

CITSS

Compliance Instrument
Tracking System Service

#1 Account Application Checklist

Print this form (page) using your browser print function. After printing, you should close this window / tab (not your browser) to return to the CITSS application where you can select the print windows for the Account Application Checklist, Account Application Form, and the Corporate Associations and Structure Form.

CITSS Entity ID: _____

To finish your account registration, you must complete the following steps:

- Print the Account Application Checklist
- Print the Account Application with Attestations Form
 - Complete the Additional Information Required section of the Application Form
 - Provide the original signature of the Primary Account Representative
 - Provide the original signature of the Alternate Account Representative
 - Provide the original signature of a Director or Officer of the Entity
- Print the Corporate Association and Structure Form
 - Complete each applicable section of the Form
 - Provide the original signature of the Primary Account Representative or Alternate Account Representative
- Mail all of the above materials to the Jurisdiction Registrar at the address below.

Mail the completed forms to:

California ARB
Attn: The CITSS Account Registration
1001 I Street, 6th Floor
Sacramento, CA 95814

Upon review of the submitted materials, the Jurisdiction Registrar will send an email to the PAR and AARs registered in CITSS notifying them of approval, denial, or pending status of account application. After receiving approval from the Jurisdiction Registrar, the PAR and AARs will be able to access compliance instrument account(s).