**

Click on the list of services A-Z

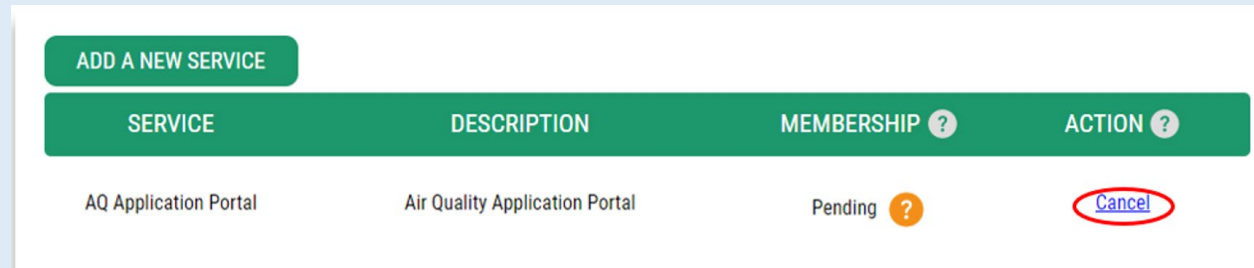


**Step 3.**

Scroll to find the “Climate Portal” and click “Apply”.



**Note:** Approval for the Climate Portal is automatic. Occasionally, the automatic approval fails. If your MEMBERSHIP indicates “Pending”, select “Cancel” and repeat steps 1-3.

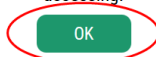


**Step 4.**

Select “OK”

**REGISTRATION COMPLETE**

This service has been added to your list and is ready for you to start accessing.



**Step 5.**

After adding the Climate Portal to your SAW account, you will see a list of your services. Go to the Climate portal and click “Access Now”.

Climate Portal provided by Department of Ecology Access Now

*ECY Climate Pollution Reduction Program applications: Refrigerant & A/C Mgmt Platform (RAMP); State Agency GHG Emissions (SAGE); GHG Registration/WA Electronic Database for GHG Emissions (GHGReg/WEDGE); WA Fuel Reporting System (WFRS); HFC*

[Contact the help desk for CPRPortal](#) [Remove from my list](#)

**Step 6.**

On the NOW ACCESSING page click “CONTINUE”.



You are now accessing Climate Portal provided by Department of Ecology. If you require assistance, the Climate Portal help desk can be reached at [sdri461@ecy.wa.gov](mailto:sdri461@ecy.wa.gov) or (360) 628-2958.



## 2.2 Registering in the Climate Portal

After adding the Portal to your SAW account, you will need to register in the Climate Portal.

### Step 1.

Enter, at minimum, your first and last name, phone number, and email address.

Enter Your Information				
Prefix	First Name*	Middle Name	Last Name*	Suffix
Phone*	Phone Ext.	Email*		

### Step 2.

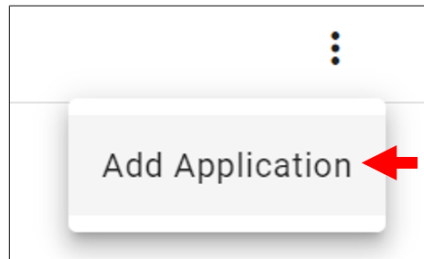
Indicate whether your business address is outside of the United States, fill in your address, then click "Submit".

Is your address outside the United States?				
<input type="radio"/> Yes <input checked="" type="radio"/> No				
Address*		Address Line 2		
123 Street Name		Suite 202		
State*	County*	City*	Postal Code*	
Washington	King	Seattle	10566	
<input type="button" value="Submit"/>				

## 2.3 Adding WFRS to Your Climate Portal Account

Once you've created an account in the Climate Portal, you must select the application you need to access. The screen will show all applications available in the Portal. Look for the Washington Fuel Reporting System (WFRS) and click the three dots in the actions column to find the "Add Application".

Available Applications			
Application	Name	Description	Actions
SAGE	State Agency Greenhouse Gas Emissions	State Agency and Higher Education - Report greenho...	⋮
HFC	HFC Reduction Notification	Manufacturer reporting of HFC use in WA	⋮
GHGReg/WEDGE	Greenhouse Gas Registration	GHG Reporters and Verifiers – Register to report G...	⋮
WFRS	Washington Fuel Reporting System	Register for the Clean Fuel Standard Program. Use ...	⋮
RAMP	Refrigeration & Air Conditioning Management Platfo...	PUBLIC - Registration and reporting of refrigerant...	⋮



You will automatically be approved for the system and can now launch the application from your Portal Home page. After clicking "Go To WFRS", you will see the login screen for both WFRS-CBTS and AFP.



Home



My Applications



Add Application



Logout

## Your Applications

### WFRS

Washington Fuel Reporting System  
Register for the Clean Fuel Standard  
Program. Use this application to  
access both WFRS-CBTS and AFP.

[Go To WFRS](#)




Add Application

**Note:** For assistance with the Climate Portal, please contact Ecology staff (Email: [CPRPIT@ECY.WA.GOV](mailto:CPRPIT@ECY.WA.GOV)).

### 3. WFRS-CBTS Account Registration

Organizations that participate in the CFS program must register for an account in [WFRS-CBTS](#). This is required for reporting, credit generation, and transfer purposes. Begin by clicking the button that says “WFRS-CBTS Account” pictured below. You will then be prompted through a four-step registration process.

**Washington Fuel Reporting System and Credit Bank & Transfer System (WFRS-CBTS)**



Click the "WFRS-CBTS Account" if you are the designated administrator or primary contact person for WFRS Quarterly and Annual Reporting and have not registered your organization. Upon account approval by Ecology you will be able to login and assign roles to other users. Only users assigned &quot;Signatory Authority" are able to submit WFRS reports. If you are an employee of a registered organization and you are only in need of a user account, please contact the administrator for your organization. Address Reporting questions to: [WFRSAdmin@ecy.wa.gov](mailto:WFRSAdmin@ecy.wa.gov)

**Note:** For assistance with WFRS or CBTS, please contact Ecology staff (Email: [WFRSAdmin@ecy.wa.gov](mailto:WFRSAdmin@ecy.wa.gov))

### 3.1 Registration Process Overview Flowchart

To obtain a WFRS-CBTS account, each organization must complete the registration process as instructed in this section. The figure below provides an overview of the four-step account registration process in WFRS-CBTS.

#### WFRS-CBTS Account Registration Process for Regulated and Opt-In Parties

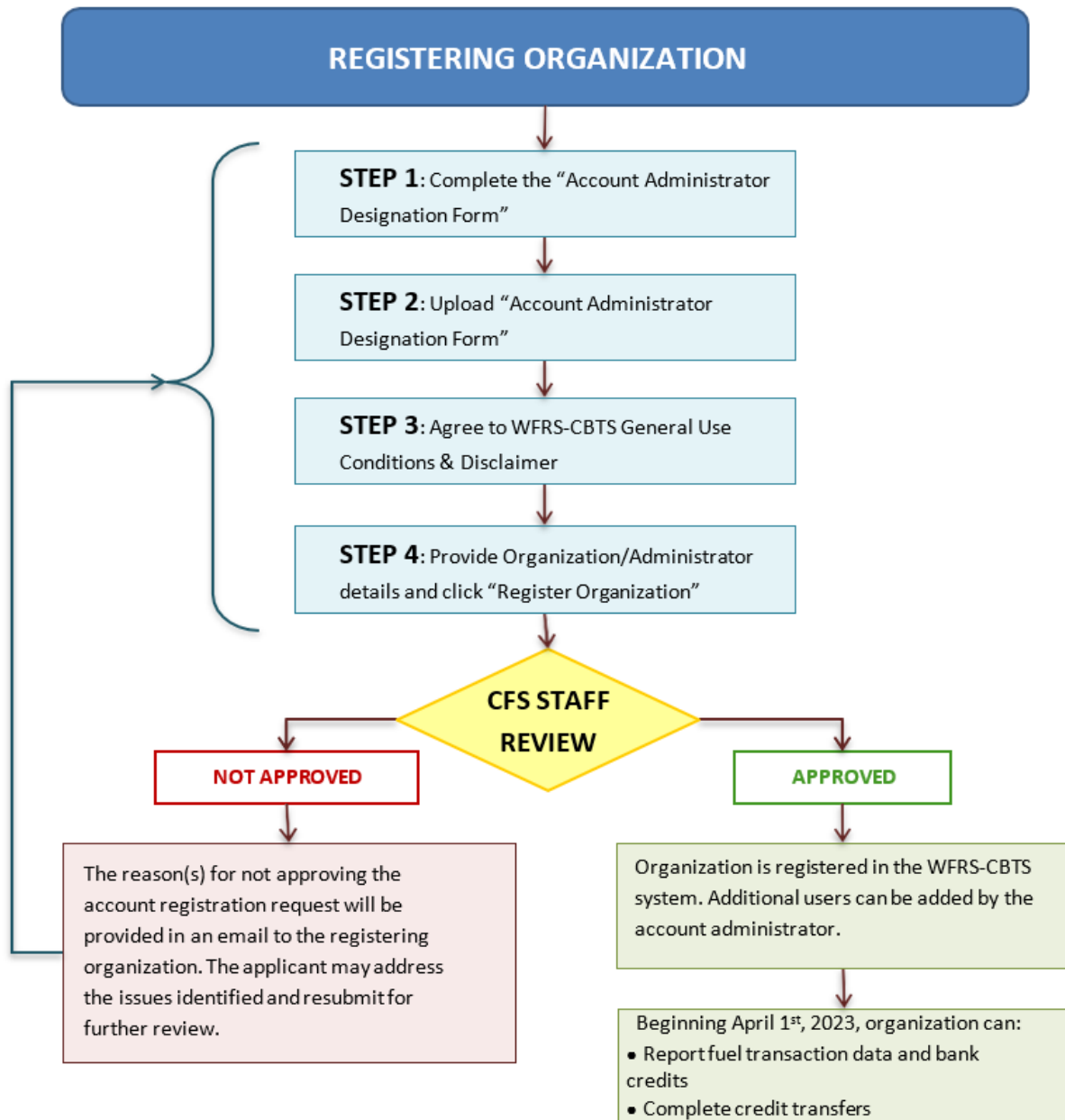


Figure 1 Account Registration Process Flowchart



## 3.2 CFS Organization Registration

WFRS-CBTS account registration involves a series of four steps before an account registration request can be submitted. The provided information is reviewed by Ecology staff for approval.

### Step 1

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

**Step 1. Completing the WFRS-CBTS "Administrator Designation Form"**

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

To establish an account in the WFRS-CBTS, Fuel Reporting Entities, Project Operators, and ZEV Fueling Infrastructure Owners must qualify pursuant to WAC 173-424-140, 173-424-200, 173-424-210, 173-424-220, or 173-424-560. Fuel Reporting Entities, Project Operators, and ZEV Fueling Infrastructure Owners that desire 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 WFRS-CBTS "Administrator Designation Form"**

The Administrator Designation 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 Washington Fuel Reporting System and Credit Bank & Transfer System (WFRS-CBTS). It also identifies a Secondary Account Representative/Administrator for the account. The Account Representatives/Administrators are responsible for all data submitted by the registering party and the account administration for the organization/company. A completed WFRS-CBTS Administrator Designation Form is required to be uploaded in Step 2 of the WFRS-CBTS registration process. See the instructions included in this form.

[Administrator Designation Form](#)

**Step 2** **Cancel**

**Download and fill in form before moving on to Step 2**

## Step 2

After you have completed and signed the Administrator Designation Form, save it in PDF format. Click “Step 2” and upload the completed form using the upload button as shown below.

The screenshot shows a web interface for uploading a document. On the left, there is a text area titled "Completing the WFRS-CBTS 'Administrator Designation Form'" with a link to the form. Below the text is a "Step 2" button circled in red. A red arrow points from this button to a larger window titled "Step 2. Upload 'Account Registration Form'". This window contains a "Choose File" button, the filename "Administrator Designation Form.pdf", and an "Upload" button circled in red. A "Cancel" button is also present.

## Step 3

Applicants must agree to WFRS-CBTS General Use Conditions & Disclaimer before they can proceed with the registration. Check the box to indicate that you agree, then click “Step 4”.

The screenshot shows a page titled "Step 3. WFRS-CBTS General Use Conditions & Disclaimer". It contains three sections: "Data Submittal", "Verification", and "Attestation Submittal Included With Quarterly and Annual Reports". At the bottom, there is a checkbox labeled "I agree to these conditions." which is checked and circled in red. Below the checkbox are "Step 4" and "Cancel" buttons, both circled in red.

#### **Step 4**

The applicant needs to provide organization and administrator details along with primary contact information after uploading the Administrator Designation Form onto this page. All fields marked with an asterisk (\*) are mandatory.

The applicant also needs select a registration category. Once a category is selected you must check all the applicable fuels/blendstocks. System features related to each category will only be available if the correct fuels have been selected. If you fail to select all applicable fuels/blendstocks, you will be able to edit your organization information after registration.

If the applicant is a designee or an aggregator, see section 3.2.1 for additional instructions prior to submitting your registration.

Once the form is complete, select “Register Organization” to complete the application.

# CFS ORGANIZATION REGISTRATION

## REGISTRATION REPORTING ENTITY IN CFS

### ORGANIZATION DETAILS

All fields with an asterisk (\*) MUST be completed

Acct. Reg. Form Letter: Administrator Designation Form\_rT0YzwqObh2L.pdf  WFRS-CBTS General Use Conditions

Organization Name: \*  FEIN: \*  (Federal Employer Identification Number)

Address Line 1: \*  Address Line 2:

City: \*  State Or Province: \* Washington

Zip Code: \*  Country: \* UNITED STATES

Date of Incorporation: \*  Place of Incorporation: \*

(OPTIONAL) Do you want the email address entered below to be included in the list of Reporting Parties published on the Ecology website?

Email:  **Enter email only if checking the box**

### ORGANIZATION CONTACT PERSON

Primary Contact Name: \*

Business Phone: \*  Mobile Phone:

Email: \*

### PRIMARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: \*  Middle Initial:

Last Name: \*  Relationship to the Organization: \*

Title: \*

Business Phone: \*  Mobile Phone:

Email: \*  Confirm Email: \*

User Name: \*

### SECONDARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: \*  Middle Initial:

Last Name: \*  Relationship to the Organization: \*

Title: \*

Business Phone: \*  Mobile Phone:

Email: \*  Confirm Email: \*

User Name: \*

### REGISTRATION CATEGORIES

- FUEL REPORTING ENTITY
- PROJECT OPERATOR
- FUELING INFRASTRUCTURE OWNER

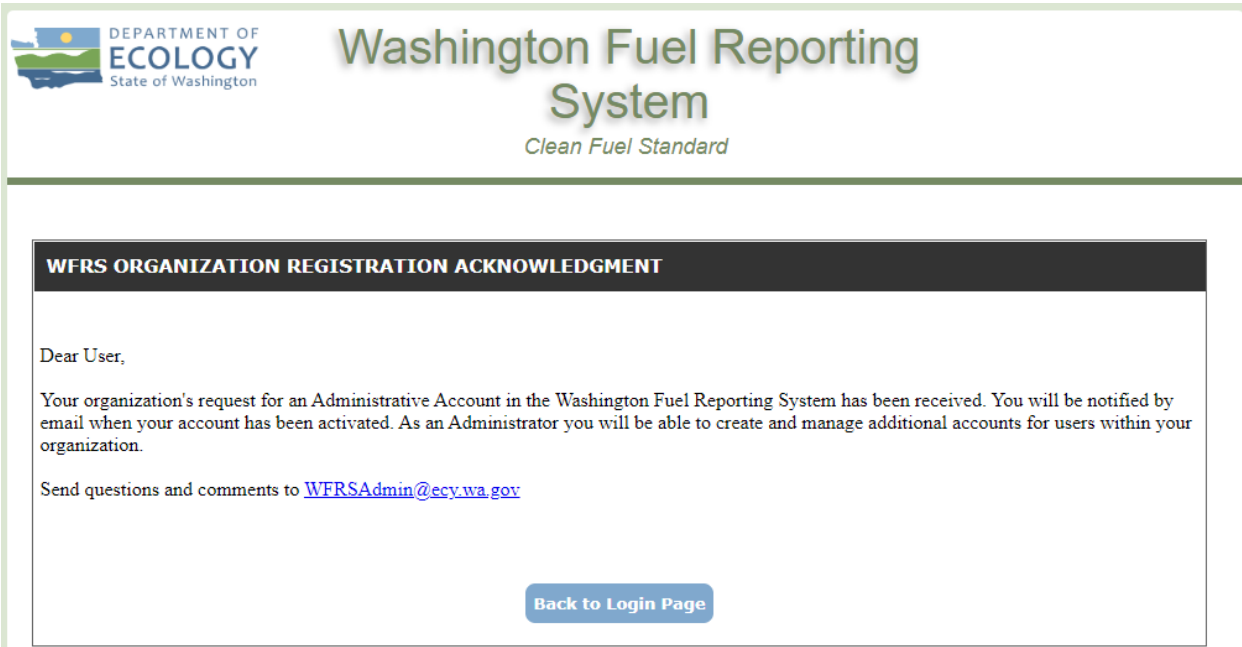
Select applicable category to see subcategories

Click here after the application is completed

Register Organization

Back

**Note:** The usernames are not case-sensitive. For example, CFS\_ADM and cfs\_adm will be considered as the same username by the system. Whereas the passwords are case-sensitive i.e. PASSword, PassworD and password will be treated different by the system. In case you forget your password, please contact Ecology staff (Email: [WFRSAdmin@ecy.wa.gov](mailto:WFRSAdmin@ecy.wa.gov))



The screenshot shows the Washington Fuel Reporting System (WFRS) registration acknowledgment page. At the top left is the logo for the Department of Ecology, State of Washington. The main heading is "Washington Fuel Reporting System" with the tagline "Clean Fuel Standard" below it. A dark banner contains the text "WFRS ORGANIZATION REGISTRATION ACKNOWLEDGMENT". The body of the page contains a message to the user, stating that their request for an Administrative Account has been received and will be activated. It also provides a link to contact Ecology staff for questions. At the bottom center is a blue button labeled "Back to Login Page".

Once you submit your registration, your account will not be activated until it has been reviewed and approved by Ecology staff. Once it has been approved and activated, you will be sent three automated emails containing your account username, a temporary password, and a Security Identification Code (SIC). If the account is not approved, an explanation of the outstanding issues will be emailed to the registrant and an opportunity to resubmit the application will be provided.

Once your account has been activated, return to the [WFRS login page](#) and enter the username and temporary password contained in the automated emails. Once you have logged in, you will be prompted to accept the Terms of System Use and create a permanent password.

After your account in WFRS-CBTS has been activated and you have accepted the Terms of System Use, you will still be required to sign in through SAW and then launch WFRS through the Climate Portal each time you access your account.

### 3.2.1 Designator Registration

If an applicant is a designee or an aggregator and selects one or more fuel categories under propane, natural gas, hydrogen, or electricity, they must provide information about the designator by clicking on “Add Designator” tab as shown below:

DESIGNATOR ORGANIZATION/COMPANY DETAILS

[Add Designator\(s\)](#) Click here to add the designator

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

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

Provide details about the designating entity. All fields marked with an asterisk (\*) are mandatory. Aggregators must upload a filled-out copy of the Aggregator Designation Form (found on the CFS webpage). Designees must also upload the contract between the designator and designee. An acceptable contract must at least have following elements:

- Name of designee and designating entity
- FEIN for both entities
- Attestation about the release of rights to report and claim credits in CFS
- An expiry date of a contractual relationship or a disclaimer that if a contract ends or is terminated, both entities are responsible for notifying Ecology in the effective quarter

**Designator Organization/Company Details**

Designator Organization Company Name: \*

Designator Address Line 1: \*

Designator City: \*

Designator Zip Code: \*

Designator Primary Contact Name: \*

Designator Email: \*

Upload Contract:  No file chosen

\* REQUIRED

Designator Organization Company FEIN: \*  (Federal Employer Identification Number)

Designator Address Line 2:

Designator State Or Province: \*

Designator Country: \*

Designator Business Phone: \*

**Upload the contract or Aggregator Designation Form**

**Click here to add the designator**

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

**Designator Organization/Company Details**

Designator Organization Company Name: \*

Designator Address Line 1: \*

Designator City: \*

Designator Zip Code: \*

Designator Primary Contact Name: \*

Designator Email: \*

Upload Contract: \*  No file chosen

\* REQUIRED

Designator Organization Company FEIN: \*  (Federal Employer Identification Number)

Designator Address Line 2:

Designator State Or Province: \*

Designator Country: \*

Designator Business Phone: \*

**Designator details have been added to the designee account**

Designator Organization/Company Name	Designator Organization/Company FEIN	Designator Primary Contact Name	Designator Business Phone	Designator Email	Address	Download	Delete
Example Organization	12-3456789	Jane Doe	(123) 456-7891	jane@exampleorganization.com	123 Street Seattle 12345		

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

After adding a designator, click the Update Organization Profile button at the bottom of the page in order to save the registration.







### 3.2.2 Terms of System Use for WFRS-CBTS

Ecology staff will activate the account for the requesting user upon approval. **All users** are required to accept the Terms of System Use Agreement (TOU) for the system as part of their first login.

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

#### CFS SYSTEM USER AGREEMENTS

[Terms of System Use Agreement](#)

**ACCEPTANCE OF TERMS**

The services that the Washington Department of Ecology ("ECOLGY") provides to you are subject to the following Terms of Use ("TOU"). ECOLGY reserves the right to update the TOU at any time without notice to you. The most current version of the TOU will be provided to you upon your request or when you login to the system.

**DESCRIPTION OF SERVICES**

Through its network of web and network applications, ECOLGY provides you with access to a variety of resources, (collectively "Services"). The Services, including any updates, enhancements or new features, are subject to the TOU.

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


[WFRS-CBTS User Certification with Electronic Signature](#)

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete and I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. My electronic signature is legally the same as my handwritten signature for the purpose of compliance with the relevant environmental regulations. A failure to timely notify Ecology of a possible misuse of my account may result in my liability for the information submitted; By signing, I agree to follow the terms stated herein. I also agree that the reports and documents I submit under my Electronic Signature will be used as the corresponding paper report would. I want to submit the following report(s) or document(s) using SMS with an electronic signature.

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 :



## 3.3 Account Closure

If an organization has been registered in WFRS-CBTS and needs to close their account, they must comply with WAC 173-424-300(1)(f) and upload a completed copy of the [WFRS-CBTS Account Closure Form](#) using the Correspondence tab in WFRS-CBTS. Once submitted, the account closure request will be reviewed by Ecology and the registrant will be notified in writing that the registration has been canceled.

Organizations who close their accounts in WFRS-CBTS will still be responsible for the [CFS program fee](#) unless they are an opt-in participant under WAC 173-424-140(2) who has not reported transactions or generated credits within the compliance period.

### 3.3.1 Submitting an Account Closure Form

The Account Closure Form can be accessed from the Clean Fuel Standard Program Documents webpage or from the WFRS-CBTS home page as shown below:

#### REPORTING AND CREDIT BANK & TRANSFER SYSTEM

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

##### Important Note to Reporting Parties

The accuracy of any information submitted through the Washington Fuels Reporting System, including but not limited to any claimed CI values, and the verification of any such submitted information are the sole responsibilities of the organization that submitted the information. The WA Department of Ecology 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 WA Department of Ecology as a result of or derived from this registration.

Further, Washington State Department of Ecology ... [\[read more\]](#)

##### Alternative Fuel Production Facilities

Alternative fuel production facilities in the CFS are added only by registering the facility in the Alternative Fuels Portal (AFP).

For details regarding registering as an Alternative Fuel Producer, please contact us using [CFS@ecy.wa.gov](mailto:CFS@ecy.wa.gov) ([CFS@ecy.wa.gov](mailto:CFS@ecy.wa.gov)). If you have general CFS or WFRS-CBTS related questions, please [contact us](#).

##### WFRS-CBTS Reference Documents

###### WFRS-CBTS Administrator Designation Form

- [WFRS-CBTS Administrator Designation Form](#)

(Last updated: 12/28/2022)

###### WFRS-CBTS User Guide

- [WFRS-CBTS User Guide](#)

###### Clean Fuels Program Guidance

- [Guidance Document Library](#)

###### Clean Fuels Program Rule

- [Chapter 173-424 WAC](#)

###### WFRS-CBTS Account Closure form

- [WFRS-CBTS Account Closure form](#)

##### Reporting and Registration in WFRS

###### Reporting Liquid Fuels

Following template can be used for reporting fuel transactions for Diesel, Gasoline, Biodiesel, Renewable Diesel, Ethanol, etc.

**Excel version:** [Fuel Reporting Template \(liquid fuels only\) \[Excel\]](#)  
(Last updated: 10/24/2023 : 11:20 AM)

**XSD/XML version:** [Fuel Reporting Template \(liquid fuels only\) \[XSD/XML\]](#)  
(Last updated: 10/20/2023 : 1:02 PM)

###### Reporting Non-Liquid Fuels by FSE

Following template can be used for reporting fuel transactions per FSE for CNG, LNG, Propane, Hydrogen and Electricity.

**Excel version:** [Fuel Reporting by FSE Template \(non-liquid fuels only\) \[Excel\]](#)  
(Last updated: 10/24/2023 : 11:20 AM)

**XSD/XML version:** [Fuel Reporting by FSE Template \(non-liquid fuels only\) \[XSD/XML\]](#)  
(Last updated: 10/20/2023 : 1:02 PM)

###### Registering Fueling Supply Equipment (FSE)

Following template must be used to register FSE for the reporting of CNG, LNG, Propane, Hydrogen and Electricity.

**Excel version:** [Fueling Supply Equipment \(FSE\) Registration Template \[Excel\]](#)  
(Last updated: 10/20/2023 : 1:02 PM)

##### CFS Reporting Requirements

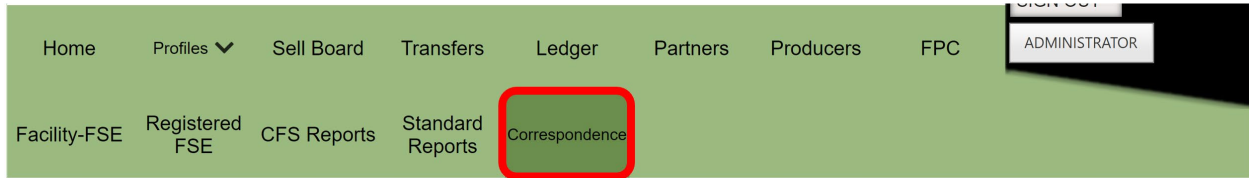
Quarterly Progress Reports For All Regulated Parties:

- June 30th - for the first calendar quarter covering January through March
- September 30th - for the second calendar quarter covering April through June
- December 31st - for the third calendar quarter covering July through September
- March 31st - for the fourth calendar quarter covering October through December

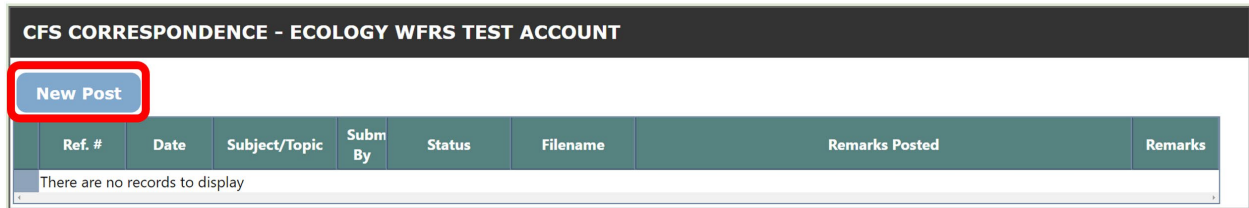
Annual Compliance Reports For All Regulated Parties:

- April 30th each year

Once the form has been completed, log in to WFRS-CBTS and click “Correspondence” in the navigation bar at the top of the page.



Click “New Post” to begin the upload process.



A popup window will appear. Indicate “Account Closure – *Company Name*” as the subject and include any relevant remarks. Select “Post New issue” from the Action dropdown menu. Once all fields are complete, click “Choose File” to upload the completed Account Closure Form, then click “Submit”.

A screenshot of the 'CFS Correspondence – New Post' popup form. The form has a title bar 'CFS Correspondence – New Post'. Below the title bar, it says 'Post To : Ecology WFRS Test Account'. There are several fields: 'Ref. #' (empty), 'Subject/Topic:' (with a red arrow pointing to the input box), 'Remarks: \*' (with a red arrow pointing to the input box), 'Action: \*' (with a dropdown menu showing 'Post New Issue' and a red arrow pointing to it), and 'Filename:' (with a 'Choose File' button highlighted by a red box and the text 'No file chosen'). At the bottom, there are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

**Note:** If an opt-in organization is withdrawing from the CFS program they will not be responsible for the CFS Program Fee if they have not reported transactions or generated credits within the compliance period. If the fee has already been invoiced, they will need to include the invoice number in the “Remarks” box and indicate that the invoice should be retracted. However, if an opt-in organization has reported transactions and generated credits before withdrawal, they are responsible for payment of the fee for that calendar year.

### **3.3.2 Completing the Account Closure Form on Behalf of a Designator**

Ecology must be notified when an aggregator’s authorization to act on behalf of a credit generator or regulated party has been withdrawn. Any credits generated by the designator that remain in the aggregator’s account should be handled in accordance with the existing contract between that designator and the aggregator.

If an aggregator needs to submit a request to withdraw a designator from the CFS program on behalf of the designator, they are required to submit a copy of the Account Closure Form that includes the designating organization’s information. The form must be signed and dated by a person from the designating organization with authority to legally bind the company. During the upload process outlined in section 3.3.1, the aggregator should include the designating organization’s name and FEIN in the correspondence remarks.

Designators should not be deleted from the Aggregator’s organization profile until Ecology has notified the Aggregator in writing that the registration has been canceled.

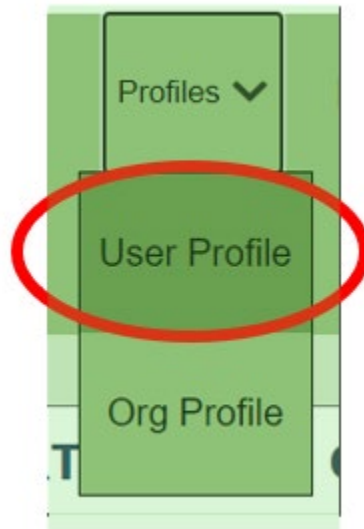
## 4. User Accounts and Roles

### 4.1 Adding User Accounts

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

#### Step 1

Go to the **Profiles** tab and select **User Profile**. A form will appear requesting **User Details**, **User Role**, **Username** and **Password**.



#### Step 2

Complete all the required fields marked under **User Details**. Select other options as required. (**User Active** must be checked for all new users before they can use their account)

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

#### Step 3

Select the **User Role** through the drop down and select options as required. User roles include Administrator, Credit Facilitator, Contributor, and Reviewer.

- **Signatory Authority:** Select if the user needs signatory authority to submit quarterly/annual CFS reports. This designation is not available to all user roles, but only to Administrators and Reviewers.

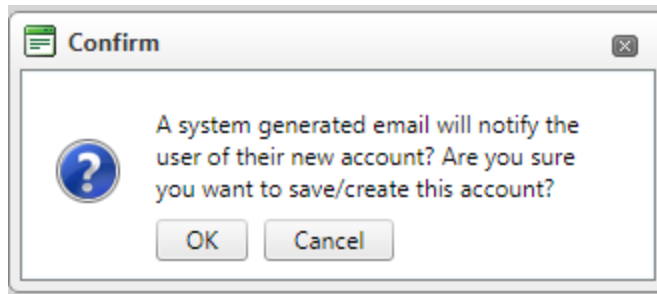
- **Data Tab:** Select to provide the user account access to CFS reported data for download

## Step 4

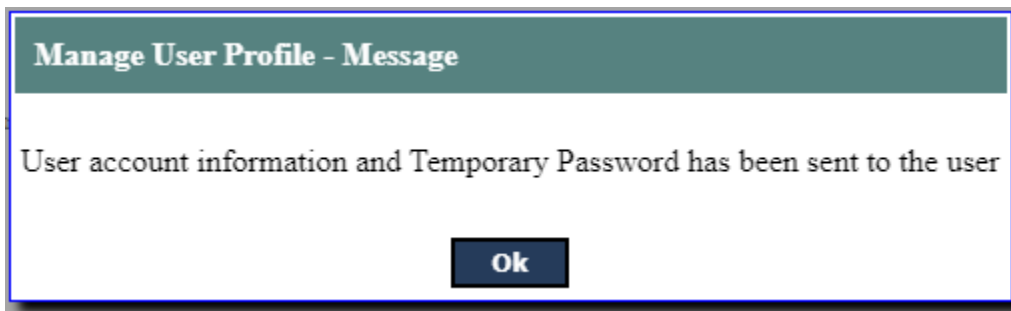
Create a **username** for the user and click **Add User Profile**.

The screenshot shows the 'MANAGE USER PROFILE' form. It is divided into three main sections: 'User Details', 'User Role', and 'User Name And Password'.  
1. **User Details:** Includes fields for First Name, Last Name, Title, Middle Initial, Business Phone, Mobile Phone, Email, and Confirm Email. There are also checkboxes for 'User Locked', 'Password Reset Needed', 'User Active' (which is checked and circled in red with the annotation 'Ensure this is checked'), and 'Security Question Reset Needed'. A dropdown menu for 'Relationship to the Organization' is set to 'Choose a Rela...'.  
2. **User Role:** Features two columns: 'Available Roles' (listing ADMINISTRATOR, CREDIT FACILITATOR, CONTRIBUTOR, REVIEWER) and 'Assigned Roles'. A red arrow points to the 'ADMINISTRATOR' role with the annotation 'Select user role'. Below these columns are navigation buttons (right, left, right+left, left+right). A note states: 'Note: Assign the appropriate Role(s) with User Profile.'  
3. **User Name And Password:** Includes a 'User Name' field and checkboxes for 'Signatory Authority', 'Data Tab', and 'Terms of Use'.  
At the bottom, there are three buttons: 'Add User Profile', 'Reset', and 'Back'. A red arrow points to the 'Add User Profile' button with the annotation 'Click to add new profile'. A red asterisk and the text '\* REQUIRED' are located to the left of the 'User Name' field.

After you click **Add User Profile**, a pop-up box will appear notifying you that the new user will receive a system generated email. Click **OK**.



The newly added user will get two emails with user account information and a temporary password. You will get the following message:

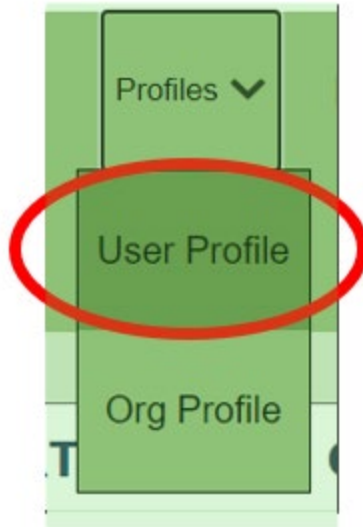


## 4.2 User Profile Management

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

### Step 1

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



### Step 2

Under the user profile you want to update go to “User Details” and click on “See Details”.

Full Name	Title	Relationship	Username	Role	Email	Signatory Authority	Data Tab Access	User Locked	User Active	User Details	Password
-----------	-------	--------------	----------	------	-------	---------------------	-----------------	-------------	-------------	--------------	----------

### Step 3

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



## 5. Quarterly Reporting

Each reporting party must submit a quarterly report which includes a compilation of all fuel transaction records for each transportation fuel used or distributed in the quarter. Quarterly reports must meet the requirements specified in WAC 173-424-420

Reporting parties must complete an initial data upload for quarterly reports in WFRS within the first 45 days of the reporting period. During the subsequent 45 days, reporters for liquid fuels must use the reconciliation reports provided in WFRS to make any necessary corrections.

Reporting is due on the dates listed below, or the next business day if the due date falls on a weekend or holiday.

Quarterly Progress Reports For All Regulated Parties:

- June 30th - for the first calendar quarter covering January through March
- September 30th - for the second calendar quarter covering April through June
- January 10th - for the third calendar quarter covering July through September
- March 31st - for the fourth calendar quarter covering October through December

Reporting parties with no fuel transactions still must submit a quarterly report with zero transactions.

There are multiple ways to upload fuel transactions into WFRS:

1. **Manual Online Entry:** This can be used for uploading a small number of transactions or for reporting fuel transactions that can be readily aggregated into just a handful of transactions (if each aggregation is with same business partner and production facility), or for reporting “no transactions” when there were no fuel transactions in the reporting quarter.
2. **XML Upload:** Multiple fuel transactions can be uploaded in XML format as per the system generated XSD (XML Schema Definition). The XSD is available under the Home tab. There are separate XSD for liquid and non-liquid fuels.
3. **Excel Upload:** Multiple fuel transactions can also be uploaded in Excel format using the templates available under the Home tab. There are separate Excel templates for liquid and non-liquid fuels.

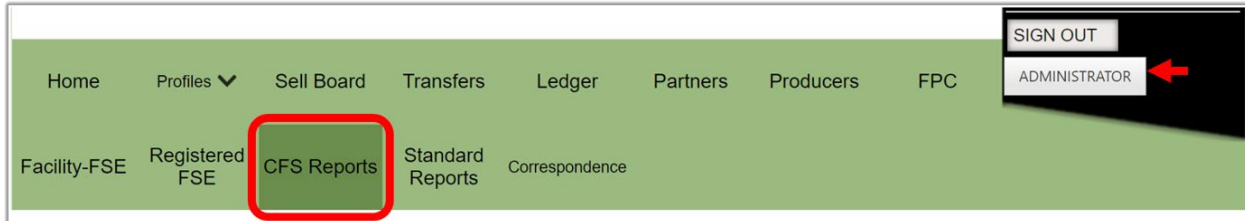
Fuel transactions can be uploaded by a user with the “Contributor” role to prepare the quarterly reports. The final report must be submitted by either a user with the “Administrator” role or a user with the “Contributor” role who has been granted “Signatory Authority” in their User Profile.

For information on how to add or change user roles, see Section 4 of this document.

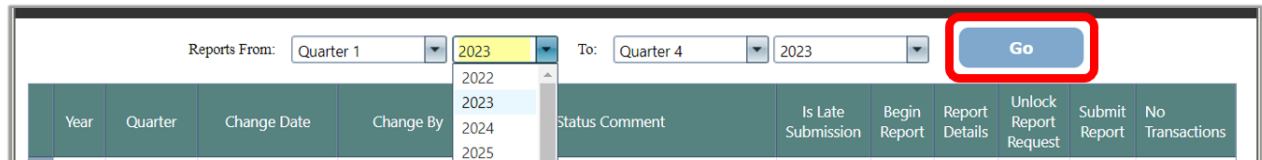
The following sections will provide instructions for completing and submitting quarterly reports in WFRS.

## 5.1 Opening a Quarterly Report

To begin a quarterly report, log in to WFRS as either a “Contributor” or an “Administrator” role. Click on the “CFS Reports” tab in the navigation bar at the top of the page.



In the CFS Reports tab, you will need to select the correct quarter and year if it does not already appear in the reports table. Click the “Go” button when you have made your selection.



Click “Begin Report” next to the correct quarter and year to open a report. Once a report is open, data can be uploaded into the system. If the report has already been opened, there will be a link labeled “Goto Report Details” that you can click to continue uploading data.

**Note:** You will only be able to access reports for quarters that the organization was registered for. For example, if you register during calendar quarter 2 you will not be able to access reports for quarter 1 of that year.

Year	Quarter	Change Date	Change By	Report Status	Status Comment	Is Late Submission	Begin Report	Report Details	Unlock Report Request	Submit Report	No Transactions
> 2023	1			Report has not been created		No	<a href="#">Begin Report</a>				<input type="checkbox"/>

When the report is opened, you will have the option to upload an XML or Excel template, add Fuels and transactions manually, and upload documents associated with this report.

**Upload Report (XML or Excel)**

**Add New Fuel**

Fuel Name \*

Fuel Application \*

Fuel Pathway Code \*

Carbon Intensity (g/MJ) :      Fuel Units :      Energy Economy Ratio :

**Add Fuel**   **Reset**

**For Liquid Fuels :**  
See the *Indicative Credits/Deficits for Reported Fuel Transactions* under the Data tab

Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Fuel Application	Total Obligated Amount	Amount Generating Credits/Deficits	Unit	Credits (MT)	Deficits (MT)	Delete Fuel	
No records to display.											
<input type="button" value="K"/> <input type="button" value="←"/> <input type="button" value="1"/> <input type="button" value="→"/> <input type="button" value="⌂"/> Page size: <input type="text" value="20"/> 0 items in 1 pages											
								Credits/Deficit Totals (MT) :	0	0	

**Upload Documents**

Document Name	Document Type	Submitted By	Submitted On	Remarks	Download	Delete
No records to display.						
<input type="button" value="K"/> <input type="button" value="←"/> <input type="button" value="1"/> <input type="button" value="→"/> <input type="button" value="⌂"/> Page size: <input type="text" value="10"/> 0 items in 1 pages						

**Back To Reports Home**

If there are documents to upload with the quarterly report, click “Upload Documents” near the bottom of the page. Once this button is clicked, there will be a “Choose File” button where you can select documents from your computer. You will also need to indicate a document type from the dropdown menu. Click “Upload Document” when you have selected the relevant document.

**Upload Documents**

File Name \*  No file chosen

Document Type \*

Remarks

**Upload Document**

You will see all uploaded documents in a table at the bottom of the page.



Click the “Add Transaction” Button to begin manually entering transaction information.

Transaction Date	Transaction Number	Transaction Type	Description	Obligation Indicator	Transaction Quantity	Business Partner	Biofuel Facility	Aggregation Indicator	Uptime	Transaction Included In Credits/Deficits Calculation?	Edit	Delete
No records to display.												


Page size: 50 0 items in 1 pages

A fuel transaction form will appear. You will need to enter data into the following fields:

- **Transaction Date** – This can be a single date for an individual transaction. Or, if you are submitting aggregated data, use the last day of the compliance period.
- **Business Partner** – Select the name of your business partner from the dropdown menu. If you do not have a business partner for this transaction, select “Undefined”.
- **Transaction Type** – Select whichever is appropriate to describe the transaction. The transaction types are listed and described in section 5.4 of this document.
- **Fuel Production Facility** – This selection is required if you are reporting a biofuel. Facilities associated with the fuel pathway code will appear in the dropdown menu. If you are not reporting a biofuel, you may leave this field blank.
- **Transaction Quantity** – Enter the volume of fuel involved in this transaction for this fuel pathway.
- **Transaction Number** – You may create a unique transaction number or leave the system generated number.
- **Aggregated Amount** – Check the box if this entry represents a series of transactions over the compliance period.
- **Transaction Description** – Use this optional field as needed to provide additional transaction details.

Once you’ve entered the fuel transaction information, click the “Add” button to save the transaction.

**Transaction Details**

Transaction Date \*   ←

Transaction Type \*  ←

Business Partner \*  ←

Fuel Production Facility  ←

Transaction Quantity \*  ←

Transaction Number \*  ←


Transaction is an aggregated amount  ←

Transaction Description

**Transactions**

The transaction will be added to the transaction table and are now ready for submission as part of the quarterly report. You can edit any transactions you have uploaded by clicking the “Edit” link in the transaction table next to the relevant transaction.

**Transactions**

Transaction Date	Transaction Number	Transaction Type	Description	Obligation Indicator	Transaction Quantity	Business Partner	Biofuel Facility	Aggregation Indicator	UPTIME	Transaction Included In Credits/Deficits Calculation?	Edit	Delete
01/15/2023	ae2bf85b-671b-4033-a831-ff91e263b164	Import within the bulk system		+	75,000.00	Undefined (00-0000000)		True		Yes	<input type="button" value="Edit"/>	

Page size:  1 items in 1 pages

When you are finished adding transactions for this fuel pathway, click the “Back to Fuel Details” button to repeat this process for other fuels and transactions.

Transaction Included In Credits/Deficits Calculation?
Yes
No
N/A

In the Fuel Transaction Details table, there is a column indicating whether each transaction is included in the credit/deficit calculation. For purchases with obligation and sales with obligation, this column will only indicate “Yes” for transactions where both business partners have **reconciled** and both business partners have **submitted** their reports. WFRS will check submitted reports and issue credits for reconciled transactions once a week on Wednesday for the current reporting period.

If the column indicates “No” it means the transaction has not been reconciled or one or more business partners have not submitted the report. If the column continues to indicate “No” after the transaction has been reconciled and both reports have been submitted, the system will update this column on the following Wednesday.

The column will indicate “N/A” if the transaction does not increase your total obligated amount. In this case you will also see “o” in the Obligation Indicator column.

The final report should indicate either “Yes” or “N/A” for all transactions.




## 5.3 Adding Quarterly Data Using XML or Excel Templates


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 WFRS. There are separate templates for liquid fuels and non-liquid fuels, so be sure to download the applicable file. These templates are updated regularly with new fuel pathway codes and other changes. Ensure that you download a fresh copy of the file for each quarter.

### Reporting **Liquid** Fuels

*Following template can be used for reporting fuel transactions for Diesel, Gasoline, Biodiesel, Renewable Diesel, Ethanol, etc.*

**Excel version:** [Fuel Reporting Template \(liquid fuels only\) \[Excel\]](#) 

*(Last updated: 5/1/2023 : 6:21 AM)*


**XSD/XML version:** [Fuel Reporting Template \(liquid fuels only\) \[XSD/XML\]](#) 

*(Last updated: 5/1/2023 : 6:21 AM)*


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### Reporting **Non-Liquid** Fuels by FSE

*Following template can be used for reporting fuel transactions per FSE for CNG, LNG, Propane, Hydrogen and Electricity.*

**Excel version:** [Fuel Reporting by FSE Template \(non-liquid fuels only\) \[Excel\]](#) 

*(Last updated: 5/1/2023 : 6:21 AM)*

**XSD/XML version:** [Fuel Reporting by FSE Template \(non-liquid fuels only\) \[XSD/XML\]](#) 

*(Last updated: 5/1/2023 : 6:21 AM)*

The template has parameters that are identical to those for manual reporting in WFRS. Below is a description of the required information in each column of the excel template.

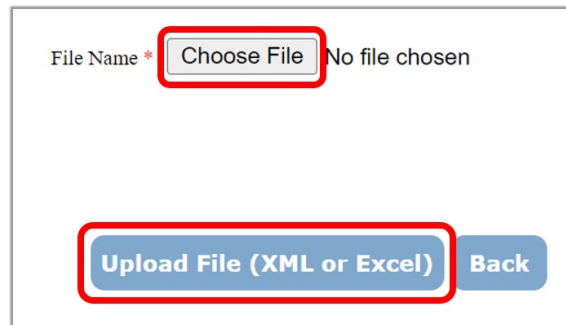
- **Organization FEIN (Column A):** The Organization FEIN is the Federal Employer Identification Number (FEIN) for the reporting party submitting the report.
- **Year (Column B) & Quarter (Column C):** Choose the year and quarter from the dropdown menus.
- **Fuel Pathway Codes (Column D):** Choose a Fuel Pathway Code from the dropdown menu. Each Fuel Pathway Code (FPC) has been assigned a value of carbon intensity (CI). You can review the full list of current FPCs in the “FuelPathway\_Codes” sheet of the excel template. Use only the codes listed here.
- **Application (Column E):** Choose the application type from the dropdown menu. The application selection applies the corresponding Energy Economy Ratio (EER) to the fuel transaction.
- **Transaction Type (Column F):** Choose the transaction type from the dropdown menu. These are used to indicate whether the CFS obligation is being transferred or retained for each fuel transaction reported. A transaction type must be chosen for each of the fuel transactions entered in the spreadsheet. The transaction types are listed and described in section 5.4 of this document.
- **Transaction Number (Column G):** This is a unique identifier assigned by the reporting party to a fuel transaction. They can be alphanumeric with dashes and underscores as needed. These numbers must each remain unique within this column or the file will have data validation errors upon upload.
- **Transaction Date (Column H):** Enter the date of the fuel transaction in this column in the date format “yyyy-mm-dd” (e.g., 2023-06-15).
- **Amount (Column I):** Enter the amount (volume/quantity) of the fuel transacted (in “gallons” for liquid fuels, “therms” for natural gas, “kWh” for electricity, and “kg” for hydrogen).
- **Business Partner ID (Column J):** The “Business Partner ID” is a required field and is used to reconcile the reporting of fuel transactions in the LRT system between the reporting counterparties. The entry is the FEIN (Federal Employer ID Number) for the company in each fuel transaction. There is no dropdown for this entry. The appropriate FEIN needs to be entered into each of the corresponding cells. In cases where there is no business partner, use the FEIN “00-0000000” as the default.
- **EPA Company ID and EPA Facility ID (Column K and L):** This is required when reporting biofuels. You can view a full list of current biofuel facilities and their associated IDs in the “Biofuel\_Facilities” sheet of the excel template.

- **Aggregation Indicator (Column N):** The "Aggregation Indicator" is a simple True/False entry. The entry is "True" when the "Amount" of the transaction is the result of aggregated sum of fuel transactions. These transactions should have the same "Business Partner" and the same "Biofuel Facility" in order to be submitted as an aggregated sum (an entry = "True"). "False" indicates that the record is an individual fuel transaction and not an aggregation.
- **Description (Column O):** A "Description" can be added that will be associated with the fuel transaction. This entry is optional.
- **FSE ID (Column P) (For non-liquid fuels only):** If you have downloaded the template for non-liquid fuels, there is an additional column in the template for the FSE ID. An FSE ID is assigned when the FSE is registered and the file cannot be uploaded without it.

Once the transactions have been added to the template, the file is ready for upload into the WFRS. To upload the file, open the quarterly report as described in section 5.1 of this document. When you have opened the report click the "Upload Report (XML or Excel)" button.



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



Upon file upload, the system will validate the data in the file and report any data validation related errors to the user immediately upon processing. You will need to fix any errors included in the file and reupload. **Even if the system indicates that the "File Uploaded Successfully", there may still be individual transactions that were not processed successfully.** These transactions will be identified for the user by the Transaction Number. Troubleshooting may be necessary in order for the system to accept all the fuel transaction data in the file. Some validation messages are cautionary warnings for the cases warranting further consideration.

If the file was uploaded without errors, you will be taken back to the CFS Quarterly Report Details and you will see that your transactions have been added.

## 5.4 Fuel Transaction Types Available for Use in WFRS

Fuel Transaction Types	Description	Obligation Indicator
eCHE Fueling	For reporting electricity used to charge electric cargo handling equipment.	+
eGSE (Ground Support Equipment) Fueling	For reporting electricity used to charge electric ground support equipment.	+
eOGV Fueling	For reporting electricity used to charge electric ocean-going vessels.	+
EV Charging	For reporting electricity used to charge electric vehicles.	+
Exempt fuel use - Aircraft	For reporting exempt fuel delivered for use in aircraft.	-
Exempt fuel use - Farm vehicles, tractors, implements of husbandry	For reporting exempt fuel delivered for use in farm vehicles, tractors, or implements of husbandry.	-
Exempt fuel use - Locomotives	For reporting exempt fuel delivered for use in locomotives.	-
Exempt fuel use - Military tactical and support vehicle and equipment	For reporting exempt 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 WAC 173-424-130	For reporting exempt fuel delivered for use in off-highway construction vehicles as defined in WAC 173-424-130. 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 - Watercraft	For reporting exempt fuel delivered for use in watercraft	
Export out of WA distribution system	For reporting fuel being transported out of the Washington distribution system. If you report a "Purchase below the rack for export", you must	-

Fuel Transaction Types	Description	Obligation Indicator
	also add “Export out of Washington distribution system” transaction for those gallons.	
Fixed Guideway Electricity Fueling	For reporting electricity used to charge fixed guideway systems.	+
Forklift Electricity Fueling	For reporting electricity used to electric forklifts.	+
Forklift Hydrogen Fueling	For reporting hydrogen used to fuel forklifts.	+
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.	+
Import within the bulk system	For reporting fuel used by entities importing fuel into the state of Washington 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.	+
Initial 2023 inventory	All regulated fuels held in bulk storage in the state on January 1, 2023, are subject to the program and must be reported as the initial inventory of fuels by regulated parties. This requirement does not apply to fuels stored outside of the bulk system, as defined in WAC 173-424-110 (28).	+

Fuel Transaction Types	Description	Obligation Indicator
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.	-
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 as the business partner, otherwise alert CFS Staff.  <b>This transaction does not report an export.</b> It should be reconciled with a Purchase Below the Rack for Export and followed by an Export out of the WA distribution System.	-
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. 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.  For this transaction type sales to entities not registered in WFRS may aggregate and report those sales in a single transaction using the "Undefined" business partner	0
Production for Import	This means the transportation fuel was produced outside of Washington and imported into Washington for use in transportation. This transaction type is to be reported by out-of-state producers who claim the initial CFS obligation for fuel imported into Washington.	+
Production in Washington	For reporting fuels produced in Washington.	+

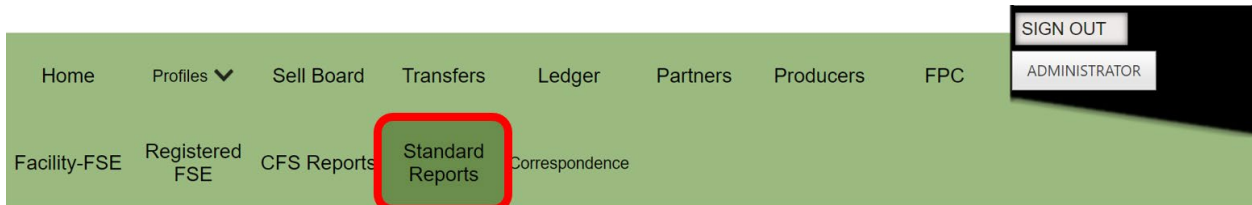
Fuel Transaction Types	Description	Obligation Indicator
Propane/LPG Fueling	For reporting liquefied petroleum gas vehicle fueling.	+
Purchase below the rack for Export	For reporting purchases below the rack for export, tag the position holder as the business partner. <b>If using Purchase below the rack for export, an “Export out of Washington distribution system” transaction for those gallons must also be added to the reporting.</b>	+
Purchased with obligation transfer	For reporting fuel purchased above the rack where obligation is being passed 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 Washington 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
Used in exempt fuel uses	For reporting fuel delivered for an exempt end use.	-

### 5.5 Reconciling Transactions with Business Partners

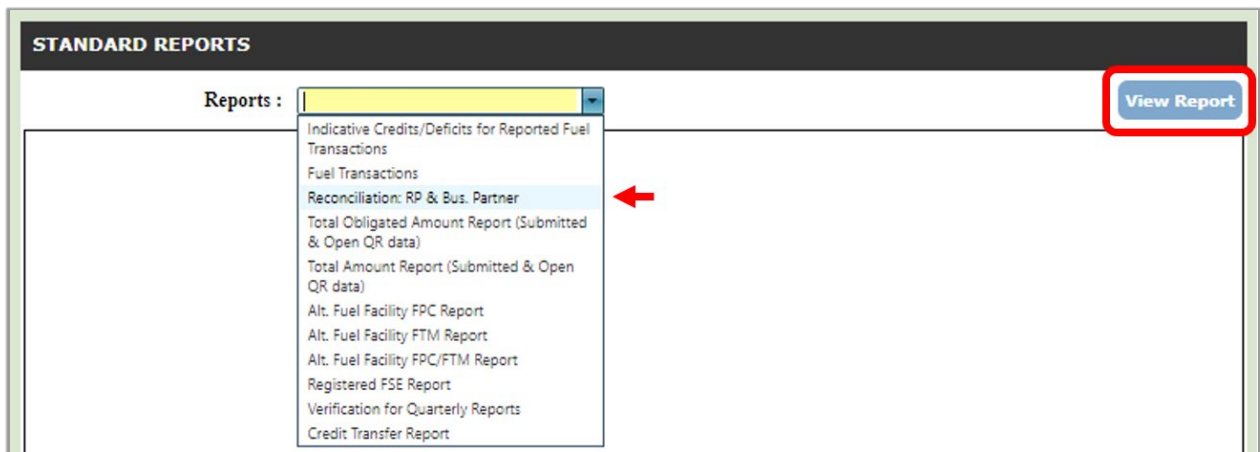
Reporting parties are required to upload (not submit) fuel transaction data into the WFRS within 45 days of the end of the reporting quarter. This is to allow for a second 45-day period

for reconciliation of the reported transactions by each regulated party (RP) prior to the quarterly reporting deadlines.

An online CFS reconciliation report supports the reconciliation of reports between reporting parties and their business partners (BP). This report can be accessed by visiting the “Standard Reports” tab in WFRS. Note the “Standard Reports” tab is only made available to those users with an ADMIN role in the RP’s account. Other users will not see this tab.



In the “Standard Reports” tab, select the “Reconciliation: RP & Bus. Partner” from the dropdown menu, then click the “View Report” button.



You will be asked to select a quarter and a year prior to viewing the report. Once you have opened the correct report, you will need to review for any discrepancies between you and your business partners. The “Remarks” column will describe differences that need to be corrected. Ensure that all discrepancies are resolved before attempting to submit a report. Below is an example of what you will see in the “Remarks” column.



Remarks
Discrepancy in a Non-Obligated Amount found between RP and BP report for this FPC
Discrepancy in a Non-Obligated Amount found between RP and BP report for this FPC
No Discrepancy
No Discrepancy
Discrepancy in a Non-Obligated Amount found between RP and BP report for this FPC
No Discrepancy
Discrepancy in a Non-Obligated Amount found between RP and BP report for this FPC

Credits and deficits for certain transactions will not be calculated until business partners are reconciled and both parties have submitted their reports. Credits and Deficits will not be issued for any transactions until the reporting period is closed.

## 5.6 Submitting a Quarterly Report

Once you have uploaded quarterly data and reconciled transactions with business partners, your report is ready to submit. At this stage, your report status will indicate “Open” to view any previously uploaded data prior to submission you can click “Goto Report Details”. Once you have ensured that all the necessary data has been uploaded, click “Submit”.

Year	Quarter	Change Date	Change By	Report Status	Status Comment	Is Late Submission	Begin Report	Report Details	Unlock Report Request	Submit Report	No Transactions
> 2023	4			Report has not been created		No	<a href="#">Begin Report</a>				<input type="checkbox"/>
> 2023	3			Report has not been created		No	<a href="#">Begin Report</a>				<input type="checkbox"/>
> 2023	2			Report has not been created		No	<a href="#">Begin Report</a>				<input type="checkbox"/>
> 2023	1	04/27/2023	ECYtest	Open		No	<a href="#">Goto Report Details</a>			<a href="#">Submit</a>	<input type="checkbox"/>

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

**Quarterly Fuel Details**

Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	EER	Total Obligated Amount	Reconciled Total Obligated Amount	Total Obligated Amount On Hold	Unit	Credits (MT)	Credits on Hold (MT)	Deficits (MT)	Fuel Application
<a href="#">Goto Details</a>	Gasoline	WAGAS001	100.46	1	75,000	75,000	0	gal	0	0	19	Light Duty or Medium Duty Vehicles

Page size: 50 1 items in 1 pages

Credits/Credits on Hold/Deficit Totals (MT) : 0 0 19

**Uploaded Documents**

Document Name	Document Type	Submitter By	Submitted On	Remarks	Download
No records to display.					

Page size: 10 0 items in 1 pages

Comments

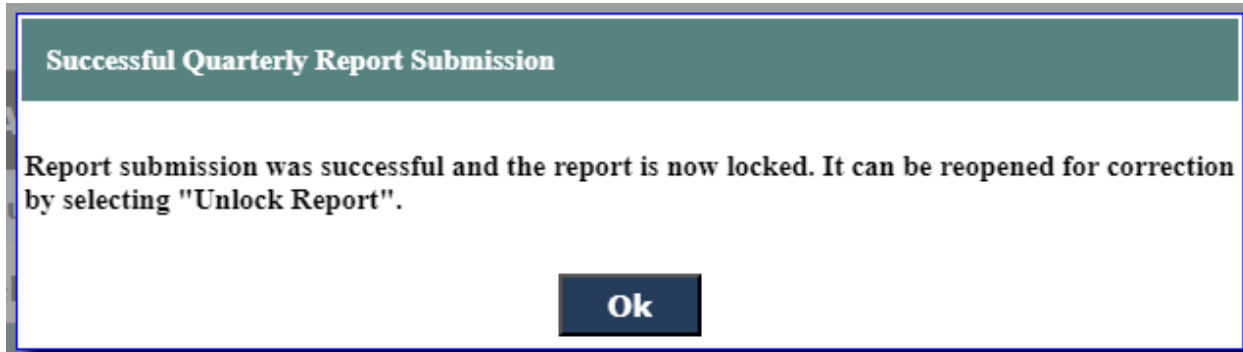
**Legal Responsibility:**

I, \_\_\_\_\_, as person with Signatory Authority, am submitting this report on behalf of \_\_\_\_\_, 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 Low Carbon Fuels Standard (LCFS) regulation.

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

Submit Quarterly Report
Back To Reports Home

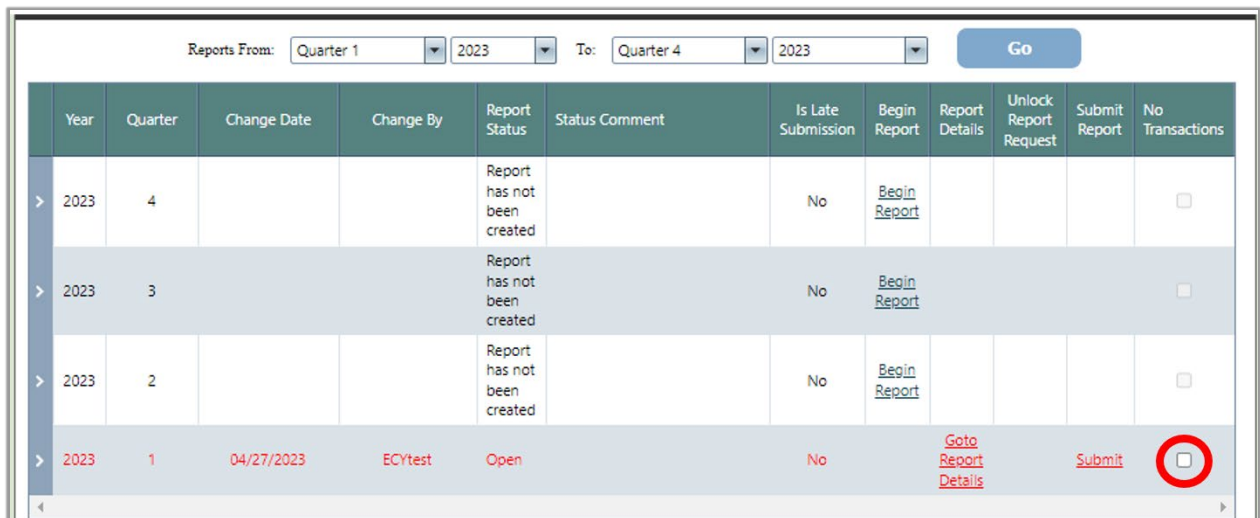
If your submission is successful, you will get the following message:



Your report status will change to "Initial Report Submission" and the report will be locked. This prevents any edits or corrections at that time. You must submit a request to unlock a report in order to make edits.

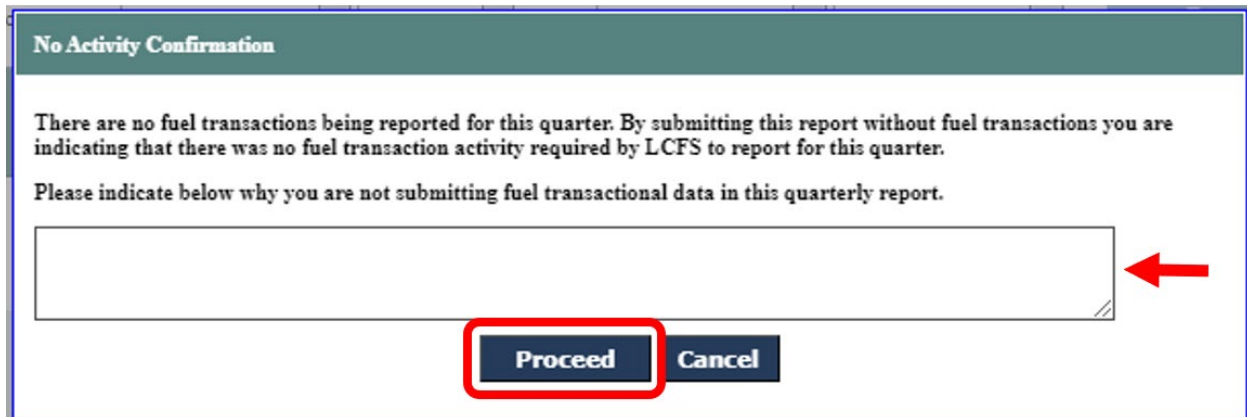
## 5.7 Submitting a Quarterly Report with Zero Transactions

If you have no transactions to report for the quarter, check the box in the “No Transactions” column next to the applicable report in the “CFS reports” tab.



Year	Quarter	Change Date	Change By	Report Status	Status Comment	Is Late Submission	Begin Report	Report Details	Unlock Report Request	Submit Report	No Transactions
> 2023	4			Report has not been created		No	<a href="#">Begin Report</a>				<input type="checkbox"/>
> 2023	3			Report has not been created		No	<a href="#">Begin Report</a>				<input type="checkbox"/>
> 2023	2			Report has not been created		No	<a href="#">Begin Report</a>				<input type="checkbox"/>
> 2023	1	04/27/2023	ECYtest	Open		No	<a href="#">Goto Report Details</a>			<a href="#">Submit</a>	<input type="checkbox"/>

A pop-up box will appear that requires you to provide an explanation why there is no fuel data to be reported in a particular quarter, as shown below. After writing an explanation, click “Proceed” to submit the report.



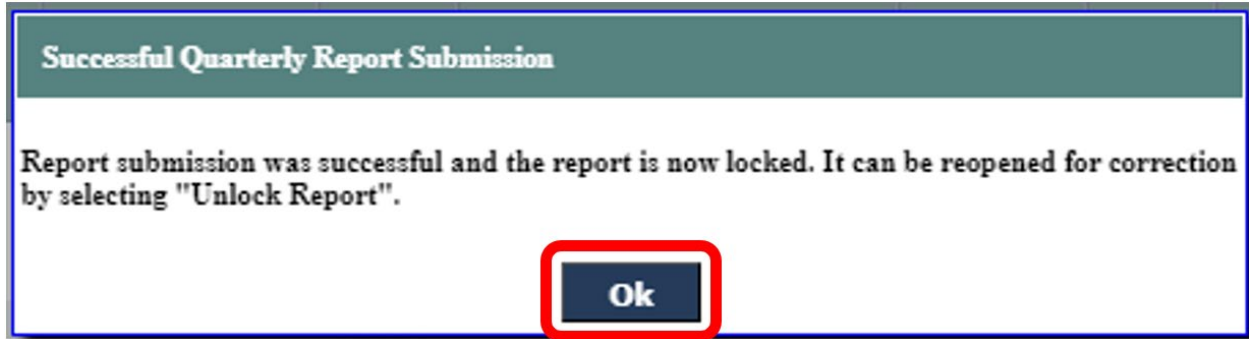
**No Activity Confirmation**

There are no fuel transactions being reported for this quarter. By submitting this report without fuel transactions you are indicating that there was no fuel transaction activity required by LCFS to report for this quarter.

Please indicate below why you are not submitting fuel transactional data in this quarterly report.

**Proceed** **Cancel**

When the box is checked and the Submit link is selected, a dialog message is displayed as below. Click “OK” and the report is submitted.

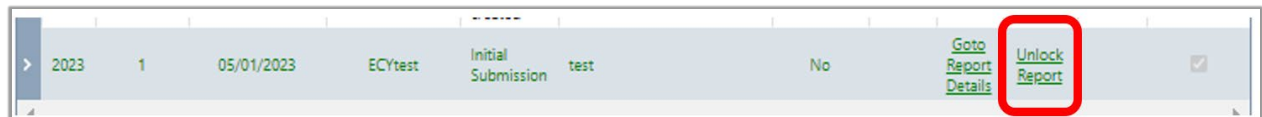


## 5.8 Correction Request Process

Regulated parties are responsible for ensuring that reports are complete and accurate at the time they are submitted. If errors are discovered after the deadline, Ecology should be notified immediately through the correction request process. Correction requests will be reviewed and approved on a case-by-case basis. Permission to correct a report does not preclude enforcement based on misreporting.

WAC 173-424-420(10) does not allow credit generation or elimination of deficits after the quarterly reporting deadline. If corrections result in retroactive credit generation or deficit reduction, CFS staff will make an administrative credit or deficit adjustment.

In order to submit a correction request, click on the "CFS Reports" tab in the navigation bar at the top of the page. In the CFS Quarterly Reports table, the click "Unlock Report" for the quarter you wish to unlock.



A popup window with instructions will appear as shown below.

**Request to Unlock Q4 2023 Report for Corrections**

CRF# :

**Reopen Request Type:**  
Changes other than PHY10 code update

**Briefly describe the need for the corrections to your quarterly report(s):**

**Letter Request (detailed):**  
 No file chosen

[Instructions](#)

Click the link to read the full instructions for preparing a correction request letter. This letter must include each of the following sections:

1. The quarter and year to be corrected
2. Identify each FPC to be adjusted
3. Provide the overall change in volume being reported for each FPC
4. Provide an estimate of the credits gained or lost through the change
5. Provide a statement of why the records were initially incorrect

Once you have prepared the letter, use the text box to provide a brief description of the reason for the unlock request. Then, click "Choose File" and upload the correction request letter.

**Request to Unlock Q4 2023 Report for Corrections**

CRF# :

**Reopen Request Type:**  
Changes other than PHY10 code update

**Briefly describe the need for the corrections to your quarterly report(s):**  
Two transactions were reported under an incorrect transaction type.

**Letter Request (detailed):**  
Choose File Test Correction Request.pdf [Instructions](#)

Save **Submit** Cancel

Click "Submit" when all the information has been entered. CFS staff will review your request as time allows and either approve or deny it. If your request is approved, you will receive an email notifying you that the report has been unlocked. You will also be notified if your request is not approved.

After the report is open for editing, a snapshot of the current data will be available to the user and to CFS reporting staff. To view, download the Excel file at the bottom of the Quarterly Report Details page.

The corrective edits should be completed as soon as possible. Once complete, the report must be resubmitted following the submission instructions in section 5.6 of this user guide.

Reopening a quarterly report also reopens the associated annual report (if the annual report has already been submitted). After corrections are completed to a quarterly report and the report submitted, the associated annual report has to be resubmitted as well.

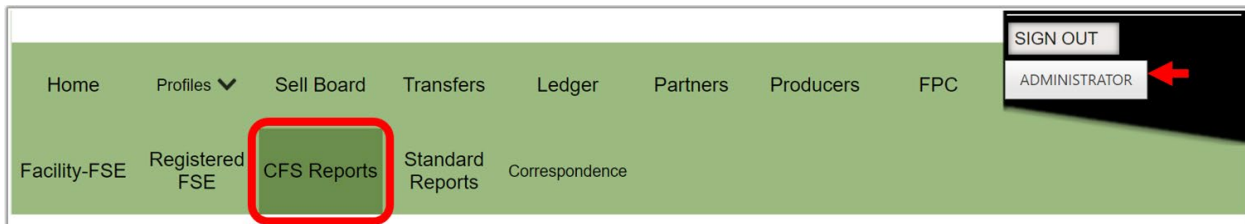
## 6. Annual Reporting

Each reporting party must submit an annual report once a year, which is a summary of the four quarterly reports submitted that year, and an attestation that all reports are accurate. Annual reports must meet the requirements specified in WAC 173-424-430.

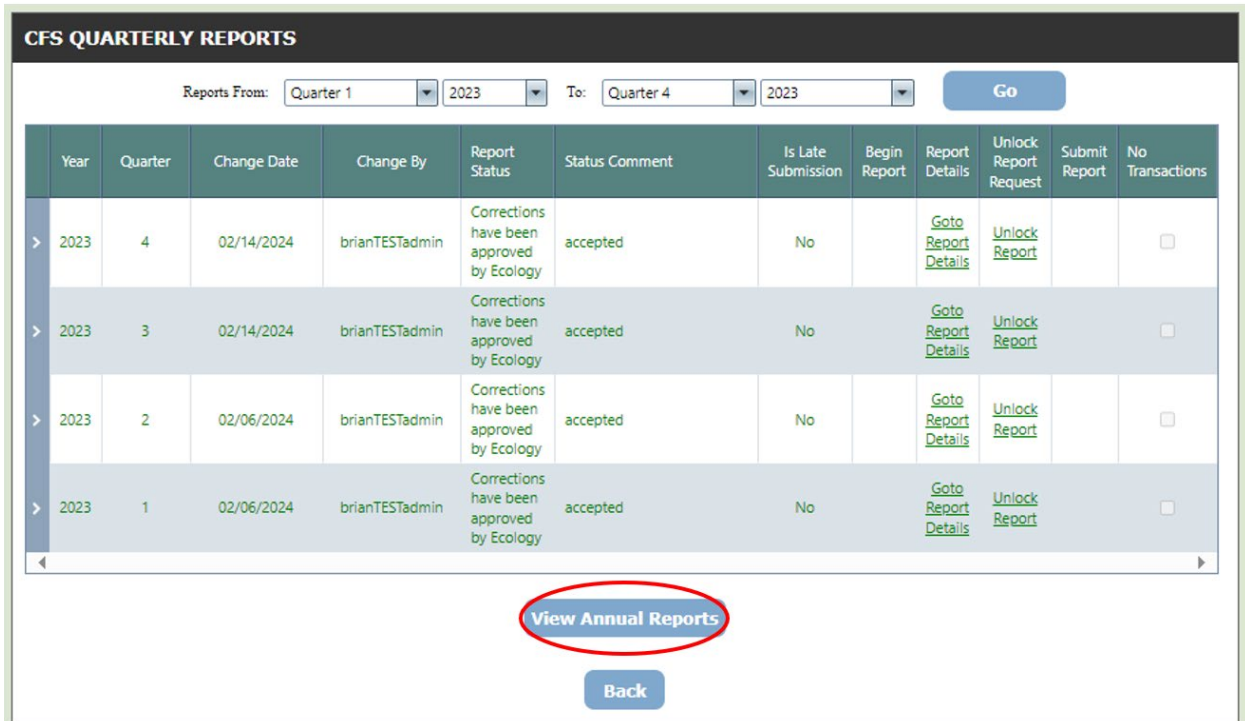
Annual Reports open on April 1<sup>st</sup> of each year and must be submitted no later than April 30<sup>th</sup>.

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 Ecology” for each previous quarterly report.

To begin an annual report, log in to WFRS as either a “Contributor” or an “Administrator” role. Click on the “CFS Reports” tab in the navigation bar at the top of the page.



From there, click “View Annual Reports” at the bottom of the page.





Click “Go To Annual Report” on the year you wish to open.

WFRS 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	
> 2023	Corrections have been approved by Ecology	Corrections have been approved by Ecology	Corrections have been approved by Ecology	Corrections have been approved by Ecology	0	0	0	0	14713	No	<a href="#">Go to Annual Report</a>	

[Back](#)

Here you will see a summary of all your quarterly reports for that year. If you click “Go to Details” on any fuel type it will take you back to the quarterly reports page. Any errors identified in quarterly reports must be corrected prior to the submission of your annual report. Instructions on making corrections to quarterly reports are outlined in section 5.8 of this user guide.

At the bottom of the Annual Report page, you will see the Annual Summary. Here is a summary of your credits and deficits for the year and what you will carry over to the next year. The system calculates the number of credits to be retired for compliance (based on the deficits accumulated through the reporting year and any carried over deficits from previous reporting years). It automatically “deducts” the number of credits for retirement purposes and provides a final accounting of the credits and deficits to carry over to the next year.

At the end of each compliance period, each regulated party must meet its compliance obligation by demonstrating through submission of its annual report that it has retired a number of credits equal to its deficits. More about this requirement can be found in WAC 173-424-500.

**Note:** Upon submission of the 2023 annual report, organizations with both deficits and credits will see credits automatically retired as described above. Because the initial two-year CFS compliance period covers both 2023 and 2024 reporting years, Ecology can adjust credit and deficit balances to reverse credit retirement upon request by the organization who wishes to wait to retire credits until the 2024 annual report is submitted. Going forward, each compliance period will be one year, and credits must be retired annually.

**2023 Annual Summary :**

	Credits (MT)	COH (MT)	CCM Credits (MT)	Deficits (MT)
Total Credits/Deficits (MT) Carried Over from 2022	0			0
Total Credits/Deficits (MT) in 2023	14,759			2,127
Total Credits (MT) Sold in 2023 (-)	0			
Total Credits (MT) Acquired in 2023	0			
Total Credits (MT) Purchased as Carryback Credits in 2024	0			
Total Administrative Credits Withheld /Total Administrative Credit Holds (MT) in 2023 (-)	0	0		
Total Credits (MT) Pending Sale in 2023 (-)	0			
Total Credits (MT) Exported in 2023 (-) Exported to:	<input type="text" value="0"/>			
Total Credits (MT) Retired in 2023 (-)	<input type="text" value="2127"/>			2,127
Total Credits (MT) Pledged for CCM in 2023 (-)	<input type="text" value="0"/>		0	
Total Credits/Deficits (MT) Carried to 2024	12,632			0

Other Credits (MT) Pending in 2023

I confirm the accuracy of my 2023 Annual Report submittal in the LRT System.

**Legal Responsibility:**  
 I, **Brian Goldgeier**, as person with Signatory Authority, am submitting this report on behalf of **test**, with the understanding that the information contained in this report is considered an official submission to the Washington State Department of Ecology for purposes of compliance with the Clean Fuel Standard (CFS) 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 RCW 9A.76.175, RCW 40.16.030, 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.

[Upload Documents](#)

Comments

[Add a Comment](#)

[Save Annual Report](#) [Submit Annual Report](#) [Back To Annual Reports](#)

Before submitting, you must click the check box confirming the accuracy of your annual report. If you upload a document or add a comment but are not ready to submit the whole report, you can click “Save Annual Report” to save the documents and comments.

When you are ready to submit, click “Submit Annual Report”.

**Note:** While users with the Administrator role and the Contributor role may open and review annual reports, only users with the Administrator role and Signatory Authority can submit annual reports.

Once the annual report has been submitted, the credit and deficit balance will be updated in the “Ledger” tab.

## 7. Marketable Crude Oil Name (MCON) Reporting

The CFS regulation requires producers of gasoline or diesel fuel to report, for each of its refineries, the Marketable Crude Oil Name (MCON) or other crude oil name designation, volume, and country of origin for each crude supplied to the refinery during the quarter.

**Note:** For the 2023 reporting year, MCON reporting for the entire year should be submitted once as part of annual reporting. Beginning in Q1, 2024, MCON reporting must be completed as part of quarterly reporting.

A separate template for MCON reporting is provided in the [CFS Program Documents webpage](#).

### Templates

- [Fueling Supply Equipment \(FSE\) Registration Template](#) – This template is required for all FSE registrations
- [Fueling Supply Equipment \(FSE\) Detail Sheet Template](#) – This template is required for FSE registrations involving eCHE, eGSE, eOGV, eTRU, Forklifts, or EV Trucks (Yard Trucks)
- [Clean Fuel Standard Obligation Calculator](#) - This template allows participants to estimate credit/deficit amounts
- [Marketable Crude Oil Name \(MCON\) Reporting Template](#) - This template must be submitted by producers of gasoline or diesel fuel each quarter as an attachment to the CFS quarterly report in WFRS.

The MCON report template is comprised of three columns. MCON reports will include quarterly data for “*County of Origin*”, “*Crude Identifier*” and “*Volume*” (reported in gallons).

Use the drop down under the “*County of Origin*” and “*Crude Identifier*” tabs to select and manually enter the “*Volume*” in gallons. The Country of origin and crude identifier selections are provided in the “*Crude Identifier*” sheet.

	A	B	C
1	Country of Origin	Crude Identifier	Volume (gallons)
2	<input type="text"/>		
3	(Select from drop down)	(Select from drop down)	(Enter manually)
4			
5			
6			
7			
8			
9			
10			

Complete and save the MCON Report for the quarter and upload it. Use the *Upload Document* link option near the bottom of the WFRS Quarterly Report Details Page shown below.

Organization: Test LLC  
Status: Corrections in progress

Reporting Period: Quarter 4, 2023

CFS CI Requirements for 2023: Gasoline/Gasoline Substitute Fuels = 98.44 gCO<sub>2</sub>/MJ Diesel/Diesel Substitute Fuels = 99.61 gCO<sub>2</sub>/MJ  
Alternative Jet Fuel/Jet Fuel Substitute Fuels = 99.61 gCO<sub>2</sub>/MJ

[Upload Report \(XML or Excel\)](#)

**Add New Fuel**

Fuel Name \*

Fuel Application \*

Fuel Pathway Code \*

Carbon Intensity (g/MJ) : Fuel Units : Energy Economy Ratio :

[Add Fuel](#) [Reset](#)

**For Liquid Fuels :**  
See the *Indicative Credits/Deficits for Reported Fuel Transactions* under the Data tab

Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Fuel Application	Total Obligated Amount	Amount Generating Credits/Deficits	Unit	Credits (MT)	Deficits (MT)	Delete Fuel
No records to display.										
Page size: 20										
0 items in 1 pages										

Credits/Deficit Totals (MT) : 0 0

[Upload Documents](#)

Document Name	Document Type	Submitted By	Submitted On	Remarks	Download	Delete
No records to display.						
Page size: 10						
0 items in 1 pages						