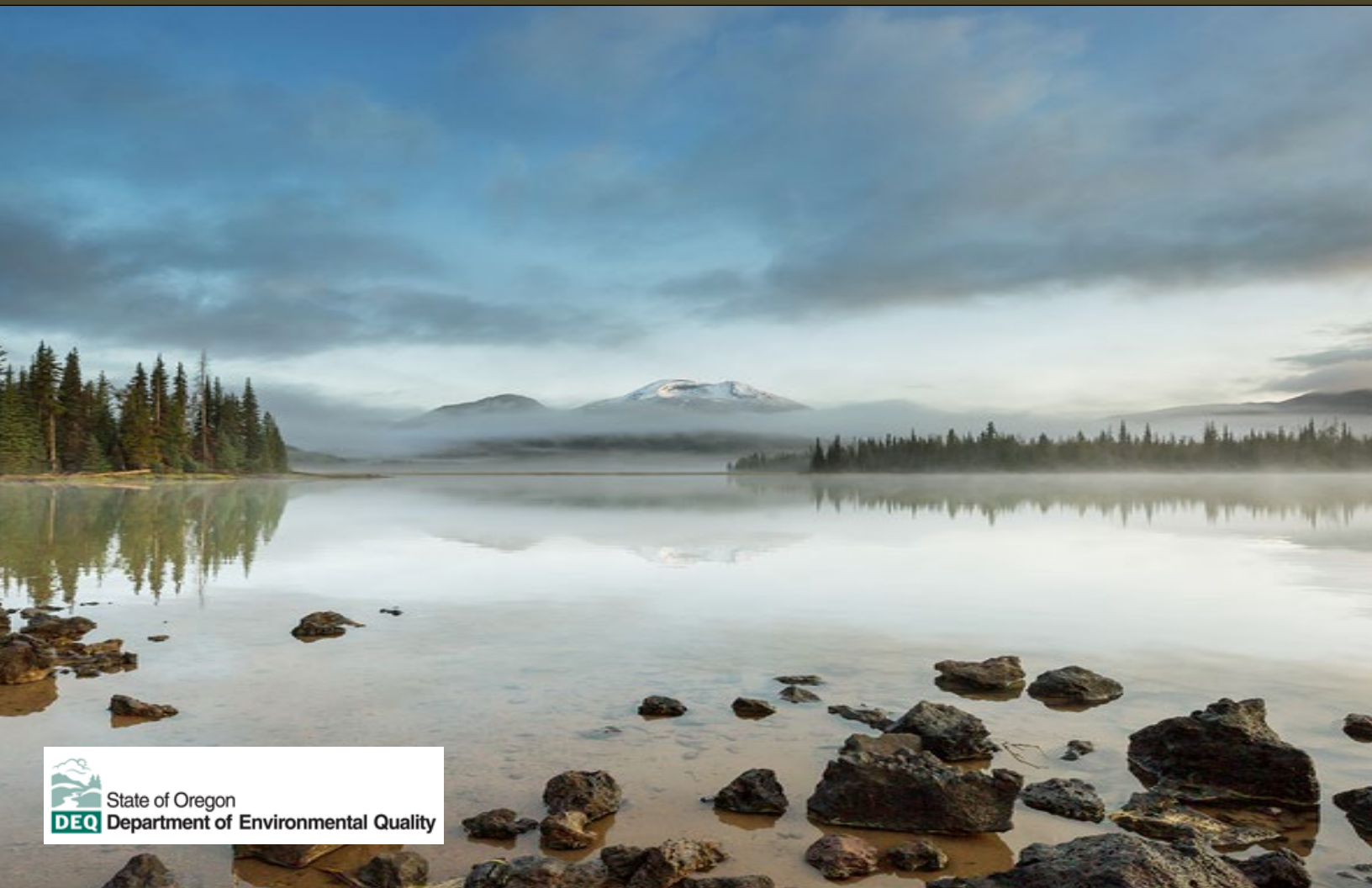




Oregon Fuels Reporting System

User Guide for GHG Only Reporting Entities

Updated January 2026



This document was prepared by:
Oregon Department of Environmental Quality
Greenhouse Gas Reporting Program
700 NE Multnomah Street, Suite 600
Portland Oregon, 97232

Contact Email:
GHGReport@deq.oregon.gov
www.oregon.gov/deq



Translation or other formats

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800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

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DEQ does not discriminate on the basis of race, color, national origin, disability, age, sex, religion, sexual orientation, gender identity, or marital status in the administration of its programs and activities. Visit [DEQ's Civil Rights and Environmental Justice page](#).

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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 system allows 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 regulated entities only reporting to the Greenhouse Gas Reporting Program (GHG RP). It is designed to assist in navigating the system and is specific to reporting functions within OFRS for the GHG RP.

You can 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 beige box contains the text "Oregon Fuels Reporting System". On the right, a grey box contains the login fields: "Username:" with a yellow input field, "Password:" with a white input field, 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, an "Enter Code:" field, and a "Login" button. Below the login fields, a beige box titled "NEW USERS" contains instructions and a "Register Regulated Party" button, which is highlighted with a red circle and a red arrow. Below this, a grey box titled "Registering a Fuel Producer" contains instructions and a "Register Fuel Producer" button. At the bottom, a dark 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: Account Registration Form_dpLMb3aXfgwM.pdf ☒ [OFRS General Use Conditions](#)

Organization Name: *

FEIN: * (Federal Employer Identification Number)

Address Line 1: *

CFP ID:

City: *

Address Line 2:

Zip Code: *

State Or Province: *

Country: *

Date of Incorporation: *

Place 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?

ORGANIZATION CONTACT PERSON

Primary Contact Name: *

Business Phone: *

Mobile Phone:

Email:

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

PRIMARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: *

Middle Initial:

Last Name: *

Title: *

Relationship to the Organization: *

Business Phone: *

Mobile Phone:

Email: *

Confirm Email: *

User Name: *

SECONDARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: *

Middle Initial:

Last Name: *

Title: *

Relationship to the Organization: *

Business Phone: *

Mobile Phone:

Email: *

Confirm Email: *

User Name: *

Step 6. Select your organization's registration categories. You should select each type of fuel

that your organization currently buys or sells in Oregon. You will be able to update these registration categories within your account. Some fuel types, such as aviation fuels and propane, are only reported to the Greenhouse Gas Reporting Program and only appear as “GHG Registration Categories”. Other fuel types, such as gasoline and diesel fuel, appear under both the CFP and GHG Registration categories.

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

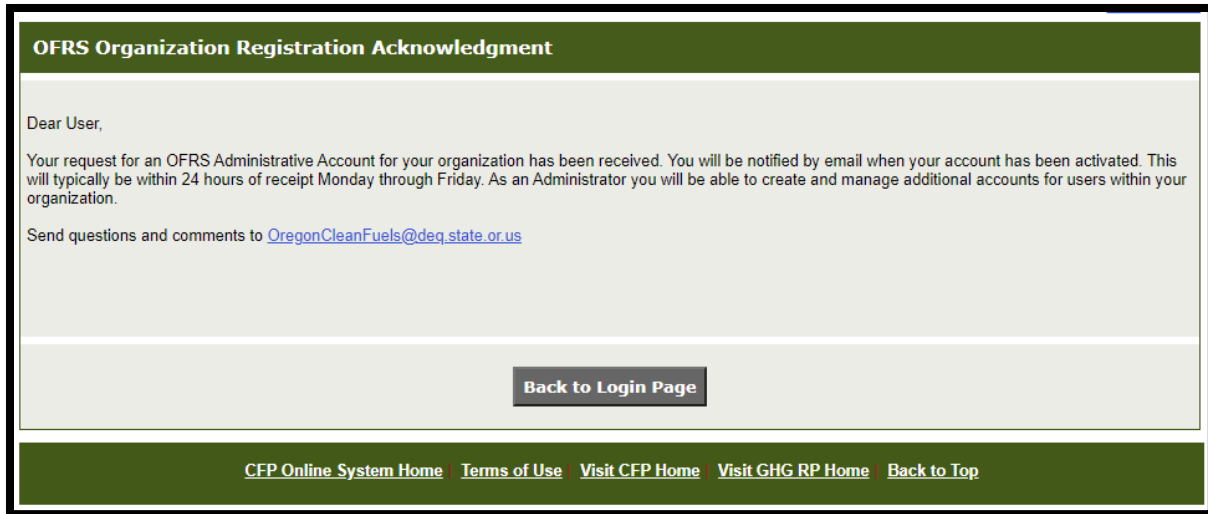
☐ Is Finished Fuel Importer?

CFP REGISTRATION CATEGORIES	GHG REGISTRATION CATEGORIES
<input type="checkbox"/> Conventional gasoline blendstock for oxygenate blending ("gasoline" or "CBOB") or E10	<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 in OAR 340-253-0200(3) whichever applies to that fuel as selected below:	
<input type="checkbox"/> Fossil CNG or LNG derived from North American sources	

Register Organization

Back

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. (Not used for GHG Reporting)

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

OFRS User Agreements

[Terms of System Use Agreement](#)

ACCEPTANCE OF TERMS

The services that the Clean Fuels 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

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

[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 terms 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.

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

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 Home tab 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 screen will show any current system messages from DEQ. At the top of the screen, you will find a navigation bar to access different functions within the system.

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

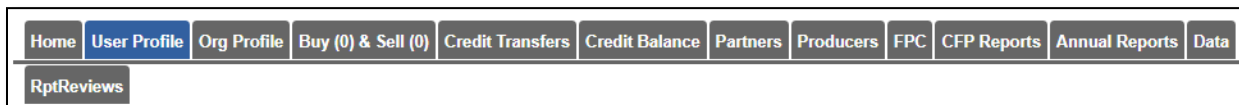
Accounts and Roles

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. The “Regulated Party” administrator will assign roles to their users. 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.



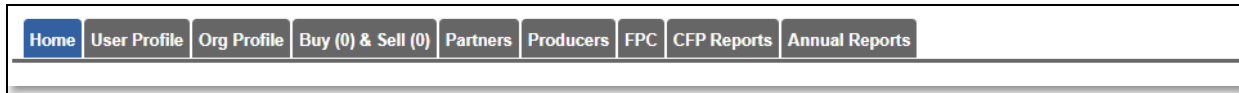
Admin without Signatory Authority (w/o SA) – This role provides authorization to establish and activate user accounts for the registered organization, as well as the ability to upload data into the OFRS system. There is no authorization to submit reports, or to access CFP credit bank and transfer related 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). Please note, SICs are not needed for GHG Only accounts as you will not be retiring or purchasing credits.

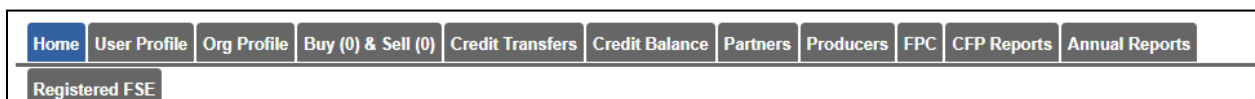
Note: After registering an organization in the OFRS, the persons associated with the initial two accounts are assigned the role of Administrator with Signatory Authority.



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.

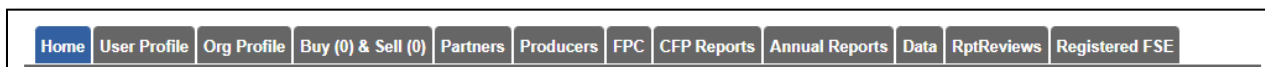
Users with this role will receive an email containing the Security Identification Code (SIC) for their organization, which enables them to perform credit transfers. They will also receive system-generated emails regarding credit transfer activities (e.g., initiating, submitting, accepting, and recalling 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, Annual Reports, Data, and RptReviews tabs. If you are Hybrid or CFP Only Organization, depending on your role and Organization's registration status you may see additional tabs.

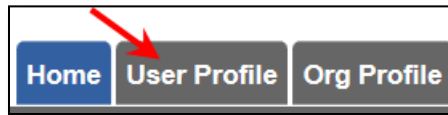
Home	User Profile	Org Profile	Buy (0) & Sell (0)	Credit Transfers	Credit Balance	Partners	Producers	FPC	CFP Reports	Annual Re
RptReviews	Facility-FSE	Registered FSE								

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

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.
- **Security Question Reset Needed:** Select if a user needs to update their security questions.

A screenshot of a web form titled 'Manage User Profile'. The form is divided into sections. The 'User Details' section contains fields for First Name, Last Name, Middle Initial, Title, Relationship to the Organization (a dropdown menu), Business Phone, Mobile Phone, Email, and Confirm Email. Below these fields are three checkboxes: 'User Locked' (unchecked), 'User Active' (checked), and 'Password Reset Needed' (unchecked). There is also a checkbox for 'Security Question Reset Needed' which is checked. The form has a green header bar with the title 'Manage User Profile'.

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 GHG RP reported data for download.

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
☐ Terms of Use
☐ Data Tab

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.

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:

User Role: *

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

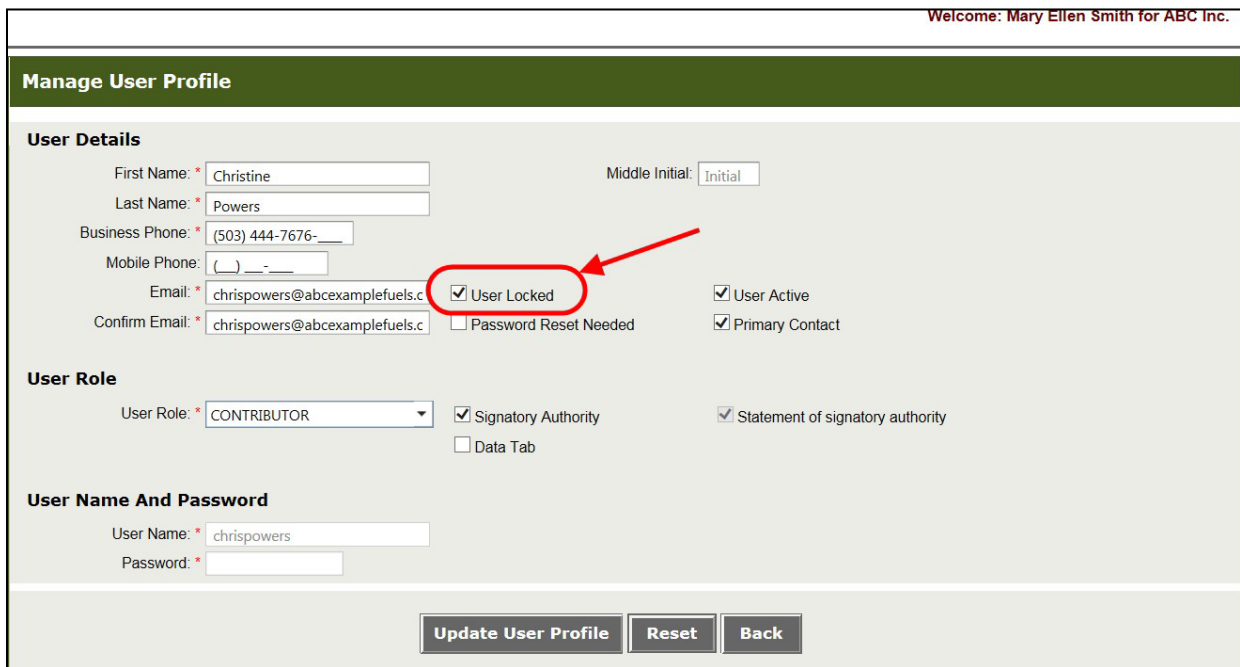
Update User Profile

Reset

Back

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: *

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

The screenshot shows the 'Organization Profile' page in the 'DEQ OFRS Staging Test System'. The page header includes the Department of Environmental Quality logo, the system name, and a version number of 2.2. A navigation bar at the top contains links for Home, User Profile, Org Profile (highlighted), Buy (0) & Sell (0), Credit Transfers, Credit Balance, Partners, Producers, FPC, CFP Reports, Annual Reports, and Data. Below this is a secondary navigation bar with 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 (340-253-8010_w1uYbcj5xr3C.pdf), Organization Name (House Atredies), Federal Employer Identification Number (FEIN) (12-1234123), Address Line 1 (1 First Street), City (Alexandria), Zip Code (22314), State Or Province (California), Country (UNITED STATES), Date of Incorporation (09/15/202), and Place of Incorporation (Caladan). There are checkboxes for 'Is Finished Fuel Importer?' (checked) and 'Outside the Bulk System Exporter' (unchecked). A link for 'LRT-CBTS General Use Conditions' is present. At the bottom of the details section is a button labeled 'Report Annual Related Entity Information', which is highlighted by a large red arrow. Below this button is an email field and a checkbox for including the email address in the list of Reporting Parties.

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

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[Sign out](#)

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FPC
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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				

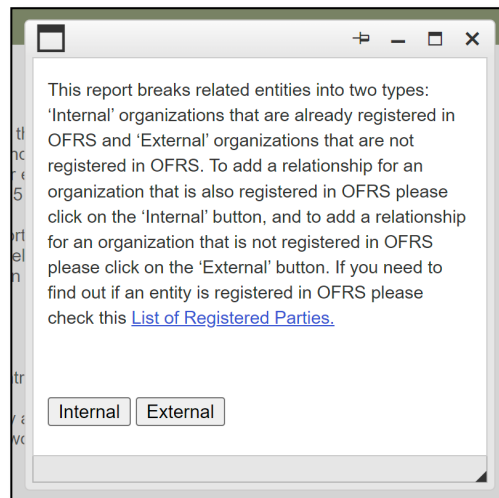
Instructions Before Submission:

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.

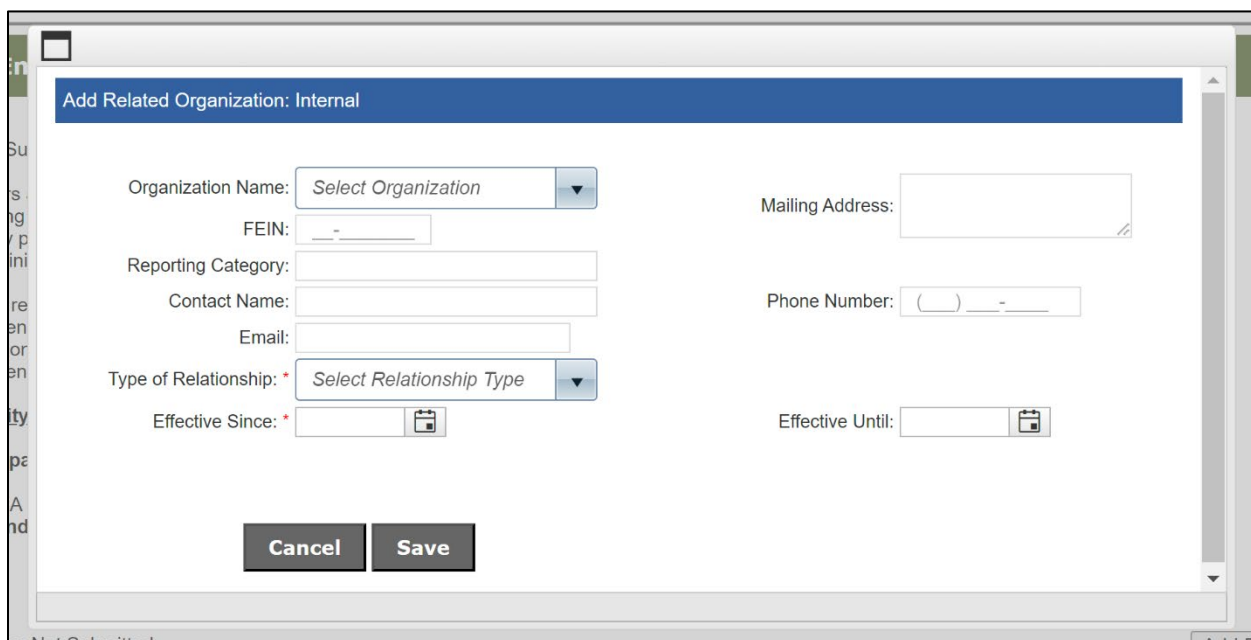
When you add a new relationship, you will be asked if you are adding a new "Internal"

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.



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 form titled "Add Related Organization: External". The form contains the following fields and values:

Field	Value
Organization Name *	External Test Organization
FEIN *	21-2111111
Reporting Category *	GHG
Contact Name *	John Smith
Contact Title *	Manager
Type of Relationship *	Company under common ...
Effective Since *	04/01/2022
Mailing Address *	123 Anywhere Street Bend, OR 97703
Phone Number *	(123) 123-1234
Email *	John.Smith@Testing.com
Effective Until *	12/01/2022

At the bottom 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.

Submitting a Greenhouse Gas Annual Report

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

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

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

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

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

GHG Reporting

+ Add new record

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

No records to display.

Greenhouse Gas Emissions (MTCO ₂ e)						Total MTCO ₂ e	
Anthropogenic Emissions				Biogenic Emissions			
CO ₂	CH ₄	N ₂ O	CO ₂				

There are no records to display

Save

Submit

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

GHG Reporting

+ Add new record

Supplier Type	Fuel Type	Fuel Amount (Gallons)	Greenhouse Gas Emissions (MTCO ₂ e)				Total MTCO ₂ e	
			Anthropogenic Emissions			Biogenic Emissions		
			CO ₂	CH ₄	N ₂ O	CO ₂		
Fuel Importer	Aviation gasoline	10000						<input type="button" value="Save Record"/> <input type="button" value="Delete"/>

For each fuel type and supplier type, you may specify a more specific formulation type than unknown gasoline or unknown diesel fuel gallons as described in the [Determining Fuel Types for Reporting](#) on the [Greenhouse Gas Reporting Resources and Forms](#) webpage under the Fuel Supplier sector.

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.

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	Gasoline formulation unknown	2,000,000.00	17919.05	19.00	47.68	0	17985.73	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Fuel Importer	Conventional summer regular	150000						<input type="button" value="Save Record"/> <input type="button" value="Delete"/>

Greenhouse Gas Emissions (MTCO₂e)

Anthropogenic Emissions

Biogenic Emissions

Total MTCO₂e

CO₂

17919.05

19

47.68

0

17985.73

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

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	Gasoline formulation unknown	2,000,000.00	17919.05	19.00	47.68	0	17985.73	Edit Delete
Fuel Importer	Conventional summer regular	150,000.00	1340.36	1.42	3.58	0	1345.36	Edit Delete

Greenhouse Gas Emissions (MTCO ₂ e)					Total MTCO ₂ e
Anthropogenic Emissions				Biogenic Emissions	
CO ₂	CH ₄	N ₂ O	CO ₂		
19259.41	20.42	51.26	0	19331.09	

Save

☐ - 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: _____ 1/27/2026

Back To Reports Home

Submit

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

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

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


GHG Reporting

+ Add new record

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

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

Save



Submit

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

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

Reporting Exports in the GHG RP Annual Report

If 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.

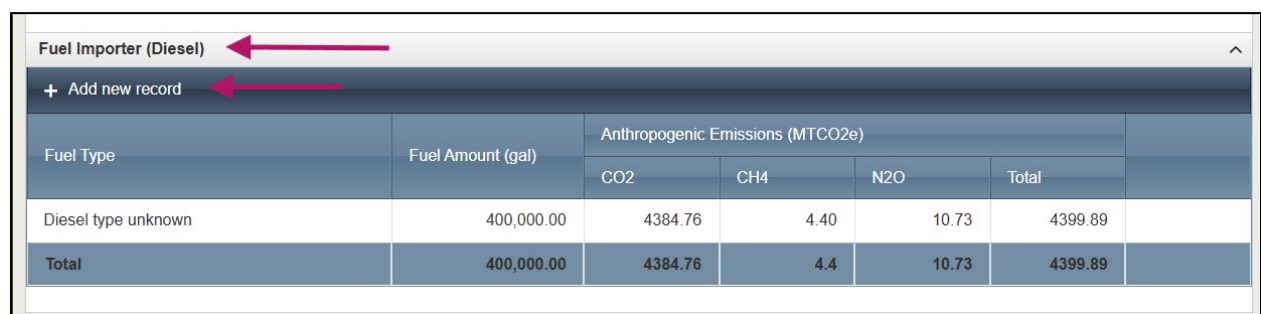
This is not a typical arrangement for most entities but if your entity does export the same gallons that were brought into the state, they shouldn't be reported to the GHG RP. Contact us at GHGReport@deq.oregon.gov and we can add the GHG Exporter function in the system for your entity.

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 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	
<div> <input type="text" value="0"/> <div> <div></div> <div></div> </div> </div> <ul style="list-style-type: none"> Diesel type unknown Distillate fuel oil no. 1 Distillate fuel oil no. 2 (e.g. heating oil and road diesel) Export out of Oregon distribution system 	400,000.00	4384.76	4.4	10.73	4399.89	<div>Save Record</div> <div>Delete</div>

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 Importer (Diesel)

+ Add new record

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	<div>Edit</div>
Total	390,500.00	4280.62	4.3	10.47	4295.39	

Other Fuels

+ Add new record

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, ODEQ recognizes that there are times when corrections to a previously submitted report may be necessary to maintain accurate information in the reporting tool. Only an Administrator account can unlock a report. To make corrections to a submitted report:

Navigate to the **Annual Reports** tab to see the submitted and locked report GHG annual report. Click the **Unlock** link. This will open the Correction Request pop-up.

Annual Reports					
GHG Reporting Program					
	Year	Due Date	Submitted	Annual Report	Unlock Report
▶	2023	04/30/2024	Yes	Go to Report	Unlock
▶	2024	04/30/2025	Yes	Go to Report	Unlock
▶	2025	04/30/2026	Yes	Go to Report	Unlock

Enter a brief description of the corrections in the pop-up in the comment box provided and upload a document with supporting details concerning the corrections.

Request to Unlock 2020 GHG Report for Corrections

CRF# :

Briefly describe the need for the corrections to your annual report:

Volume of gasoline was entered incorrectly in the annual report.

Letter Request (detailed):

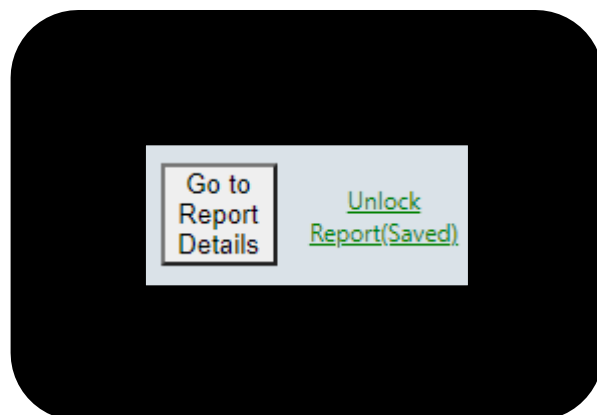
Choose File No file chosen

Save

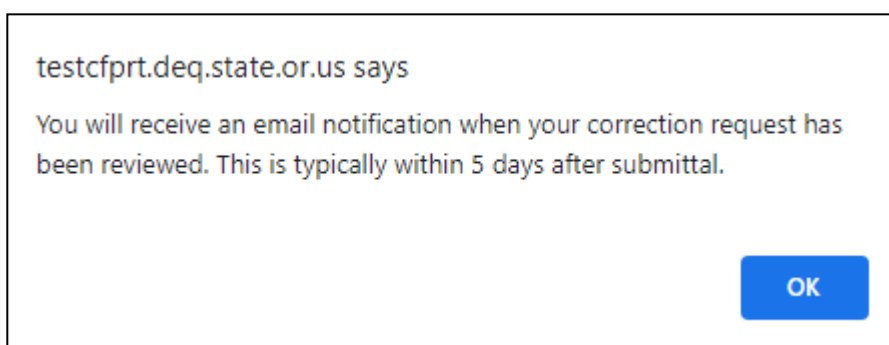
Submit

Cancel

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



After making any additional edits, click **Submit**. This submits the form to the OFRS Administrator. You will receive the following message.



Once an OFRS administrator has reviewed and approved the request, you will receive an email informing you that the report has been unlocked. The report is now open for editing and will show up as not being submitted in the table.

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

Corrective edits should be made as soon as possible and the annual report re-submitted. When all corrections are made, Submit the report as described in the Submitting a Greenhouse Gas Annual report section of this document (page 29).