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Oregon Fuels Reporting System

User Guide for Reporting by Regulated Entities

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



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Translation or other formats

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Reporting Tool User Agreements

Terms of System Use Agreement

Acceptance of terms

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

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

Description of services

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

Use limitations

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

Privacy and protection of personal information

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

Notice specific to users of this software

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

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

Member account, password and security

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

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

No unlawful or prohibited use

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

General terms

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

Certification of Signatory Authority with Electronic Signature

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

Submittal of Reports

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

Introduction

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

This user guide was developed for the regulated parties who are reporting to the Clean Fuels Program (CFP) and Greenhouse Gas Reporting Program (GHG RP) to assist in navigating the system and is specific to reporting functions for those programs.

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

If you are a user that only reports to the GHG RP reporting program, please refer to the [GHG User Only Guide](#) for OFRS.

You will find 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.


The screenshot shows the Oregon Fuels Reporting System login interface. On the left, a box contains the text "Oregon Fuels Reporting System". On the right, there are input fields for "Username:" and "Password:", a "Reset Password" link, a CAPTCHA image showing "W X J 6 X", a "Generate New Code" link, an "Audio Code" link with a speaker icon, and an "Enter Code:" field. Below these is a "Login" button. A red circle highlights the "Register Regulated Party" button in the "NEW USERS" section, with a red arrow pointing to it from the right. The "NEW USERS" section also contains text about contacting an administrator and instructions for registering an organization. Below this is the "Registering a Fuel Producer" section with a "Register Fuel Producer" button. At the bottom, a green bar contains links: "CFP Online System Home", "Visit CFP Home", "Visit GHG RP Home", and "Back to Top".

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: Test Attachment_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?

FEIN: * (Federal Employer Identification Number)

☒ [OFRS General Use Conditions](#)

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: *

Last Name: *

Title: *

Business Phone: *

Mobile Phone:

Email: *

User Name: *

Middle Initial:

Relationship to the Organization: *

Confirm Email: *

SECONDARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: *

Last Name: *

Title: *

Business Phone: *

Mobile Phone:

Email: *

User Name: *

Middle Initial:

Relationship to the Organization: *

Confirm Email: *

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

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

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

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

The screenshot shows a web form with two columns of registration categories. The left column is titled "CFP REGISTRATION CATEGORIES" and lists various fuel types with checkboxes. The right column is titled "GHG REGISTRATION CATEGORIES" and lists other fuel types with checkboxes. At the bottom of the CFP list, there is a plus sign icon next to a checkbox for "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:". Below the form, there are two buttons: "Register Organization" and "Back".

CFP REGISTRATION CATEGORIES	GHG REGISTRATION CATEGORIES
<input type="checkbox"/> Conventional gasoline blendstock for oxygenate blending ("gasoline" or "CBOB") or E1	<input type="checkbox"/> Kerosene
<input type="checkbox"/> Diesel fuel ("diesel fuel" or "ULSD") or B5	<input type="checkbox"/> Motor Gasoline
<input type="checkbox"/> A fuel blend containing greater than 10 percent ethanol by volume	<input type="checkbox"/> Distillate Fuel Oil (Distillate No.1, ULSD No.2, Distillate Fuel Oil No.4)
<input type="checkbox"/> A fuel blend containing biomass-based diesel	<input type="checkbox"/> Residual Fuel Oil
<input type="checkbox"/> Denatured fuel ethanol	<input type="checkbox"/> Aviation Fuels
<input type="checkbox"/> Biomass-based diesel	<input type="checkbox"/> Propane
<input type="checkbox"/> Any other liquid or non-liquid fuel	<input type="checkbox"/> Biomass-based fuels (Ethanol, Biodiesel, Renewable Diesel)
<input type="checkbox"/> Neat renewable hydrocarbon diesel	<input type="checkbox"/> Other Petroleum Products
<input type="checkbox"/> 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:	

Register Organization Back

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

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

☐ Neat renewable hydrocarbon diesel
 ☐ Other Petroleum Products

☒ A credit generator for one or more fuels from the following list of "opt-in" fuels specified in OAR 340-253-0200(3) whichever applies to that fuel as selected below:

☒ Electricity
☐ Hydrogen
☐ A hydrogen blend
☐ Fossil CNG or LNG derived from North American sources
☐ Bio-CNG
☐ Bio-LNG
☐ Bio-L-CNG
☐ Liquefied Petroleum gas

FOR AGGREGATORS
DESIGNATOR ORGANIZATION/COMPANY DETAILS

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

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

Designator Organization/Company Details

Designator Organization/Company Name: *

Designator Address Line 1: *

Designator City: *

Designator Zip Code: *

Designator Primary Contact Name: *

Designator Email: *

Upload Aggregator Designation Form: * No file chosen

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

Designator Address Line 2:

Designator State Or Province: *

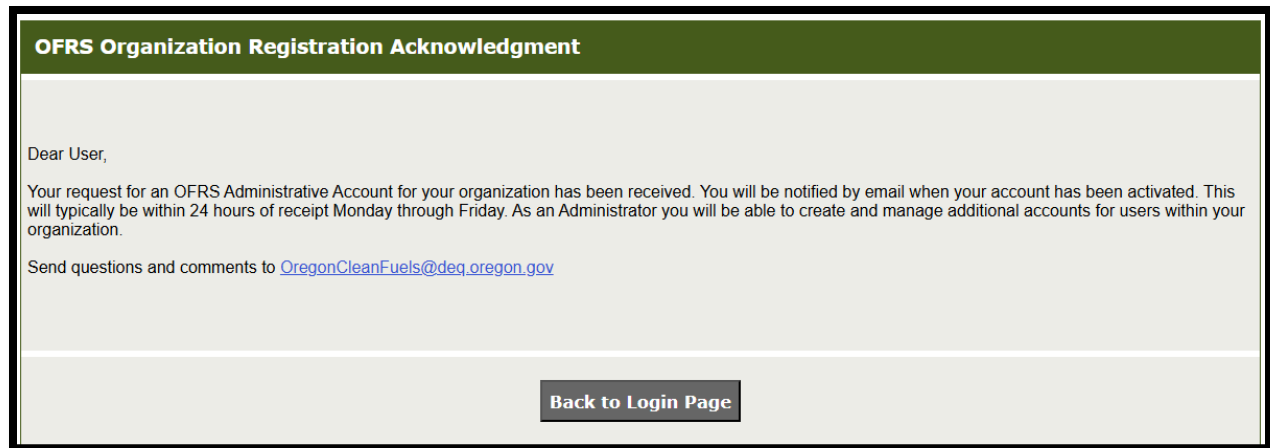
Designator Country: *

Designator Business Phone: *

* REQUIRED

Designator Organization/Company Name	Designator Organization/Company FEIN	Designator Primary Contact Name	Designator Business Phone	Designator Email	Address	Download	Delete
ABC Company	41-1441141	Credit Generator	(503) 229-6918	summers.stephanie@deq.state.or.us	700 NE Multnomah St Portland 97232		

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



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

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

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

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 : **Electronically Sign**

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

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

Navigating the System

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

This 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 and/or GHG RP.

If you are having any technical issues while using the system, please e-mail us a description of what happened and include a screenshot at OregonCleanFuels@deq.oregon.gov.

We have also updated the [User Guides for the Reporting Tool](#) and the [Alternative Fuels Portal](#).

Last updated: 12/17/2024

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 the CI values in the CFP portion of the Oregon Fuel Reporting System reflect the information submitted by the regulated parties.

No data, analysis, results, or other information published by DEQ as part of this reporting shall constitute or be construed as instruments, securities, or any other form of property. Further, no CFP credit surplus derived from the reported data, analysis, results or other registration information published by DEQ shall constitute or be construed as instruments, securities, or any other form of property. [\[close\]](#)

Technical Files

[XSD for XML file upload](#)

- last updated 12/19/2024 8:49 AM
- [release notes](#)

[Excel Template for file upload](#)

- last updated 12/19/2024 8:50 AM
- [release notes](#)

[Facility - Fueling Supply Equipment\(FSE\) Registration Template](#)

- last updated 12/14/2023 1:07 PM

[FSE XSD for XML file upload](#)

- last updated 12/19/2024 8:49 AM

[FSE Excel Template for file upload](#)

This tab 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.

Technical files for uploading data to OFRS are at the bottom of this screen.

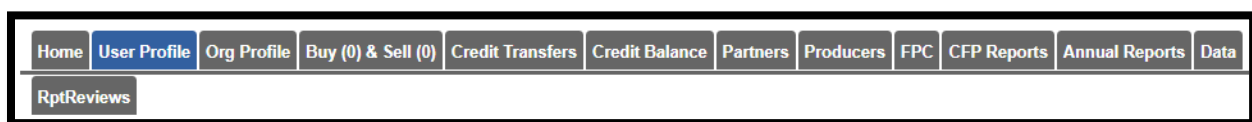
Accounts and Roles

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

Users are only allowed one role in the reporting system.



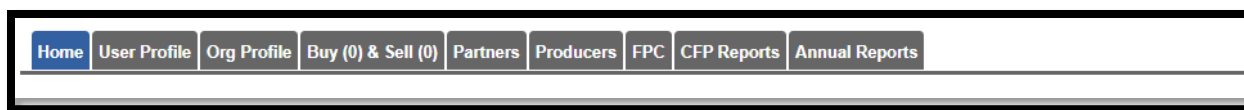
Admin without Signatory Authority (w/o SA) – This role provides authorization to establish and activate user accounts for the registered organization, as well as the ability to upload data into the OFRS system. There is no authorization to submit reports, or to access CFP credit bank and transfer related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



Admin with Signatory Authority (SA) – This role has all the functions of the administrator role above. The signatory authority provides additional authorization to submit CFP Quarterly and Annual Reports, GHG Reporting Program annual reports, initiate and view all credit transfers and credit transfer activity, access to the Credit Balance ledger for the organization, and select/authorize credit facilitators who may initiate and complete credit transfers on the administrator's behalf.

Users with this role will be emailed a Security Identification Code (SIC) for their organization; this code is needed for credit transfers. They also receive system-generated emails regarding credit transfer activities (e.g., initiating, submitting, accepting, and recalling credits).

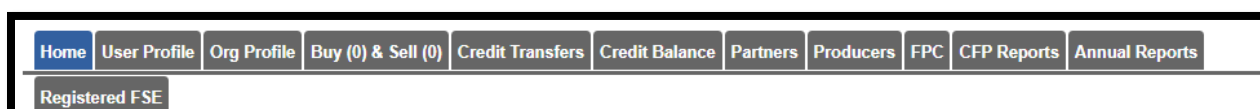
Note: After registering an organization in the OFRS, the persons associated with the initial two accounts are assigned the role of Administrator with Signatory Authority.



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



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



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



GHG Users – This role can access annual reporting for both the CFP and GHG programs and can submit these reports if given signatory authority.



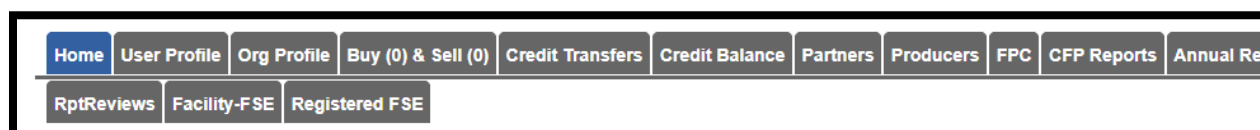
Reviewer – This role is authorized to access all the reporting activities in a Read-Only mode and to update their own user account profile. This role cannot be given signatory authorization.



Verifier – This role is allowed to review and download reports and data reported to OFRS.

OFRS Tab Reference

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

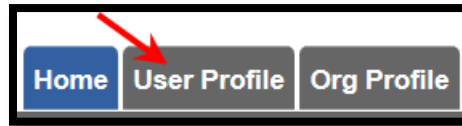


Home	This tab provides any notifications, administrative messages and other information related to reporting requirements and the OFRS. It is the same for all account roles.
User Profile	This tab is available to all users for checking information related to their user profiles. The admin role can also establish and activate new user accounts for the registered organization and manage existing user accounts in this tab, including resetting passwords.
Org Profile	This tab is available to all users to check information related to the registered organization profile. The admin role can edit and update this information.
Buy & Sell	This tab provides an option to post credits for sale and information of credits already posted for sale.
Credit Transfers	This tab is to initiate a credit transfer between organizations. A Credit Transfer e-Form needs to be filled out to initiate a transfer which can be accessed by clicking on 'Initiate Transfer' button. This tab also provides information about any pending or completed transfers.
Credit Balance	This tab provides a detailed listing of generated credits and deficits and a record of credits transferred.
Partners	This tab displays a list of all the entities registered in the OFRS system which may be business partners in fuel transactions.
Producers	This tab displays a list of Alternative Fuel Producers registered in the OFRS. Information can be filtered by fuel type and fuel pathway codes and exported to an Excel file.
FPC	This tab provides access to a list of all available Fuel Pathway Codes (FPCs) in the CFP. This can also be filtered and exported to an Excel file.
CFP Reports	This tab provides access to begin, edit or review both quarterly and annual reports for the registered organization for CFP reporting. An administrator with signatory authority can submit reports.

Annual Reports	<p>This tab provides access to perform annual reporting for the CFP and GHG RP. If your entity is only a CFP reporting entity, this tab will be named Annuals and only contain CFP annual reports.</p> <p>If you are a hybrid organization, this tab will show a listing of both CFP and GHG annual reports. If your entity is a GHG only entity, it will only show GHG RP annual reports.</p>
Data	<p>The Data tab provides access to a set of reports. This is where you can find the Reconciliation Report for reviewing and finding reporting discrepancies between business partners.</p>
RptReviews	<p>This tab is used to post questions and/or issues by either users or the administrator. It is also where verifiers submit their verification statement for the reports filed with the CFP and/or GHG RP except for the annual fuel pathway report.</p>
Facility FSE	<p>This tab provides access for CNG, LNG, electricity, and hydrogen fuel providers to register their FSE. This tab is only visible if you have selected to report these fuels.</p>
Registered FSE	<p>This tab displays a list of registered FSE by the organization. This tab is only visible if you have added fuel supply equipment or registered to report the fuels listed in the Facility FSE description.</p>

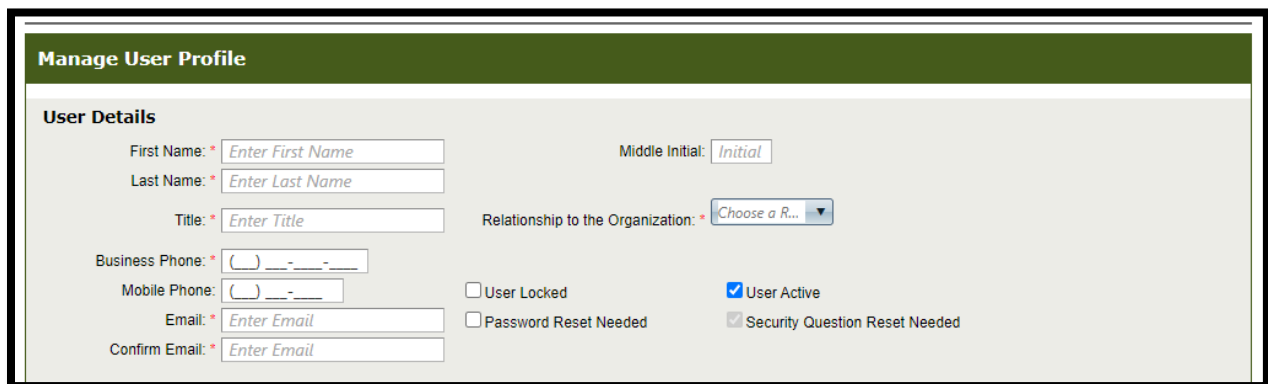
Adding a User

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



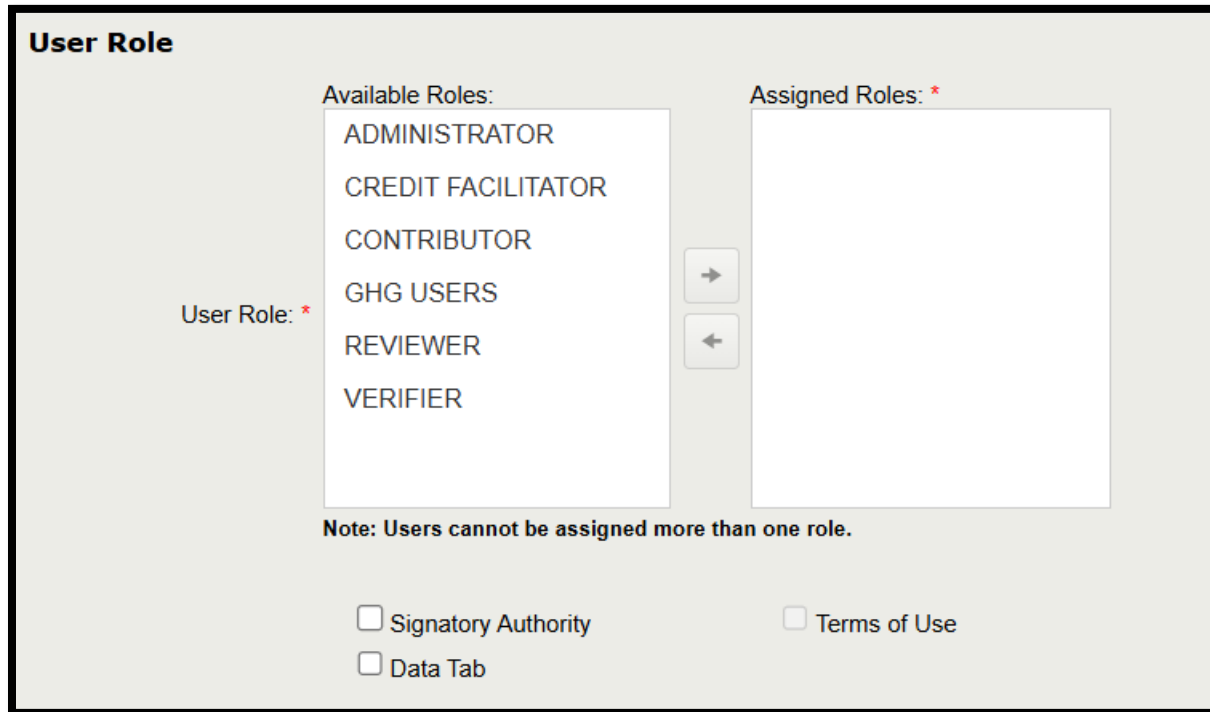
Step 1: Enter the Name (First and Last), Title and Relationship to your Organization, Phone number, and Email for the new user. Ensure that the "User Active" box is checked

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

A screenshot of the 'Manage User Profile' form. The form has a green header bar with the title 'Manage User Profile'. Below the header, the form is divided into sections. The 'User Details' section contains fields for First Name, Last Name, Middle Initial, Title, Relationship to the Organization, Business Phone, Mobile Phone, Email, and Confirm Email. 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 from the list of available roles (ADMINISTRATOR, CONTRIBUTOR, GHG USER, REVIEWER, CREDIT FACILITATOR, or Verifier) and move to the assigned roles box. Select only one assigned role for each user. For more information on these roles, please refer to the **Accounts and Roles** section of this document. Select whether this user should have Signatory Authority and whether they can access data tabs within the system.

- **Signatory Authority:** Select if the user needs signatory authority to submit quarterly/annual CFP or GHG RP reports. This designation is not available to all user roles, but only to Administrators and Contributors.
- **Data Tab:** Select to provide the user account access to CFP or GHG RP reported data for download.



The 'User Role' interface is a light gray rectangular box. At the top left, the title 'User Role' is in bold. Below it, on the left, is the label 'User Role: *'. To the right of this label is a white box titled 'Available Roles:' containing a list of roles: ADMINISTRATOR, CREDIT FACILITATOR, CONTRIBUTOR, GHG USERS, REVIEWER, and VERIFIER. To the right of this list are two small gray buttons with right and left arrows. Further right is another white box titled 'Assigned Roles: *', which is currently empty. Below these boxes is a note: 'Note: Users cannot be assigned more than one role.' At the bottom of the interface are four checkboxes: 'Signatory Authority', 'Data Tab', 'Terms of Use', and an unlabeled checkbox.

User Role

Available Roles:

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

Assigned Roles: *

Note: Users cannot be assigned more than one role.

☐ Signatory Authority

☐ Data Tab

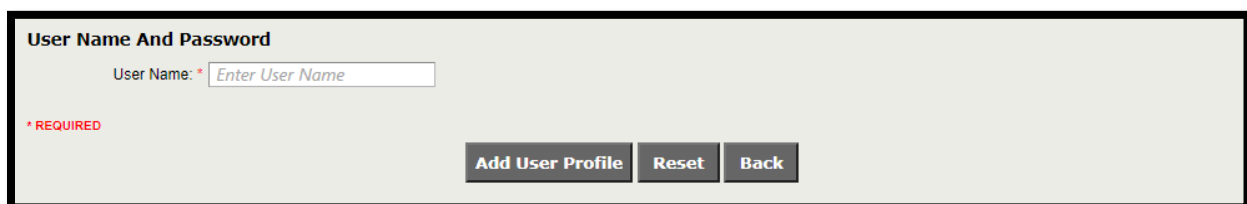
☐ Terms of Use

Step 3: Enter a User Name 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.



The 'User Name And Password' form is a light gray rectangular box. At the top left, the title 'User Name And Password' is in bold. Below it is the label 'User Name: *' followed by a text input field containing the placeholder text 'Enter User Name'. Below the input field is a red asterisk followed by the word 'REQUIRED'. At the bottom of the form are three buttons: 'Add User Profile', 'Reset', and 'Back'.

User Name And Password

User Name: *

* REQUIRED

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

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.

Manage User Profile

User Details

First Name: *

Middle Initial:

Last Name: *

Title: *

Relationship to the Organization: *

Employee

Business Phone: *

Mobile Phone:

Email: *

Confirm Email: *

☐ User Locked

☒ User Active

☐ Password Reset Needed

☐ Security Question Reset Needed

User Role

Available Roles:

ADMINISTRATOR

CREDIT FACILITATOR

GHG USERS

REVIEWER

VERIFIER

Assigned Roles: *

CONTRIBUTOR

Note: Users cannot be assigned more than one role.

☒ Signatory Authority

☒ Terms of Use

☒ Data Tab

User Name And Password

User Name: *

* REQUIRED

Update User Profile

Reset

Back

OFRS User Guide

23

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: * Christine Middle Initial: Initial
 Last Name: * Powers
 Business Phone: * (503) 444-7676-____
 Mobile Phone: () ____-____
 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](#)

Resetting a Password

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

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

Submitting the Related Entity Report

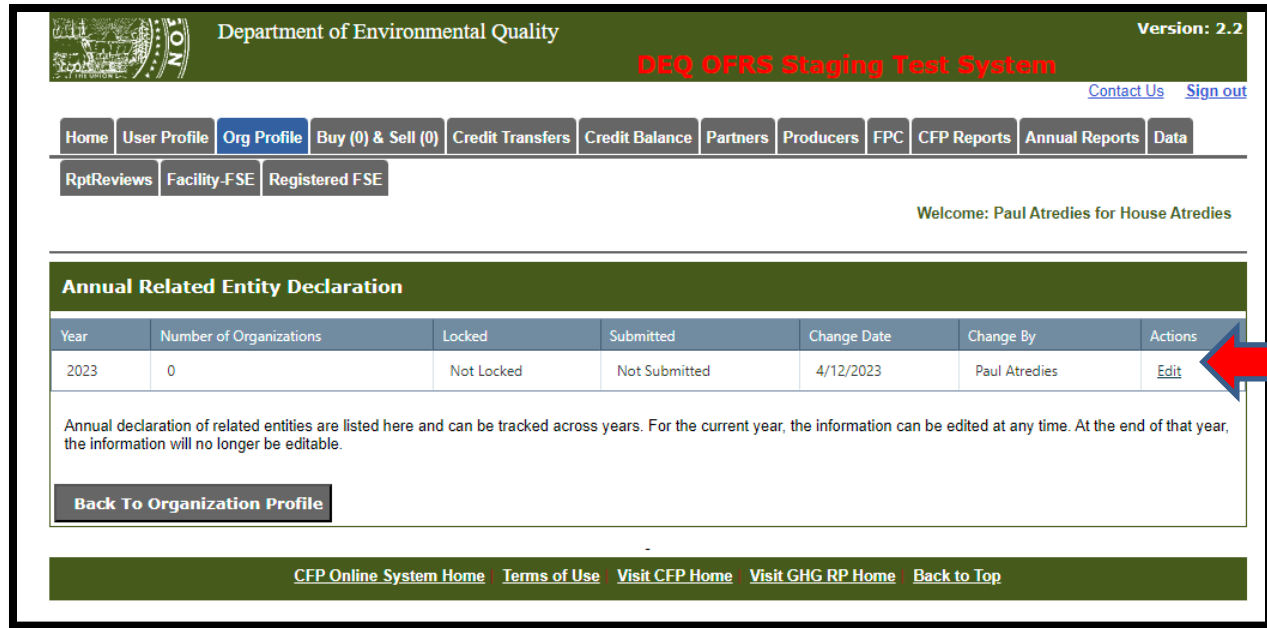
Starting in 2023, all organizations in the Greenhouse Gas Reporting Program and/or the Clean Fuels Program must **annually** report to DEQ if you are related to other organizations that are subject to the Clean Fuels Program or the Greenhouse Gas reporting program. DEQ has moved this reporting into the Organization Profile in OFRS for ease of use for both DEQ and the reporting parties.

Note: If you have no related entities, you still must inform DEQ of this by opening the related entity report and submitting an empty report.

To report related parties, you must first go to your Organization Profile and then click on the Report Annual Related Entity Information button.

The screenshot displays the 'Organization Profile' page in the 'DEQ OFRS Staging Test System'. The page header includes the Oregon Department of Environmental Quality logo and the system name. A navigation bar at the top contains links like 'Home', 'User Profile', 'Org Profile', 'Buy (0) & Sell (0)', 'Credit Transfers', 'Credit Balance', 'Partners', 'Producers', 'FPC', 'CFP Reports', 'Annual Reports', and 'Data'. Below this, a sub-navigation bar includes 'RptReviews', 'Facility FSE', and 'Registered FSE'. A welcome message reads 'Welcome: Paul Atredies for House Atredies'. The main section is titled 'Organization Profile' and contains 'Organization Details'. Fields include 'Acct. Reg. Form/Letter' (with a PDF link), 'Choose File' (No file chosen), 'Organization Name' (House Atredies), 'Federal Employer Identification Number (FEIN)' (12-1234123), 'Is Finished Fuel Importer?' (checked), 'Outside the Bulk System Exporter' (unchecked), 'Address Line 1' (1 First Street), 'Address Line 2' (Apt. 1), 'City' (Alexandria), 'State Or Province' (California), 'Zip Code' (22314), 'Country' (UNITED STATES), 'Active' (True), 'Date of Incorporation' (09/15/2021), and 'Place of Incorporation' (Caladan). A red arrow points to the 'Report Annual Related Entity Information' button. Below this button is an 'Email' field and a checkbox for including the email in the Reporting Parties list. The section is titled 'ORGANIZATION CONTACT PERSON'.

On the page that opens, all your current and previous years of reporting for related entities will be available. You can edit the current year's report by clicking on the Edit link on the far right.



Department of Environmental Quality Version: 2.2

DEQ OFRS Staging Test System

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

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

RptReviews Facility-FSE Registered FSE

Welcome: Paul Atredies for House Atredies

Annual Related Entity Declaration

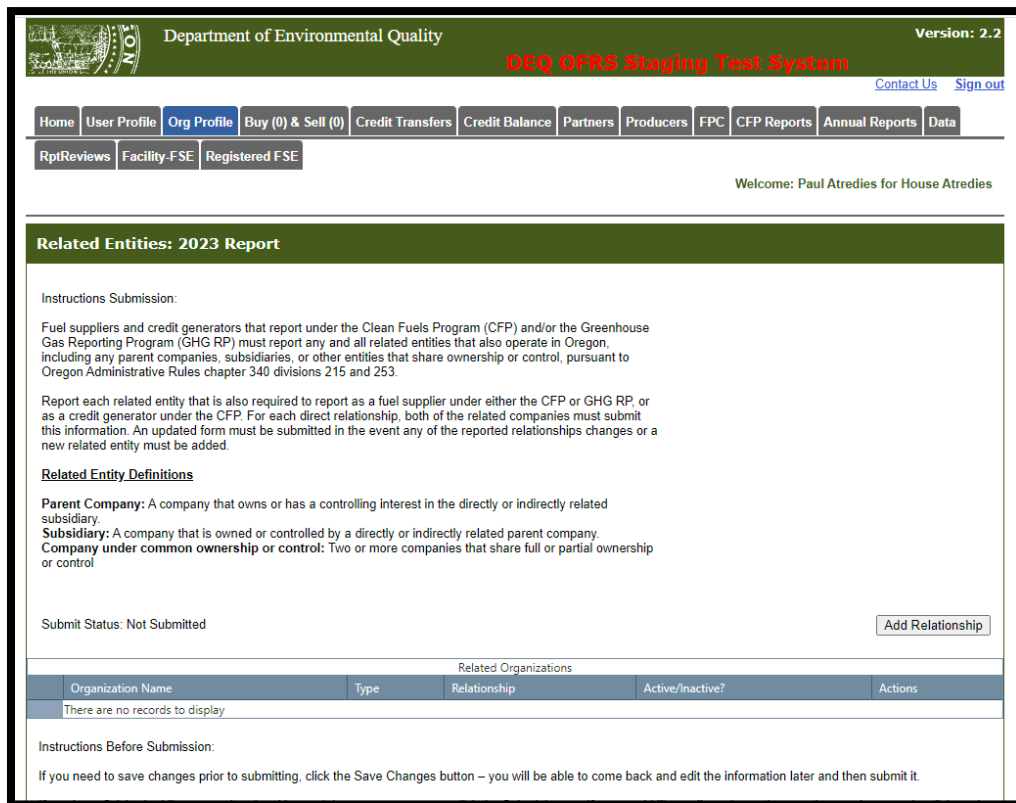
Year	Number of Organizations	Locked	Submitted	Change Date	Change By	Actions
2023	0	Not Locked	Not Submitted	4/12/2023	Paul Atredies	Edit

Annual declaration of related entities are listed here and can be tracked across years. For the current year, the information can be edited at any time. At the end of that year, the information will no longer be editable.

[Back To Organization Profile](#)

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

On the Related entities page that opens, you'll see any relationships that you have entered for this year. In future years, relationships entered in a prior year without an end date will be auto filled into this year's report and may be edited. You can click on the Add Relationship button to add a new relationship.



Department of Environmental Quality Version: 2.2

DEQ OFRS Staging Test System

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

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

RptReviews Facility-FSE Registered FSE

Welcome: Paul Atredies for House Atredies

Related Entities: 2023 Report

Instructions Submission:

Fuel suppliers and credit generators that report under the Clean Fuels Program (CFP) and/or the Greenhouse Gas Reporting Program (GHG RP) must report any and all related entities that also operate in Oregon, including any parent companies, subsidiaries, or other entities that share ownership or control, pursuant to Oregon Administrative Rules chapter 340 divisions 215 and 253.

Report each related entity that is also required to report as a fuel supplier under either the CFP or GHG RP, or as a credit generator under the CFP. For each direct relationship, both of the related companies must submit this information. An updated form must be submitted in the event any of the reported relationships changes or a new related entity must be added.

Related Entity Definitions

Parent Company: A company that owns or has a controlling interest in the directly or indirectly related subsidiary.

Subsidiary: A company that is owned or controlled by a directly or indirectly related parent company.

Company under common ownership or control: Two or more companies that share full or partial ownership or control

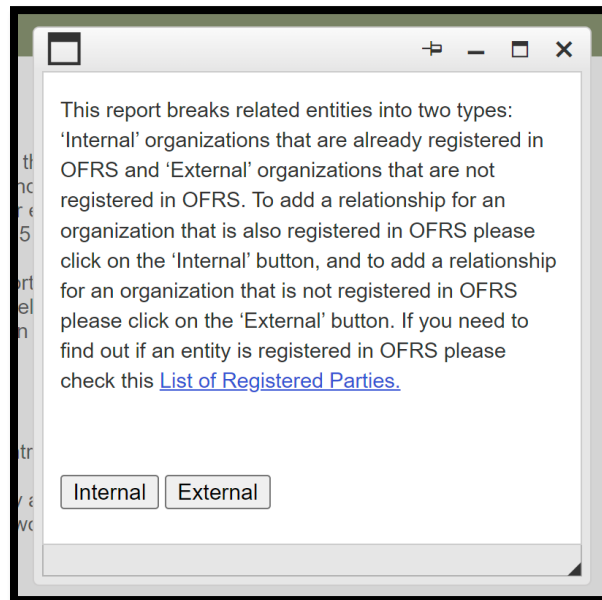
Submit Status: Not Submitted [Add Relationship](#)

Related Organizations				
Organization Name	Type	Relationship	Active/Inactive?	Actions
There are no records to display				

Instructions Before Submission:

If you need to save changes prior to submitting, click the Save Changes button – you will be able to come back and edit the information later and then submit it.

When you add a new relationship, you will be asked if you are adding a new "Internal" relationship – meaning the other company or organization is already registered inside of OFRS – or an "External" relationship for an organization that is not registered in OFRS. Select the appropriate type on the popup, and then you'll enter additional details on the next screen.



If you are adding an "Internal" organization, you will pick that organization from a drop-down of all the organizations currently registered in the reporting tool. Most of the entity's information will be auto-filled from what is in their Organization Profile in OFRS. You will need to select the type of relationship and when that relationship started. If the relationship is ending in the current year (for example, if the related organization is a subsidiary that is being sold to another company), you would also fill in the "effective until" date. Click the Save button when you are complete with your data entry.

The screenshot shows a web form titled "Add Related Organization: Internal". The form contains the following fields and controls:

- Organization Name:** A dropdown menu with the text "Select Organization".
- FEIN:** A text input field with a hyphen as a placeholder.
- Reporting Category:** A text input field.
- Contact Name:** A text input field.
- Email:** A text input field.
- Type of Relationship:** A dropdown menu with the text "Select Relationship Type".
- Effective Since:** A date picker field with a calendar icon.
- Mailing Address:** A text input field with a small icon at the end.
- Phone Number:** A text input field with a format of "() - -".
- Effective Until:** A date picker field with a calendar icon.
- Buttons:** "Cancel" and "Save" buttons at the bottom.

The form is displayed in a window with a title bar and a scroll bar on the right. The status bar at the bottom left says "Not Submitted" and the bottom right shows "A L P".

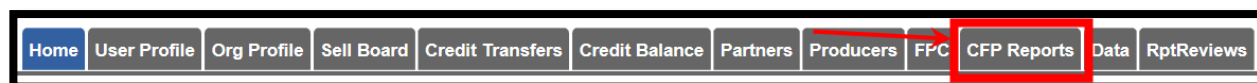
In the case of adding an "External" organization, you will need to fill out all the information requested in the form and then click on the Save button.

The screenshot shows a web-based form titled "Add Related Organization: External". The form is divided into two columns of input fields. The left column contains: "Organization Name: * External Test Organization", "FEIN: 21-2111111", "Reporting Category: * GHG" (with a dropdown arrow), "Contact Name: * John Smith", "Contact Title: * Manager", "Type of Relationship: * Company under common ..." (with a dropdown arrow), and "Effective Since: * 04/01/2021" (with a calendar icon). The right column contains: "Mailing Address: * 123 Anywhere Street Bend, OR 97703" (with a text area and a small icon), "Phone Number: * (123) 123-1234", "Email: * John.Smith@Testing.com", and "Effective Until: 12/01/2021" (with a calendar icon). At the bottom center of the form are two buttons: "Cancel" and "Save".

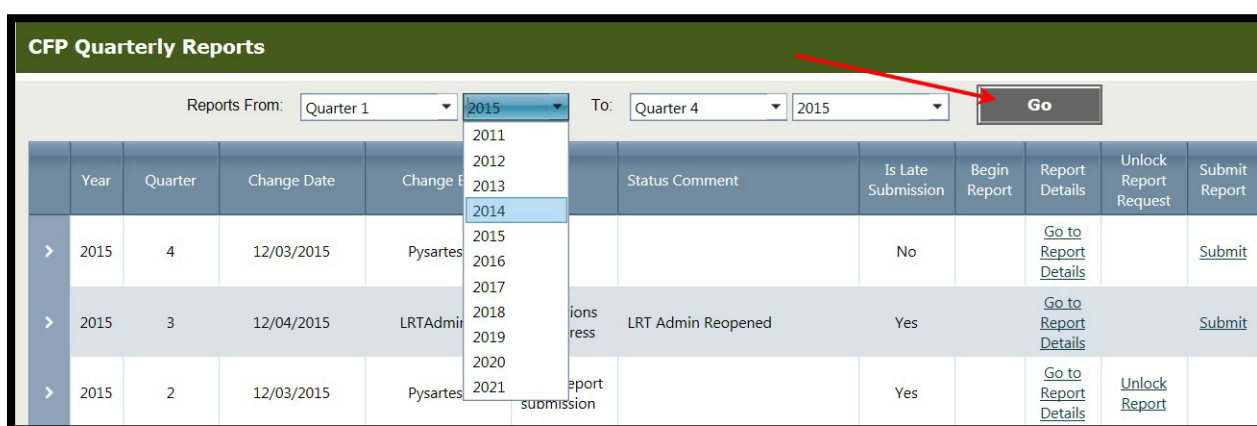
Once you've entered the data for all the relationships that you need to report to DEQ, you can submit the related organization report by clicking on the submit button on that year's summary page. You will be asked to electronically sign the submittal.

Adding Quarterly Data Manually

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



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



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

Year	Quarter	Change Date	Change By	Report Status	Status Comment	Is Late Submission	Begin Report	Report Details	Unlock Report Request	Submit Report
2014	4			Report has not been created		No	Begin Report			

If you are submitting a “No Activity” report, then you do not need to add any transactions. You may skip rest of this section and proceed directly to the instructions provided in **Submitting a Quarterly Report** section.

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

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

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

1. The Fuel Name is "Gasoline."

Add New Fuel

Fuel Name *
Fuel Application *
Fuel Pathway Code *

Transaction Details	Fuel Name	Fuel Pathway Code
No records to display.		

K < 1 > X
Page size:

[Upload Documents](#)

Select...

Name	Unit
Select...	
Biodiesel	gal
Cellulosic ethanol from farmed trees	gal
Cellulosic ethanol from forest residue	gal
Cellulosic ethanol from mill waste	gal
Cellulosic ethanol from wheat straw	gal
Compressed Natural Gas	scf
Diesel	gal
Electricity	kWh
Ethanol from Corn	gal
Ethanol from Sugarcane	gal
Gasoline	gal
Hydrogen	kg
Liquefied Natural Gas	gal
Liquefied Petroleum Gas	gal
Renewable Diesel	gal

Reset
Total Obligated Amount On Pending
s (MT) :

2. The Fuel Application is "Light Duty or Medium Duty Vehicles."

Add New Fuel

Fuel Name *
Fuel Application *
Fuel Pathway Code *

Gasoline
Select...
Select...
Light Duty or Medium Duty Vehicles

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

Add New Fuel

Fuel Name *

Fuel Application *

Fuel Pathway Code *

Pathway Description	Carbon Intensity (g/MJ)	Pathway Code
Select...	0.00	NONE
Clear gasoline - based on a weighted average of gasoline supplied to Oregon	89.40	ORGAS001
10% blended gasoline - based on 90% clear gasoline and 10% GREET default corn ethanol	89.31	ORGAS002

Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Fuel Application	Obligated Amount	Amount On Pending	Unit	Credits (MT)	Pending (MT)	Deficits (MT)
---------------------	-----------	-------------------	-----------	------------------	------------------	-------------------	------	--------------	--------------	---------------

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

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

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

Add New Fuel

Fuel Name *

Fuel Application *

Fuel Pathway Code *

Carbon Intensity (g/MJ) : 0 Fuel Units : gal Energy Economy Ratio : 1.00

Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Fuel Application	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Delete Fuel
Go to Details	Gasoline	ORGAS001	89.40	Light Duty or Medium Duty Vehicles	0	0	gal	0	0	0	<input type="button" value="X"/>

Page size: 20 1 items in 1 pages

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

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

Next, you can add transactions for each fuel. Under the "Transaction Details" column, click **Go to Details**.

Add New Fuel

Fuel Name *

Fuel Application *

Fuel Pathway Code *

Carbon Intensity (g/MJ) : 0 Fuel Units : gal Energy Economy Ratio : 1.00

Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Fuel Application	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Delete Fuel
Go to Details	Gasoline	ORGAS001	89.40	Light Duty or Medium Duty Vehicles	0	0	gal	0	0	0	

Page size: 20 1 items in 1 pages

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

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

CFP Fuel Transaction Details

Organization: ABC Inc. Reporting Period: Quarter 1 , 2015 Report Status: Corrections in progress

Fuel Name: Gasoline Fuel Balance: 0 MT Fuel Pathway (CI): ORGAS001 (89.40)

Fuel Obligated Amount: 0 gal Fuel Application: LDV/MDV

Transactions

Transaction Date	Transaction Number	Transaction Type	Description	Obligation Indicator	Transaction Quantity	Business Partner	Biofuel Facility	Aggregation Indicator	Physical Pathway Code	Edit	Delete
No records to display.											

Page size: 50 0 items in 1 pages

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

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

Physical Pathway Code *													
Transaction is an aggregated amount													
	<table border="1"> <thead> <tr> <th>Description</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>Not Applicable</td> <td>PHY00</td> </tr> <tr> <td>Fuel produced in Oregon</td> <td>PHY01</td> </tr> <tr> <td>By rail from US to Oregon</td> <td>PHY02</td> </tr> <tr> <td>By truck from US to Oregon</td> <td>PHY08</td> </tr> <tr> <td>By ocean tanker to Oregon</td> <td>PHY09</td> </tr> </tbody> </table>	Description	Code	Not Applicable	PHY00	Fuel produced in Oregon	PHY01	By rail from US to Oregon	PHY02	By truck from US to Oregon	PHY08	By ocean tanker to Oregon	PHY09
Description	Code												
Not Applicable	PHY00												
Fuel produced in Oregon	PHY01												
By rail from US to Oregon	PHY02												
By truck from US to Oregon	PHY08												
By ocean tanker to Oregon	PHY09												

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

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

CFP Fuel Transaction Details

Organization: ABC Inc.
Fuel Name: Gasoline
Fuel Obligated Amount: 0 gal

Reporting Period: Quarter 1 , 2015
Fuel Balance: 0 MT

Report Status: Corrections in progress
Fuel Pathway (CI): ORGAS001 (89.40)
Fuel Application: LDV/MDV

Transaction Details

Transaction Date * 03/31/2015

Business Partner * Undefined

Transaction Type * Import into Oregon

Biofuel Facility Select...

Transaction Quantity * 50,000

Physical Pathway Code * Fuel produced in Oregon

Transaction Number * 11bf63ce-fffc-47d5-8599-8916a-

Transaction is an aggregated amount ☒

Transaction Description

Add Cancel

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

CFP Fuel Transaction Details

Organization: ABC Inc.
Fuel Name: Gasoline
Fuel Obligated Amount: 50,000 gal

Reporting Period: Quarter 1 , 2015
Fuel Balance: -1 MT

Report Status: Corrections in progress
Fuel Pathway (CI): ORGAS001 (89.40)
Fuel Application: LDV/MDV

Transactions

Add Transaction

Transaction Date	Transaction Number	Transaction Type	Description	Obligation Indicator	Transaction Quantity	Business Partner	Biofuel Facility	Aggregation Indicator	Physical Pathway Code	Edit	Delete
03/31/2015	11bf63ce-fffc-47d5-8599-8916a4b713a9	Import into Oregon		+	50,000	Undefined (14-9876543)		True	PHY01	Edit	X

1

Page size:
50

1 items in 1 pages

Back To Fuel Details

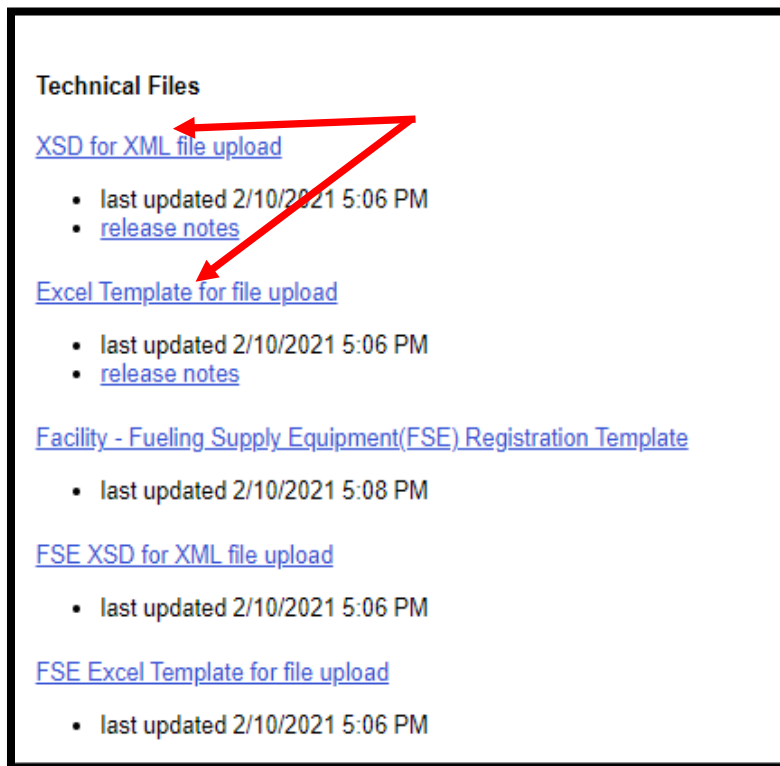
Repeat this process for all transactions.

OFRS User Guide

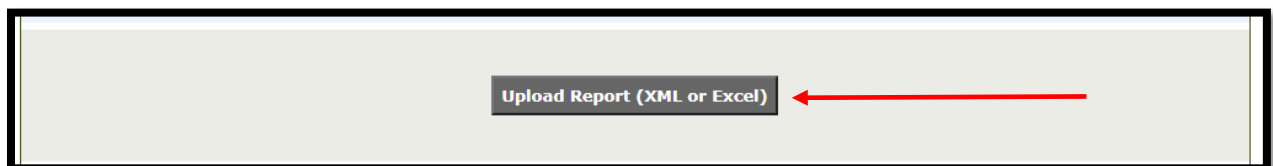
35

Using XML or Excel templates to add Quarterly data

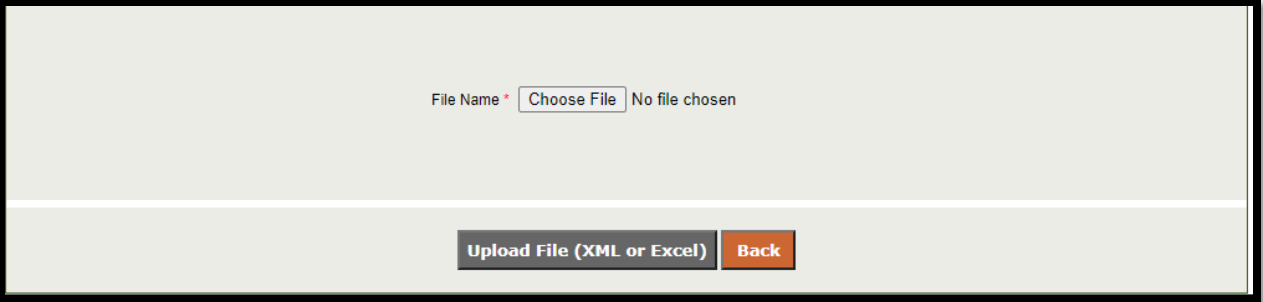
If you have many transactions or want to enter them all at once, you can use the XSD for XML file upload or Excel Template for File Upload, found on the Home page of OFRS. Ensure that you download a fresh copy of the file for each quarter as changes occur as fuel pathway codes are added and other changes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



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



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



File Name * No file chosen

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

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

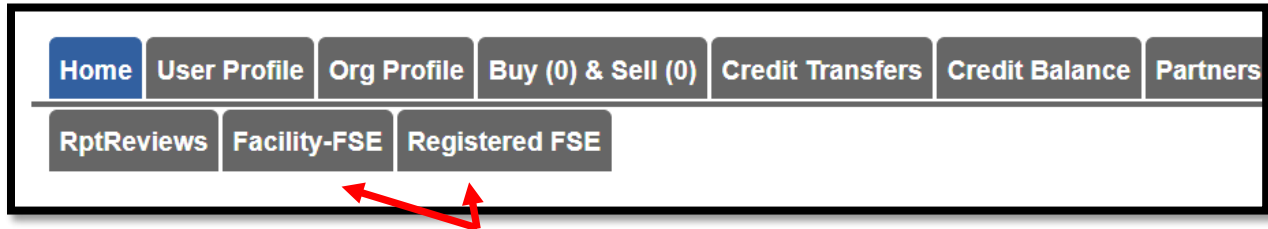
**If you cannot determine what an error means or have issues
fixing the errors, please contact us at:**

OregonCleanFuels@deq.oregon.gov

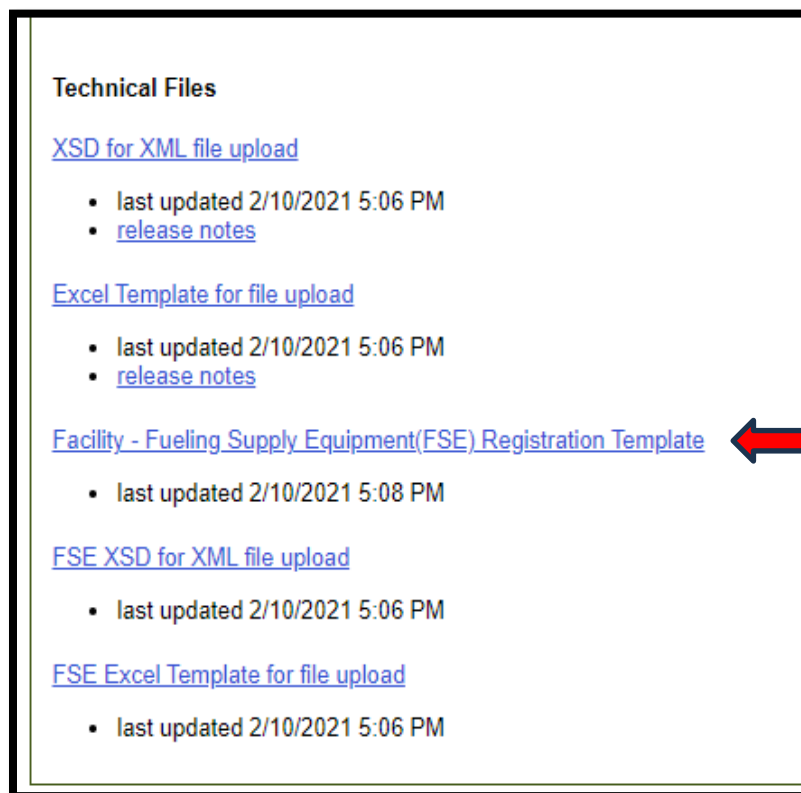
**Including the file uploaded and the file showing the errors is
recommended so we can troubleshoot the issue more easily.**

Registering Fuel Supply Equipment (FSE) for Reporting

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

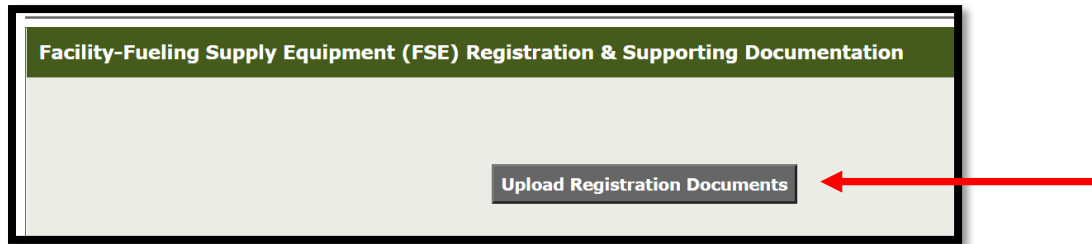


You will fill out information detailing the FSE equipment using the Facility – Fueling Supply Equipment (FSE) Registration Template. Detailed instructions on how to fill out the registration template are included in the [FSE User Guide](#), found on [the Guidance documents](#) page for the Clean Fuels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



To add Facility-FSE, go to the Facility-FSE tab and click on the Upload Registration Documents button. You may encounter errors if you have filled out the form incorrectly.

Please note: you must have the FEIN of any designating organizations to fill out this form.



Adding Transactions for FSE Manually

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

Add New Fuel

Fuel Name * Electricity

Fuel Application * Select...

Fuel Pathway Code *

Transaction Details	Fuel Name	Fuel Pathway Code
No records to display.		

Navigation: [Previous] [1] [Next] Page

Fuel Application dropdown options:

- Select...
- Heavy Duty Vehicles
- HDV/Off-Road - Aerial Tram (pre-2012)
- HDV/Off-Road - Fxd Gwy LR Expansion (post-2012)
- HDV/Off-Road - Fxd Gwy LR System (pre-2012)
- HDV/Off-Road - SC Expansion (post-2012)
- HDV/Off-Road - SC System (pre-2012)
- HDV-Battery EV or Plug-in Hybrid EV Bus
- HDV-Battery EV or Plug-in Hybrid EV Truck
- HDV-Electric Forklift
- HDV-Electric TRU (eTRU)
- Light Duty or Medium Duty Vehicles
- LDV/MDV-Battery EV or Plug-in Hybrid EV
- LDV/MDV-Electric Motorcycle

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

CFP Fuel Transaction Details

Organization: Electric Bugaloo Reporting Period: Quarter 4 , 2020 Report Status: Open
Fuel Name: Electricity Fuel Balance: 0 MT Fuel Pathway (CI): ORELC2020 (107.92)
Fuel Obligated Amount: 0 kWh Fuel Application: HDV-Electric TRU (eTRU)

Transaction Details

Transaction Date * 12/14/2020
Business Partner * Select...
Transaction Quantity * 644
Transaction Number * e0beb6ad-0484-4dcd-8efb
Transaction Description
FSE ID Select...

Transaction Type * EV charging
Fuel Production Facility Select...
Physical Pathway Code * EV charging and/or electricity supplied for transportation in Oregon
Transaction is an aggregated amount ☒

Add Cancel

Adding Transactions for FSE using XML or Excel Templates

Transactions for FSE can also be uploaded using the FSE XSD for XML file upload or FSE Excel Template for file upload found on the Home page under Technical Files. Detailed instructions for this process are included in the [FSE User Guide](#) found on the [Registering Fuel Supply Equipment page](#).

Technical Files

[XSD for XML file upload](#)

- last updated 2/10/2021 5:06 PM
- [release notes](#)

[Excel Template for file upload](#)

- last updated 2/10/2021 5:06 PM
- [release notes](#)

[Facility - Fueling Supply Equipment\(FSE\) Registration Template](#)

- last updated 2/10/2021 5:08 PM

[FSE XSD for XML file upload](#) ←

- last updated 2/10/2021 5:06 PM

[FSE Excel Template for file upload](#) ←

- last updated 2/10/2021 5:06 PM

Fuel transaction types available for use in the OFRS

Fuel transaction types and what they are used for are listed in the table below. Contact us with any questions with the description or obligation indicator for the fuel transaction types.

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

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

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

Fuel Transaction Types	Description	Obligation Indicator
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.	0

Uploading Additional Documentation

If you need to upload additional documentation for the quarterly reporting, you can do so on the CFP Quarterly Report Details screen. Below the space where you add new fuels and new transactions, there is an area to upload documents.

This is also where you would load any corrected request to reopen letters showing additional changes to the data being entered when you are submitting corrections.

Credits/Credits on Hold/Deficit Totals (MT) : 3 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

Once you click on the Upload Documents link, the system will give you the option to choose the file to upload, specify the document type, and add any needed explanation.

[Upload Documents](#)

File Name * Choose File No file chosen

Document Type * Document Type

Remarks

Upload Document

Submitting a Quarterly Report

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

CFP Quarterly Reports											
Reports From:			Quarter 1	2015	To:			Quarter 4	2015	Go	
	Year	Quarter	Change Date	Change By	Report Status	Status Comment	Is Late Submission	Begin Report	Report Details	Unlock Report Request	Submit Report
>	2015	4	12/03/2015	Pysartest	Open		No		Go to Report Details		Submit
>	2015	3	12/04/2015	LRTAdmin1	Corrections in progress	LRT Admin Reopened	Yes		Go to Report Details		Submit

The Report Status will remain "Open" and you may continue to make additional data entries and editing until you actually submit the report. You can also include comments with the submittal. When you're ready to submit a report, click **Submit**.

>	2015	1	12/04/2015	Test123	Corrections in progress	Comment: a test LRT Admin: "Approved" on 2015-12-04 at 16:15:23.7070000	Yes		Go to Report Details	Submit
---	------	---	------------	---------	-------------------------	---	-----	--	--------------------------------------	------------------------

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

Document Name

Document Type

Submitter By

Submitted On

Remarks

Download

No records to display.

◀

1

▶

Page size: 10

0 items in 1 pages

Aggregated quarterly volumes for GHG Annual Report

Fuel Type

Transaction Type

Total Volume in Gallons

No records to display.

◀

1

▶

Page size: 10

0 items in 1 pages

Comments

Legal Responsibility:

I, **Paul Atredies**, as person with Signatory Authority, am submitting this report on behalf of **House Atredies**, with the understanding that the information contained in this report is considered an official submission to Oregon Department of Environmental Quality for purposes of compliance with the Clean Fuels Program (CFP) regulation.

Furthermore, by submitting this report, I understand that I am bound by, and authenticate this record, and attest to the statements contained within. I also understand that submitting or attesting to false statements is prohibited under Oregon law, and may subject me to civil enforcement, criminal enforcement, or both. I certify that information supplied herein is correct and that I have the authority to submit this report on behalf of the company named above. As a condition of participating in the program, I acknowledge that credits are regulatory instruments that do not constitute personal property, instruments, securities or any other form of property, as provided in OAR 340-253-1000(6)(b). Credits and deficit calculations are subject to the provisions of OAR 340-253-0670, under which DEQ may, without limitation, correct errors should a regulated party or credit generator not do so themselves, place holds on credits and/or accounts as part of an inquiry, and invalidate credits or fuel pathway codes that were illegitimately generated or otherwise created in error. I acknowledge that DEQ may, at its discretion, place a hold on credits and accounts while DEQ undertakes any inquiry regarding such credits or accounts. Suspension, revocation, and/or modification actions by DEQ may be contested as provided under Oregon law."

Digital signature:

8/3/2023 11:56:47 PM

Submit Quarterly Report

Back To Reports Home

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

Successful Quarterly Report Submission

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

Ok

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

Submitting an Annual Report

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

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

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

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

CFP Annual Reports

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

Click Go to Annual Report.

A screen will appear showing data from each quarterly report, summarized. Review this to see the amounts of credits and deficits accrued for every quarter.

Quarter 1, Status: Corrections have been approved by the ODEQ											
Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical Pathway Co	EEK	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)
Go to Details	Gasoline	ORGAS002	89.31		1	20,000	0	gal	0	0	0
											Light Duty or Medium Duty Vehicles
Go to Details	Gasoline	ORGAS001	89.40		1	50,000	0	gal	0	0	1
											Light Duty or Medium Duty Vehicles
Page size: 50									2 items in 1 pages		
Credits/Credits Pending/Deficit Totals (MT) in 2015 Q1:									0	0	1
Quarter 2, Status: Initial report submission											
Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical Pathway Co	EEK	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)
Go to Details	Biodiesel	BIOO005	13.83		1	1,500	0	gal	14	0	0
											Heavy Duty Vehicles
Go to Details	Biodiesel	BIOO005	13.83		1	2,000	0	gal	18	0	0
											Light Duty or Medium Duty Vehicles
Page size: 50									2 items in 1 pages		
Credits/Credits Pending/Deficit Totals (MT) in 2015 Q2:									32	0	0
Quarter 3, Status: Corrections have been approved by the ODEQ											
Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical Pathway Co	EEK	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)
Go to Details	Biodiesel	BIOO005	13.83		1	2,000	0	gal	18	0	0
											Heavy Duty Vehicles
Go to Details	Biodiesel	BIOO001	21.25		1	0	0	gal	0	0	0
											Light Duty or Medium Duty Vehicles
Go to Details	Diesel	ORLSD002	87.09		1	300	0	gal	0	0	0
											Heavy Duty Vehicles
Go to Details	Electricity	EUC001	108.29		4.1	0	0	kWh	0	0	0
											Light Duty or Medium Duty Vehicles
Page size: 50									4 items in 1 pages		
Credits/Credits Pending/Deficit Totals (MT) in 2015 Q3:									18	0	0
Quarter 4, Status: Initial report submission											
Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical Pathway Co	EEK	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)
Go to Details	Gasoline	ORGAS001	89.40		1	10,000	0	gal	0	0	0
											Light Duty or Medium Duty Vehicles
Page size: 50									1 items in 1 pages		
Credits/Credits Pending/Deficit Totals (MT) in 2015 Q4:									0	0	0

At the bottom of the page is a grid summarizing data for the compliance period. The submitter must affirm the accuracy of their Annual Report by checking the checkbox. They may also need to submit comments or upload documents along with the annual report.

2015 Annual Summary :

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

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

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

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

Save Annual Report

Submit Annual Report

Back To Annual Reports

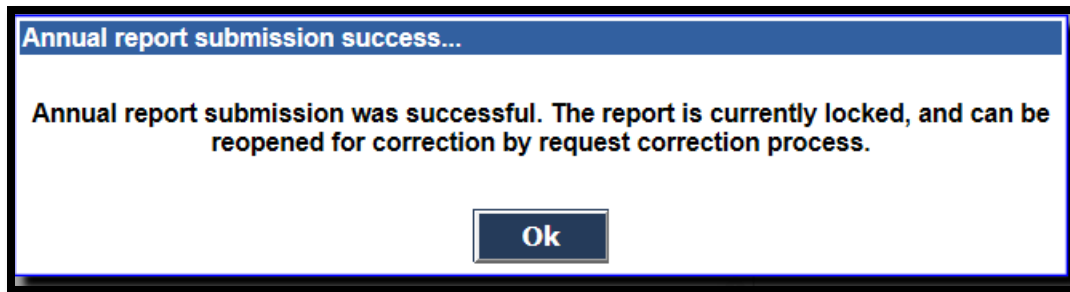
Clicking on "OK" on the pop-up message completes the submittal.

Message from webpage

Continue to submit 2015 Annual Report?

OK Cancel

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



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

Submitting a Greenhouse Gas Annual Report

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

CFP Aggregate Data

Your Greenhouse Gas (GHG) Annual report will automatically pull data from your submitted CFP quarterly reports. Due to this, ensure that all CFP quarterly reports have been submitted prior to beginning your GHG report. In addition, if after submitting your GHG RP annual report you make any changes to your CFP quarterly reporting that impacts the information to be reported to GHG RP, you will need to request to re-open and re-submit that annual report.

To access your GHG report, navigate to the **Annual Reports** tab and click "Go to Report" under the GHG Reporting Program section.

The screenshot shows the CFP Online System Home page. The top navigation bar includes tabs: Home, User Profile, Org Profile, Buy (1) & Sell (1), Credit Transfers, Credit Balance, Partners, Producers, FPC, CFP Report, **Annual Reports**, and Data. The 'Annual Reports' tab is highlighted with a red box. Below the navigation bar, there is a 'RptReviews' section and a welcome message: 'Welcome: Test H for MTestH'. The main content area is titled 'Annual Reports' and contains two tables. The first table is 'Clean Fuels Program' and the second is 'GHG Reporting Program'. Both tables have columns for Year, Due Date, Submitted, Annual Report, and Unlock Report. The 'Go to Report' link in the 'GHG Reporting Program' table is highlighted with a red box.

Clean Fuels Program					GHG Reporting Program					
	Year	Due Date	Submitted	Annual Report		Year	Due Date	Submitted	Annual Report	Unlock Report
>	2020	04/30/2021	No	Go to Report	>	2020	04/30/2021	No	Go to Report	Unlock

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

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

Adding Fuel Specific Detail to a Greenhouse Gas Annual Report

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


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

Aggregated Volumes from your CFP Quarterly Reports

Position Holder (Gasoline)

+ Add new record

Fuel Type	Fuel Amount (gal)	Anthropogenic Emissions (MTCO ₂ e)				
		CO ₂	CH ₄	N ₂ O	Total	
Gasoline formulation unknown	10000 gal	89.60	0.10	0.24	89.93	
<div>▼</div>	<div>0</div>	0.00	0.00	0.00	0.00	<div>Save Record</div> <div>Delete</div>
Gasoline formulation unknown						
Conventional summer regular	10000 gal	89.6	0.1	0.24	89.93	
Conventional summer midgrade						
Conventional summer premium						
Conventional winter regular						
Conventional winter midgrade						
Conventional winter premium						
Reformulated summer regular						
Reformulated summer midgrade						
Reformulated summer premium						
Reformulated winter regular						
Reformulated winter midgrade						
Reformulated winter premium						



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

Aggregated Volumes from your CFP Quarterly Reports						
Position Holder (Gasoline)						
+ Add new record						
Fuel Type	Fuel Amount (gal)	Anthropogenic Emissions (MTCO ₂ e)				
		CO ₂	CH ₄	N ₂ O	Total	
Gasoline formulation unknown	5000 gal	44.80	0.05	0.12	44.96	
Conventional summer regular	5000 gal	44.68	0.05	0.12	44.85	Edit
Total	10000 gal	89.48	0.1	0.24	89.81	

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

Other Fuels						
Supplier Type	Fuel Name	Fuel Amount (Gal)	Biogenic Emissions (MTCO ₂ e)	Anthropogenic Emissions (MTCO ₂ e)		Total (MTCO ₂ e)
			CO ₂	CH ₄	N ₂ O	
Fuel Importer	Biodiesel	500	4.71	0.00	0.00	4.71
Position Holder	Biodiesel	2000	18.84	0.01	0.01	18.86
Fuel Importer	Ethanol	1000	5.77	0.00	0.00	5.77
Position Holder	Ethanol	0	0.00	0.00	0.00	0.00
	Total	3500	29.32	0.01	0.01	29.34

Reporting Fuels not Regulated by the CFP Program

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

GHG Reporting

+ Add new record

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

There are no records to display

Save **Submit**

For each supplier type (Position Holder or Fuel Importer), enter the fuel type supplied and the volume (in gallons) and click "Save Record". Repeat this step until all fuel types have been reported. Blended fuel types must be added as their individual components. For example, if you are entering 1,000 gallons of B5, you would enter 50 gallons of biodiesel and 950 gallons of diesel.

GHG Reporting

+ Add new record

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

Save Record **Delete**

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

Greenhouse Gas Emissions (MTCO2e)					Total MTCO2e
Anthropogenic Emissions			Biogenic Emissions		
CO2	CH4	N2O	CO2		
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:** all open records must be saved or deleted before the entire report can be saved.

If you need to save your report and come back later, click the save button at the bottom of the Form.

Greenhouse Gas Emissions (MTCO2e)					Total MTCO2e
Anthropogenic Emissions			Biogenic Emissions		
CO2	CH4	N2O	CO2		
23884.76	26.3	59.6	3768.57		27739.23

Save

Back To Reports Home

☐ - Based on information and belief formed after reasonable inquiry, I certify under penalty of perjury that the statements and information submitted are true, accurate and complete.

Electronic Signature: 11/7/2025

Submit

When you are done entering data, click on the checkbox next to the certification and fill out the electronic signature with your name, exactly as it is in the system.

Then submit the report by clicking on the Submit button in the bottom right corner.

Back To Reports Home

☒ - Based on information and belief formed after reasonable inquiry, I certify under penalty of perjury that the statements and information submitted are true, accurate and complete.

Submitted On: 11/7/2025
Submitted By: XXXXXXXXXX

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

The screenshot shows a web application interface. At the top is a navigation bar with buttons: Home, User Profile, Org Profile, Partners, Producers, FPC, CFP Reports, Annual Reports (highlighted in blue), and Data. Below the navigation bar is a welcome message: "Welcome: Steph Summers for Steph's GHG Only Account". The main content area has a green header bar with the text "GHG Emissions Data Report". To the right of this header is a button labeled "Export page to PDF", which is highlighted by a red arrow. Below the header bar, there is a light blue box containing report details. On the left side of this box, it says "Organization: Steph's GHG Only Account" and "Status: Submitted". On the right side, it says "Reporting Period: Annual 2023", "Submitted On: 12/17/2024", and "Submitted By: Steph Summers".

GHG Emissions Data Report		Export page to PDF
Organization: Steph's GHG Only Account Status: Submitted		Reporting Period: Annual 2023 Submitted On: 12/17/2024 Submitted By: Steph Summers

Reporting Exports in the GHG RP Annual Report

If you report as a hybrid entity (reporting to both the Clean Fuels and the GHG Reporting Programs) and you import fuel volumes to an intermediate storage site or another location outside the bulk system to intermediate storage and then export that fuel back out of the state, you will need to report those exports in your GHG RP annual report. The export transactions do not get rolled over from the CFP quarterly report to the GHG RP annual report. If you do not report these exports, they will be used to estimate your entity's GHG emissions. They should be excluded.

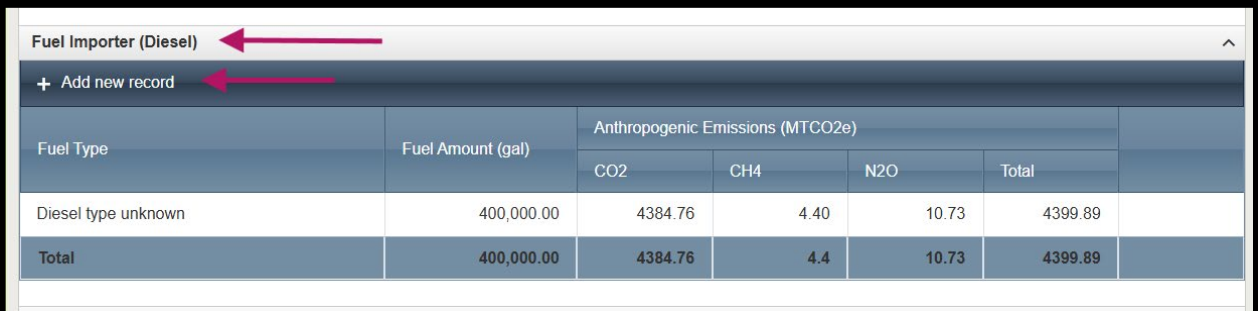
This is not a typical arrangement for most entities but if your entity does export the same gallons that were brought into the state, they shouldn't be reported to the GHG RP. Contact us at GHGReport@deq.oregon.gov and we can add the GHG Exporter function in the system for your entity.

Once that function is enabled, you will be able to add the exported volumes to your report. For diesel and gasoline, this will be available in the Fuel Import (diesel) and Fuel Import (gasoline) sections.

You can add exports in the Other Fuels section for biodiesel and ethanol.

If you are exporting out fuel blends, you will need to determine the volume of each fuel component that should be exported. For example, if you exported out 10,000 gallons of B5, you would record an export of 500 gallons of biodiesel and 9,500 gallons of diesel.

Click on Add New Record.



Fuel Importer (Diesel)						
+ Add new record						
Fuel Type	Fuel Amount (gal)	Anthropogenic Emissions (MTCO2e)				
		CO2	CH4	N2O	Total	
Diesel type unknown	400,000.00	4384.76	4.40	10.73	4399.89	
Total	400,000.00	4384.76	4.4	10.73	4399.89	

A row will be added to the reporting, and you can add fuel type and fuel volume, one of the options will be Export out of Oregon distribution system.

Fuel Type	Fuel Amount (gal)	Anthropogenic Emissions (MTCO2e)			
		CO2	CH4	N2O	Total
Diesel type unknown	400,000.00	4384.76	4.40	10.73	4399.89
0	0.00	0.00	0.00	0.00	0.00
400,000.00	4384.76	4.4	10.73	4399.89	

When you are finished, click the Save Record button. You can also delete the record if you need to do so. There is also an Edit button if you need to change the fuel volume later.

Fuel Type	Fuel Amount (gal)	Anthropogenic Emissions (MTCO2e)			
		CO2	CH4	N2O	Total
Diesel type unknown *	390,500.00	4280.62	4.30	10.47	4295.39
Export out of Oregon distribution system *	9,500.00	0.00	0.00	0.00	0.00
Total	390,500.00	4280.62	4.3	10.47	4295.39

Supplier Type	Fuel Name	Fuel Amount (Gal)	Biogenic Emissions (MTCO2e)	Anthropogenic Emissions (MTCO2e)			Total (MTCO2e)
				CO2	CH4	N2O	
Position Holder	Biodiesel	400,000.00	3768.57	1.40	1.19	3771.16	
Fuel Importer	Biodiesel	19,500.00	183.72	0.07	0.06	183.84	
Fuel Importer	Biodiesel - Export out of Oregon distribution system	500.00	0.00	0.00	0.00	0.00	
Fuel Importer	Ethanol	40,000.00	230.67	0.09	0.12	230.88	
Total		459,500.00	4182.96	1.56	1.37	4185.88	

The export gallons will not show emissions because the system will subtract the gallons from the imported volumes and adjust those calculations.

Making Corrections to Submitted Reports

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

Step 1: Open and complete the online Correction Request pop-up.

Step 2: Submit the completed request.

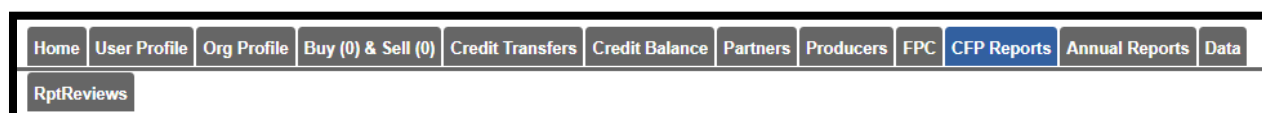
Step 3: The Correction Request Form is reviewed by the OFRS Administrator.

Step 4: Upon approval, the report is unlocked for corrective edits.

Step 5: The corrected report is resubmitted by the regulated party administrator.

Step 6: The OFRS system administrator makes a final review and either approves or does not approve the corrections.

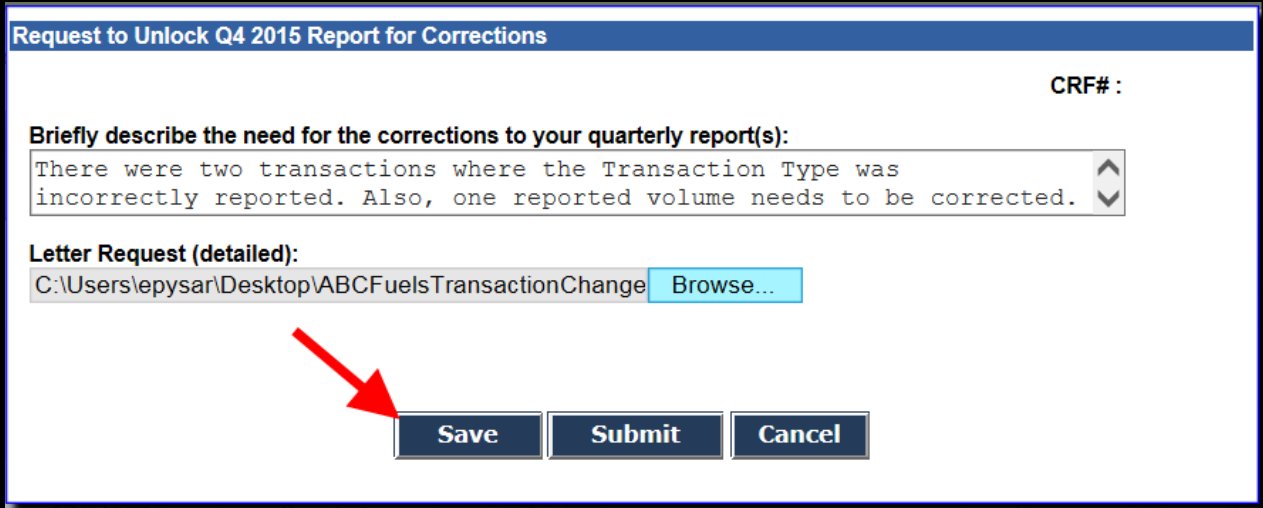
Navigate to the **CFP Reports** or **Annual Reports** tab to see



Click the **Unlock Report** link. This will open the Correction Request pop-up.

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

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



Request to Unlock Q4 2015 Report for Corrections

CRF# :

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

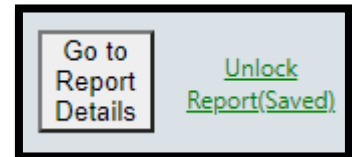
There were two transactions where the Transaction Type was incorrectly reported. Also, one reported volume needs to be corrected.

Letter Request (detailed):

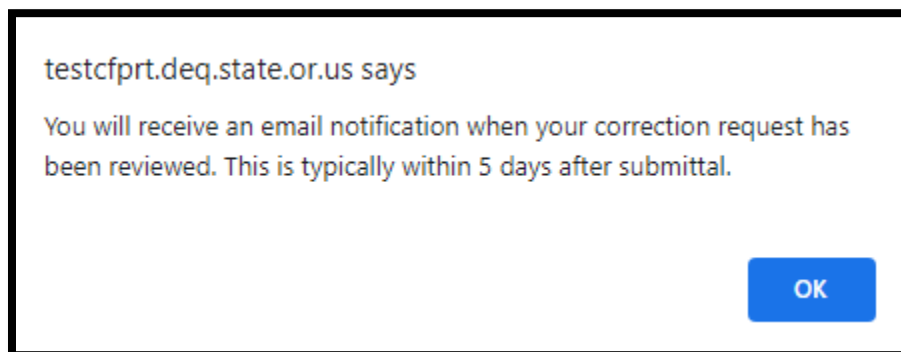
C:\Users\lepysar\Desktop\ABCFuelsTransactionChange Browse...

Save Submit Cancel

You can save the request 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 pop-up, **click Unlock Report** again. This action will reopen the pop-up with the previously saved text, so that you may do additional editing.



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



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

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

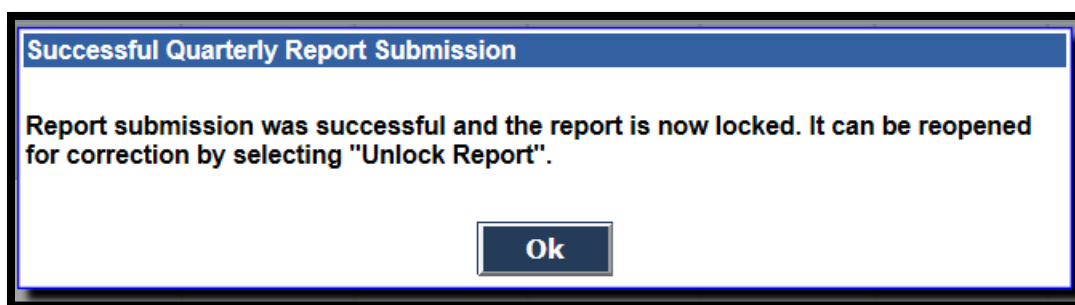
Document Name	Document Type	Submitted By	Submitted On	Remarks	Download	Delete
CFP Fuel Transactions_Ea9TbPUMblbt.xls	Fuel Transactions	Bill Peters	3/4/2021 8:45:34 AM	Fuel Transactions archived by System	Download	

1

Page size: 10

1 items in 1 pages

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

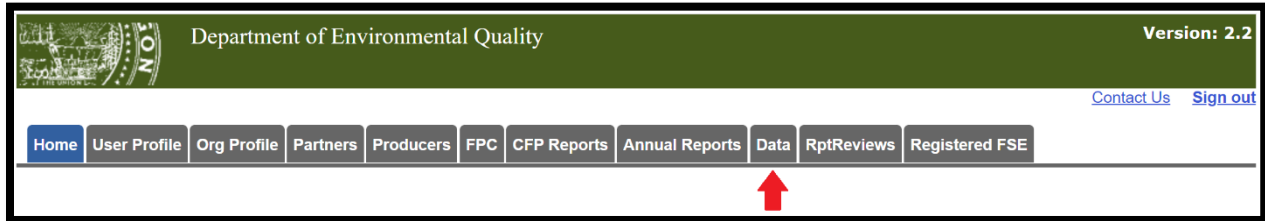


Keep in mind:

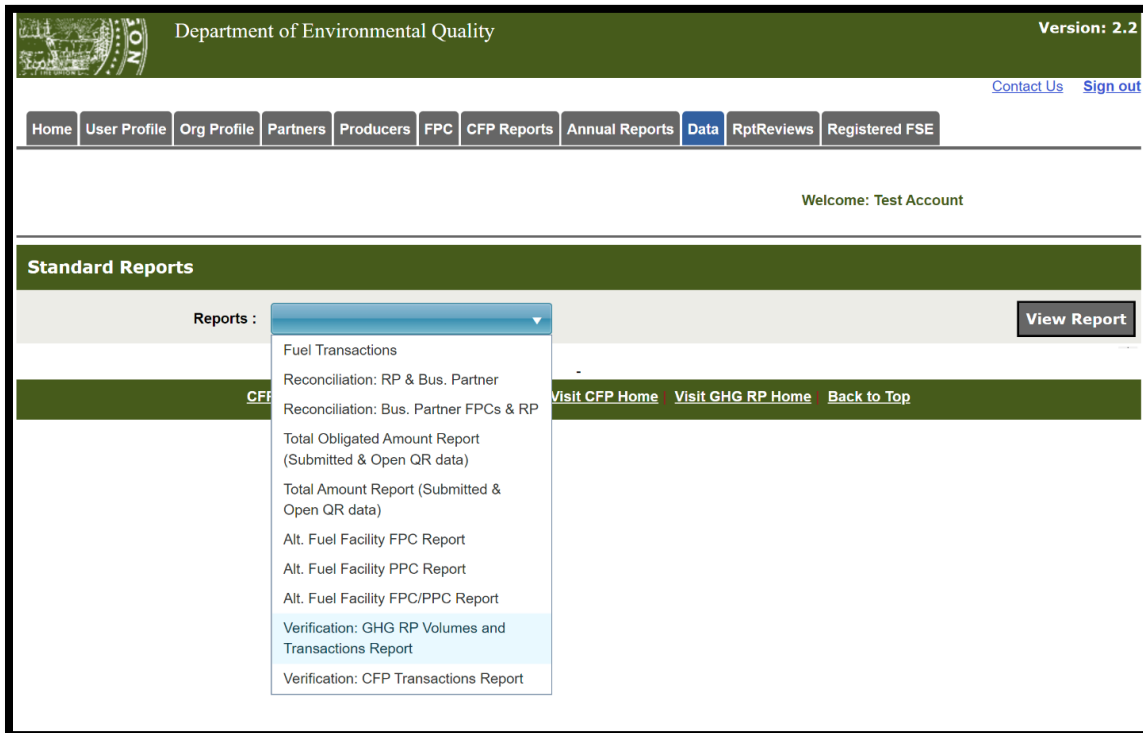
- If you previously submitted a CFP Annual Report for the same compliance period, it will automatically re-open, and you will need to resubmit that report.
- If you also report to the GHG Reporting Program and have already submitted that annual report, you will need to re-open the GHG RP annual report to pull any updated information in the CFP quarterly report that updates the GHG RP annual report data into the GHG RP annual report and then re-submit that report.

Using the Data Tab

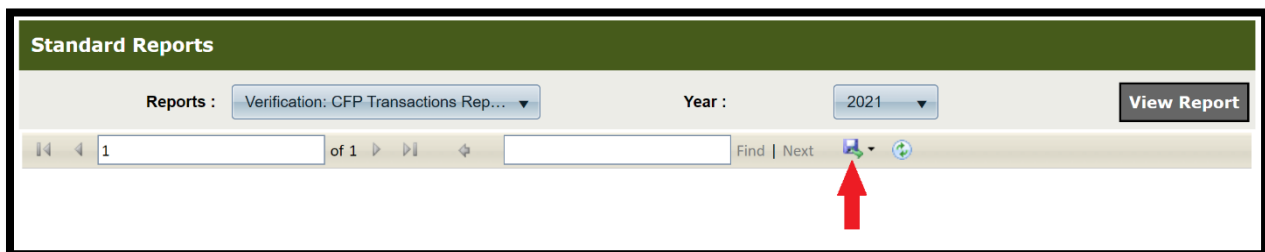
The Data tab provides access to several downloadable reports for the data in the program, including your own reported data. To access them, go to the Data tab:



The reports are available via a dropdown. Simply select the report you want and any parameters the report may need, which generally is the data year that you want the report pulled for and then click the View Report button.



You can download the report in several different formats by clicking on the button indicated below:



Buy & Sell Board

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

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

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

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

Number of Credits cannot exceed net credit balance.

Credit Posting

Seller Name: *

Posting Start Date: * Calendar icon

Posting End Date: * Calendar icon

Number of Credits:

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

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

RptReviews Facility-FSE Registered FSE

Welcome: Stephanie Summers for Electric Bugaloo

Posting Credits for Sale

Seeking Credits to Buy

Disclaimer

Credits For Sale

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

Buyers Seeking Credits

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

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

Credit Posting

Seller Name: * ABC Inc.

Posting Start Date: * 02/09/2016

Posting End Date: * 03/31/2016

Number of Credits: 25

Submit **Back** **Reset**

CFP Credit Posting in CBTS:

The posting of CFP credits in CBTS is provided for the convenience of regulated party organizations as well as brokers to assist those regulated parties in search of additional CFP credits.

Disclaimer:

No part of the credit posting process is to be construed as any kind of certification of CFP credits by the ODEQ or by the CFP Program. The ODEQ does not certify any of the CFP credits posted for sale by regulated parties or by brokers provided on this list.

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

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

Home

User Profile

Org Profile

Sell Board

Credit Transfers

Credit Balance

Partners

Producers

FPC

CFP Reports

Data

RptReviews

Welcome: Mary Ellen Smith for ABC Inc.

Credits To Sell

Disclaimer

Posting Dates	Number of Credits	Name	Company	Email	Business Phone	Edit	Delete
02/10/16 - 02/23/16	100	Klean Fuels	Klean Fuels	elizabethmelbel@gmail.com	(555) 555-5555		
02/10/16 - 02/29/16	100	Klean Fuels	Klean Fuels	elizabethmelbel@gmail.com	(555) 555-5555		
02/09/16 - 03/31/16	25	Mary Ellen Smith	ABC Inc.	pysar.elizabeth@deq.state.or.us	(503) 555-2222		

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

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

RptReviews Facility-FSE Registered FSE

Welcome: Stephanie Summers for Electric Bugaloo

Posting Credits for Sale **Seeking Credits to Buy** Disclaimer

Credits For Sale

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

Buyers Seeking Credits

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

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

Credit Inquiry

Buyer Name: * Electric Bugaloo

Posting Start Date: *

Posting End Date: *

Number of Credits:

Submit Back Reset

CFP Credit Posting in CBTS:

The posting of CFP credit inquiries in CBTS is provided for the convenience of regulated party organizations as well as brokers to assist those regulated parties in search of additional CFP credits.

Disclaimer:

No part of the credit posting process is to be construed as any kind of certification of CFP credits by the ODEQ or by the CFP Program. The ODEQ does not certify any of the CFP credits posted for sale by regulated parties or by brokers provided on this list.

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

Posting Credits for Sale **Seeking Credits to Buy** Disclaimer

Credits For Sale

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

Buyers Seeking Credits

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

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

Credit Transfers

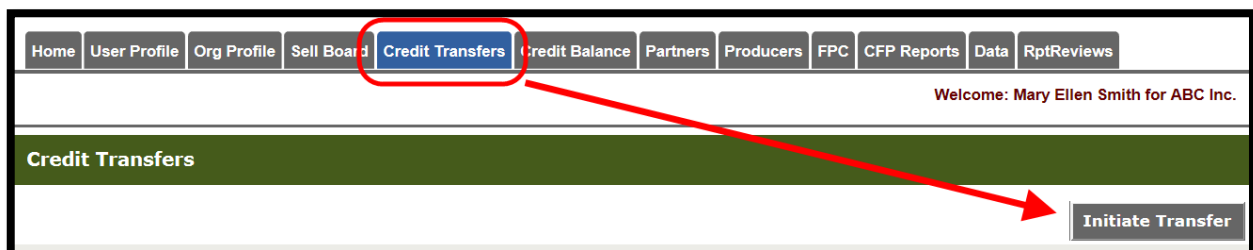
Users with the Admin with Signatory Authority or Credit Facilitator role may perform credit transfers in the CFP online system.

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

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

Credit Transfer Example

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



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

The screenshot shows the top of the eForm. At the top left, there is a header bar with a plus icon and the text "Using the Credit Transfer eForm". Below this is "Section 1. Transferor (Seller) Details". The form contains several fields: "Seller Organization:" with the value "ABC Inc.", "FEIN:" with the value "12-1212121", "Representative:" with the value "Mary Ellen Smith", "Phone Number:" with the value "(503) 555-2222", and "Email:" with the value "pysar.elizabeth@deq.state.or.us". There is also a "Notes:" field with a text area and up/down arrows.

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

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

This screenshot is similar to the previous one, but it includes a red oval and an arrow pointing to the top right of the form. The text "No Available Credits displayed" is written in red above the oval. The rest of the form content is identical to the previous screenshot.

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

Using the Credit Transfer eForm

Section 1. Transferor (Seller) Details

Available Credits: 100,058

Seller Organization: ABC Inc. **FEIN:** 12-1212121

Representative: Mary Ellen Smith

Phone Number: (503) 555-2222

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

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

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

Section 2. Transferee (Buyer) Details

Buyer Organization: Klean Fuels **FEIN:** 77-7777777

Note: The appropriate Buyer Reps will be notified.

Phone Number:

Email:

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

Section 3. Credit Transfer Details


Number To Transfer: 100 ☒ These are for use as Carryback Credits

Average Price Per Credit: \$10.00

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

This will submit the initiated transfer to the Buyer.

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

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

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

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

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

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

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

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

Section 3. Credit Transfer Details

Number To Transfer:

Average Price Per Credit:

☒ These are for use as Carryback Credits

Carryback Credits (CBCs)

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

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

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

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


Section 4. Review and Confirm

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

Buyer Representative Signature Security Identification Code Buyer Confirmation Date

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

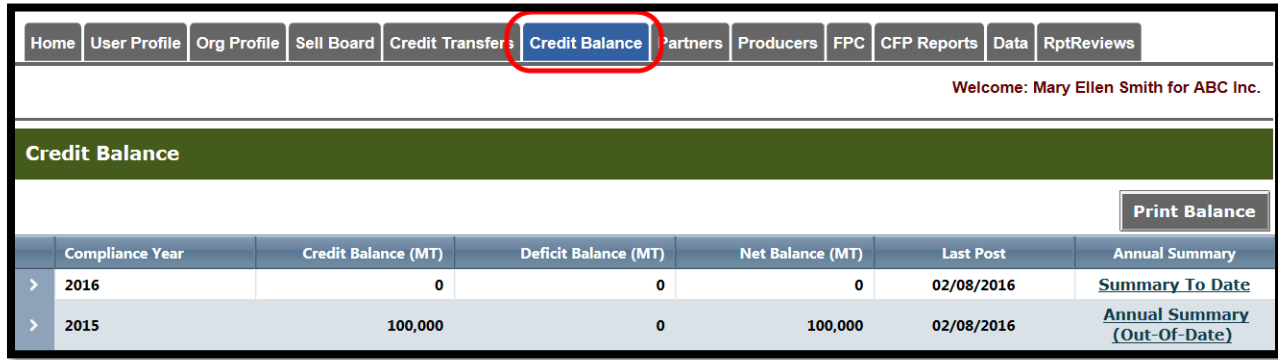
The screenshot shows the 'Credit Transfers' section of the OFRS system. At the top, a navigation bar includes links like Home, User Profile, Org Profile, Buy (0) & Sell (0), **Credit Transfers** (highlighted with a red arrow), Credit Balance, Partners, Producers, FPC, CFP Reports, Annual Reports, and Data. Below this, there are links for RptReviews, Facility-FSE, and Registered FSE. A 'Welcome:' message is visible. The main section is titled 'Credit Transfers' and contains an 'Initiate Transfer' button. Below this is the 'Incoming Transfers' table.

TIDN	Type Of Transfer	AIDN	Agreement Date	Transfer Posted	Transfer Expiration Date	Transfer Completed (or Expired)	Seller Org	Seller Rep	Transfer Status	Price per Credit	Number Of Credits	CTF Status	CTF
717	Type 1		02/18/2025	02/18/2025		02/18/2025	Steph's Fuel Depot	Stephanie Summers	Credits Received (highlighted with a red arrow)	\$55.00	123	Completed	 (highlighted with a red arrow)

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

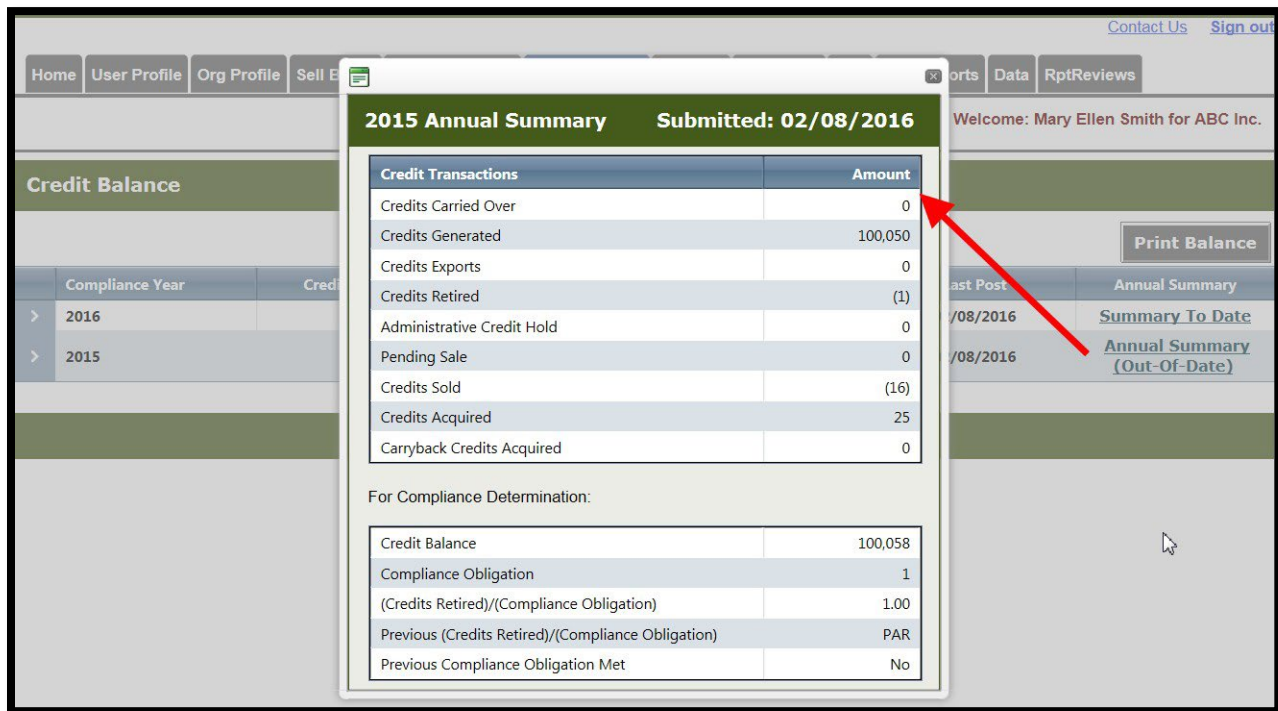
Credit Balance

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



	Compliance Year	Credit Balance (MT)	Deficit Balance (MT)	Net Balance (MT)	Last Post	Annual Summary
>	2016	0	0	0	02/08/2016	Summary To Date
>	2015	100,000	0	100,000	02/08/2016	Annual Summary (Out-Of-Date)

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



Credit Transactions	Amount
Credits Carried Over	0
Credits Generated	100,050
Credits Exports	0
Credits Retired	(1)
Administrative Credit Hold	0
Pending Sale	0
Credits Sold	(16)
Credits Acquired	25
Carryback Credits Acquired	0

For Compliance Determination:	
Credit Balance	100,058
Compliance Obligation	1
(Credits Retired)/(Compliance Obligation)	1.00
Previous (Credits Retired)/(Compliance Obligation)	PAR
Previous Compliance Obligation Met	No

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